



# City of Olympia

City Hall  
601 4th Avenue E  
Olympia, WA 98501

Information: 360.753.8447

## Meeting Agenda City Council

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**Tuesday, November 18, 2014**

**7:00 PM**

**Council Chambers**

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**1. ROLL CALL**

**1.A ANNOUNCEMENTS**

**1.B APPROVAL OF AGENDA**

**2. SPECIAL RECOGNITION - None**

**3. PUBLIC COMMUNICATION**

*(Estimated Time: 0-30 Minutes) (Sign Up Sheets are Provided in the Foyer)  
During this portion of the meeting, citizens may address the Council regarding only items related to City business, including items on the Agenda, except on agenda items for which the City Council either held a Public Hearing in the last 45 days, or will hold a Public Hearing within 45 days. Individual testimony is limited to three minutes or less. In order to hear as many people as possible during the 30-minutes set aside for Public Communication, the Council will refrain from commenting on individual testimony until all public comment has been taken. The City Council will allow for additional testimony to be taken at the end of the meeting for those who signed up at the beginning of the meeting and did not get an opportunity to speak during the allotted 30-minutes.*

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

**4. CONSENT CALENDAR**

*(Items of a Routine Nature)*

**4.A**    [14-1099](#)    Approval of November 3, 2014 City Council Meeting Minutes

***Attachments:***    [Minutes](#)

**4.B**    [14-1123](#)    Approval of Bills and Payroll Certification

***Attachments:***    [Bills and Payroll Certs](#)

**4.C**    [14-1106](#)    2014 Neighborhood Matching Grants: Proposed Budget Reallocation for Two Grants

**4.D**    [14-1114](#)    Approval of Agreement with National Development Council for Community and Economic Development Services

***Attachments:***    [NDC Agreement 2014-16](#)

**4.E**    [14-1120](#)    Approval of 2015 Legislative Agenda

**4. SECOND READINGS - None****4. FIRST READINGS - None****5. PUBLIC HEARING**

- 5.A**     [14-1115](#)     Public Hearing on the 2015 City of Olympia Operating Budget
- Attachments:**   [Link to 2015 Preliminary Operating Budget](#)  
                      [Proposed Utility Rate Increases](#)  
                      [Lodging Tax Letter of Recommendations](#)  
                      [Lodging Tax Chart of Recommendations](#)
- 5.B**     [14-0990](#)     Public Hearing on the 2015 - 2020 Capital Facilities Plan (CFP)
- Attachments:**   [Hyperlink to 2015 - 2020 Preliminary CFP](#)  
                      [Bicycle & Ped Adv Committee Letter](#)  
                      [Parks & Rec Adv Commiittee Letter](#)  
                      [Utility Advisory Committee Letter](#)  
                      [Planning Commission Letter](#)  
                      [Impact Fees and GFCs](#)
- 5.C**     [14-1055](#)     Public Hearing on the 2016-2021 Six-year Transportation Improvement Program
- Attachments:**   [2016-2021 TIP Project Summary](#)  
                      [2016-2021 TIP Project Maps](#)  
                      [2016-2021 WSDOT Technical Report](#)  
                      [Phil Schulte Email and Response](#)
- 5.D**     [14-1088](#)     Public Hearing and 1st Reading on the 2015 Ad Valorem Tax Ordinance
- Attachments:**   [Ordinance](#)  
                      [Schedule of Preliminary Estimated 2015 General Fund Revenue by Type](#)

**6. OTHER BUSINESS - None****7. CONTINUED PUBLIC COMMUNICATION**

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

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

**8.B CITY MANAGER'S REPORT AND REFERRALS****9. ADJOURNMENT**

*The City of Olympia is committed to the non-discriminatory treatment of all persons in employment and the delivery of services and resources. If you require accommodation for your attendance at the City Council meeting, please contact the Council's Secretary at 360.753-8244 at least 48 hours in advance of the meeting. For hearing impaired, please contact us by dialing the Washington State Relay Service at 7-1-1 or 1.800.833.6384.*



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

# City of Olympia

## City Council

### Approval of November 3, 2014 City Council Meeting Minutes

**Agenda Date:** 11/18/2014  
**Agenda Item Number:** 4.A  
**File Number:**14-1099

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

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**Title**

Approval of November 3, 2014 City Council Meeting Minutes





# City of Olympia

City Hall  
601 4th Avenue E  
Olympia, WA 98501

## Meeting Minutes - Draft City Council

Information: 360.753.8447

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**Monday, November 3, 2014**

**7:00 PM**

**Council Chambers**

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### Monday Meeting Due to Election Day

#### 1. ROLL CALL

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

#### 1.A ANNOUNCEMENTS

Mayor Buxbaum announced the Council met earlier in the evening in Study Session and the two topics discussed at that meeting will be continued under Other Business. Those items are 6A Community Renewal Area Process - Next Steps; and 6B Continued Discussion of the 2015 Operating Budget.

City Manager Steve Hall announced that Mark Barber was recently selected to fill the City Attorney position and will join staff by January 1, 2015.

#### 1.B APPROVAL OF AGENDA

The agenda was approved.

#### 2. SPECIAL RECOGNITION

##### 2.A [14-1061](#) Update on Downtown Project

Downtown Liaison Brian Wilson gave an overview of the downtown project.

The recognition was received.

#### 3. PUBLIC COMMUNICATION

The Council heard comments from Ms. Lee Montecucco, Mr. Ron Nesbitt, and Mr. Jeff Jaksich.

**COUNCIL RESPONSE TO PUBLIC COMMUNICATION - None**

#### 4. CONSENT CALENDAR

Councilmember Roe commented on item 4E - the Interlocal Agreement for the Thurston Narcotics Task Force - and asked for an update from the task force at a future Study Session.

- 4.A**     [14-1074](#)            Approval of October 28, 2014 Special Study Session Meeting Minutes

**The minutes were adopted.**

- 4.B**     [14-1077](#)            Approval of October 28, 2014 City Council Meeting Minutes

**The minutes were adopted.**

- 4.C**     [13-0864](#)            Approval of Sublease Agreement with Fiddlehead Marina for a Portion of Percival Landing

**The contract was adopted.**

- 4.D**     [14-1049](#)            Authorization to Apply for a Department of Ecology Grant for Stormwater Retrofits on Harrison Avenue

**The decision was adopted.**

- 4.E**     [14-1060](#)            Approval of Interlocal Agreement between the Cities of Lacey and Tumwater and Thurston County for the Thurston Narcotics Task Force

**The contract was adopted.**

- 4.F**     [14-1062](#)            Approval to Use \$95,071 from Asset Forfeiture Funds for Purchase of a Replacement Video System for the City Jail

**The decision was adopted.**

- 4.G**     [14-1070](#)            Approval of Percival Landing F-Float Grant Amendment

**The contract was adopted.**

- 4.H**     [14-1072](#)            Consideration of Resolution Concerning the Use of Neonicotinoid Pesticides by the City of Olympia

**The resolution was adopted.**

#### **4. SECOND READINGS**

- 4.I**     [14-0983](#)            Approval of Ordinance Amending Olympia Municipal Code to Discontinue the Acceptance of a Bond in Lieu of Payment for Fines, Fees and Charges Due for Unpaid Parking Citations

**The ordinance was adopted on second reading.**

#### 4. FIRST READINGS - None

##### Approval of the Consent Agenda

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

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

#### 5. PUBLIC HEARING

##### 5.A [14-1057](#) Public Hearing on Final Draft of the Comprehensive Plan

CP&D Deputy Director Leonard Bauer gave a brief review of the background of the process to date. He said the public hearing is on the changes made to the Plan since the final draft.

The public hearing was opened at 7:34 p.m.

Ms. Chey Kyarky, 2408 State Ave. NE, asked the City to retain the single family residence designation on the four properties in the 2400 block of State Avenue.

Mr. Stuart Drebeck, 1520 Delphi Rd SW, said words in the Comprehensive Plan such as require, must, shall, and will should be in the zoning laws instead.

Ms. Bethany Weidner, 1415 6th Ave. SW, President of the Southwest Olympia Neighborhood Association, said she is in favor of removing the Decatur/6th Avenue connection from the Comprehensive Plan. She said the neighborhood association recently received a grant to improve the Decatur pedestrian bike path.

Mr. Walt Jorgensen, 823 North Street SE, said changes were made with little time for the public to review them.

Mr. David Schaffert, 7409 Byron St. NE, President of Thurston County Chamber of Commerce, spoke on the high density corridor minimum density requirements and suggested these be reduced 15 units per acre and include incentives.

Mr. Michael Gusa, 1700 Cooper Point Road Sw, Bldg. A-3, spoke of the four properties in the 2400 block of State Ave. and agreed these should be treated the same as properties in nearby areas.

Mr. Joe Ford, 1903 Eskridge, spoke in favor of the changes made to accommodate bicyclists.

Mr. Seth Hutt, 608 Quince St. NE, President of the Bigelow Neighborhood Association, said the members of the association reviewed the Comprehensive Plan and came up with three issues: 1) the height requirement areas should be identified, 2) they are in favor of the limitations for development next to historic properties, and 3) they are in favor of amending the Comprehensive Plan only once per year.

Mr. Jeff Jaksich voiced his concern about the process.

The public hearing was closed at 8:00 p.m.

**The public hearing was held and closed. Mayor Buxbaum noted written comments will be taken until 5:00 p.m. Sunday, November 9.**

## 6. OTHER BUSINESS

### 6.A [14-1045](#) Community Renewal Area (CRA) Process - Next Steps

CP&D Director Keith Stahley provided an overview of the CRA process. He touched on aspects of the downtown, the Downtown Plan, and the relationship of the Community Renewal Area to the Downtown Plan. He reviewed the timeline.

Discussion items included:

- Need to move forward with the CRA
- The Downtown Plan needs to be completed
- Consider taking the isthmus out of the list of five properties designated as blight

**Councilmember Langer moved, seconded by Councilmember Hankins, to move forward with the CRA process recommendation for implementing the Community Renewal Area as provided by the Community and Economic Revitalization Committee with the understanding that the Council will be involved in further elements. The motion carried by the following vote:**

**Aye:** 5 - Mayor Buxbaum, Mayor Pro Tem Jones, Councilmember Cooper, Councilmember Hankins and Councilmember Langer

**Nay:** 2 - Councilmember Roe and Councilmember Selby

### 6.B [14-1050](#) Continued Discussion of the 2015 Operating Budget

City Manager Steve Hall and Administrative Services Director Jane Kirkemo reviewed the list of ongoing and one time unfunded priorities in the Budget.

Questions and comments included:

- Is this a complete list? No
- These are the most important items not in budget
- The Parks Maintenance item includes seasonal employees
- Scoping of Downtown Plan
- Have we received a structural estimate on Percival Landing? This was just received and will go to the Finance Committee in December and then to the full Council in

January.

- Add \$25,000 to help at-risk youth. The Finance Committee will discuss this on November 12.

Ms. Kirkemo said the Finance Committee will discuss revenue options at each of its meetings next year.

**The discussion was completed and will be continued at the November 12 Finance Committee meeting.**

**7. CONTINUED PUBLIC COMMUNICATION**

**8. REPORTS AND REFERRALS**

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

Councilmembers had no committee reports.

Councilmembers discussed the opportunity to sign onto an Amicus brief regarding protecting the environment. Council agreed to sign onto this.

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

**9. ADJOURNMENT**

The meeting adjourned at 9:54 p.m.



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Olympia, WA 98501  
360-753-8447

# City of Olympia

## City Council

### Approval of Bills and Payroll Certification

**Agenda Date:** 11/18/2014  
**Agenda Item Number:** 4.B  
**File Number:** 14-1123

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

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**Title**

Approval of Bills and Payroll Certification

CITY OF OLYMPIA  
EXPENDITURE SUMMARY

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

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

FOR PERIOD	<u>10/12/2014</u>	THROUGH	<u>10/18/2014</u>
FOR A/P CHECK NUMBERS	<u>3452725</u>	THROUGH	<u>3453015</u>
FOR ELECTRONIC PAYMENTS	<u>9/1/2014</u>	THROUGH	<u>9/30/2014</u>

INCLUSIVE IN THE AMOUNT TOTALING

DATED

ADMINISTRATIVE SERVICES DIRECTOR

October 21, 2014

Jane Kufemo

TOTAL APPROVED FOR PAYMENT

	FUND	
\$1,430,389.20	001	GENERAL FUND
\$0.00	002	SHOP FACILITIES
\$19,003.98	003	REVOLVING ACCOUNT FUND
\$0.00	004	URBAN ARTERIAL FUND
\$1,256.29	025	WASHINGTON CENTER
\$0.00	026	MUNICIPAL ARTS FUND
\$25,194.30	029	EQUIP & FACIL REPLACE RES
\$0.00	107	HUD
\$275.57	108	HUD
\$0.00	127	IMPACT FEES
\$0.00	130	SEPA MITIGATION FUND
\$0.00	132	LODGING TAX FUND
\$0.00	133	ARTS AND CONFERENCE FUND
\$0.00	134	PARKS AND REC SIDEWALK UT TAX
\$435.61	135	PARKING BUSINESS IMP AREA
\$0.00	136	FARMERS MRKT REPAIR/REPLC
\$0.00	137	CHILDREN'S HANDS ON MUSEUM
\$0.00	138	TRANS BENEFIT DISTRICT
\$0.00	208	LID OBLIGATION CONTROL
\$0.00	216	4th/5th AVE PW TRST
\$0.00	223	LTGO BOND FUND '06-PARKS
\$0.00	224	UTGO BOND FUND 2009 FIRE
\$0.00	225	CITY HALL DEBT FUND
\$0.00	226	2010 LTGO BOND-STREETPROJ
\$0.00	227	LOCAL DEBT FUND
\$0.00	228	2010B LTGO BONDS-HOCM
\$448,174.00	317	CIP
\$0.00	322	4/5th AVE CORRIDOR/BRIDGE
\$0.00	323	CIP CONSTR FUND - PARKS
\$0.00	324	FIRE STATION 4 CONSTRUCT
\$0.00	325	CITY HALL CONST
\$0.00	326	TRANSPORTATION CONST
\$0.00	329	GO BOND PROJECT FUND
\$0.00	331	FIRE EQUIPMENT REPLACEMENT FUND
\$74,477.09	401	WATER
\$32,952.10	402	SEWER
\$342,228.57	403	SOLID WASTE
\$15,823.20	404	STORM AND SURFACE WATER
\$8,803.38	434	STORM AND SURFACE WATER CIP
\$406,737.85	461	WATER CIP FUND
\$12,802.50	462	SEWER CIP FUND
\$4,735.52	501	EQUIPMENT RENTAL
\$1,766.96	502	C. R. EQUIPMENT RENTAL
\$0.00	503	UNEMPLOYMENT COMPENSATION
\$0.00	504	INS TRUST FUND
\$10,091.35	505	WORKERS COMPENSATION
\$0.00	604	FIREMEN'S PENSION FUND
\$0.00	605	CUSTOMERS WATER RESERVE
\$0.00	621	WASHINGTON CENTER ENDOW
\$0.00	631	PUBLIC FACILITIES
\$554.88	682	LAW ENFORCEMENT RECORD MGNTSYS
\$0.00	701	PARKS-NEIGHBORHOOD
\$0.00	702	PARKS-COMMUNITY
\$0.00	703	PARKS-OPEN SPACE
\$0.00	707	PARKS-SPECIAL USE
\$0.00	711	TRANSPORTATION
\$0.00	720	SCHOOLS

\$2,835,702.35 GRAND TOTAL FOR WEEK

CITY OF OLYMPIA  
EXPENDITURE SUMMARY

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FOR PERIOD	<u>10/5/2014</u>	THROUGH	<u>10/11/2014</u>
FOR A/P CHECK NUMBERS	<u>3452429</u>	THROUGH	<u>3452724</u>
FOR ELECTRONIC PAYMENTS	<u>                    </u>	THROUGH	<u>                    </u>

INCLUSIVE IN THE AMOUNT TOTALING

DATED

ADMINISTRATIVE SERVICES DIRECTOR

October 14, 2014

Jane Kuiterno

TOTAL APPROVED FOR PAYMENT  
FUND

\$234,016.04	001	GENERAL FUND
\$0.00	002	SHOP FACILITIES
\$11,326.02	003	REVOLVING ACCOUNT FUND
\$0.00	004	URBAN ARTERIAL FUND
\$18,647.75	025	WASHINGTON CENTER
\$0.00	026	MUNICIPAL ARTS FUND
\$325.00	029	EQUIP & FACIL REPLACE RES
\$0.00	107	HUD
\$0.00	108	HUD
\$0.00	127	IMPACT FEES
\$0.00	130	SEPA MITIGATION FUND
\$0.00	132	LODGING TAX FUND
\$0.00	133	ARTS AND CONFERENCE FUND
\$0.00	134	PARKS AND REC SIDEWALK UT TAX
\$0.00	135	PARKING BUSINESS IMP AREA
\$0.00	136	FARMERS MRKT REPAIR/REPLC
\$0.00	137	CHILDREN'S HANDS ON MUSEUM
\$0.00	138	TRANS BENEFIT DISTRICT
\$0.00	208	LID OBLIGATION CONTROL
\$0.00	216	4th/5th AVE PW TRST
\$0.00	223	LTGO BOND FUND '06-PARKS
\$0.00	224	UTGO BOND FUND 2009 FIRE
\$0.00	225	CITY HALL DEBT FUND
\$0.00	226	2010 LTGO BOND-STREETPROJ
\$0.00	227	LOCAL DEBT FUND
\$0.00	228	2010B LTGO BONDS-HOCM
\$344,542.35	317	CIP
\$0.00	322	4/5th AVE CORRIDOR/BRIDGE
\$0.00	323	CIP CONSTR FUND - PARKS
\$0.00	324	FIRE STATION 4 CONSTRUCT
\$0.00	325	CITY HALL CONST
\$0.00	326	TRANSPORTATION CONST
\$0.00	329	GO BOND PROJECT FUND
\$0.00	331	FIRE EQUIPMENT REPLACEMENT FUND
\$43,650.85	401	WATER
\$921,028.21	402	SEWER
\$27,492.73	403	SOLID WASTE
\$1,689.33	404	STORM AND SURFACE WATER
\$4,105.93	434	STORM AND SURFACE WATER CIP
\$72,763.73	461	WATER CIP FUND
\$18,624.75	462	SEWER CIP FUND
\$14,974.62	501	EQUIPMENT RENTAL
\$9,960.85	502	C. R. EQUIPMENT RENTAL
\$0.00	503	UNEMPLOYMENT COMPENSATION
\$2,817.17	504	INS TRUST FUND
\$451.16	505	WORKERS COMPENSATION
\$549.47	604	FIREMEN'S PENSION FUND
\$0.00	605	CUSTOMERS WATER RESERVE
\$0.00	621	WASHINGTON CENTER ENDOW
\$0.00	631	PUBLIC FACILITIES
\$0.00	682	LAW ENFORCEMENT RECORD MGNTSYS
\$0.00	701	PARKS-NEIGHBORHOOD
\$0.00	702	PARKS-COMMUNITY
\$0.00	703	PARKS-OPEN SPACE
\$0.00	707	PARKS-SPECIAL USE
\$0.00	711	TRANSPORTATION
\$31,080.03	720	SCHOOLS

\$1,758,045.99 GRAND TOTAL FOR WEEK



CITY OF OLYMPIA  
EXPENDITURE SUMMARY

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FOR PERIOD	<u>10/19/2014</u>	THROUGH	<u>10/25/2014</u>
FOR A/P CHECK NUMBERS	<u>3453016</u>	THROUGH	<u>3453250</u>
FOR ELECTRONIC PAYMENTS	<u></u>	THROUGH	<u></u>

INCLUSIVE IN THE AMOUNT TOTALING

DATED  
Oct 28, 2014

ADMINISTRATIVE SERVICES DIRECTOR  
Jane Kirkemo

TOTAL APPROVED FOR PAYMENT  
FUND

\$142,741.07	001	GENERAL FUND
\$0.00	002	SHOP FACILITIES
\$140,609.99	003	REVOLVING ACCOUNT FUND
\$0.00	004	URBAN ARTERIAL FUND
\$0.00	025	WASHINGTON CENTER
\$44.95	026	MUNICIPAL ARTS FUND
\$0.00	029	EQUIP & FACIL REPLACE RES
\$5,856.77	107	HUD
\$48.02	108	HUD
\$0.00	127	IMPACT FEES
\$0.00	130	SEPA MITIGATION FUND
\$0.00	132	LODGING TAX FUND
\$0.00	133	ARTS AND CONFERENCE FUND
\$51.29	134	PARKS AND REC SIDEWALK UT TAX
\$126.43	135	PARKING BUSINESS IMP AREA
\$0.00	136	FARMERS MRKT REPAIR/REPLC
\$0.00	137	CHILDREN'S HANDS ON MUSEUM
\$0.00	138	TRANS BENEFIT DISTRICT
\$0.00	208	LID OBLIGATION CONTROL
\$0.00	216	4th/5th AVE PW TRST
\$0.00	223	LTGO BOND FUND '06-PARKS
\$0.00	224	UTGO BOND FUND 2009 FIRE
\$0.00	225	CITY HALL DEBT FUND
\$0.00	226	2010 LTGO BOND-STREETPROJ
\$0.00	227	LOCAL DEBT FUND
\$0.00	228	2010B LTGO BONDS-HOCM
\$8,467.47	317	CIP
\$0.00	322	4/5th AVE CORRIDOR/BRIDGE
\$0.00	323	CIP CONSTR FUND - PARKS
\$0.00	324	FIRE STATION 4 CONSTRUCT
\$0.00	325	CITY HALL CONST
\$0.00	326	TRANSPORTATION CONST
\$0.00	329	GO BOND PROJECT FUND
\$1,315.94	331	FIRE EQUIPMENT REPLACEMENT FUND
\$117,372.64	401	WATER
\$17,991.13	402	SEWER
\$581.13	403	SOLID WASTE
\$12,022.40	404	STORM AND SURFACE WATER
\$17,821.59	434	STORM AND SURFACE WATER CIP
\$54.12	461	WATER CIP FUND
\$156,469.64	462	SEWER CIP FUND
\$1,147.10	501	EQUIPMENT RENTAL
\$184,141.90	502	C. R. EQUIPMENT RENTAL
\$0.00	503	UNEMPLOYMENT COMPENSATION
\$0.00	504	INS TRUST FUND
\$1,219.74	505	WORKERS COMPENSATION
\$0.00	604	FIREMEN'S PENSION FUND
\$0.00	605	CUSTOMERS WATER RESERVE
\$0.00	621	WASHINGTON CENTER ENDOW
\$0.00	631	PUBLIC FACILITIES
\$2,574.45	682	LAW ENFORCEMENT RECORD MGNTSYS
\$0.00	701	PARKS-NEIGHBORHOOD
\$0.00	702	PARKS-COMMUNITY
\$0.00	703	PARKS-OPEN SPACE
\$0.00	707	PARKS-SPECIAL USE
\$0.00	711	TRANSPORTATION
\$0.00	720	SCHOOLS
<hr/>		
\$810,657.77	GRAND TOTAL FOR WEEK	

CITY OF OLYMPIA  
EXPENDITURE SUMMARY

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

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

FOR PERIOD 10/26/2014 THROUGH 11/1/2014  
 FOR A/P CHECK NUMBERS 3453251 THROUGH 3453481  
 FOR ELECTRONIC PAYMENTS \_\_\_\_\_ THROUGH \_\_\_\_\_

INCLUSIVE IN THE AMOUNT TOTALING

DATED November 4, 2014 ADMINISTRATIVE SERVICES DIRECTOR Jane Keikemo

TOTAL APPROVED FOR PAYMENT  
FUND

\$73,342.30	001	GENERAL FUND
\$0.00	002	SHOP FACILITIES
\$29,791.50	003	REVOLVING ACCOUNT FUND
\$0.00	004	URBAN ARTERIAL FUND
\$759.74	025	WASHINGTON CENTER
\$41.31	026	MUNICIPAL ARTS FUND
\$121,467.75	029	EQUIP & FACIL REPLACE RES
\$0.00	107	HUD
\$5,434.06	108	HUD
\$0.00	127	IMPACT FEES
\$0.00	130	SEPA MITIGATION FUND
\$0.00	132	LODGING TAX FUND
\$0.00	133	ARTS AND CONFERENCE FUND
\$0.00	134	PARKS AND REC SIDEWALK UT TAX
\$0.00	135	PARKING BUSINESS IMP AREA
\$0.00	136	FARMERS MRKT REPAIR/REPLC
\$0.00	137	CHILDREN'S HANDS ON MUSEUM
\$0.00	138	TRANS BENEFIT DISTRICT
\$0.00	208	LID OBLIGATION CONTROL
\$0.00	216	4th/5th AVE PW TRST
\$0.00	223	LTGO BOND FUND '06-PARKS
\$0.00	224	UTGO BOND FUND 2009 FIRE
\$0.00	225	CITY HALL DEBT FUND
\$0.00	226	2010 LTGO BOND-STREETPROJ
\$0.00	227	LOCAL DEBT FUND
\$0.00	228	2010B LTGO BONDS-HOCM
\$101,133.29	317	CIP
\$0.00	322	4/5th AVE CORRIDOR/BRIDGE
\$0.00	323	CIP CONSTR FUND - PARKS
\$0.00	324	FIRE STATION 4 CONSTRUCT
\$0.00	325	CITY HALL CONST
\$0.00	326	TRANSPORTATION CONST
\$0.00	329	GO BOND PROJECT FUND
\$0.00	331	FIRE EQUIPMENT REPLACEMENT FUND
\$23,266.84	401	WATER
\$12,567.98	402	SEWER
\$1,952.69	403	SOLID WASTE
\$9,738.59	404	STORM AND SURFACE WATER
\$0.00	434	STORM AND SURFACE WATER CIP
\$67,772.15	461	WATER CIP FUND
\$130,993.82	462	SEWER CIP FUND
\$49,211.71	501	EQUIPMENT RENTAL
\$19,814.57	502	C. R. EQUIPMENT RENTAL
\$46,144.48	503	UNEMPLOYMENT COMPENSATION
\$0.00	504	INS TRUST FUND
\$0.00	505	WORKERS COMPENSATION
\$535.75	604	FIREMEN'S PENSION FUND
\$0.00	605	CUSTOMERS WATER RESERVE
\$0.00	621	WASHINGTON CENTER ENDOW
\$0.00	631	PUBLIC FACILITIES
\$3,600.00	682	LAW ENFORCEMENT RECORD MGNTSYS
\$0.00	701	PARKS-NEIGHBORHOOD
\$0.00	702	PARKS-COMMUNITY
\$0.00	703	PARKS-OPEN SPACE
\$0.00	707	PARKS-SPECIAL USE
\$0.00	711	TRANSPORTATION
\$0.00	720	SCHOOLS

\$697,568.53 GRAND TOTAL FOR WEEK

**CITY OF OLYMPIA  
PAYROLL CERTIFICATION**

The Administrative Services Director of the City of Olympia, Washington, hereby certifies that the payroll gross earnings, benefits, and LEOFF I post-retirement insurance benefits for the pay cycle ending **10/15/2014** have been examined and are approved as recommended for payment.

<b>Employees Net Pay:</b>	<b>\$ 1,166,714.88</b>
<b>Fire Pension Net Pay:</b>	
<b>Employer Share of Benefits:</b>	<b>\$ 638,633.25</b>
<b>Employer Share of LEOFF I Police Post-Retirement Benefits:</b>	
<b>Employer Share of LEOFF I Fire Post-Retirement Benefits:</b>	
<b>TOTAL</b>	<b>\$ 1,805,348.13</b>

**Paid by:**

<b>Payroll Check Numbers</b>			<b>Manual Checks</b>
And			<b>Fire Pension Checks</b>
And	87399	87399	<b>Manual Checks</b>
And	87400	87428	<b>Semi Payroll Checks</b>

and Direct Deposit transmission.

October 17, 2014  
DATE

  
ADMINISTRATIVE SERVICES DIRECTOR

## CITY OF OLYMPIA PAYROLL CERTIFICATION

The Administrative Services Director of the City of Olympia, Washington, hereby certifies that the payroll gross earnings, benefits, and LEOFF I post-retirement insurance benefits for the pay cycle ending **10/31/2014** have been examined and are approved as recommended for payment.

<b>Employees Net Pay:</b>	<b>\$ 1,163,228.33</b>
<b>Fire Pension Net Pay:</b>	<b>\$ 22,984.74</b>
<b>Employer Share of Benefits:</b>	<b>\$ 630,254.08</b>
<b>Employer Share of LEOFF I Police Post-Retirement Benefits:</b>	<b>\$ 30,254.85</b>
<b>Employer Share of LEOFF I Fire Post-Retirement Benefits:</b>	<b>\$ 23,013.95</b>
<b>TOTAL</b>	<b><u>\$ 1,869,735.95</u></b>

**Paid by:**

<b>Payroll Check Numbers</b>	<b>87429</b>	<b>87434</b>	<b>Manual Checks</b>
And	<b>87435</b>	<b>87440</b>	<b>Fire Pension Checks</b>
And	<b>87441</b>	<b>87441</b>	<b>Manual Checks</b>
And	<b>87442</b>	<b>87471</b>	<b>Semi Payroll Checks</b>

and Direct Deposit transmission.

Nov 3, 2014  
DATE

  
ADMINISTRATIVE SERVICES DIRECTOR



# City of Olympia

## City Council

### 2014 Neighborhood Matching Grants: Proposed Budget Reallocation for Two Grants

**Agenda Date:** 11/18/2014  
**Agenda Item Number:** 4.C  
**File Number:**14-1106

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

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#### **Title**

2014 Neighborhood Matching Grants: Proposed Budget Reallocation for Two Grants

#### **Recommendation:**

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

Move to approve the proposed budget reallocations for the approved 2014 matching grants for the Bigelow and Hidden Creek Neighborhood Associations.

#### **Report**

##### **Issue:**

Approved 2014 matching grant budgets for Bigelow and Hidden Creek neighborhood Associations included line items for staff to provide technical assistance. For these projects, staff reported that they did not require some or all of the time originally accounted for in the approved budget. Each neighborhood has requested that the unused funds be assigned to another line item in the project budget.

#### **Staff Contact:**

Michelle Sadlier, Associate Planner, Community Planning and Development, 360.753.8031

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

Traditionally, the City Council has reviewed and approved the annual Neighborhood Matching Grant allocations. This proposal is put forward to adjust the budget allocation on two neighborhood matching grants approved by City Council on May 27, 2014. Both approved budgets included allocations set aside for staff time beyond that accounted for in the base budget and departmental work plans. However, in the course of supporting the projects, the identified staff indicated that they would not need the full amount of time initially anticipated. As a result, both Recognized Neighborhood Associations are requesting an amendment to their approved budgets so that the funds can be allocated to support other parts of the approved projects.

#### Hidden Creek Neighborhood Association - Rain Garden Storm Water and Erosion Control

During preliminary discussion on the requirements of this project, Public Works staff identified the need for technical involvement by Water Resources staff because of the storm water management component of the proposed project. They estimated 4 hours of a Project Engineer II's time at \$176.16 per hour, totaling \$704.64.

The Project Engineer II assigned to the project reported that he only required 2 hours to complete the work, totaling \$352.32. The Hidden Creek Neighborhood Association is requesting that the remaining \$352.32 be allocated towards the other portion of the grant budget, reimbursement for contracted services.

Bigelow Neighborhood Association - Bigelow Springs Park Improvement

Because the neighborhood proposed a project to make improvements in a City of Olympia-owned park, Parks, Arts & Recreation staff were brought in on discussions of the project from the start. Initially, department staff estimated that \$893.00 of the budget be set aside for planning, maintenance, and volunteer program staff time that would fall outside of their normal work plans.

During the course of the project, Parks, Arts & Recreation staff found that the high level of community involvement resulted in a level of staff time that could fit within the scope of their existing work plans. As a result, Parks, Arts & Recreation staff have determined to bill no time to the project. The Bigelow Neighborhood Association is requesting that the full amount of the approved grant allocated to staff time - \$893.00 - be put towards the costs of materials and equipment rental.

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

In addition to direct interest by the affected neighborhood associations, there is general community interest in neighborhood improvements.

**Options:**

1. To approve the budget reallocations.
2. Not to approve the budget reallocations.

**Financial Impact:**

2014 matching grant funding was previously approved by City Council. The reallocation of the funds would have no impact on the total amount budgeted for neighborhood matching grants in the city budget. Not approving the reallocation would effectively reduce the amount of grant funding able to be used for these projects below the level previously approved for the 2014 neighborhood matching grants projects.



# City of Olympia

## City Council

### Approval of Agreement with National Development Council for Community and Economic Development Services

**Agenda Date:** 11/18/2014  
**Agenda Item Number:** 4.D  
**File Number:** 14-1114

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

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#### **Title**

Approval of Agreement with National Development Council for Community and Economic Development Services

#### **Recommendation**

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

Move to approve the attached agreement with National Development Council (NDC).

#### **Report**

##### **Issue:**

Shall the City enter into the attached agreement for NDC to provide technical assistance and services, including implementation of the City's Section 108 Guaranteed Loan Fund, establishment and administration of the Grow Olympia Fund, and consultation and training services on community development and public finance programs and projects?

#### **Staff Contact:**

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

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

The Program Year (PY) 2014 Action Plan for the City's Community Development Block Grant (CDBG) program includes a number of community and economic development initiatives for which the City requires additional expertise and services. These initiatives include establishment of a small business loan fund, to be known as the Grow Olympia Fund, as well as continued use of the City's Section 108 Loan Guarantee Program. Needed services for these programs will include CDBG eligibility analysis, loan underwriting, and program outreach and assistance.

Additionally, other city initiatives such as the community renewal area project will require outside expertise in public finance, development project feasibility analysis, and provision of training and education programs.

The attached agreement with NDC will provide all the services described above, as well as technical assistance on other community and economic development issues. It will also help the city begin to build internal capacity through ten days of training courses for city staff in its Certified Economic

Development Finance and Housing Development Finance Professional Training Program.

NDC has provided the City of Olympia assistance with the Section 108 Guaranteed Loan Program for the past two years, under annual contracts of \$60,000 per year. NDC is the oldest national non-profit community development organization in the U.S., founded in 1969. Its mission is increasing the flow of capital to underserved urban and rural areas for job creation and community development.

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

There is community-wide interest in community and economic development, particularly in downtown Olympia.

**Options:**

1. Approve the attached agreement with NDC.
2. Do not approve the attached agreement with NDC and direct staff to negotiate specific revisions.

**Financial Impact:**

The attached agreement is for two years, for an amount not to exceed \$332,000. In approving the PY 2014 CDBG Action Plan, the Council authorized \$250,000 of the City's CDBG entitlement funds toward establishment of the Grow Olympia Fund to assist small businesses. That funding would go toward CDBG-eligible activities in this agreement to establish and administer that Fund. The remaining funding for this agreement (\$82,000) totals less than the City's past two years' \$60,000 annual agreements to assist with the Section 108 Loan Guarantee Fund.



**AGREEMENT BY AND BETWEEN**  
**CITY OF OLYMPIA, WASHINGTON**  
**AND**  
**NATIONAL DEVELOPMENT COUNCIL**  
**REGARDING**  
**COMMUNITY AND ECONOMIC DEVELOPMENT SERVICES**

This Agreement ("Agreement") is effective as of the date of the last authorizing signature affixed hereto. The Parties to this Agreement are the **City of Olympia, Washington**, a municipal corporation whose address is **601 4<sup>th</sup> Avenue, E., Olympia, Washington 98507** (the "Client") and **NATIONAL DEVELOPMENT COUNCIL** ("NDC" or the "Contractor"), a New York non-profit corporation, which is a tax-exempt organization under Section 501(c)(3) of the Internal Revenue Code, whose address is 708 Third Avenue, Suite 710, New York, New York 10017,

**WITNESSETH THAT:**

WHEREAS, the Client desires to receive professional services from NDC to develop and assist in the implementation of the Client's community and economic development programs; and

WHEREAS, the Client desires to encourage sustainable community and economic development activities so that various neighborhoods in its geography may revitalize themselves; and

WHEREAS, the Client desires that NDC establish a self-sustaining community investment fund for small business financing known as the Grow Olympia Fund to help achieve these goals; and

WHEREAS, NDC is willing to provide, on such terms and conditions as are hereinafter provided, technical assistance and lending services utilizing its expertise in economic and community development activities and small business lending; and

WHEREAS, a portion of the activities to be carried out under this agreement are expected to be eligible activities under the Community Development Block Grant (CDBG) program regulations 24 CFR Sections 570.201 and 570.203.

NOW, THEREFORE, in consideration of the above-mentioned premises and of the mutual covenants contained herein, the parties hereto agree as follows:

## **I. SCOPE OF SERVICES**

The Client acknowledges that NDC regularly performs services for various governmental agencies and public benefit corporations located across the United States. The purpose of this Agreement is to set forth the terms upon which NDC will provide the Client with assistance and services it has requested, which are generally described as Exhibit A and Exhibit B attached hereto. NDC agrees to perform such services as are requested by the Client and to provide such services, as it deems necessary to accomplish the goals requested. Exhibit A attached hereto fully describes the technical assistance (TA) portion of services to be offered to the Client by NDC. Exhibit B attached hereto fully describes community investment fund lending services to be offered in Client's community by NDC. In performing the requested services, NDC shall consult with officers and employees of the Client and shall meet, as appropriate, with such representatives or other entities when necessary, including, without limitation, State and Federal officials and other local organizations.

## **II. DURATION, TERMINATION**

NDC agrees to commence work for the Client effective immediately upon the date of the last authorizing signature affixed to this Agreement and shall continue providing technical assistance for an initial period of two (2) years. Upon final payment, as set forth in Section III, this Agreement will be complete. Either party may, at any time, terminate this Agreement with or without cause by sending written notice to the other party, in which event this Agreement shall be terminated effective 30 days after receipt of such notice.

## **III. COMPENSATION**

The Client shall compensate NDC for performance of services received hereunder in the total amount not to exceed Three Hundred, thirty-two thousand dollars (\$332,000) over the two year period (the "Compensation"). Compensation for the TA Services portion as set forth in Exhibit A shall total one hundred, eighty-two thousand six hundred dollars (\$182,600) payable in equal quarterly installments of \$22,825 per quarter. The portion of Compensation for the Grow Olympia Fund lending services shall be earned and invoiced based on the performance of the Fund as set forth in Exhibit B, and in any event shall not exceed one hundred forty-nine thousand, four hundred dollars (\$149,400). The Compensation under this Section denotes the full amount of potential Compensation due under this contract and includes all of NDC's time, travel expenses, supplies, postage, telephone, and other similar expenses. As an independent contractor, NDC is responsible for all taxes and other benefits of the employees of NDC and nothing contained herein shall be interpreted as creating a relationship of servant, employee, partnership, or agency between the Client and the NDC. Payment by the Client for services rendered under this Agreement evidences the Client's acceptance of such services in accordance with the terms of this Agreement.

#### IV. MISCELLANEOUS PROVISIONS

- 4.1 Confidentiality of Reports.** NDC shall keep confidential all reports, information and data given to, prepared or assembled by NDC pursuant to NDC's performance hereunder and Client designates in writing as confidential. Such information shall not be made available to any person, firm, corporation or entity without first obtaining the prior written consent of Client unless otherwise mandated by applicable law.
- 4.2 Equal Opportunity.** NDC shall comply with all provisions of Title VI of the Civil Rights Act of 1964 and of the rules, regulations and relevant order of the Secretary of Labor regarding discrimination. In the event a party is determined by the final order of an appropriate agency or court to be in violation of any non-discrimination provision of federal, state, or local law, this Agreement may be cancelled, terminated or suspended in whole or in part by the Client, and that party may be declared ineligible for further Client contracts.
- 4.3 Conflicts of Interest.** No board member, officer or employee of Client or its designees or agents, and no other public official who exercises any functions or responsibilities with respect to any requested technical assistance, shall be permitted to financially benefit from this Agreement or have any interest, direct or indirect, in any contract or subcontract, or the proceeds thereof, for work to be performed in connection with this Agreement.
- 4.4 Notices.** All notices shall be sent by certified mail, hand-delivery or over night mail and in all events with a written acknowledgment of receipt to the address set forth at the beginning of this Agreement.
- 4.5 Responsibility for Claims-Mutual Indemnification.** Client agrees to indemnify and save harmless NDC, their agents, officials, and employees from any liability, damage, expense, cause of action, suit, claim, judgment or expenses (including attorneys' fees) arising from injury to person, including death or personal property or otherwise, caused by or resulting from the activities in furtherance of the work described herein. NDC agrees that such indemnity shall not apply to any actions, claims or damages arising as a result of NDC's bad faith, willful misconduct, gross negligence, or negligence. NDC agrees to indemnify and save harmless Client, their agents, officials, and employees from any liability, damage, expense, cause of action, suit, claim, judgment or expenses (including attorneys' fees) arising from injury to person, including death or personal property or otherwise, caused by or resulting from the activities in furtherance of the work described herein. Client agrees that such indemnity shall not apply to any actions, claims or damages arising as a result of Client's bad faith, willful misconduct, gross negligence, or negligence. Contractor waives any immunity that may be granted to it under the Washington State Industrial Insurance Act, Title 51 RCW. Further, Contractor's

indemnification shall not be limited in any way by any limitation on the amount of damages, compensation or benefits payable to or by any third party under workers' compensation acts, disability benefit acts or any other benefits acts or programs, and the indemnification and agreement to defend and hold harmless contained herein expressly includes any and all claims by employees, subcontractors, and assignees of Contractor or for which Contractor would otherwise have immunity under the Worker's Compensation Act or any similar law in the absence of Contractor's waiver of such immunity herein. By executing the Contract, the Contractor acknowledges that the foregoing waiver has been mutually negotiated by the parties.

- 4.6 Release of News Information.** No news release, including photographs, public announcements or confirmation of same, or any part of the subject matter of this Agreement or any phase of any program hereunder shall be made without prior written approval of the Client.
- 4.7 Compliance with Laws.** NDC agrees to comply with all applicable federal, state and local laws in the conduct of the work hereunder. This Agreement shall be construed, interpreted and the rights of the parties determined, in accordance with the laws of the State of Washington
- 4.8 Assignment.** Neither this Agreement nor any rights, duties or obligations described herein may be assigned by either party without the prior expressed written consent of the other party.
- 4.9 Severability.** A determination that any part of this Agreement is invalid shall not invalidate or impair the force of the remainder of this Agreement.
- 4.10 Acknowledgement.** The Client expressly acknowledges that all opinions and advice (written or oral) given by NDC to the Client in connection with NDC's engagement are intended solely for the benefit and use of the Client considering the financing and the Client agrees that no such opinion or advice shall be used for any other purpose or reproduced, disseminated, quoted or referred to at any time without the prior consent of NDC, unless or to the extent that Client may be required by law to take such actions.
- 4.11 Disclaimer.** The Client is a sophisticated business enterprise and has retained NDC for the purposes set forth in this Agreement and the parties acknowledge and agree that their respective rights and obligations are contractual in nature. Each party disclaims an intention to impose fiduciary agency rights or obligations on the other by virtue of the engagement hereunder.
- 4.12 Independent Contractor/Conflict of Interest.** It is the intention and understanding of the Parties that the Contractor shall be an independent contractor and that the City shall be neither liable nor obligated to pay Contractor sick leave, vacation pay or any other

benefit of employment, nor to pay any social security or other tax which may arise as an incident of employment. The Contractor shall pay all income and other taxes due. Industrial or any other insurance that is purchased for the benefit of the City, regardless of whether such may provide a secondary or incidental benefit to the Contractor, shall not be deemed to convert this Agreement to an employment contract. It is recognized that Contractor may be performing professional services during the Term for other parties; provided, however, that such performance of other services shall not conflict with or interfere with Contractor's ability to perform the Services. Contractor agrees to resolve any such conflicts of interest in favor of the City.

**4.13 Insurance.** The Contractor shall carry, as a minimum, the following insurance in such forms and with a carrier rated A.M. Best "A:VII":

**4.13.1 Workers' Compensation.** Workers' compensation and employer's liability insurance in amounts sufficient pursuant to the laws of the State of Washington;

**4.13.2 Commercial General Liability Insurance.** Commercial general liability insurance with limits of liability not less than \$1,000,000 per occurrence, and \$2,000,000 in the general aggregate, for bodily injury, including personal injury or death, products liability and property damage. The commercial general liability insurance shall also include the following coverages:

Products and Completed Operations Liability;

Automobile liability, including coverage for owned, non-owned, leased or hired vehicles;

Stop Gap or Employers Contingent Liability

**4.13.3 Automobile Liability Insurance.** Automobile liability insurance with a combined single limit of liability not less than \$1,000,000 for bodily injury (including personal injury or death) and property damage.

**4.13.4 Professional Liability Insurance.** Professional liability insurance with limits of liability not less than \$1,000,000 per claim and \$1,000,000 policy aggregate limits, for damages sustained by reason of or in the course of operation under this Agreement, whether occurring by reason of acts, errors or omissions of the Contractor.

**4.13.5 Certificates of Insurance.** The City shall be named as additional insured on all such insurance policies, with the exception of professional liability and workers' compensation coverage(s). The insurance provided to the additional insured shall be primary. Contractor shall provide certificates of insurance and an Additional Insured endorsement, concurrent with the execution of this Agreement, evidencing such coverage and, at City's request, furnish the City with copies of all insurance policies and with evidence of payment of premiums or

fees of such policies. All insurance policies shall contain a clause of endorsement providing that they may not be terminated or materially amended during the Term of this Agreement, except after forty-five (45) days prior written notice to the City. If Contractor's insurance policies are "claims made" or "claims paid", Contractor shall be required to maintain tail coverage for a minimum period of three (3) years from the date this Agreement is actually terminated. Contractor's failure to maintain such insurance policies shall be grounds for the City's immediate termination of this Agreement.

**4.13.6 Insurance Limits.** The insurance limits stated above are not intended to be an indication of exposure nor are they limitations on indemnification.

**4.13.7 Expiration/Termination of Insurance.** The provisions of this Section shall survive the expiration or termination of this Agreement with respect to any event occurring prior to such expiration or termination

**4.14 Venue.** All lawsuits or other legal actions whatsoever with regard to this agreement shall be brought in Thurston County, Washington, Superior Court.

**4.15 Authority.** Each individual executing this Agreement on behalf of the City and Contractor represents and warrants that such individuals are duly authorized to execute and deliver this Agreement on behalf of the Contractor or the City.

**4.16 Entire Agreement.** This Agreement contains all of the agreements of the Parties with respect to any matter covered or mentioned in this Agreement and no prior agreements shall be effective for any purpose.

**4.17 Modification.** No provision of this Agreement, including this provision, may be amended or modified except by written agreement signed by the Parties.

**4.18 Full Force and Effect; Severability.** Any provision of this Agreement that is declared invalid or illegal shall in no way affect or invalidate any other provision hereof and such other provisions shall remain in full force and effect. Further, if it should appear that any provision hereof is in conflict with any statutory provision of the State of Washington, the provision appears to conflict therewith shall be deemed inoperative and null and void insofar as it may be in conflict therewith, and shall be deemed modified to conform to such statutory provision.

IN WITNESS WHEREOF, the parties have caused this Agreement to be executed as of the day and year first written above.

**CITY OF OLYMPIA:**

**NATIONAL DEVELOPMENT COUNCIL:**

By: \_\_\_\_\_  
**Steven R. Hall, City Manager**

By: \_\_\_\_\_  
**Robert W. Davenport, President**

Date: \_\_\_\_\_

Date: \_\_\_\_\_

Telephone: (360) 753-8447  
E-mail: [shall@ci.olympia.wa.us](mailto:shall@ci.olympia.wa.us)

Telephone:  
Email:

**APPROVED AS TO FORM:**

  
\_\_\_\_\_  
City Attorney

**NDC TECHNICAL ASSISTANCE AGREEMENT**  
**SCOPE OF SERVICES**  
**EXHIBIT A**

The Scope of Services describes the assistance available under this Technical Assistance Agreement during the specified contract period. The Client and NDC, by mutual agreement, may revise this Scope of Services from time to time. The assistance within this Scope of Services includes:

- A. Assist in implementation of Clients approved Section 108 Guaranteed Loan Fund. Such tasks may include but not be limited to:
1. Assist City in identifying and screening potential project options for eligibility under the HUD Section 108 Loan Guarantee program.
  2. Provide program and financial underwriting technical assistance in the review of project specific applications under the approved Section 108 Loan Fund.
  3. Advise and provide recommendations on financial feasibility and structuring financing participation, including but not limited to advising on: key loan terms, funding requirements, conditions of approval, program compliance requirements and monitoring, conditions to funding, monitoring and disbursement during construction, performance review and project close-out requirements following construction.
  4. Prepare underwriting analysis and structuring memo for Staff and Council consideration.
  5. Assist Staff in amendment to 1-year Action Plan and implementing Citizen Participation Process as required by HUD Section 108 program. Provide staff support in public meeting presentation and plan amendment process (in accordance with application requirements). Provide support and materials needed to brief Client and stakeholders.
  6. Prepare draft and final project specific application narrative for submittal to HUD Field Office and provide coordination in responses during review.
  7. Upon Recommendation for Approval from HUD Field Office, provide coordination between HUD counsel and City legal counsel during loan documentation phase.
  8. Assist staff in confirming required conditions have been met prior to Loan Closing and Funding.



9. Provide technical support in establishing compliance monitoring system specific to projects funded under the Section 108 loan program.
- B. NDC will provide program technical support and financial analysis to the Client with respect to its economic and housing development program proposals through financing programs administered by City (including but not limited to HUD CDBG, HOME and Sec. 108 programs). This assistance may include but not be limited to:
1. Updating combined application materials
  2. Updating Census Tract maps for use with CDBG program
  3. Providing support and training to staff on financial feasibility and underwriting for CDBG, HOME and Sec. 108 funded projects
  4. Coordination and support as need in implementation of compliance measures related to approved projects
  5. Other support as needed to carry out City's funding programs
- C. At the Client's request, NDC will review and evaluate projects being considered by the Client for community and economic development assistance. This assistance provided by NDC may include, but not be limited to:
1. Evaluating developer experience and capacity.
  2. Documenting determination that proposed project/activity will meet local criteria and standards of public benefit as set forth in §570.209(b).
  3. Financial review of the sources and uses, operating proformas, and financial statements.
  4. Structuring of deals with available public sector economic development programs.
  5. Review of appraisals, cost assumptions, capital budgets, operating statements, marketing date and other funding commitments.
  6. Advising on tax credit equity sources, requirements and structuring
  7. Identifying other funding sources for the range of commercial, industrial, and residential real estate and business credit deals.
  8. Assisting with development issues during pre-development and development.
  9. Documenting accomplishments (i.e., FTE jobs created) of the activity.
  10. Advising on program regulations issues.
- D. NDC will provide technical assistance and advocacy in the Client's efforts to seek funding or leverage existing resources through governmental programs including, but not limited to:

### **Federal Resources**

1. Community Development Block Grant (CDBG) program
  2. HOME Investment Partnership program
  3. HUD Section 108 loans, including Brownfields Economic Development Initiative (BEDI) grants
  4. U.S. Dept. of Commerce Economic Development Administration (EDA)
  5. U.S. Environmental Protection Agency (EPA) Brownfields Program, including Targeted Assessments, Supplemental Pilot Program, and Brownfields Revolving Loan Fund
  6. U.S. Small Business Administration 7(a), 504, and Microenterprise programs
  7. New Markets Tax Credit Program
  8. Federal Home Loan Bank Community Investment Program
  9. Rehabilitation Tax Credits (Historic Tax Credits)
  10. Low Income Housing Tax Credit (LIHTC)
  11. 63-20 and 501(c)(3) bond financing for public facilities
- E. NDC will make available to City of Olympia employees up to 10 days of classroom training in NDC's Certified Economic Development Finance and Housing Development Finance Professional Training Program at no additional cost (except travel and lodging).
- F. At the Client's request, NDC will attend calls and/or meetings with internal and external stakeholders related to projects or programs in which NDC is providing the advisory services described above.
- G. NDC may, at the request of Olympia and upon meeting criteria under its affiliate programs, make additional services available through its non-profit development affiliates. Such additional services may include:
1. Small business financing through NDC Grow America Fund (GAF);
  2. Equity for eligible business and commercial development through HEDC New Markets tax Credit (NMTC) funds;
  3. Development services through HEDC as non-profit sponsor/developer for certain public purpose and economic development projects using 63-20 or 501c3 bond financing structure.

**NDC TECHNICAL ASSISTANCE AGREEMENT**  
**SCOPE OF SERVICES**  
**EXHIBIT B**

NDC will establish an Economic Development loan program in Olympia, recognizing that the purpose of bringing additional resources to the community is to provide sound financing to healthy, growing small businesses, which are critical to the creation of permanent jobs. Establishment of a \$1 Million small business revolving loan fund to be known as the Grow Olympia Fund (GOF) will launch upon contract execution and run for an initial pilot period throughout the contract term. All capitalization and administration of the Fund shall be the responsibility of NDC.

Services to be provided in connection with establishing and operating this fund for the contract term shall include:

1. Capitalization of the Fund with NDC equity (up to \$250,000) and leverage additional resources through an array of NDC affiliates to fund up to \$1 million in lending capacity. These funds will be used solely for loans within the areas identified by the Client in the GOF program guidelines, and which meet the purposes of Grow Olympia as determined by the Client.
2. Provide staff to operate the Grow Olympia Fund in a prudent and businesslike manner and in compliance with all applicable financing programs that may be used to leverage the NDC equity. NDC Staff includes a Loan Officer, Closing Manager, Closing Team, Portfolio Manager and Fund Accounting Manager. NDC staff will perform the following services:
  - a) Assist in marketing the Grow Olympia Fund program
  - b) Assist in originating and packaging loans
  - c) Underwrite all loans
  - d) Obtain NDC Loan Committee approvals
  - e) Obtain approvals from other leverage sources (i.e. SBA) as applicable
  - f) Manage all aspects of Loan Closings
  - g) Administer, service, and collect loans
  - h) Perform appropriate periodic reviews of each loan in compliance with applicable funding programs
  - i) Provide quarterly Portfolio Status to Client detailing the recent lending activity of the Fund, overall lending history by borrower and business type; portion of available lending capacity remaining; and quarterly

pipeline activity summary (detailing outreach activities and active borrower prospects in the pipeline).

3. Coordinate with Client for initial screening of businesses for potential job creation and ongoing compliance with job creation goals, as applicable. For any business proposing to create new permanent full-time equivalent (FTE) jobs in the community, NDC will incorporate job creation documentation and reporting procedures into its loan agreement with the business. Such borrowers will provide reporting documentation to NDC and Client for tracking purposes.
4. Provide Staff Training. Client will be expected to designate at least one staff person to be fully trained by NDC as an Economic Development Professional (EDP) through NDC's EDFP Certification Series. The designated City staff person is expected to complete the 4-course training series over the course of the contract (with tuition included as a part of this contract). EDP's will perform the following services:
  - a) Participate in developing a marketing program and establishing periodic goals
  - b) Assist in establishing a database of potential referral sources for the Grow Olympia program
  - c) Assist in preparation of marketing materials
  - d) Disseminate the application package provided by GAF to potential borrowers.
  - e) Gather the application information and perform a review for package completeness and preliminary qualification of potential borrowers
  - f) Assist GAF loan officer in scheduling meetings and site visits with potential borrowers' places of business.

**Grow Olympia Fund Fee Schedule:**

1. Loan Fund Administration - quarterly billing of 8.3% of loans closed in a given quarter (total fee not to exceed \$83,000 over the contract term).
2. Loan Fund Incentive Fee - quarterly billing of 6.64% of loans closed in a given quarter (total fee not to exceed \$66,400 over the contract term).



# City of Olympia

## City Council

### Approval of 2015 Legislative Agenda

**Agenda Date:** 11/18/2014  
**Agenda Item Number:** 4.E  
**File Number:** 14-1120

---

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

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#### Title

Approval of 2015 Legislative Agenda

#### Recommended Action

##### Committee Recommendation:

General Government Committee recommends focusing on a top priority, "***Investing in the Capital City***," and providing background information in a print packet about other issues of interest. See attachment #1 for the recommended 2015 Legislative Agenda.

##### City Manager Recommendation:

Move to approve the 2015 Legislative Agenda for discussion with local legislators.

#### Report

##### Issue:

What issues of interest shall the City Council discuss with State legislators?

##### Staff Contact:

Cathie Butler, Communications Manager, 360.753.8361

##### Presenter(s):

Consent Calendar item.

#### Background and Analysis:

The City Council's annual meeting with the 22<sup>nd</sup> Legislative delegation is scheduled for December 2. The meeting is an opportunity for local legislators and Council to discuss priorities for the upcoming session.

- **Top Priority:** General Government Committee recommends focusing on a top priority, "***Investing in the Capital City***." This top priority matches with the Association of Washington Cities 2015 priority focus: maintaining or restoring State-shared revenue and funding.
- **Other Issues:** The committee recommends providing a short description on a separate sheet of paper listing other issues of interest and funding requests. Staff is identifying specific projects to mention for which the City has or intends to apply for grants or other State funding.

General Government Committee also discussed some key messages for discussion with legislators, including:

- *Olympia is the front door of State government.*
- *We value having state employees working on the Capital City, particularly in downtown - the heart of Olympia. Your employees are our community members.*
- *Federal and State cut backs in mental health and social services funding are visible on the streets of Olympia and are stressing our non-profit and city resources.*

Staff will prepare a print packet for distribution to the local delegation, including summary sheets on Olympia priorities, issue papers produced by the Association of Washington Cities, the Downtown Project Brochure, Council's Resolution on Neonicotinoid Pesticides.

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

N/A

**Options:**

Approve, amend, or do not approve the recommendations from General Government Committee.

**Financial Impact:**

N/A

## City of Olympia - 2015 Legislative Agenda

**DRAFT**

### **TOP PRIORITY:**

#### **Investing in the Capital City with Funding for Local Services and Projects**

- State Shared Revenue
- Authority for Local Revenue Options
- Funding for mental health, substance abuse, prevention, intervention, treatment and care, with an emphasis on youth prevention programs

### **OLYMPIA'S REQUEST:**

#### **State Shared Revenue / Local Authority Requests:**

- Share marijuana tax revenues with local governments
- Maintain traditional State-shared revenues and funding for transportation and essential infrastructure
- Restore local liquor revenue sharing
- Remove the 1% annual lid on property tax increases
- Give cities authority to raise the Transportation Benefit District fee from \$20 to \$40 by vote of the municipal body

#### **Olympia Project / Grant Requests:**

- Support our requests for ..... *staff is identifying a list of grants / funding we have or will apply for which will be included December 2 meeting materials*
-

## Other Issues of Interest

Olympia supports the following requests and may testify if opportunities arise during the session.

### Recreational and Medical Marijuana

*Olympia's request:*

Reconcile the recreational and medical marijuana markets to ensure legitimate patient access, enforceability, and compliance with federal expectations. This is also a top priority of the Association of Washington Cities.

### Moratorium on Neonicotinoid Pesticide Use in Washington State

*Olympia's request:*

Adopt a policy of not purchasing or using any neonicotinoid pesticides for State purposes; support a State and/or national moratorium on sale and use of neonicotinoid pesticides; support and the federal Save America's Pollinators Act (H.R. 2692).

### Medical Care for Felony Offenders

*Olympia's request:*

Amend RCW 70.40.130 to clarify that medical care for felony offenders is the responsibility of the agency housing offenders, not the arresting agency. Olympia police may arrest someone on a felony charge or warrant; however, County is responsible for housing felony offenders.

### Tougher Penalties for Assault of Code Enforcement Officers.

*Olympia's request:*

Amend RCW 9A.36.031 to include assault of a code enforcement officer while performing their duties as third degree (felony) offense.

### Main Street Business Tax Credit Program.

*Olympia supports* continuing this business tax credit which is a major funding source for the Olympia Downtown Association and their activities to enhance commerce in downtown.

### Competitive Grant Funding for the Youth Athletic Facilities (YAF) program.

*Olympia supports* the Washington Parks & Recreation Association's request for a \$12 million allocation in funding in the 2015-17 Capital Budget for the YAF program.

### WWRP Capital Funding.

*Olympia supports* the Washington Wildlife and Recreation Coalition (WWRC) request for \$97 million funding level for WWRP in the 2015-17 Capital budget. Also supporting the recommendation are the Recreation and Conservation Funding Board (RCFB), the Fish and Wildlife Commission, and the State Parks Commission.

### Amendment to Amusement and Recreational Services Sales Taxes.

*Olympia supports* Department of Revenue requested legislation to simplify sales taxation of "amusement and recreation services" and to reduce the administrative tax collection burden associated with these services. The DOR requested legislation tightly defines a small subset of enterprise-related and entrepreneurial services by statutorily exempting those commonly provide by municipal and metro park districts, such as swim lessons; basketball, soccer, softball, and volleyball leagues.





# issue brief

## Maintain and Restore State-Shared Revenue



### AWC Position

AWC will work to maintain existing state-shared revenues and oppose any further cuts. Cities and towns are willing to work with the state to explore ways to ensure that this funding remains available to our jurisdictions. AWC will continue to seek restoration of diverted liquor taxes as well as removal of the cap on liquor profits.

### Background

State revenues distributed to local governments are the product of decades of past decisions. Without the promise of this revenue, cities would have sought local options and authorities. Instead, cities have come to rely on these state funds.

- The Legislature took over \$130 million of shared revenues over the last two biennia to help balance their general fund budget.
- Majority of the funding came from local share of liquor revenue.
- Smaller cuts were made to Streamlined Sales Tax (SST) mitigation, Municipal Criminal Justice, and City-County Assistance (6050) accounts.
- In the 2013-14 biennium, cities received more than \$150 million in liquor revenue, SST mitigation, municipal criminal justice, and city-county assistance.
- Restoring diverted liquor revenue would bring more than \$20 million per year back to cities and counties.

### Outlook

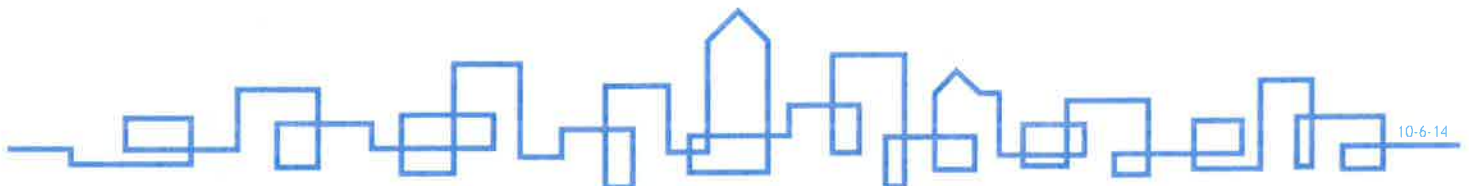
In 2012, the State Supreme Court ruled that the state was not funding *the paramount duty* to provide basic funding for K-12 education. To meet this obligation, the state will need to dedicate an additional \$1.2 - \$2 billion to education in the 2015-17 budget.

- The Legislature will need to raise new revenue, dedicate revenue from other sources, cut governmental services, or implement a combination of these.
- Legislators have differing opinions about how to best resolve the budget problem.
- Some legislators remain reluctant to support significant new revenue without major reforms.
- Other legislators are more concerned about implementing an all-cuts budget, which would end some state programs and require significant layoffs.
- New biennial budget must first be proposed by Governor in mid-December. This must include only those programs and services that can be funded with current revenue streams and forecasted yields.
- The Legislature must pass new budget prior to July 1, 2015, to avoid a shutdown.
- Many legislators tell city leaders they do not support more cuts to state revenue shared with cities. Without another source of revenue, however, shared revenues are at risk.

### AWC Contacts

Victoria Lincoln • Government Relations Advocate  
victorial@awcnet.org

360.753.4137 • 1.800.562.0149





# issue brief

## Revenue Options and Reforms



### AWC Position

AWC will explore the possibility of enacting new revenue options and reforms to fund needed local services, and look at options for creating greater flexibility within existing funding sources for cities and towns. Options may include:

#### *Lift the 1% Property Tax Cap*

AWC supports revisiting the local government 1% property tax revenue limit to determine if there is a better local option approach that will balance the public's desire for property tax limitations with the reality of keeping pace with funding service needs.

#### *Greater Authority and Flexibility for REET*

Explore potential Real Estate Excise Tax (REET) changes as an option for enhancing needed infrastructure funding and maintenance.

## Background

Our cities and towns all face revenue pressure and challenges. Over the past several months, AWC worked with cities to compile a list of ideas the Legislature could advance to help address the fiscal challenges they are facing. These ideas have been shared with the House Finance Committee at their request, and include providing options to allow lifting the 1% property tax cap, replacing it with something more sensitive to inflation, and providing greater authority and flexibility for REET.

#### **1% Property Tax Cap:**

- I-747, which passed in 2001, limited regular levies for all taxing districts to an annual increase of 1%, plus new construction.
- Prior to this law, levy increases were limited to 6%.
- Local governments currently have the option of levy lid lifts and excess levies. Both require voter approval, and neither permanently change the annual percentage increase allowed.

#### **REET:**

- Tax on the sale of real estate, usually paid by the seller.
- State levies at 1.28%.
- In 1982, cities and counties were authorized to impose an additional 0.25% to finance capital improvements. This is commonly referred to as REET 1.
- In 1990, cities and counties planning under the Growth Management Act were authorized to impose an additional 0.25% to finance capital projects specified in the capital facilities element of a comprehensive plan. This is commonly known as REET 2.
- Allowable uses for REET 1 and REET 2 are not the same, forcing cities and towns to track and account for them separately.

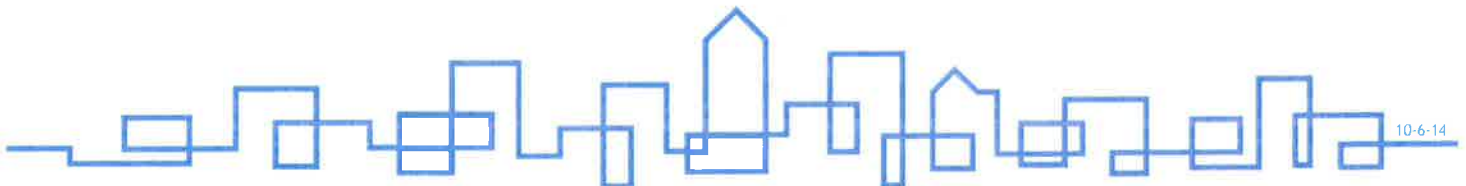
## Outlook

- The Legislature may consider adjusting the 1% property tax limit to address their McCleary obligation to fund basic education. When considering this, legislators should be encouraged to evaluate property tax issues for local governments.
- Raising property taxes remains unpopular with many legislators and voters, so changes must be carefully vetted and considered.
- The Washington State Association of Counties has also expressed interest in lifting the 1% property tax limit.
- Realtors have historically opposed changes to our REET authority.
- Other local revenue ideas and options may be considered in the next legislative session.

### AWC Contacts

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# issue brief

## Maintain and Restore Funding for Infrastructure



### AWC Position

Stop divestment in programs that support basic local infrastructure, and have the state commit to a pathway to restore historic levels of investment and partnership in these key programs. Cities and towns and the state must continue to partner on emerging infrastructure challenges to build strong communities and economic opportunities that generate jobs and revenue. Cities are willing to work with the state and explore ways to fund this important priority.

### Background

- In response to the recession, the state has systematically reduced investment in basic infrastructure programs that benefit cities.
- Over a billion dollars have been diverted from the Public Works Trust Fund (PWTF).
- \$250 million has been transferred from the toxic cleanup accounts to the state's general fund.
- Dedicated funding was eliminated, and appropriations to the Centennial Clean Water infrastructure grant program have been reduced over several years.
- The state continues to rely on cities and towns to bear the brunt of costs associated with stormwater management.

### Outlook

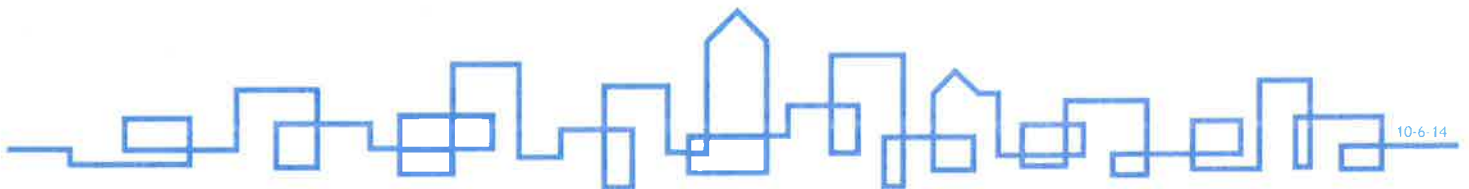
- Investments that affect state general-fund dollars face the highest hurdles (for example, restoration of PWTF revenue streams).
- Proposals that preserve dedicated funds for their intended purposes may have the best chance (preserving the PWTF cash resources to fund the 2016 loan list, preservation of MTCA toxic funds for traditional purposes, and halting general-fund transfers and raids).
- Significantly increased investments in capital bond dollars, like proposals to increase spending on the Centennial Clean Water program, will face competition within the capital budget. This issue is exacerbated because the state skipped adopting a capital budget in 2014.
- Work continues on a potentially large infrastructure bond package centered on water supply in the Yakima basin, flood control in the Chehalis Valley, and stormwater investments. Proponents of this package believe it can address some of the critical infrastructure issues facing local governments. Other jurisdictions have serious questions about the revenue streams and focus of the proposal. This proposal may or may not go to the ballot.

### AWC Contacts

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Carl Schroeder • Government Relations Advocate  
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# issue brief

## Transportation Funding



### AWC Position

AWC supports a comprehensive transportation package that addresses city transportation needs.

AWC advocates for new and enhanced local transportation revenue options, and to refrain from transferring funds out of state grant programs.

AWC advocates to address city safety and mobility concerns related to increases in freight rail traffic, including increased funding at both the state and federal levels.

### Background

- The transportation budget is primarily funded by the motor vehicle fuel tax and other sources such as licenses, permits, and fees.
- A portion of the state gas tax is distributed directly to cities and towns, and funds the TIB.
- With increases in inflation, use of fuel efficient vehicles, and a decrease in vehicle miles traveled, the purchasing power of the gas tax has significantly declined.
- The state is now faced with insufficient funding for maintenance and preservation, the ferry system, and other new transportation projects.
- Transportation Benefit Districts (TBD) can impose specific taxes and fees to fund local transportation projects and maintenance.
- The Legislature failed to agree on a statewide transportation revenue proposal in 2013-14.

### Outlook

There is general, bipartisan support for transportation projects and infrastructure investment, but the details have hindered progress on passage of a statewide revenue proposal.

- Recent issues with mega-projects and the ferry system have made some legislators reluctant to increase taxes for transportation projects and WSDOT.
- There is disagreement between political parties on whether a state package should include support for transit and bike/ped projects.
- With the McCleary decision looming, legislators are hesitant to raise revenue to address issues other than education.

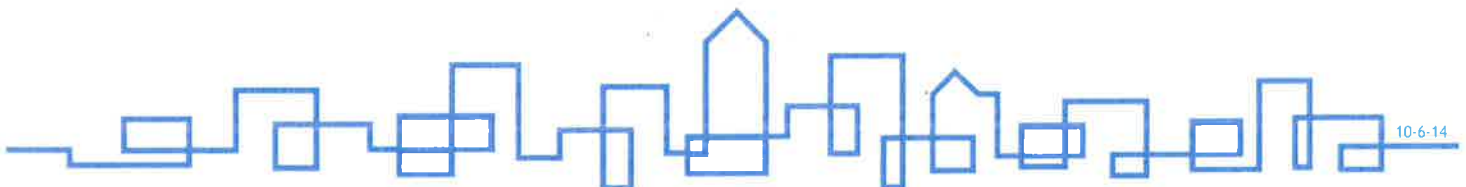
### Freight Rail Safety

- There is a need to address rail congestion and safety impacts to local communities.
- AWC's Freight Rail Committee is developing recommendations for consideration by state and federal authorities to address impacts.

### AWC Contacts

Alison Hellberg • Government Relations Advocate  
alisonh@awcnet.org

360.753.4137 • 1.800.562.0149





# issue brief

## Marijuana



### AWC Position

Preserve existing local regulatory authority over marijuana related businesses, and share marijuana excise tax revenue with cities and towns to address criminal justice needs and other local impacts.

- AWC opposes any preemption of local authority over traditional land use, licensing, local taxes and fees, and other regulatory functions in regards to marijuana production or distribution.
- To support the success of I-502 and diminish the impact of the illegal market, cities need a share of anticipated I-502 revenues to cover efforts on education and criminal justice.
- AWC supports reconciling the recreational and medical marijuana markets to ensure legitimate patient access, enforceability, and compliance with federal expectations.

### Background

- I-502 passed in 2012, creating a regulated market for marijuana production, distribution, and possession for persons over 21.
- I-502 created a three-tiered excise tax system adding up to 75% in excise taxes, but no taxes come back to local governments.
- Liquor Control Board chose 334 as the first bench mark number of retail marijuana stores in Washington.
- The Legislature has an opportunity to redirect the revenue that I-502 originally dedicated to the basic health program (that has been eliminated due to the expansion of Medicaid).

- In January 2014, the Attorney General issued an opinion reaffirming local authority to regulate marijuana businesses, allowing cities to continue to use zoning, licensing, and regulatory authority.
- Medical marijuana remains unregulated and has the potential to impact the recreational market.
- The state must respond to the federal mandate set forth by the Department of Justice for adequately regulating legalized marijuana.

### Outlook

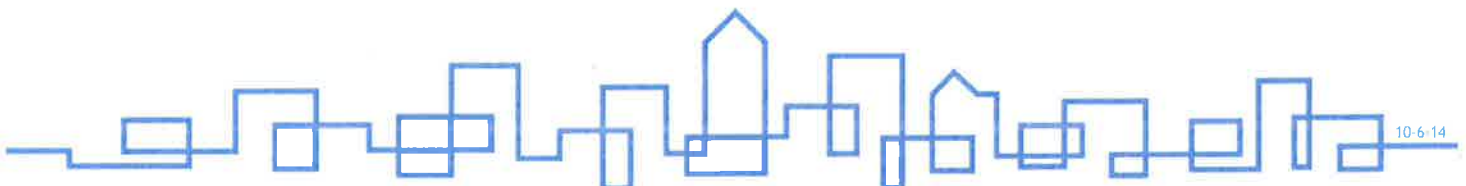
In the 2015 session, the Legislature will be able to make changes to the initiative without a two thirds vote requirement; however, the issue remains complex.

- Pressing budget problems of the McCleary (education) decision and slow economic recovery mean both houses are reluctant to share revenue with local governments.
- Attempts in 2014 to limit cities' local authority to regulate or ban marijuana businesses indicate that this debate will continue, and it could be coupled with deciding how to allocate revenue to cities.
- Regulating medical marijuana is a priority, but there is still some disagreement about how it should be accomplished.

### AWC Contacts

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# City of Olympia

## City Council

### Public Hearing on the 2015 City of Olympia Operating Budget

**Agenda Date:** 11/18/2014  
**Agenda Item Number:** 5.A  
**File Number:**14-1115

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

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#### **Title**

Public Hearing on the 2015 City of Olympia Operating Budget

#### **Recommended Action**

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

The Finance Committee will present recommendations on the budget at the November 25 meeting. Various City advisory committees forwarded written recommendations to the Council at an earlier date.

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

Open the public hearing and take comments on the 2015 City of Olympia Preliminary Operating Budget. At the end of comments, close the public hearing for oral presentations; accept written comments until Friday, November 21, 2014 at 5:00 p.m.

#### **Report**

##### **Issue:**

The hearing is an opportunity for the public to comment on the 2015 Operating Budget.

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

Steve Hall, City Manager, 360.753.8370

Jane Kirkemo, Administrative Services Director, 360.753.8499

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

Steve Hall, City Manager

Jane Kirkemo, Administrative Services Director

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

The 2015 Preliminary Operating Budget was presented on October 28, 2014. This hearing provides additional opportunity for the Council to hear from the public on the Operating Budgets of the City. The Operating Budget includes utility rate increases and recommendations for the Lodging Tax.

**2015 Operating Budget:** The 2015 City of Olympia Preliminary Operating Expenditure Budget is \$123.9 million representing a 3.4% increase over the 2014 budget. The General Fund, comprising the basic municipal services, is \$64.5 million or a 3.1% increase in expenditures.

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

Drinking Water - 6% revenue increase

Wastewater - 2% rate increase

Storm water - 3% rate increase

LOTT - 3% rate increase

Waste Resources:

Residential - 6% rate increase

Commercial - 4% rate increase

Organics - 8% rate increase

**Lodging Tax Advisory Committee (LTAC)** - Also included in the Operating Budget is the recommendation from the LTAC. Councilmember Hankins is the Council Representative on the committee. The committee recommends \$248,023 in tourism service contracts for 2015. (See attachment.)

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

The 2015 Operating Budget includes \$23,000 for neighborhood matching grants plus \$5,000 for support of the Coalition of Neighborhood Associations agreement.

**Options:**

Hold the public hearing. In addition staff recommends Council allow written comment until 5:00 p.m. on Friday, November 21, 2014.

**Financial Impact:**

The 2015 Operating Expenditure Budget is \$123.9 million. Both the Preliminary Operating Budget (including LTAC recommendations and utility rate increases) are available on the City website for public review.





# 2015 Preliminary Operating Budget





*Sculpture Art on Cover: "Miracle Grow with Blue Birds" Artist: Leon White*

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**2015  
Preliminary Budget**

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Prepared by the City of Olympia,  
Administrative Services Department  
P.O. Box 1967, Olympia, Washington 98507-1967



## Information and Resources

### Contact Information

City of Olympia, PO Box 1967, Olympia WA 98507  
Phone: 360.753.8325 / Fax: 360.753.8165  
olympiawa.gov

### City Council

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

### Administration

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

### Information Resources

- Transportation Mobility Strategy:** [olympiawa.gov/transportation](http://olympiawa.gov/transportation)
- Olympia Comprehensive Plan:** [imagineolympia.com](http://imagineolympia.com)
- Olympia Bicycle Master Plan:** [olympiawa.gov/transportation](http://olympiawa.gov/transportation)
- Water System Plan:** [olympiawa.gov/drinkingwater](http://olympiawa.gov/drinkingwater)
- LOTT Clean Water Alliance:** [lottcleanwater.org](http://lottcleanwater.org)

### Acknowledgements

The City Council wishes to acknowledge the many individuals who contributed time and expertise to the preparation and publication of the 2015 Preliminary Operating Budget.  
The annual Operating Budget is an important responsibility of a local government and was developed in compliance with Washington State Law as set forth in RCW 35.33.  
The City is committed to the non-discriminatory treatment of all persons in employment and the delivery of services/resources.



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## Distinguished Budget Presentation Award

The Government Finance Officers' Association (GFOA) of the United States and Canada presented a Distinguished Budget Presentation Award to the City of Olympia, Washington for its annual budget for the fiscal year beginning January 1, 2014.

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

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



2014 represents the 30th consecutive year the City has received the GFOA Distinguished Budget Presentation Award.

Your Local Government

# MEET YOUR CITY COUNCIL



**Stephen H. Buxbaum**  
Mayor - Dec 2015\*

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

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

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



**Nathaniel Jones**  
Mayor Pro Tem  
Dec. 2015\*



**Julie Hankins**  
Dec. 2017\*



**Steve Langer**  
Dec. 2015\*



**Jim Cooper**  
Dec. 2017\*



**Jeannine Roe**  
Dec. 2017\*



**Cheryl Selby**  
Dec. 2017\*

## Citizen Advisory Boards & Commissions

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

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



\* Term Ends

## Guide to Reading the Budget

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

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

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

### Introduction

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

### Policies & Guidelines

This section consolidates the City's organizational goals and budgeting and financial policies. Also included is an overview of the City's performance measurement program, *Tracking for Success* and a list of efficiencies made by the City.

### Revenue

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

### Department Budgets

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

### Debt Administration

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

### Supplementary Information

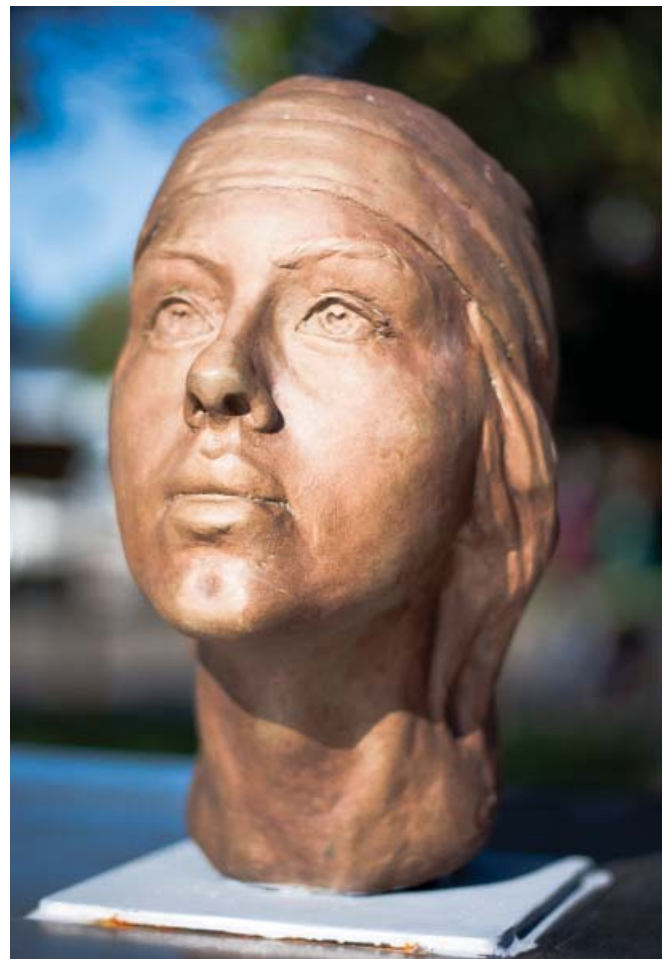
The Supplementary Information section contains full-time equivalent (FTE) information for the City's classified positions, presented in alphabetical order. Information is also provided on classification bargaining unit, pay grade and salary.

### Capital Facilities Plan Projects

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

### Appendix

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



"Bohemian" Artist: Lance Dooley







# Introduction



*"Illuminated One" Artist: Leo E. Osborne*





## Letter from the City Manager

October 28, 2014

Dear City Council, Citizens, and Employees,

Tonight I am pleased to present the 2015 Preliminary Operating Budget. Pleased because I believe we are finally rebounding from the Great Recession. The last seven years have been challenging to say the least. But, I am reminded of Nietzsche’s quote, “that which does not kill us makes us stronger.” These have been difficult years and many cities and citizens have suffered greatly. While it has not been easy, Olympia has not only gotten stronger, but also better—more efficient, leaner and smarter. Sustainability, adaptability, and inclusiveness have been key factors in our march through the economic difficulties of the past recession. This budget process has not been just about balancing the budget. It has been about building the right budget—the right budget for Olympia. We still have work to do to create a sustainable budget, but I believe we are on the right track.

*“While it has not been easy, Olympia has not only gotten stronger, but also better, more efficient, leaner and smarter.”*

When I presented the Capital Facilities Plan in July, I said it focused on working together to invest and maintain the infrastructure and partnerships that make Olympia what it is today. The operating budget I am presenting continues to foster those partnerships and the momentum building in our city. I am relieved to say the 2015 budget maintains all of our current core services. I am recommending a budget that delivers the City services our citizens have come to expect and demand, and a budget that invests in critical public infrastructure and strategically leverages private/public partnerships.

Later this year we will adopt the City’s comprehensive plan – Imagine Olympia. This plan, five years in the making, embodies all of the Council’s priorities. It is the vision for our city – how we will grow, what services we will provide, and what quality of life we will enjoy. The plan, coupled with the City’s operating budget, is about choices that address both our current needs and the needs of tomorrow. It’s about being practical, strategic, and visionary.

The 2015 City of Olympia operating budget is \$123.9 million for an increase of 3.4% over the current budget. The general fund, comprising basic municipal services is \$64.5 million for an increase of 2.9%.

While revenues have improved, we have precious few new dollars. The single biggest increase in 2015 expenditures is for public defense for defendants in our court. The 2015 budget includes an increase of \$256,000 for indigent defense. The State Supreme Court caseload limits and standards effective January 1, 2015 combined with the recent federal ruling in Wilbur- v- Mt. Vernon necessitate the City fund additional public defenders and an administrator. Correspondingly, there will likely be increases for investigators, expert witnesses, and trials in future years.

The cost of wages and benefits continues to be a challenge and the most difficult piece to meeting the Council’s goal of developing a sustainable budget. Looking to full implementation of the Affordable Care Act in 2018, the excise tax on high-cost benefit plans known as

the “Cadillac tax” is going to require benefit reform. Over the last couple of years we have made some changes to reduce benefit costs. However, without further benefit reform the Cadillac tax will cause a large unfunded liability. The 2015 budget reflects approximately a 5% increase in medical premiums and a modest increase in PERS2 retirement contributions. Unlike some states, Washington State’s retirement system is financially sound and provides our employees with some retirement security, but at a high cost. Next year the State legislature will be asked to approve up to a 3% increase in employer pension rates effective July 1, 2015. If approved, the rate increase would only be in effect for six months of 2015 so we included only a minor increase. The budget also includes a modest salary increase for all employees. And, because 2015 will be an election year for three City Council seats the budget increased \$85,000 for elections.

With years of fairly flat revenues yet increasing costs, departments have squeezed every penny and found innovative ways to deliver services. In contrast to the expenditure increases there is a decrease of approximately \$165,000 in property and liability insurance. In the 2014 budget we included funds to build up our insurance reserves to pay for uncovered costs. With the reserves being funded we were able to decrease the amount budgeted for insurance.

Modest revenue gains, innovation, efficiencies, and cost control have put us on the right path; however more work is needed to have a truly sustainable budget. I know there are programs and services you wanted to add in the budget. We have added 0.25 FTE for Urban Forestry to take the current Urban Forester to full time. But, some critical needs were not included in the budget. The Downtown Plan, artesian court maintenance, hazard tree maintenance, Olympia Center and Parks security, additional sidewalk repairs and continuation of the Summer Night’s Police Patrol are some of the programs we would include if we could sustain the funding.

### Utilities

The vision for our utilities is to sustainably manage our environmental resources without losing sight of affordability. Under state law the utilities are managed as separate enterprise funds with dedicated funding through rates and charges. The budget does include rate increases to ensure stable revenues while maintaining existing service levels. Emphasis is placed on minimizing rate increases while ensuring essential utility services are provided reliably without interruptions. The rate proposals are:

Storm and Surface Water	3%
Wastewater	2%
LOTT	3%
Drinking Water	6%
Waste Resources	
Drop Boxes	0%
Residential	6%
Commercial	4%
Organics	8%

These rate proposals will increase the average residential bill with yard waste pickup less than \$9 per month. In Drinking Water we recently completed the implementation of the automated meter

## Letter from the City Manager

readers. And on October 3, 2014 we transitioned our main water supply source to McAllister Wellfield to provide a more protected and productive water supply. Both of these accomplishments result from strong relationships with the state, tribes, our regional partners, and our customers. In Wastewater we are evaluating changing from a monthly sewer collection flat rate to a volumetric-based billing to ensure those who consume more, pay more. The change will not affect the total revenue, but changes the amount paid by individual customers. And, in Waste Resources we anticipate completing the waste management plan next year. We struggle to maintain a market for our recyclables and will be evaluating options. The Waste ReSources budget includes rate increases for residential and commercial classes.

### Revenue Outlook

Total revenues for the City have increased 4% or \$4.7 million. In the general fund, revenues have increased 3.1% or \$1.9 million. Increasing revenue is key to meeting the Council's goal to adopt a sustainable budget. The Council's Community Economic Revitalization Committee (CERC) is focused on increasing revenue through economic development – creating a business-friendly City where entrepreneurs are successful, and businesses grow. The CERC will bring a community renewal authority ordinance to the Council by the end of the year. The Finance Committee has been reviewing the major revenues with a goal towards developing a sustainable budget and generating additional revenue through helping new start-ups and closing loopholes in our municipal tax code. The budget includes two major revenue changes – applying the utility tax to cable television and eliminating some exemptions in the Business and Occupation (B&O) tax. The utility tax on cable will generate approximately \$600,000 for major maintenance in the

capital budget. Eliminating the B&O exemption on non-profits with an annual gross income exceeding \$30 million after deductions and exemptions will help us fund core City services and should generate approximately \$343,000 in 2015. Both the utility tax and the B&O tax are quarterly revenues. The full financial impact of the tax changes will not be realized until 2016. I understand these taxes place added costs on some residents and on Providence Hospital operations, a major employer for the city. But I also understand the burden we place on our residents when we cut police and fire services, when we let our streets and sidewalks deteriorate, and when we stop investing in our future due to revenue loss. Our operating budget decisions impact our capital budget. These tax changes allow us to use the full amount of the Real Estate Excise Tax (REET) in the Capital Facilities Plan. In 2013 we reluctantly used \$220,000 of REET in the operating budget, as authorized by the legislature. This required us to reduce funding for pavement management. I am very pleased we balanced the 2015 operating budget without any use of REET.

The budget assumes \$16.4 million in general sales tax. This puts us within \$500,000 of the pre-recession high. The three major categories of sales tax – retail, automotive and construction – are still below pre-recession numbers with construction and auto sales remaining volatile. Retail is slowly increasing. Development fees have steadily increased close to pre-recession highs and are up in 2015 reflecting an improved economy. Property taxes allocated to the general fund are up 3.2%, including a 1% levy increase and \$56 million in new construction. The preliminary Assessed Value (AV) numbers for Olympia reflect a 5.5% increase. Although this doesn't increase tax revenue, it does increase our debt capacity. Our revenue numbers are definitely increasing but still not back to pre-recession highs. The increase in property values, sales tax, and development-related activities are all positive signs the economy is rebounding.

### Conclusion

To balance our budget during the recession we reduced our structural deficit by making City government smaller, smarter, and simpler. We have coupled necessary reforms with voter-approved initiatives to improve services so City government works better for all our residents. We have come a long way by working together. We have enjoyed a year of progress on many fronts and I remain enthusiastic as ever about Olympia's momentum and developing partnerships. A great city is made through the collective efforts of all of us, inside and outside of government, working together.

As we prepare for 2015, I am focused on making our government responsive, efficient, open, and fair. I believe this budget gives our taxpayers the best possible value. Modest revenue gains, innovation, efficiencies, and cost control have put us on the right path. I look forward to working with you in the coming weeks as we develop the right budget for Olympia.

Respectfully submitted,

Steven R. Hall  
City Manager



"Embrace" Artist: Kevin Au





**City of Olympia | *Mission, Vision, Values***



*Our Mission | What We Do*

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

*Our Vision | Why We Do It*

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

*Our Values | How We Do It*

***Using Compassion,  
Integrity, and Effectiveness***



# City of Olympia | At a Glance

## General Data

Population.....	50,282
Date Incorporated as a City .....	January 28, 1859
Active Registered Voters .....	30,879
Area of City (Square Miles) .....	20.09
Acres of Land within City Limits.....	12,855
Miles of Streets Maintained.....	518
Land Use (2013)	
Single-Family Residential.....	149 Permits
Multi-Family Residential (five or more units) Condominiums, Apartments, Mixed Use.....	15 Permit
New Commercial.....	16 Permits
Plats - number of new lots created .....	5 Permits
Number of Public Hearings for Land Use Actions.....	11
Code Enforcement Cases .....	406 Total
Abandoned Vehicle Calls .....	176
Nuisance Complaint Calls .....	52

## Environment & Utilities

Miles of Municipal Sewer Pipes .....	225
Number of Square Miles the Sanitary Sewer System Spans .....	27
Number of Municipal Water Sources.....	7
Drinking Water Lines (Miles).....	307
Water Services in Municipal Water Service Area.....	19,646
Gallons of Potable Municipal Water Delivered Per Year (2014).....	1.97 billion
Gallons of Reclaimed Municipal Water Delivered in 2014.....	7.5 million

## 2014 Recycled Materials

Percentage of Waste Recycled and Composted by Single-Family Residential Customers .....	60%
Amount of Yard Waste and Food Scraps Collected for Composting from Residents and Businesses.....	6,280 tons
Amount of Mixed Recyclables (Newsprint/Mixed Papers, Glass, Plastic Bottles, Aluminum, Cardboard, etc.) .....	4,440 tons
Number of 3rd Grade Students Who Participated in the City’s “In-School” Waste Prevention and Education Program .....	690
Aluminum Cans Collected.....	106 tons
Cans Per Person Collected .....	150
Newsprint Collected .....	2,125 tons

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

## Parking

Parking Meters.....	2,268
Parking Lots.....	8
Leased Parking Spaces .....	364



**City of Olympia | At a Glance**

**Fire Department**

Fire Stations .....	4
Companies on Duty.....	8
Department Divisions .....	3
Training Center.....	1
On Duty Staffing.....	20
Work Week .....	49.8
Command On Duty - Battalion Chief.....	1
Command Vehicles	
Front Line.....	2
Reserve .....	1
Fire Engines	
Front Line.....	4
Reserve .....	3
Aerial Ladder Trucks	
Front Line.....	1
Reserve .....	1
Support Vehicles	
Divisional Vehicles .....	10
Fire Mechanics Vehicles .....	2
Urban Search and Rescue Units .....	1
Services Rendered	
Fire and Service Calls Per Year .....	26%
Emergency Medical Calls Per Year .....	74%
Total Calls Per Year.....	10,000
Fire Safety Code Inspections Per Year .....	2,500
Facilitates and Coordinates the Citywide Emergency Management Function	

**Police**

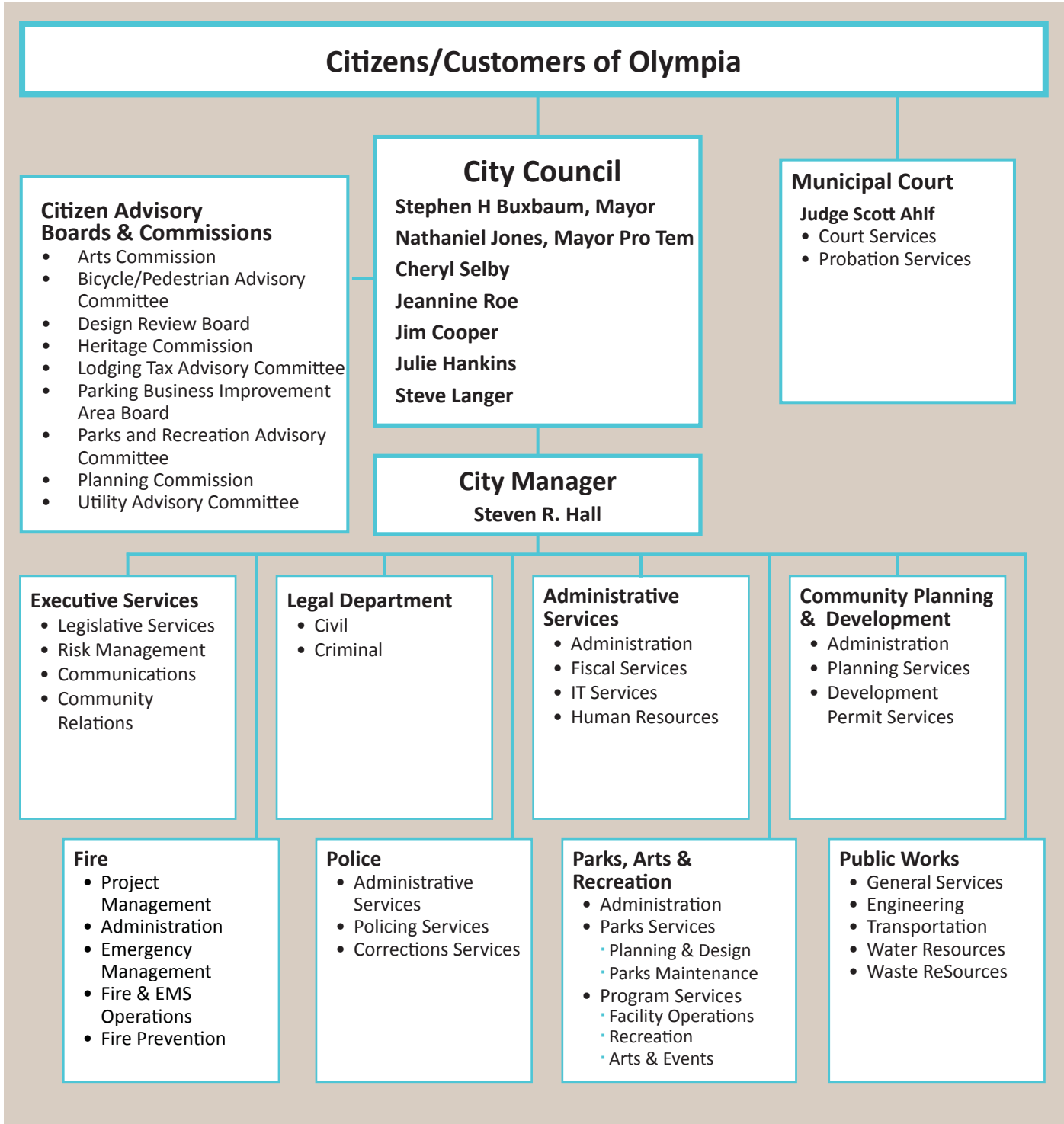
Calls for Service Per Year.....	50,000
Average Response Time to Emergency Calls for Service.....	4 minutes
Volunteer Hours Donated Per Year .....	9,000
Police Vehicles .....	50
K-9 Units .....	2

**Parks, Recreation and Neighborhood Services**

Park Sites.....	43
Park Acreage .....	988
Playgrounds .....	11
Community Centers .....	1
Park Waterfront Area.....	4.4 miles
Park Trails.....	16 miles
Park Basketball Courts .....	8
Parks with Public Art.....	6
Parks with Tennis Courts.....	6
Skate Courts.....	2
Interactive Water Feature .....	1
2014 Recreation Registration.....	15,616



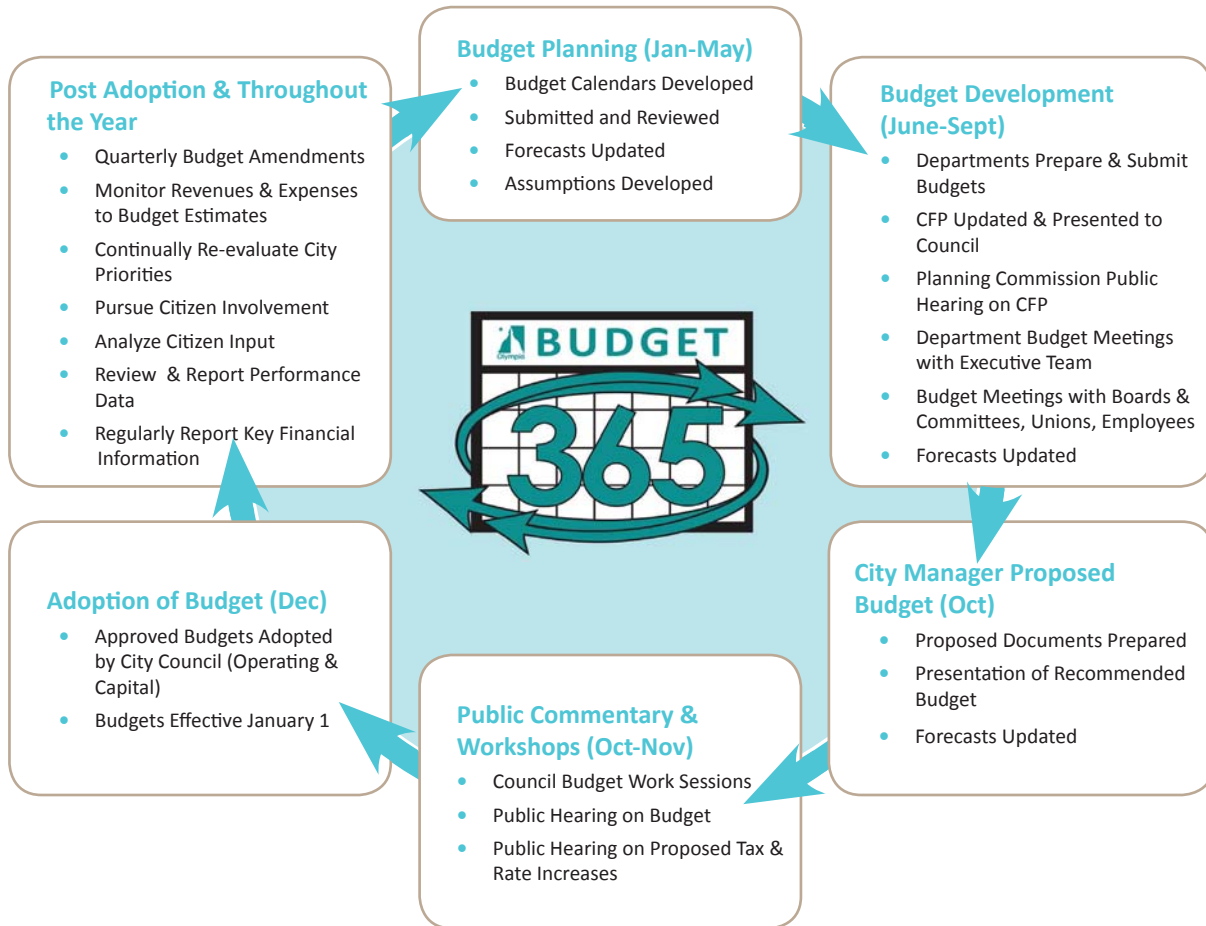
**City of Olympia | Organizational Chart**





## City of Olympia | *The Budget Process*

Development of the 2015 budget continues the implementation of *Budget 365*. Preparation of the City’s budget is more than projecting revenues and expenditures for a given year. The budget provides a financial plan for the City Council, City staff, and citizens that identifies the operating costs considered essential to the successful operation of the City. The budget cycle for the City Manager, Budget Review Team, Finance Committee, City Council, and our citizens is year-round in nature since budget development and implementation occurs throughout the year. The cycle does not end with the budget document as the end product of the arduous task of budgeting, or with adoption of the budget.



*Budget 365* is the City’s budget process designed to inform citizens about how to get involved in our budget decision-making process. This year-round conversation will help us better understand which programs are the highest priority for our citizens and more quickly identify potential financial issues.

## City of Olympia | *The Budget Process*

### **Budget Adoption**

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

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

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

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

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

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

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

### **Budget Amendments**

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

### **The Finance Committee**

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

In 2014, the Finance Committee is comprised of City Councilmembers:

- Jim Cooper, Committee Chair
- Nathaniel Jones
- Cheryl Selby



## 2015 Budget Calendar of Events

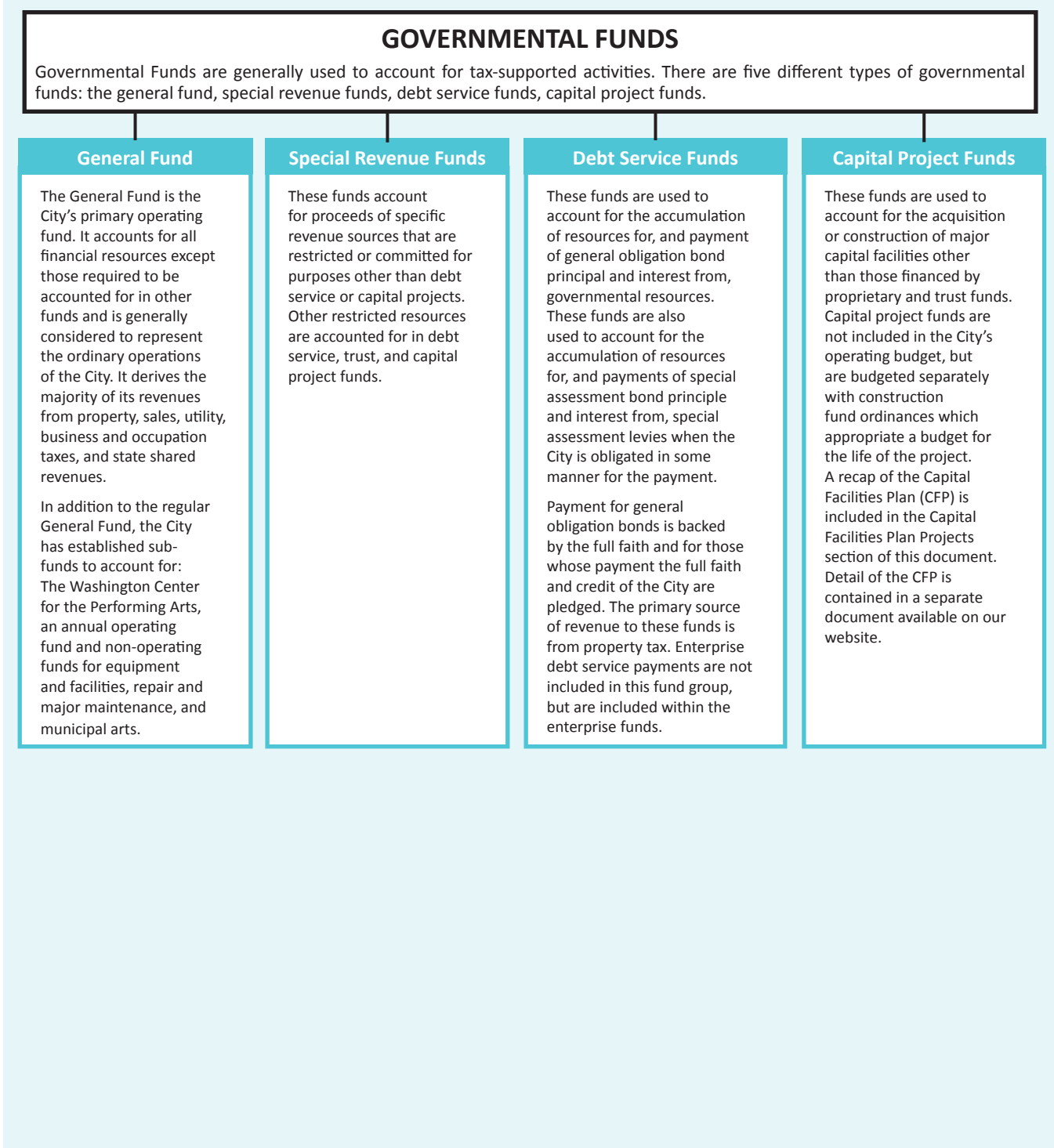
<b>City Manager Presents 2015 Preliminary Operating Budget to Council</b>	<b>October 28 (Tuesday)</b>
<b>Preliminary Budget Available on the Internet</b>	<b>October 29</b>
<b>Council Discussion of Utility Rates, Impact Fees, Lodging Tax</b>	<b>November 3 (Monday)</b>
<b>Council Review of Operating Budget</b>	<b>November 3 (Monday)</b>
<b>Election Day</b>	<b>November 4</b>
<b>Veteran's Day Holiday</b>	<b>November 11 (Tuesday)</b>
<b>Public Hearing on Operating Budget, Capital Budget and Ad Valorem Tax</b>	<b>November 18</b>
<b>First Reading Ad Valorem Tax Ordinance</b>	<b>November 18</b>
<b>Council Review of the Budget (Budget Balancing - Operating and Capital Budgets)</b>	<b>November 25</b>
<b>Final Reading and Passage of Ad Valorem Tax Ordinance</b>	<b>November 25</b>
<b>Thanksgiving (Holidays)</b>	<b>November 27 - 28</b>
<b>First Reading on Operating and Capital Budgets</b>	<b>December 9</b>
<b>Second and Final Reading and Adoption of Operating and Capital Budgets</b>	<b>December 16</b>





## Budgeting by Fund

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





## Budgeting by Fund

### PROPRIETARY FUNDS

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

#### Enterprise Funds

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

#### Internal Service Funds

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

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

### FIDUCIARY FUNDS

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

#### Trust & Agency Funds

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



### Fund Types Budgeted by the City

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

**Key** ■ Major Funds    A Annual appropriations, lapse at end of year    C Continuing appropriations, do not lapse end of year  
 N No budget required    \* Budget not required by law. City elects to include these funds in its annual report.

## Basis of Accounting

### *Basis of Accounting*

#### **Budget Basis**

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

#### **Accounting**

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

use the modified accrual basis of accounting.

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

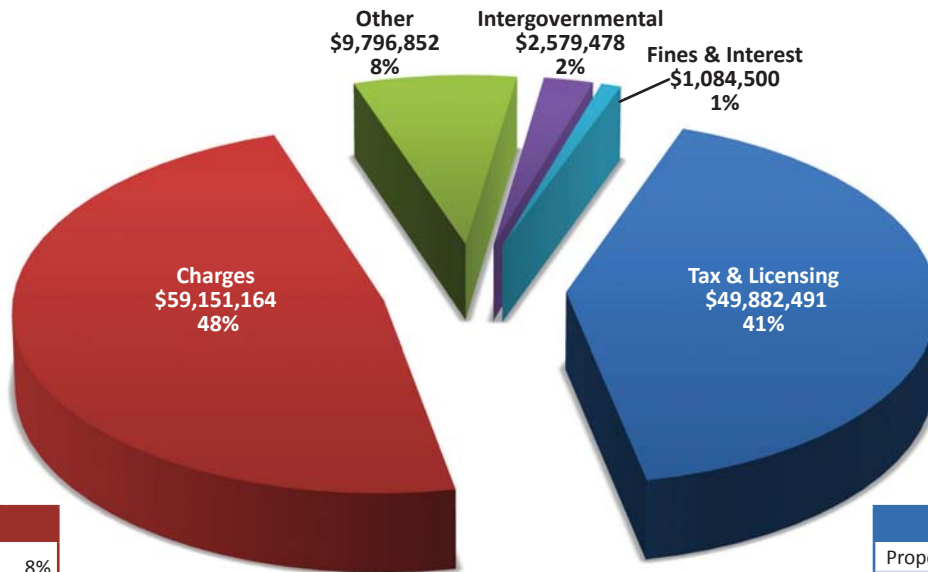
- Purchases of capital assets are considered expenditures.
- Redemptions of long-term debt are considered expenditures when due.
- Revenues are recorded only when they become both measurable and available to finance expenditures of the current period.
- Inventories and prepaid items are reported as expenditures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





**Where the Money Comes From - Total Operating Revenues**

\$122,494,485

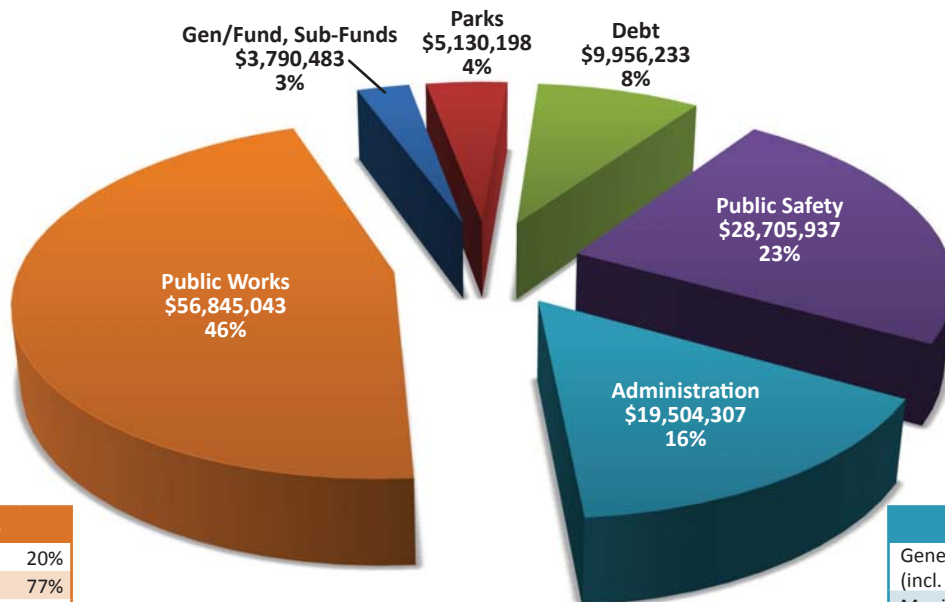


Charges	
Security (Persons & Property)	8%
General Government	13%
Drinking Water	19%
Wastewater	31%
Stormwater	8%
Waste ReSources	17%
Equipment Rental	3%
Other	1%

Tax & Licensing	
Property	27%
Sales	37%
Business	10%
Utility	18%
Other Taxes	1%
Licenses & Permits	7%

**Where the Money Goes - Total Operating Expenditures**

\$123,932,201



Public Works	
General Fund	20%
Utilities	77%
Equipment Rental	3%

Administration	
General Government (incl. Transfer to CIP)	30%
Municipal Court	9%
Admin. Services	35%
Community Dev.	26%



## Comparative Summary of Operating Budget Revenues & Expenditures All Operating Funds

REVENUES (BY TYPE)	Actual 2012	Actual 2013	Original Budget 2014	Revised 2014	Budget 2015	% Change 2014 Original to 2015 Budget
Taxes	\$ 41,855,226	\$ 44,129,181	\$ 45,392,754	\$ 45,637,584	\$ 46,605,857	2.7%
Licenses & Permits	3,072,613	3,818,984	3,264,087	3,180,638	3,276,634	0.4%
Intergovernmental	3,115,415	3,565,438	2,689,297	3,326,546	2,579,478	-4.1%
Charges for Services	52,047,671	53,164,892	56,454,194	55,895,007	59,151,164	4.8%
Fines & Forfeits	1,124,924	1,021,477	1,085,200	1,098,800	1,084,500	-0.1%
Operating Transfers In	8,360,309	12,702,189	6,400,474	8,262,162	7,083,350	10.7%
Other Revenue	2,569,890	2,790,213	2,493,423	2,739,087	2,713,502	8.8%
<b>Total Revenues</b>	<b>\$ 112,146,048</b>	<b>\$ 121,192,374</b>	<b>\$ 117,779,429</b>	<b>\$ 120,139,824</b>	<b>\$ 122,494,485</b>	<b>4.0%</b>
<b>EXPENDITURES (BY FUNCTION)</b>						
General Government	\$ 6,468,029	\$ 5,045,606	\$ 4,573,111	\$ 5,727,499	\$ 5,508,993	20.5%
Municipal Court	1,562,132	1,614,423	1,717,641	1,717,641	1,698,148	-1.1%
Administrative Services	6,328,493	6,263,165	6,863,310	6,873,310	6,920,831	0.8%
Comm/Planning & Development	4,911,258	4,744,417	5,092,551	5,240,076	5,101,335	0.2%
Fire Department	12,528,904	13,318,685	14,164,746	14,255,001	14,173,122	0.1%
Police Department	13,068,998	13,578,069	14,188,599	14,337,392	14,532,815	2.4%
Parks, Arts & Rec. Department	5,105,894	4,769,967	4,970,582	4,988,920	5,130,198	3.2%
<b>Public Works Department</b>						
General Fund	10,346,260	10,241,810	10,889,930	11,265,391	11,241,604	3.2%
Utilities	38,716,083	38,851,530	42,271,735	43,234,918	43,916,597	3.9%
Equipment Rental	1,585,877	1,643,984	1,651,085	1,747,028	1,686,842	2.2%
<b>Debt Service</b>						
General Obligation	6,400,269	6,743,105	7,075,002	7,075,002	7,077,007	0.0%
Revenue	1,910,006	4,962,503	2,909,324	2,981,888	2,879,226	-1.0%
General Fund Contribution to Capital Improvement Funds	275,000	275,000	275,000	1,172,376	275,000	0.0%
General Fund - Sub Funds (1)	2,891,339	5,784,820	3,209,659	9,510,143	3,790,483	
<b>Total Expenditures</b>	<b>\$ 112,098,542</b>	<b>\$ 117,837,084</b>	<b>\$ 119,852,275</b>	<b>\$ 130,126,585</b>	<b>\$ 123,932,201</b>	<b>3.4%</b>
Net Revenue over / (under) Expenditures	\$ 47,506	\$ 3,355,290	(\$ 2,072,846)	(\$ 9,986,761)	(\$ 1,437,716)	

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



## Combining Summary of Operating Budget by Revenue Source and Budget Classification All Operating Funds - 2015 Budget with Comparative Totals for 2014 Budget

REVENUE	General Fund		Debt Service							Total Operating Funds	
	Regular Operations	Sub-Funds	G.O. BOND	Revenue Bond	Drinking Water Utility	Wastewater Utility	Stormwater Utility	Waste ReSources Utility	Equipment Rental	2015	2014
Taxes	\$ 43,165,106	\$ -	\$ 3,440,751	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 46,605,857	\$ 45,392,754
Licenses & Permits	2,966,634	310,000	-	-	-	-	-	-	-	3,276,634	3,264,087
Intergovernmental	1,844,647	-	734,831	-	-	-	-	-	-	2,579,478	2,719,297
Charges for Services	13,081,895	325,750	-	-	11,381,780	18,042,623	4,740,910	9,911,278	43,000	57,527,236	54,821,394
Fines	1,084,500	-	-	-	-	-	-	-	-	1,084,500	1,085,200
Operating Transfers In	297,311	1,761,440	2,898,705	2,125,894	-	-	-	-	19,914	7,103,264	6,400,474
Other Revenue	2,141,953	199,855	-	-	248,830	4,700	1,000	97,250	1,623,928	4,317,516	4,096,223
<b>Total Revenues</b>	<b>\$ 64,582,046</b>	<b>\$ 2,597,045</b>	<b>\$ 7,074,287</b>	<b>\$ 2,125,894</b>	<b>\$ 11,630,610</b>	<b>\$ 18,047,323</b>	<b>\$ 4,741,910</b>	<b>\$ 10,008,528</b>	<b>\$ 1,686,842</b>	<b>\$ 122,494,485</b>	<b>\$ 117,779,429</b>
<b>EXPENDITURES</b>											
Salaries	\$ 37,070,095	\$ 23,900	-	-	\$ 2,136,052	\$ 1,042,349	\$ 1,278,259	\$ 1,822,857	\$ 470,702	\$ 43,844,214	\$ 42,731,278
Personnel Benefits	13,558,972	50,600	-	-	979,631	444,605	528,721	843,830	241,071	16,647,430	16,511,379
Supplies	2,019,567	299,500	-	-	914,444	254,258	203,018	538,991	549,524	4,779,302	4,804,165
Other Services & Charges	6,592,435	2,497,648	-	-	1,082,452	496,859	335,640	3,961,435	36,250	15,002,719	13,292,309
Intergovernmental Services	1,278,283	-	-	-	1,718,597	13,546,577	648,500	1,184,830	500	18,377,287	17,379,030
Interfund Payments	3,135,020	2,930	-	-	1,700,531	902,683	912,092	1,830,197	388,795	8,872,248	8,364,659
Capital Outlays	24,500	652,880	-	-	-	-	-	-	-	677,380	1,215,000
Debt Service - Principal	-	-	3,596,473	1,341,257	517,697	96,068	-	-	-	5,551,495	5,372,422
Debt Service - Interest	-	-	3,480,534	761,262	153,367	9,575	-	-	-	4,404,738	4,611,904
Operating Transfers Out	903,174	263,025	-	-	2,427,839	1,254,349	914,501	12,500	-	5,775,388	5,570,129
<b>Total Expenditures</b>	<b>\$ 64,582,046</b>	<b>\$ 3,790,483</b>	<b>\$ 7,077,007</b>	<b>\$ 2,102,519</b>	<b>\$ 11,630,610</b>	<b>\$ 18,047,323</b>	<b>\$ 4,820,731</b>	<b>\$ 10,194,640</b>	<b>\$ 1,686,842</b>	<b>\$ 123,932,201</b>	<b>\$ 119,852,275</b>
Net Gain or (Use) of Fund Equity from 2015	-	(\$ 1,193,438)	(\$ 2,720)	\$ 23,375	-	-	(\$ 78,821)	(\$ 186,112)	-	(\$ 1,437,716)	(\$ 2,072,846)
Estimated Fund Equity Available for Appropriations 1-1-2015	7,125,985	2,460,016	62,500	-	2,907,650	1,069,868	553,011	1,186,962	371,679		
2014 Fund Equity Available Before Reserve Requirement	7,125,985	1,266,578	59,780	23,375	2,907,650	1,069,868	474,190	1,000,850	371,679		
Less, 2015 Reserve Requirement	(6,458,200)	not required	not required	not required	(2,907,650)	(628,016)	(474,190)	(1,000,850)	(337,370)		
Estimated Fund Equity Available for Appropriations After Reserve	\$ 67,785	\$ 1,266,578	\$ 9,780	\$ 23,375	\$ -	\$ 441,852	\$ -	\$ -	\$ 34,309		
Reserve Requirement as % of Revenue	10%	not required	not required	not required	25%	*10%	10%	10%	20%		

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

**Significant use of fund equity in 2015:**

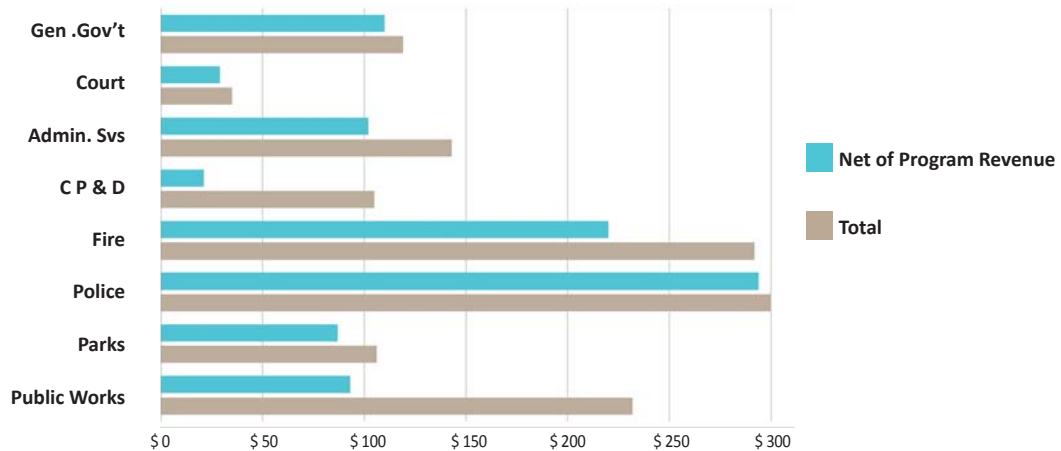
General Fund Sub-Funds: This represents funds received which were previously not budgeted, see General Fund Sub-Fund detail page 23. These appropriations are generally not annual operating in nature.



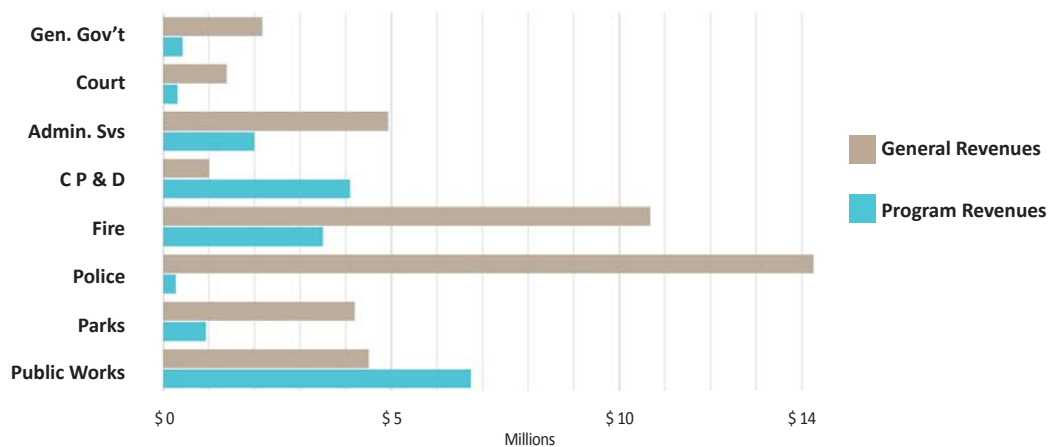
## Combining Summary of Expenditures by Budget Classification General Fund by Department - 2015 Budget with Comparative Totals for 2014 Budget

EXPENDITURES	General Government	Municipal Court	Special Accounts	Admin. Services	Comm. Planning & Develop.	Fire	Police	Parks, Arts & Recreation	Public Works	Total Operating Funds	
										2015	2014
Salaries	\$1,703,041	\$1,020,346	\$909,810	\$3,887,359	\$2,648,918	\$9,838,285	\$9,277,807	\$2,562,632	\$5,221,897	\$37,070,095	\$36,202,130
Personnel Benefits	568,014	452,052	669,000	1,525,047	1,060,861	3,092,572	2,845,102	1,095,867	2,250,457	13,558,972	13,349,299
Supplies	29,283	22,240	3,956	79,779	84,746	387,707	460,433	301,447	649,976	2,019,567	2,070,491
Other Services & Charges	229,640	150,802	709,979	1,145,627	735,439	501,023	631,364	798,595	1,689,966	6,592,435	6,096,189
Intergovernmental Services	-	3,379	349,736	145,000	99,488	7,410	629,600	27,280	16,390	1,278,283	1,137,773
Interfund Payments	<b>63,500</b>	49,329	44,752	138,019	270,291	346,125	688,509	319,877	1,214,618	3,135,020	2,885,496
Capital Outlays	-	-	-	-	-	-	-	24,500	-	24,500	24,500
Operating Transfers Out	-	-	503,282	-	201,592	-	-	-	198,300	903,174	969,592
<b>Total Expenditures</b>	<b>\$2,593,478</b>	<b>\$1,698,148</b>	<b>\$3,190,515</b>	<b>\$6,920,831</b>	<b>\$5,101,335</b>	<b>\$14,173,122</b>	<b>\$14,532,815</b>	<b>\$5,130,198</b>	<b>\$11,241,604</b>	<b>\$64,582,046</b>	<b>\$62,735,470</b>
Program Revenues	424,711	312,600	25,000	1,992,205	4,098,650	3,495,372	275,388	929,713	6,740,983	18,294,622	17,521,341
2014 Support from General Revenues	2,168,767	1,385,548	3,165,515	4,928,626	1,002,685	10,677,750	14,257,427	4,200,485	4,500,621	46,287,424	45,214,129
<b>Cost per Capita:</b>											
Total	\$119	\$35 (w/Gen Gov)		\$143	\$105	\$292	\$300	\$106	\$232	\$1,332	\$1,295
Net of Program Revenue	\$110	\$29 (w/Gen Gov)		\$102	\$21	\$220	\$294	\$87	\$93	\$956	\$932

**Cost per Capita by Department**

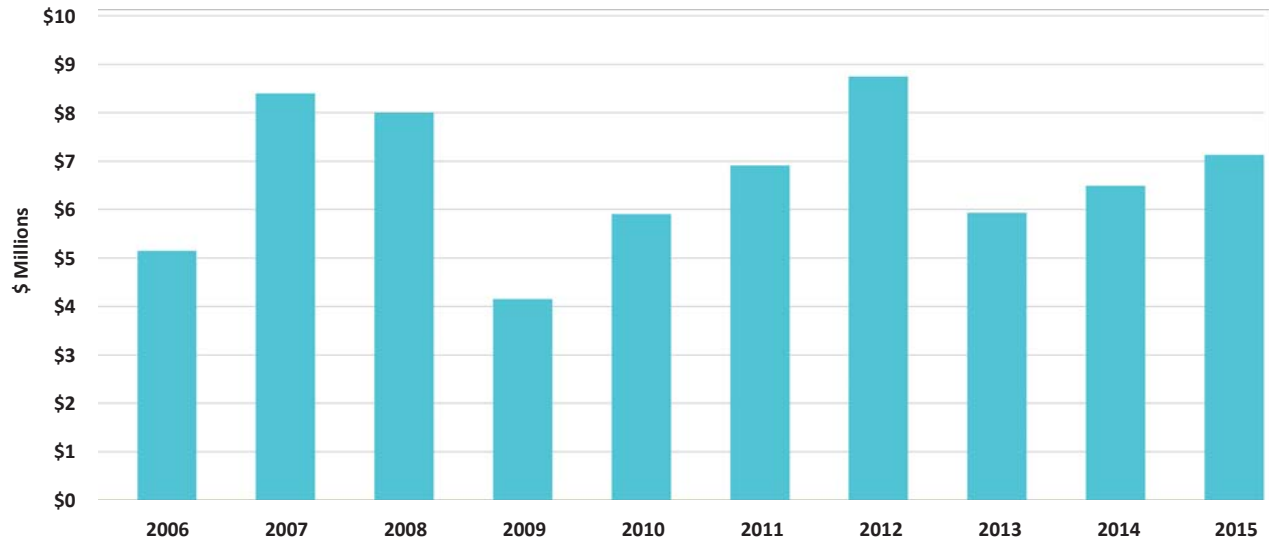


**2015 Program Revenue vs. General Revenue Support**

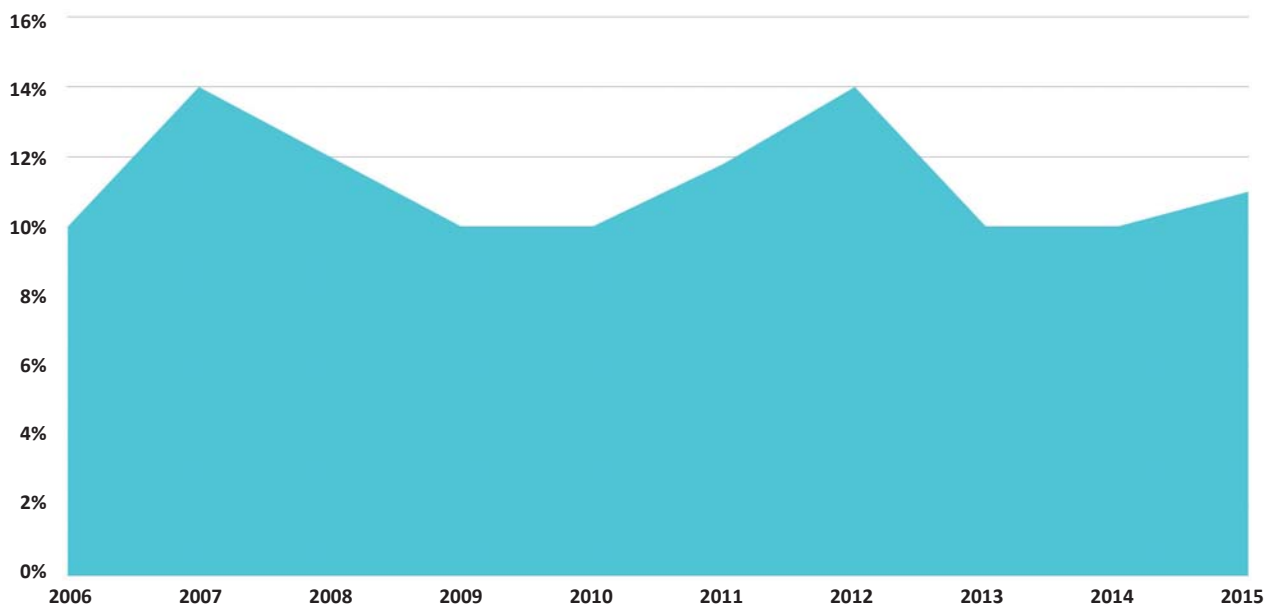


## General Fund Balance as of January 1

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



## General Fund Balance as a Percentage of Operating Revenues





## General Fund - Sub Funds

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

	Budget Balance August 31, 2014	2015 Budget		Fund Equity Use/ (Gain)
		Expenses	Revenue	
Special Accounts -- See Below for Detail	\$ 3,788,830	\$ 1,381,550	\$ 1,082,092	\$ 299,458
Washington Center	87,637	259,848	254,848	5,000
Municipal Arts Fund	353,095	21,100	-	21,100
Equipment & Facilities Replacement Fund	2,462,437	2,127,985	1,260,105	867,880
	<b>\$ 6,691,999</b>	<b>\$ 3,790,483</b>	<b>\$ 2,597,045</b>	<b>\$ 1,193,438</b>
<b>Special Accounts Control Fund: Detail</b>				
LEOFF I L-T-H/Care	\$ 772,805	\$ 50,600	\$ 50,000	\$ 600
Shared Leave	20,101	23,900	-	23,900
GHB Building Rentals	364,524	27,900	12,750	15,150
Public Education & Government/Access Television	438,328	415,400	369,000	46,400
Health & Wellness Programs	25,430	1,430	-	1,430
Technology Plan Implementation and PC & PI Network Equipment	913,663	441,250	339,450	101,800
Building Demolition & Nuisance Abatement	5,705	1,590	-	1,590
Tree Account	22,360	-	-	-
Historic Preservation	3,076	-	-	-
Low Income Housing	175,415	60,600	50,000	10,600
Rental Rehabilitation	245,723	27,000	20,000	7,000
Seizure & Forfeiture	123,902	-	-	-
Boating Safety	12,132	-	-	-
Firing Range	26,533	41,000	39,300	1,700
School Resource	1,824	-	-	-
LLEBG/JAG Grants	5,730	-	-	-
Recreation Scholarship	415	-	-	-
Arts Program	2,461	-	-	-
Parking Management	628,703	290,880	201,592	89,288
<b>Total Special Account Control Fund</b>	<b>\$ 3,788,830</b>	<b>\$ 1,381,550</b>	<b>\$ 1,082,092</b>	<b>\$ 299,458</b>

## Special Funds - Non-Operating

The City has established several Special Purpose Accounts and Funds which are not included in the operating budget. Appropriations of these accounts and funds do not lapse at year end, but continue. The following schedule indicates the unexpended budget and 2015 additions to the Special Purpose Funds.

	Budget Balance August 31, 2014	2015 Budget		Fund Equity Use/ (Gain)
		Expenses	Revenue	
CDBG Loan Repayment Fund	\$ 121,152	\$ 148,000	\$ 70,000	\$ 78,000
CDBG Grant Fund	339,376	790,375	790,375	-
Lodging Tax Fund -- see details next page	189,414	461,586	525,000	(63,414)
Park & Recreational Sidewalk Fund, operating portion	259,478	720,944	720,944	-
Parking and Business Improvement Area	62,904	100,000	100,000	-
Farmers Market Repair & Replacement Fund	9,847	10,000	-	10,000
Hands On Children's Museum	126,404	427,633	385,165	42,468
Equipment Rental Replacement Reserve Fund	403,814	1,076,646	1,428,800	(352,154)
Unemployment Compensation Fund	355,604	198,600	190,300	8,300
Insurance Trust (Risk Management) Fund	490,812	1,518,500	1,478,280	40,220
Workers' Compensation Fund	1,700,989	1,837,000	1,448,000	389,000
Washington Center Endowment Fund	-	5,762	5,762	-

## Capital Funds

	Budget Balance (est.) August 31, 2014	2015 Additions
<b>Capital Activity Funds:</b>		
Capital Improvement Fund	\$ 20,941,350	\$ 8,285,903
Water Capital Improvement Fund **	10,933,297	10,965,200
Sewer Capital Improvement Fund **	4,765,407	1,343,700
Stormwater Capital Improvement Fund **	9,057,250	1,152,700
	<b>\$ 45,697,304</b>	<b>\$ 21,747,503</b>
<b>Capital Improvement Fund Funding:</b>		
General Fund -- Sharing of Gas Tax	\$ -	\$ 275,000
Impact Fees Fund	-	1,559,723
SEPA Mitigation Fees Fund	-	360,280
Park & Recreational Sidewalk Fund	-	2,464,400
Stormwater Utility	-	186,500
Transportation Benefit District (TBD) Fund	-	620,000
Real Estate Excise Tax Fund	-	1,125,000
	<b>\$ -</b>	<b>\$ 6,590,903</b>
Grants		\$ 75,000
Utility Tax -- Non-cable		1,000,000
Utility Tax -- Cable		600,000
Other Sources		19,000
		<b>\$ 8,284,903</b>

\*\* Utility capital improvements are funded by utility rate revenues and development fees.



## Lodging Tax Fund

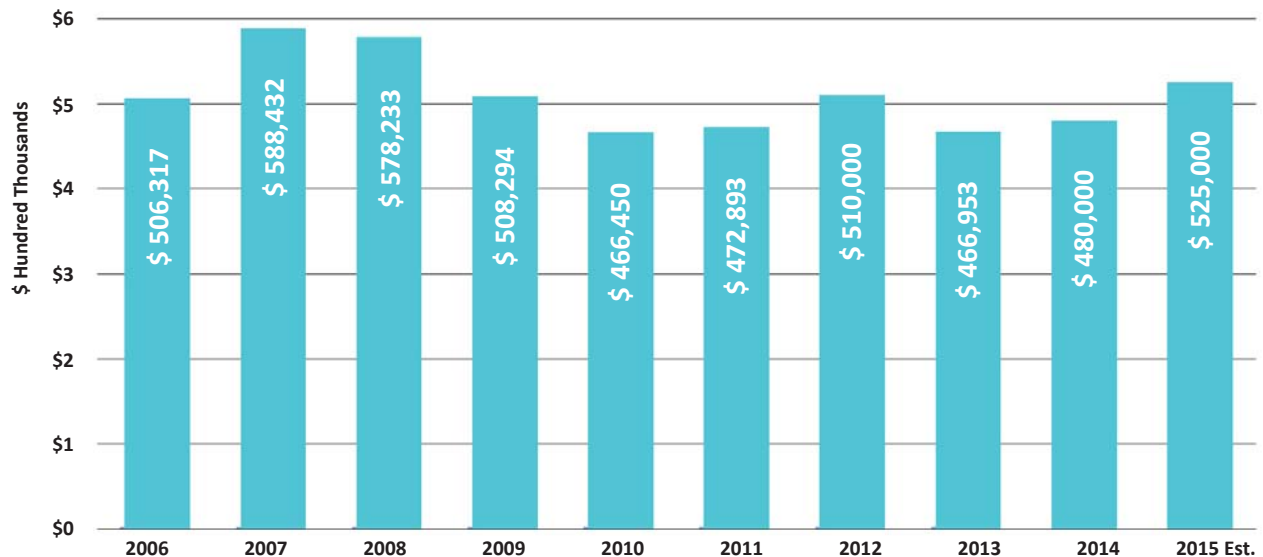
The Lodging Tax is an excise, or sales tax authorized by State law in RCW 67.28, Public Stadium, Convention, Arts and Tourism Facilities. In the City of Olympia, the total tax on lodging is 10.4%. Only a portion of the 10.4% comes to the City of Olympia. Olympia’s share is equal to a 4% tax, with 2% allocated to The Washington Center. Per RCW 67.28.1815, the Lodging Tax can only be used for specific purposes:

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

	2014 Budget	2015 Budget
Capital City Pride Festival	\$ 5,000	\$ -
Current Projection to be Distributed (1)	N/A	212,500
Dixieland Jazz Society	14,000	-
Earthbound Productions	-	-
Hands On Childrens Museum	60,000	-
Olympia Downtown Association	10,000	-
Olympia Film Society	5,000	-
Olympic Flight Museum	6,000	-
Olympia/Thurston Visitor and Convention Bureau	100,000	-
Public Facilities District Project (HOCM)	-	-
Recreation Northwest	6,000	-
Saint Martin/Dragon Boat	4,000	-
Senior Games	10,000	-
Washington Center Support	241,677	249,086
Washington State Historical Society	-	-
Wolf Haven	10,000	-
<b>Total</b>	<b>\$ 471,677</b>	<b>\$ 461,586</b>

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

## Lodging Tax Collections







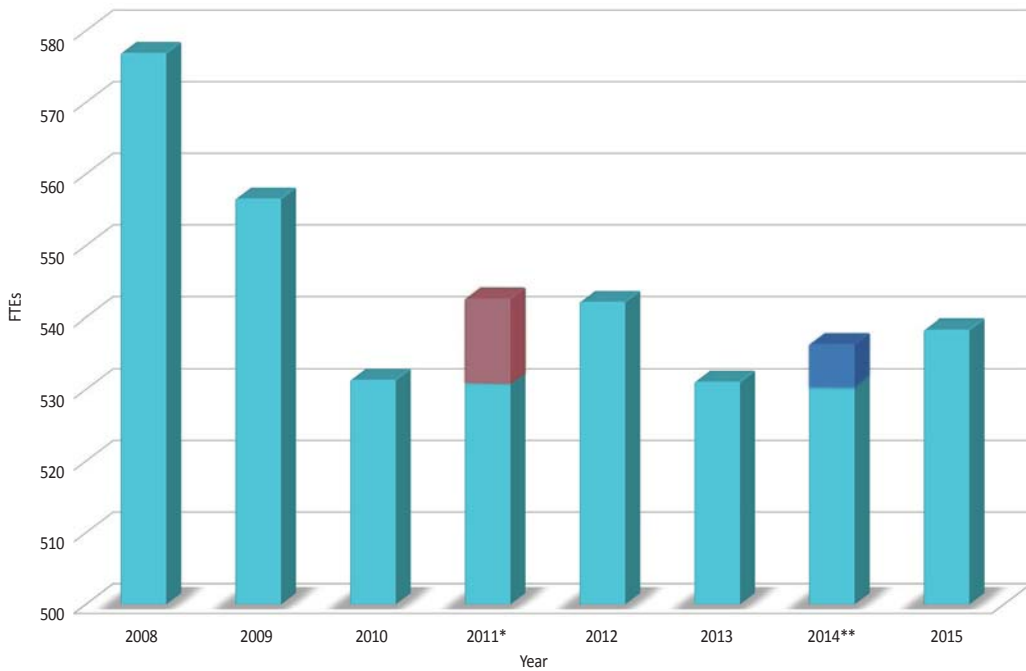
## Staffing Summary - All Departments

	2013	2014	2015	FTE Change
<b>General Government</b>				
Legislative Services	7.00	7.00	7.00	0.00
Executive Services	12.00	12.00	11.00	-1.00
Legal Department	8.60	8.60	8.60	0.00
<b>Total General Government</b>	<b>27.60</b>	<b>27.60</b>	<b>26.60</b>	<b>-1.00</b>
<b>Municipal Court</b>				
Court Services	9.75	9.00	9.00	0.00
Probation Services/Day Reporting Center	6.25	6.25	6.25	0.00
<b>Total Municipal Court</b>	<b>16.00</b>	<b>15.25</b>	<b>15.25</b>	<b>0.00</b>
<b>Administrative Services</b>				
Clerk Services	4.56	4.56	4.56	0.00
Fiscal Services	19.00	19.00	19.00	0.00
Information Technology Services	19.00	20.00	20.00	0.00
Human Resources	9.25	9.25	9.25	0.00
<b>Total Administrative Services</b>	<b>51.81</b>	<b>52.81</b>	<b>52.81</b>	<b>0.00</b>
<b>Community Planning and Development</b>				
Administration/Parking Services	14.00	14.00	14.00	0.00
Community Planning Services	11.50	12.75	15.00	2.25
Development Permit Services	13.00	14.00	11.00	-3.00
<b>Total Community Planning and Development</b>	<b>39.50</b>	<b>40.75</b>	<b>40.00</b>	<b>-0.75</b>
<b>Fire Department</b>				
Administration	7.00	7.00	8.00	1.00
Fire/EMS Operations and Training	83.00	84.00	84.00	0.00
Fire Prevention	4.00	5.00	5.00	0.00
<b>Total Fire Department</b>	<b>94.00</b>	<b>96.00</b>	<b>97.00</b>	<b>1.00</b>
<b>Police Department</b>				
Policing Services & Administrative Services	78.90	81.90	81.90	0.00
Corrections Services	14.00	15.00	15.00	0.00
<b>Total Police Department</b>	<b>92.90</b>	<b>96.90</b>	<b>96.90</b>	<b>0.00</b>
<b>Parks, Arts &amp; Recreation</b>				
Administration	2.40	3.15	3.00	-0.15
Facility Operations	9.30	8.85	8.90	0.05
Recreation	8.47	7.62	7.62	0.00
Arts and Events	1.20	1.20	1.25	0.05
Parks Maintenance	20.20	20.25	19.25	-1.00
Parks Planning & Design	3.70	3.70	3.75	0.05
<b>Total Parks, Arts &amp; Recreation</b>	<b>45.27</b>	<b>44.77</b>	<b>43.77</b>	<b>-1.00</b>
<b>Public Works</b>				
Director's Office & General Services	2.00	6.00	6.00	0.00
Facilities Operations	8.07	8.00	8.00	0.00
Fleet Operations	7.32	7.00	6.00	-1.00
Engineering	29.86	27.50	27.50	0.00
Transportation	28.50	28.50	28.50	0.00
Water Resources	62.25	59.50	62.00	2.50
Waste Resources	27.00	27.00	27.00	0.00
<b>Total Public Works</b>	<b>164.00</b>	<b>163.50</b>	<b>166.00</b>	<b>1.50</b>
<b>Total FTEs</b>	<b>531.08</b>	<b>537.58</b>	<b>537.33</b>	<b>0.25</b>

*Note: This table includes full-time and part-time employees. Each program section includes a detailed listing of its program staffing. In addition, the City's salary schedule is included in the Supplementary Information section with position counts for 2013, 2014 and 2015.*



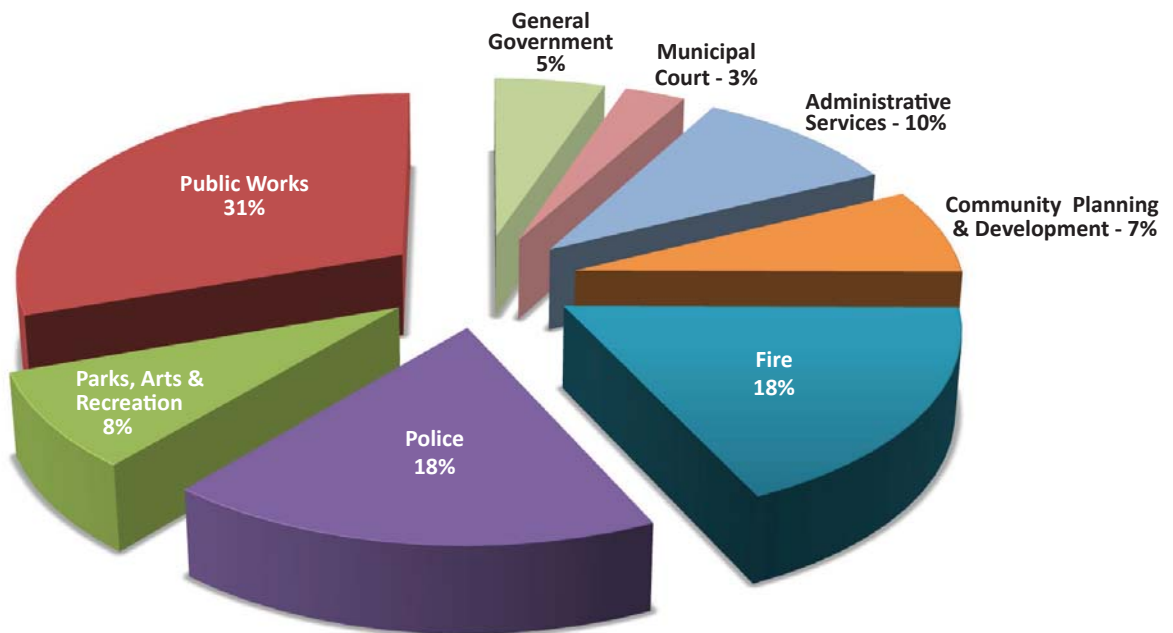
## City Employee Full Time Equivalents (FTE)



\* In 2011—13 FTEs were added to staff and operate a fourth fire station. Funded by a LID Lift levy

\*\* In 2014—5 FTEs were added to the Police department funded by the public safety sales tax

## 2015 Personnel Complement by Department







# Policy and Guidelines



*"Full Curl" Artist: Rodger Squirrel*







## 2015 City Priorities

### *Adopt a Sustainable Budget*

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

So that we have adequate revenues and reserves to support community social, economic and environmental values.

### *Champion Downtown*

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

So that more people will want to work, live, shop, and play in Olympia, and to increase our revenue base.

### *Change the Culture of Community Development*

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

So that we achieve the growth and development defined by our community in the Comprehensive Plan.

### *Inspire Strong Relationship Goals*

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

So that we get things done more efficiently, foster trust, stay connected and move forward together.

## Long Term Financial Strategy

### Key Financial Principles

#### Make Trade-Offs

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

#### Do It Well

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

#### Focus Programs on Olympia Residents & Businesses

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

#### Preserve Physical Infrastructure

- Give priority to maintain existing infrastructure

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

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

#### Invest in Employees

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

#### Pursue Innovative Approaches to Service Delivery

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

#### Contract In/Contract Out

- Consider alternative service delivery to maximize efficiency and effectiveness.

#### Maintain Capacity to Respond to Emerging Community Needs

#### Pursue Entrepreneurial Initiatives

#### Address Unfunded Liabilities

#### Selectively Recover Costs

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

#### Recognize the Connection Between the Operating Budget and the Capital Budget

### Guidelines

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

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

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

- Increase operating cost recovery
- Pursue cost sharing

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

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





## Tracking for Success

### The City's Performance Measurement Program

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

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

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

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

#### Key Result Measures

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

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

#### Target

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

#### Data and Analysis

We keep our performance data simple; historical trending. We line up our data over a number of years to determine if the results are going in the right direction. Although the charts in this budget document only reflect a three-year trend, we maintain data for

successive periods that allows us to effectively monitor and make improvements in each performance area.

It is important that each Line of Business and program is able to analyze their own data to be able to use it for day-to-day management of the City's operations.

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

#### Performance Measurement for Decision Making

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

#### Next Steps

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

- Include Measures that Reflect City Council Strategic Priorities
- Provide Information on Performance Measure Action Plans
- Get Additional Staff Involved
- Report Out to Community

## City of Olympia 2015 Budget Efficiencies

The City of Olympia strives to identify and implement new approaches to cost-cutting by rethinking the nature of how we provide services and do business. We take pride in addressing redundancy, mitigating costs that continue to rise, investing in technological or structural efficiencies, and a spirited enthusiasm to make things better. We are not satisfied with business as usual and continually rethink our services from the ground up.




The following accomplishments and efficiencies contributed to development of the City's 2015 Operating Budget:

### Efficiencies by City Priorities




#### Adopt a Sustainable Budget

- Savings of \$174,000 are expected annually in energy costs as a result of the City LED street light conversion project. The PSE streetlight conversion is expected to save \$60,000 annually.
- Deployed a Nissan Leaf 100% battery-powered car to the Fire Prevention Division's Fire Inspectors reducing emissions and conserving fuel.
- Replaced the aging HVAC units at Station O1 with new higher efficiency models that will reduce the maintenance and cooling cost.
- Implemented the Fire Training Center business plan to support OFD training, generate revenue, and share Olympia's unique facility and abilities with other departments.
- Moved Prosecution and Victim Assistance files from storage at an outside facility to on-site storage at the Justice Center. Retrieval of archived files will be more efficient and less costly. Storage costs will be reduced by approximately \$800 per year.
- Analyzed the office supply purchase history and revised the bid contract to more accurately reflect purchases. These modifications will likely result in significant savings of \$5-\$10,000.
- Transferred staff resources to better align department needs. A vacant Building Official position was reclassified as a Program & Planning Supervisor. As a result, supervision of Engineering Plans Examiners will move to Community Planning.
- Converted the Warn Command Emergency Contact Software to a more user friendly, less expensive model to save \$3,375 per year.
- Reduced overtime using the SAFER grant position to complete required fire inspections.
- Re-organized Patrol shift times and assignments to reduce the need for overtime.
- Adopted new policies regarding out-of-city warrants that reduced incarceration rates.
- Eliminated speciality pay for specific duties.
- Negotiated a contract for pharmaceuticals that reduces the cost of medications in the Jail.
- Invested in online registration software allowing Parks staff to focus on increased programming and revenue generation.
- Combined staff resources to construct the new City Hall art pedestal in-house.
- Saved paper and postage by sending Arts Walk confirmation notices out electronically for the first time.
- Pooled resources to save \$10,000 of professional services and travel/training budgets.
- Received grant from Nissan to install 4 double-head electric charging stations.
- Will place a solar array on City Hall reducing electricity consumption and saving an estimated \$2,500 per year.
- Installed a new, higher efficiency chiller at the library, reducing summer cooling costs.
- Will install a new chiller at the Olympia Center, reducing maintenance and cooling costs.
- Entered into an agreement with PSE to implement a Resource Conservation Management Program. The City will establish benchmarks, track energy use, and identify energy savings resulting in reduced energy costs and greenhouse gas emissions.
- Right-sized vehicles to better meet the needs of the job, while reducing fuel usage and cost of ownership.
- Changed Utility Locating duties to meet mandatory deadlines while reducing overtime by approximately \$15,000 annually.
- Received \$31,000 WCIA grant to make needed sidewalk repairs, helping reduce liability from claims.
- Increased Street Operations productivity in asphalt patching by renting large grinder for two months. Nearby commercial business is also using grindings, saving truck hauling time and disposal fees.
- Reduced staffing by 2.5 FTEs after installing automated meters readers.
- Completed minor repairs in sewer lines with in-house staff as time allows appreciably reducing the need for contractors and capital projects.
- Increased capacity within City operations and maintenance staff to repair and retrofit our wastewater pipe and pump systems. Building our internal capacity minimizes the need to contract work and eases capital expenditures.
- Gained further efficiencies by continuing to move residential carts to one side of the street for collection. Annual savings by moving the 340 customers is estimated at 60 hours of route time and 600 less miles driven. Staff continues to identify more areas to move to one-side collection.
- Eliminated 0.5 FTE in the Worker's Compensation program, while providing the same level of customer service.
- Will move all Medicare eligible LEOFF 1 participants to the new AWC MedAdvantage Medical plan, resulting in significant savings for the City.
- Changed hearing scheduling process to allow individuals with outstanding warrants to appear on their own and get scheduled for a hearing before the Judge. This hearing will quash the warrant without the individual being arrested and placed in custody. This reduces jail costs and overcrowding as well as reducing the size of the in-custody calendars.

## Efficiencies by City Priorities (continued)








-  Modified Court case filing processes to allow file folders to be reused. Once a case is closed, the documents in the file folders are scanned and destroyed thus allowing the folder to be reused. This practice saves the court hundreds of dollars annually in new folder costs as well as labels. This also reduces staff time in creating and labeling a new file folder.
-  Restructured maintenance contracts for the City's network infrastructure, reducing cost by \$40,000/year.
-  Will hold jury trials at the Lee Creighton Justice Center beginning in 2015. This will create a more efficient use of time and resources.

### Champion Downtown


















-  Developed Citywide support for the Artesian Commons by spreading ownership of the park facility maintenance to multiple departments.
-  Installed a security camera at Artesian Commons to provide the ability for staff to remotely monitor activity and research damage to property.
-  Reclassified a vacant Refuse/Recycle Collector position to a Lead Worker to allow focus on specific collection areas including commercial collection efficiencies and cleaning unsightly collection areas in the Downtown core.



### Inspire Strong Relationships

-  Utilized the Firefighter/Inspector position added back with the SAFER grant to provide fire safety education to first and fifth graders in the elementary schools.
-  Entered into Interlocal Agreement with Washington State Department of Enterprise Services to provide fleet repair and maintenance services on approximately 20 medium and heavy-duty vehicles.
-  Collaborated with the Library and Parks to fabricate and install a decorative remediation art piece at the Library, significantly decreased loitering, illicit behavior, and litter at the building's entrance. Used in-house staff to fabricate and install for a total project cost of \$1,200.
-  Formed a "Regional Safety Committee" with the City of Lacey, LOTT, and Thurston County safety officers to create opportunities to share expertise and resources.
-  Utilized Twitter to communicate up-to-the-minute information related to construction projects.
-  Began annual evaluation of municipal law affecting LGBT citizens to increase the City's score on the Human Rights Campaign Municipal Equality Index.
-  Worked with Thurston County to implement a ban on single-use plastic bags with support from the community.

### Improved Use of Technology

-  Invested in VueWorks software to provide a data driven approach to preventative maintenance programming in lieu of demand maintenance.
-  Ran fiber optic line to Parks Maintenance headquarters at Priest Point Park increasing the speed of the City network making office functions and communication more reliable and quicker.
-  Purchased new Fleet Management Software that will increase PW Fleet Supervisor capacity by streamlining reporting, billing, inventory control, and asset management.
-  Evaluated and developed security camera system standards in City-owned buildings. Used in-house expertise to build specification for system expansion to Parks, Maintenance Center, and City Jail.
-  Moved multiple city documents/plans to an online, searchable, cross-referenced, hosted solution saving time and money and improving customer service.
-  Completed deployment of VOIP phones throughout the City and eliminated support and infrastructure of old PBX.
-  Migrated software to latest versions to add features and meet regulatory requirements for OPD.
-  Deployed the OlySpeaks web service to allow for public input.
-  Increased the number of virtual servers in the City's data center, saving on hardware, software, and energy costs.
-  Installed Automated Meter Reading auxiliary software to enhance customer service in billing and collections.
-  Attended various trainings focused on local law enforcement intergovernmental coordination:
  -  WA Association of Prosecuting Attorneys, Victim Advocacy Track. Training on the structure of the Thurston County Domestic Violence Unit and intergovernmental coordination on domestic violence cases
  -  Joint Base Lewis McCord - Training on both the civilian and military justice systems
  -  AMBER Alert National Training and Technical Assistance Program - Training to improve the efficiency of local law enforcement response in child abduction matters
-  Acquired software allowing large documents to be entered into OptiView more efficiently and with higher quality.
-  Worked with an intern to complete, adopt, and deploy an updated version of the City of Olympia Comprehensive Emergency Management Plan.
-  Installed Fleet Records Management System. This new software will provide detailed automated records that capture all of the repairs of apparatus and vehicles. The software's ability to generate billing will be an efficiency that will save time for the City and be more accurate.



## Efficiencies by City Priorities (continued)

- ✔ Implemented a records management system for training records with integrated on-line training modules.
- ✔ Use a Medical Services Officer to coordinate and facilitate all ALS and BLS Operations and Training.
- ✔ Streamlined the hiring process for Officers to fill Officer vacancies more efficiently.
- ✔ Updated the Joint Use Agreement with Olympia School District to ensure access to field space while also providing the City access to gym and other indoor facilities for recreation programming.
- ✔ Conducted a key audit on all City-issued keys and developed procedures for issuing and returning keys.
- ✔ Worked with Community Planning and Development to provide permit processing and procedures training to Engineering staff.
- ✔ Engineering staff provided training to Community Planning and Development staff on platting rules and regulations.
- ✔ Combined Community Planning and Development (CP&D) Construction Inspection into Public Works Engineering Inspection to ensure oversight of the installation of new water, sewer, street and storm drainage improvements.
- ✔ Assisted with private utility permitting and engineering plan review.
- ✔ Gave focus to condition rating of the water distribution system. A detailed approach for rating the structural integrity of pipe is being implemented. The Washington Department of Enterprise Services is helping evaluate potential operational efficiencies and energy saving opportunities in our pump systems.
- ✔ Evaluating the potential for energy savings in our large regional wastewater pump systems.
- ✔ Modified the NEO-Gov recruiting system to allow new police and fire candidates access, which resulted in a significant savings of staff time in the recruiting effort.

- ✔ Increased the number of Wellness Committee members allowing for increased support to the Wellness Coordinator and reduced the FTE by 25%.
- ✔ Streamlined B & O tax depositing and reporting to ensure that money is deposited within 24 hours of receipt.
- ✔ Added electronic deposit of checks from CP&D to our electronic deposit process.
- ✔ Created hearings by mail. The court allows traffic and parking hearings by mail at the individuals' request. This reduces calendar sizes as well as making it more convenient for the public.
- ✔ Created legal form letters. With the creation of a new form, individuals can motion the court on any legal matter, which reduces the use of paper and clerical time taken to respond. This is a simple form in which a person writes their request at the top and the Judge grants or denies the request on the Order at the bottom of the same form.
- ✔ Updated and improved scripts and keyboard mapping to allow court clerks to make repetitious docket entries with one keystroke. This allows quick data entry in the courtroom as well as at the front counter and the phones when time is of the essence.
- ✔ Moved from summary minutes to action minutes, saving staff time.
- ✔ Converted the residential parking registration program from monthly to annual, saving staff time and mailing costs

### Other

- Entered into lease agreement for six Nissan Leafs.
- Reduced water use by 13% per service connection, exceeding the community goal of 5%. Overall water use reduction is 8.4%. We will continue to increase connections and reduce overall water use.





## Financial Policies

### Executive Summary

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

### General Principles

#### 1. Budgeting Policy

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

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

#### Performance monitoring of the operating budget will include:

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

#### Capital Budgeting Policies and Procedures:

- Projects will be funded by a combination of bond proceeds, grants, leases, and operating funds, with a maximum of 80% funded by long-term debt.
- Planning for capital projects will include a six-year plan titled *Capital Facilities Plan*, which must be updated annually and include a statement of projected costs and sources of funds.
- Capital projects must meet the following criteria:
  - If debt funded, the term of debt should not exceed the useful life of the project.
  - Capital projects should be built according to specifications which enable them to be self-sustaining whenever possible.
  - Long-term debt should be funded through revenue bond issue whenever feasible to maximize the general obligation debt limitation.
- Six-year budget projections will be prepared and updated annually and will include any expected changes in revenues or expenditures.

#### 2. Revenue Structure

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

##### Tax policy must try to avoid:

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

##### Structuring of taxes should attempt to:

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

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

- User fees on certain activities chosen so that low-income families do not bear heavy costs.
- Service fees on activities where either raising revenues or limiting demand would prove beneficial.
- A cash-management system which obtains maximum interest income within State guidelines.

#### 3. Debt Management

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

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

##### Debt instruments the City can use are:

- Short-Term Debt:
  - Short-term debt will not be issued for operating purposes nor will it be rolled over (except for Bond Anticipation Notes --BANs) from one period to another.
  - Tax Anticipation Notes (TANs) and Revenue Anticipation Notes (RANs) can be issued in amounts up to 60% of expected appropriations and must mature within the fiscal year.
  - BANs can be issued with a maximum three-year maturity and can be rolled over when interest rates make short-term debt preferable. BANs cannot be used to extend the life of a bond.
  - GANs (Grant Anticipation Notes) can be used when grant reimbursement for a project lags behind the payment schedule for large construction costs.

## Financial Policies (Continued)

- Long-Term Debt:
  - Long-term debt will be used to maintain and develop municipal infrastructure when the economic life of a fixed asset exceeds five years.
- Revenue bonds will generally be used for projects which are financially self-sustaining.
- General Obligation bonds can be used to finance public works, which benefit the community and have revenues insufficient to amortize the debt.
- General Obligation pledges can be used to back self-sustaining projects financed through revenue bonds when costs can be reduced and the municipal credit rating is not put in jeopardy by this action.

### Debt Issuance Policy will ensure that:

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

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

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

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

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

#### 4. Accounting and Financial Reporting

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

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

##### To maintain financial control in order that:

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

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

- Accounting and Auditing:
  - Procedures will allow reporting per Budget and Accounting Reporting System (BARS) and follow Generally Accepted Accounting Principles (GAAP).
  - Recording will be on a modified accrual basis for revenues and expenditures.
  - New procedures will be developed whenever they can contribute to the quality of timely information flows.
- Financial Reporting:
  - BARS, GASB, and GFOA reporting principles will be followed.
  - Reports will be organized in pyramidal form: at the top, a streamlined Annual Report; then an overview of financial position; and results of operations categorized by fund accounts.
  - These reports will be used to promote the City's good financial profile.
- Manuals:
  - BARS manuals will codify procedures, be used by accounting personnel and City officials, and specify the source of data for each account. They will be maintained by the Accounting Office of Administrative Services.
  - Policy and procedure manuals will be maintained with current information.

#### 5. Investments

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

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

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



# Revenue



*"Figure in Motion" Artist: Hugh Buchholz*

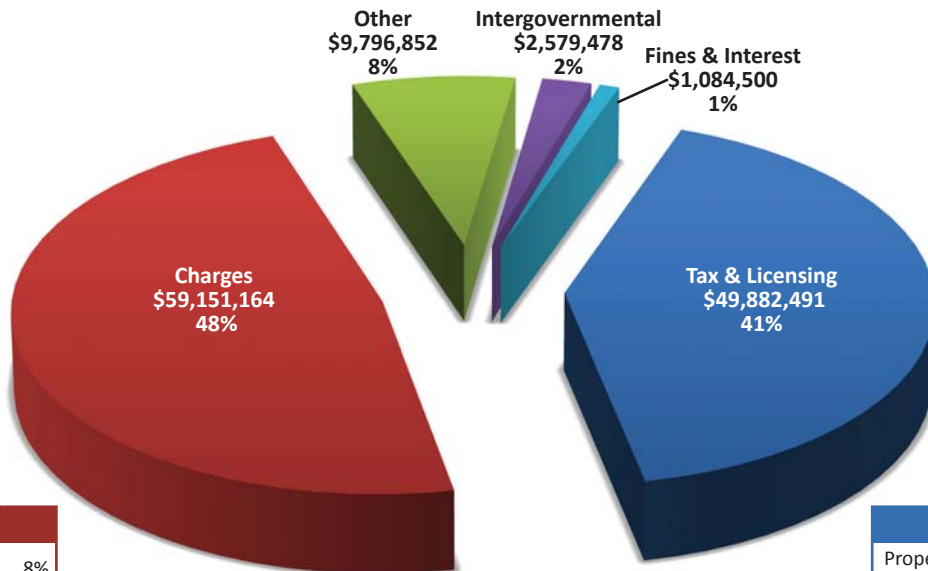






Where the Money Comes From - Total Operating Revenues

**\$122,494,485**



Charges	
Security (Persons & Property)	8%
General Government	13%
Drinking Water	19%
Wastewater	31%
Stormwater	8%
Waste ReSources	17%
Equipment Rental	3%
Other	1%

Tax & Licensing	
Property	27%
Sales	37%
Business	10%
Utility	18%
Other Taxes	1%
Licenses & Permits	7%



## Revenue by Fund - Operating Funds

	ACTUAL 2012	ACTUAL 2013	BUDGET 2014	REVISED 2014	ESTIMATED 2015
<b>GENERAL FUND -- Regular Operations</b>					
Property Tax	\$ 9,245,524	\$ 9,577,425	\$ 9,869,245	\$ 9,869,245	\$ 10,187,486
Sales Tax	15,462,364	17,091,549	17,989,980	18,138,250	18,683,610
Business Tax	4,491,961	4,780,570	4,660,000	4,835,000	4,990,000
Utility Tax, Private	5,137,993	4,961,166	5,054,850	5,011,310	4,946,860
Utility Tax, Municipal	3,817,278	3,907,742	4,061,800	4,061,900	4,102,150
Gambling Tax	129,732	139,514	135,000	105,000	105,000
Leasehold Tax	148,225	143,501	155,000	150,000	150,000
Licenses and Permits	2,714,630	3,521,143	2,964,087	2,976,649	2,966,634
Intergovernmental	1,873,774	1,628,256	1,904,466	1,868,782	1,844,647
Charges for Services	12,142,360	12,133,431	12,554,114	12,853,134	13,081,895
Fines and Forfeits	1,124,594	1,020,248	1,085,200	1,098,600	1,084,500
Rents and Leases	1,597,613	1,768,052	1,805,781	1,781,325	2,024,653
Other Revenue	1,099,297	741,445	422,280	609,936	414,611
	\$ 58,985,345	\$ 61,414,042	\$ 62,661,803	\$ 63,359,131	\$ 64,582,046
<b>GENERAL FUND - Sub Funds</b>					
Taxes	\$ -	\$ -	\$ -	\$ -	\$ -
License and Permits	357,983	297,841	300,000	308,000	310,000
Intergovernmental	53,548	588,226	-	444,183	-
Charges for Services	320,267	352,804	320,530	328,265	325,750
Fines and Forfeits	330	1,229	-	200	-
Other Revenue	3,975,720	5,522,791	1,370,554	3,142,546	1,961,295
	\$ 4,707,848	\$ 6,762,891	\$ 1,991,084	\$ 4,223,194	\$ 2,597,045
<b>GENERAL OBLIGATION DEBT FUNDS</b>					
Property Tax	\$ 3,422,149	\$ 3,527,714	\$ 3,466,879	\$ 3,466,879	\$ 3,440,751
Intergovernmental	734,831	676,412	734,831	734,831	734,831
Transfers In & Other	2,214,034	2,560,828	2,891,631	2,892,051	2,898,705
	\$ 6,371,014	\$ 6,764,954	\$ 7,093,341	\$ 7,093,761	\$ 7,074,287
<b>UTILITY FUNDS</b>					
Charges for Services	\$ 37,833,456	\$ 39,163,874	\$ 41,946,750	\$ 40,958,840	\$ 44,076,591
Grants	453,262	672,544	50,000	278,750	-
Other Revenue	373,459	395,091	361,706	429,435	351,780
Revenue Before Transfers	38,660,177	40,231,509	42,358,456	41,667,025	44,428,371
Intra-Utility Transfers	1,667,488	4,493,571	2,041,945	2,041,945	2,125,894
	\$ 40,327,665	\$ 44,725,080	\$ 44,400,401	\$ 43,708,970	\$ 46,554,265
<b>EQUIPMENT RENTAL FUND</b>					
Rents & Sales	\$ 1,751,588	\$ 1,514,783	\$ 1,632,800	\$ 1,662,300	\$ 1,666,928
Other Revenue	2,588	10,624	-	-	19,914
	\$ 1,754,176	\$ 1,525,407	\$ 1,632,800	\$ 1,662,300	\$ 1,686,842
<b>TOTAL REVENUE</b>	<b>\$ 112,146,048</b>	<b>\$ 121,192,374</b>	<b>\$ 117,779,429</b>	<b>\$ 120,047,356</b>	<b>\$122,494,485</b>



## Revenue by Type - Operating Funds

	ACTUAL 2012	ACTUAL 2013	BUDGET 2013	REVISED 2014	ESTIMATED 2015
<b>TAXES</b>					
Property Tax	\$ 12,667,673	\$ 13,105,139	\$ 13,336,124	\$ 13,336,124	\$ 13,628,237
Sales Tax	15,462,364	17,091,549	17,989,980	18,138,250	18,683,610
Business Tax	4,491,961	4,780,570	4,660,000	4,835,000	4,990,000
Utility Tax	8,955,271	8,868,908	9,116,650	9,073,210	9,049,010
Other Taxes	277,957	283,015	290,000	255,000	255,000
	<u>\$ 41,855,226</u>	<u>\$ 44,129,181</u>	<u>\$ 45,392,754</u>	<u>\$ 45,637,584</u>	<u>\$ 46,605,857</u>
<b>LICENSES &amp; PERMITS</b>					
Business	\$ 303,913	\$ 320,328	\$ 320,000	\$ 351,200	\$ 336,000
Franchise Fees (321.91.01)	371,294	446,375	448,800	463,500	468,000
Non-Business	2,397,406	3,052,281	2,495,287	2,365,938	2,472,634
	<u>\$ 3,072,613</u>	<u>\$ 3,818,984</u>	<u>\$ 3,264,087</u>	<u>\$ 3,180,638</u>	<u>\$ 3,276,634</u>
<b>INTERGOVERNMENTAL REVENUE</b>					
Grants	\$ 647,991	\$ 1,353,528	\$ 277,512	\$ 978,283	\$ 252,933
Motor Vehicle Fuel Tax	951,096	977,051	988,990	988,990	984,000
Liquor Excise Tax & Profits	638,923	458,797	590,000	507,800	507,800
Other Intergovernmental	877,405	776,062	832,795	851,473	834,745
	<u>\$ 3,115,415</u>	<u>\$ 3,565,438</u>	<u>\$ 2,689,297</u>	<u>\$ 3,326,546</u>	<u>\$ 2,579,478</u>
<b>CHARGES FOR SERVICES</b>					
General Government	\$ 6,849,181	\$ 6,582,195	\$ 7,202,472	\$ 7,533,268	\$ 7,561,067
Security of Persons & Prop.	4,212,094	4,338,745	4,374,143	4,317,691	4,470,128
Development & Streets	780,074	920,870	660,822	691,583	691,583
Parks, Arts & Recreation	621,278	644,425	637,207	638,857	684,867
Water	9,606,871	9,861,719	10,973,312	10,847,930	11,381,780
Wastewater	15,398,545	16,261,960	16,939,590	16,879,030	18,042,623
Waste ReSources	8,609,686	8,592,413	9,489,348	8,687,380	9,911,278
Storm & Surface Water	4,218,354	4,447,782	4,544,500	4,544,500	4,740,910
Equipment Rental	1,751,588	1,514,783	1,632,800	1,662,300	1,666,928
	<u>\$ 52,047,671</u>	<u>\$ 53,164,892</u>	<u>\$ 56,454,194</u>	<u>\$ 55,802,539</u>	<u>\$ 59,151,164</u>
<b>FINES &amp; FORFEITS</b>					
Parking	\$ 556,504	\$ 531,039	\$ 605,000	\$ 605,000	\$ 582,700
Non-Parking	568,420	490,438	480,200	493,800	501,800
	<u>\$ 1,124,924</u>	<u>\$ 1,021,477</u>	<u>\$ 1,085,200</u>	<u>\$ 1,098,800</u>	<u>\$ 1,084,500</u>
<b>OTHER REVENUE</b>					
Rents by Parks, Arts & Rec	\$ 200,911	\$ 216,103	\$ 225,182	\$ 200,821	\$ 219,231
Parking (other than fines)	909,585	985,831	913,700	917,990	936,000
Operating Transfers In	8,360,309	12,702,189	6,400,474	8,262,162	7,083,350
Miscellaneous Other Revenue	1,459,394	1,588,279	1,354,541	1,620,276	1,558,271
	<u>\$ 10,930,199</u>	<u>\$ 15,492,402</u>	<u>\$ 8,893,897</u>	<u>\$ 11,001,249</u>	<u>\$ 9,796,852</u>
<b>TOTAL REVENUE</b>	<b>\$ 112,146,048</b>	<b>\$ 121,192,374</b>	<b>\$ 117,779,429</b>	<b>\$ 120,047,356</b>	<b>\$ 122,494,485</b>



## General Fund - Program Revenue by Type

	ACTUAL 2012	ACTUAL 2013	BUDGET 2014	REVISED 2014	ESTIMATED 2015
<b>GENERAL GOVERNMENT</b>					
Other General Government	\$ 1,769	\$ 1,817	\$ -	\$ 45,500	\$ 1,500
Grant, Office of Public Defense	25,000	20,250	25,000	50,000	25,000
Interfund & Indirect Overhead					
Executive	469,328	388,859	399,919	324,891	334,699
Legal	90,524	88,097	90,377	90,549	88,512
<b>Total General Government</b>	<b>\$ 586,621</b>	<b>\$ 499,023</b>	<b>\$ 515,296</b>	<b>\$ 510,940</b>	<b>\$ 449,711</b>
<b>MUNICIPAL COURT</b>					
State, Judicial salary contribution	\$ 22,632	\$ 22,796	\$ 22,960	\$ 22,960	\$ 22,600
Other	-	893	-	5,573	-
Probation, fees	155,178	119,221	162,500	151,100	152,500
Day Reporting, fees	111,954	102,626	123,500	125,500	127,500
Transfer in:					
Day Reporting	20,000	10,000	10,000	10,000	10,000
<b>Total Municipal Court</b>	<b>\$ 309,764</b>	<b>\$ 255,536</b>	<b>\$ 318,960</b>	<b>\$ 315,133</b>	<b>\$ 312,600</b>
<b>ADMINISTRATIVE SERVICES</b>					
Utility Billing, Penalty & Interest	\$ 164,978	\$ 172,664	\$ 169,000	\$ 170,000	\$ 177,000
Interfund Charges:					
City Clerk	247,935	247,036	184,604	182,619	165,579
Records	n/a	n/a	56,873	56,873	57,933
Utility Billing	448,220	457,950	470,958	473,127	464,766
Accounting Services	417,709	337,995	345,398	361,887	387,924
Information Technology Services	668,052	519,760	538,028	555,303	546,927
Human Resources	211,081	191,308	198,842	182,427	191,526
Other Revenue	1,132	5,448	550	550	550
<b>Total Administrative Services</b>	<b>\$ 2,159,107</b>	<b>\$ 1,932,161</b>	<b>\$ 1,964,253</b>	<b>\$ 1,982,786</b>	<b>\$ 1,992,205</b>
<b>COMMUNITY PLANNING &amp; DEVELOPMENT</b>					
Zoning & Subdivision Fees	\$ 146,392	\$ 196,543	\$ 215,000	\$ 215,000	\$ 215,000
Permits	1,913,762	2,556,926	2,017,222	1,989,384	1,984,384
Plan Check & Inspection Fees	376,055	490,836	265,609	298,247	298,247
Parking Revenues	1,466,086	1,516,870	1,518,700	1,522,900	1,518,700
Other Revenues	50,157	43,159	2,119	46,319	32,319
Interfund Development Services	50,000	50,000	50,000	50,000	50,000
<b>Total Community Planning &amp; Development</b>	<b>\$ 4,002,452</b>	<b>\$ 4,854,334</b>	<b>\$ 4,068,650</b>	<b>\$ 4,121,850</b>	<b>\$ 4,098,650</b>
<b>FIRE DEPARTMENT</b>					
Other Revenue	\$ 8,441	\$ 1,863	\$ 24,868	\$ 18,318	\$ 1,473
Grants	-	-	167,304	167,304	191,400
Fire False Alarm	17,672	25,567	15,000	15,000	15,000
Fire Permits - Building Permits	42,872	61,572	99,315	99,315	100,000
Fire Dept. Plan Check Fees	24,700	34,977	35,000	35,000	35,000
Fire Inspection Fees	326,726	293,823	300,000	300,000	300,000
Fleet Maintenance, other agencies	281,796	396,945	338,400	357,424	424,900
Fire Training, other agencies	7,920	136,532	179,335	179,335	206,835
Medic I Reimbursements	2,230,022	2,213,234	2,190,169	2,200,733	2,220,764
<b>Total Fire Department</b>	<b>\$ 2,940,149</b>	<b>\$ 3,164,513</b>	<b>\$ 3,349,391</b>	<b>\$ 3,372,429</b>	<b>\$ 3,495,372</b>

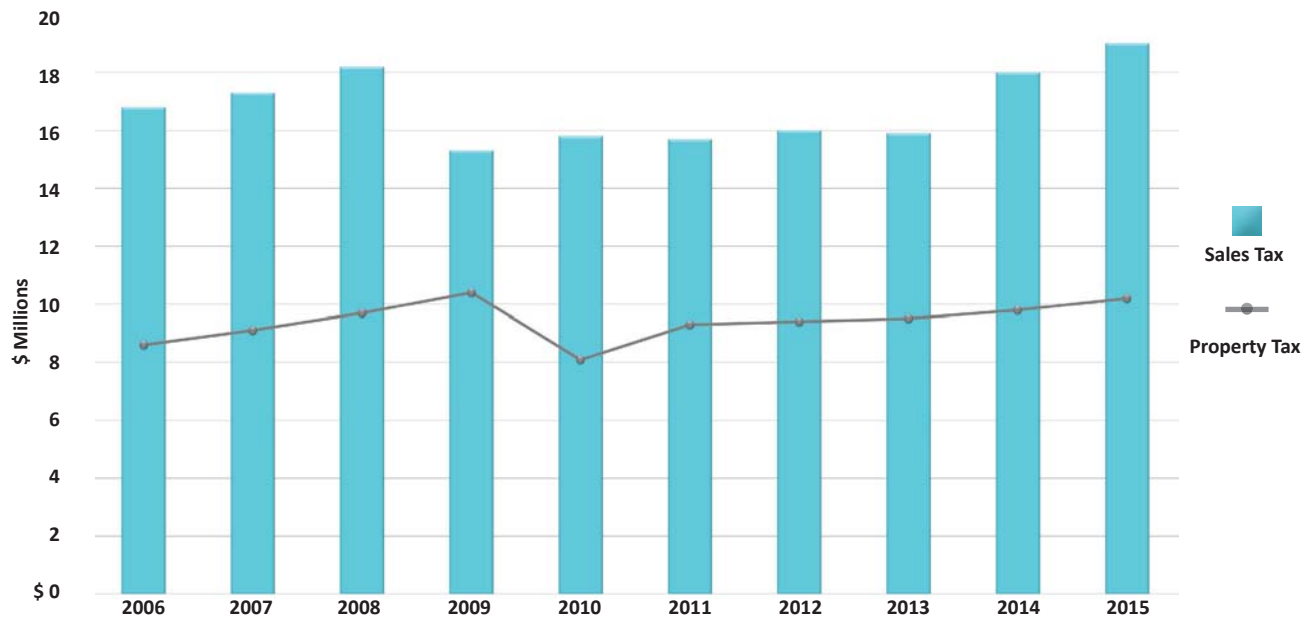
## General Fund - Program Revenue by Type

	ACTUAL 2012	ACTUAL 2013	BUDGET 2014	REVISED 2014	ESTIMATED 2015
<b>POLICE DEPARTMENT</b>					
Alarm Administration Fees	\$ 95,612	\$ 159,403	\$ 90,300	\$ 90,330	\$ 95,500
Security Services Charges	27,524	31,174	25,000	25,000	25,000
Grants & Donations	35,416	16,668	23,000	11,000	24,060
School Resource, Oly. School Dist.	82,148	79,309	93,000	25,000	100,180
Other Revenue	63,961	43,975	37,848	26,820	30,648
<b>Total Police Department</b>	<b>\$ 304,661</b>	<b>\$ 330,529</b>	<b>\$ 269,148</b>	<b>\$ 178,150</b>	<b>\$ 275,388</b>
<b>PARKS, ARTS &amp; RECREATION</b>					
Facilities Operations	\$ 145,175	\$ 147,929	\$ 163,704	\$ 134,171	\$ 153,971
Recreation Program Revenue	593,222	610,621	611,830	612,612	658,210
Arts & Community Events	22,985	23,275	22,252	23,647	23,642
Parks Program Revenue	89,144	100,961	92,143	95,600	93,890
<b>Total Parks, Arts &amp; Recreation</b>	<b>\$ 850,526</b>	<b>\$ 882,786</b>	<b>\$ 889,929</b>	<b>\$ 866,030</b>	<b>\$ 929,713</b>
<b>PUBLIC WORKS</b>					
M. V. Fuel Tax	\$ 951,096	\$ 977,051	\$ 988,990	\$ 988,990	\$ 984,000
Transfer In:					
Safety Program	91,357	105,880	(**)	(**)	(**)
Street Cleaning	13,780	121,000	121,144	121,144	120,388
Other Revenue	32,845	21,516	28,854	85,082	28,854
Interfund:					
Administration	209,657	216,893	264,271	647,582	670,671
Engineering	3,903,147	3,699,229	4,251,397	4,251,397	4,194,188
Facilities	157,879	150,956	184,898	206,852	382,882
Streets Section	181,871	172,449	110,000	110,000	110,000
Traffic Management	220,391	226,358	196,160	196,160	250,000
<b>Total Public Works</b>	<b>\$ 5,762,023</b>	<b>\$ 5,691,332</b>	<b>\$ 6,145,714</b>	<b>\$ 6,607,207</b>	<b>\$ 6,740,983</b>
<b>TOTAL PROGRAM REVENUE GENERAL FUND</b>	<b>\$ 16,915,303</b>	<b>\$ 17,610,214</b>	<b>\$ 17,521,341</b>	<b>\$ 17,954,525</b>	<b>\$ 18,294,622</b>

(\*\*) Beginning in 2013 Safety Program expenses were directly charged to Worker's Compensation Fund.



## Property and Sales Tax Comparison for the General Fund



### Property Tax

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

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

## Property Taxes

### Property Taxes (RCW 84.52)

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

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

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

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

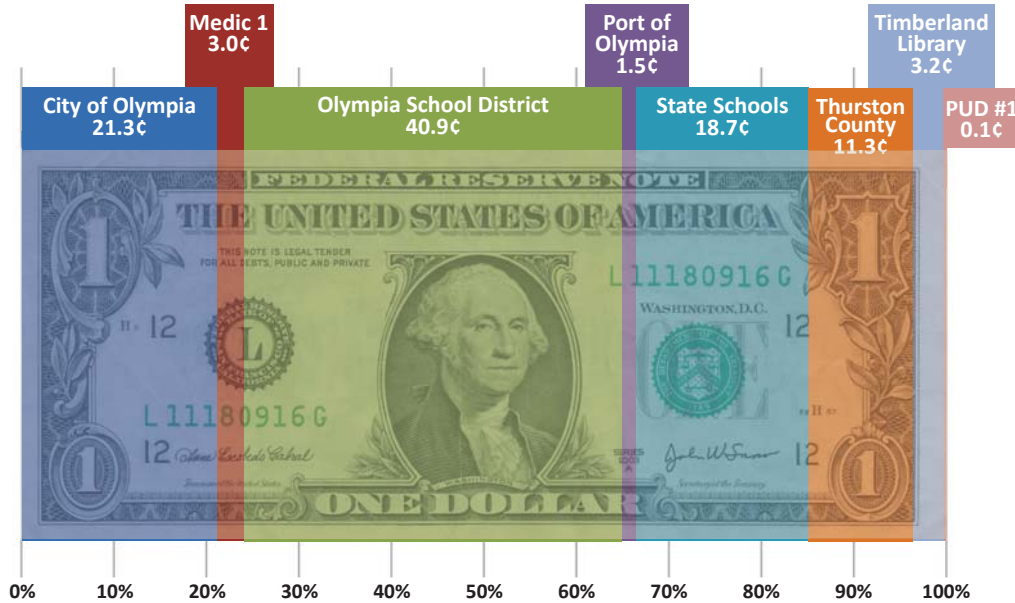
- B. Prior to 2001, Washington State law (RCW 84.55.010) limited the growth of regular property taxes to 6% per year, before adjustments for new construction and annexations. Growth of the regular property tax levy before new construction and annexations is currently limited to the lower of 1% or the implicit price deflator. The 1% limit may be exceeded with voter approval.
- C. The City may levy taxes below the legal limit. Special levies approved by the voters are not subject to the above limitations.
- D. Library Districts (the City of Olympia is within the Timberland Regional Library District) are entitled to \$.50 per \$1,000 of assessed valuation. The Library levy is deducted from the \$3.60 maximum available to cities. Any year in which the Library does not utilize its full \$.50 of levy, a city may assess the unused portion subject to the limitations listed above. In 2014, the Library levy is \$0.4157.
- E. Cities with a Firemen’s Pension Fund (such as the City of Olympia) may levy an additional \$.225 per \$1,000 of assessed valuation above the \$3.60 limit, less the Library levy.





# Where Property Tax Dollars go

## For Every Property Tax Dollar 2014 Distribution



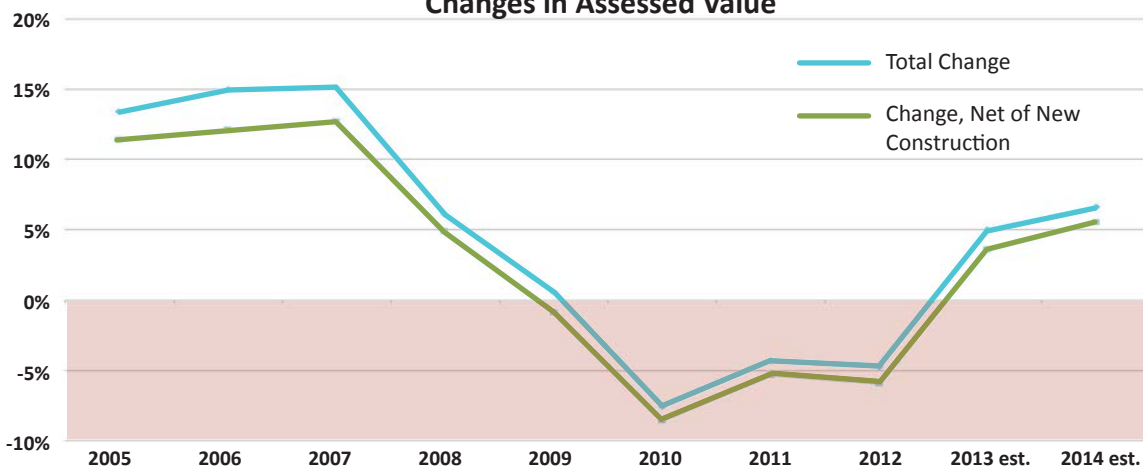
### Property Tax Forecast

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

Note: There are eight taxing areas within the City of Olympia. The amount shown is for the area which applies to the majority of the City. The range for all areas for 2014 is \$12.39 to \$13.39. Most properties are levied at \$12.76.

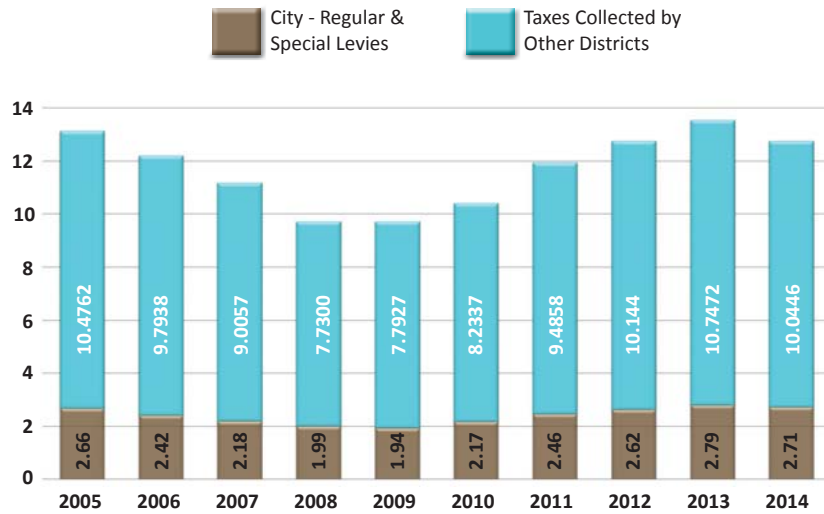
Property Tax					
Assessment Yr./ Collection Yr.	Total Tax Collections	Total Assessed Valuation (incl. new construction)	New Construction	Total Change	Change, Net of New Construction
Est. 2014-2015	\$ 13,407,037	\$ 5,663,537,409	\$ 55,863,481	6.60%	5.50%
Est. 2013-2014	13,198,058	5,313,341,232	72,174,035	5.00%	3.60%
2012-2013	12,947,164	5,060,434,532	63,045,263	-4.70%	-5.90%
2011-2012	12,597,003	5,308,051,162	51,343,632	-4.30%	-5.30%
2010-2011	12,275,205	5,552,078,378	63,972,556	-7.50%	-8.50%
2009-2010	11,581,683	5,999,359,843	89,651,803	0.60%	-0.90%
2008-2009	11,402,272	5,963,060,847	65,093,985	6.10%	4.90%
2007-2008	11,129,481	5,622,286,722	120,520,775	15.10%	12.70%
2006-2007	10,583,735	4,882,792,324	123,947,064	15.00%	12.10%
2005-2006	10,131,659	4,245,662,697	75,047,412	13.40%	11.40%

### Changes in Assessed Value





# Levy Rates



**Regular Levy Taxes**

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

General Fund	\$ 10,187,486
4th/5th Ave Corridor & PWTf Loan	\$ 561,450
City Hall Bonds	\$ 1,751,791
Firemen's Pension Fund (non-budgeted)	\$ 906,310

2015 City Levy is estimated at \$2.3673 per \$1,000.

In addition to the general levy, the City has budgeted \$1,214,903 in property tax to pay for voter-approved bonds for the construction of a fire station, fire training center and purchase of vehicles. The estimated levy rate for this purpose is \$0.2145 per \$1,000 of assessed valuation.

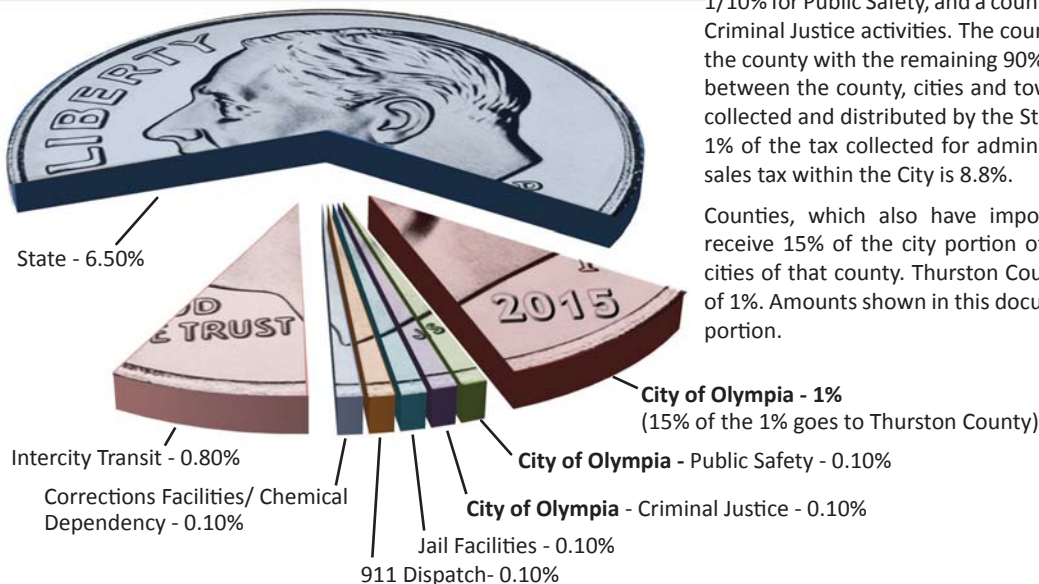
The following chart is an example of how an increase in a homeowner's assessed valuation is impacted by a change in the levy rate.

	2014	2015	% Change
Home Value	\$ 350,000	\$ 362,950	3.7%
Tax Rate	2.80	2.71	-3.2%
Total Taxes Paid	\$980	\$984	0.4%

# Sales Tax

## Sales Tax Distribution

Where does the 8.8% go?



## Sales Tax (RCW 82.14 and OMC 3.48)

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

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



## Sales Tax (Continued)

**2015 Sales Tax Forecast**

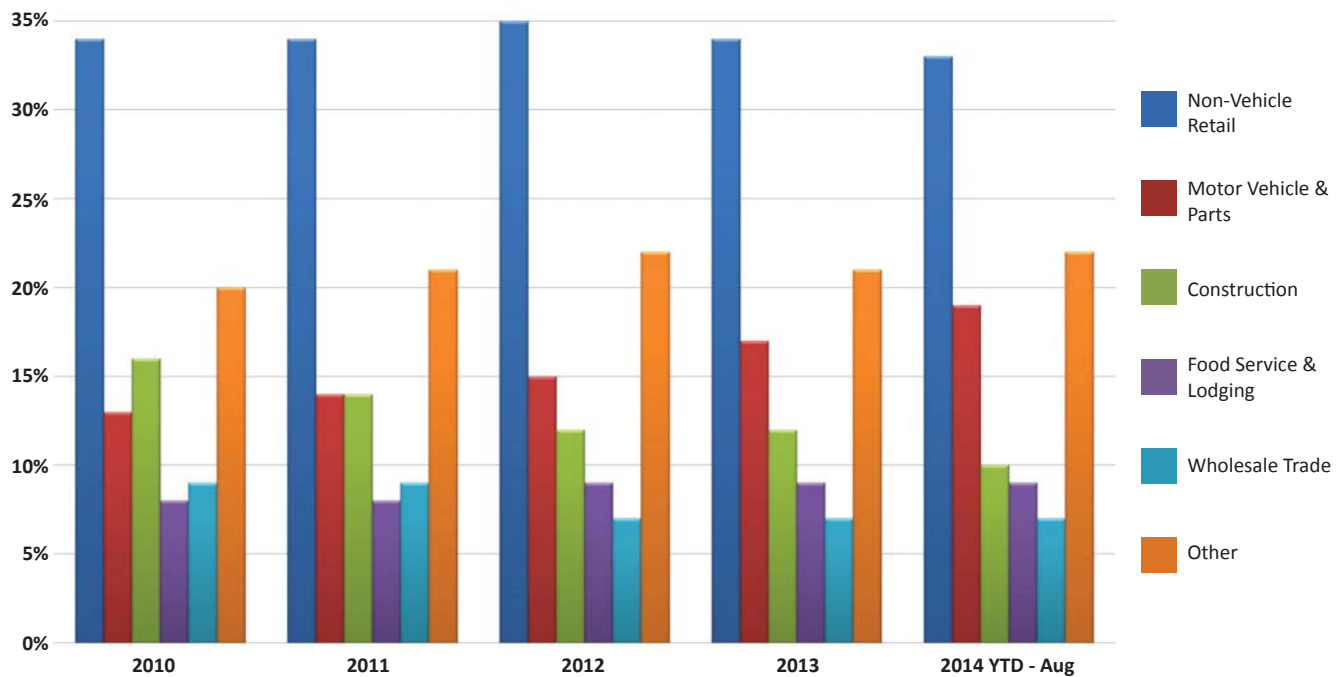
The 2015 forecast reflects an approximate 3% increase over the 2014.

In November 2012, voters approved an increase of 1/10 of 1% in sales tax for public safety purposes. \$1,500,470 is estimated to be received from this tax in 2015.

Sales Tax				
Year	Regular Sales Tax Collections	% Change from Prior Year	Criminal Justice Sales Tax	Public Safety Sales Tax
Est. 2015	\$ 16,398,600	3.0%	\$ 721,540	\$ 1,500,470
Est. 2014	15,920,960	2.6%	705,430	1,433,129
2013	15,513,518	5.1%	583,664	*837,848
2012	14,766,803	-1.4%	652,767	N/A
2011	14,981,567	-1.0%	650,194	N/A
2010	15,126,628	5.3%	644,267	N/A
2009	14,365,395	-8.1%	639,810	N/A
2008	15,636,729	-7.6%	760,240	N/A
2007	16,926,375	5.0%	749,263	N/A
2006	16,125,374	5.0%	710,231	N/A
2005	15,358,928	4.3%	664,809	N/A

\*Partial year

**Percent of Total Sales Tax**



Sales Tax Collected					
	2010	2011	2012	2013	2014 YTD - Aug
Non-Vehicle Retail	\$ 5,079,641	\$ 5,109,902	\$ 5,095,006	\$ 5,350,073	\$ 3,542,801
Motor Vehicle & Parts	1,966,100	2,121,501	2,260,030	2,714,690	2,059,038
Construction	2,407,625	2,080,231	1,804,190	1,794,511	1,027,370
Food Service & Lodging	1,251,203	1,250,144	1,320,231	1,422,543	982,078
Wholesale Trade	1,392,638	1,290,046	1,041,216	1,087,405	755,847
Other	3,029,421	3,129,743	3,246,130	3,144,296	2,294,833
<b>Total</b>	<b>\$15,126,628</b>	<b>\$14,981,567</b>	<b>\$ 14,766,803</b>	<b>\$15,513,518</b>	<b>\$10,661,967</b>

## Business and Occupation Tax

Business & Occupation Tax		
Year	Collections	% Change from Prior Year
Est. 2015	\$ 4,740,000	7.2%
Est. 2014	4,420,000	1.8%
2013	4,339,842	1.4%
2012	4,281,831	-0.2%
2011	4,292,374	N/A
2010	3,889,234*	*
2009	4,157,602	-5.2%
2008	4,383,621	-0.2%
2007	4,393,289	12.8%
2006	3,894,669	-8.2%

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

**2015 Business & Occupation Tax Forecast**

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The 2015 budget is estimated at 3% over the 2014 revised estimate of \$4,600,000.

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

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

## Admissions Tax

**2015 Admissions Tax Forecast**

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The 2015 budget is at the same level as the 2014 budget.

**Admissions Tax (RCW 35.21.280 and OMC 3.32)**

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

Admissions Tax	
Year	Collections
Est. 2015	\$ 190,000
Est. 2014	190,000
2013	185,637
2012	174,510
2011	180,930
2010	191,100
2009	182,288
2008	182,804
2007	75,478
2006*	4,000

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



## Utility Taxes & Franchise Fees

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

A tax imposed upon gross income of various utility services. Telecommunication, natural gas, and electric utilities are taxed at a rate of 9%. The maximum allowable without voter approval, per State law, for telephone, gas, and electric power is 6%. In 2004 voters approved a 3% increase for Parks and Pathways to a total of 9%.

2015 utility taxes are based on current trends. Telephone usage has been decreasing due to changes in the communications industry and personal preferences.

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

Beginning in 2015 the 6% utility tax will be applied to Cable TV. For the 2015 Budget the revenues will support major maintenance in the CFP.

### Interfund Utility Forecast

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

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

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

### Utility Taxes & Franchise Fees

Year	General Use Portion Utility Tax (4.5%)			Franchise Fee General Fund Portion
	Electric	Gas	Telephone	Teleable
Est. 2015	\$ 2,325,000	\$ 707,000	\$ 1,410,000	\$ 468,000
Est. 2014	2,250,000	690,000	1,600,000	448,800
2013	2,234,737	664,579	1,555,878	446,375
2012	2,244,115	748,852	1,621,542	371,294**
2011	2,264,341	773,078*	1,714,237	440,285
2010	2,155,268	690,942	1,882,495	413,967
2009	2,167,220	906,265	1,868,586	372,897
2008	2,105,411	855,108	1,904,451	359,088
2007	1,923,089	901,051	1,807,628	330,281
2006	1,754,422	796,990	1,820,395	299,313

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

\*\* 2012 includes prior year allocation adjustments

### Interfund Utility in Lieu Tax

Year	Drinking Water Utility	Wastewater Utility	Stormwater Utility	Waste ReSources Utility
Est. 2015	\$ 1,005,000	\$ 1,736,400	\$ 458,750	\$ 902,000
Est. 2014*	1,034,700	1,632,600	454,300	940,300
2013	1,145,401	1,455,204	438,970	868,167
2012	1,110,498	1,419,166	417,865	869,749
2011	1,039,878	1,464,100	436,489	866,141
2010	929,738	984,812	349,675	757,870
2009	626,993	922,194	270,218	540,721
2008	559,140	885,747	267,162	532,795
2007	570,105	818,326	266,532	522,316
2006	549,137	790,746	296,090	500,253

\*2014 rate lowered from 12% to 10%. 2014 includes some revenue from 2013 taxed at 12%

### Allocation of Telecommunication, Electric, and Gas Utility Tax

	%	Est. 2015 Collections
<b>Base 6%</b>		
General Use	4.50%	\$ 4,442,000
Park & Bike Lane Maintenance	0.50%	493,560
Capital Facilities and General Use	1.00%	987,120
<b>Voter-approved (approx. distribution)</b>		
Parks	2.00%	1,974,240
Sidewalk, Recreation Use	1.00%	987,120
<b>TOTAL</b>	<b>9.00%</b>	<b>\$ 8,884,040</b>



## Gambling Taxes

### Gambling Taxes (RCW 9.46)

State law requires proceeds from this tax go towards law enforcement of gambling activities. There are limited exemptions and deductions from the gambling tax for churches, schools, and charitable or nonprofit organizations.

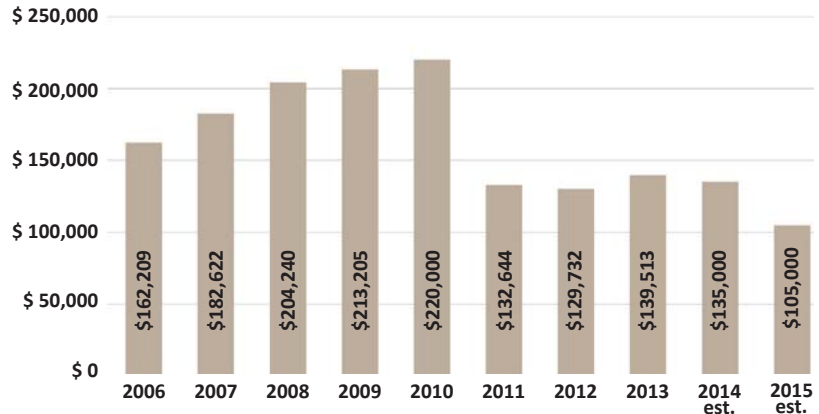
### Gambling Tax Forecast

During 2011, one of the major services of gambling tax ceased operations.

The 2015 budget is at the same level as 2014.

### Gambling Tax Rates

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



## Leasehold Excise Taxes, Business Licenses, Development-Related Fees & Grants

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

Leasehold excise tax is imposed at 4% of the rent paid by private parties on property owned by State or local governments and is paid by the private parties in lieu of property tax. The total State and City leasehold tax rate is 12.84%. The City projects \$150,000 to be collected in 2015 from this tax.

### Business Licenses (RCW 19.02, 35.23.440 and OMC 5.02)

These fees are collected based upon the nature of the business. All businesses within the City, unless exempted by State law or a master license, pay an annual license fee in varying amounts, with a minimum fee of \$30. Businesses that gross less than \$20,000 per year are not required to be licensed, but may choose to register for a fee of \$1.00. The 2015 estimate for Business Licensing fees is \$336,000.

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

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

### Grants

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

### 2015 Development Related Fees

Development fees are budgeted at about the same level as 2014.

A study of Building Permit fees is being conducted in 2014.

### Development Related Fees

Year	Building Permits *	Fire Permits	Plan Check Fees	Zoning & Subdivisions
Est. 2015	\$ 1,984,384	\$ 35,000	\$ 279,254	\$ 215,000
Est. 2014 *	2,017,222	35,000	248,703	215,000
2013	2,556,924	34,977	442,635	196,542
2012	1,913,762	42,871	349,379	146,392
2011	2,663,268	75,476	296,292	275,598
2010	2,571,411	88,728	433,030	192,784
2009	1,373,500	75,860	460,000	441,166
2008	1,418,866	64,197	588,393	375,548
2007	2,208,762	73,943	666,143	282,029
2006	2,405,812	54,451	554,577	396,534

\* See Appendix for more information relating to building permits.



## State Shared Revenues

### State Shared Revenues (RCW 46.68 and 82.08.170)

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

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

State Shared Revenue - Per Capita		
	2014	2015 est.
Motor Vehicle Fuel Tax—Maintenance Usage	\$ 20.40	\$ 20.29
State Shared Liquor Revenues	\$ 12.17	\$ 10.47
Population	48,480	50,282

### State Shared Liquor Revenue (RCW 82.08)

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

State Shared Revenues		
Year	*Motor Vehicle Fuel Tax - General Fund Use	State Shared Liquor Revenue
Est. 2015	\$ 709,000	\$ 507,800
Est. 2014	713,990	590,000
2013	702,051	458,799
2012**	676,096	638,932
2011	691,815	550,780
2010	700,204	586,159
2009	738,824	521,500
2008	739,334	515,223
2007	783,550	521,263
2006	727,143	466,322

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

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

## Intergovernmental, Police & Fire Charges

### Intergovernmental Charges

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

### Police Charges (OMC 5.55 and 16.46)

The City does not allow Police Officers to perform police or security-related work at an additional job outside the City, but instead pays overtime for these services and then charges for the service (\$25,000 estimated for 2015). The City enacted an alarms and fees ordinance for false alarms. Revenues estimated from this source for 2015 are \$95,000.

### Fire Charges (OMC 16.32.045 and 56.1.2)

Reimbursements from the Medic I System are estimated at \$2,330,764 for 2015. This is estimated at 80% of the personnel costs of providing paramedics and full reimbursement of supplies and services. Medic I basic life support revenues are based on aid calls made with non-paramedic personnel and are included in the 2015 estimate.

During 2015, the City expects to collect \$300,000 from fire inspection fees.

The 2015 budget includes an estimate of \$988,993 paid by the State of Washington for fire protection of State buildings. In 2011 the City began providing vehicle and equipment maintenance to other Fire Departments. The projected revenue in 2015 is \$314,900. The Fire Department also provides training facilities to other Fire Departments. Revenues from this source are estimated at \$183,175 for 2015. This is an increase from \$75,000 in 2013. In 2015, the use of the training facility will be expanded to include more fire departments and districts.



## Utility Charges (2015 Rates)

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

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

#### Drinking Water

#### Current (2015) Drinking Water Rates (monthly)

	Tier 1		Tier 2		Tier 3		Tier 4	
	Water used/ccf	Charge per ccf	Water used/ccf	Charge per ccf	Water used/ccf	Charge per ccf	Water used/ccf	Charge per ccf
<b>Single Family &amp; Duplex</b>	0–400	\$ 1.53	401– 900	\$ 2.52	901–1,400	\$ 4.01	1,401+	\$ 5.27
<b>Multi-Family &amp; Non-Residential</b>	Nov–June	2.10	July–Oct	3.14				
<b>Irrigation</b>	Nov–June	2.10	July–Oct	6.19				

ccf = 100 cubic feet (about 750 gallons)

These rates are in addition to Ready-to-Serve charges which range from \$10.34 (3/4" meter) to \$518.49 (12" meter).

#### Wastewater

The current wastewater rate is \$54.29 (proposed \$55.73) per month per Equivalent Residential Unit (ERU). Of this, \$35.01 (proposed \$36.06) is for the Regional Treatment System (LOTT) and \$19.28 (proposed 19.67) is for the City Collection System. The Cities of Lacey and Tumwater contribute to the Regional System on the same basis.

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

#### Stormwater

Current rates for single family and duplex parcels are \$11.45 and \$22.90 per month (proposed \$11.79 and \$23.59), respectively. Accounts other than single family and duplexes are billed \$11.20 (proposed \$11.54) per month, plus an amount for impervious surface based on date of development. Impervious surface charges are based on billing units of 2,580 feet of impervious surface. Development before January 1980, billed at \$11.10 per billing unit; January 1980—January 1990, billed at \$8.80 per billing unit; and development after January 1990, billed at \$4.21 (proposed \$11.43/\$9.06/\$4.34) per billing unit.

#### Waste ReSources (Solid Waste)

Current rates for basic 65-gallon service for single family households that participate in the recycling program is \$20.71 (proposed \$21.95) per month. Collection of garbage and recyclables occurs on alternating weeks.

#### 2015 Recommended Rate Increases

Revenue rate increases included in the preliminary budget:

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

#### Utility Rate Increases

	2012	2013	2014	2015
<b>Drinking Water</b>	7%	7%	7%	6%
<b>Wastewater</b>				
Collections	-	-	4%	2%
LOTT	5%	3%	3%	3%
<b>Storm &amp; Surface Water</b>	-	6%	2%	3%
<b>Waste ReSources</b>				
Residential	-	-	8%	6%
Commercial	5%	-	5%	4%
Organics	-	-	6%	8%

Drinking Water rate increase dependent on customer class and consumption

#### Residential Utility Bill

(typical bi-monthly, single family residential bill)

	2012	2013	2014	2015
<b>Drinking Water</b>	\$36.54	\$39.64	\$42.42	\$44.97
<b>Wastewater</b>				
Collections	\$37.09	\$37.09	\$38.57	\$39.33
LOTT	\$66.00	\$67.98	\$70.02	\$72.12
<b>Storm &amp; Surface Water</b>	\$21.17	\$22.44	\$22.89	\$23.59
<b>Waste ReSources</b>	\$38.36	\$38.36	\$41.43	\$43.90
<b>Total</b>	<b>\$199.16</b>	<b>\$205.51</b>	<b>\$215.33</b>	<b>\$223.91</b>
% Increase	3.1%	3.2%	4.8%	4%
\$ Increase	\$6.04	\$6.35	\$9.82	\$8.58





## Interfund Charges, Parks, Arts & Recreation Services, Fines and Parking

### ***Interfund Charges***

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

### ***Parks, Arts and Recreation Services***

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Recreation and community events-related revenues are budgeted at \$681,852. The Parks Program is projecting \$93,890 in revenues for 2015. The Facilities Operation revenues for 2015 are budgeted at \$153,956.

### ***Fines, Forfeits, and Penalties (Non Parking)***

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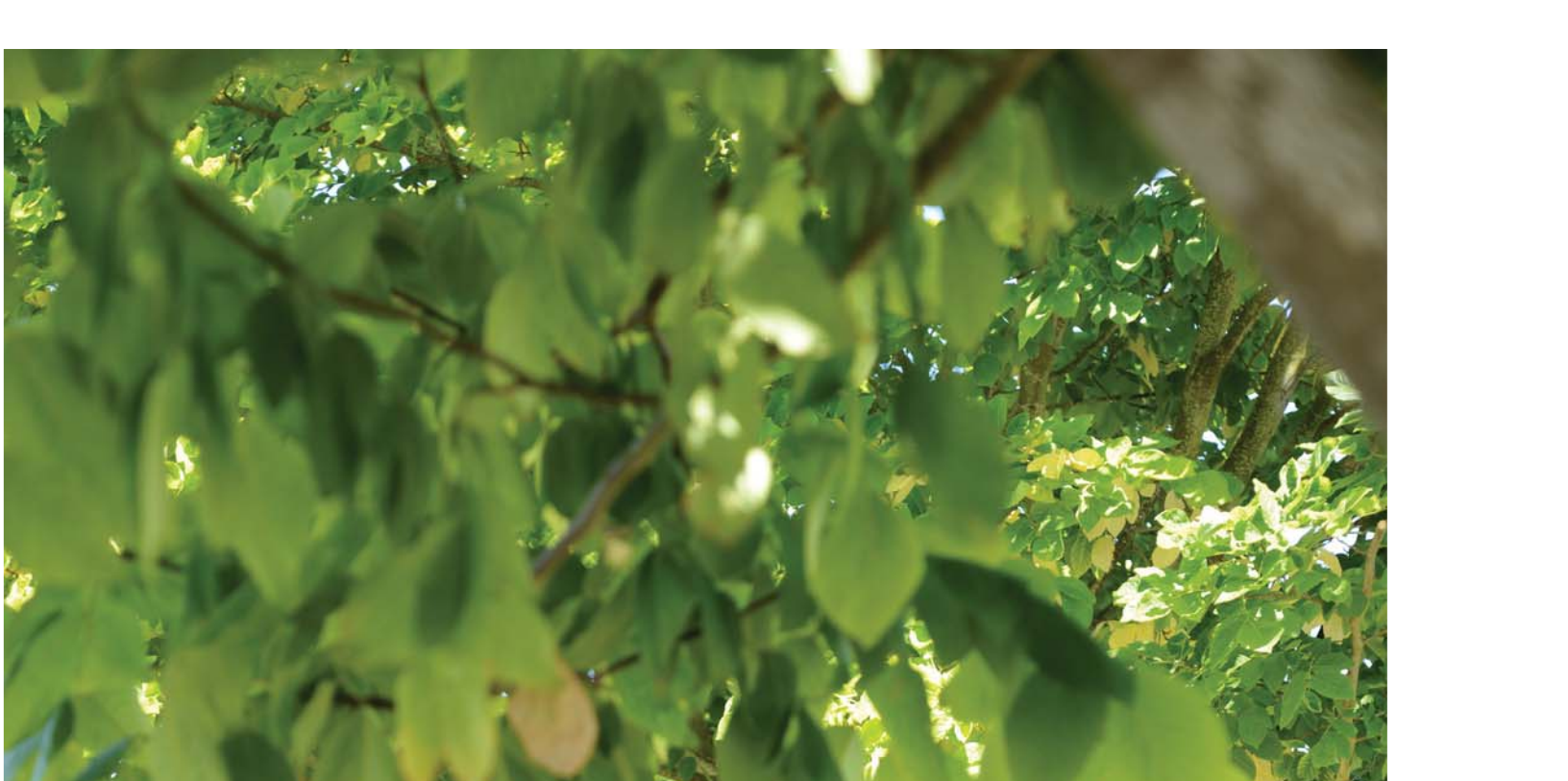
Fines, forfeits, and penalties (excludes parking fines) are estimated at \$332,800.

### ***Parking***

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Parking revenues are estimated at \$1,518,700 for 2015, of which \$582,700 is estimated to come from fines.





# General Government



*"Basin of Quenched Fire" Artist: Bil Fleming*

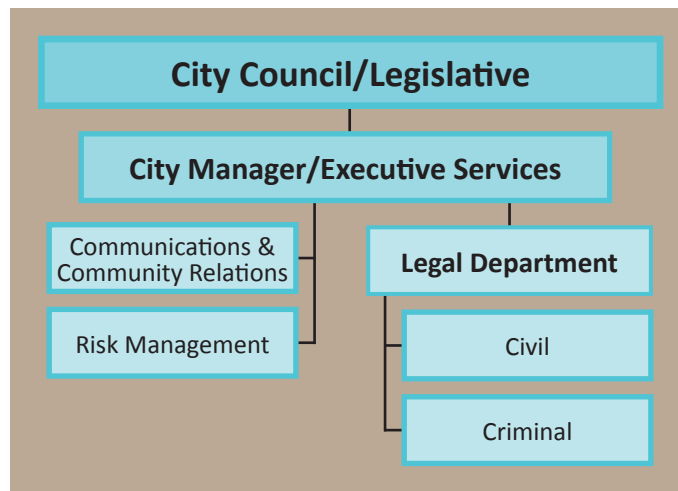






*"The Night Watchman" Artist: Leon White*

## General Government Department



### Mission

Working Together to Make a Difference.

### Purpose

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

## General Government

<i>Department Recap</i>	<i>2013 Actual</i>	<i>2014 Estimated</i>	<i>2015 Budget</i>	<i>Variance</i>
Legislative Services	\$ 201,628	\$ 187,086	\$ 185,958	(\$ 1,128)
Executive Services	1,299,381	1,415,253	1,314,932	(100,321)
Legal Department	1,010,835	1,093,763	1,092,588	(1,175)
Special Accounts	2,808,762	2,152,009	3,190,515	1,038,506
The Washington Center	249,732	258,154	259,848	1,694
<b>Total Expenditures</b>	<b>\$ 5,570,338</b>	<b>\$ 5,106,265</b>	<b>\$ 6,043,841</b>	<b>\$ 937,576</b>
<i>Recap of Expenditures</i>				
Personnel Services	\$ 2,887,371	\$ 3,207,099	\$ 3,849,865	\$ 642,766
Supplies & Services	2,166,688	1,826,981	2,085,724	258,743
Interfund Payments	516,279	72,185	108,252	36,067
<b>Total Expenditures</b>	<b>\$ 5,570,338</b>	<b>\$ 5,106,265</b>	<b>\$ 6,043,841</b>	<b>\$ 937,576</b>
Program Revenues	753,319	768,450	704,559	(63,891)
<b>Funding From General Revenues</b>	<b>\$ 4,817,019</b>	<b>\$ 4,337,815</b>	<b>\$ 5,339,282</b>	<b>\$ 1,001,467</b>





## City Council / Legislative

Program Cost Summary	2013 Actual	2014 Estimated	2015 Budget	Variance
<b>Expenditures</b>				
Personnel Services	\$ 147,523	\$ 141,411	\$ 141,393	(\$ 18)
Supplies & Services	44,975	35,925	35,425	(500)
Interfund Payments	9,130	9,750	9,140	(610)
<b>Total Expenditures</b>	<b>\$ 201,628</b>	<b>\$ 187,086</b>	<b>\$ 185,958</b>	<b>(\$ 1,128)</b>
<b>Funding from General Revenues</b>	<b>\$ 201,628</b>	<b>\$ 187,086</b>	<b>\$ 185,958</b>	<b>(\$ 1,128)</b>

Program Staffing	FY 13 Actual	FY 14 Estimated	FY 15 Budget
Councilmembers	5.00	5.00	5.00
Mayor	1.00	1.00	1.00
Mayor Pro Tem	1.00	1.00	1.00
<b>Total</b>	<b>7.00</b>	<b>7.00</b>	<b>7.00</b>

### Program Description

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

### Trends

At its January 2014 Retreat, the Council established the following priorities for 2014:

Adopt a Sustainable Budget

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

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

Change the Culture of Community Development

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

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

Champion Downtown

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

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

Inspire Strong Relationship Goals

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

**Desired outcome:** We operate more efficiently, foster trust, stay connected, and move forward together.

Ongoing issues with the economy require careful managing of programs and services to ensure public interests are well served. Intergovernmental relations with the Port, Thurston County, Lacey, Tumwater, and the local Indian Tribes will also continue to be a priority for the Council.



**Program Budget Overview**

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

**Future Challenges and Opportunities**

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

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

**Recent Accomplishments**

- Approved and implemented new automated water meters
- Celebrated the opening of the Family Support Center's Pear Blossom Place, providing housing for low income families
- Celebrated the opening of the Artesian Commons
- Celebrated the dedication of the McAllister Wellfield
- Completed the West Bay Sidewalk Project
- Completed the Boulevard Road Roundabout
- Continued work on the updated Comprehensive Plan
- Initiated work with members of Joint Base Lewis-McChord to help demolish the smaller of the two buildings on the isthmus property which is the former Housing Authority Building

- Celebrated the completion of The Washington Center remodel
- Involved the Coalition of Neighborhood Associations in the City's Budget discussions
- Continued to work on changes to the City's approach to Community Development and Land Use Approvals
- Completed change out of City-owned streetlights to LED bulbs
- Contracted with Puget Sound Energy to convert its streetlights to LED bulbs
- Completed installation of the City Hall Solar Project
- Realized the opening of a recreational marijuana store within the City
- Completed Open Public Meetings Act Training
- Finalized the Draft Community Renewal Area Plan
- Improved services provided by the Downtown Ambassador Program
- Received Public Works Loan Agreement for design and construction of the SE Olympia Reservoir
- Acquired six electric cars in Fleet Services

<b>Key Result Measures - Legislative Services</b>	<b>Target or Goal</b>	<b>FY 13 Actual</b>	<b>FY 14 Estimated</b>	<b>FY 15 Budget</b>
E-mail Responses Within 24 Hours	100%	100%	100%	100%

<b>Service Profiles - Legislative Services</b>	<b>FY 13 Actual</b>	<b>FY 14 Estimated</b>	<b>FY 15 Budget</b>
Agenda Packets (Including Council Meetings, Study Sessions, Committee Meetings, and Other Meetings)	42	45	45
Unplanned Projects	10	10	10
City Council E-mail Responses	895	1,300	1,450
City Council Correspondence (Letters, Faxes)	492	350	350



## Executive Services

Program Cost Summary	2013 Actual	2014 Estimated	2015 Budget	Variance
<b>Expenditures</b>				
Personnel Services	\$ 1,211,260	\$ 1,288,828	\$ 1,148,862	(\$ 139,966)
Supplies & Services	54,016	91,270	135,270	44,000
Interfund Payments	34,105	35,155	30,800	(4,355)
<b>Total Expenditures</b>	<b>\$ 1,299,381</b>	<b>\$ 1,415,253</b>	<b>\$ 1,314,932</b>	<b>(\$ 100,321)</b>
Program Revenue	389,013	399,919	334,699	(65,220)
<b>Funding from General Revenues</b>	<b>\$ 910,368</b>	<b>\$ 1,015,334</b>	<b>\$ 980,233</b>	<b>(\$ 35,101)</b>

### Highlights of Program Budget Changes

The decrease in revenue is primarily due to the transfer of a position to Public Works, General Services administration.

(\$ 61,840) - 1 FTE transferred to Public Works, General Services administration from Executive Services, Customer Service.

(\$ 21,630) - Re-classification of four positions, net impact.

(\$ 56,496) - Other labor reductions, staff changeover, hiring new staff at lower pay step, and reduction in benefit usage by current staff.

\$ 44,000 - Daytime contracted security services at City Hall. This was added mid-year 2014.

Program Staffing	FY 13 Actual	FY 14 Estimated	FY 15 Budget
Assistant City Manager	1.00	1.00	1.00
City Manager	1.00	1.00	1.00
Communications Manager	1.00	1.00	1.00
Executive Secretary	1.00	1.00	1.00
Office Specialist III	1.00	1.00	1.00
Program Assistant	3.00	3.00*	1.00
Program Specialist	2.00	2.00	1.00*
Public Service Representative	1.00	1.00*	3.00
Senior Program Specialist	1.00	1.00	1.00
<b>Total</b>	<b>12.00</b>	<b>12.00</b>	<b>11.00</b>
* Reclassification			
** Transferred 1.0 FTE to Public Works and reclassified a Program Assistant to a Public Service Representative			

### Program Description

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

Executive Services consists of three functions:

- Administration
- Risk Management
- Communications and Community Relations

### City Manager’s Office

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

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

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

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

No staff changes are anticipated in the City Manager’s office for 2015.

### 2015 Major Projects

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

- Implement Changes in the Culture of Community Development
- Demolition of the Isthmus Buildings
- Lower Budd Inlet clean-up
- Remodel of the Lee Creighton Justice Center and Demolition of Police Annex Building
- Implementation of the Shoreline Master Program
- Tribal relations
- Healthy and vibrant downtown
- Implementing the Comprehensive Plan action plan
- Open government training for Councilmembers, advisory committees, and staff

### Future Challenges and Opportunities

- Meet increasing service demands
- Establish a meaningful performance measurement
- Empower employees to continually seek improvements and efficiencies
- Coordinate and communicate Council priorities, CFP projects, and work plan/construction progress reports
- Continue support of the Olympia Downtown Association and the Parking and Business Improvement Area (PBIA)
- Continue work on development of mixed-use housing in the Downtown area

- Continue employee training on loss prevention
- Continue reaching our citizens through our website, Facebook, Twitter, and other social media
- Address homelessness
- Help the Council “tell the story” about policy initiatives, challenges, and accomplishments

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

### Risk Management

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

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

### Future Challenges and Opportunities

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

### Communications and Community Relations

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

#### City Hall In-Person Customer Service

Our central Customer Service counters are located on the first and second floors. The first floor Customer Care staff is part of the Executive Office, and they are responsible for the City Hall in-person customer experience. They welcome everyone who comes to City Hall and provide one-stop assistance with routine transactions and information. In addition, community members with our Volunteers in Policing Services program greet City Hall visitors Wednesday through Friday between 10:00 a.m. and 2:00 p.m. These volunteer hosts provide information and direction, escort visitors to their destination, and assist with a variety of office activities. The Public Works and Parking Services telephone assistance and dispatch services are also managed by the front counter team. The City has contracted for a security/information service person to be in the front lobby from 8:15 a.m. to 5:15 p.m., Monday through Friday.

In the 2014 budget, funding for evening security/information services was transferred from the Facilities budget to the Executive office. During 2014, the contract for daytime security/information services was paid from the cable franchise fund. In 2015, the customer service (daytime and evening security/information contract will be paid from a combination of Executive Office operating budget and cable funds.

In 2014, one customer service position was reclassified from Program Assistant to Public Service Representative. A second position will be

similarly reclassified in 2015 to better align the classifications with the nature of the work. This results in some salary savings to apply to the security/information contract.

In 2014, customer service worked with Community Planning & Development/Parking Services to convert the Residential Parking program registration to an annual system. This conversion will reduce the mailing of renewal notices from monthly to annually.

### Future Challenges and Opportunities

- Providing consistent training and team-building opportunities with a work group that needs to be fully operational each work day from 8 a.m. – 5 p.m.
- Introducing youth to City government by offering City Hall tours.
- Offer online options for Residential Parking registration and purchase on leased lot permits.

### Communication Services

The three-person Communication Services team provides graphic design, website/social media content, Citywide brand management, the development and implementation of communication/ marketing strategies, writing and editing services, and photography services for print and web material.

In 2015, three positions in Communications Services are reclassified to Program Specialists to better reflect the nature of their work as a team. One of the positions is reclassified from Senior Program Specialist to Program Specialist; one position is reclassified from Office Specialist III to Program Specialist; the third is already classified as Program Specialist. There is some salary savings from the reclassifications which will be used to offset the cost of the security/information guard.

### Future Challenges and Opportunities

- Telling our story in a way that reaches people who do not usually follow City government.
- Keeping up with ever changing electronic communication tools and finding a mix of online and print communication that we have the resources to keep interesting, current, and up-to-date.
- Develop an annual report of City policy actions, challenges, performance measurements, and accomplishments.
- Finish converting all City print items to the new brand. Publish a brand manual for convenient reference by staff.
- Continue to refresh the City’s website and keep content up-to-date.

### Other Communications/Community Relations Services

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



**Recent Accomplishments**

- Conducted a professionally administered citizen perception/ satisfaction survey.
- Centralized printing of envelopes through the State Printing Office; reduced costs by one-half.
- Photography produced by Communication Services was selected as the top Savvy winner in national competition sponsored by City-County Communications and Marketing Association (3CMA). This is the second year in a row Olympia Communication Services has won a top Savvy



<i>Key Result Measures - Executive Services</i>	<i>Target or Goal</i>	<i>FY 13 Actual</i>	<i>FY 14 Estimated</i>	<i>FY 15 Budget</i>
E-mail Responded to Within 24 Hours*	100%	100%	100%	100%
Claims Processed Within 1 Day*	85%	93%	90%	90%
Known Incidents Reported Within 2 Business Days**	85%	82%	50%	85%
Unknown Incidents Reported within 7 Days of Claim**	85%	93%	95%	85%
Percent of City News Releases are Posted on City Website for Convenient Public Access	100%	100%	100%	100%
Percent of City Publications are Designed with City Identity	100%	85%	95%	100%
* Target reflects a commitment by staff to respond within one business day.				
** Target reflects what is reasonably expected.				

<i>Service Profiles - Executive Services</i>	<i>FY 13 Actual</i>	<i>FY 14 Estimated</i>	<i>FY 15 Budget</i>
Risk Management Training Sessions	15	15	25
Liability Claims Processed	100	100	100
Restitution Claims Processed	40	40	40
Employee At-Fault Driving Incidents	33	32	30

## Legal Services

Program Cost Summary	2013 Actual	2014 Estimated	2015 Budget	Variance
<b>Expenditures</b>				
Personnel Services	\$ 919,250	\$ 978,585	\$ 980,800	\$ 2,215
Supplies & Services	67,575	88,228	88,228	-
Interfund Payments	24,010	26,950	23,560	(3,390)
<b>Total Expenditures</b>	<b>\$ 1,010,835</b>	<b>\$ 1,093,763</b>	<b>\$ 1,092,588</b>	<b>(\$ 1,175)</b>
Program Revenue	89,760	90,377	90,012	(365)
<b>Funding from General Revenues</b>	<b>\$ 921,075</b>	<b>\$ 1,003,386</b>	<b>\$ 1,002,576</b>	<b>(\$ 810)</b>

Program Staffing	FY 13 Actual	FY 14 Estimated	FY 15 Budget
Assistant City Attorney	0.60	0.60	0.60
Assistant City Prosecutor	1.00	1.00	1.00
City Attorney	1.00	1.00	1.00
City Prosecutor	1.00	1.00	1.00
Deputy City Attorney	1.00	1.00	1.00
Legal Assistant	1.00	1.00	1.00
Office Specialist III	1.00	1.00	1.00
Paralegal	1.00	1.00	1.00
Victim Assistance Coordinator	1.00	1.00	1.00
<b>Total</b>	<b>8.60</b>	<b>8.60</b>	<b>8.60</b>

### Program Description

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

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

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

### Trends

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

Examples include:

- Land use appeals
- Property acquisitions
- Development and capital projects
- Records requests
- Environmental remediation of several City-owned properties
- Code enforcement/public nuisance abatement actions
- Increasing and protecting Olympia's water supply
- Various general litigation matters
- Council policy initiatives

- Updates to City Parks Plan, Comprehensive Plan and Shoreline Master Program
- Continued high levels of contract activity in the Parks and Public Works Departments require civil legal staff assistance with contracting issues

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

### Program Budget Overview

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

### Future Challenges and Opportunities

- As a result of population growth, infill projects, annexations and community initiatives such as revitalizing downtown, there has been an increased demand for City services. The City's need for quality legal resources also continues to increase over time. The combination of increased levels of Departmental activities and multiple major projects creates a strain in resources and impacts legal review times.
- Reduction of the Assistant City Attorney position in 2013 has impacted legal assistance and review times. The Civil Division continues to work closely with City departments to prioritize





legal work requests and to ensure that legal advice and representation is provided in a timely manner.

- Completion of major capital projects requires significant support from the Civil Division.

**Recent Accomplishments**

Provided legal assistance in:

- Successful resolution of two Code Enforcement/Nuisance Abatement Actions
- Supporting Council’s Downtown Initiatives
  - Mandatory Alcohol Impact Area
  - Drug-Free Zone Ordinance
  - Artesian Commons
  - Community and Economic Revitalization Committee
  - Downtown Alleyway Project

Provided legal review for:

- Development of Isthmus Properties
- McAllister Wellfield Project
- Update of Shoreline Master Program
- Update of Comprehensive Plan
- Annexation of Three County “Islands”
- The Washington Center Exterior Project
- West Bay Sidewalk Right-of-Way Acquisitions
- Human Rights Campaign Municipal Equality Index Requirements
- Electric Vehicle Charging Stations Project
- Development of Olympia Regional Learning Academy

<i>Key Result Measures - Legal Services</i>	<i>Target or Goal</i>	<i>FY 13 Actual</i>	<i>FY 14 Estimated</i>	<i>FY 15 Budget</i>
<b>Civil Program</b>				
Professional Service Agreements Reviewed Within 2 Weeks	95%	94%	93%	95%

<i>Service Profiles - Legal Services</i>	<i>FY 13 Actual</i>	<i>FY 14 Estimated</i>	<i>FY 15 Budget</i>
<b>Criminal Program</b>			
Cases Reviewed	2,038*	2,924	3,012
Cases Filed	1,799*	2,660	2,740
Domestic Violence Cases Filed	522*	496	511
Contacts with Crime Victims	4,398*	3,877	3,993
Crime Victims Assisted with Restitution	84*	96	99

\* The statistics above reflect the temporary reduced level in police officer staffing from 2012-2014, which limited the number of officers referring cases to the Prosecutor’s Office. It is expected that the number of cases filed will fluctuate for the next one to two years and then stabilize at or above historical levels.

## Special Accounts

Program Cost Summary	2013 Actual	2014 Estimated	2015 Budget	Variance
Expenditures				
Personnel Services	\$ 609,338	\$ 798,275	\$ 1,578,810	\$ 780,535
Supplies & Services	1,750,390	1,353,404	1,566,953	213,549
Interfund Payments	449,034	330	44,752	44,422
Total Expenditures	\$ 2,808,762	\$ 2,152,009	\$ 3,190,515	\$ 1,038,506
Program Revenue	20,250	25,000	25,000	-
Funding from General Revenues	\$ 2,788,512	\$ 2,127,009	\$ 3,165,515	\$ 1,038,506

### Highlights of Program Budget Changes

- \$781,335 - Labor reserve for COLAs and other related labor items.
- \$256,000 - Additional amount for public defenders. \$400,000 total.
- (\$2,000) - Discontinuation of Graffiti Removal Kits. This budget item was to supplement other funds in the budget for graffiti removal if needed. These funds have not been utilized in the past few years.
- (\$4,800) - Discontinuation of budget to augment medic services to the SWAT team if needed. These funds have not been utilized in the past few years.
- \$48,448 - Pool Vehicles: Vehicles not assigned to specific departments.
- (\$72,376) - Transfer to the capital improvement fund for a Bike Corridor program. This was funded in 2014 as a one-time item.

### Program Description

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

### Program Budget Overview

The labor reserve includes funding for labor-related costs which have not yet been distributed to the various departments. The Farmers Market rent, which is a pass-through to the Port of Olympia, has been reduced as the result of a new contract. Court-appointed attorney fees have increased due to requirements that set standards on the number of cases public defenders can handle. Pooled vehicles are vehicles for general use and not assigned to any specific department. Budgets were reduced in departments to fund the general motor pool. The graffiti removal kits and medical support for SWAT teams were funding just in case there was a need. These funds have not been accessed in a few years and accordingly have been removed from the preliminary 2015 budget.





<i>Special Accounts - Miscellaneous</i>	<i>2014 Estimated</i>	<i>2015 Budget</i>
Medical Benefits - Retired LEOFF I		
Police Officers & Uninsured Costs for Current LEOFF I Police Officers	\$ 650,000	\$ 652,000
Labor Reserves	128,475	909,810
Fees on City-Owned Parcels Other than Property Tax	-	8,700
Memberships, AWC & NLC (added back in 2014)	36,873	36,873
Administrative Fees and Other Miscellaneous Items	1,330	1,560
Employee Go-Pass (bus pass program)	15,000	17,000
Farmers Market Lease (pass through to Port of Olympia)	82,766	83,000
Council Opportunities & Goals	100,000	100,000
Graffiti Removal Kits	2,000	-
Medical Support for SWAT Team	4,800	-
Grant Research Improvement Project	9,500	10,000
Court Appointed Attorneys	144,000	400,000*
Pool Vehicles (not assigned to specific departments)	-	48,448-
Human Services/Resources:		
General Allocation	75,000	77,568
Transfers to Other Funds:		
LEOFF 1 Police Retiree Long-Term Care Special Account	50,000	50,000
Debt Service Fund for Energy Improvement Project	178,282	178,282
Capital Improvement Fund - Bike Corridor Pilot Program (one time funding in 2014)	72,376	-
Capital Improvement Fund - Fuel Tax	275,000	275,000
	<b>\$ 1,825,402</b>	<b>\$ 2,849,479</b>

<i>Special Accounts – Intergovernmental</i>	<i>2014 Estimated</i>	<i>2015 Budget</i>
Olympic Air Pollution Control Authority	\$ 21,375	\$ 21,816
Animal Services (City of Lacey)	279,732	293,720
Train Depot Operations Support (Intercity Transit)	11,500	11,500
Alcoholism Programs (Thurston County)	14,000	14,000
	<b>\$ 326,607</b>	<b>\$ 341,036</b>

\* Increase is to meet new Supreme Court Standards effective January 2015.

# The Washington Center

Program Cost Summary	2013 Actual	2014 Estimated	2015 Budget	Variance
<b>Expenditures</b>				
Operations	\$ 223,173	\$ 222,154	\$ 223,848	\$ 1,694
Maintenance & Custodial	26,559	36,000	36,000	-
<b>Total Expenditures</b>	<b>\$ 249,732</b>	<b>\$ 258,154</b>	<b>\$ 259,848</b>	<b>\$ 1,694</b>
Program Revenue	254,296	253,154	254,848	1,694
<b>Use of Fund Balance</b>	<b>(\$ 4,564)</b>	<b>\$ 5,000</b>	<b>\$ 5,000</b>	<b>\$ -</b>

### Program Description

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

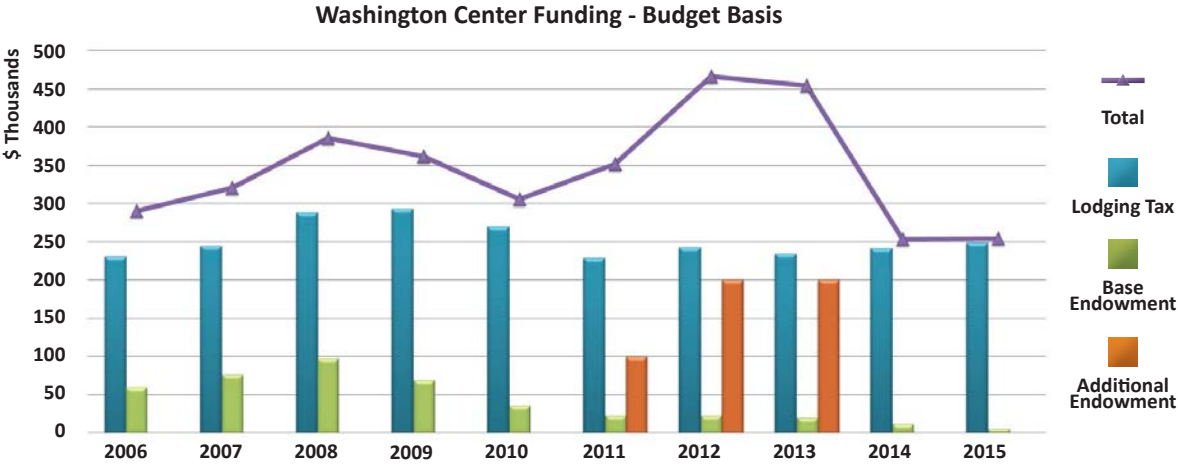
In addition to the City's contributions, the Center generates revenue from events and usage of the center plus the "Black Box" rehearsal room. However, due to the fall in both interest earnings and hotel stays, the revenue has declined in recent years.

### Program Budget Overview

Base revenues allotted to the Center by contract are up slightly. The City's funding contribution is determined by contract and is based on the interest earned on the endowment, plus Hotel/Motel lodging tax receipts.

### Future Challenges and Opportunities

The Washington Center has been faced with financial difficulties due to the reduction in support by the City and current economic conditions. In 2011, 2012 and 2013 the City provided additional support for the Center from the endowment, in addition to interest earnings. It is believed that with the special assistance and implementation of the Center's new business plan, the Center will be able to stabilize its funding needs.





# Municipal Court

*"Ondine" Artist: Sylvia Perle*

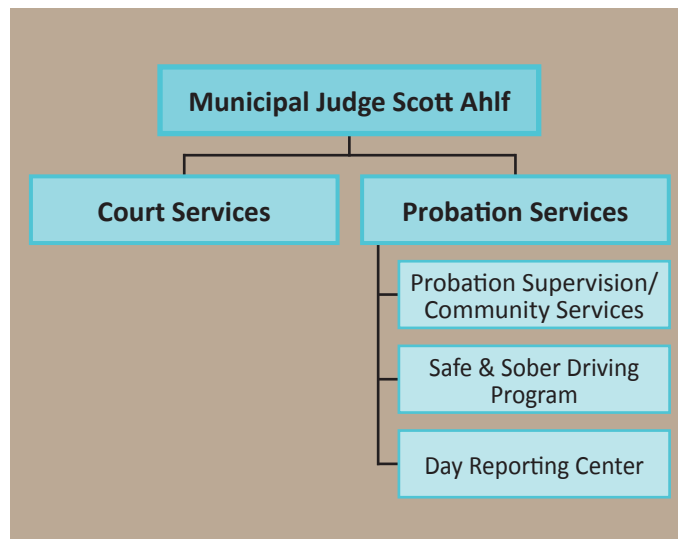






*"Emissary" Artist: Daniel Michael*

## Municipal Court



### Mission

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

## Municipal Court

<i>Department Recap</i>	<i>2013 Actual</i>	<i>2014 Estimated</i>	<i>2015 Budget</i>	<i>Variance</i>
Court Services	\$ 962,748	\$ 1,010,342	\$ 1,006,627	(\$ 3,715)
Probation Services	234,478	251,553	249,226	(2,327)
Day Reporting Center	417,197	455,746	442,295	(13,451)
<b>Total Expenditures</b>	<b>\$ 1,614,423</b>	<b>\$ 1,717,641</b>	<b>\$ 1,698,148</b>	<b>(\$ 19,493)</b>
<b>Recap of Expenditures</b>				
Personnel Services	\$ 1,317,096	\$ 1,487,173	\$ 1,472,398	(\$ 14,775)
Supplies & Services	246,393	176,421	176,421	-
Interfund Payments	50,934	54,047	49,329	(4,718)
<b>Total Expenditures</b>	<b>\$ 1,614,423</b>	<b>\$ 1,717,641</b>	<b>\$ 1,698,148</b>	<b>(\$ 19,493)</b>
Program Revenues	255,536	318,960	312,600	(6,360)
<b>Funding from General Revenues</b>	<b>\$ 1,358,887</b>	<b>\$ 1,398,681</b>	<b>\$ 1,385,548</b>	<b>(\$ 13,133)</b>

### Highlights of Program Budget Changes

The reduction in Personnel Services is primarily to lower benefit costs. The 2014 budget included funds for increases in medical benefits, which did not occur.

### Department Overview

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

### Current Trends

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

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

**Probation and the Options Program** - The Courts' Probation Department continues to be a leader in the use of jail alternatives. We currently have two work crew supervisors running work crews seven days a week. The work crew consists of a combination of inmates serving time in the jail and offenders working on a daily basis while residing at home. Through their labor on the work crew, offenders make amends to the community for the crimes they have committed. In addition, the Probation Department has programs such as electronic home monitoring (EHM) (aka. house arrest), including using alcohol sensing devices that inform the Court if someone is using and poses a risk and therefore needs to

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

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

### Future Trends and Challenges

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

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





## Court Services

Program Cost Summary	2013 Actual	2014 Estimated	2015 Budget	Variance
Expenditures				
Personnel Services	\$ 791,332	\$ 894,217	\$ 893,607	(\$ 610)
Supplies & Services	146,524	90,000	90,000	-
Interfund Payments	24,892	26,125	23,020	(3,105)
<b>Total Expenditures</b>	<b>\$ 962,748</b>	<b>\$ 1,010,342</b>	<b>\$ 1,006,627</b>	<b>(\$ 3,715)</b>
Program Revenue	23,689	22,960	22,600	(360)
<b>Funding from General Revenues</b>	<b>\$ 939,059</b>	<b>\$ 987,382</b>	<b>\$ 984,027</b>	<b>(\$ 3,355)</b>

Program Staffing	FY 13 Actual	FY 14 Estimated	FY 15 Budget
Court Operations Supervisor	1.00	1.00	1.00
Municipal Court Judge	1.00	1.00	1.00
Office Specialist II	1.75	3.00*	3.00
Office Specialist III	5.00	3.00*	3.00
Program & Planning Supervisor	1.00	1.00	1.00
<b>Total</b>	<b>9.75</b>	<b>9.00</b>	<b>9.00</b>

\* Realignment of staffing needs

### Program Description

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

### Trends

Court Services continues to identify our core services and focus our resources on these services in innovative ways to accomplish our mission. In an effort to reduce expenses, while maintaining a high level of accuracy in our case processing, we continually look to gain efficiencies through technology. In coordination with the Police Department, we continue to utilize the electronic ticketing and collision reporting program, e-TRIP, which has significantly reduced both data entry processing time and routine errors by officers and court clerks. In moving towards a paperless court, we scan all court documents into the City’s OptiView imaging system. This enables quick and easy accessibility to court documents as well as document sharing. In cost saving measures, the Court will be implementing plain paper warrants. This will eliminate the costly production of four part forms for warrants and enable us to utilize plain paper to print warrants which will produce more legible, clear, and detailed information.

### Program Budget Overview

This budget does not request any funds for capital replacement projects. Expenditures for 2015 remain similar to 2014. It is anticipated that the Court will receive funding from the State through the Trial Court Improvement Account for partial reimbursement for the salary of the Municipal Court Judge for 2015 in the amount of \$22,700.

### Future Challenges and Opportunities

Technology is key for more efficient case management and plays a significant role in doing more with less. We continue to collaborate with our key partners—Police Department, Jail and Prosecutor’s Office—to streamline case processing and increase efficiency. However, given the current fiscal climate, developing and implementing new programs is challenging.

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

With the courtroom remodel in September 2014, the Court will be able to conduct jury trials at the Olympia Municipal Court and no longer contract for space at Thurston County. This will eliminate the possible cancellation of trials due to space availability. The Court will undergo a reorganization of the court calendar to accommodate jury trial hearings.

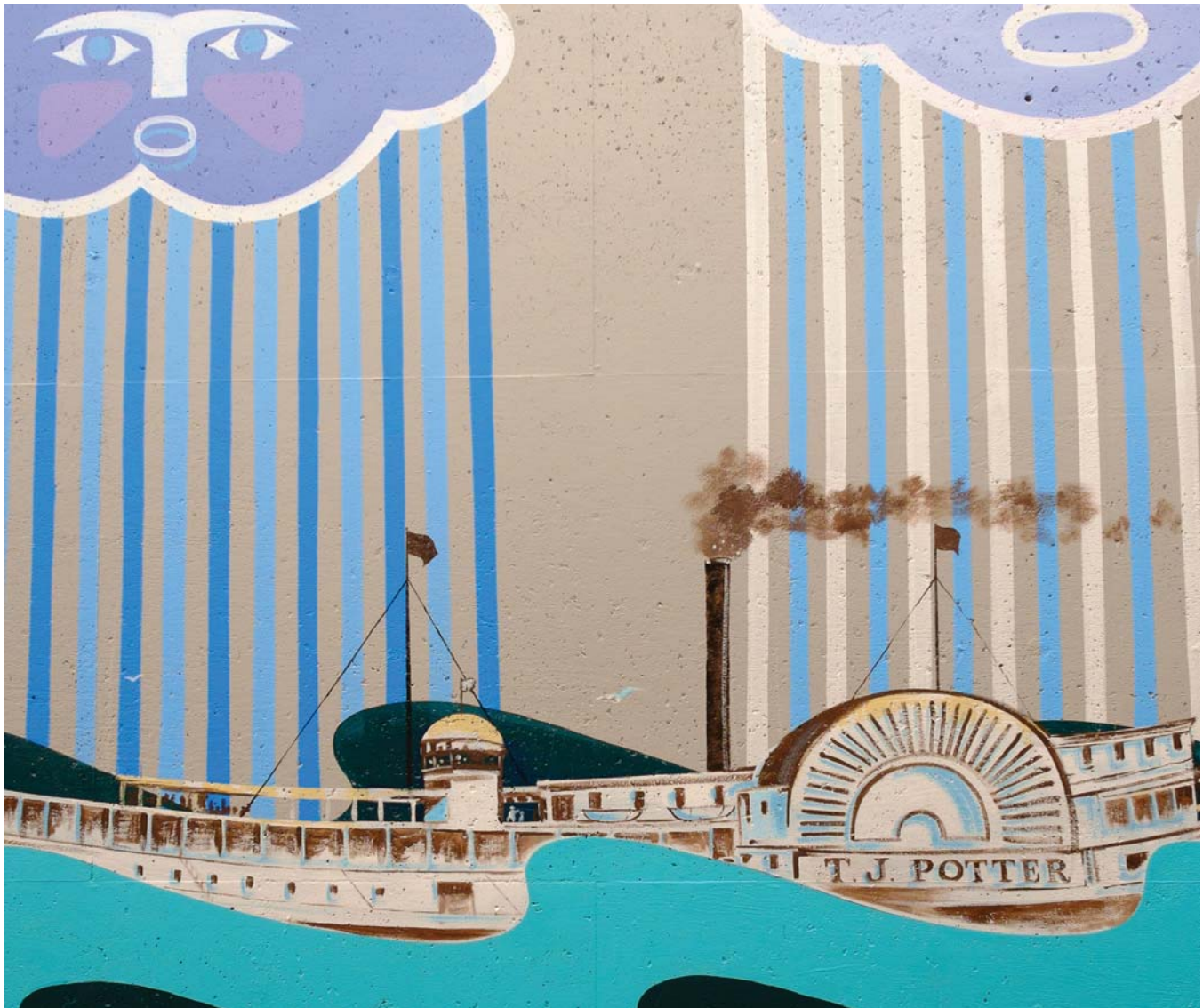
### Recent Accomplishments

- The Court is taking cost cutting measures in utilizing state funded supplies for the printing of court forms and documents thus saving thousands of dollars in producing and printing forms.
- The Court was awarded a grant of \$20,250 from the Washington State Office of Public Defense for a public defender at all arraignment calendars in 2014.
- The Court received funding of \$22,684 from the State’s Trial Court Improvement Account for partial reimbursement of the Municipal Court Judge’s salary for 2014.
- The Court has secured funding for the remodel of the Olympia Municipal Court courtroom due to begin September, 2014. This remodel will transform the courtroom from City Council chambers to judicial courtroom adding jury seating for future jury trials. This will in turn eliminate the need to contract with Thurston County for rooms to conduct Olympia jury trials.

## Court Services (Continued)

<i>Key Result Measures - Court Services</i>	<i>Target or Goal</i>	<i>FY 13 Actual</i>	<i>FY 14 Estimated</i>	<i>FY 15 Budget</i>
<b>Warrant Return Calendar</b>				
Bench Warrant Resolution without Booking	200	128	150	165
Warrant Fees Generated	\$10,000	\$6,400	\$7,500	\$8,250
<b>Personal Recognizance (PR) Calendar</b>				
Appearance after PR Release	80%	60%	60%	65%

<i>Service Profiles - Court Services</i>	<i>FY 13 Actual</i>	<i>FY 14 Estimated</i>	<i>FY 15 Budget</i>
Infraction Citations Filed	1,623	2,150	2,800
Criminal Citations Filed	1,790	2,100	2,500
Hearings Held	7,392	7,900	8,500
Parking Infraction Citations Filed	27,068	27,906	3,000
Parking Hearings Held	949	1,000	1,100





## Probation Services

Program Cost Summary	2013 Actual	2014 Estimated	2015 Budget	Variance
Expenditures				
Personnel Services	\$ 220,117	\$ 231,214	\$ 230,412	(\$ 802)
Supplies & Services	8,041	13,179	13,179	-
Interfund Payments	6,320	7,160	5,635	(1,525)
<b>Total Expenditures</b>	<b>\$ 234,478</b>	<b>\$ 251,553</b>	<b>\$ 249,226</b>	<b>(\$ 2,327)</b>
Program Revenue	119,221	162,500	152,500	(10,000)
<b>Supported by General Revenues</b>	<b>\$ 115,257</b>	<b>\$ 89,053</b>	<b>\$ 96,726</b>	<b>\$ 7,673</b>

Program Staffing	2013 Actual	2014 Estimated	2015 Budget
Office Specialist III	1.00	1.00	1.00
Probation Officer I	2.00	2.00	2.00
Probation Services Supervisor	1.00	1.00	1.00
Probation Work Crew Leader	2.00	2.00	2.00
Senior Program Specialist-RPN	0.25	0.25	0.25
<b>Total</b>	<b>6.25</b>	<b>6.25</b>	<b>6.25</b>

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

### Program Description

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

### Trends

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

### Program Budget Overview

The 2013/2014 case load numbers have remained constant, with no increases projected for 2015. Revenues are projected to be approximately \$151,000. This amount includes standard, bench probation, and intensive supervision fees, community service fees, and Victims' Impact Panel fees. Revenues collected in 2013 totaled slightly over \$119,000. The drop in revenue can be attributed to the significant reduction of DUI filings in our jurisdiction. As was predicted in June of 2013, the total number of DUI cases filed for the year was 91, again, significantly lower than 2012. 2014 numbers are projected to be approximately 112, slightly higher than 2013. Research completed in 2013 indicated that DUI arrest

numbers are constant within the city limits, however, it appears that a large portion of these offenses were and still are being cited through the Washington State Patrol rather than Olympia Police Department (OPD), therefore the filings will be handled by Thurston County District Court. The decrease in DUI citations within the City of Olympia directly affects the revenues collected through probation fees and options fees (mandatory EHM sentencing.) OPD representatives indicated that the reduction of DUI arrests were the result of numerous vacant officer positions. It appears that most of those vacant positions have been filled and the numbers should increase during 2014.

### Future Challenges and Opportunities

The Community Court Program was reinstated in May 2012 to address nuisance criminal activity occurring downtown via Court/Prosecutor/Probation collaboration. The program was developed to target offenders cited for nuisance crimes in the downtown, specifically such offenses as criminal trespassing, drinking in public, and pedestrian interference. In 2013 the program had a compliance rate of 59% with 496 hours of work crew completed in the downtown core, and 63 jail beds were saved. As of June 2014, 31 of the 47 (66%) defendants ordered into Community Court successfully completed that program.

### Recent Accomplishments

- Probation contributed \$30,000 from 2013 budget savings to the scheduled 2014 courtroom remodel.
- Probation Services has teamed with the City Jail to provide existing space for relocation of the locker rooms for corrections staff.

Key Result Measures - Probation Services	Target or Goal	FY 13 Actual	FY 14 Estimated	FY 15 Budget
Offenders Successfully Completing DUI Alternative Program	100%	100%	100%	100%
Number of Re-Offended	0	1	1	1
Offenders Successfully Completing Community Court	100%	59%	65%	65%

Service Profiles - Probation Services	FY 13 Actual	FY 14 Estimated	FY 15 Budget
Defendants on Active Probation	300	300	300
Defendants on Inactive Probation	548	600	600
Deferred Prosecution Supervision	130	140	140
Defendants on Warrant Status	1,186	1,200	1,200



## Day Reporting Center

<i>Program Cost Summary</i>	<i>2013 Actual</i>	<i>2014 Estimated</i>	<i>2015 Budget</i>	<i>Variance</i>
Expenditures				
Personnel Services	\$ 305,647	\$ 361,742	\$ 348,379	(\$13,363)
Supplies & Services	91,828	73,242	73,242	-
Interfund Payments	19,722	20,762	20,674	(88)
<b>Total Expenditures</b>	<b>\$ 417,197</b>	<b>\$ 455,746</b>	<b>\$ 442,295</b>	<b>(\$13,451)</b>
Program Revenue	112,626	133,500	137,500	4,000
<b>Supported by General Revenues</b>	<b>\$ 304,571</b>	<b>\$ 322,246</b>	<b>\$ 304,795</b>	<b>(\$17,451)</b>

<i>Program Staffing</i>	<i>2013 Actual</i>	<i>2014 Estimated</i>	<i>2015 Budget</i>
The same staff provides services for both Probation and the Day Reporting Center.			

### Program Description

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

### Trends

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

### Program Budget Overview

Revenue projections for 2015 are \$145,000 (combined program fees collected from EHM, Work Crew, Day Jail, DUI Alternative fees, program fees, and contributions from the Public Works Department (\$16,000) and the PBI A (\$10,000). This amount will also include an additional \$10,000 from the City's general fund for the second Probation Work Crew. The PBI A reduced its funding from \$20,000 to \$10,000 in 2013, the general fund contribution will allow the work crew to maintain current staffing levels.

### Future Challenges and Opportunities

The work crew program continues to prove itself invaluable to the City. Over 8,392 man hours were logged in for the year and a total of 1,047 jail beds were saved. Work hours and projects completed by the work crew that would otherwise be assigned to a Maintenance Worker I with the City of Olympia can be converted to savings of \$153,000 (\$18.23 per hour). In addition, the in-custody work crew

completed 10,552 hours and saved an additional 440 jail bed days. Total jail bed savings to the City is \$74,350 (\$50 per day, per bed).

With funding reduced from the PBI A in 2013 the work crew's priority commitment to the downtown business core was lowered. Further, in response to budget shortfalls Citywide, the work crew chose to focus on partnering with the Parks Department this year. The work crew agreed to concentrate their labor resources in a number of City parks. Projects include weeding and landscaping, litter clean up, brush removal and homeless camp clean up. In May 2014 the city opened the "Artesian Commons" and enlisted the work crew to provide daily litter patrol and weekly pavement pressure washing. Additionally, this year the City's ongoing struggle to address homelessness garnered negative media attention, specifically focusing on illegal drug activity in City parks and other public spaces. This increased IV drug use also resulted in a massive increase in discarded dirty needles. In an effort to help address this health and safety issue, the work crew joined with other efforts in combing parks, downtown streets and alleyways to collect and dispose of any discarded drug paraphernalia. Regarding reduction in overall revenue for jail alternative programming, the issue of reduced DUI citations and the economy continue to affect program participation and fee collection. Many offenders are under-employed or unemployed which inhibits their ability to pay program fees. Rather than refuse their participation in a program due to finances, fees are reduced or waived to allow participation in a program and keep jail population down.

### Recent Accomplishments

- Overall compliance with the Options programming was 77%. 5,141 sentenced days of jail were successfully served in an options program, equating to a cost savings of \$257,050.

<i>Key Result Measures - Day Reporting Center</i>	<i>Target or Goal</i>	<i>FY 13 Actual</i>	<i>FY 14 Estimated</i>	<i>FY 15 Budget</i>
Defendants Successfully Completing an Options/Jail Alternative Program (Work Crew/Day Jail/EHM)	100%	77%	85%	85%

<i>Service Profiles - Day Reporting Center</i>	<i>FY 13 Actual</i>	<i>FY 14 Estimated</i>	<i>FY 15 Budget</i>
Average Intensive Supervision Program (ISP) Case Load	30	35	35
Defendants Successfully Completing ISP	33	35	35
Defendants on Work Crew	130	125	125
Defendants in Day Jail	28	50	50
Defendants on In-Custody Work Crew	53	50	50
In-Custody Work Crew Jail Beds Saved	440	500	500
Electronic Home Monitoring Jail Beds Saved	3,812	4,000	4,000



# Administrative Services

Administrative Services

*"Opening (Ring Dance #9)" Artist: Don Freas*

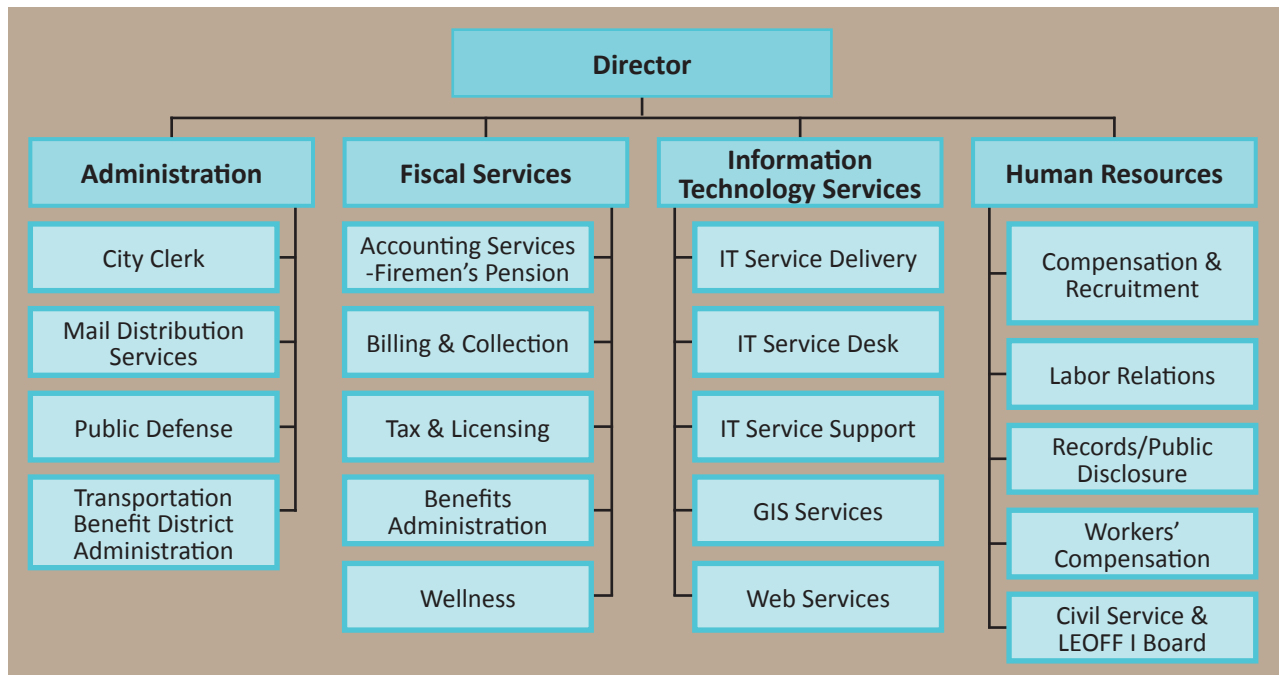






"Embrace" Artist: Kevin Au

## Administrative Services



### Mission

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

## Administrative Service Department Overview

<i>Department Recap</i>	<i>2013 Actual</i>	<i>2014 Estimated</i>	<i>2015 Budget</i>	<i>Variance</i>
Administration (Clerk) Services	\$ 1,080,450	\$ 780,769	\$ 869,531	\$ 88,762
Fiscal Services	1,982,031	2,169,317	2,151,400	(17,917)
Information Technology Services	2,615,631	2,865,914	2,845,742	(20,172)
Human Resources	585,053	647,964	642,935	(5,029)
Central Records Program	-	399,346	411,223	11,877
<b>Total Expenditures</b>	<b>\$ 6,263,165</b>	<b>\$ 6,863,310</b>	<b>\$ 6,920,831</b>	<b>\$ 57,521</b>
<b><i>Recap of Expenditures</i></b>				
Personnel Services	\$ 4,870,064	\$ 5,454,845	\$ 5,412,406	(\$ 42,439)
Supplies & Services	1,235,944	1,251,237	1,370,406	119,169
Capital Outlay	16,362	-	-	-
Interfund Payments	140,795	157,228	138,019	(19,209)
<b>Total Expenditures</b>	<b>\$ 6,263,165</b>	<b>\$ 6,863,310</b>	<b>\$ 6,920,831</b>	<b>\$ 57,521</b>
Program Revenues	1,932,161	1,964,253	1,992,205	27,952
<b>Supported by General Revenues</b>	<b>\$ 4,331,004</b>	<b>\$ 4,899,057</b>	<b>\$ 4,928,626</b>	<b>\$ 29,569</b>

### ***Highlights of Department Budget Changes***

- \$ 85,000 - Council elections occur in odd-numbered years. This additional amount covers the costs of the 2015 election.
- \$ 16,000 - Transferred from Personnel Services to Supplies & Services to pay for contracted temporary services in lieu of hiring extra help.
- \$ 10,000 - Personnel was added to the budget for contracted auditing services. This was funded by estimated additional auditing revenue.

### ***Department Overview***

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

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

### ***Budget Overview***

Total expenditures increased less than 1% salaries/benefits have decreased with employees being hired at lower steps. The budget reflects an increase of \$85,000 for election costs for City Council races in 2015.

### ***Future Challenges and Opportunities***

One of the most significant challenges that began this year and will continue at least through 2018 is implementing the Affordable Care Act (ACA). There are both short and long term impacts associated with implementation of the act. Other challenges are managing the costs of benefits and workers' compensation. The number of workers' compensation claims are increasing, reflecting an older work force. However; the cost of the claims appears to be declining. The Department has been evaluating the process to look for efficiencies and training opportunities. Staff is also researching options to decrease City benefit costs. Beginning in 2018, the current health care options will no longer be available from our insurance pool. The department will need to negotiate the impact of these changes with our employees. Later this year we will shift insurance plans for LEOFF retirees which should significantly reduce the premium amounts.

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



## Administration (Clerk) Services

Program Cost Summary	2013 Actual	2014 Estimated	2015 Budget	Variance
<b>Expenditures</b>				
Personnel Services	\$ 789,259	\$ 449,729	\$ 462,429	\$ 12,700
Supplies & Services	264,218	303,322	388,322	85,000
Interfund Payments	26,973	27,718	18,780	(8,938)
<b>Total Expenditures</b>	<b>\$ 1,080,450</b>	<b>\$ 780,769</b>	<b>\$ 869,531</b>	<b>\$ 88,762</b>
Program Revenue	250,324	185,154	166,129	(19,025)
<b>Funding from General Revenues</b>	<b>\$ 830,126</b>	<b>\$ 595,615</b>	<b>\$ 703,402</b>	<b>\$ 107,787</b>

Program Staffing	FY 13 Actual	FY 14 Estimated	FY 15 Budget
Associate Line of Business Director	1.00	1.00	1.00
Director	1.00	1.00	1.00
Office Specialist II	0.56	0.56	0.56
Office Specialist III *	2.00	2.00	2.00
<b>Total</b>	<b>4.56</b>	<b>4.56</b>	<b>4.56</b>

\* 0.50 FTE funded by the Transportation Benefit District

### Highlights of Program Budget Changes

The 2014 budget reflects a separate program for Records Management. In 2013 this function was included in Clerk Services.

\$ 85,000 - Council elections occur in odd-numbered years. This additional amount covers the costs of the 2015 election.

### Program Description

The Administration (Clerk) Services line of business (LOB) provides a diverse range of services that assure a focus on accessible government and transparency, including year-round coordination and development of the City's Operating Budget (*Budget 365*), Capital Facilities Plan (CFP), and Citywide Performance Measurement. The City Clerk is the City's Public Records Officer and is the custodian of official City records including minutes, ordinances, resolutions, contracts, deeds and titles. This LOB serves as liaison to Thurston County concerning elections and voter registration, assists in the Initiative and Referendum processes, and provides the issuance of all general obligation and revenue debt for the funding of capital projects.

The administrative services associated with compliance with State and local laws as they apply to Local Improvement District (LID) formations, codification of the Municipal Codebook, public bidding and contracting, annexations, vacated rights-of-way, and domestic partnership registrations are also provided by this LOB, as well as Citywide mail and distribution services and Department-wide communications, administrative support functions, and all major document production.

### Trends

- Citizens and employees continue to show an interest in being informed about the City's budget.
- Departments continue to collect and analyze data to identify and improve performance levels.
- As controversial issues are addressed by the City Council, more inquiries are being received about the Initiative and Referendum process.
- The City maintains an AA+ credit rating, which is defined as having a very strong capacity to meet its financial commitments. Maintaining a strong credit rating allows the City to sell debt at the lowest interest rate.
- Citywide mail volumes continue to steadily decrease with more use of technology for communications, reductions in City staff, and the consolidation of many of the City's employees into one facility. Overall mail volumes are at about 70% compared to less than a decade ago.

- We continue to use the City's website to inform and educate citizens about services in the Administrative Services Department, including the Clerk Services Division.
- Demand for Domestic Partnership Registration has drastically decreased with recent legalization of same-sex marriages in Washington and other states.

### Program Budget Overview

The Clerk's Office provides Performance Measurement and development of the Budget 365 process. The budget reflects an increase of \$85,000 for the City Council general primary elections to be held in 2015. No special elections have been budgeted in 2015. In the event a special election is needed, it will be necessary to request additional funds at that time to pay for the associated election costs. The Clerk Services budget includes an Office Specialist III funded 50% by the Transportation Benefit District (TBD). This FTE provides day-to-day administration of the City's independent taxing district, created for the sole purpose of acquiring, constructing, improving, providing, and funding transportation improvements within the district. The boundaries of the TBD are identical to the City limits.

### Future Challenges and Opportunities

- For budgeting in line with the community's vision, the City has identified the need to develop a year-round budget process that informs and educates citizens on the City's economic condition, budget choices, and entry points into the budget decision-making process.
- Enhancement of Citywide performance measurement will assist in identifying service areas that need new and/or improved strategies to meet performance levels.
- Implementation of an Interlocal Agreement with the Washington State Digital Archives will allow us to transfer digital images of meeting minutes, ordinances, resolutions, operating and capital budgets, and annual financial reports to the digital archives, where the public can access records online, reducing the number of public records requests.
- Outsourcing the codification of the Municipal Codebook has resulted in discovery of invalid cross references in the City's Code. This will take considerable staff time to correct the Codebook.

## Administration (Clerk) Services (Continued)

- Centralized contracting for office supplies has resulted in significant Citywide savings. Identifying other areas to use centralized purchasing may result in additional budget savings for the City.
- With more use of technology for communications, the purchase and use of paper for printing and copying should decrease over time, resulting in a positive impact on the Clerk Services budget as copier paper is purchased Citywide from this budget.
- Reorganized and updated Administrative Services and Clerk Services websites (internal and external) to provide current information in a more user-friendly format.
- Mail services internal web pages were redesigned to improve accessibility of information.
- Analysis of office supply purchase history led to a revision of the bid contract to more accurately reflect purchases and to a change in ordering procedures. These modifications will likely result in significant savings of \$5-\$10,000.

### Recent Accomplishments

- Clerk staff is assisting with the editing and publication of minutes for Council, Council committees and Advisory Boards thereby increasing accuracy and availability of minutes.
- Support staff has taken over maintenance of the City employee healthcare and wellness web pages with the shift of employee healthcare and wellness administration to Fiscal Services.
- Completed the City Budget document, Capital Facilities Plan and CAFR within designated timelines.
- Support staff now provides regular weekly maintenance to ensure all documents are entered into the imaging system in a timely fashion. This allows City staff to be more productive by decreasing time spent waiting for needed information.
- Maintained Budget 365 to help the community understand the City's budget.

Key Result Measures - Administration Services	Target or Goal	FY 13 Actual	FY 14 Estimated	FY 15 Budget
% Ordinances Published within 2 Days of Being Passed by Council	100%	88%*	99%	100%
% Bid Opening Results Posted to City Website within 30 Minutes of Bid Opening	98%	90%	90%	100%
% Domestic Partnership Registrations Processed within 24 Hours	100%	100%	100%	100%
*New service measure standard; two day standard not implemented until first quarter 2013				

Service Profiles - Administration Services	FY 13 Actual	FY 14 Estimated	FY 15 Budget
Ordinances Requiring Codebook Codification	15	18	18
Ordinances Published	50	50	50
Domestic Partnership Registrations*	20	9	10
Official City Records Scanned/Indexed	1,100	2,100	1,600
Department Internet Pages Maintained	73	25	25
Department Intranet Pages Maintained	21	23	23
Bond Sales	2	0	0
Annexations	2	1	2
Vacated Right-of-Ways	2	1	2

Mail Services (Pieces Per Year)	FY 13 Actual	FY 14 Estimated	FY 15 Budget
Outgoing US Mail	103,000	102,000	101,500
Incoming US Mail	60,000	72,000	71,000
Interoffice Mail	17,300	16,200	16,500
* Same-sex marriage legalized in 2014.			



## Fiscal Services

Program Cost Summary	2013 Actual	2014 Estimated	2015 Budget	Variance
<b>Expenditures</b>				
Personnel Services	\$ 1,612,077	\$ 1,799,002	\$ 1,759,685	(\$ 39,317)
Supplies & Services	321,996	321,035	349,805	28,770
Capital Outlays	6,728	-	-	-
Interfund Payments	41,230	49,280	41,910	(7,370)
<b>Total Expenditures</b>	<b>\$ 1,982,031</b>	<b>\$ 2,169,317</b>	<b>\$ 2,151,400</b>	<b>(\$ 17,917)</b>
Program Revenue	968,609	985,356	1,029,690	44,334
<b>Funding from General Revenues</b>	<b>\$ 1,013,422</b>	<b>\$ 1,183,961</b>	<b>\$ 1,121,710</b>	<b>(\$ 62,251)</b>

### Highlights of Department Budget Changes

Personnel Services are lower due to staff turnover. New staff are starting at a lower pay range step than previous staff.

- \$ 16,000 - Transferred from Personnel Services to Supplies & Services to pay for contracted temporary services in lieu of hiring extra help.
- \$10,000 - Personnel was added to the budget for contracted auditing services. This was funded by estimated additional auditing revenue.

Program Staffing	2013 Actual	2014 Estimated	2015 Budget
Accountant	6.00	5.00*	5.00
Accounting Technician	8.00	8.00	8.00
Billing Specialist	2.00	2.00	2.00
Line of Business Director	1.00	1.00	1.00
Senior Accountant	-	1.00*	1.00
Supervisor IV	2.00	2.00	2.00
<b>Total</b>	<b>19.00</b>	<b>19.00</b>	<b>19.00</b>

\* Reclassified 1.0 FTE from Accountant to Senior Accountant

### Program Description

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

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

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

Additionally, this LOB provides administration of employee benefits and the City's wellness program.

### Trends

In Billing and Collections, we strive to meet—and exceed—customer expectations by implementing new technologies and methods for servicing our growing number of utility customers. The time saved using new technologies has given us increased capacity for auditing of accounts. In the past few years, we have added the acceptance of credit cards and have converted bill payer payment—where customers direct their payment through a financial institution—to an electronic interface through the bank. In 2008, 87% of customers either mailed their payment or paid in person. As of June 2014, this has been reduced to about 42%. Our next level of efficiencies

through automation has been to provide electronic statements. We are in the early phases of marketing electronic statements for utility bills.

Average Monthly Items Processed	2008	2013	2014 Estimate
Payments by Mail or in Person	8,500	5,251	5,035
Automatic Bank Draft	1,210	1,357	1,362
Card or Electronic Interfaced Bill Payer	370	3,988	4,107

The Accounting section continues to assist other departments with their financial analysis and budgeting needs. With reduced resources to all departments, it is critical for department/section managers to monitor and understand their budget, revenues, and expenses.

### Program Budget Overview

The 2015 budget continues existing programs and services, although we have reorganized and transferred 0.5 FTE from General Accounting to Billing and Collection (City utilities).

### Future Challenges and Opportunities

We will be working with the Waste Water utility to find options for some type of volume-based billing for waste water/sewer.

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

The installation of an automated meter reading system was completed in 2014. In 2015 we will evaluate system operations of efficiencies and possible service improvements.





## Fiscal Services (continued)

### Recent Accomplishments

- The City will continue to evaluate possible changes to City-offered benefits from the stand point of cost control and impacts of the Affordable Care Act.
- Relocation of accounting resources has allowed us to implement additional internal controls, audits, and documented workflow processes—especially in payroll.
- We are calculating and updating fleet rates, saving over \$8,000 in services previously contracted out.

<i>Key Result Measures - Fiscal Services</i>	<i>Target or Goal</i>	<i>FY 13 Actual</i>	<i>FY 14 Estimated</i>	<i>FY 15 Budget</i>
Utility Accounts Receivables due within 30 Days	85%	80%	77%	75%

### Citywide Audit Findings, by External Auditors:

Financial	0	0	0	0
Single Audit (grants)	0	0	0	0
Accountability/Compliance	0	0	0	0

<i>Service Profiles - Fiscal Services</i>	<i>FY 13 Actual</i>	<i>FY 14 Estimated</i>	<i>FY 15 Budget</i>
Number of Utility Customers	19,760	20,000	20,250
Total Employees Compensated (July)	624	610	610
Accounts Payable Transactions	36,500	34,000	34,000





## Information Technology Services

<i>Program Cost Summary</i>	<i>2013 Actual</i>	<i>2014 Estimated</i>	<i>2015 Budget</i>	<i>Variance</i>
Expenditures				
Personnel Services	\$ 1,929,789	\$ 2,264,028	\$ 2,244,988	(\$ 19,040)
Supplies & Services	617,336	538,226	543,625	5,399
Capital Outlays	9,634	-	-	-
Interfund Payments	58,872	63,660	57,129	(6,531)
<b>Total Expenditures</b>	<b>\$ 2,615,631</b>	<b>\$ 2,865,914</b>	<b>\$ 2,845,742</b>	<b>(\$ 20,172)</b>
Program Revenue	521,920	538,028	546,927	8,899
<b>Funding from General Revenues</b>	<b>\$ 2,093,711</b>	<b>\$ 2,327,886</b>	<b>\$ 2,298,815</b>	<b>(\$ 29,071)</b>

<i>Program Staffing</i>	<i>2013 Actual</i>	<i>2014 Estimated</i>	<i>2015 Budget</i>
Computer Systems Technician	3.00	3.00	3.00
GIS Analyst	1.00	1.00	1.00
IT Support Specialist	2.00	2.00	2.00
Line of Business Director	1.00	1.00	1.00
Network Analyst	4.00	5.00	5.00
Supervisor IV	3.00	3.00	3.00
Systems & Application Specialist	5.00	5.00	5.00
<b>Total</b>	<b>19.00</b>	<b>20.00</b>	<b>20.00</b>

### Program Description

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

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

### Trends

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

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

### Program Budget Overview

The 2015 budget continues existing programs and services. Internal project requests for new software systems, web services, workflow automation, data management and technical consulting have all risen sharply in 2014 and are expected to continue in 2015. Cost savings have been achieved for ongoing support and maintenance agreements through consolidation of equipment, negotiation with vendors, and replacement of outdated systems. These savings are largely offset by inflationary increases to existing support and maintenance contracts or the addition of new hardware and software systems.

### Future Challenges and Opportunities

The evolving role of Information Technology Services within the City presents both opportunities and challenges. The traditional role of maintaining a break/fix computing environment for City employees has long since given way to a service management model where IT now interacts with the various lines of business throughout the City to improve work flow and customer service through technological enhancements. As we look forward, it is clear that another step in evolution is under way. The challenge is to support a fully secure, redundant, reliable technological infrastructure which can provide access to City services for use by both employees and citizens on any device, from any location, and at any time.

The role of our IT Services staff is moving towards that of an internal consulting group coupled with our customer service model to provide ongoing support to existing systems and devices. As consumer technology has rapidly increased in its simplicity, availability, and integration to new products, there is an ever-increasing pressure for commercial technology to match these advancements while maintaining a high degree of security in a complex environment. The expectations for our IT Services team to implement new technologies throughout the organization and community on a short

## Information Technology Services

time line are in stark contrast to the complexity of legacy systems, staffing models, and regulatory requirements. In order to balance the needs for rapid deployment of new technology and adherence to complex business requirements, the IT Services staff will need to actively broker, secure, and govern internal and external technology requests.

### Recent Accomplishments

- Deployed the AMR (Automated Meter Reading) fixed network and billing interface.
- Upgraded several Microsoft products that are deployed Citywide:
  - Windows 7
  - Exchange 2010
  - Office 2010
- Launched a new software solution for Land Management and Code Enforcement.
- Completed the Citywide deployment of our Unified Communications platform.
- Migrated to a fully hosted software solution for Parks, Arts & Recreation registration and payments.
- Launched citizen engagement service on the City website called OlySpeaks.
- Performed a major upgrade to our traffic signal software system.



<i>Key Result Measures - IT Services</i>	<i>Target or Goal</i>	<i>FY 13 Actual</i>	<i>FY 14 Estimated</i>	<i>FY 15 Budget</i>
First Call Resolution of IT Incidents		55%	52%	60%
Critical — Systems Down	4 hours	81%	91%	90%
Critical — With Work Around	16 hours	88%	85%	85%
Non-Critical	40 hours	93%	93%	85%
Moves, Installs and Enhancements	80 hours	88%	86%	85%
* Technology requests are made by City staff to the Service Desk for support of all technology systems and applications throughout the City. Our ability to resolve issues and provide support has a direct impact on the timeliness and quality of services provided to the public.				

<i>Service Profiles - IT Services</i>	<i>FY 13 Actual</i>	<i>FY 14 Estimated</i>	<i>FY 15 Budget</i>
Personal Computers Supported (includes Virtual Machines)	682	668	670
Network Servers Supported (includes Virtual Machines)	123	114	120
Service Desk Tickets	9,046	9,300	9,200



## Human Resources

Program Cost Summary	2013 Actual	2014 Estimated	2015 Budget	Variance
Expenditures				
Personnel Services	\$ 538,939	\$ 558,885	\$ 557,036	(\$ 1,849)
Supplies & Services	32,394	72,509	72,509	-
Interfund Payments	13,720	16,570	13,390	(3,180)
<b>Total Expenditures</b>	<b>\$ 585,053</b>	<b>\$ 647,964</b>	<b>\$ 642,935</b>	<b>(\$ 5,029)</b>
Program Revenue	191,308	198,842	191,526	(7,316)
<b>Funding from General Revenues</b>	<b>\$ 393,745</b>	<b>\$ 449,122</b>	<b>\$ 451,409</b>	<b>\$ 2,287</b>

Program Staffing	2013 Actual	2014 Estimated	2015 Budget
Line of Business Director	1.00	1.00	1.00
Office Specialist I	0.25	0.25	0.25
Office Specialist III	1.00	1.00	1.00
Personnel Analyst	1.00	1.00	1.00
Personnel Assistant	1.00	1.00	1.00
Records Analyst	3.00	3.00	3.00
Senior Personnel Analyst	2.00	2.00	2.00
<b>Total</b>	<b>9.25</b>	<b>9.25</b>	<b>9.25</b>

### Program Description

Human Resources (HR) provides personnel consulting and services to managers and employees so the City has a capable and diverse staff delivering quality services to the community. HR includes traditional personnel functions as well as labor relations, worker’s compensation, records management, and public disclosure programs for the City.

The more traditional HR personnel functions include:

- Recruitment and selection
- Unemployment
- Employee relations (interpreting and applying collective bargaining agreements, investigations, and performance improvement)
- Classification and compensation
- FMLA and ADA compliance
- Compliance with other Federal and State employment laws and regulations

Successfully managing these programs creates a positive, healthy and productive work environment. HR also staffs the City of Olympia Civil Service Commission and the Law Enforcement Officer and Firefighter 1 (LEOFF 1) Disability Board.

### Trends

In 2015, HR anticipates increasing competition for the best employees as the economy continues to improve. The City needs to be positioned to remain competitive to retain the best members of our existing workforce and attract top talent for recruited positions. We expect to continue to receive substantial interest from a wide variety of candidates for many of our job openings (entry level), even as we struggle to fill some of our most technical positions.

We also expect to continue to provide training opportunities to supervisors and managers as we see a transition out of the work force from many of our most experienced employees. Along this same line, HR will continue to work with other departments on succession planning by helping to identify “homegrown” talent in our workforce to replace senior employees who leave or retire.

HR remains concerned about ensuring the salaries and benefits for City employees remain competitive and affordable. Healthcare and the federal Affordable Care Act (ACA) continue to be a challenge as HR helps position the City to retain quality benefits at an affordable price. HR anticipates continuing to participate in the dialogue as to what affordable healthcare looks like in the 2015 environment.

The City continues to search for universally acceptable healthcare ideas (cost savings) for both its represented and non-represented employees.

Compliance with the Public Records Act remains a challenging priority. The number of requests and increasing complexity of those requests continue to consume a significant amount of time and money. In 2015, staff will once again provide Citywide public disclosure training and anticipates a successful Public Records month (April) during which training and activities typically attract more than 100 City employees. Staff is also participating in the Open Meeting and Public Records training conducted for City boards by the Office of the Attorney General.

Hiring new police officers and fire fighters through the Civil Service process will continue to be a challenge in 2015. The Civil Service Commission continues to be a great partner in helping the City meet its needs in recruiting for these positions. We continue to meet and consult with the Police and Fire Departments to provide assistance in meeting the recruitment needs.

In 2014, the LEOFF 1 Board agreed to support the City’s decision to change health insurance plans through Association of Washington Cities (AWC). AWC worked with Regence to develop a Medicare eligible health plan with the potential to save the City a substantial amount of money in healthcare premiums. 2015 will be the first full year in which we will be able to evaluate the actual savings from this new plan. City staff recommends any cost savings go toward the City’s liability for healthcare and long-term care for LEOFF 1 members.

### Program Budget Overview

HR will continue to look for ways to do things more efficiently, saving money for the City while still providing quality service. In addition to conducting labor negotiations and in-house employee investigations, HR staff has taken over the management of all FMLA and ADA claims in the City to ensure uniform compliance.

HR staff continues to actively monitor all workers’ compensation cases filed by City employees (the City is self-insured for workers’ compensation). In 2015, we hope to continue the 2014 and 2013 trend of a fairly steady decrease in the amount of money paid on claims.

During 2015, HR staff anticipates completing negotiations on our collective bargaining agreements with AFSCME and the Teamsters. (The negotiations started during the fall of 2014 and typically take several months to complete). In 2015, HR anticipates continuing to investigate complaints against City staff (by the end of 2014

## Human Resources (continued)

the HR staff anticipates having participated in approximately 15 employee investigations). These investigations involve a number of employment situations of varying complexity.

### **Future Challenges and Opportunities**

- Anticipated increases in medical insurance premiums continue to compel the City to reevaluate its benefit package to make sure it is sustainable.
- Workers' Compensation claims continue to challenge management staff as they balance the duties of individual positions with the capabilities of an aging workforce.
- LEOFF 1 long-term care costs continue to be a concern as the members age.
- City revenues continue to make labor negotiations more challenging than they were prior to 2008-2009.
- HR staff continues to provide training for supervisors on the challenging issues they must deal with every day.
- HR will continue to participate in the new email archiving system (started in 2014) to enhance our records management capabilities.
- The City's imaging system, Optiview, presents the opportunity to make records available to the public on the web in the future. City staff is working to ensure records are properly imaged and indexed in preparation for external availability. As the number of records increases in this system, staff is challenged with keeping up with the management of the system to ensure quick availability of records.

- Costs for responding to public records requests remain high and, if history is a guide, we anticipate in 2015 the volume of requests will remain at or above current levels.
- Getting qualified candidates in the door and through the training process in the Police Department continues to present challenges for the Civil Service positions. In 2015, we will continue to look for ways to create a more efficient system for identifying and recruiting qualified candidates.

### **Recent Accomplishments**

- Successfully negotiated multi-year labor agreements with four unions
- The City qualified once again for the Association of Washington Cities Well City Award, which resulting in the City receiving a 2% premium discount on Regence and GroupHealth Health Insurance
- Staff offered eight 3-hour sessions on best practices for supervisors on employment subjects
- Staff successfully transitioned FMLA process from Departments into HR
- Staff sent bi-weekly training guides to supervisors on employment subjects
- Switched insurance provider for LEOFF 1 retirees with potential significant savings (\$250,000)

<i>Key Result Measures - Human Resources</i>	<i>Target or Goal</i>	<i>FY 13 Actual</i>	<i>FY 14 Estimated</i>	<i>FY 15 Budget</i>
Labor Contract Negotiations Completed In-House	Varies/year	2	4	2
Settlement Agreements (Employment Issues)	Varies/year	7	10	9
HR In-House Investigations of Misconduct/Deficient Performance	Varies/year	10*	15*	12*
% Reduction in Worker Injuries	5%	10%	(8%)	0%

\* Does not include Police or Fire

<i>Service Profiles - Human Resources</i>	<i>FY 13 Actual</i>	<i>FY 14 Estimated</i>	<i>FY 15 Budget</i>
Wellness Awards Received	3	2	1



## Records Management Program

<i>Program Cost Summary</i>	<i>2013 Actual</i>	<i>2014 Estimated</i>	<i>2015 Budget</i>	<i>Variance</i>
Expenditures				
Personnel Services	\$ -	\$ 383,201	\$ 388,268	\$ 5,067
Supplies & Services	-	16,145	16,145	-
Interfund Payments	-	-	6,810	6,810
<b>Total Expenditures</b>	<b>\$ -</b>	<b>\$ 399,346</b>	<b>\$ 411,223</b>	<b>\$ 11,877</b>
Program Revenue	-	56,873	57,933	1,060
<b>Funding from General Revenues</b>	<b>\$ -</b>	<b>\$ 342,473</b>	<b>\$ 353,290</b>	<b>\$ 10,817</b>

### Highlights of Department Budget Changes

The 2014 budget reflects a separate program for Records Management. This function was previously included in Clerk Services.

\$ 6,810 - Office automation charges from Information Technology section (computers, etc.). This portion of the budget was not transferred when the Records Management section separated from Clerk Services.

### Program Description

Central Records was incorporated into Human Resources in March of 2013. This program manages and coordinates public records requests, manages records retention, and administers the citywide central electronic repository, with oversight from the Human Resources line of business.

### Trends

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

### Future Challenges and Opportunities

- Central Records, along with IT Services and the Legal Department, is embarking on implementing a new email archiving system that will enhance our records management capabilities.

- The City's imaging system presents the opportunity to make records available to the public on the web. City staff is working to ensure records are properly scanned and indexed in preparation for external availability. As the number of records in the system increases, staff is challenged with managing the system to ensure quick availability of records.
- Costs for responding to public records requests remain high, and we anticipate the volume of requests in 2015 to remain at or near current levels. Continued department staff trainings and the use of Central Records staff in coordinating and responding to multi-departmental public records requests seems to be the most efficient method in providing timely responses.

### Recent Accomplishments

- Coordinated Citywide records management and public disclosure training and hosted Records Month.
- Trained and transitioned City Clerk records management duties to clerk staff.
- Offered a Citywide shred event to destroy records having met retention requirements.
- Provided multiple OptiView training sessions for CP&D in support of OneSolution transition.

<i>Key Result Measures - Central Records Program</i>	<i>Target or Goal</i>	<i>FY 13 Actual</i>	<i>FY 14 Estimated</i>	<i>FY 15 Budget</i>
Records Requests				
Multi-Departmental - Average Days to Respond	20	13	15	14
Citywide - Average Days to Respond	5	5	7	6

<i>Service Profiles - Central Records Program</i>	<i>FY 13 Actual</i>	<i>FY 14 Estimated</i>	<i>FY 15 Budget</i>
<b>Public Records Request Responses</b>			
Multi-Departmental	60	80	85
\$ Per Request	\$ 275	\$ 295	\$ 275
Citywide (does not include Police)	585	780	800
\$ Per Request	\$ 120	\$ 140	\$ 150
<b>Records (other)</b>			
Records Systems Trainings Provided by Central Records Staff	5	7	5
Records/Public Disclosure Trainings Provided by Central Records Staff	5	5	5







# Community Planning and Development

Community  
Planning &  
Development

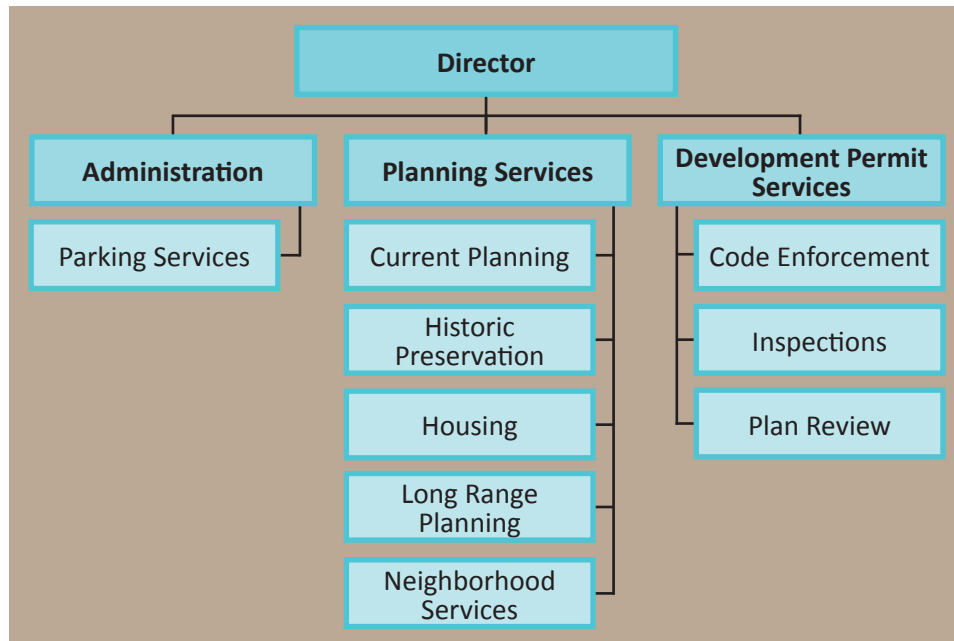
*"Vertebra: Ocean Verde" Artist: Dave Haslett*





"Viking Bot" Artist: Steve Jensen

## Community Planning and Development



### Mission

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

### Vision

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

## Community Planning and Development Department Overview

<i>Department Recap</i>	<i>2013 Actual</i>	<i>2014 Estimated</i>	<i>2015 Budget</i>	<i>Variance</i>
Administration & Parking Services	\$ 1,799,695	\$ 1,898,080	\$ 1,869,043	(\$ 29,037)
Community Planning Services	1,420,158	1,573,935	1,811,498	237,563
Development Permit Services	1,524,564	1,620,536	1,420,794	(199,742)
<b>Total Expenditures</b>	<b>\$ 4,744,417</b>	<b>\$ 5,092,551</b>	<b>\$ 5,101,335</b>	<b>\$ 8,784</b>
<i>Recap of Expenditures</i>				
Personnel Services	\$ 3,483,544	\$ 3,831,446	\$ 3,709,779	(\$ 121,667)
Supplies & Services	1,106,947	1,082,978	1,121,265	38,287
Interfund Payments	153,926	178,127	270,291	92,164
<b>Total Expenditures</b>	<b>\$ 4,744,417</b>	<b>\$ 5,092,551</b>	<b>\$ 5,101,335</b>	<b>\$ 8,784</b>
Program Revenues	4,854,334	4,068,650	4,098,650	30,000
<b>Funding from Program Revenues (\$ 109,917)</b>	<b>\$ 1,023,901</b>	<b>\$ 1,002,685</b>	<b>\$ 1,002,685</b>	<b>(\$ 21,216)</b>

### Highlights of Department Budget Changes

Two Plans Examiners transferred to Planning Services from Development Permit Services.  
 \$ 23,620 - Increase Urban Forestry from 0.75 FTE to 1.0 FTE.

### Department Overview

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

In 2015, the Department expects a continuation of the modest increase in development and construction experienced in 2014. Single-family home construction showed a spike mid-2014 due to the July 1, 2014 residential sprinkler requirement. We expect single-family numbers to be lower in 2015 than 2014 because of this spike. Large commercial projects in 2015 may include a proposed hotel, new apartment complexes, a mixed-use building with retail and housing, a new State office building and Olympia School District projects. Land use applications are expected to lag in 2015, as they have for the past several years. Collections of land use fees are likely to remain low for several years until the economy fully recovers. Implementation of new Comprehensive Plan goals and policies through an adopted Action Plan will continue in 2015, including sub-area plans for Northeast Olympia and Downtown.

Following review of the Shoreline Master Program (SMP) by the Department of Ecology, Council will likely finalize the SMP in 2015. Department resources will be needed to respond to the Department of Ecology's comments.

Parking Services assumed responsibility for enforcing the State's abandoned vehicle RCW in 2014, a task that was previously handled by Code Enforcement. Parking Services will continue to improve programs, services and technology in order to make parking as convenient and simple as possible. 2015 will see a new online residential parking program renewal option, as well as pay-by-phone technology at parking meters.

Planning and permitting related revenue will likely be at 2014 levels. Parking revenues will be equal to 2014, with less revenue from citations and parking Smart cards, but making that up through increased sales of 9-hour meter permits, new small revenue streams such as electric vehicle charging stations and parking meter tokens, and a new Eastside Zone discounted 9-hour meter permit. Revenue impacts of the transition from pay stations to single space credit card meters has been minimal and in 2015 Parking will look to expand credit card meters in strategic locations.

In 2011 the City began the Downtown Project, a multi-pronged approach to accomplish City Council's goal of creating a clean, safe and welcoming downtown for all to enjoy. The Downtown Project is now in its third iteration and includes 25 projects.





# Downtown Project 2014 Task List

CLEAN
 SAFE
 ECONOMIC
 PLACEMAKING

- Establish Alcohol Impact Area
- Establish Walking Patrol Program
- Establish Downtown Ambassador Program
- Installation of Smart Parking Meters
- Alleyway Naming Project
- Creation of Pedestrian Recycling Program
- Scoping of Downtown Master Plan
- Complete Community Renewal Area Process
- Complete Washington Center Repairs
- LED Street Light Conversion
- Alleyway Lighting
- Downtown Tree Trimming
- Crime Prevention Through Environmental Design (CPTED) Analysis
- Expansion of Walking Patrol Program
- Expansion of the Clean Team
- Bar/Tavern Owners League Meetings
- Downtown Marketing Partnerships
- Community Stakeholder Collaboration
- Downtown Neighborhood Association Formalization
- Artesian Commons Construction
- Downtown Block Watch
- Alcohol Impact Area (AIA)
- Pedestrian Wayfinding
- Downtown Waste Management Assessment
- Fifth Avenue Overlay Project

## Administration and Parking Services

Program Cost Summary	2013 Actual	2014 Estimated	2015 Budget	Variance
<b>Expenditures</b>				
Personnel Services	\$ 1,110,170	\$ 1,270,682	\$ 1,237,456	(\$ 33,226)
Supplies & Services	637,586	567,270	573,640	6,370
Interfund Payments	51,939	60,128	57,947	(2,181)
<b>Total Expenditures</b>	<b>\$ 1,799,695</b>	<b>\$ 1,898,080</b>	<b>\$ 1,869,043</b>	<b>(\$ 29,037)</b>
Program Revenue	1,517,046	1,519,200	1,519,200	-
<b>Funding from General Revenues</b>	<b>\$ 282,649</b>	<b>\$ 378,880</b>	<b>\$ 349,843</b>	<b>(\$ 29,037)</b>

Program Staffing	FY 13 Actual	FY 14 Estimated	FY 15 Budget
Director	1.00	1.00	1.00
Lead Worker	1.00	1.00	1.00
Parking Services Field Rep	6.00	6.00	6.00
Permit Specialist	2.00	2.00	2.00
Program & Planning Supervisor	1.00	1.00	1.00
Program Assistant	2.00	1.00*	1.00
Public Service Representative	-	1.00*	1.00
Supervisor I	1.00	1.00	1.00
<b>Total</b>	<b>14.00</b>	<b>14.00</b>	<b>14.00</b>
* Reorganization			

### Program Description

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

### Trends

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

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

### Program Budget Overview

Reorganization of support staff in 2014 allowed for better alignment of positions with roles. One Program Assistant was transferred from Administration to Housing and an Office Specialist II was transferred to Administration to staff the main CP&D front reception counter and reclassified to a Public Service Representative. This allowed the Department a budget-neutral way to apply more technically skilled resources to the Housing Program where they were needed.

In 2014 Parking Services took over responsibility for managing abandoned vehicles within the public rights of way, a task that was previously handled by the City's Code Enforcement staff. Also Parking Services filled a previously vacant Field Representative position in order to absorb this extra workload and not affect parking enforcement revenues.

Parking Services' bottom line revenue will not change, however the sources of revenue will vary slightly. Based on 2014 trends, Parking will receive less revenue in citations and sales of parking meter smart cards but will make up the loss in additional 9-hour meter permit sales, small new revenue sources such as electric vehicle charging, parking meter token sales and an increase in Residential Parking Program fees. Another new revenue source is a discounted Eastside Zone 9-hour parking meter permit, which will encourage use of on-street parking in an area that was previously not well-utilized. The Division will look to expand credit card meters in strategic locations and identify opportunities to reinvest parking funds into improving the overall parking system.

Parking lost 54 leased parking stalls in 2014 when construction began on the new mixed use building at 123 4th Avenue, which was formerly a City managed leased parking lot.

### Future Challenges and Opportunities

- Implementation of new project management software in late 2014 has had challenging effects on the Customer Service team as they navigate the new system. They will continue to work closely with IT staff and others in the Department to improve and refine the system to best meet the Department's needs. Advances in technology, including enhanced online permit and inspection services, will enable the Department to provide more same-day services to the public. Streamlining the project management process and reducing phone and in-person traffic will allow staff to do more with less. As we provide more customer service via the Internet and transition to more records being managed electronically, the number of paper files managed should be reduced.
- Parking Services will continue to implement the Strategic Parking Plan through 2015 and customer service rebranding efforts that were started in 2013. Maximizing existing surface parking and improving customer service with new programs and technology such as pay-by-phone services and online residential permit renewal will help meet parking needs in the downtown core and beyond.





- The Division will monitor the delicate balance between parking fees and their effect on economic development in the downtown area. The parking system will continue to be managed to provide for turnover of parking stalls vital to business interests in the area and to protect neighborhoods from negative impacts of unregulated parking. Parking for neighborhoods in the downtown area will remain a focus as well, with the goal of enabling residents to conveniently park while maintaining the residential nature of the neighborhoods.

**Recent Accomplishments**

- Successfully handled, in a timely manner, a spike of eight times the normal average monthly submittals for single family permit applications in summer 2014.
- Implemented a parking meter token program.
- Implemented a bicycle route to replace a driving route.
- Gained efficiencies across Departments by upgrading to enforcement handhelds that include digital cameras so photos can be uploaded into the parking management system. This allows Parking and Court Services staff to instantly access photos in different locations. This modification allowed us to dispose of our aging digital cameras, reducing the amount of equipment staff must carry.
- Council approved updates to the parking code in order to provide more clarity and help enforcement staff to more efficiently carry out their duties.
- Piloted a pay-by-phone program.



<i>Key Result Measures - Administration &amp; Parking Services</i>	<i>Target or Goal</i>	<i>FY 13 Actual</i>	<i>FY 14 Estimated</i>	<i>FY 15 Budget</i>
Downtown Core Occupancy Rate	85%	65%	62%	65%

<i>Service Profiles - Administration &amp; Parking Services</i>	<i>FY 13 Actual</i>	<i>FY 14 Estimated</i>	<i>FY 15 Budget</i>
Permit Center Telephone Calls Received	9,675	9,500	9,500
% of Total Permits Issued "Over-the-Counter"	39%	40%	40%
Number of New Files Created and Managed	2,846	3,056	3,056
Parking Citations Issued	27,068	27,906	27,906
Metered Parking Stalls	2,350	2,350	2,350
Timed Parking Stalls	1,075	1,075	1,075
Leased Parking Stalls	370	370	316

## Community Planning Services

Program Cost Summary	2013 Actual	2014 Estimated	2015 Budget	Variance
<b>Expenditures</b>				
Personnel Services	\$ 1,063,996	\$ 1,184,710	\$ 1,396,755	\$ 212,045
Supplies & Services	318,734	343,305	370,228	26,923
Interfund Payments	37,428	45,920	44,515	(1,405)
<b>Total Expenditures</b>	<b>\$ 1,420,158</b>	<b>\$ 1,573,935</b>	<b>\$ 1,811,498</b>	<b>\$ 237,563</b>
Program Revenue	261,772	215,000	245,000	30,000
<b>Funding from General Revenues</b>	<b>\$ 1,681,930</b>	<b>\$ 1,788,935</b>	<b>\$ 2,056,498</b>	<b>\$ 267,563</b>

### Highlights of Department Budget Changes

- \$ 209,820 - Two Plans Examiners transferred to Planning Services from Development Permit Services.
- \$ 23,620 - Increase Urban Forestry from 0.75 FTE to 1.0 FTE.

Program Staffing	2013 Actual	2014 Estimated	2015 Budget
Assoc. Line of Business Director	1.00	-	-
Associate Planner	4.50	4.75	3.00*
Engineering Plans Examiner	-	-	2.00**
Line of Business Director	1.00	1.00	1.00
Office Specialist III	2.00	1.00**	1.00
Permit Specialist	1.00	1.00	1.00
Program & Planning Supervisor	-	2.00	2.00
Program Assistant	-	1.00**	1.00
Program Manager	1.00	1.00	1.00
Senior Planner	1.00	1.00	3.00
<b>Total</b>	<b>11.50</b>	<b>12.75</b>	<b>15.00</b>
* Reclassification and addition of 0.25 FTE for Urban Forestry.			
** Reorganization			

### Program Description

Community Planning Services is responsible for comprehensive land use planning, environmental planning, the neighborhood program, and historic preservation, as well as housing grants through the Community Development Block Grant (CDBG) Program. The Housing Program is fully funded with grant funds and is not accounted for in the General Fund. This year the engineering plan review function, water extensions, sewer extensions, new streets, storm ponds and associated infrastructure to serve private development, will be moved to Community Planning.

### Trends

The Division received no land use applications for large subdivisions in 2014. It is anticipated that this trend will continue through 2015, as previously platted developments build-out and until commercial lending increases. Although we are not seeing many new subdivisions, we are seeing a lot of major remodels and conversions, including conversion of downtown offices to mixed use retail and new building apartments particularly on the west side of town. For those projects that are submitted, recent history indicates that land use decisions affecting large or sensitive pieces of property will generate a large volume of public comment and land use appeals, resulting in increased workloads for staff.

The City is required to update its Comprehensive Plan and development regulations every eight years. The City Council is expected to take action on the Comprehensive Plan goal and policy document in 2014. Implementation of the Plan will continue in 2015. Key implementation actions will likely include development code updates, a public process to update the Downtown Plan and the start of neighborhood level sub-area planning in Northeast Olympia. An Action Plan with performance measures will be completed in 2015 to help prioritize, track, and communicate implementation actions over the years. The Shoreline Master Program update will be completed in 2015 following review by the Department of Ecology.

Reorganization of support staff in 2014 allowed for better alignment of positions within roles. One Program Assistant was transferred from Administration to Housing and an Office Specialist II was transferred to Administration to staff the main CP&D front reception counter and reclassified to a Public Service Representative. This allowed the Department a budget-neutral way to apply more technically skilled resources to the Housing Program where they were needed. Consistent with work the Department has done to improve the development review process, two Engineering Plans Examiner positions will be moved to the Community Planning line of business to enhance communication and coordination in the development review process.

Additionally, two Associate Planner positions will be reclassified to Senior Planners to ensure an opportunity for career progression in our planning program and to recognize the scope and complexity of the planning projects on the Community Planning Work Plan.

The Urban Forestry program will expand from a 0.75 FTE Associate Planner to a 1.0 FTE Associate Planner who will be responsible for evaluating land use applications for urban forestry and landscaping issues, as well as addressing the most critical hazard trees through evaluation and mitigation.

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

### Program Budget Overview

Planning Division revenues in 2015 are expected to be similar to 2014. At the same time, land use appeal costs may exceed costs in 2014. Appeals are difficult to anticipate and often consume considerable resources while the concurrent revenue from appeal applications is negligible.



### Future Challenges and Opportunities

Implementation of the Comprehensive Plan and Shoreline Master Program revision program will dominate the focus within this Division. City Council adoption of an Action Plan will be key to prioritizing the many implementing actions contemplated in the Comprehensive Plan, including significant public processes to update the Downtown Plan and neighborhood-driven sub-area planning. Staff will also continue to participate in a LEAN continuous improvements process intended to eliminate waste and enhance the efficiency of our development review process and the implementation of new software that will better meet the needs of land use review staff and customers.

The Community Development Block Grant (CDBG) Program will take a new direction after adoption of the City's Annual CDBG Action Plan in 2014. Focusing on economic development, the program will implement a small business loan program, downtown safety improvements such as alleyway lighting, sidewalk and ADA access improvements, and façade improvements identified through a Crime Prevention through Environmental Design (CPTED) process.

### Recent Accomplishments

- LEAN process improvement for more efficient land use permitting.
- Execution of first loan through the City's Section 108 loan guarantee program.
- Adoption of the Olympia Comprehensive Plan Update.
- Delivered proposed Shoreline Master Program update to the Department of Ecology.
- Launched joint review of development regulations with Public Works to implement low-impact development practices.
- Completed Martin Way Corridor Study.
- Applied for and received EPA "Greening America's Capitals" grant for Capitol Way Corridor Study.
- Continued community renewal area feasibility project with focus on conceptual redevelopment scenarios for the isthmus area.
- Initiated development of Action Plan to prioritize Comprehensive Plan implementation including creation of performance measures to track effectiveness.
- Applied for and received Department of Natural Resources grant to complete an urban forestry management plan.

<i>Key Result Measures - Community Planning Services</i>	<i>Target or Goal</i>	<i>FY 13 Actual</i>	<i>FY 14 Estimated</i>	<i>FY 15 Budget</i>
Timely Review of All Land Use Applications	Within 120 days	89 days	66 days	66 days
Prompt Review of Small Subdivisions (<9 Lots)	Within 45 days	32 days	56 days	45 days
Prompt Review of Large Subdivisions	Within 120 days	N/A	N/A	N/A

<i>Service Profiles - Community Planning Services</i>	<i>FY 13 Actual</i>	<i>FY 14 Estimated</i>	<i>FY 15 Budget</i>
Commercial and Multi-Family Permits Issued	29	35	30
Major Design Review (Board-Level)	20	16	16
Preliminary Full Plats (10 or More Lots)	0	0	0
Total "Major" Reviews (Includes Others with Public Meetings)	14	18	18

## Development Permit Services

Program Cost Summary	2013 Actual	2014 Estimated	2015 Budget	Variance
Expenditures				
Personnel Services	\$ 1,309,378	\$ 1,376,054	\$ 1,075,568	(\$ 300,486)
Supplies & Services	150,627	172,403	177,397	4,994
Interfund Payments	64,559	72,079	167,829	95,750
<b>Total Expenditures</b>	<b>\$ 1,524,564</b>	<b>\$ 1,620,536</b>	<b>\$ 1,420,794</b>	<b>(\$ 199,742)</b>
Program Revenue	3,075,516	2,334,450	2,334,450	-
<b>Funding from General Revenues</b>	<b>(\$ 1,550,952)</b>	<b>(\$ 713,914)</b>	<b>(\$ 913,656)</b>	<b>(\$ 199,742)</b>

Program Staffing	2013 Actual	2014 Estimated	2015 Budget
Assoc. Line of Business Director	1.00	- *	-
Building Inspector	3.00	3.00	2.00**
Building Plans Examiner	1.00	2.00	2.00
Code Enforcement Officer	3.00	3.00	3.00
Electrical Plans Examiner	1.00	1.00	1.00
Engineering Plans Examiner	2.00	2.00	- **
Office Specialist II	1.00	- **	-
Office Specialist III	-	1.00**	1.00
Program & Planning Supervisor	-	1.00*	1.00
Supervisor III	1.00	1.00	1.00
<b>Total</b>	<b>13.00</b>	<b>14.00</b>	<b>11.00</b>

\* Reclassified LOB Director to Program & Planning Supervisor  
 \*\* Reorganization

### Highlights of Department Budget Changes

- (\$ 93,660) - Construction Inspector position transferred to Public Works Engineering.
- (\$ 209,820) - Two Plans Examiners transferred to Planning Services.

### Program Description

Development Permit Services works for the protection of life, the environment, and property. This group is responsible for private development construction permit reviews and the inspections of buildings.

### Trends

Development Permit Services saw permitting for single family residences spike in mid-2014 due to the July 1, 2014 residential sprinkler requirement. New commercial project starts and commercial tenant improvements were modest in 2014 and are likely to remain that way. The State is in the design process for a major, new office building at the southwest corner of Union Avenue and Capitol Way. Design was funded in the last biennium and construction funding is anticipated in the State's 2015/2016 biennium.

The workload for the Code Enforcement program increased in 2014 as staff took on additional responsibilities as a result of the legalization of marijuana in Washington State. As a result, the work of enforcing abandoned vehicles was moved to Parking Services. This change will allow the Code Enforcement team to continue to focus on downtown issues, graffiti management, vegetation management, and response to neighborhoods during 2015.

### Program Budget Overview

The Development Permitting line of business has changed in three significant ways: (1) moving of the Engineering Plans Examiner function under Community Planning, (2) moving an Engineering

Inspector to Public Works to pool limited resources, and (3) through the reclassification of the Permitting and Inspection Manager position from an Associate Line of Business Director to a Program and Planning Supervisor. Savings from this reclassification will allow the reclassification of two Associate Planner positions to Senior Planner positions to be budget-neutral.

Revenues in 2015 from permitting activity will be dominated by new single family, small commercial projects, and the proposed new State building. Revenues from single family home-starts will be less than those seen in 2014, as no major changes to the building codes or permit fees are anticipated.

### Future Challenges and Opportunities

The need for flexibility in staff assignments will be necessary for the foreseeable future. As credit markets change, the types of construction being proposed will vary. The Development Permit Services staff will frequently evaluate the workload mix to respond to prevailing trends. Staff will be heavily involved in fine-tuning of new project management software in 2015, and will start to change processes including offering a new online inspection system.

Development Permit Services added a temporary project-related Commercial Plans Examiner in the Fall of 2014 to work with the State during the design, permitting and construction process for the new State office building. This position was funded by the plan-check and inspection fees associated with the project.

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

### Recent Accomplishments

- Worked with contractors on several large projects including Copper Trail and Hearthstone Apartments.
- Completed the Oyster House post-fire reconstruction.
- Completed plan review for Columbia Heights multi-use project and Hilton Garden Inn.
- Established Alcohol Impact Area in Downtown Olympia.
- Expanded the Downtown Ambassador Clean Team services to 7 days a week.
- Installation of a new parklet on Cherry Street.
- Downtown street trees were trimmed to open up light corridors, contributing to safer streets.
- Completed block-by-block Crime Prevention through Environmental Design (CPTED) analysis which will be used to guide CPTED Community Development Block Grant improvement expenditures.



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

<i>Service Profiles - Development Permit Services</i>	<i>FY 13 Actual</i>	<i>FY 14 Estimated</i>	<i>FY 15 Budget</i>
Residential Permits Issued	113	125	130
Commercial Tenant Improvement Permits Issued	97	62	62
New Commercial Building Permits Issued	17	12	10
Total Permits Issued	4,232	4,332	4,400
New Code Enforcement Cases — Total	565	392	392
Abandoned Vehicles Processed	203	152	152









# Fire

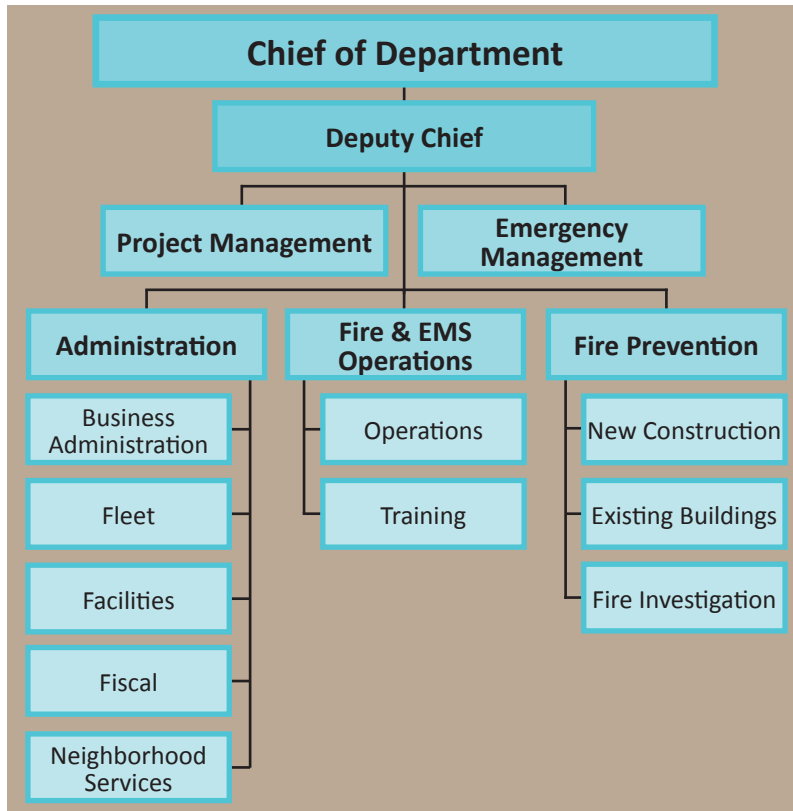
*Donation to the City from Rebecca Noble Artist: Not known at this time*







Fire



**Mission**

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

**Vision**

To be recognized by our Community and Members as:

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

## Fire Department Overview

<i>Department Recap</i>	<i>2013 Actual</i>	<i>2014 Estimated</i>	<i>2015 Budget</i>	<i>Variance</i>
Administration	\$ 1,380,250	\$ 1,319,360	\$ 1,405,038	\$ 85,678
Fire/EMS Operations & Training	11,348,117	12,113,335	12,030,017	(83,318)
Fire Prevention	590,317	732,051	738,067	6,016
<b>Total Expenditures</b>	<b>\$ 13,318,684</b>	<b>\$ 14,164,746</b>	<b>\$ 14,173,122</b>	<b>\$ 8,376</b>
<i>Recap of Expenditures</i>				
Personnel Services	\$ 12,003,615	\$ 12,915,311	\$ 12,930,857	\$ 15,546
Supplies & Services	981,445	867,775	896,140	28,365
Capital Outlays	12,199	-	-	-
Interfund Payments	321,425	381,660	346,125	(35,535)
<b>Total Expenditures</b>	<b>\$ 13,318,684</b>	<b>\$ 14,164,746</b>	<b>\$ 14,173,122</b>	<b>\$ 8,376</b>
Program Revenues	3,164,513	3,349,391	3,495,372	145,981
<b>Funding from Program Revenues</b>	<b>\$ 10,154,171</b>	<b>\$ 10,815,355</b>	<b>\$ 10,677,750</b>	<b>(\$ 137,605)</b>
<i>Highlights of Department Budget Changes</i>				
<p>\$ 86,500 - Added 1.0 FTE -- Fleet Services Technician. This is due to an increase in contracted vehicle and equipment maintenance for other fire departments and districts. Costs are offset by additional revenue.</p>				

### Serving a Community During Crisis

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

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

### Quality Training

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

### Overview of the Mark Noble Regional Fire Training Center

The Olympia Fire Department’s newly opened training center is situated on an eight-acre parcel of land located behind Home Depot in the southeast area of the City. This training facility is a state-of-the-art training complex that features technological advancements and innovative design to better address the needs of the Fire Service. In 2014, the Department launched the Fire Training Center business model, which expanded the training facility to regional users. The primary goal in partnership with our regional fire service

and EMS community is to increase safety through quality training and to generate sufficient revenue to offset increasing Department training expenses.

### Reliable Equipment

The Department maintains and replaces equipment as needed to support our mission to prevent harm to people and property. For apparatus or “rolling stock,” the Department generally follows a fleet replacement schedule for our fire engines and ladder truck of 12 years for frontline service and another 13 years for reserve apparatus. Fleet Maintenance is the key to reliability and longevity in our fleet. Olympia’s fleet maintenance has become a model for our fire service and emergency response neighbors. This reputation provides the Department a source of revenue by contracting fleet services with four other agencies: the City of Tumwater, Lacey Fire District 3, Thurston County Medic One, and Thurston County District 7.

### Overview of Fleet Program

In 2014, we contracted with Mercury Associates, Inc. to conduct a high level diagnostic assessment of the Department’s current fleet-related policies and work processes relative to industry best practices. As a result of that study, in 2015 OFD will increase the staffing within the Fleet program by an additional Service Technician. The additional FTE will provide capacity to provide inventory control, vehicle pick-up & delivery, and general maintenance on light-duty vehicles.

In 2015, The Olympia Fire Department’s Fleet Maintenance Team will be comprised of a Service Technician and three master mechanics certified in repairing fire apparatus and emergency vehicles. Fire and Emergency Medical response vehicles must perform at a very high level of reliability with complex electrical

and mechanical systems working together. Certified Emergency Vehicle Technicians are the only level of mechanics that can provide this level of expertise. This specialized team of highly skilled mechanics has given us the ability to perform apparatus repairs to the four regional fire service customers while collecting adequate revenue to provide two full-time mechanics, rent a building capable of working on multiple fire apparatuses simultaneously, and generate additional revenue to pay for increasing Department fleet maintenance expenses.

**Budget Overview**

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

The fiscal decline within our City’s economy resulted in the Department having to cut two front-line positions in 2013; a Firefighter Inspector and a Firefighter/EMT. With the award of a SAFER staffing grant, two fire positions were restored in 2014 with funding extending through the 2015 budget.

**Future Trends and Challenges**

The Olympia Fire Department’s 2004 to 2014 Master Plan cited a number of potential Departmental improvements. Two major items were the opening of Station 4 and the construction of the MNRFTC, both of which have been completed. The Master Plan remains relevant and provides a roadmap for the department. Many of the other goals cited in the 2004 plan hinged on the completion of Station 4 and the Training Center. The Department continues projecting for future service demands using trend analysis of call demand, growth projections in demographic and economic analysis of the City, and the need for specialty services. Projected service demands are compared with available resources in order to develop future resource needs. A significant challenge will be the annexation of the southeast UGA and the need to relocate the current Eastside Fire Station to maintain uniform response time standards in a larger service area. While the Department provides excellent service within its financial limitations, a continued improvement analysis has identified the following:

**Areas for Continued Improvement Analysis**

- Although Fire suppression coverage has been addressed with the opening of Station 4, the Department will continue to closely monitor response times Citywide.
- Training was further enhanced by the development of a Joint Training Agreement with Lacey Fire District 3 and a basic training contract with Tumwater Fire Department (TFD). In 2015 it is expected TFD will upgrade their training contract with the City to a level of training similar to Olympia and Lacey. Opportunities for additional training agreements with neighboring and regional fire departments are possible at the training facility.
- OFD addressed specialized rescue capabilities by joining a regional Special Rescue Team.

**Recent Accomplishments**

- Increase management effectiveness.
- Use of automatic aid, mutual aid agreements, and joint service agreements with other fire and emergency services agencies.
- Opportunities for additional training partnerships/contracts at the new fire training facility.

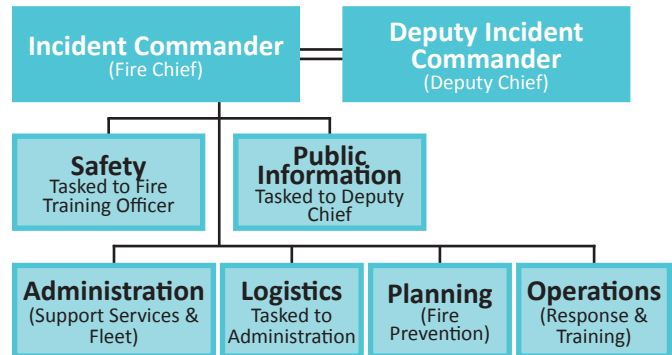
**Organizational Design to Meet the Department’s Mission**

The following sections will emphasize how the financial resources allocated to each division of the Department are used to support the Fire Department’s mission. The Department is divided into three divisions:

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

**NIMS (National Incident Management System) Compliance Requirement**

NIMS Compliance addresses all hazard incident management. The chart below displays how the Department meets federally-mandated NIMS Compliance in our organizational structure and service delivery:





## Administration

Program Cost Summary	2013 Actual	2014 Estimated	2015 Budget	Variance
Expenditures				
Personnel Services	\$ 759,002	\$ 834,619	\$ 920,967	\$ 86,348
Supplies & Services	591,389	462,751	464,496	1,745
Interfund Payments	17,660	21,990	19,575	(2,415)
<b>Total Expenditures</b>	<b>\$ 1,380,250</b>	<b>\$ 1,319,360</b>	<b>\$ 1,405,038</b>	<b>\$ 85,678</b>
Program Revenue	396,945	338,400	424,900	86,500
<b>Funding from General Revenues</b>	<b>\$ 983,305</b>	<b>\$ 980,960</b>	<b>\$ 980,138</b>	<b>(\$ 822)</b>

### Highlights of Department Budget Changes

\$ 86,500 - Added 1.0 FTE -- Fleet Services Technician. This is due to an increase in contracted vehicle and equipment maintenance for other fire departments and districts. Costs are offset by additional revenue.

Program Staffing	FY 13 Actual	FY 14 Estimated	FY 15 Budget
Administrative Secretary	2.00	2.00	2.00
Fire Chief	1.00	1.00	1.00
Line of Business Director	1.00	1.00	1.00
Master Fire Mechanic	1.00	1.00	1.00
Master Mechanic	2.00	2.00	2.00
Service Specialist	-	-	1.00 *
<b>Total</b>	<b>7.00</b>	<b>7.00</b>	<b>8.00</b>

\* Transfer from Public Works Fleet

### Program Description

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

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

Good fiscal management is the primary function of the Administrative Division. Effective management takes the form of assuring the mission of the Fire Department can be delivered every day and night, 365 times a year.

Fiscal Systems: Extends the City's fiscal accounting and reporting system to the Fire Department and to coordinate billing for all Fleet services, Medic One, and the rental of the MNRFTC.

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

Fleet Systems: Provides fleet services to Department apparatus and vehicles, Thurston County Medic One, Tumwater Fire Department, Lacey Fire District 3, and Thurston County Fire District 7 for the maintenance and safe operations of the Department's and County's fire ground apparatus, equipment, staff cars, medic units, and major mechanical operating equipment. In 2015, OFD Fleet Services will expand repair services to Thurston County Fire Districts 8 and 13. With the addition of the two new customers, OFD Fleet Services will add a Service Technician.

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

### Trends

Uncovering and creating new funding is a recent trend that will continue for the foreseeable future. Finding new revenue streams is challenging in today's economy. Any new revenue producing endeavor must provide high quality service, enhanced safety, and sustainability. The Administrative Division looks for opportunities to maximize the use of personnel and property in a way that generates funds for the City. No other Division within the Fire Department has this focus.

### Program Budget Overview

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

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

### Future Challenges and Opportunities

During 2015, the Administrative Division will continue to be a key player in the administration and financial growth of the Mark Noble Regional Fire Training Center and the Regional Fleet Vehicle maintenance repair shop.

### Projects Completed or Currently Underway

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





- Repair vehicles with the conservation of natural and fiscal resources in mind.

**Future Potential Projects**

- As the Department develops experience with its new fleet maintenance program, replacement of apparatuses will occur on an individual basis, taking into account actual maintenance costs, appropriateness of the equipment for response, technological improvements, and firefighter safety.
- In a joint effort between OFD’s and Public Work’s Fleet programs, purchase a software program that supports all the business needs for both departments and their customers.
- Anticipate future facility remodeling needs and develop a facility remodeling schedule for future capital budgets.

**Recent Accomplishments**

- Coordinated with the Training Division to develop an efficient billing procedure for the rental of the MNRFTC.
- Fiscal management of the SAFER Grant.
- Completion of a study with Mercury & Associates for the efficiency and effectiveness for OFD’s Fleet Maintenance program.



<i>Key Result Measures - Administration</i>	<i>Target or Goal</i>	<i>FY 13 Actual</i>	<i>FY 14 Estimated</i>	<i>FY 15 Budget</i>
Emergency Vehicles Arriving on Scene Without System Failures	100%	100%	100%	100%
Preventive Maintenance for All Vehicles Within the Department Completed on Time and in Accordance with National Safety Standards	98%	98%	98%	98%
Bills Processed and Sent to City Hall Within 10 Days of Receipt	98%	100%	100%	100%

<i>Service Profiles - Administration</i>	<i>FY 13 Actual</i>	<i>FY 14 Estimated</i>	<i>FY 15 Budget</i>
False Alarm Billings	128	120	120
Inspection Billings	2,135	2,208	2,300
Occupant Files Maintained	2,217	2,239	2,245
OFD Fire Apparatus & Vehicle Maintenance	37	38	38
Trailers	3	3	3
Generators	3	3	3
Breathing Air Systems	3	3	3
Boat	1	1	1
Members Supported for: Payroll, Scheduling, Union Contract Administration, Risk Management, Information Management, Business Administration, Fiscal Oversight of Department’s Budget	94	96	96

## Fire / EMS Operations and Training

Program Cost Summary	2013 Actual	2014 Estimated	2015 Budget	Variance
Expenditures				
Personnel Services	\$ 10,686,343	\$ 11,396,571	\$ 11,320,003	(\$ 76,568)
Supplies & Services	374,469	375,299	401,959	26,660
Interfund Payments	287,305	341,465	308,055	(33,410)
<b>Total Expenditures</b>	<b>\$ 11,348,117</b>	<b>\$ 12,113,335</b>	<b>\$ 12,030,017</b>	<b>(\$ 83,318)</b>
Program Revenue	2,377,196	2,576,676	2,635,472	58,796
<b>Funding from General Revenues</b>	<b>\$ 8,970,921</b>	<b>\$ 9,536,659</b>	<b>\$ 9,394,545</b>	<b>(\$142,114)</b>

Program Staffing	2013 Actual	2014 Estimated	2015 Budget
Assistant Fire Chief	1.00	1.00	1.00
Battalion Chief	3.00	3.00	3.00
Deputy Chief	1.00	1.00	1.00
Fire Captain	1.00	2.00	2.00
Fire Lieutenant	21.00	21.00	21.00
Fire Lieutenant Paramedic	3.00	3.00	- *
Firefighter Paramedic	15.00	15.00	14.00**
Firefighter	38.00	38.00	38.00
Line Medical Officer	-	-	3.00*
Medical Services Officer	-	-	1.00**
<b>Total</b>	<b>83.00</b>	<b>84.00</b>	<b>84.00</b>

\* Converted 3.0 FTEs from Fire Lieutenant Paramedic to Line Medical Officer  
 \*\* Reclassified 1.0 FTE from Firefighter Paramedic to Medical Services Officer

### Program Description

The Fire and EMS Operations and Training Division strives to provide the highest level of protection for the citizens of Olympia. Emergency response includes fire suppression and emergency medical services, as well as hazardous materials and other technical rescues. The Division coordinates all interactions of the uniformed Department members with the public in both emergency and non-emergency situations. In 2015, the Training Division will contract with Lacey, Tumwater, and other Fire Departments to extend fire ground training to their members and bring revenue to the City.

### Trends

In 2015, the Division will continue to use "Train-the-Trainer" classes as a cost-effective means to save instructor fees for the City and for our regional fire service customers.

The Division will look for revenue opportunities by entering into additional contracts with various Thurston County and Regional Fire Departments.

### Program Budget Overview

With the award of a SAFER staffing grant, the Division's 2015 budget continues a second year of funding for one FTE that was cut in the 2013 budget. The cost of supplies and services necessary to support the mission of the Department continues to increase due to inflation and increased call volumes. Expanding requests for service not only impacts apparatuses, but places additional demands on Fire Department staff. The budget reflects an overall increase, as a direct result of labor, benefits, and service costs.

### Future Challenges and Opportunities

Projects completed or currently underway:

- Staffing the newly constructed Mark Noble Regional Fire Training Center (MNRFTC) to meet the State of Washington's and OFD's training requirements for live fire training.
- Continue the analysis of Fire and EMS calls in the areas of response times and the distribution of emergent and non-emergent demand, and identify ways to maintain the current level of service in an efficient manner.
- Tracking responses to non-emergency incidents for services to the FDCARES program.
- Completing the Fire Training Center project with the addition of a Storage and Self Contained Breathing Air Bottles (SCBA) building.
- Purchase and installation of a SCBA compressor and fill station for the MNRFTC.

Future potential projects:

- Establish reasonable community expectations, assess efficiency and effectiveness of the Department's services, and identify practices that lead to superior service.
- Provide state-of-the-art firefighter training to members of the Olympia Fire Department and the regional partner, while striving for 100% cost recovery for the MNRFTC.



### Recent Accomplishments

- Opened the MNRFTC in 2014 to include all aspects of staffing, equipping the facility, and development and implementation of the training program.
- Finalized and launched four training programs at the MNRFTC:
  - Live Fire Training
  - Fire Ground Survival
  - Command Training
  - Truck Operations
- A Captain was reassigned to coordinate the MNRFTC
- Completing the Fire Training Center project with the addition of a final building for storage and a fully functional SCBA compressor for on-site recharging air bottles used during training. Funding for this building came from the remaining CFP construction bonds and from Lacey Fire District 3.

<i>Key Result Measures - Fire/EMS Operations and Training</i>	<i>Target or Goal</i>	<i>FY 13 Actual</i>	<i>FY 14 Estimated</i>	<i>FY 15 Budget</i>
% Fire Responses in 6 Minutes*	90%	53%	50%	50%
% Medical (Basic Life Support) Responses in 6 Minutes*	90%	59%	58%	60%
% Medical (Advanced Life Support) Responses in 9 Minutes	90%	97%	97%	97%
% Full Deployment on Structure Fires within 10 Minutes	90%	75%	76%	76%

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

<i>Service Profiles - Fire/EMS Operations and Training</i>	<i>FY 13 Actual</i>	<i>FY 14 Estimated</i>	<i>FY 15 Budget</i>
Fire Calls (other than Basic Life Support)	2,792	2,679	2,700
Advanced Life Support Calls	2,128	2,715	3,100
Basic Life Support Calls	6,254	6,325	6,400
Property Dollar Loss (Due to Fires)	\$2,598,285	\$1,000,000	\$1,000,000
Average Response Time	6:05	6:04	6:00
Fire (not EMS)	6:12	6:16	6:20
Emergency Medical Services (EMS)	6:03	6:00	6:00
Emergency Operations Center Activations and Drills	2	2	2

## Fire Prevention

<i>Program Cost Summary</i>	<i>2013 Actual</i>	<i>2014 Estimated</i>	<i>2015 Budget</i>	<i>Variance</i>
<b>Expenditures</b>				
Personnel Services	\$ 558,270	\$ 684,121	\$ 689,887	\$ 5,766
Supplies & Services	15,587	29,725	29,685	(40)
Interfund Payments	16,460	18,205	18,495	290
<b>Total Expenditures</b>	<b>\$ 590,317</b>	<b>\$ 732,051</b>	<b>\$ 738,067</b>	<b>\$ 6,016</b>
Program Revenue	390,372	434,315	435,000	685
<b>Funding from General Revenues</b>	<b>\$ 199,945</b>	<b>\$ 297,736</b>	<b>\$ 303,067</b>	<b>\$ 5,331</b>

<i>Program Staffing</i>	<i>2013 Actual</i>	<i>2014 Estimated</i>	<i>2015 Budget</i>
Asst. Fire Chief/Fire Marshal	1.00	1.00	1.00
Fire Captain	1.00	1.00	1.00
Fire Inspector Lieutenant	1.00	1.00	1.00
Fire Inspector/Firefighters	1.00	2.00	2.00
<b>Total</b>	<b>4.00</b>	<b>5.00</b>	<b>5.00</b>

### Program Description

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

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

### Trends

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

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

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

### Program Budget Overview

The Division's 2015 budget continues to reflect the reinstatement of one Firefighter Inspector position that was cut in 2013. Funding for this position is covered by the SAFER grant through the end of 2015. Construction inspections are expected to increase in 2015 with the recent upward trend in new construction and with the new requirement for fire sprinklers in all residential and small commercial buildings. New businesses continue to be established at slow, but steady rates and are being added to the inspection roles.

### Future Challenges and Opportunities

- Maintain a cooperative environment with Lacey Fire District 3 in Fire Investigation for rapid response to fire scenes by trained investigators.
- Ensure revenues support the maintenance of three Firefighter Inspector positions.
- Maintain on-going division members training in aspects of fire prevention, fire investigation, EMS, fire fighting, and National Fire Academy.
- Continuing to meet the growing requests for public education in the schools and the community that requires close coordination between Fire Prevention and Operations staff.

### Recent Accomplishments

- After more than a decade of work, the City's Fire Marshal successfully passed a residential sprinkler ordinance and as of July 2014, the Division began sprinkler inspections for residential and small commercial occupancies.
- Fire Prevention shared the services of the Fire Marshal with CP&D as a temporary Building Official.



<i>Key Result Measures - Fire Prevention</i>	<i>Target or Goal</i>	<i>FY 13 Actual</i>	<i>FY 14 Estimated</i>	<i>FY 15 Budget</i>
Semi-Annual Occupancy Inspections Accomplished on Time	99%	99%	99%	99%
Annual Occupancy Inspections Accomplished on Time	99%	99%	99%	99%
% Plan Reviews and Field Inspections Completed on Time per Month	95%	99%	99%	99%
Major Code Violations Cleared per Quarter	99%	99%	99%	99%
Initial Fire Investigations Completed Within 24 Hours	100%	100%	100%	100%

<i>Service Profiles - Fire Prevention</i>	<i>FY 13 Actual</i>	<i>FY 14 Estimated</i>	<i>FY 15 Budget</i>
Commercial Inspections	2,370	2,244	2,250
Plan Reviews	454	500	500
Fire Investigations	14	12	15
Juvenile Fire Setter Contacts	10	10	10
Complaints	-	5	5
Hazardous Operations Permits	15	10	10









# Police



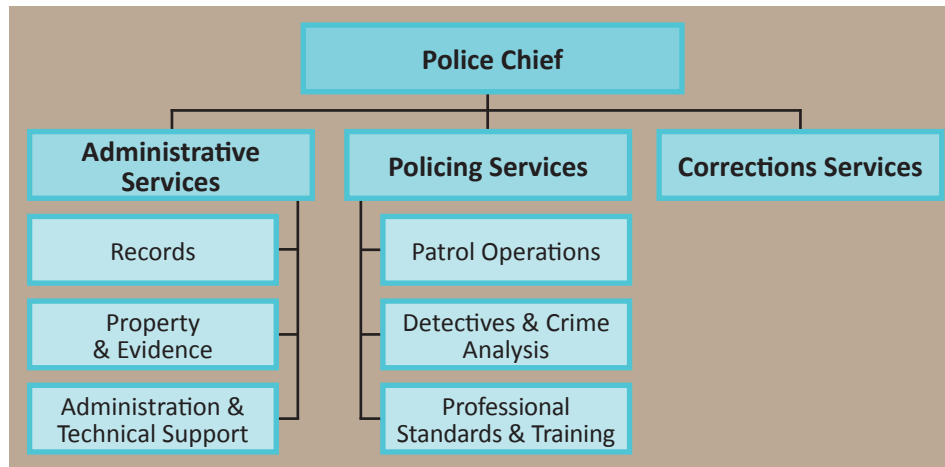
"Notches" Artist: Kevin Au





"Basin of Quenched Fire" Artist: Bil Fleming

**Police**



**Mission**

The mission of the Olympia Police Department is to consistently earn the trust of the residents and visitors in our community. We accomplish our mission through a team approach to proactive policing, corrections, community education and support services. We are recognized as being compassionate, respectful, highly-trained, innovative people who are dedicated to making a positive difference in the City of Olympia.

## Police Overview

<i>Department Recap</i>	<i>2013 Actual</i>	<i>2014 Estimated</i>	<i>2015 Budget</i>	<i>Variance</i>
Policing Services and Administration Services	\$ 12,281,518	\$ 11,844,898	\$ 12,191,002	\$ 346,104
Correction Services	1,296,551	2,343,701	2,341,813	(1,888)
<b>Total Expenditures</b>	<b>\$ 13,578,069</b>	<b>\$ 14,188,599</b>	<b>\$ 14,532,815</b>	<b>\$ 344,216</b>
<b><i>Recap of Expenditures</i></b>				
Personnel Services	\$ 11,398,005	\$ 11,821,975	\$ 12,122,909	\$ 300,934
Supplies & Services	1,513,208	1,683,400	1,721,397	37,997
Interfund Payments	666,856	683,224	688,509	5,285
<b>Total Expenditures</b>	<b>\$ 13,578,069</b>	<b>\$ 14,188,599</b>	<b>\$ 14,532,815</b>	<b>\$ 344,216</b>
Program Revenues	330,529	269,148	275,388	6,240
<b>Funding from General Revenues</b>	<b>\$ 13,247,540</b>	<b>\$ 13,919,451</b>	<b>\$ 14,257,427</b>	<b>\$ 337,976</b>

### *The Olympia Police Department (OPD) is:*

#### **Purpose-driven**

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

#### **Collaborative**

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

#### **Accountable**

The Olympia Police Department is ethically centered and guided by the fundamental core values of integrity and respect. We are accountable to ourselves and our citizens as we strive to create a community that is safe and welcoming for all. After several years of staff shortages due to many retirements, the Department looks forward to 2015 as a year that we are fully staffed. Recruitment efforts over the last three years have resulted in 27 new officer hires. The Department has 17 officers who have at least 20 years of service and are nearing retirement eligibility. OPD anticipates further hiring needs throughout the next five years, although the pace is expected to slow. Officers hired since 2011 currently represent nearly 40% of the Department’s commissioned staff. In 2015, continuing to train new officers and to grow their experience will be a primary focus of the Department. As new staff take their places as fully-qualified officers, positions that were left unfilled in

2014 so that the Department could field basic Patrol units, will once again be staffed. In 2014, one School Resource Officer position remained vacant as did one Traffic Enforcement position. Three officers will return to the Detective Unit and increase the capacity for in-depth criminal investigations.

The Department will also focus on an initiative began in 2014, “Creating a Leading Organization.” The intent of the program is to grow the leadership capabilities within the entire Department, allowing for creative problem-solving, ownership in decision-making, and the development of staff who are ready to step into command roles as they become available. The program encompasses all aspects of the Department, from Patrol officers, to Corrections officers, and including Administrative staff. Efforts also include staff from all levels of the organization: managers, supervisors, and line staff. Together through integrated work teams they are finding ways to work more effectively and efficiently. Importantly, the program is expanding the understanding of how the “system” works, eliminating silos and improving inter-division cooperation.

### **Budget Overview**

#### **Expenses**

The 2015 Police Department budget is largely stable. OPD continues to need to replenish equipment that was not replaced in previous years due to budget shortfalls. The budget also includes continued funding for new officer training needs, although scaled back from 2014 levels to reflect the decrease in hiring. Expenses for Fleet have increased by 6% due to inflation and increases in fuel costs. Medical costs for arrestees who must be medically evaluated before booking into jail, are increasing significantly each year. Jail healthcare costs continue to rise, but pharmaceutical costs are declining due to changes in purchasing contracts. Unmet needs in the 2015 budget include sufficient overtime funds for both Policing Services and Corrections Services. In Patrol, overtime costs will be driven by officers in training and vacancies. In the Jail, current staffing levels are not sufficient to ensure staffing needs during anticipated absences for vacations and illness.



### Revenues

Revenues will remain largely unchanged in 2015. Revenues related to public disclosure requests are declining as more requestors opt for electronic files rather than hard copies. However, cost recovery from DUI cases is trending somewhat higher than expected. The Department will also collect a larger amount for the School Resource Officer (SRO) program from the Olympia School District. The higher revenues reflect the replacement of the second SRO position as well as the increased labor costs that have accumulated over the last several years.

### Future Challenges

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

Significant turnover, especially in the Police and Corrections ranks, affects the Department's budget in several ways: the cost of recruitment and training; the cost of outfitting a new employees

with uniforms, equipment, etc.; the cost of overtime to cover the position until the new recruit has been fully trained, which takes nearly 12 months for a police officer recruit; and cash-out of accumulated annual leave and compensatory time. The additional expenses related to turnover will stress the Department's ability to pay for essential supplies and equipment.

The use of technology in policing continues to expand. Currently, the Department is supported by one FTE for law enforcement-related software and hardware. Officers, corrections officers, and administrative staff are all dependent on their technological tools to perform their jobs. The workload of maintaining both systems and software exceeds the capacity of an FTE. In addition, the Department, as part of a regional consortium, implemented a new Records Management System in 2012. It has become clear that the new system, which is significantly more powerful and complex than the one it replaced, requires increased support at the agency level. In 2015, OPD will work with its neighboring jurisdictions to determine how to meet and fund this need. A more robust support model will allow the Department to maintain and implement the tools necessary for policing in the modern environment.



Canoe Journey Mural Artists: Ira Coyne and Joe Seymour

## Policing Service and Administrative Services

Program Cost Summary	2013 Actual	2014 Estimated	2015 Budget	Variance
Expenditures				
Personnel Services	\$10,770,179	\$10,188,047	\$10,506,544	\$ 318,497
Supplies & Services	848,697	981,014	1,002,006	20,992
Interfund Payments	662,642	675,837	682,452	6,615
<b>Total Expenditures</b>	<b>\$12,281,518</b>	<b>\$11,844,898</b>	<b>\$12,191,002</b>	<b>\$ 346,104</b>
Program Revenue	319,029	258,148	269,388	11,240
<b>Funding from General Revenues</b>	<b>\$11,962,489</b>	<b>\$11,586,750</b>	<b>\$11,921,614</b>	<b>\$ 357,344</b>

Program Staffing	FY 13 Actual	FY 14 Estimated	FY 15 Budget
Administrative Secretary	1.00	1.00	1.00
Commissioned Officers	64.00	68.00	68.00
Computer Support Specialist	1.00	1.00	1.00
Crime Analyst	1.00	1.00	1.00
Evidence Custodian	1.00	1.00	1.00
Line of Business Director	1.00	1.00	1.00
Police Cadet	0.50	0.50	0.50
Police Services Specialist	5.40	5.40	5.40
Secretary	2.00	1.00*	1.00
Senior Program Specialist	1.00	1.00	1.00
Supervisor IV (Records Manager)	1.00	1.00	1.00
<b>Total</b>	<b>78.90</b>	<b>81.90</b>	<b>81.90</b>

\*This is a correction: One secretary has always been in the Corrections section.

### Program Description

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

The 2015 budget includes staffing for core law enforcement services. The officers assigned to three Patrol Districts provide 24 hour per day/7 days per week police coverage to the community. In addition, some officers are assigned to traffic and K-9 duty, and two officers are assigned as School Resource Officers.

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

Civilian personnel staff the Records Unit. They maintain official records, provide direct customer service at the Department's service desk, and manage all requests for information.

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

The Professional Standards and Training Unit is responsible for the Department's training and human resources functions, and for coordination of customer complaints and internal investigations. Training responsibilities include management of scheduled monthly training for commissioned and civilian personnel, firearms qualifications, scheduling outside instructors, securing classroom facilities and obtaining materials needed for in-service training. In addition, the Training Unit is responsible for the hiring of new officers. A sergeant and lieutenant staff the Unit.

The Police Community Programs Unit administers volunteer programs and is responsible for coordinating the Department's crime prevention and community education activities. Neighborhood Block Watch, Speed Watch, Pedestrian Watch, Downtown

Ambassadors, volunteer event staff services, fingerprinting, crime reduction, multi-housing services, vacation house checks, handicap parking enforcement services, and community education classes are programs currently managed by the Unit.

### Trends

Policing Services, in cooperation with the other Department Divisions, is investigating more efficient and effective ways to deliver service to the public. Streamlining processes, expanding the use of technology, and partnering with the public are all areas with potential for improving service. The needs of the downtown area continue to be a focus for the Department, as well as proactive responses to recognized crime trends. A major challenge for law enforcement and the criminal justice system is the growing number of offenders with mental health and substance addiction problems. This subset of offenders is both labor and resource intensive. A comprehensive community approach to improving the alternatives for treatment and housing must be developed.

Administrative Services is focusing on streamlining processes and will also evaluate staffing levels. While commissioned staff levels have grown, administrative positions have remained stagnant. Additional system stressors include increased workload of complicated public disclosure requests and a significant expansion of technology tools.

### Program Budget Overview

The 2015 budget for Policing and Administrative Services is largely unchanged. Increases are noted in Fleet, a key cost center. Despite full staffing, personnel costs have remained stable due to a decrease in the longevity costs that are associated with veteran officers. Overtime cost is expected to continue at around \$500,000 in order to provide minimum staffing for officer safety.

The Harbor Patrol Unit, a volunteer unit that is managed by the Police Community Programs Specialist and a Patrol sergeant, will be disbanded in late 2014. The Unit has been operating on limited funding provided by a depleted fund balance. Despite efforts to



find a new source of funding, the Department was not successful. A possible alternative for boater assistance will be the Thurston County Sheriff's Office boating patrol.

#### **Future Challenges and Opportunities**

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

#### **Recent Accomplishments**

- Walking Patrol staffed seven days/week.
- Major burglary ring uncovered and principal offenders arrested.
- Very high solve rates for major crimes against persons:
  - Rape: 75%
  - Aggravated Assault: 86.2%



<b>Key Result Measures - Policing Services and Administrative Services</b>	<b>Target or Goal</b>	<b>FY 13 Actual</b>	<b>FY 14 Estimated</b>	<b>FY 15 Budget</b>
Average Time for Emergency Response	≤ 4 minutes	4 minutes	4 minutes	4 minutes
Part I Crimes Cleared	≥ 16.4%	23%	23%	23%
Public Disclosure Requests Filled Within Statutory Guidelines	100%	100%	100%	100%
Volunteer Hours Donated	10,000	9,450	9,650	9,500

<b>Service Profiles - Policing Services and Administrative Services</b>	<b>FY 13 Actual</b>	<b>FY 14 Estimated</b>	<b>FY 15 Budget</b>
Calls For Service	51,284	51,500	51,000
Public Disclosure Requests	5,000	5,000	3,500
Citizen Complaints Received/Investigated	14	15	15

## Corrections Services

Program Cost Summary	2013 Actual	2014 Estimated	2015 Budget	Variance
<b>Expenditures</b>				
Personnel Services	\$ 627,826	\$ 1,633,928	\$ 1,616,365	(\$17,563)
Supplies & Services	664,511	702,386	719,391	17,005
Interfund Payments	4,214	7,387	6,057	(1,330)
<b>Total Expenditures</b>	<b>\$ 1,296,551</b>	<b>\$ 2,343,701</b>	<b>\$ 2,341,813</b>	<b>(\$ 1,888)</b>
Program Revenue	11,500	11,000	6,000	(5,000)
<b>Funding from General Revenues</b>	<b>\$ 1,285,051</b>	<b>\$ 2,332,701</b>	<b>\$ 2,335,813</b>	<b>\$ 3,112</b>

Program Staffing	2013 Actual	2014 Estimated	2015 Budget
Corrections Officer	11.00	9.00*	9.00
Jail Manager	1.00	1.00	1.00
Jail Sergeant	-	3.00	3.00
Jail Supervisor	1.00	_*	-
Police Services Specialist	1.00	1.00	1.00
Secretary	-	1.00**	1.00
<b>Total</b>	<b>14.00</b>	<b>15.00</b>	<b>15.00</b>

\* Reclassified to Jail Sergeant  
 \*\* This is a correction. Corrections always had one secretary.

### Program Description

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

### Trends

The Corrections Services Division is fully implementing the national Prisoner Rape Elimination Act (PREA). Implementation of PREA involves a substantial workload to create policies, establish procedures, and train Corrections staff, Police Officers, and contract medical staff. The Corrections Division will be working with other City Departments to establish protocols and to assign non-OPD staff to act as advocates and representatives.

The need to address offenders with mental health and substance addiction problems continues. The cost of incarcerating these individuals is high, while the effectiveness in changing behavior is low. At the same time, incarceration often exacerbates the inmates illnesses. OPD is playing an integral role in establishing inter-agency work groups who, collectively, may be able to build better systems to improve outcomes for both the individuals and the public.

How the City meets its obligation to house misdemeanor prisoners in coming years is a critical issue that needs immediate attention. The City jail remains an old, inefficiently designed facility that is nearing the end of its useful life. In 2015, the Department will be evaluating several options for housing prisoners. The Department will work with other City departments and regional partners to develop a solution that meets long-term criminal justice and financial needs.

### Program Budget Overview

The 2015 budget reflects the upward trend in jail medical costs, exclusive of pharmaceutical expenses. Training costs are also increasing, reflecting the heavy training requirements of PREA.

The 2015 budget also includes the reallocation of two Corrections Officer positions to Jail Sergeants. The new Sergeants will provide better supervision of the Jail operations. The Sergeant positions eliminate the cost of specific specialty assignments that previously commanded salary enhancements.

### Future Challenges and Opportunities

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

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

### Recent Accomplishments

Working with the mental health community, Patrol officers, the Fire Department, hospital staff, and other community members, the Jail was able to place two mentally-ill offenders in treatment facilities and supportive housing. The individuals created a high volume of calls for service for the City, as well as frequent use of other community resources due to their unstable medical conditions and housing situations. Finding solutions that took these individuals out of the criminal justice system provided them with better care while reducing the impact to the community.

<i>Key Result Measures - Corrections Services</i>	<i>Target or Goal</i>	<i>FY 13 Actual</i>	<i>FY 14 Estimated</i>	<i>FY 15 Budget</i>
City Jail % of Operational Capacity	≤ 100%	85%	85%	85%
Contract Jail % of Budgeted Capacity	≤ 100%	100%	100%	100%

<i>Service Profiles - Corrections Services</i>	<i>FY 13 Actual</i>	<i>FY 14 Estimated</i>	<i>FY 15 Budget</i>
Average Daily Population (City Jail)*	23	23	23
Average Daily Population (Contract)	20	23	22

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



*"Breaking Free" Artist: Willow Wicklund*







# Parks, Arts and Recreation



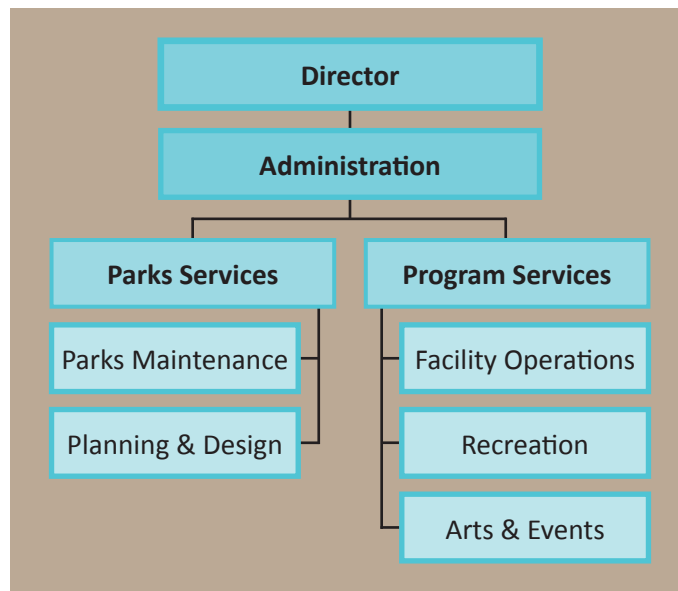
*"Rain Forest Dream" Artist: Leo E. Osborne*







**Parks, Arts and Recreation**



**Mission**

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

**Vision**

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

## Parks, Arts and Recreation

<i>Department Recap</i>	<i>2013 Actual</i>	<i>2014 Estimated</i>	<i>2015 Budget</i>	<i>Variance</i>
Administration	\$ 642,676	\$ 640,386	\$ 738,686	\$ 98,300
Facility Operations	923,351	994,265	946,922	(47,343)
Recreation	930,979	917,430	964,206	46,776
Arts & Events	135,157	157,761	161,664	3,903
Parks Maintenance	2,053,215	2,151,530	2,209,835	58,305
Planning & Design	84,589	109,210	108,885	(325)
<b>Total Expenditures</b>	<b>\$ 4,769,967</b>	<b>\$ 4,970,582</b>	<b>\$ 5,130,198</b>	<b>\$ 159,616</b>
<b>Recap of Expenditures</b>				
Personnel Services	\$ 3,283,170	\$ 3,524,555	\$ 3,658,499	\$ 133,944
Supplies & Services	1,036,007	1,065,309	1,125,322	60,013
Capital Outlay	98,254	24,500	24,500	-
Interfund Payments	352,536	356,218	321,877	(34,341)
<b>Total Expenditures</b>	<b>\$ 4,769,967</b>	<b>\$ 4,970,582</b>	<b>\$ 5,130,198</b>	<b>\$ 159,616</b>
Program Revenues	882,786	889,929	929,713	39,784
<b>Funding from General Revenues</b>	<b>\$ 3,887,181</b>	<b>\$ 4,080,653</b>	<b>\$ 4,200,485</b>	<b>\$ 119,832</b>

**Highlights of Department Budget Changes**

Previous budgets allocated a portion of general administration to the various programs. In 2015, those costs were centralized into the administration budget.

### Our New Reality

#### Decreasing Resources

Although we are starting to see very slow signs of economic recovery throughout our nation, that trend is slow to reach Olympia. In fact, the financial support received from the City's General Fund has been reduced by more than 16% since 2008, equaling over \$1,000,000 in cuts. This resulted in the elimination of thirteen full-time positions. In addition, funding for maintenance of street trees, medians and roundabouts (seasonal workers provided this service) has been contracted out. Public works now manages the contract. This new reality has forced us to rethink how we provide services. This makes it challenging to expand our park system without a new sources of revenue to address the annual increases of our maintenance and operation costs.

#### Rising Costs of Services

The Parks, Arts and Recreation Department is currently charged with the oversight of nearly 1,000 acres of park land, 16 miles of trails, and 23,466 lineal feet of waterfront. The Department manages the operation and maintenance of a 56,000 square foot community center, and provides a wide variety of recreation programs for the community to enjoy. We have also accumulated a diverse public art collection totaling more than 90 individual pieces of public art throughout the City of Olympia.

Our citizens enjoy an extraordinary inventory of parks, arts and recreation services and the costs associated with maintaining those services continue to increase on an annual basis. Based on our water usage to meet minimum requirements to keep green parks, our water fees have been roughly \$14,000 higher over the past three years. Another example is that due to increased tipping fees

for solid waste, the cost to haul garbage out of our parks increased 6% in 2014 and is currently projected to increase an additional 3-5% in 2015. In the Recreation Division, the cost to provide basketball officials for our leagues has increased by 33% since 2008.

If you were to estimate a conservative increase of 3% inflation of service costs from 2008-2014, it means the Department experienced a six-year cumulative increase of 18% higher costs to provide the same level of services, all while managing a 16% reduction in resources. This creates an estimated 34% resource shift over a six-year period.

#### Balancing Resource Reductions with an Increased Inventory

From 2005-2007, the City of Olympia added five new park facilities totaling an additional 39 acres, and from 2010-2014 the City acquired four additional park facilities totaling 29 additional acres. This increase in park facility inventory, coupled with increased costs of providing services and decreasing resources has created a "perfect storm" situation for PAR.

### Other Budget Changes Include

We are proposing the following budget changes in order to maintain service levels, adjust to increasing costs of providing services, and to improve safety for our parks and programs:

- Eliminate a vacant full-time Maintenance Worker II position to fund five seasonal park maintenance positions.
- In May of 2014, the City Council approved funding for minimal contract security services for The Olympia Center, Percival Landing, and the Artesian Commons as a pilot project. We have proposed funds to maintain that base level of contracted security throughout 2015.

- Investments that encourage participants to register for recreation programs online resulted in both increased revenue and an increase to credit card merchant fees. The proposed budget for 2015 includes increased funding to cover these basic costs of service.
- The costs to provide recreation programs and community facilities continues to increase on an annual basis. We included a 3% increase in program and rental fees to sustain the same level of services.
- We proposed eliminating the Morningside Contract in 2015. Funds saved from this reduction in service will be utilized to address the rising costs of garbage collection from parks, water rates, and energy costs.

approach to this resource deficit by investing in technology, volunteerism, and partnerships. With the implementation of a new work management system in 2014, the department is better able to track maintenance costs for each individual park. This resource will also lead to better planning, as we'll be able to provide more accurate ongoing maintenance and operations cost estimates when acquiring or developing new parks. Volunteerism continues to rise through both scheduled work parties and independent stewardship efforts. Our next major challenge will be to identify updated community priorities through our Park, Arts, and Recreation Plan update process in 2015 so that we can focus remaining resources where the greatest community needs are. Program-related efficiencies are included in each section of the Parks, Arts & Recreation chapter below.

### Future Trends and Challenges

#### ***Our Path Forward and the Need to Establish Sound Public Priorities***

The good news is that we live in a community that loves their parks and values the services provided by the Parks, Arts and Recreation Department. This notion alone gives us a reason to be optimistic about our future. In order to move forward responsibly, a critical next step will be to establish sound public priorities based on today's new reality. Should we continue to acquire new park facilities while we continue to struggle to maintain what we have? Should we develop new parks for the community to enjoy on some of the undeveloped properties that we have already acquired over the last decade? Should we focus our resources on replacing a deteriorating Percival Landing, or dilapidated shelters and playgrounds? Should we address the maintenance and operations gap, and find new ways to provide basic services that will allow us to protect what we have, while also making it possible to expand the park system in the future? How do we balance all of these competing needs?

The update of our 10-year Parks Plan will provide an opportunity for the public to establish the priorities moving forward under our new resource reality. We will also continue to invest in our work management and asset management system, creating an environment where we make data-driven decisions to maximize the impact of our remaining resources. We will continue to seek grants, establish new partnerships in providing services, and will continue to seek and implement efficiencies throughout our operation.

### Department Efficiencies

#### ***Survival by Efficiencies, Trade-Offs, and Reduced Programming***

In the wake of rising costs, decreasing resources and expanded inventory; the PAR Department Administration is challenged with extremely difficult choices. Over the last six years many services have been thoroughly evaluated and efficiencies were implemented at every level. Reductions in service and trade-offs had to be made. This means that some programs and events have been completely eliminated, and that parks with higher levels of usage and more visibility are receiving a higher level of care and maintenance. The department is also taking a proactive





## Administration

Program Cost Summary	2013 Actual	2014 Estimated	2015 Budget	Variance
Expenditures				
Personnel Services	\$ 337,992	\$ 339,437	\$ 441,704	\$ 102,267
Supplies & Services	121,151	109,552	147,448	37,896
Interfund Payments	183,533	191,397	149,534	(41,863)
<b>Total Expenditures</b>	<b>\$ 642,676</b>	<b>\$ 640,386</b>	<b>\$ 738,686</b>	<b>\$ 98,300</b>
Program Revenue	-	15	15	-
<b>Funding from General Revenues</b>	<b>\$ 642,676</b>	<b>\$ 640,371</b>	<b>\$ 738,671</b>	<b>\$ 98,300</b>

### Highlights of Program Budget Changes

Previous budgets allocated a portion of general administration to the various programs. In 2015, those costs were centralized into the administration budget.

Program Staffing	FY 13 Actual	FY 14 Estimated	FY 15 Budget
Assoc. Line of Business Director	1.00	2.00*	2.00
Director	1.00	1.00	1.00
Program & Planning Supervisor	0.30	0.05*	- +
Program Manager	0.05	0.05**	- +
Public Service Representative	0.05	0.05**	-
<b>Total</b>	<b>2.40</b>	<b>3.15</b>	<b>3.00</b>

\* Reorganization and reclassification of Program & Planning Supervisor to Associate Line of Business Director  
 \*\* Reorganization  
 + Realignment of staff to reflect work assignments

### Program Description

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

### Trends

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

The 2015 Parks, Arts and Recreation Plan update will be a tool that leads policy and budget decision-making in the future. As City leadership and community priorities change, it becomes increasingly more important to use the Plan as a tool while remaining open and flexible to emerging opportunities and priorities.

The implementation of Activenet to support program registration and facility booking has been a focus point in 2014. Our community values the online service, and the convenience of registering from home. The Department has had to work to fund the increase in service fees associated with Activenet and will keep a close eye on industry trends related to service fees, credit card security compliance issues, and end-user satisfaction to make sure the current software is the best choice for Olympia.

### Program Budget Overview

Olympia Parks, Arts and Recreation Department is dedicated to the business of parks, arts and recreation. Whether it's pulling weeds, organizing a dog obedience class, preparing an infield or managing a public meeting, the employees all know that what they do improves the lives of others. The 2015 Administration program will continue to inspire staff to do the work that brings so much joy to the community.

### Future Challenges and Opportunities

As noted in the introduction, fiscal resource limitations and community expectations no longer match. The Department, in partnership with the community, must find ways to express the widening gap through data collection, effective analysis, and timely outreach. Success in all three areas will help tell the story that builds support and resources for the future.

### Recent Accomplishments

- Artesian Commons preliminary operations.
- Formation of the Department Safe and Secure Parks Initiative.





## Facility Operations

Program Cost Summary	2013 Actual	2014 Estimated	2015 Budget	Variance
<b>Expenditures</b>				
Personnel Services	\$ 745,670	\$ 787,395	\$ 740,552	(\$ 46,843)
Supplies & Services	176,572	206,870	204,370	(2,500)
Interfund Payments	1,109	-	2,000	2,000
<b>Total Expenditures</b>	<b>\$ 923,351</b>	<b>\$ 994,265</b>	<b>\$ 946,922</b>	<b>(\$ 47,343)</b>
Program Revenue	147,929	163,689	153,956	(9,733)
<b>Funding from General Revenues</b>	<b>\$ 775,422</b>	<b>\$ 830,576</b>	<b>\$ 792,966</b>	<b>(\$ 37,610)</b>

Program Staffing	2013 Actual	2014 Estimated	2015 Budget
Maintenance Worker I (Oly Center)	3.50	3.50	3.50
Maintenance Worker II	1.00	1.00	1.00
Office Specialist III	-	-	-
Program & Planning Supervisor	0.40	- *	-
Program Specialist	0.45	0.40	0.40
Public Service Representative	2.95	2.95*	3.00**
Supervisor II	1.00	1.00	1.00
<b>Total</b>	<b>9.30</b>	<b>8.85</b>	<b>8.90</b>

\* Reorganization  
\*\*Realignment of staff to reflect work assignments

### Program Description

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

### Trends

The Department spent a significant amount of time working on the operations of the Artesian Commons in 2014. Food vendor procurement, event programming, and maintenance have all been met with challenges throughout the year.

Facility use of City-operated ball fields increased significantly in 2014. This was primarily a function of South Sound Baseball's advocacy to keep teams local and foster a positive relationship between the local league and our department.

### Program Budget Overview

The 2015 Operating Budget is essentially the same as 2014.

### Future Challenges and Opportunities

The Parks, Arts and Recreation Department continues to adapt to new uses in Department managed facilities. A list of public rental facilities and amenities with associated rental fees is available. Continuing to refine the list and fees is important for staff effectiveness and customer service.

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

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

### Recent Accomplishments

- Exterior painting of The Olympia Center (coordinated by Public Works Facilities.)
- Increased number of games scheduled by local user groups on City owned fields.
- Implementation of Activenet Software.

Service Profiles - Facility Operations	FY 13 Actual	FY 14 Estimated	FY 15 Budget
Number of League Games Scheduled at Yauger, Stevens, and LBA Parks	1,099	1,660	1,700
Number of Community Use Hours Scheduled on Olympia School District Fields	8,333	8,200	8,200
Number of Community Rental Hours at The Olympia Center	2,720	3,000	3,000
Number of Parks, Arts & Recreation Hours at The Olympia Center	4,300	4,300	4,300
Number of Senior Services for South Sound Rental Hours at The Olympia Center	4,310	4,900	4,900
Transient Moorage Nights at Percival Landing	215	260	260
Park Shelter Hours Reserved for Picnics, Weddings, and Educational Programs	1,856	2,200	2,200
Program/Facility Transactions Performed by Customer Service Team	7,965	8,000	8,000
Number of Community Rental Hours at The Harbor House	695	625	625



## Recreation

<i>Program Cost Summary</i>	<i>2013 Actual</i>	<i>2014 Estimated</i>	<i>2015 Budget</i>	<i>Variance</i>
Expenditures				
Personnel Services	\$ 685,237	\$ 688,582	\$ 708,719	\$ 20,137
Supplies & Services	237,319	219,645	246,565	26,920
Interfund Payments	8,423	9,203	8,922	(281)
<b>Total Expenditures</b>	<b>\$ 930,979</b>	<b>\$ 917,430</b>	<b>\$ 964,206</b>	<b>\$ 46,776</b>
Program Revenue	610,621	611,830	658,210	46,380
<b>Funding from General Revenues</b>	<b>\$ 320,358</b>	<b>\$ 305,600</b>	<b>\$ 305,996</b>	<b>\$ 396</b>

<i>Program Staffing</i>	<i>2013 Actual</i>	<i>2014 Estimated</i>	<i>2015 Budget</i>
Lead Recreation Specialist	0.60	0.60	0.60
Program & Planning Supervisor	0.40	-*	-
Program Specialist	2.05	1.60**	1.60
Recreation Specialist	3.42	3.42	3.42
Supervisor I	2.00	2.00	2.00
<b>Total</b>	<b>8.47</b>	<b>7.62</b>	<b>7.62</b>
* Reorganization to Administration			
** Correction to overstated count in prior years			

### Program Description

The Recreation Team provides a wide variety of programs for the community, including athletics, fitness and enrichment classes, outdoor adventures, youth camps and clinics, and teen camps/trips.

### Trends

The preference in recent years to stay close to home for recreation has allowed the City’s recreation programs to build a solid customer base. Strong participation at traditional site-based camps persists. In addition, focused workshops (multi-media art, language immersion) and outdoor skill development camps (kayak, sailing, etc.) are as popular as ever. Adult athletic programs continue with strong participation in sports such as volleyball, basketball, softball, and ultimate frisbee. This reflects the value that our citizens place on active recreation because their participation requires full cost recovery for all aspects of the program. After participation in evening and weekend enrichment classes decreased in the previous two years, numbers appear to be stabilizing and even increasing in some program areas. Common feedback from participants discussing the value of these programs include motivation to learn and recreate with friends, as well as an interest in developing new social opportunities.

### Program Budget Overview

Recreation programs, with few exceptions, generate the revenue required to support the operational expenses of the program and in most cases, include the supervisor’s time.

### Future Challenges and Opportunities

The Department continues to be an active advocate for reducing childhood obesity, with hope that encouraging the development of healthier children will result in healthier adults. A current focus for the Parks, Arts and Recreation Department is to provide opportunities that promote a mentally and physically active lifestyle that includes healthy food choices. Citizens see this commitment by the programming offered during the year. Resources have been historically committed to feeding community youth through the federally subsidized Summer Nutrition Program. In 2012, Olympia assumed management of the Sunrise Garden, previously managed by Olympia based Garden Raised Bounty (GRuB). The addition of Sunrise Garden complements the

successful Yauger Park garden, which opened in 2011.

Recreation and Parks Maintenance, through the Parks Stewardship Program, has implemented the vision for environmental education programs, classes and tours that teach outdoor recreation skills and increase the public’s understanding and appreciation of the natural environment. Many of these values are integrated into our standard camp and class offerings as the department leverages its relationship with the community and nature.

There is opportunity in the community to engage segments of the population in a more active manner. A compelling area for consideration is in the event/performance category. While the Department is aware of these interests by community organizers/performers, limited staff resources hinder a full commitment to this type of program.

### Recent Accomplishments

- Redesigned brochure and promotional flyers.
- Participation in national “Let’s Move” initiative.
- Increased participation and revenue in league, youth camp, and outdoor programs.

<i>Key Result Measures - Recreation</i>	<i>Target or Goal</i>	<i>FY 13 Actual</i>	<i>FY 14 Estimated</i>	<i>FY 15 Budget</i>
Did the Experience in Our Program Enrich or Add to Your Life in a Meaningful Way? (% yes)	95%	95%	95%	95%
Percentage of Participants Self-Registering Online for Recreation Programs	33%	29%	37%	40%

<i>Service Profiles - Recreation</i>	<i>FY 13 Actual</i>	<i>FY 14 Estimated</i>	<i>FY 15 Budget</i>
Special Interest Class Participation	4,358	4,500	4,500
Number of Sports Teams/Participants	367/2,875	394/3,125	394/3,125
Number of Summer Camp Participants	885	1,050	1,050
Number of Meals Served During Summer Nutrition	2,901	7,815	7,500
Outdoor Adventure Camp Participation	535	555	555



## Arts and Events

Program Cost Summary	2013 Actual	2014 Estimated	2015 Budget	Variance
<b>Expenditures</b>				
Personnel Services	\$ 119,336	\$ 125,729	\$ 132,132	\$ 6,403
Supplies & Services	13,821	30,032	29,532	(500)
Interfund Payments	2,000	2,000	-	(2,000)
<b>Total Expenditures</b>	<b>\$ 135,157</b>	<b>\$ 157,761</b>	<b>\$ 161,664</b>	<b>\$ 3,903</b>
Program Revenue	23,275	22,252	23,642	1,390
<b>Funding from General Revenues</b>	<b>\$ 111,882</b>	<b>\$ 135,509</b>	<b>\$ 138,022</b>	<b>\$ 2,513</b>

Program Staffing	2013 Actual	2014 Estimated	2015 Budget
Program Manager	0.95	0.95	1.00*
Office Specialist II	0.25	0.25	0.25
<b>Total</b>	<b>1.20</b>	<b>1.20</b>	<b>1.25</b>

\* Realignment of staff to reflect work assignments

### Program Description

Olympia Arts and Events brings ArtsWalk to the community twice a year, manages the City’s collection of public art, provides arts education and technical support to the greater community, participates in design team efforts within Parks, Arts and Recreation and serves as staff to the Olympia Arts Commission.

### Trends

As Parks, Arts and Recreation and the City continue to balance diminished staffing levels with increased customer demand, inter- and intra-department tasks step in to meet the need. Arts staff is completing several years of work on the Comprehensive Plan writing team, headed by Community Planning and Development, as well as the Washington Center History Project, in coordination with Public Work’s rehabilitation of the facilities’ façade. Within PAR, staff has provided support for the Artesian Commons and Chehalis Western and Woodland Trail “Hub” Junction. In return, the Arts Program receives technical assistance and support to help extend the capacity of our 1.25 FTE.

### Program Budget Overview

The 2015 budget reallocates the \$1 per Capita for funding public art to help balance the City’s operating budget.

### Future Challenges and Opportunities

The Olympia Arts Commission is in its 25th year and there is demonstrated interest in branching out in new directions. An

increased awareness of the economic contributions of music in our community is paired with an increased interest in City investment in music under the umbrella of public art. An additional variety of new public art opportunities punctuate the Arts Commission’s work plan, and there is great community interest in an artist live/work housing facility in Olympia.

At the same time new artworks and programs are being proposed, maintenance of the City’s aging Public Art Collection continues, with annual (cleaning) and major (repair) maintenance scheduled to protect the City’s investment in public art. Next year, Arts hopes to join Parks Maintenance and The Olympia Center in tracking arts maintenance tasks and time through the VueWorks asset management program.

### Recent Accomplishments

- ArtsWalk voted the Best Arts Event for 2014 by readers of the Weekly Volcano.
- Arts and Events Program Manager voted Arts MVP for 2014 by readers of the Weekly Volcano.
- Temporary installation of “People’s Choice” award-winning sculpture at Olympia City Hall.
- Major maintenance of “From the Laws of Man to the Laws of Nature,” by T. Ellen Sollod, and “South Sound Mosaic,” by Oliver Tiedeman.
- “Walking on Land by Water” West Bay Sidewalk Public Art Project.
- Launch of GIS-based public art collection online.

Key Result Measures - Arts and Events	Target or Goal	FY 13 Actual	FY 14 Estimated	FY 15 Budget
Condition Reports on Public Art Pieces that Result in a Positive Rating	80%	85%	90%	90%

Service Profiles - Arts and Events	FY 13 Actual	FY 14 Estimated	FY 15 Budget
<b>Special Events Attendance</b>			
ArtsWalk Spring	15,000	15,000	15,000
ArtsWalk Fall	10,000	10,000	10,000
Participants in Summer Waterfront Public Art Tours	82	62	75
Arts Digest Readers Receiving Weekly Local Arts News	886	890	900



## Parks Maintenance

Program Cost Summary	2013 Actual	2014 Estimated	2015 Budget	Variance	Program Staffing	2013 Actual	2014 Estimated	2015 Budget
<b>Expenditures</b>					Electrician	0.75	0.75	0.75
Personnel Services	\$ 1,311,008	\$ 1,477,086	\$ 1,529,391	\$ 52,305	Field Crew Leader	2.00	1.00*	1.00
Supplies & Services	486,482	496,326	494,523	(1,803)	Lead Worker	3.00	2.00*	2.00
Capital Outlays	98,254	24,500	24,500	-	Maintenance Worker I	-	2.00*	2.00
Interfund Payments	157,471	153,618	161,421	7,803	Maintenance Worker II	11.00	10.00*	9.00+
<b>Total Expenditures</b>	<b>\$ 2,053,215</b>	<b>\$ 2,151,530</b>	<b>\$ 2,209,835</b>	<b>\$ 58,305</b>	Office Specialist III	1.00	- *	-
Program Revenue	100,961	92,143	93,890	1,747	Program & Planning Supervisor	0.95	1.00**	1.00
<b>Funding from General Revenues</b>	<b>\$ 1,952,254</b>	<b>\$ 2,059,387</b>	<b>\$ 2,115,945</b>	<b>\$ 56,558</b>	Program Assistant	-	1.00*	1.00
					Program Specialist	0.50	0.50	0.50
					Senior Program Specialist	1.00	1.00	1.00
					Supervisor III	-	1.00*	1.00
					<b>Total</b>	<b>20.20</b>	<b>20.25</b>	<b>19.25</b>

\* Reclassification  
 \*\* Realignment of staff to reflect work assignments  
 + One Position eliminated

### Program Description

The Parks Maintenance team is responsible for keeping over 40 parks totaling 1,000 acres safe, clean, and accessible. Maintenance responsibilities include park restrooms and picnic shelters, playground equipment, three ballfield complexes, Artesian Commons, Heritage Park Fountain, park trails, neighborhood parks, Percival Landing, and school fields.

The Park Ranger and Stewardship Program are also funded in the Park Maintenance Program. This program combines environmental education with a multi-tiered volunteer program providing people an opportunity to become stewards and contribute to their community in a positive way. The program also encompasses a Ranger program that focuses on deterring unwanted behaviors through education and warning park code violators. The Ranger works closely with partners such as Animal Services and the Olympia Police Department to provide enforcement.

### Trends

The Parks Maintenance team was reorganized in 2014 to improve leadership, fill several vacancies, and implement a work order management system. This restructure will provide leadership more decision-making and data-driven understanding of the resources needed to maintain the park system.

The Parks Maintenance team relies on seasonal labor to manage vegetation during the growing season, March – October. These employees mow turf, weed acres of planting beds, clean facilities, empty trash and prep ballfields for play. Funding for this component of the park labor force is essential to keep the parks maintained at current levels. Without adequate funding, clear choices will need to be made on how to prioritize maintenance levels for all parks.

The other trend is the increasing cost of maintenance services utilities and materials such as dump fees, water/sewer, fertilizer, power, in-field materials, custodial supplies, etc. Without a

commensurate budget increase price increases for these goods and services will diminish maintenance levels. The Parks Maintenance crew continues to strive to find efficiencies in parks management and maintenance. Through the use of the work management software and enhanced leadership in Parks Maintenance, there is more opportunity to reinvent park maintenance practices and forecast the cost of doing business.

### Program Budget Overview

The 2015 budget is status quo from 2014 with a few key exceptions. As proposed, the budget funds only nine seasonal employees. The Department needs five additional seasonal employees to maintain current park maintenance levels.

In addition, the Drinking Water Utility is proposing a 7% increase that will require the Department to refine the water budget for each park. While this is an efficient practice, water is essential to run Heritage Park Fountain, restroom operations, the irrigation of fields, and to maintain vegetation such as planting beds, turf, and newly planted or young trees.

### Future Challenges and Opportunities

The Department is faced with the challenge of providing the maintenance at the same pace as the public's expectations for new parks. The need to allocate funding for maintenance concurrent with park acquisition and development has arrived.

### Recent Accomplishments

- Collaboration with the City's Probation Work Crew to maintain landscaping at Percival Landing.
- Began operation and maintenance at Artesian Commons.
- Park crew is tracking time and maintenance activities performed in each park through the VueWorks program.

## Parks Maintenance (continued)

- Completion of reorganization of Parks Maintenance team.
- Established maintenance levels for individual parks.
- Participation in the Safe and Secure Parks Initiative.
- Received a grant for the use of Washington Conservation Crew to help with tree pruning on streets and in parks.
- Received a grant from REI to build a pump track course in Yauger Park.
- Continued expansion of the Park Stewardship program, with addition of two weekday work parties, recruitment of more adopt-a-park groups, new environmental education programs such as the Kids Canopy Climb, a refining of existing programming, and more frequent park patrols.
- Re-designing some landscaped areas to result in lower maintenance.
- Retaining and engaging volunteers.
- Established policies and procedures for use of power tools by volunteers.



Key Result Measures - Recreation	Target or Goal	FY 13 Actual	FY 14 Estimated	FY 15 Budget
Volunteer Hours	7,000	6,100	6,500	6,500

Service Profiles - Recreation	FY 13 Actual	FY 14 Estimated	FY 15 Budget
Developed Neighborhood Park Sites Maintained	12	12	12
Interim Use Park Sites Maintained	5	5	5
Developed Community Park Sites Maintained	11	13	13
Developed Open Space Park Sites Maintained	10	10	10
Developed Park Acreage	794	795	795
Undeveloped Park Acreage	191	193	193
Street Trees Maintained	2,700	2,700	2,700
Olympia School Fields Maintained (Baseball/Softball)*	24	24	24
Olympia School Fields Maintained (Soccer)*	20	20	20
* Some of these fields are used for both soccer and baseball.			





## Parks Planning and Design

Program Cost Summary	2013 Actual	2014 Estimated	2015 Budget	Variance
Expenditures				
Personnel Services	\$ 83,927	\$ 106,326	\$ 106,001	(\$ 325)
Supplies & Services	662	2,884	2,884	-
<b>Total Expenditures</b>	<b>\$ 84,589</b>	<b>\$ 109,210</b>	<b>\$ 108,885</b>	<b>(\$ 325)</b>
<b>Funding From General Revenues</b>	<b>\$ 84,589</b>	<b>\$ 109,210</b>	<b>\$ 108,885</b>	<b>(\$ 325)</b>

Program Staffing	2013 Actual	2014 Estimated	2015 Budget
Associate Planner	0.75	0.75	0.75
Office Specialist III	1.00	1.00	1.00
Program & Planning Supervisor	0.95	0.95	1.00*
Project Engineer II	1.00	1.00	1.00
<b>Total</b>	<b>3.70</b>	<b>3.70</b>	<b>3.75</b>

\*Realignment of staff to reflect work assignments

### Program Description

The Parks Planning and Design team is responsible for implementing the adopted Parks, Arts and Recreation Plan. This involves acquiring, planning, designing, and constructing a variety of parks and open spaces to meet citizens' recreation, leisure, and wellness needs.

### Trends

Residents and visitors to Olympia love the parks and recreation experiences provided by the City. In fact, people are excited about adding more recreation facilities, including trails, off-leash dog areas, community gardens, off-road bike parks and additional soccer fields. In 2015, the Planning and Design team will update the Olympia Parks, Arts and Recreation Plan. This effort will integrate the policy direction from the new Olympia Comprehensive Plan and Action Plan into the Parks, Arts and Recreation Plan. It will also focus on resolving several major challenges that are thwarting the expansion of parks and recreation facilities. These are:

- Resolving the gap between peoples' desire to expand the inventory of park land and facilities, and available capital funding for this purpose; and
- Resolving the gap between the current level of funding for park operations and maintenance, and the increased funding that will be necessary for system expansion.

As a result, 2015 will be an important year to weigh the community's desire for additional parks, arts and recreation facilities against their willingness to pay for continued acquisition, maintenance, and operation.

### Program Budget Overview

The program budget is used to plan, acquire, design, and construct Olympia's park lands and facilities. The program's core services are policy analysis, park master planning, land acquisition, land

management, site and facility design, infrastructure inspection and assessment, contract management, and construction administration.

### Future Challenges and Opportunities

In the Capital Budget, securing the funding needed to continue phased replacement of Percival Landing, the development of West Bay Phase II, the acquisition of two large community park sites and upgrades to the aging Heritage Park Fountain will be a continuing challenge. Given constrained General Fund revenue, the amount of funding available for the maintenance of new park facilities is an important factor in deciding whether or not to move forward with new capital projects.

In the future, we will have opportunities to increasingly utilize and promote Olympia's park lands for carbon sequestration, watershed protection, wildlife habitat, and food sources.

### Recent Accomplishments

- Sunrise Park playground replacement.
- Comprehensive Plan Team and Action Plan Team support.
- Percival Landing F-Float and Vessel Pump-Out replacement design.
- Artesian Commons construction.
- Yauger Park way-finding signage and bicycle pump track design and construction.
- Continued integration of Condition Assessment and Major Maintenance Program (CAMMP) into asset management system.
- Community park site suitability assessment.
- New off-leash dog park concept design and public process.
- Priest Point Park picnic shelter #4 construction.
- Begin 2014-2015 Parks, Arts and Recreation Plan update.
- Olympia Woodland Trail phase four feasibility study.

Service Profiles - Planning & Design	FY 13 Actual	FY 14 Estimated	FY 15 Budget
Land Acquisition, Leases, Easements and Licenses	4	6	-
Park Design Projects	5	4	3
Park Small Capital Projects	-	-	4
Park Construction Projects	5	3	6
Percival Landing Annual Inspection/Maintenance	2	2	1
Annual CAMMP Inspection & Projects	4	3	7
Park Master Plans & Special Studies	4	6	4
Grant Applications	1	3	1

## Planning and Design (continued)

<i>Planning &amp; Design Current &amp; Proposed Projects</i>	<i>2014 Projects</i>	<i>2015 Projects</i>
<b>Land Acquisition, Leases, Easements, and Licenses</b>	Off-Leash Dog Area Lease Agreement Percival Landing Sub-Leases (3) Artesian Commons License Agreement Olympia Woodland Trail HCP Easement	
<b>Park Design Projects</b>	Off-Leash Dog Park Percival Landing F-Float Replacement Percival Landing E Float Utilities Isthmus Building Asbestos Removal	Margaret McKenny Park Picnic Shelter Yauger Park Skate Court Remodel Priest Point Park Shelter #1 (Rose Garden)
<b>Park Small Capital Projects</b>	None in 2014	Harry Fain Park ½ Court Basketball Kettle View Park Tennis Court Backboard Percival Landing Bike Racks Yauger Park Dumpster/Materials Enclosures
<b>Park Construction Projects</b>	Construct New Priest Point Park (PPP) Shelter #4 (Play Meadow)  Artesian Commons Yauger Park Bicycle Pump Track	Off-Leash Dog Park  Percival Landing E & F Float Utilities Kettle View Park Bike Shelter Artesian Commons Enhancements  Olympia Woodland Trail/Chehalis Western Trail Wayfinding
<b>Percival Landing Annual Inspection &amp; Maintenance</b>	5-Year Structural Condition Assessment  Harbor House Window Repairs No Major Maintenance Projects in 2014	Percival Landing F-Float and Vessel Pump-out Replacement  Percival Landing E-Float Utilities Annual Boardwalk and Float Inspection No Major Maintenance Projects in 2015
<b>Annual Condition Assessment and Major Maintenance Program (CAMMP) Inspection &amp; Projects</b>	Annual 1/3 Facility Inspection Percival Landing F-Float and Vessel Pump-out Replacement Heritage Fountain Repairs Sunrise Park Playground Replacement	Annual 1/3 Facility Inspection PPP Shelter #1 Replacement (Rose Garden)  Olympia Center Alley Resurfacing Heritage Fountain Renovation – Phase I Priest Point Park Carpenter Shop Repairs Miscellaneous Sports Field Repairs  Facility Data Collection for VueWorks Condition Assessment
<b>Interim Use &amp; Management Plans</b>	None	None
<b>Park Master Plans &amp; Special Studies</b>	Olympia Woodland Trail IV Feasibility Study Comprehensive Plan—PAR Chapter Update Community Park Site Assessment Study 2014-2015 PAR Plan Update Senior Impact Fee Exemption Study Isthmus Buildings Asbestos Survey	2014-2015 PAR Plan Update (cont'd) Watershed Park BMX Feasibility Study Margaret McKenny Park Concept Plan Kettle View Park Glacial Interpretation
<b>Grant Applications</b>	WSP Clean Vessel Grant Amendment REI Grant (Support) EPA Brownsfield Clean-Up Grant	RCO Youth Athletic Facilities Grant



# Public Works



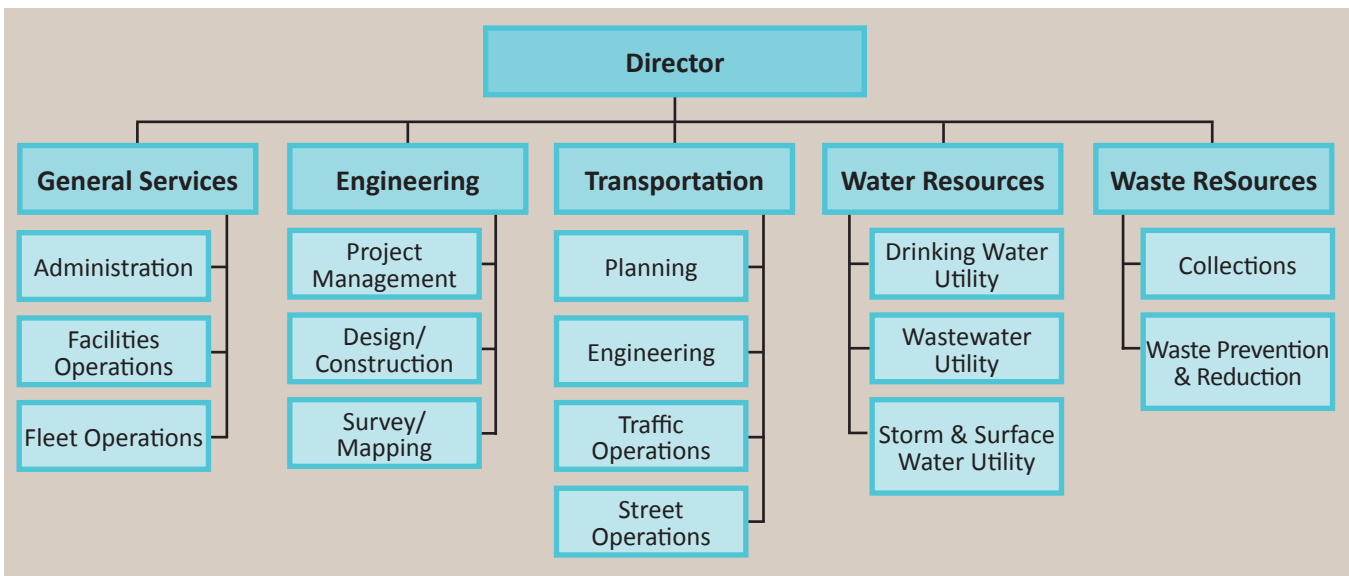
*"Origami #3" Artist: Ken Hall*





"Junkyard Dog" Artist: Boucante World Traveler

## Public Works



### MISSION

We build and maintain the foundation of our extraordinary Olympia.

### VISION

A healthy environment. A thriving economy. A vibrant community.



## Public Works Department Overview

Department Recap	2013 Actual	2014 Estimated	2015 Budget	Variance
General Services	\$ 3,575,876	\$ 3,941,166	\$ 4,170,374	\$ 229,208
Engineering	3,303,564	3,366,926	3,392,526	25,600
Transportation	5,006,336	5,232,923	5,365,546	132,623
Water Resources	30,030,609	33,176,297	34,498,664	1,322,367
Waste ReSources	9,115,613	9,977,649	10,194,640	216,991
Total Expenditures	\$ 51,031,998	\$ 55,694,961	\$ 57,621,750	\$ 1,926,789
<b>Recap of Expenditures</b>				
Personnel Services	\$ 15,638,074	\$ 16,891,753	\$ 17,260,431	\$ 368,678
Supplies & Services	24,953,044	27,077,700	28,026,507	948,807
Capital Outlay	74,653	-	-	-
Debt Service	294,692	882,211	776,707	(105,504)
Interfund Payments	6,055,232	6,479,235	6,948,916	469,681
Interfund Transfers	4,016,303	4,364,062	4,609,189	245,127
Total Expenditures	\$ 51,031,998	\$ 55,694,961	\$ 57,621,750	\$ 1,926,789
Program Revenues	46,941,312	50,136,970	52,856,196	2,719,226
Funding From General Revenues or Use of Reserves	\$ 4,090,686	\$ 5,557,991	\$ 4,765,554	(\$ 792,437)

### Department Overview

The Public Works Department serves our community by providing and maintaining foundational services — safe water, sewer, stormwater, solid waste collection, transportation, and sound public buildings. We strive to provide these services in a way that makes our community extraordinary — a place where people love to live, raise families, and do business. We do this by integrating sustainability into our work and providing services that benefit our local economy, environment, and citizens.

- In 2015, the Public Works Department will continue to:
- Provide safe and reliable drinking water to more than 60,000 residents.
  - Maintain 12 City-owned buildings and manage capital repairs on an additional six City-owned buildings.
  - Maintain a fleet of over 230 vehicles.
  - Provide solid waste, recycling and organics disposal services to over 45,000 residents.
  - Maintain 209 miles of streets, 36 miles of bike lanes and many miles of sidewalks across the City.
  - Ensure safe delivery of millions of gallons of wastewater per day to the LOTT treatment plant.
  - Reduce flooding, improve water quality and protect/enhance our aquatic habitat in 11 watershed basins.

### Future Trends and Opportunities

A key challenge for Public Works will be to continue to deliver critical services to the community and to advance sustainability at a time when expenditures are outpacing our revenues. We must continue to innovate and find more opportunities for increased citizen involvement. We need to optimize our investments by ensuring we maintain our existing infrastructure, while integrating new infrastructure as our community grows.

Asset management, defined as “providing agreed upon customer and environmental services at the lowest lifecycle cost” is key to our success. It is imperative that we understand the condition of our infrastructure, set clear levels of service, and understand the risks of infrastructure failure to make the best decisions in the investment of limited funds. Public Works is using a new GIS-based asset management software program that will help set priorities for maintenance and in making decisions about repair and replacement of infrastructure. Adequately maintaining our infrastructure will save more in the long run.

We continue to look for opportunities that will allow us to operate at a higher level of efficiency, while realizing a minimal impact on our resources and reducing our environmental footprint.

- Examples include:
- Conversion of all City-owned streetlights to LED technology.
  - Transitioning to an automated meter reading system.
  - Requiring residents to place all solid waste and recycle containers on a designated side of the road or street.
  - Anti-idling efforts at all traffic signals.
  - Waste reduction.
  - Water conservation.
  - Supporting alternative modes of transportation.



## General Services

<i>General Services Recap</i>	<i>2013 Actual</i>	<i>2014 Estimated</i>	<i>2015 Budget</i>	<i>Variance</i>
Administration	\$ 217,378	\$ 578,411	\$ 624,266	\$ 45,855
Facilities Operations	1,714,514	1,711,670	1,859,266	147,596
Fleet Operations	1,643,984	1,651,085	1,686,842	35,757
<b>Total Expenditures</b>	<b>\$ 3,575,876</b>	<b>\$ 3,941,166</b>	<b>\$ 4,170,374</b>	<b>\$ 229,208</b>
<i>Recap of Expenditures</i>				
Personnel Services	\$ 1,641,623	\$ 2,000,738	\$ 2,058,812	\$ 58,074
Supplies & Services	1,474,487	1,427,721	1,404,200	(23,521)
Interfund Payments	459,766	512,707	707,362	194,655
<b>Total Expenditures</b>	<b>\$ 3,575,876</b>	<b>\$ 3,941,166</b>	<b>\$ 4,170,374</b>	<b>\$ 229,208</b>
Program Revenues	1,893,256	2,081,969	2,740,395	658,426
<b>Funding From General Revenues</b>	<b>\$ 1,682,620</b>	<b>\$ 1,859,197</b>	<b>\$ 1,429,979</b>	<b>(\$ 429,218)</b>

### Line of Business Overview

General Services functions as an internal service provider to assist the other Public Works lines of business and other City Departments in achieving their missions. We provide vital professional services and expertise in the areas of Facility Operations, Fleet Operations, Contract Administration, Grants Management, Energy Management, Customer Service and Dispatch, and Safety.

The Facilities Operations Program operates and maintains 12 City-owned buildings to sustain a safe, healthy, and productive environment. These buildings provide space for approximately 500 City employees and over 4,500 visitors daily. The Facilities Program is also responsible for the long-term capital repair and replacement for 18 City-owned buildings.

The Fleet Operations Program provides a fleet of over 230 reliable, safe, well-maintained, and fuel-efficient vehicles and equipment for all City Departments.

The Safety Program ensures a safe and healthy workplace for employees by promoting a culture of safety through education and technical assistance. The Safety Program provides services for all City employees, with the exception of Fire and Police.

General Services also includes Contract Administration (which is budgeted within Engineering), Grants Management, Energy Management, and Customer Service. Contract Administration provides guidance and expertise in developing contracts for Council approval. Staff ensures the City's bidding and procurement process is fair, competitive and inclusive to those who want to provide services to the City. The staff that manages our grants program coordinates, researches, applies and tracks various Public Works grants. They also facilitate a Citywide interdepartmental grant team to research and apply for grants that advance the overall Comprehensive Plan and Council priorities. Our energy management program tracks Citywide energy costs and seeks innovative ways to find efficiencies which ultimately reduce the City's energy bills and greenhouse gas emissions. Another key program in General Services focuses on customer service and dispatch. The program enables our community to contact Public Works directly to report problems, inquire about utility services, and obtain general information about Public Works programs and projects.

### Budget Overview

The General Services line of business allocates costs for the Public Works Director, Deputy Director, Program Assistant, and Program Specialist. These costs are reallocated to the other lines of business throughout Public Works as overhead administrative costs. FTEs associated with the Contract Administration program are funded by the Engineering line of business. Therefore, these FTEs are accounted for in the Engineering line of business program staffing.

## General Services - Administration

Program Cost Summary	2013 Actual	2014 Estimated	2015 Budget	Variance
<b>Expenditures</b>				
Personnel Services	\$ 184,191	\$ 510,616	\$ 560,771	\$ 50,155
Supplies & Services	27,071	60,840	50,840	(10,000)
Interfund Payments	6,116	6,955	12,655	5,700
<b>Total Expenditures</b>	<b>\$ 217,378</b>	<b>\$ 578,411</b>	<b>\$ 624,266</b>	<b>\$ 45,855</b>
Program Revenue	216,893	264,271	670,671	406,400
<b>Supported by General Revenues</b>	<b>\$ 485</b>	<b>\$ 314,140</b>	<b>(\$ 46,405)</b>	<b>(\$360,545)</b>

### Highlights of Program Budget Change

- \$ 61,840 - 1 FTE transferred to Public Works General Services Administration from Executive Services Customer Service. This position primarily provided services to Public Works.
- (\$ 10,000) - General Reduction in supplies and services

Program Staffing	FY 13 Actual	FY 14 Estimated	FY 15 Budget
Director	1.00	1.00	1.00
Line of Business Director	-	1.00 *	1.00
Program Assistant	-	1.00 *	1.00
Program Specialist	-	1.00 **	1.00
Public Service Representative	-	1.00 *	1.00
Safety Officer	1.00	1.00 *	1.00
<b>Total</b>	<b>2.00</b>	<b>6.00</b>	<b>6.00</b>

- \* Reorganization
- \*\* Reclassification

### Program Description

General Services Administration includes Contracts Management (which is budgeted within Engineering) Grants Management, Energy Management, Customer Service, and Safety.

Contract management provides guidance and expertise in developing contracts for Council approval. Staff ensures the City's bidding and procurement process is fair, competitive, and inclusive to those who want to provide services to the City.

The staff that manages our grants program coordinates, researches, applies and tracks various Public Works grants. They also facilitate a City-wide interdepartmental grant team to research and apply for grants that advance the overall Comprehensive Plan and Council priorities.

Our energy management program tracks Citywide energy costs and seeks innovative ways to find efficiencies which ultimately reduce the City's energy bills and greenhouse gas emissions.

Customer Service is another key program in General Services The program enables our community to contact Public Works directly to report problems, inquire about utility services, and obtain general information about Public Works programs and projects.

The Safety Program ensures a safe and healthy workplace for employees by promoting a culture of safety through education and technical assistance. The Safety Program provides services for all City employees, with the exception of Fire and Police.

### Trends

#### Contract & Project Management Support

The number and complexity of contracts is trending downward due to a decrease in capital projects for 2015.

New tools and resources are becoming available to municipalities to provide more efficient and effective ways to purchase materials and supplies. In 2015, the City will work with MRSC to establish a

vendor roster. The City will educate local businesses on how to be included on the roster.

#### Grants

The number of grants available to local governments is declining and becoming increasingly competitive. In 2015, staff will explore opportunities to apply for non-traditional types of funding, such as foundation grants. Staff will seek opportunities to collaborate across Departments and with outside agencies to maximize funding opportunities and leverage existing funding for City projects, programs and initiatives.

#### Energy Management

The City spends over \$500,000 a year on energy. This number will continue to increase as energy costs rise in the future. Advancements in energy efficient equipment continue to improve. In the fall of 2014, the City partnered with Puget Sound Energy to implement a Resource Conservation Management Program. This new Program will evaluate 13 City-owned buildings and 10 pump stations, to identify opportunities to conserve energy and resources within City operations. The program will focus on reducing the City's overall energy use, costs and greenhouse gas emissions.

#### Safety

Discarded needles are a growing concern in the community and for public employees. This will be a focus area for the Safety Program in 2015.

The Safety Program is responsible for implementing and coordinating over 200 training and certification classes. The Safety Program also tracks compliance over 2,000 requirement training and certification classes to ensure compliance with OSHA and WISHA regulations. In 2015, staff will research the feasibility of providing online training options, expand the use of the City's Safety Management Software for tracking and reporting, and regional collaboration with other Agencies.



**Program Budget Overview**

The budget reflects the Energy Management, Grants, and Safety Programs. The Contract & Project Management Support Program is budgeted in the Public Works Engineering Line of Business.

**Recent Accomplishments**

**Contract & Project Management Support**

The City’ partnered with Intercity Transit, Port of Olympia, City of Lacey, City of Tumwater, LOTT Clean Water Alliance, and Thurston County Public Works to educate local vendors and small works contractors. In October, the Regional Committee provided a training session titled “Taking the Fear out of Government Contracting” for vendors and contractors at the Thurston County Chamber of Commerce Event.

**Grants**

2014 marked the implementation of a Citywide grant team. The team is comprised of members from City departments that meet regularly to identify upcoming grant opportunities and seek opportunities to collaborate on projects in an effort to strengthen and enhance funding applications.

**Energy Management**

In 2015, Public Works began formally tracking energy use and greenhouse gas emissions from City buildings utilizing EPA’s Energy Star Portfolio Manager. This information will allow staff to analyze energy use trends to help identify conservation measures.

In March, 2014, the City received an Energy Efficiency and Solar grant from Washington State Department of Commerce in the amount of \$183,070. This grant funded the majority (nearly 80 percent) of the solar project at City Hall. The project will add 92 Washington-manufactured solar panels to the roof. The solar array will produce power and decrease the electricity used and greenhouse gases from this building and save on energy costs.

**Safety**

Staff worked with a Bio-medical Supplier to create a low-cost cost needle safety kit. Staff were trained on the proper use of needle safety and provided a kit for their vehicle.

Created a “Regional Safety Committee” with the City of Lacey, LOTT, and Thurston County safety officers. The group meets monthly with the goal of sharing resources and expertise.

<i>Key Result Measures - Administration</i>	<i>Target or Goal</i>	<i>FY 13 Actual</i>	<i>FY 14 Estimated</i>	<i>FY 15 Budget</i>
Accident Claims	0	23	14	12
Injury Claims	0	34	34	31

<i>Service Profiles - Administration</i>	<i>FY 13 Actual</i>	<i>FY 14 Estimated</i>	<i>FY 15 Budget</i>
Construction Contracts	*	22	35
Architect & Engineering Contracts	*	12	15
Service Contracts	*	3	5

\*Division did not exist in 2013



## General Services - Facilities Operations

Program Cost Summary	2013 Actual	2014 Estimated	2015 Budget	Variance
Expenditures				
Personnel Services	\$ 718,891	\$ 752,117	\$ 786,268	\$ 34,151
Supplies & Services	820,163	762,947	767,086	4,139
Interfund Payments	175,460	196,606	305,912	109,306
Total Expenditures	\$ 1,714,514	\$ 1,711,670	\$ 1,859,266	\$ 147,596
Program Revenue	150,956	184,898	382,882	197,984
Supported by General Revenues	\$ 1,563,558	\$ 1,526,772	\$ 1,476,384	(\$ 50,388)

Program Staffing	2013 Actual	2014 Estimated	2015 Budget
Electrician	1.00	1.00	1.00
Facilities Systems Technician	1.00	1.00	1.00
Lead Worker	1.00	1.00	1.00
Line of Business Director	0.16	- *	-
Maintenance Worker II	3.75	4.00	4.00
Office Specialist II	0.50	0.50	0.50
Program & Planning Supervisor	0.50	0.50	0.50
Program Assistant	0.16	- *	-
Total	8.07	8.00	8.00

\*Reorganization, now listed under General Services

### Highlights of Program Budget Change

#### Revenue

- \$ 159,965 - O&M portion of Maintenance Center rent. Increase due to:
  - 1) Rent increase from \$5 to \$8 per square foot, and
  - 2) revenues from rent will be allocated first to O&M and then to capital facilities maintenance of the Maintenance Center.
- \$ 38,019 - City Hall O&M allocated through indirect cost allocations

#### Expenditures

- \$ 75,000 - Increase in indirect cost allocation of Public Works Administration
- \$ 8,796 - Increase in maintenance center rent
- \$ 15,910 - Increase in property insurances assessment

### Program Description

Facilities Operations operates and maintains 12 City-owned buildings comprising over 325,098 square feet. This program is also responsible for managing the capital repair and replacement for 18 City-owned buildings.

### Trends

The facility profession is integrating its role into the overall mission of the organization. Studies show that good building design and operations that support employees' work behaviors can improve productivity and satisfaction. Facility changes can be made that target employee performance, making a positive contribution to the organization. Common examples of facility design that positively affect employees include adequate space and privacy, current technology, and close location to coworkers.

Facility management is integral to the City's sustainability efforts. Utilities are typically the largest expense in the operating budget. As a result, rising utility costs are becoming the driver for intelligent building technologies. Automated systems enable better management and use of energy, improve indoor air quality, and control security, as well as aid in the amount of time staff spends troubleshooting issues. Investing in intelligent building technologies has proven to save money, reduce greenhouse gases, and create a more comfortable environment for employees and visitors.

Leadership in Energy and Environmental Design (LEED) is one of the best-known environmental initiatives and is becoming more widespread. LEED is a management tool that guides sustainable design, construction, and the ongoing operation and maintenance of buildings. The new City Hall building was awarded the LEED Gold Standard in 2011 and the Hands on Children's Museum was awarded the LEED Silver Standard rating in 2013.

Asset Management is another relevant trend. Understanding the optimal lifecycle for major assets allows facility managers to plan both strategically and financially for their replacement. The foundation is a computerized maintenance management system that allows for improved efficiencies and operational performance. The system enables us to collect data on equipment, i.e., time to repair, cause of failure, parts, and other important information. We track and analyze work orders to measure performance and plan for capital replacement.

### Program Budget Overview

The 2015 Facilities Operations budget reflects a \$25,000 decrease in utility charges. This reduction is attributed to new equipment, including new HVAC equipment and solar panels installed at the Timberland Regional Library. The budget also reflects a 15% increase in property insurance.

### Future Challenges and Opportunities

Operating and maintaining City Hall, combined with implementing the asset management program, creates great opportunity. The asset management program will help manage maintenance and long-term capital repairs. The challenge will be collecting, entering, and analyzing the data. Staff will provide maintenance management plans for all City facilities and will build the system database over time.

Further analysis and evaluation of our existing building systems throughout 2015 will enable us to provide more accurate budgeting for lifecycle replacement or system upgrades.

It is important to remember that we continue to maintain an aging portfolio; Lee Creighton Justice Center, Maintenance Center, The Olympia Center, Family Support Center, Washington Center for the





Performing Arts, and Olympia Timberland Library. In September 2013, an updated comprehensive Facility Condition Assessment was completed on 17 sites including 22 City-owned buildings. Our four newest buildings (Olympia City Hall, Hands On Children’s Museum, Fire Station 4, and Mark Noble Regional Fire Training Center) were included in the analysis to identify potential issues and determine lifecycles.

This analysis revealed that only 33 percent of our buildings meet a condition rating of 2.0 or better (1.0 is Superior and 5.0 is Beyond its Useful Life). The estimated cost of improvements to City buildings in need of repair is in excess of \$18 million over a 10-year period.

Results indicate that maintenance programs are successfully extending building life, but numerous systems are due or overdue for replacement. Our older and mid-range aged buildings had the most systems that will require replacement in the next six years.

In October 2014 the City will, in collaboration with Puget Sound Energy, embark on a Resource Conservation Management Program for select City buildings and Water Resources’ pump stations.

The program is designed to benchmark and track energy use in the participating City facilities and identify energy conservation measures with the goal of energy use reduction and the reduction of greenhouse gas emissions from City operations. The program will set reduction targets for the City to meet and if we meet or exceed the targets, we will earn grant money from PSE. This is an opportunity for the City to conserve energy, reduce greenhouse gas emissions, earn grant funding and save money on our energy bills.

**Recent Accomplishments**

- In 2013, we contracted out landscape maintenance services for City Hall, the Maintenance Center, Olympia Timberland Library, Lee Creighton Justice Center, all fire stations, and the Fire Training Center. In 2014, we renewed the contract with the contractor.
- Using Puget Sound Energy grant monies, the City has installed a solar demonstration array on the roof of Olympia Timberland Library, which reduced power demand, paid a production incentive and provided a visible solar energy example to library patrons.

<i>Key Result Measures - Facilities Operations</i>	<i>Target or Goal</i>	<i>FY 13 Actual</i>	<i>FY 14 Estimated</i>	<i>FY 15 Budget</i>
Improve Building Condition Rating	Rating of 2 or lower	2.4	2.2	2.0
Improve Building Energy Efficiency	5% annually	9%	5%	5%

<i>Service Profiles - Facilities Operations</i>	<i>FY 13 Actual</i>	<i>FY 14 Estimated</i>	<i>FY 15 Budget</i>
Square Footage of Facilities for which We Perform Electrical, Plumbing, Carpentry, Painting, HVAC, and General Maintenance Tasks	323,000	323,000	320,000
Labor Hours for Corrective Maintenance Tasks and Customer Service	3,741	3,700	3,600
Labor Hours for Preventative Maintenance Tasks	1,779	1,850	2,000

## General Services - Fleet Operations

Program Cost Summary	2013 Actual	2014 Estimated	2015 Budget	Variance	Program Staffing	2013 Actual	2014 Estimated	2015 Budget
Expenditures					Inventory Control Specialist II	1.00	1.00	1.00
Personnel Services	\$ 738,541	\$ 738,005	\$ 711,773	(\$ 26,232)	Line of Business Director	0.16	- *	-
Supplies & Services	627,253	603,934	586,274	(17,660)	Master Mechanic	3.00	3.00	3.00
Interfund Payments	278,190	309,146	388,795	79,649	Office Specialist II	0.50	0.50	0.50
<b>Total Expenditures</b>	<b>\$ 1,643,984</b>	<b>\$ 1,651,085</b>	<b>\$ 1,686,842</b>	<b>\$ 35,757</b>	Program & Planning Supervisor	0.50	0.50	0.50
Program Revenue	1,525,407	1,632,800	1,686,842	54,042	Program Assistant	0.16	- *	-
<b>Use of or, (Additions) to Reserves</b>	<b>\$ 118,577</b>	<b>\$ 18,285</b>	<b>\$ -</b>	<b>(\$ 18,285)</b>	Senior Master Mechanic	1.00	1.00	1.00
<b>Highlights of Program Budget Change</b>					Service Specialist	1.00	1.00	- **
(\$ 85,220) - Reduction of 1 FTE, Service Specialist, due to decreased workload.					<b>Total</b>	<b>7.32</b>	<b>7.00</b>	<b>6.00</b>
\$ 38,899 - Increase in indirect cost allocation of Public Works Administration.					* Reorganization to General Services			
\$ 29,061 - Increase in Maintenance Center rent.					** Reorganization to Fire			

### Program Description

Fleet Operations provides reliable, safe, well maintained, and environmentally friendly vehicles and equipment to all City Departments so they may efficiently and effectively perform their services for the City of Olympia. We also perform preventive and corrective maintenance on City vehicles and equipment, coordinate the purchase and disposal of fleet assets, and manage the purchase and distribution of fuel, parts, and inventory.

### Trends

Fuel prices continue to be unstable. Fleet Operations staff continue to pursue alternative methods for reducing Citywide vehicle and equipment fuel consumption.

There is increasing pressure from federal, state, and local government, as well as the community to find ways to reduce greenhouse gas emissions, which are known to affect climate change. The new fleet vehicles, trucks, and equipment we purchase have advanced computerized and electronic systems that aid in the reduction of greenhouse gases. In addition, the number of electric and hybrid vehicles in our fleet continues to grow.

### Program Budget Overview

In 2014, we realized significant savings in maintenance costs due to the replacement of aging vehicles like police patrol vehicles, refuse trucks, a street sweeper, and a storm water vacuum truck. The improved preventive maintenance program coupled with the replacement of aging vehicles decreased the number of major repairs resulting in an increased capacity for our ASE certified master mechanics. The increased capacity allows Fleet to in-source work from the State Department of Enterprise Services (DES).

### Future Challenges and Opportunities

As a community leader in the pursuit of reduced greenhouse gas emissions, Fleet continues to explore methods that will reduce emissions and fuel use, save money through technology and alternative fuels, and change how City employees operate City vehicles and equipment. In 2013, Fleet Operations entered into an interlocal agreement with Washington State Department of Enterprise Services to provide repair and maintenance services for approximately 20 of their vehicles. This is an opportunity to provide outstanding service to our neighbors and offset City expenses with earned revenue.

The City purchased an Automated Vehicle Location system in 2012 and installed it on all Public Works vehicles and select Community Planning and Development vehicles. This technology is improving situational awareness, reducing idle times, and improving overall fuel efficiency. Using the same system, pre- and post-trip inspections on our commercial vehicles are now done electronically, improving accountability and shortening repair times.

We ensure Fleet staff remains up-to-date on technological changes associated with Fleet vehicles and equipment through education and training. This expedites repair and maintenance service times, and in turn decreases interruptions to City operations. We continue to evaluate our replacement parts acquisition process in an effort to improve fleet availability and reduce costs without compromising quality. Current initiatives include focusing on right-sizing the parts room inventory and reducing processed invoices.

In 2013, we repurposed ten vehicles and made them available Citywide in our motor pool pilot program. We continued to refine the program in 2014, adding two electric vehicles and removing two permanently assigned vehicles, which eliminated their associated costs and environmental impact. By using a pool vehicle system, we are improving vehicle accessibility and reducing employees' use of personal vehicles to conduct City business.



Washington legislature mandated that all public vehicles (except emergency response) purchased after 2018 be either electric or biofuel powered. This presents a challenge for the City as both biofuel and electric vehicle technologies are still developing. In looking towards 2018, the City added five electric vehicles (EVs) to the fleet in 2013. Additionally, Nissan donated four double-head EV charging stations to the City. Two of the chargers are available for public use and two are exclusively for Fleet use. This will enable us to continue to add EV technology to the Fleet and focus on greenhouse gas and fuel reduction, as well as save money on fuel and vehicle maintenance costs. The City will continue to keep abreast of evolving EV technology and seek out opportunities to add EVs to the fleet as well as strengthen the EV charging network within the City.

Biodiesel use continues to be a great option for fleets to reduce greenhouse gas emissions, lessen dependence on foreign oil, and improve engine performance. In early 2013, we began using B5 (5% biodiesel, 95% diesel). In 2014, we increased to B10 biodiesel during the warmer months. We continue to research and evaluate viable alternative fuel vehicles within the Fleet. The addition of these vehicles will save the City money in decreased fuel costs, maintenance, and greenhouse gas emissions.

We will continue to evaluate the optimal lifecycle for various classes of equipment. This is important so we can make sure we are paying the lowest possible lifetime cost to operate our vehicles and equipment.

**Recent Accomplishments**

- In 2014, Fleet Operations was honored as the #30 Public Sector Fleet in North America by the 100 Best Fleets Program and Governing Magazine. This honor is a result of a highly dedicated staff that is focused on running an efficient and transparent fleet operation. Additionally, the Fleet manager was one of 16 nominees nationwide for Public Sector Fleet Manager of the Year, sponsored by Government Fleet Magazine. Major accomplishments for both of these honors included Fleet’s insourcing efforts, electric vehicle introduction, GPS integration, and stellar customer service.

Key Result Measures - Fleet Operations	Target or Goal	FY 13 Actual	FY 14 Estimated	FY 15 Budget
Fuel Consumed (gallons)	2% decrease each year	201,278	179,000	175,400
CO2 Emissions (tons)	2% decrease each year	1,869	1,736	1,700
Available for Operation— Heavy Duty Vehicles	95%	95%	97%	96%
Available for Operation—Light Duty Vehicles	95%	98%	98%	98%

Service Profiles - Fleet Operations	FY 13 Actual	FY 14 Estimated	FY 15 Budget
Vehicles and Equipment in City Fleet	233	235	235
Preventive Maintenance Inspections Conducted	597	600	600
Vehicles and Equipment Purchased and Placed in Service	23	22	22
Vehicles and Equipment Disposed of	23	20	22



## Engineering

<i>Engineering Recap</i>	<i>2013 Actual</i>	<i>2014 Estimated</i>	<i>2015 Budget</i>	<i>Variance</i>
Expenditures				
Personnel Services	\$ 3,026,902	\$ 3,068,666	\$ 3,098,355	\$ 29,689
Supplies & Services	120,699	136,669	126,810	(9,859)
Interfund Payments	155,963	161,591	167,361	5,770
<b>Total Expenditures</b>	<b>\$ 3,303,564</b>	<b>\$ 3,366,926</b>	<b>\$ 3,392,526</b>	<b>\$ 25,600</b>
Program Revenue	3,805,029	4,251,397	4,194,188	(57,209)
<b>Revenues (excess) of direct costs</b>	<b>(\$ 501,465)</b>	<b>(\$ 884,471)</b>	<b>(\$ 801,662)</b>	<b>\$ 82,809</b>

### Highlights of Program Budget Changes

- \$ 103,197 - Construction Inspector position transferred to Public Works Engineering program. This pools all Construction Inspection into Engineering. Interfund payments are increased in part to reimburse Engineering for inspection services.
- (\$ 10,000) - Reduction of one FTE, Engineering Technician II due to decreased workload.

<i>Program Staffing</i>	<i>2013 Actual</i>	<i>2014 Estimated</i>	<i>2015 Budget</i>
Building Inspector	-	-	1.00*
City Engineer	1.00	1.00	1.00
City Surveyor	1.00	1.00	1.00
Construction Inspector	3.00	3.00	3.00
Engineering Designer	1.00	-	-
Engineering Program Manager	1.00	1.00	1.00
Engineering Project Coordinator	1.00	1.00	1.00
Engineering Project Manager	4.00	4.00	4.00
Engineering Technician II	7.50	8.50**	7.50+
Line of Business Director	0.68	-	-
Program Assistant	0.68	-	-
Project Engineer I	2.00	2.00	2.00
Project Engineer II	4.00	4.00	4.00
Safety Officer	1.00	-	-
Supervisor III	1.00	1.00	1.00
Survey Crew Chief	1.00	-	-
Survey/Mapping Coordinator	-	1.00	1.00
<b>Total</b>	<b>29.86</b>	<b>27.50</b>	<b>28.50</b>

\* Reclassification from CP&D

\*\* Reclassification and reorganization to Program Assistant in General Services

+ One Position Eliminated

### Line of Business Overview

The Engineering line of business is responsible for development of the Public Works portion of the City's Annual Capital Facilities Plan (CFP), updating the Engineering Design and Development Standards (EDDS), delivering projects identified in the CFP, utility locating, surveying, and mapping the City's infrastructure.

Engineering provides professional engineering and surveying services to Public Works and other City Departments to support City utilities, facilities, transportation systems, and the environment to further our community's vision.

Engineering is made up of three programs: Project Management, Design/Construction, and Survey/Mapping.

The Project Management program is responsible for the successful completion of projects identified in the City's CFP. Core services include:

- Scope, schedule and budget management
- Ensuring compliance with funding requirements
- Ensuring compliance with local, state and federal permitting requirements.

The Design/Construction program is responsible for designing and constructing capital projects consistent with established standards. Core services include:

- Development of plans and specifications
- Development of cost estimates

- Guidance to the contractor during construction
- Inspecting and documenting work completed by the City's contractors
- Ensure compliance with plans and specifications

The Survey/Mapping Program is responsible for survey, Geographic Information System (GIS) mapping, utility locating and right-of-way acquisition. Core services include:

- Plat reviews
- Design survey and construction staking
- Mapping updates
- Easement and property acquisition
- Utility locating for public and private construction

### Trends

The cost and time associated with permitting continues to impact project schedules and budgets. In an effort to reduce these factors and provide customers with an enhanced level of service, we will continue working in collaboration with Community Planning and Development, as well as training staff in permitting processes and procedures.

An increasing amount of projects are funded by grants and loans, which often times have very specific compliance conditions. To successfully execute the requirements of the grant/loan and maintain eligibility for future funding, staff must be up-to-date. Investing in training of our staff ensures that we are able to maintain





our stellar reputation with the State of Washington Auditor’s Office. Costs for construction materials, labor, and the purchase of right-of-way are increasing by approximately 3% this year. We continue to monitor economic trends as we estimate costs for our CFP projects, which requires increased efforts by staff to ensure that our customers have reliable estimates, as well as cost estimates that are current and accurate over the six-year life of the CFP.

There are increasing opportunities to explore the use of Low Impact Development (LID) design, as well as new construction methods (e.g., trenchless technologies) and materials (e.g., glass aggregate and microsurfacing) that are more efficient and sustainable. This includes planning projects holistically to maximize resources and minimize any adverse impacts on our community.

To reach citizens more effectively, we are relying on social media tools, including Twitter and OlySpeaks, to deliver real-time traffic updates, construction milestones and engage the public. The Construction News web pages are another tool used to provide clear and easy to understand information regarding Olympia’s major capital projects.

**Program Budget Overview**

While the actual number of new CFP projects will decrease in 2015, the overall value for planned projects will stay the same. A look at future CFPs reveals a trend towards fewer projects. The 2015 budget reflects a reduction of one Engineering Technician II Position.

In order to keep abreast of new technology, materials, and processes, as well as meet our community’s expectation of sustainable projects amidst mounting budget restraints, we are taking advantage of local classes and online webinars to provide low cost options for staff training.

**Future Challenges and Opportunities**

Our responsibility is to provide the information and essential expertise our customers need to achieve their mission. Evolving regulations related to Low Impact Development give us an opportunity to be innovative; to use technology, education, and training to develop new ways of designing and constructing our projects.

Changes to the City’s Comprehensive Plan will provide the opportunity to further refine Olympia’s Engineering Design and Development Standards to ensure that we are providing the guidance that will meet state and federal regulations and help us achieve our vision of a sustainable community.

In 2015 we will pilot the use of Envision on two projects to gauge its effectiveness in guiding development of sustainable projects. We will also evaluate project cost tracking procedures to ensure we are providing these services in the most efficient and effective manner.

**Recent Accomplishments / Efficiencies**

Washington State Department of Transportation invited City Engineering and Transportation staff to meet with California Department of Transportation to discuss how we work together on state and federally funded projects.

In 2014, Engineering managed the construction of 19 projects, totaling approximately \$28.5 million. Use of new and innovative methods and materials, including trenchless technology reflect our commitment to sustainable solutions.

Completed projects, including an investment of over \$1 million in Downtown, include:

- 5th Avenue Overlay
- Isthmus Demolition – Former Housing Building
- The Olympia Center Exterior Painting
- Boulevard Road/22nd Avenue Roundabout
- West Bay Sidewalk
- State Avenue Paving – phase I, Bulb-outs
- Parks and Pathways Neighborhood Pathways – Woodard Avenue Olympia Woodland Trail-Woodard Creek Culvert Repair
- Black Lake Lift Station Upgrade
- Thurston Avenue House Demolition
- Automated Meter Reading Meter Replacement
- McAllister Wellfield Equipping
- Crack Sealing and Pavement Marking Replacement
- LEAN training to streamline daily tasks
- Utilizing Twitter to communicate up-to-the-minute information related to construction projects
- Worked with Community Planning and Development (CP&D) to provide permit processing and procedures training to Engineering staff
- Engineering staff provided training to CP&D staff on platting rules and regulations
- Shared Construction Inspection resources with CP&D
- Assisted CP&D with private utility permitting and engineering plan review

<b>Key Result Measures - Engineering</b>	<b>Target or Goal</b>	<b>FY 13 Actual</b>	<b>FY 14 Estimated</b>	<b>FY 15 Budget</b>
Percentage of Projects’ Final Cost at or below 5% of Planning Level Estimate	90%	75%	83%	85%

<b>Service Profiles - Engineering</b>	<b>FY 13 Actual</b>	<b>FY 14 Estimated</b>	<b>FY 15 Budget</b>
Design and Construction Projects Identified in the Annual Project List	44	34	38









## Transportation

<i>Transportation Recap</i>	<i>2013 Actual</i>	<i>2014 Estimated</i>	<i>2015 Budget</i>	<i>Variance</i>
Planning & Engineering	\$ 918,127	\$ 1,032,583	\$ 1,170,856	\$ 138,273
Traffic Operations	1,946,236	1,950,986	1,964,775	13,789
Street Operations	2,141,973	2,249,354	2,229,915	(19,439)
<b>Total Expenditures</b>	<b>\$ 5,006,336</b>	<b>\$ 5,232,923</b>	<b>\$ 5,365,546</b>	<b>\$ 132,623</b>
<b>Recap of Expenditures</b>				
Personnel Services	\$ 2,761,415	\$ 2,977,626	\$ 3,026,960	\$ 49,334
Supplies & Services	1,631,216	1,617,642	1,609,896	(7,746)
Interfund Payments	604,188	637,655	728,690	91,035
<b>Total Expenditures</b>	<b>\$ 5,006,336</b>	<b>\$ 5,232,923</b>	<b>\$ 5,365,546</b>	<b>\$ 132,623</b>
Program Revenues	1,518,454	1,445,148	1,493,242	48,094
<b>Funding From General Revenues</b>	<b>\$ 3,487,882</b>	<b>\$ 3,787,775</b>	<b>\$ 3,872,304</b>	<b>\$ 84,529</b>

### Line of Business Overview

The mission of the Transportation line of business is making your trip safe, efficient, and inviting. We further this mission through our four programs:

**Transportation Planning**—Develop plans, policies, and programs that increase walking, biking, and transit use and promote the safe movement of motor vehicles.

**Transportation Engineering**—Manage, monitor, develop, and implement complete transportation systems for today and into the future.

**Traffic Operations**—Efficiently and effectively maintain traffic control devices.

**Street Operations**—Repair, maintain, and improve streets and rights-of-way.

### Budget Overview

The 2015 budget reflects previous reductions in program levels of service.

### Future Trends and Challenges

Policy Development - Implement the policy guidance of the Regional Transportation Plan, Transportation Mobility Strategy, and the Comprehensive Plan. Emphasis areas for implementation include development of bus corridors, improving street and pathway connectivity, integration of land use and transportation strategies, and revising our approach to system capacity to accommodate all modes of travel.

Energy Use - We continue to look for opportunities to reduce our carbon footprint using technology. We replaced signal and streetlight bulbs with LED lighting and continue our focus to reduce energy consumption. Commute Trip Reduction programs will help us continue to reduce fuel consumption, as well as improve air quality in the community.

Work Orders and Efficiencies - With recent budget cuts, it is increasingly important to try to maintain our current level of service. We are evaluating methods of capturing data to help us understand where opportunities exist for increased efficiencies. This data is also used to determine the true cost of the services we provide.

Asset Management - We continue implementation of an asset management system to more efficiently maintain the City's transportation infrastructure (pavement, traffic signals, streetlights, traffic control signs, and markings). Asset management systems predict maintenance needs, allowing maintenance activities to be more cost-effective. We will ultimately be more proactive in addressing maintenance needs through lifecycle analysis, predictive maintenance, and condition rating of assets.

Geographic Information Systems (GIS) - We are finding many potential uses for GIS: asset management, project planning, and communication with the public. Continued training and dedicated staff resources will allow GIS to become a greater tool in our work and will fundamentally change our approach to transportation planning and budgeting.

## Transportation Planning and Engineering

Program Cost Summary	2013 Actual	2014 Estimated	2015 Budget	Variance
<b>Expenditures</b>				
Personnel Services	\$ 852,026	\$ 926,436	\$ 972,947	\$ 46,511
Supplies & Services	32,778	66,715	66,715	-
Interfund Payments	33,323	39,432	131,194	91,762
<b>Total Expenditures</b>	<b>\$ 918,127</b>	<b>\$ 1,032,583</b>	<b>\$ 1,170,856</b>	<b>\$ 138,273</b>
Program Revenues	226,358	196,160	250,000	53,840
<b>Funding from General Revenues</b>	<b>\$ 691,769</b>	<b>\$ 836,423</b>	<b>\$ 920,856</b>	<b>\$ 84,433</b>

Program Staffing	FY 13 Actual	FY 14 Estimate	FY 15 Budget
Engineering & Planning Supervisor	1.00	1.00	1.00
Engineering Designer	1.00	1.00	1.00
Engineering Technician II	1.00	1.00	1.00
Line of Business Director	1.00	1.00	1.00
Program Assistant	0.80	0.80	1.00*
Project Engineer II	2.00	2.00	2.00
Senior Planner	1.00	1.00	1.00
Senior Program Specialist	1.00	1.00	1.00
<b>Total</b>	<b>8.80</b>	<b>8.80</b>	<b>9.00</b>

\*Department Reorganization

### Highlights of Program Budget Changes

\$ 70,753 - Increase in Indirect cost allocation of Public Works Administration

## Transportation - Planning Program

### Program Description

The Transportation Planning Program develops plans, policies, and programs that increase walking, biking, and transit use and promote the safe movement of motor vehicles.

Core services include:

- Develop plans and programs to implement the Comprehensive Plan, Transportation Mobility Strategy, and Regional Transportation Plan
- Conduct studies that identify improvements to the transportation system
- Plan bicycle, pedestrian, motor vehicle, and overall roadway safety projects
- Develop strategies and policies to reduce congestion and pollution
- Develop bicycle and pedestrian education and encouragement programs
- Respond to public concerns and create opportunities for greater public input
- Work with the Bicycle and Pedestrian Advisory Committee (BPAC) on their Council-approved work program items

### Trends

We continue to make progress in retrofitting our major streets to be more complete by adding sidewalks, bike lanes, and pedestrian crossing improvements. A key result measure related to complete streets is in development.

### Program Budget Overview

The 2015 budget reflects previous reductions in program levels of service. Education and encouragement activities are unfunded yet important elements of our work. Staff will continue to explore new grant opportunities.

### Future Challenges and Opportunities

- Continue to implement the Neighborhood Pathways Program. This program invites residents to identify priority pathways in their neighborhoods and provides grant funds to improve these pathways for biking and walking.
- With the involvement of the BPAC Committee, we will begin work to update the 2003 Sidewalk Program and the Bicycle Program.
- Continue development of Bike Corridors – low volume streets that are modified to support a wider range of bicyclists (“family routes”).
- Begin the West Olympia Access Study: Local Street Analysis focusing on multimodal transportation needs on Westside streets.
- Continue to expand the use of GIS for capital facilities planning and sharing information with the public.
- Continue to look for ways to share and receive input from the public on transportation planning and project priorities.
- Continue to explore more new programs to encourage walking, biking, and transit.

### Recent Accomplishments

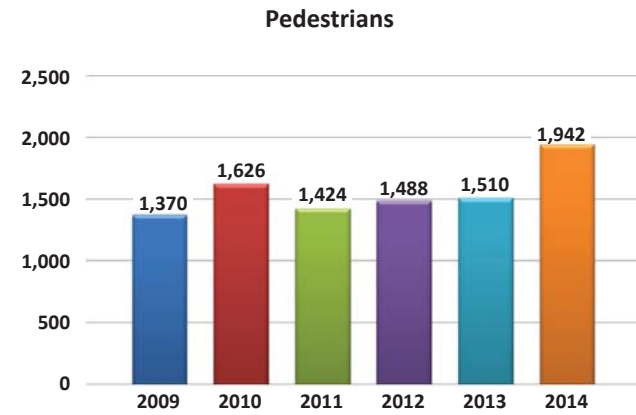
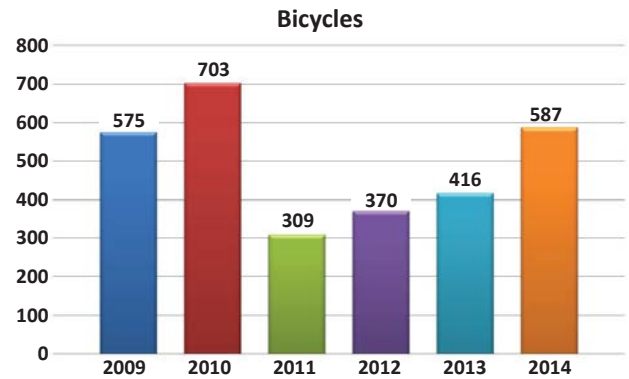
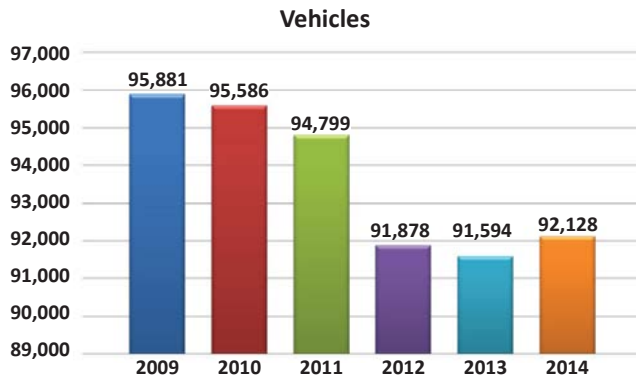
- 2014 Walkable Washington Innovation Award Recipient for Olympia’s Neighborhood Pathways Program. The award highlights exceptional projects that directly contribute to the creation of healthy, livable, and walkable communities in Washington State.

<i>Key Result Measures - Flow, Mobility and Safety</i>	<i>Target or Goal</i>	<i>FY 13 Actual</i>	<i>FY 14 Actual</i>	<i>FY 15 Goal</i>
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Mobility Indicators (Annual counts to monitor mode use)

Increase in trips by walking, biking and transit

See graphs below



Each year, staff collects data on bicycle, pedestrian, transit ridership, and vehicle use at 11 locations throughout the City. This information is used to monitor the growth in walking, biking, and transit use relative to vehicle use. The data is a snapshot of mode use at each location. Changes in mode use are expected to change as land uses change and network improvements (such as sidewalks) are made.

<i>Service Profiles - Transportation Planning and Design</i>	<i>FY 13 Actual</i>	<i>FY 14 Estimated</i>	<i>FY 15 Budget</i>
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Major planning projects or studies

3

6

6

## Transportation - Engineering Program

### Program Description

The Transportation Engineering Program manages, monitors, develops, and implements complete transportation systems for today and into the future.

Core services include:

- Respond to transportation requests and concerns from the public
- Collect and evaluate transportation system data, including collisions and volumes
- Identify transportation system needs and implement improvement projects
- Develop funding strategies for transportation projects using grants, impact fees, and City revenues
- Review and advise on transportation improvements associated with development
- Develop and guide street standards
- Collect and analyze pavement condition data

### Trends

- We are looking for grant funds to augment current funding for capital projects – reductions in the capital budget result in fewer new projects.
- Funding for capital projects to pave streets is not sufficient to meet current street repair needs.
- Successful in identification of system improvements that can result in safer streets for all users and potentially reduce collisions.

### Program Budget Overview

The 2015 program budget maintains our core services at their current level of service.

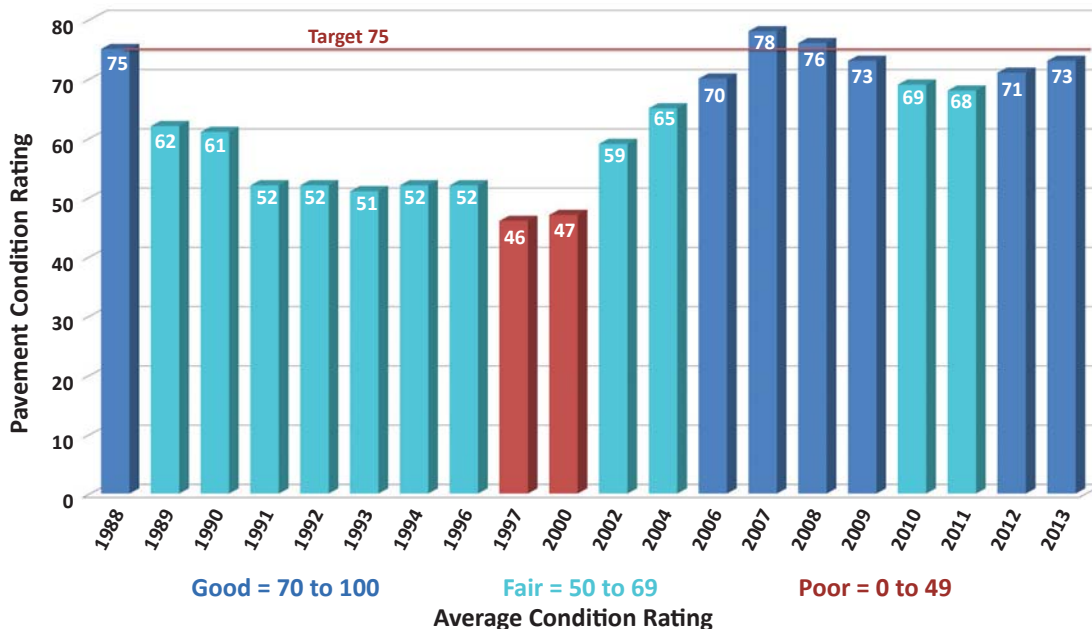
### Future Challenges and Opportunities

- Continue to retrofit our street network with street designs that work for all modes of transportation.
- Continue work on the Interchange Justification Report related to modifying access to US-101 near Kaiser Road and Yauger Way.
- Participate in the creation of Low Impact Development standards for our streets, which will reduce and more effectively manage rainwater run-off.
- With the elimination of the Neighborhood Traffic Management Program, we continue to look for opportunities and innovative ways to address traffic calming requests through neighborhood involvement.
- Pursue funding for system improvements.
- Continue to research and pursue ways to meet transportation capacity needs by funding stand alone transit, biking, and walking projects. This is especially needed in the densest parts of our city where streets cannot be widened further.

### Accomplishments

- Grant Applications - We received grant funding for the West Olympia Access Interchange Justification Report, sidewalk construction on 22nd Avenue from Boulevard Road to Cain Road, and the design and construction of a roundabout at Boulevard Road and Morse-Merryman Road.
- Smart Corridors - We are participating in a regional project to upgrade traffic signals, which will allow transit buses to have priority at intersections and stay on schedule.

The table below describes the street pavement condition on a scale of 0-100







<i>Key Result Measures - Transportation Engineering</i>	<i>Target or Goal</i>	<i>FY 13 Actual</i>	<i>FY 14 Estimated</i>	<i>FY 15 Budget</i>
Pavement Condition Rating	75	73	73	73

<i>Service Profiles - Transportation Engineering</i>	<i>FY 13 Actual</i>	<i>FY 14 Estimated</i>	<i>FY 15 Budget</i>
Public Request Responses	1,020	1,020	1,030
Grants Received	3	2	2

## Transportation - Traffic Operations

Program Cost Summary	2013 Actual	2014 Estimated	2015 Budget	Variance
<b>Expenditures</b>				
Personnel Services	\$ 830,084	\$ 848,382	\$ 863,695	\$ 15,313
Supplies & Services	988,789	959,733	952,932	(6,801)
Interfund Payments	9,517	-	-	-
Capital Outlays	117,846	142,871	148,148	5,277
<b>Total Expenditures</b>	<b>\$ 1,946,236</b>	<b>\$ 1,950,986</b>	<b>\$ 1,964,775</b>	<b>\$ 13,789</b>
Program Revenues	20,775	28,854	28,854	-
<b>Funding from General Revenues</b>	<b>\$ 1,925,461</b>	<b>\$ 1,922,132</b>	<b>\$ 1,935,921</b>	<b>\$ 13,789</b>

Program Staffing	FY 13 Actual	FY 14 Estimated	FY 15 Budget
Data Control Specialist	0.50	0.50	0.50
Lead Worker	1.00	1.00	1.00
Line of Business Director	1.00	1.00	- *
Operations Supervisor	1.00	1.00	1.00
Sign Technician	2.50	2.50	2.50
Sr. Traffic Signal Technician	1.00	1.00	1.00
Traffic Signal Technician	2.00	2.00	2.00
<b>Total</b>	<b>8.00</b>	<b>8.00</b>	<b>8.00</b>

### Program Description

The Traffic Operations Program efficiently and effectively maintains traffic control devices.

Core services include:

- Maintain traffic signals and streetlights
- Maintain signs and pavement markings
- Ensure all signs, pavement markings, traffic signals, and streetlights within the City are fully operational and meet current standards

### Trends

We are developing asset management systems for more cost-effective and predictable maintenance of traffic control devices.

### Program Budget Overview

Prior decreases in funding for Traffic Operations result in longer response times for some services. In prioritizing the workload, critical failures of traffic control devices will be our first priority.

### Future Challenges and Opportunities

- Continue to support special events in the community by installing holiday lights, banners, flags on streetlight poles, and temporary street closures.
- Graffiti continues to be a major issue and expense. Graffiti removal is important to the viability of Downtown businesses and the livability of our neighborhoods. Partnering with neighborhoods and other departments improved response times for removal.
- Based upon the success of converting City-owned streetlights to LED technology, the City will work with Puget Sound Energy (PSE) to convert approximately 1,300 PSE-owned street lights. This will save approximately \$60,000 per year in power costs

### Accomplishments

LED Streetlight Program - We received grant funds to help pay for the conversion of 3,200 City-owned streetlights to LED technology. The energy savings is approximately \$180,000 annually, a 50-60% reduction in energy consumption.

### Key Result Measures - Transportation Traffic Operations

Target or Goal	FY 13 Actual	FY 14 Estimated	FY 15 Budget
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Traffic Signal Condition	Under Development		
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### Service Profiles - Transportation Traffic Operations

FY 13 Actual	FY 14 Estimated	FY 15 Budget
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Signalized Intersections	95	95	95
Streetlights	4,618	4,668	4,700
Traffic Control Signs	11,800	11,900	12,000
Lane Miles Striped	232	232	232
Lighted Crosswalk Systems	25	29	30



## Transportation - Street Operations

Program Cost Summary	2013 Actual	2014 Estimated	2015 Budget	Variance
Expenditures				
Personnel Services	\$ 1,079,305	\$ 1,202,808	\$ 1,190,318	(\$ 12,490)
Supplies & Services	609,649	591,194	590,249	(945)
Interfund Payments	453,019	455,352	449,348	(6,004)
<b>Total Expenditures</b>	<b>\$ 2,141,973</b>	<b>\$ 2,249,354</b>	<b>\$ 2,229,915</b>	<b>(\$ 19,439)</b>
Program Revenues	1,271,321	1,220,134	1,214,388	(5,746)
<b>Funding from General Revenues</b>	<b>\$ 870,652</b>	<b>\$ 1,029,220</b>	<b>\$ 1,015,527</b>	<b>(\$ 13,693)</b>

Program Staffing	FY 13 Actual	FY 14 Estimated	FY 15 Budget
Data Control Specialist	0.50	0.50	0.50
Field Crew Leader	1.00	1.00	1.00
Lead Worker	1.00	1.00	1.00
Maintenance Worker II	8.00	8.00	8.00
Operations Supervisor	1.00	1.00	1.00
Program Assistant	0.20	0.20	- *
<b>Total</b>	<b>11.70</b>	<b>11.70</b>	<b>11.50</b>

\* Department Reorganization

### Program Description

The Street Operations Program is responsible for repairing, maintaining, and improving our streets and rights-of-way.

Core services include:

- Roadway maintenance and repair
- Street sweeping
- Shoulder and alley grading
- Bridge maintenance and repair
- Sidewalk repair
- Bicycle facility maintenance
- Snow and ice control
- Vegetation control
- Roadside mowing

### Trends

Pothole response time: We continue to meet our commitment of repairing reported potholes by the end of the work day, or within two hours if called in after business hours. This proactive response to potholes minimizes liabilities and slows the deterioration of the street surface.

The Snow and Ice Program continues to be a success since we returned to a more proactive approach of applying de-icer prior to freezing roadway conditions.

While there is an ordinance requiring property owners to repair their sidewalks, we make some repairs Downtown and in areas with heavy pedestrian use to remove trip hazards. There is a long list of sites needing repair, beyond the level of funding our budget can support.

### Program Budget Overview

The 2015 budget does not adequately reflect increases in uncontrollable costs, such as disposal fees for sweeper spoils, asphalt for maintenance of our streets, and equipment maintenance and repairs. It continues to be difficult to maintain the increasing number of lane miles in our system.

### Future Challenges and Opportunities

- Each year, Thurston County adds new plant species to the list of noxious weeds that the City is mandated to control. This requires additional staff time to monitor and eradicate these weeds.
- Disposal of sweeper spoils continues to be a challenge, as regulations change. This has a significant effect on our disposal budget.
- Opportunities lie in further developing and refining our standard operating procedures. We will continue to look for efficiencies and evaluate our current levels of service to address the increasing demand for service.
- We are developing reports from our work order data collection system and are using them to help prioritize our work.

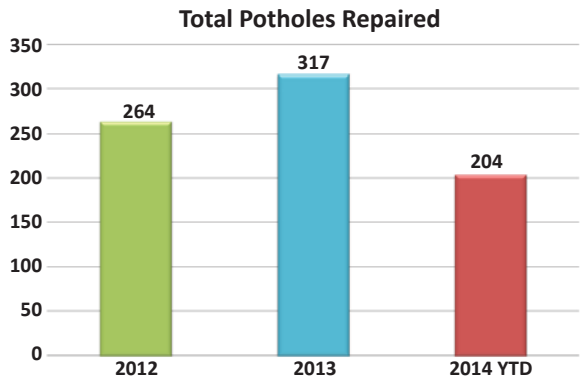
### Accomplishments

- Building on previous success, we'll expand the rental of a conveyor grinder from one to two months. This enables us to perform asphalt patching in more locations in a shorter amount of time.
- We received a Washington Cities Insurance Authority grant to repair damaged sidewalks.

## Transportation - Street Operations (continued)

<i>Key Result Measures - Transportation Traffic Operations</i>	<i>Target or Goal</i>	<i>FY 13 Actual</i>	<i>FY 14 Estimated</i>	<i>FY 15 Budget</i>
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Reported potholes are repaired by the end of the day. Potholes reported after business hours are repaired within two hours.	100%	100%	100%	100%
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<i>Service Profiles - Transportation Traffic Operations</i>	<i>FY 13 Actual</i>	<i>FY 14 Estimated</i>	<i>FY 15 Budget</i>
Miles of Street Maintained	211	214	215
Miles of Bike Lanes Maintained	34.5	34.5	34.5
Miles of Street Prepped for Least Cost Program	5.2	6.0	10
Total Lane Miles Mowed	60	60	63
Hours of Noxious Weed Control	252	175	200



## Public Works - Water Resources

<i>Water Resources Recap</i>	<i>2013 Actual</i>	<i>2014 Estimated</i>	<i>2015 Budget</i>	<i>Variance</i>
Drinking Water Utility	\$ 9,350,707	\$ 11,302,350	\$ 11,630,610	\$ 328,260
Wastewater Utility	16,167,865	17,221,840	18,047,323	825,483
Storm & Surface Water Utility	4,512,037	4,652,107	4,820,731	168,624
<b>Total Expenditures</b>	<b>\$ 30,030,609</b>	<b>\$ 33,176,297</b>	<b>\$ 34,498,664</b>	<b>\$ 1,322,367</b>
<i>Recap of Expenditures</i>				
Personnel Services	\$ 5,840,394	\$ 6,189,636	\$ 6,409,617	\$ 219,981
Supplies & Services	16,654,212	18,324,164	19,200,345	876,181
Capital Outlays	52,444	-	-	-
Debt Service	294,692	882,211	776,707	(105,504)
Interfund Payments	3,185,064	3,416,224	3,515,306	99,082
Interfund Transfers	4,003,803	4,364,062	4,596,689	232,627
<b>Total Expenditures</b>	<b>\$ 30,030,609</b>	<b>\$ 33,176,297</b>	<b>\$ 34,498,664</b>	<b>\$ 1,322,367</b>
Program Revenues	30,983,418	32,766,828	34,419,843	1,653,015
<b>Use of or, (Additions) to Reserves</b>	<b>(\$ 952,809)</b>	<b>\$ 409,469</b>	<b>\$ 78,821</b>	<b>(\$ 330,648)</b>

### Line of Business Overview

The Water Resources line of business includes Olympia's Drinking Water, Wastewater, and Storm and Surface Water utilities. The mission of the Water Resources line of business is to provide and protect nature's water for a healthy community. Through a management structure focused on a long-term, holistic view of water, we provide services in a comprehensive and integrated way.

Key services include operations and maintenance of infrastructure, long-term planning, capital facility development, water quality monitoring, and public involvement and education. Residents, businesses, and institutions provide funding through monthly or bi-monthly utility rates. The purpose statements for the three Water Resources utilities are:

**Drinking Water**—Provide the public with safe and sustainable drinking water and reclaimed water, and to ensure a sufficient water supply for firefighting needs.

**Wastewater**—Ensure the long-term management of the sewer infrastructure so that wastewater is collected, conveyed, and treated with minimal risk to public health and the environment.

**Storm and Surface Water**—Provide environmental management services to the public so that floods are minimized, water quality is improved, and aquatic habitats are protected and enhanced.

### Future Trends and Challenges

The Drinking Water utility began using its new water supply in the fall of 2014. The transfer of our water supply from the surface waters of McAllister Springs to the deep, well-protected groundwater supply at the new McAllister Wellfield is result of many years of work and coordination. We are proud to say the Olympia's water supply is secure and adequate for at least the next 50 years.

The utility is currently updating its six-year Water System Plan to better reflect future needs. The updated version will be available for consideration by our community and potential adoption by City Council in 2015. In addition to addressing water demand needs, conservation, water quality, capital improvements, and financial scenarios, this update emphasizes the need to comprehensively understand the condition and integrity of our extensive water distribution system. This work will shape the future of the utility.

Wastewater utility staff are implementing a new six-year Wastewater Management Plan that was adopted in late 2013. The Plan builds upon the health of the current Wastewater program by refining existing policies and practices. The issue of providing cost-effective sanitary sewer service for infill and outlying development continues as a challenge and is addressed in the Plan. The Plan lays out a program of proactive system maintenance and timely upgrades.

Responding to new State and Federal regulatory requirements will continue to be a focus for the Storm and Surface Water utility. The evolving National Pollutant Discharge Elimination System (NPDES) Phase II stormwater permit creates new regulatory obligations for the City. Expanding the use of Low Impact Development techniques Citywide and implementation of an aquatic habitat protection strategy will be focus areas in 2015. Work on a comprehensive update to our Storm and Surface Water Management Plan will also begin in 2015.

If predictions regarding global climate change hold true, the Water Resources utilities will be affected. Increasing sea levels would result in increased downtown flooding. Hotter and drier summers could increase water demand. The utilities are working to understand the impacts of global climate change and are developing adaptation strategies.



## Water Resources - Drinking Water Utility

Program Cost Summary	2013 Actual	2014 Estimated	2015 Budget	Variance
<b>Expenditures</b>				
Personnel Services	\$ 2,847,947	\$ 3,006,390	\$ 3,115,683	\$ 109,293
Supplies & Services	2,995,329	3,657,940	3,715,493	57,553
Capital Outlay	16,305	-	-	-
Debt Service	-	680,770	671,064	(9,706)
Interfund Payments	1,579,310	1,671,342	1,700,531	29,189
Interfund Transfers	1,911,816	2,285,908	2,427,839	141,931
<b>Total Expenditures</b>	<b>\$ 9,350,707</b>	<b>\$ 11,302,350</b>	<b>\$ 11,630,610</b>	<b>\$ 328,260</b>
Program Revenue	10,165,495	11,224,138	11,630,610	406,472
<b>Use of or, (Additions) to Reserves</b>	<b>(\$ 814,788)</b>	<b>\$ 78,212</b>	<b>\$ -</b>	<b>(\$ 78,212)</b>

Program Staffing	FY 13 Actual	FY 14 Estimate	FY 15 Budget
Engineering & Planning Supervisor	-	-	0.34*
Inventory Control Specialist I	0.75	0.75	0.75
Lead Worker	2.00	2.00	2.00
Line of Business Director	0.52	0.52	0.52
Maintenance Technician	2.00	2.00	2.00
Maintenance Worker I	-	-	-
Maintenance Worker II	11.00	11.00	11.00
Office Specialist III	0.52	0.52	0.52
Operations Supervisor	1.50	1.50	1.50
Program & Planning Supervisor	1.00	1.00	1.00
Program Assistant	1.52	1.52	1.52
Project Engineer I	1.00	1.00	1.00
Project Engineer II	-	0.50**	0.50
Remote Systems Technician	1.25	1.25	1.25
Senior Planner	1.00	0.34***	0.34
Senior Program Specialist	1.75	2.00^	2.00
Utility Locator	0.34	-	-
Water Meter Reader	4.00	2.00	2.00
Water Monitoring Assistant	1.00	1.00	1.00
Water Quality Specialist	1.00	1.00	1.00
<b>Total</b>	<b>32.15</b>	<b>29.90</b>	<b>30.24</b>
* Funding Change - Split between three utilities			
** Reorganization - 0.50 FTE from Wastewater			
*** Reorganization - remaining FTE split out to Waste & Storm Water			
^ Should have been 2.00 FTE since 2013 - 0.50 of MW1 cut to increase Sr. Program Specialist by 0.25			

### Highlights of Program Budget Changes

#### Revenues:

\$ 385,400 - increase in regular and reclaimed water revenue, includes a projected 6% increase

\$ 27,068 - increase in wholesale water sales

#### Expenditures:

\$ 62,950 - Increase in interfund transfers for debt service related to State of Washington loans. The increase for loan repayments is being phased in. Projected total amount required by 2017 is \$750,000.

\$ 84,730 - increase in taxes from rate increases

### Program Description

The Drinking Water utility provides the public with safe and sustainable drinking water and reclaimed water. It ensures a sufficient water supply for our growing community. The Utility serves as a steward of Olympia's water resources. Program areas include: operation and maintenance, water quality monitoring, cross-connection control, groundwater protection, water conservation, water source development, reclaimed water, and capital facility development. The 2009-2014 Water System Plan (approved by the State Department of Health and adopted by the Olympia City Council) guides the activities of the Drinking Water utility. The Plan is currently being updated.

### Trends

Trends that significantly affect the Drinking Water utility and its budget:

- The work to develop additional sources of water supply have been successful in recent years, requiring engineering evaluations, construction of new facilities, and mitigation associated with new water rights.
- Slowdowns in development activity affect water conservation efforts and wetter summers in recent years have resulted in lower than anticipated revenues. As a result, in 2012 we increased the ready-to-serve fee to better reflect fixed costs for the utility, and proposed a three year plan to phase in additional increases to this portion of the rate.

- Water conservation efforts are paying off. For example, since 2009, the number of active water connections increased while overall water use decreased by 8%.
- A major new water reservoir is being designed for Southeast Olympia. The project will be constructed in 2015 and 2016 with a low-interest loan from the State of Washington.
- Automated meters were installed throughout the City in 2014. The meters have improved efficiency of operations, saved staff time, and more accurately record water usage.
- New regulations related to water quality and water use efficiency are increasing capital costs and placing more demands on staff.
- Increased development and ongoing landowner practices in Olympia's Drinking Water (Wellhead) Protection Areas requires efforts to ensure that our water supplies are adequately protected. Groundwater monitoring efforts, land use regulations, land acquisition, and education with area residents are helping us protect these sources long term.
- The ongoing replacement of aging infrastructure, especially small diameter water pipe, is critical to the utility's long-term viability. Seismic retrofits for two reservoirs will ensure our community has water in the event of a catastrophic earthquake.



### Program Budget Overview

The goal of the Drinking Water utility is to implement the policy direction set forth in the 2009-2014 Water System Plan. Investments in water supply, system reliability, water use efficiency, ground water protection, and efficient operations continue to receive high priority. Staffing levels in 2015 will be the same as in 2014.

The 2015 budget includes increased expenses related to salaries, benefits, and other inflationary costs. No appreciable new work efforts or expenditures are anticipated in the utility operating budget. Based on projected 2015 expenses and revenues, an overall rate increase of 6% is recommended. Actual rate increases vary by customer class and usage.

### Future Challenges and Opportunities

The 2009-2014 Water System Plan and its ongoing update places top priority on how best to meet the community's water supply needs for the next 50 years. In 2012, that 50-year supply goal was achieved with the approval of Olympia's application to transfer its water rights from McAllister and Abbott Springs to the McAllister Wellfield. This source will be Olympia's new primary source for drinking water. In addition to new supply development, the 50-year water supply strategy includes efforts to maximize current water supplies by continuing our aggressive water conservation program, investing in an ongoing leak detection and repair program, and considering opportunities for advancing reclaimed water.

Olympia made formal commitments through intergovernmental agreements to develop new sustainable supplies and protect water resources long-term. Due to increasing development and ongoing

landowner practices in Olympia's Wellhead Protection Areas, the utility will also need to scrutinize and respond accordingly to potential impacts to our drinking water supplies. State and Federal water quality mandates will require continued improvements to our water infrastructure.

Following Council's direction, the utility will ensure that "growth pays for growth" and will also work with new development on reclaimed water issues and landscaping practices. The utility will seek to keep construction costs low by "piggybacking" with transportation and other types of construction projects.

### Recent Accomplishments / Efficiencies

- Completed connection to the City's new water source the McAllister Wellfield replacing McAllister Springs as the City's primary supply of drinking water.
- Upgraded 19,000 water meters across the City to receive water usage information via radio/wireless signals. This has streamlined customer service, operations and maintenance response, improved customer equity by ensuring customers are paying for water they are using, and enhanced water conservation by identifying and notifying customers of possible water leaks. This resulted in the reduction of two staff positions.
- Testing new plastic fittings to offset the rising cost of brass. If they work, we will change our Design Standards, making it less expensive for both developers and contractors.
- Enhanced work to better understand the structural integrity of our extensive pipe systems. A detailed asset management strategy is being developed to support the long-term work effort.

Key Result Measures - Drinking Water Utility	Target or Goal	FY 13 Actual	FY 14 Estimated	FY 15 Budget
Water Quality Samples Meeting Standards	100%	100%	100%	100%
High-Risk Connections with Adequate Backflow Protection	100%	100%	100%	100%
Indoor Water Use Reduction Per Connection, 2009 – 2014	5%	13.04%	10%	n/a
*Indoor Water Use Reduction, 2015 – 2020 of 100,000 gallons per day	100,000 GPD	N/A	N/A	16,000 GPD
*Outdoor Water Use Reduction 2015 – 2020 of 5%	5%	N/A	N/A	1%
Outdoor Water Use Reduction	5%	5%	1%	N/A
Water Rights Acquired to Meet Needs for Projected Population in 2058	100%	100%	100%	100%

Service Profiles - Drinking Water Utility	FY 13 Actual	FY 14 Estimated	FY 15 Budget
Total Number of Water Service Connections	20,330	19,699	20,000
Miles of Water Mains Maintained	275	275	285
Water Sources Maintained	7	9	9
Water Quality Samples Collected	1,517	1,405	1,276
Backflow Devices Tested/Inspected	2,394	2,425	2,206
Water Conserving Devices/Rebates Distributed	1,020	1,000	1,000
Groundwater Protection Area Residents Reached with Information, Training and Technical Assistance	10	8	500
Reclaimed Water Service Connections	5	5	5

Notes:

\*The water conservation key result measure will change in 2015 to a new indoor and outdoor measure as noted above.

\*\*There will be a reduction in water sampling because we no longer use McAllister Springs, a surface water source.

## Water Resources - Waste Water Utility

Program Cost Summary	2013 Actual	2014 Estimated	2015 Budget	Variance		Program Staffing	FY 13 Actual	FY 14 Estimate	FY 15 Budget
<b>Expenditures</b>						Data Control Specialist	0.375	0.375	0.375
Personnel Services	\$ 1,342,289	\$ 1,412,168	\$ 1,486,954	\$ 74,786		Engineering & Planning Supervisor	0.50	0.50	0.33*
Supplies & Services	12,615,200	13,559,142	14,297,694	738,552		Inventory Control Specialist I	0.125	0.125	0.125
Capital Outlay	30,486	-	-	-		Lead Worker	0.50	0.50	0.50
Debt Service	109,205	106,103	105,643	(460)		Line of Business Director	0.24	0.24	0.24
Interfund Payments	799,888	887,607	902,683	15,076		Maintenance Technician	2.00	2.00	2.00
Interfund Transfers	1,270,797	1,256,820	1,254,349	(2,471)		Maintenance Worker I	0.50	0.50	1.00**
<b>Total Expenditures</b>	<b>\$16,167,865</b>	<b>\$17,221,840</b>	<b>\$ 18,047,323</b>	<b>\$ 825,483</b>		Maintenance Worker II	5.50	5.50	6.00**
Program Revenue	16,281,373	16,947,190	18,047,323	1,100,133		Office Specialist III	0.24	0.24	0.24
<b>Use of or, (Additions) to Reserves</b>	<b>(\$ 113,508)</b>	<b>\$ 274,650</b>	<b>\$ -</b>	<b>(\$274,650)</b>		Operations Supervisor	1.00	1.00	1.00
						Program Assistant	0.24	0.24	0.24
						Project Engineer I	-	-	-
						Project Engineer II	1.75	1.25***	1.25
						Remote Systems Technician	0.75	0.75	0.75
						Senior Planner	-	0.33^	0.33
						Utility Locator	0.33	-	-
						<b>Total</b>	<b>14.05</b>	<b>13.55</b>	<b>14.38</b>
						* Funding Change - Split between 3 utilities			
						** Reorganization - .50 to Drinking Water			
						*** .50 FTE from Storm Water			
						^ Reorganization - remaining FTE split out to Drinking & Storm Water			

### Highlights of Program Budget Changes

#### Revenues:

- \$ 329,895 - Increase in collection system revenue, including a 2% rate increase.
- \$ 773,238 - Increase in treatment-related revenue including a 3% rate increase assessed by LOTT.

#### Expenditures:

- \$ 62,950 - Increase in payments to LOTT for sewage treatment.
- \$ 82,881 - Increase in personnel services related to re-alignment of staff between Wastewater and Storm & Surface Water.

### Program Description

The Wastewater utility ensures the long-term management of the sewer infrastructure so that wastewater is collected, conveyed and treated with minimal risk to public health and the environment. All wastewater collected by the utility is conveyed downtown to the LOTT Clean Water Alliance facility for treatment. The City contracts with LOTT for this service. Utility activities include operation and maintenance of pipe and pumping infrastructure, long-term planning, infrastructure analysis, capital facility development, odor control, technical assistance and septic system oversight. The activities of the Wastewater utility are guided by the 2013-2018 Wastewater Management Plan.

### Trends

Trends affecting the Wastewater utility and its budget:

- Although growth in Olympia and its Urban Growth Area (UGA) has slowed in the last several years, infill and outlying development necessitates costly, privately-funded sewer extensions. Alternative methods are needed to keep sewer costs manageable.
- Condition rating of sewer pipe and manholes highlight the need for numerous repairs and replacements. Thirty-two percent of the utility infrastructure was installed prior to 1960 and is at or near the end of its expected life. Repairs are needed before acute pipe failures occur.
- In response to needed pipe repairs, the City is utilizing new trenchless repair technologies to line existing pipes without

costly excavation of the street. The City will continue to maximize the use of these technologies.

- On-site septic systems are being linked to water quality impacts in Budd and Henderson Inlets and other sensitive areas in the City and its Urban Growth Area. Approximately 4,200 on-site septic systems are used within the City limits and UGA. We are supporting the conversion of on-site septic systems to City sewer.
- The number of sewer spills and overflows continues to decline due to increased preventative maintenance by City crews.
- The 2013 update to the Wastewater Management Plan emphasizes the need to cost effectively provide sewer service, ensure that utility rates are equitable, and incorporate new technologies into our management program. The Wastewater program is increasingly linked to the environmental protection work of the Storm and Surface Water and Drinking Water utilities.

### Program Budget Overview

The Wastewater utility continues work on sewer system cleaning and operations, condition rating, preventative maintenance, long-range planning, and capital improvements—with few changes in the last several years. The Wastewater utility is implementing refinements outlined in the 2013-2018 Wastewater Management Plan. Goals of the Plan support various community-wide efforts including reconstruction of aging pipe systems, pump station



retrofits, system extensions, and onsite septic system conversions. The 2015 operating budget reflects various inflationary cost and no new initiatives or costs.

The Capital Facilities Plan increasingly focuses on proactive actions that will minimize future unanticipated construction costs. The City will continue to retrofit pump stations on a timely schedule.

#### **Future Challenges and Opportunities**

Many of the trends highlighted create both challenges and opportunities for the utility. Coordination and partnership with the development community can create effective sewer extension into new areas of the City and UGA. These extensions, while often into areas topographically difficult for sewer service, can allow for conversion from on-site septic to public sewer service. Increasing costs heighten the need to incorporate these modifications into existing and future construction projects. Additionally, the utility is revising regulations to better facilitate infill development.

Efforts to reduce bacteria and nitrogen discharges to surface and ground waters reinforce the need to prevent wastewater discharges from both pipe and on-site systems. The Wastewater utility will continue to play a role in environmental protection work.

#### **Recent Accomplishments / Efficiencies**

- The Wastewater Utility recently completed a major six-year capital and program development effort that was initiated in 2006-2007. Several major pipe extensions were constructed and regional pump stations were upgraded.
- Considerable progress has been made with pipe repairs. The repair work builds upon the pipe televising and condition rating of the pipe system.
- Capital facility planning under a 20-year horizon suggests that the utility can continue to cost-effectively and proactively respond to system needs.
- Staff continues to take on the larger and more complex construction projects, using new technologies such as cured in place pipe and oxygen-based odor control.

<b>Key Result Measures - Waste Water Utility</b>	<b>Target or Goal</b>	<b>FY 13 Actual</b>	<b>FY 14 Estimated</b>	<b>FY 15 Budget</b>
Rated Sewer Pipes in Fair or Better Condition	90%	91%	93%	94%
City and Urban Growth Area (UGA) Residents with Gravity Sewer Service (Excludes Septic and STEPS)	100%	72%	72%	72%

<b>Service Profiles - Waste Water Utility</b>	<b>FY 13 Actual</b>	<b>FY 14 Estimated</b>	<b>FY 15 Budget</b>
Sewer Connections	15,350	15,600	15,800
STEP Customers	1,865	1,865	1,865
Miles of Sewer Pipe Maintained	223	224	225
Pump Stations Maintained	33	34	34
Septic Systems (City and UGA)	4,150	4,150	4,150

## Water Resources - Storm and Surface Water Utility

Program Cost Summary	2013 Actual	2014 Estimated	2015 Budget	Variance
<b>Expenditures</b>				
Personnel Services	\$ 1,650,158	\$ 1,771,078	\$ 1,806,980	\$ 35,902
Supplies & Services	1,043,683	1,107,082	1,187,158	80,076
Capital Outlay	5,653	-	-	-
Debt Service	185,487	95,338	-	(95,338)
Interfund Payments	805,866	857,275	912,092	54,817
Interfund Transfers	821,190	821,334	914,501	93,167
<b>Total Expenditures</b>	<b>\$ 4,512,037</b>	<b>\$ 4,652,107</b>	<b>\$ 4,820,731</b>	<b>\$ 168,624</b>
Program Revenue	4,536,550	4,595,500	4,741,910	146,410
<b>Use of or, (Additions) to Reserves</b>	<b>(\$ 24,513)</b>	<b>\$ 56,607</b>	<b>\$ 78,821</b>	<b>\$ 22,214</b>

### Highlights of Program Budget Changes

#### Revenues:

\$ 119,400 - Additional revenue from 3% rate increase

#### Expenditures:

(\$ 95,338) - Debt Service, Yauger Park storm water pond improvement. State loan debt services was previously paid directly from the Storm water operation fund. A separate debt service fund was established in 2014. Now the budget for this loan is included in transfers out.

Program Staffing	FY 13 Actual	FY 14 Estimate	FY 15 Budget
Associate Planner	1.00	1.00	2.00*
Data Control Specialist	0.375	0.375	0.375
Engineering & Planning Supervisor	0.50	0.50	0.33**
Inventory Control Specialist	0.125	0.125	0.125
Lead Worker	0.50	0.50	0.50
Line of Business Director	0.24	0.24	0.24
Maintenance Worker I	0.50	0.50	1.00***
Maintenance Worker II	4.50	4.50	4.00+
Office Specialist III	0.24	0.24	0.24
Operations Supervisor	0.50	0.50	0.50
Program & Planning Supervisor	1.00	1.00	1.00
Program Assistant	0.24	0.24	0.24
Program Specialist	-	-	0.50*
Project Engineer II	1.00	1.00	1.00
Senior Planner	-	0.33 ^	0.33
Senior Program Specialist	5.00	5.00	5.00
Utility Locator	0.33	-	-
<b>Total</b>	<b>16.05</b>	<b>16.05</b>	<b>17.38</b>

\* Addition of one 2-year project funded position  
 \*\* Funding Change - Split between 3 utilities  
 \*\*\* Reorganization .50 FTE moved to Waste Water & added 1 FTE  
 + Reorganization - .50 to Waste Water  
 ^ Reorganization - remaining FTE split out to Drinking & Storm Water

### Program Description

The Storm and Surface Water utility provides environmental management services so that floods are minimized, water quality is improved, and aquatic habitats are protected and enhanced. Over its 20-year history, the utility has played an important role in helping the City understand and reduce its impact on the local environment and in advancing its goals for sustainability.

### Trends

The Storm and Surface Water utility continues to address the issues outlined in its 2003 Management Plan with its 2011 refinements, as well as respond to population and economic trends. Some trends include:

- A decline in stream and wetland health due to increasing urbanization. While acknowledging this hard to beat trend, stream quality in Olympia is relatively good for an urban area.
- State and Federal stormwater regulations are increasing and require additional work efforts. Work is underway in concert with Olympia's Community Planning and Development Department to comprehensively evaluate City development codes for implementation of Low Impact Development techniques.

- Many stormwater pipe systems have reached the end of their design life and are in need of repair or replacement.
- The effective management and improvement of high-priority aquatic habitats emphasized during 2013 will continue in 2014.
- Rapid urban growth in Olympia is pushing development into areas with challenging stormwater and environmental constraints. Careful analysis and regulation is needed to minimize impacts.
- Aquatic habitat enhancement is a growing emphasis area for the utility.
- Efforts to improve water quality in Budd Inlet are under way with the Storm and Surface Water Utility playing an important role.

Staff will focus on updating the Storm and Surface Water Management Plan in 2015. The Plan will guide the utility in its work for years to come. Community input regarding utility goals and responsibilities will be a key dynamic in the planning process.

### Program Budget Overview

The 2015 budget continues to follow the policy direction outlined in the 2003 Storm and Surface Water Master Plan with recent refinements, placing increased focus on protecting and improving





water quality, as well as aquatic habitats. Evaluating the condition of aging pipe systems and investing capital funds on necessary replacement projects is also under way. Public education and outreach for local environmental concerns continues on a daily basis. Implementation of an aquatic habitat enhancement and protection strategy will shift some resources within the utility.

The 2015 operating budget reflects inflationary increases and movement of funds between various programs, but no new expenses. Increased emphasis on aquatic habitat work including hiring temporary staff is being funded with existing resources in the Capital Facilities Plan.

### Future Challenges and Opportunities

Managing and protecting our environmental resources in Olympia is expected to remain challenging as our community grows and becomes more densely populated. Opportunities also increase. Examples include:

- Design and construction using new low impact development techniques is promising, yet requires expertise and time for effective design, inspection, and maintenance.
- Environmental education needs to keep pace with ever-changing social trends. Our communication tools must become more effective if we are to change behaviors that influence the local environment.
- Efforts are under way to begin addressing climate change and sea level rise in Olympia. The Storm and Surface Water utility will play a key role in developing an effective City program to address these long-term problems.
- Televising and condition-rating our stormwater pipe

continues to identify many needed repairs. Overall, the pipe system is in relatively good condition.

- Utility staff is launching regional work efforts for lawn care management best-practices. The work demonstrates the ability to maintain a pleasing lawn with only minimal chemical use.
- With support from Olympia's Utility Advisory Committee and City Council, the utility is implementing an aquatic habitat enhancement and protection strategy. The strategy offers many opportunities to improve environmental resources in the community while interacting with neighborhoods.

### Recent Accomplishments

- The Storm and Surface Water utility continues to be in full compliance with State and Federal regulations.
- Considerable progress has been made to improve our inventory of stormwater systems, more accurately map underground pipes, clean/televise high-priority pipes to determine their structural integrity, and increase our understanding of the long-term needs of our systems.
- We have expanded work efforts to retrofit existing arterial streets with water quality treatment technologies.
- The utilities success at receiving grants and low-interest loans for the construction of water quality retrofits and other work efforts remain high.

Key Result Measures - Waste Water Utility	Target or Goal	FY 13 Actual	FY 14 Estimated	FY 15 Budget
Flooding Problems Resolved in a Timely Manner (Minor Problems Within One Year and Major Problems Within Three Years)	90%	100%	100%	100%
Maintenance Compliance — Private Storm Systems (2005 - Newer)	100%	100%	100%	100%

Service Profiles - Waste Water Utility	FY 13 Actual	FY 14 Estimated	FY 15 Budget
Customer Accounts	14,925	15,601	15,726
Miles of Storm Pipe	179	155	155
Miles of Storm Pipe Televised	21	11	11
City-Owned Treatment and Flow Control Facilities Maintained	50	52	52
Number of Education/Outreach Events (including Classroom Programs)	175	176	150
Number of Participants Attending Education/Outreach Events	4,180	3,392	3,500
Stream Team Volunteer Hours	1,425	1,092	1,250
Phone Calls/Email to Spills Hotline	6	55	52
Private Storm Systems Inspected (Sites)	250	200	190
Public Storm Systems Inspected (Sites)	60	60	60
Vegetation Management (Acres Maintained) (Public Storm Facility properties)	140	140	140
Noxious Weed Monitoring/Abatement (Acres)	310	310	310
Rain Gardens Built (Incentive Program)	1	3	4
Number of Businesses Contacted (Business Pollution Prevention Program)	20	175	30

## Public Works - Waste ReSources Overview

<i>Waste ReSources Recap</i>	<i>2013 Actual</i>	<i>2014 Estimated</i>	<i>2015 Budget</i>	<i>Variance</i>
Collections	\$ 8,736,301	\$ 9,540,127	\$ 9,788,433	\$ 248,306
Waste Prevention & Reduction	379,312	437,522	406,207	(31,315)
<b>Total Expenditures</b>	<b>\$ 9,115,613</b>	<b>\$ 9,977,649</b>	<b>\$ 10,194,640</b>	<b>\$ 216,991</b>
<b><i>Recap of Expenditures</i></b>				
Personnel Services	\$ 2,367,740	\$ 2,655,087	\$ 2,666,687	\$ 11,600
Supplies & Services	5,072,430	5,571,504	5,685,256	113,752
Capital Outlays	12,692	-	-	-
Interfund Payments	1,650,251	1,751,058	1,830,197	79,139
Interfund Transfers	12,500	-	12,500	12,500
<b>Total Expenditures</b>	<b>\$ 9,115,613</b>	<b>\$ 9,977,649</b>	<b>\$ 10,194,640</b>	<b>\$ 216,991</b>
Program Revenues	8,741,155	9,591,628	10,008,528	416,900
<b>Use of or, (Additions) to Reserves</b>	<b>\$ 374,458</b>	<b>\$ 386,021</b>	<b>\$ 186,112</b>	<b>(\$ 199,909)</b>
<b><i>Highlights of Program Budget Changes</i></b>				
<b><u>Revenues:</u></b>				
Projected Revenue from rate increases				
\$ 170,500 - Residential service rate increase, 6%				
\$ 122,200 - Commercial service rate increase, 4%				
\$ 61,000 - Organic service rate increase, 8%				
<b><u>Expenditures:</u></b>				
\$ 91,300 - Disposal fee increases				
\$ 55,045 - Public works administration cost allocation				
\$ 18,631 - Maintenance Center rent (rate increase)				

### Line of Business Overview

Waste ReSources is a utility line of business that primarily focuses on collecting and transporting solid waste and recyclables discarded by residents, businesses, and visitors in our City. Waste ReSources collects these unwanted products and materials so the community remains clean and safe. The Waste ReSources line of business is funded through customer service fees.

Ever-growing solid waste per capita, a vulnerable disposal system, and landfills nearing capacity have intensified the need for overall solid waste reduction, recycling, and composting. The focus is shifting from solid waste collection and disposal to solid waste recovery.

With a vision of Zero Waste and the goal of a sustainable City, Waste ReSources has developed a mission to lead and inspire our community toward a waste-free future.

There are two programs within Waste ReSources that work together to deliver on the mission and strategic role: Collections, and Waste Prevention and Reduction.

### Future Trends and Challenges

Waste ReSources' next six-year plan is well underway, with completion expected in early 2015. Today, over 99% of our residential customers have at least one traditional recycle cart at

their residence, and nearly 60% of the residents subscribe to the organic collection services. However, our 2008 waste study shows that residents discarded 8,200 tons of material into the trash/garbage. Of the 8,200 tons, 13.4% was traditional recyclables, 20.7% potential recyclables, and over 34.8% was organic material that could have been collected in our Organics Collection Program.

A new solid waste sort, which began in 2013, will be complete by the end of 2014. This sort will help identify the results, or lack thereof, for our waste diversion programs.

Commercial solid waste has a much larger potential for diversion. Out of 20,000 tons of commercial garbage in 2008, 21.8% contained traditional recyclables, 24.5% contained potential recyclables, and 34.8% was organic. The commercial organics program is now in full swing. In February of 2013, Silver Springs Organics opened their new processing facility and made some changes to their materials acceptance list.

In early 2014, Thurston County negotiated and finalized a hauling and processing contract for all organic materials collected in Thurston County. Waste ReSources staff worked closely with Thurston County staff to develop consistent County wide outreach information on the acceptable items in the Organics Program.

Although there continues to be some push by material processing facilities to remove glass from the single-stream, we will continue to collect residential single-stream recycling with glass through 2015 while we study options coming out of our next six-year plan. Single

stream with glass in the collection system has proven to be the most efficient way of collecting, and the most convenient for our customers. However, broken glass sometimes leads to contamination of the paper products. Our every other week collection still proves to be a leading edge of collection efficiencies. We collect all three streams of materials: trash/garbage, recycle, and organics with the same truck and the same driver in every-other-week collections (four routes, four trucks, and four drivers). However, it is important to note that future annexations and new residential development will create the need for additional trucks and drivers.

Key Result Measures - Waste ReSources	2006 Baseline	FY 11 Actual	FY 12 Actual	FY 13 Actual	FY 14 Estimated	FY 15 Budget
Increase Recycling to 65%		58%	60%	62%	62%	63%
Reduce Per Capita Waste by 5%	* 5.11	4.39	4.34	4.28	4.25	4.17

\* Pounds per person per day

"Dignity in Labor" Artist: John Vanek



## Waste ReSources - Collections

Program Cost Summary	2013 Actual	2014 Estimated	2015 Budget	Variance
<b>Expenditures</b>				
Personnel Services	\$ 2,090,989	\$ 2,352,918	\$ 2,369,786	\$ 16,868
Supplies & Services	4,973,681	5,443,791	5,582,792	139,001
Debt Service	12,692	-	-	-
Interfund Payments	1,646,439	1,743,418	1,823,355	79,937
Interfund Transfers	12,500	-	12,500	12,500
<b>Total Expenditures</b>	<b>\$ 8,736,301</b>	<b>\$ 9,540,127</b>	<b>\$ 9,788,433</b>	<b>\$ 248,306</b>
Program Revenue	8,361,843	9,154,106	9,602,321	448,215
<b>Use of or, (Additions) to Reserves</b>	<b>\$ 374,458</b>	<b>\$ 386,021</b>	<b>\$ 186,112</b>	<b>(\$ 199,909)</b>

Program Staffing	FY 13 Actual	FY 14 Estimate	FY 15 Budget
Accounting Technician	-	1.00*	1.00
Associate Line of Business Director	1.00	1.00	1.00
Billing Specialist	1.00	- *	-
Lead Worker	1.00	2.00*	2.00
Maintenance Worker I	1.00	1.00	1.00
Maintenance Worker II	1.00	1.00	1.00
Operations Supervisor	1.00	1.00	1.00
Program Assistant	1.00	1.00	1.00
Refuse/Recycle Collector	17.00	16.00*	16.00
<b>Total</b>	<b>24.00</b>	<b>24.00</b>	<b>24.00</b>

\* Reclassification

### Program Description

The Collections Program provides garbage, recycling, and organics collection services to residents, businesses, and the public.

It uses three different collection methods:

- Curbside collection of carts and containers for both residential and commercial customers.
- Drop box service for large quantity generators of garbage, recyclables and organics.
- Self-haul of yard waste, metals and traditional recycling materials to our drop-off location at the Maintenance Center.

We provide carts to City residents for all three waste streams. Garbage service is mandatory at a minimum level. Recycling and organic collection services are a subscribed service. Residents with these services can recycle plastic and glass containers, aluminum and tin cans, paper, and cardboard all in one recycling cart and all organics, such as food, food-soiled paper, yard debris, and some other organic materials in another. Commercial customers have options of many container sizes and collection frequencies, ranging from half-yard containers to 30-yard drop boxes. The yard waste drop-off center is located at the Public Works Maintenance Center on Eastside Street, and is open on Saturdays, from March through mid-November.

### Trends

The following trends are major focus areas for the Collections Program:

- One-side road collection is now an operational norm and is a practice we are continuing to expand into all areas where it is feasible and safe. The efficiency gains will allow us to balance routes and absorb new residential customers.
- Residential organics customers continue to grow and so does their “set-out” rate. The weight of the organic material remains an issue. Organic material is dense and heavy (especially the spring and summer), which causes our drivers to make frequent trips to the Thurston County Waste and Recovery Center (WARC) to ensure the trucks stay within their legal weight limits.

- Results from Thurston County’s contract for organics hauling and processing will help us define our organics collection program. In 2015, we will be combining the commercial and residential collection days, enabling us to collect organics multiple days per week.
- Annexations of new Waste ReSources customers will begin in September 2014. Some land annexations have the potential to build out of over 300 new homes over the next few years. In 2015, staff will begin to identify additional resource needs for this and future annexations in 2016 and beyond.

### Program Budget Overview

The top three expenditure categories in the Collections Program are:

- Labor (wages, salaries and benefits)
- Disposal (per ton cost of disposing)
- Equipment (maintenance, fuel, replacement)

In 2015, salaries will increase approximately 3.8%, with benefits decreasing by approximately 6.1%.

In 2015, tipping fees for garbage and organics will remain the same. In 2010, tipping fees at the WARC went from \$84/ton to \$110/ton. Council decided to buy down 50% of this rate by using a portion of the reserves above the 10% reserve requirement in 2010, and the same took place in 2011. In 2012, tipping fees for garbage increased to \$119 per ton, and organics was increased to \$37 per ton.

Recycle commodity values continue to decline. Recycle processing fees remain the same at \$80.00 per ton. Paper products and glass continue to be the major components of the decline, since May 2011. Recycle process fees, garbage, and organic tipping fees are projected to remain the same in 2015.

Fuel prices are up \$20,622 in 2015. This is largely because the new engines designed to produce less emissions use more fuel. Costs for operating and maintaining the fleet are increasing by \$12,951. Final replacement of the 2003 model trucks was made in August 2013. All residential side-load trucks are now on seven-year cycles.



### Future Challenges and Opportunities

- The commercial sector generates about 60% of all solid waste in Olympia. The Organics Collection Program should have the most significant impact in reducing expenditures related to garbage collection in the commercial sector, bringing us closer to meeting the objectives set out in our 2008 Toward Zero Waste Plan.
- Results from Thurston County's contract with a new organics hauler and processor will enable us to move forward with growing our organics customer base.
- Space for additional containers within the customers' container area continues to be our biggest challenge. Limited space in Downtown makes it difficult for customers to add another cart/container. Some core areas sport a maze of carts and containers. Some buildings and blocks share garbage and recycling containers to reduce the number of containers. In 2015, we will focus efforts on a pilot project for a shared garbage compactor in a yet to be determined area of Downtown. The goal is to minimize the amount of carts and containers in certain areas of Downtown. The City of Vancouver implemented this in early 2014 with great success.

### Recent Accomplishments / Efficiencies

- All new Refuse/Recycle Collectors have received International Academy of Professional Driving certification. Recertification of all other drivers will begin in late 2014.
- Four new residential trucks were placed in operation in late 2013. The extra time and effort put into selecting the best truck and body style has paid off in lowering our operation and maintenance costs for 2015.
- All aspects of driver training continues to be provided for all operators, including drop box, commercial front-load, commercial rear-load, and residential side-load.
- Commercial collections emphasis has been on safety improvements, specifically container placement, enclosure specifications, and staff risk factors dealing with the collection area.
- One-side road collection was approved by City Council as a standard operating practice in 2013. As of October 2014, 14 new areas, totaling 340 customers were added to one-side collection, resulting in an estimated annual savings of 60 hours of route time and 600 less miles driven. Staff continues to identify new areas for one-side road collection each month.

### Key Result Measures - Collections

Target or Goal

FY 13 Actual

FY 14 Estimated

FY 15 Budget

See Line of Business Overview.

Service Profiles - Collections	FY 13 Actual	FY 14 Estimated	FY 15 Budget
Drop Box/Compactor Hauls Garbage	2,636	2,650	2,800
Drop Box/Compactor Hauls Organics	170	180	190
Drop Box/Compactor Garbage Tons*	9,600	9,500	9,600
Drop Box/Compactor Organics/Recycle Tons	320	320	330
Commercial Garbage Containers Serviced Per Year	1,378	1,380	1,390
Commercial Organics Containers Serviced Per Year	116	130	140
Commercial Garbage Tons*	8,400	8,530	8,650
Commercial Organics Tons	600	660	720
Residential Garbage Carts in Service	13,600	13,800	14,000
Residential Recycle Carts in Service	14,470	14,650	14,800
Residential Organics Carts in Service	7,550	7,675	7,800
Residential Garbage Tons – Single-family	6,230	6,600	6,700
Residential Recycle Tons – Single-family	3,950	3,900	4,000
Residential Organics Tons – Single-family	5,350	5,425	5,500
Residential Garbage Tons – Multi-family*	4,325	4,325	4,350
Residential Recycle Tons – Multi-family	735	750	800
<b>Garbage (Landfill) Tons</b>	<b>25,900</b>	<b>26,355</b>	<b>26,700</b>
<b>Recycle Tons</b>	<b>4,680</b>	<b>4,650</b>	<b>4,800</b>
<b>Organics Tons</b>	<b>6,050</b>	<b>6,405</b>	<b>6,550</b>
<b>Container, Fuels, Miles (Quantity)</b>			
Fuel Consumed (All Waste ReSources Vehicles)	73,743	72,644	71,600
Miles Driven (All Waste ReSources Vehicles)	247,009	254,783	250,000

\*Multi-family sector tons hauled and counted through drop box and commercial garbage tons.



## Waste ReSources - Waste Prevention and Reduction

Program Cost Summary	2013 Actual	2014 Estimated	2015 Budget	Variance	Program Staffing	FY 13 Actual	FY 14 Estimate	FY 15 Budget
<b>Expenditures</b>								
Personnel Services	\$ 276,751	\$ 302,169	\$ 296,901	(\$ 5,268)	Program Specialist	1.00	1.00	1.00
Supplies & Services	98,749	127,713	102,464	(25,249)	Senior Program Specialist	2.00	2.00	2.00
Interfund Payments	3,812	7,640	6,842	(798)	<b>Total</b>	<b>3.00</b>	<b>3.00</b>	<b>3.00</b>
Interfund Transfers	-	-	-	-				
<b>Total Expenditures</b>	<b>\$ 379,312</b>	<b>\$ 437,522</b>	<b>\$ 406,207</b>	<b>(\$ 31,315)</b>				
Program Revenue	379,312	437,522	406,207	(31,315)				
<b>Use of or, (Additions) to Reserves</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>				

### Program Description

The Waste Prevention and Reduction Program provides planning, education and technical assistance to residents, businesses and other users in our community. In congruence with our mission and strategic roles, program staff are the visionaries, promoters, and technical advisors of the solid waste reduction programs. They work closely with Collections staff to ensure efficient collection and separation of solid waste. They work directly with citizens, businesses, schools, organizations, and other program participants in the pursuit of opportunities to eliminate solid waste.

Waste Prevention and Reduction Program staff are responsible for presentations to resident and neighborhood groups, and classroom lectures and field trips to all Olympia School District third grade classes. Program staff are also responsible for designing and implementing creative solid waste reduction programs, such as the GrassCycling, Waste-Free Lawn Care and event recycling programs.

This Program is also responsible for the following:

- Education and assistance for residents and businesses desiring to provide Zero Waste Events
- Solid waste assessments and technical assistance for diversion in businesses
- Attending neighborhood association meetings
- Data collection and analysis
- Financial analysis and projections throughout the year
- Development and implementation of policies
- Presentations and responses to Council and the Utility Advisory Committee
- Planning and implementing new programs, as well as maintaining existing programs
- Technical assistance to residents about solid waste reduction and recycling

### Trends

- Customer interest in creating Zero Waste Events within their organizations continues to grow.
- The economic climate continues to motivate both the residential and commercial sectors in the pursuit of ways to reduce costs of disposal.
- The request for commercial organic collection is growing for businesses and schools.
- Residential customers subscribing to curbside organics

continues at a slow pace. However, set out rates and tonnages during the spring, summer, and fall continue to increase.

- Peak season demand for organics collection impacts the Utility's resources. Our focus on front-end solid waste reduction, such as GrassCycling, is a way to mitigate this trend.
- Increase in food scrap and organics diversion from tenants of apartments and condominiums is moving forward, as awareness improves.
- Residential customers continue to "right-size" their carts. Since 2006, roughly 1,500 residents have shifted from a 65-gallon cart to a smaller 35- or 20-gallon version.
- The next six-year Zero Waste Plan will be completed by year end 2014.

### Program Budget Overview

The Program's main expenses are salaries and benefits. In 2015, salaries and wages will not increase and benefits will decrease by 5.4%.

### Future Challenges and Opportunities

- The commercial sector generates 60% of all solid waste collected. The largest portions of it are organics, paper products, and construction and demolition materials.
- The Commercial Organics Collection Program will help to divert these materials and bring us closer to the diversion goals. Two of the biggest challenges continue to be working with some businesses and multi-family customers where the property owners are not located in our City, or even in the state, and larger companies with multiple management layers. Continued outreach to these property owners, managers and businesses is necessary, in order to encourage more recycling and better diversion of waste.
- Thurston County finalized a contract for the hauling and processing of the organics material generated throughout Thurston County. This new contract will allow for consistency within all organics programs for the materials accepted in the organics stream.
- The completion of our next six-year Zero Waste Plan will identify new opportunities for waste reduction. Program staff will be the lead on all new programs associated with the 2014-2020 Plan.



- In 2014, the Spring Recycle Days program was eliminated. This program will be replaced with a program that will be defined through our next six-year plan.

#### Recent Accomplishments / Efficiencies

- Received Award of Excellence for Digital Interactive Electronic Newsletters for the Grass Cycling workshop
- Nine new recycle containers were purchased and placed Downtown with grant funding from the Department of Ecology, bringing the total to 15.

- To decrease waste created by milk cartons, milk dispensers and stands for three Olympia schools were purchased with a grant from the Department of Ecology. These were all installed in late 2013 and early this year, resulting 70,000 less cartons used per school year.

- The Plastic Bag Ban went into effect on July 1, 2014.
- Received Public Agency Recycler of the year award.
- Outreach to all customers within the new one-side road collection areas with letters, maps and instructions.

Key Result Measures - Waste Prevention & Reduction	Target or Goal	FY 13 Actual	FY 14 Estimated	FY 15 Budget
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See Line of Business Overview.

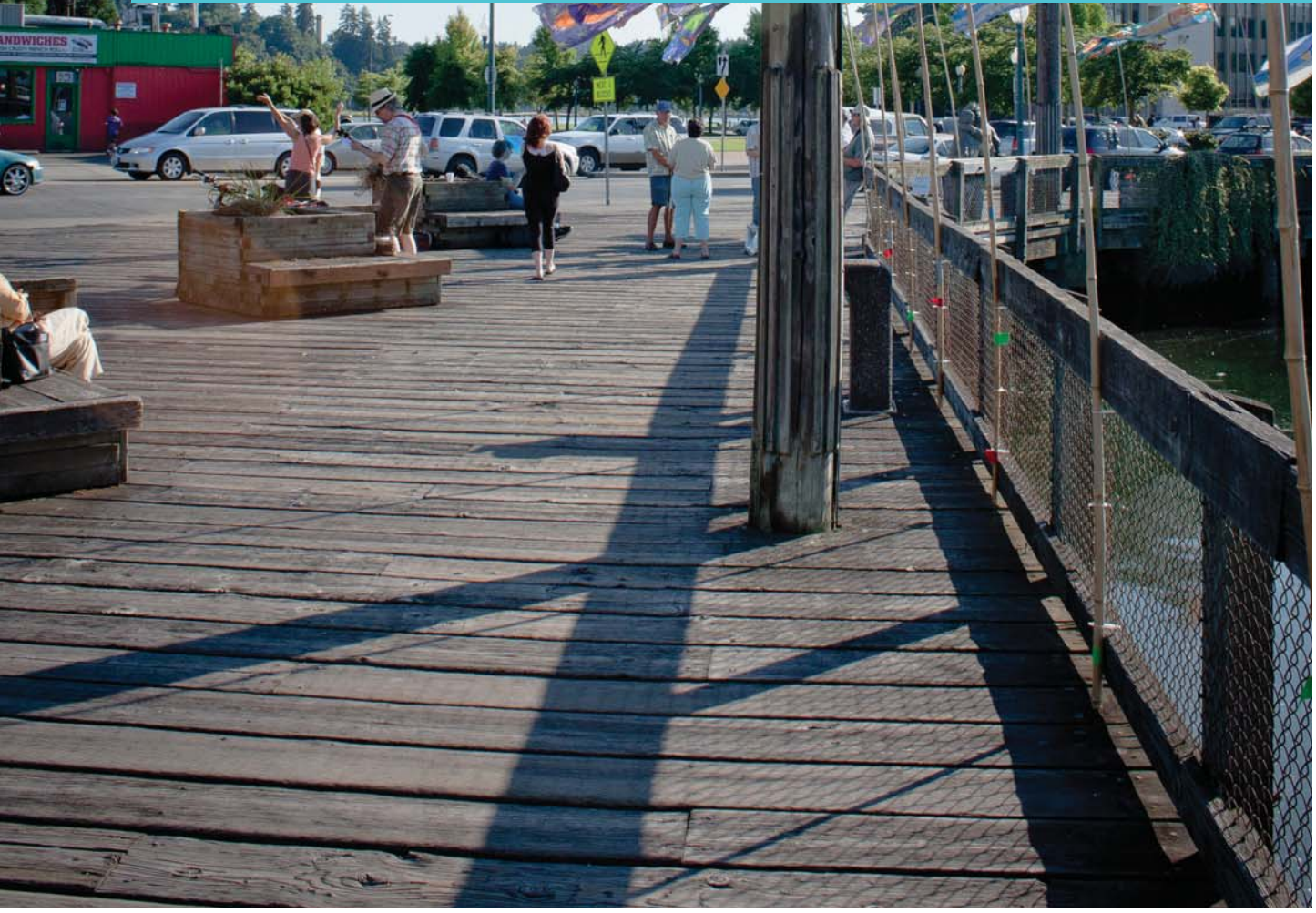
Service Profiles - Waste Prevention & Reduction	FY 13 Actual	FY 14 Estimated	FY 15 Budget
<b>Saturday Drop-off Site</b>			
Customers Utilizing the Site	980	990	1,000
Tons of Material Collected	125	125	130
<b>School Education</b>			
Number of Presentations	31	31	31
Number of Field Trips	19	19	20
<b>Special Recycle Events—Tons Collected</b>			
Christmas Tree Curbside Collection	34	32	32
<b>Commercial Organics</b>			
Number of Participants (Accounts)	100	110	120
Waste Assessments	23	40	40
<b>Events</b>			
Zero Waste Events Supported	39	40	50
Permitted and Public Events	28	30	34
<b>Residential/Multi-family Outreach</b>			
Multi-family Properties with Recycle	135	140	145
Residential/Multi-family Outreach Events	4	4	20







**Debt Administration**









"The Kiss" Artist: Richard Beyer

## Debt Administration

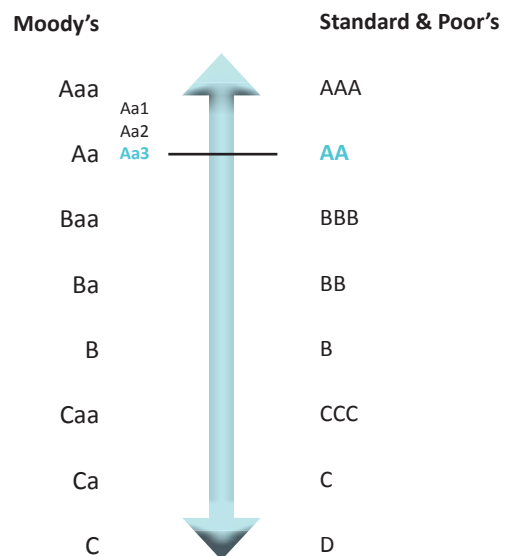
As the demand for public sector investment and infrastructure continues to grow, the issuance of debt has become an increasingly important component of state and local government capital programs. While the issuance of debt is frequently an appropriate method of financing capital projects at the local level, it also entails careful monitoring of such issuances to ensure that an erosion of the government’s credit quality does not result. The City of Olympia currently has an “Aa3” rating for its general obligation debt from Moody’s and AA from Standard & Poor’s rating agencies.

The City’s bond ratings reflect the investment community’s faith in Olympia’s financial management and its ability to repay outstanding debt. Higher rated bonds indicate less risk to prospective buyers, translating to lower interest costs to the City. The ratings are from 2013 Bond issues. The rating agency stated that the ratings reflect the City’s sustained strong debt service coverage and good liquidity levels, coupled with good financial policies and practices.

Two basic types of municipal debt are short-term and long-term debt. Short-term debt is generally used by municipalities to even out cash flows. Two basic forms of long-term debt are general obligation and revenue bonds. The basic difference between these two types of bonds is that general obligation issues are backed by the full faith and credit, i.e., taxes of a municipality, and for revenue bonds, the income of a specific utility or activity is pledged for repayment. Olympia has utilized both short and long-term types of debt in its operations, as well as general obligation and revenue debt.

In addition to issuing bonds, the City has several general obligation and revenue loans through various State of Washington programs. The loans carry an interest rate lower than issuance of revenue bonds.

### Strongest Creditworthiness



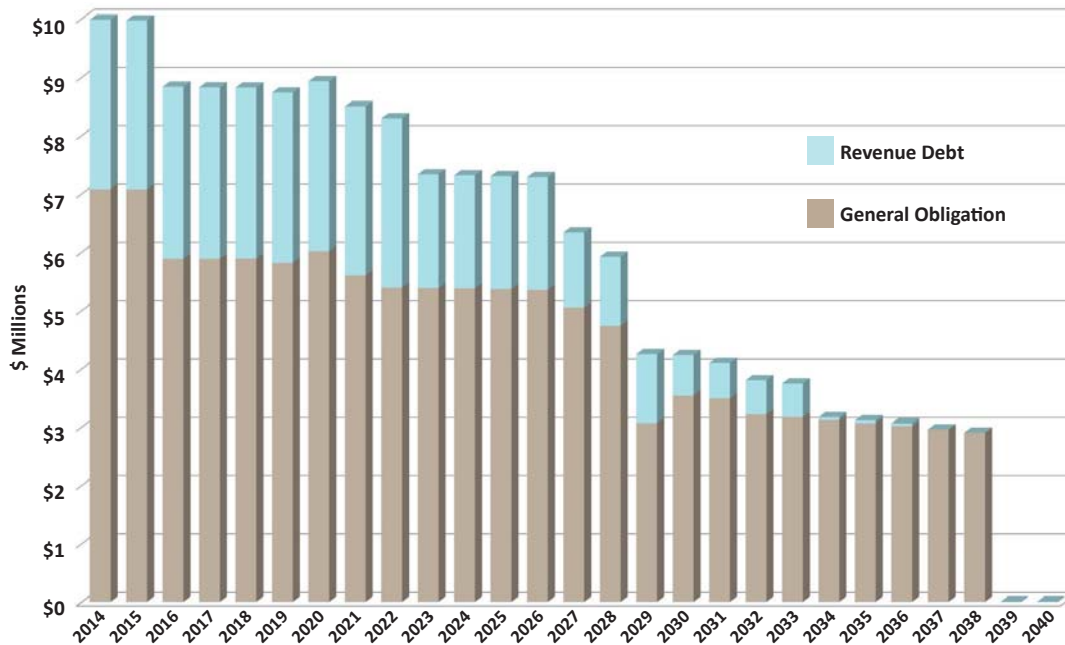
### Weakest Creditworthiness

## General Obligation Debt and Revenue Debt

The table below presents a summary of City debt, both principal and interest. It distinguishes between General Obligation debt and debt payable from City-operated utilities (revenue debt).

### General Obligation and Revenue Debt\*

**Debt Service to Maturity (includes State Loans)**



#### Future Debt Planning

The 2015-2020 Capital Facilities Plan (CFP) does not anticipate additional general obligation debt.

There are currently \$18.5 million in projects approved in the Drinking Water utility and \$3.4 million in the Wastewater (sewer) utility which are anticipated to be funded by debt. \$10.1 million of the Drinking Water utility projects to be funded by debt will be from a loan from the State of Washington lending programs.

The CFP calls for rate increases for Drinking Water, Wastewater, and Storm and Surface Water to implement the comprehensive plans. The Comprehensive Plan calls for a shift to more cash financing, rather than the issuance of debt, therefore the City is building higher cash reserves in anticipation of greater reliance on cash financing.

#### Conclusions

Council and management have set policies to be sure the City meets its debt payments in a timely manner. The policies also state that new debt will be issued only after careful consideration. Council incorporates these policies into the Financial and Management Policies. Briefly summarized, the policies include:

- Conservative revenue projections.
- Rate increases based on related cost of services provided and the impact of inflation on those services.
- Lease purchase of equipment and real property when practical and prudent.
- Accumulation of adequate reserves to protect the City from uncontrollable expenditures or unforeseen reductions in revenues.
- Issuance of debt only after rigorous review.

The City tries to communicate with other governmental entities to be sure that their debt issues, as well as the City's, remain at conservative levels. This will help control the resulting overlapping debt that may become a burden on taxpayers.

The City's overall financial health is positive. The Council and management, through the financial and management policies, emphasize continued effort toward maintaining and improving the City's financial performance.



**Debt Limitation**

State law limits bonded debt to 2.5% of assessed value of taxable property. Of this limit, up to 1.5% of assessed value of taxable property may be non-voter approved debt (Councilmanic bonds). **However, the amount of non-voted, plus voter-approved, may not exceed the 2.5% of assessed value limit.**

Taxable Assessed Value \$5,663,537,409

**General Indebtedness Without a Vote of the People:**

Legal Limit, 1.5% of property value: \$84,953,060

G.O. Bond Liabilities -56,224,440

Remaining non-voted debt capacity \$28,728,620

**General Indebtedness with a Vote of the People:**

Legal Limit, 2.5% of property value: \$141,588,440

Outstanding voted debt - 13,195,000

Outstanding non-voted debt (excluding 2014 principal payments) - 56,224,440

Remaining voted debt capacity \$ 72,169,000

In addition to these limits, the City has debt authority with a vote of the people of 2.5% each for parks and utility purposes. Olympia has not utilized this authority.

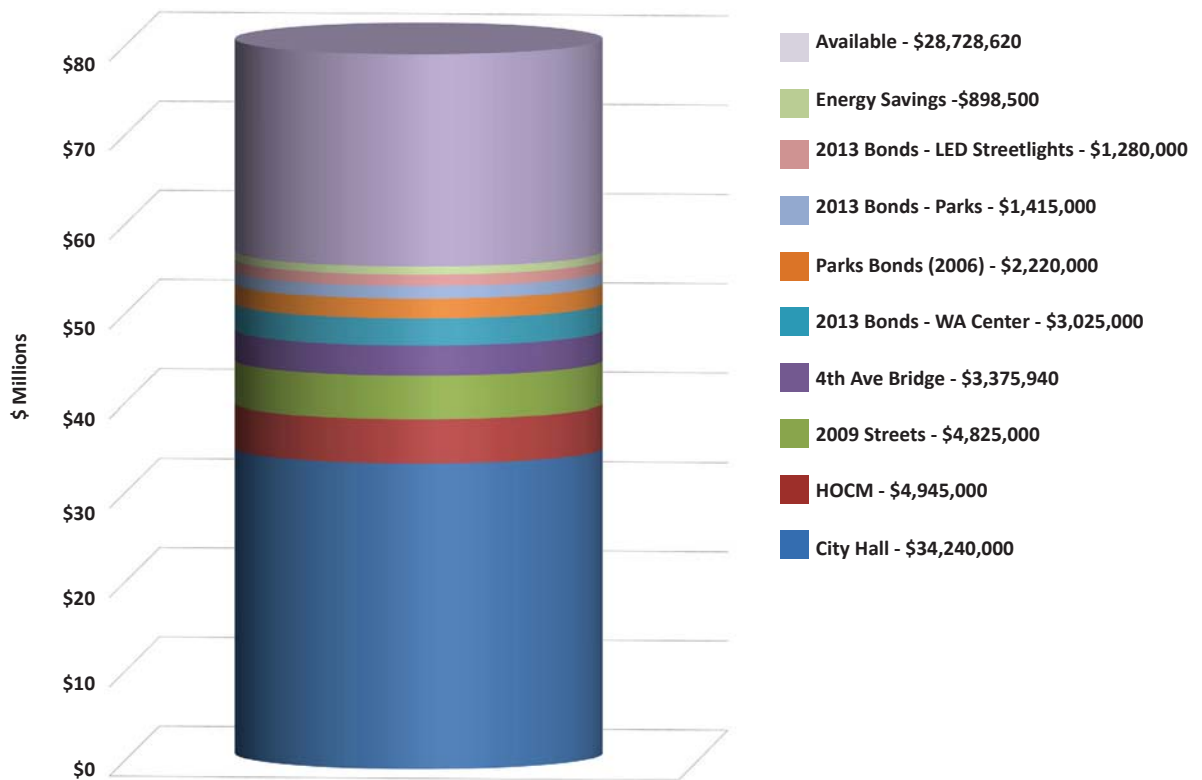
The goal of Olympia’s debt policy is to maintain the ability to provide high quality, essential City services in a cost effective manner. Council members weigh this goal against maintaining the ability to borrow at the lowest possible rates. The City uses the following guidelines before financing projects with long-term debt:

- Management staff and elected officials conservatively project the revenue sources to pay off the debt.
- The financing of the improvement will not exceed its useful life.
- The benefits of the improvement must outweigh its costs, including the interest costs of financing.

Olympia uses debt only to provide financing for essential and necessary capital projects. Through debt planning and the Capital Facilities Plan, the City integrates its capital projects. The services that the City determines necessary to its residents and visitors form the basis for all capital projects.

**Allocation of Debt**

Not Requiring Voter Approval - As of 1/1/2015



## Schedule of Debt Obligations

General Obligations	Payment From	Type*	Year Issued	Final Payment	Interest Rate	Total Issue	Outstanding 1-1-15	Principal Payments 2015	Interest Payments 2015
Bridge/Corridor Street Improvements	Debt Service Fund 216	PWTF	2000	2020	0.5 - 1.00%	\$ 9,996,144	\$ 3,375,939	\$ 533,759	\$ 27,691
Park Acquisition & Improvements	Debt Service Fund 223	LTGO	2006	2016	5.0%	\$ 9,385,000	2,220,000	1,085,000	111,000
Fire Station & Training Facility	Debt Service Fund 224	ULTGO	2009	2029	3.00 - 4.25%	\$ 16,180,000	13,195,000	660,000	535,131
City Hall Construction	Debt Service Fund 225	LTGO	2009	2039	4.2%	\$ 35,210,000	34,240,000	265,000	2,156,718
Street Improvements	Debt Service Fund 226	LTGO	2010	2029	3.00 - 4.25%	\$ 5,865,000	4,825,000	245,000	191,013
Facility Energy Improvements	Debt Service Fund 227	LOCAL	2010	2020	2.97%	\$ 1,534,496	898,501	152,714	25,568
Hands On Children's Museum	Debt Service Fund 228	LTGO	2010	2028	3.00 - 4.25%	\$ 5,670,000	4,945,000	220,000	193,688
WA Center, LED Conv., & Percival Landing	Debt Service Fund 229	LTGO	2013	2032	3.00-5.00%	\$ 6,345,000	5,720,000	435,000	239,725
<b>Total General Obligation</b>							<b>\$ 69,419,440</b>	<b>\$ 3,596,473</b>	<b>\$ 3,480,533</b>
<b>Utility Operations</b>									
Combined Drinking Water and Wastewater:									
W/S Refunding & Construction	Drinking & Wastewater	Revenue	2001	2021	3.55 - 5.20%	\$ 7,525,000	\$ -	\$ -	\$ -
W/S Refunding & Construction	Drinking & Wastewater	Revenue	2013	2023	4.10%	\$ 7,780,000	\$ 7,130,000	\$ 695,000	\$ 286,800
Drinking Water:									
Drinking Water System Improvements	Drinking Water	Revenue	2007	2027	4.00 - 4.13%	\$ 8,000,000	\$ 6,030,000	\$ 340,000	\$ 244,044
McAllister Well Development **	Drinking Water	DWSRF	2011	2034	1.50%	\$ 10,871,640	\$ 10,353,943	\$ 517,697	\$ 155,309
Reservoir Development ***	Drinking Water	DWSRF	2014	2037	1.50%	\$ 11,983,650	\$ 963,020	\$ -	\$ -
Wastewater (Sewer) :									
General System Improvements	Wastewater	Revenue	2010	2030	2.0 - 4.375%	\$ 6,485,000	\$ 5,515,000	\$ 255,000	\$ 221,788
Sleater-Kinney Sewer Line	Wastewater	PWTF	2009-2010	2028	0.50%	\$ 1,803,375	\$ 1,287,248	\$ 91,946	\$ 6,436
Septic to Sewer Conversion	Wastewater	SRF	2010-2011	2031	3.10%	\$ 250,000	\$ 94,257	\$ 4,122	\$ 2,909
Storm & Surface Water:									
Yauger Park Retention Improvements	Storm & Surface Water	DOE	2010-2011	2031	2.90%	\$ 1,219,756	\$ 1,109,693	\$ 51,257	\$ 32,005
Log Cabin Rd Drainage Improvements	Storm & Surface Water	PWTF	1997	2015	1.0%	\$ 169,740	\$ -	\$ -	\$ -
North Percival Basin Improvements	Storm & Surface Water	PWTF	1996	2013	3%	\$ 1,492,830	\$ -	\$ -	\$ -
<b>Total Utility Operations</b>							<b>\$ 32,483,162</b>	<b>\$ 1,955,022</b>	<b>\$ 949,291</b>
<b>Total General Obligation &amp; Revenue External Indebtedness</b>							<b>\$ 101,902,602</b>	<b>\$ 5,551,496</b>	<b>\$ 4,429,823</b>

**Notes:**

<b>* Type Acronym:</b>	<b>Definition:</b>
Revenue	Revenue bonds
PWTF	State of Washington, Public Works Trust Fund loan
LTGO	Limited Tax General Obligation bond (non-voter approved)
ULTGO	Unlimited Tax General Obligation bond (voter approved)
LOCAL	State of Washington, Local Option Capital Asset Lending program. This is an obligation of the State of Washington in which the City participates.
SRF	State of Washington, Revolving Fund
DOE	State of Washington, Department of Ecology
DWSRF	State of Washington, Drinking Water Revolving Fund loan

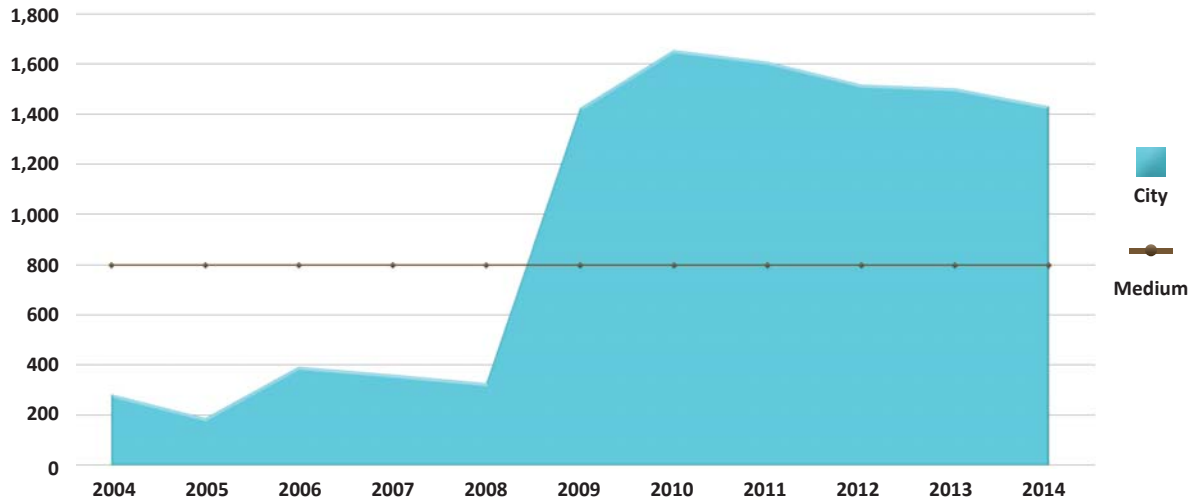
\*\* The loan is a draw down as construction occurs. Annual debt service is determined after all funds are received. Loan authorization is for \$10,871,640 of which the City is estimating full draw down by mid to late 2014. Repayments are estimated to begin October 1, 2014.

\*\*\* The loan is a draw down as construction occurs. Annual debt service is determined after all funds are received. Loan authorization is \$11,983,650 which the City began drawing down in mid 2014. Repayments are not being estimated at this time. Required payments will begin on October 1, 2018.



## General Debt per Capita

Includes General Obligation Bonds and Bridge Corridor Public Works Trust Fund Loans



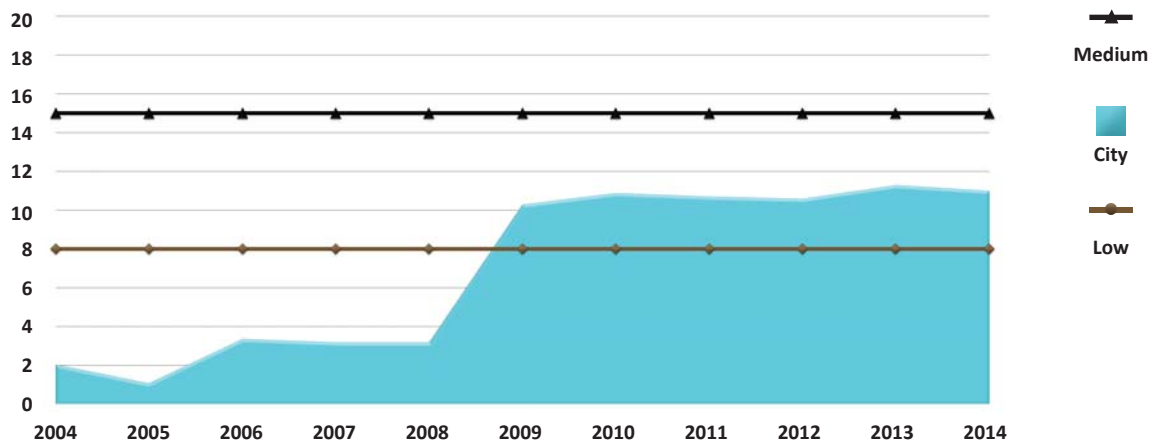
### Use of Ratios to Assess Credit Quality

Measurement per Capita for Cities	Low	Medium	Above Average	High
	<500	500 - 800	800 - 1,200	> 1,200

Source: Standard & Poor's Corporation

## Ratio of General Debt per Service to General Fund Expenditures

Includes General Obligation Bonds and Bridge Corridor Public Works Trust Fund Loans



### Debt Service as a Percentage of Budget Guideline

Measurement	Low	Medium	High
State	0 - 2	2 - 6	> 6
County	0 - 7	7 - 12	> 12
Schools	0 - 10	10 - 20	> 15
Cities	0 - 8	8 - 15	> 15

Source: Standard & Poor's Corporation



## Debt Service Funds

	2013 Actual	2014 Budget	2015 Budget	Variance
Bridge/Corridor PWTf Loans (1)	\$ 570,391	\$ 565,921	\$ 561,450	(\$ 4,471)
2006 Park Bonds (2)	1,218,000	1,197,750	1,196,000	(1,750)
Fire Station & Training Facility (3)	1,193,981	1,195,531	1,195,131	(400)
City Hall Bonds (4)	2,419,268	2,421,918	2,421,718	(200)
Street Improvement Bonds (5)	435,113	438,213	436,013	(2,200)
Energy Project Debt (6)	178,281	178,281	178,282	1
Hands On Children's Museum (7)	395,988	405,063	413,688	8,625
2013 General Obligation Bonds (8)	332,083	672,325	674,725	2,400
Water/Sewer Bonds (9)	4,667,811	2,027,113	2,019,257	(7,856)
Stormwater Debt Service	-	-	83,262	83,262
<b>Total</b>	<b>\$ 11,410,916</b>	<b>\$ 9,102,115</b>	<b>\$ 9,179,526</b>	<b>\$ 77,411</b>

Note: All other debt paid directly from various other funds and is included in the budget of those funds.

- (1) State of Washington Public Works Trust Fund loans to fund the 4th/5th Avenue Bridge & Corridor improvements. Final payment will be in 2020. These bonds are paid with general levy property tax.
- (2) These bonds were issued to pay for Park acquisition and improvements. Final payment will be in 2016. These bonds are paid with voter-approved utility tax.
- (3) Bonds issued to pay construction of a Fire Station, Fire Training Facility, and Vehicle purchases. Final payment will be in 2029. These bonds are paid from voter-approved excess property tax levy.
- (4) Bonds issued to pay construction of City Hall. Final payment will be in 2039. These bonds are paid with general levy property tax.
- (5) Bonds issued to pay transportation system improvements. Final payment will be in 2029. These bonds are paid from the following revenues sources, in order: Transportation Impact Fees, State shared gas tax revenue, and general levy property tax.
- (6) Bonds issued by the State of Washington, Local Option Capital Asset Lending program. The City has contracted with the State to pay the State the City's share of the bond issue. Final payment will be in 2020. The City obligation is paid with general levy property tax. Savings from energy savings are estimated to be about the same as the debt service on this debt.
- (7) Bonds issued to pay for the construction of a museum, which will be managed and operated by the "Hands On Children's Museum" non-profit organization. Final payment will be in 2028. Debt services is paid from funds received from the Capital Area Regional Public Facilities District.
- (8) Bonds issued for improvements to the Washington Center for the Performing Arts, street light conversion to LED lighting and redemption of Bond Anticipation Notes (BANs) issued in 2011 for the Percival Landing Project. The BANs were issued with the intent to convert them to longer term debt by April of 2014. Final payment will be in 2021 for the Parks portion, 2022 for the LED street light conversion and 2032 the Washington Center portion. The Parks portion is repaid from voter-approved utility tax, the LED Streetlight portion from power savings within the General Fund, and the Washington Center portion from funds set aside for facilities major repair.
- (9)
  - A: The budget on this schedule will vary from information on the Schedule of Debt Obligations. That schedule indicates actual payment made, where this schedule is on an accrual basis.
  - B: 2007 Bonds issued to fund water improvements, these bonds will be fully paid in 2027. Bonds issued in 2010 for sewer improvement will be fully paid in 2030. Bonds issued in 2013 to refund the 2001 issue and finance the conversion of water meters to automatic readers will be fully paid in 2013. The bonds are paid from water & sewer utility revenues. 2013 Actual costs includes \$2,571,039 for retirement of the refunded 2001 Bonds.
- (10) This Fund was created in 2014 to pay debt service of the Stormwater Utility on loans from the State of Washington. Final payment will be in 2031.



# Supplementary Information

*"The Night Watchman" Artist: Leon White*





## 2014 FTEs by Classification

Position Title	Bargaining Unit	2014 Pay Grade						Number of FTEs		
			Step 1	Step 2	Step 3	Step 4	Step 5	2013 Actual	2014 Budget	2015 Budget
Accountant		52	\$4,477	\$4,705	\$4,942	\$5,189	\$5,446	6.00	6.00	5.00
Accounting Technician		44	\$3,791	\$3,979	\$4,175	\$4,388	\$4,605	8.00	8.00	9.00
Administrative Secretary		50	\$4,307	\$4,523	\$4,749	\$4,990	\$5,236	3.00	3.00	3.00
Administrative Services Director		230					\$11,617	1.00	1.00	1.00
Assistant City Attorney		80	\$6,892	\$7,239	\$7,598	\$7,980	\$8,377	0.60	0.60	0.60
Assistant City Manager		237					\$10,908	1.00	1.00	1.00
Assistant City Prosecutor		72	\$6,204	\$6,511	\$6,838	\$7,177	\$7,540	1.00	1.00	1.00
Assistant Fire Chief	IAFF	96	\$8,519	\$8,944	\$9,391	\$9,862	\$10,361	2.00	2.00	2.00
Associate Line of Bus. Director		82	\$7,066	\$7,418	\$7,790	\$8,183	\$8,588	6.00	4.00	4.00
Associate Planner		60	\$5,173	\$5,429	\$5,702	\$5,983	\$6,282	8.25	6.50	5.75
Battalion Chief	IAFF	760			\$8,218	\$8,601	\$8,738	3.00	3.00	3.00
Billing Specialist		52	\$4,477	\$4,705	\$4,942	\$5,189	\$5,446	3.00	3.00	2.00
Building Inspector		52	\$4,477	\$4,705	\$4,942	\$5,189	\$5,446	3.00	3.00	3.00
Building Plans Examiner		58	\$4,997	\$5,235	\$5,510	\$5,786	\$6,076	1.00	2.00	2.00
City Attorney		236					\$11,906	1.00	1.00	1.00
City Engineer		86	\$7,408	\$7,781	\$8,167	\$8,579	\$9,006	1.00	1.00	1.00
City Manager		500					\$12,772	1.00	1.00	1.00
City Prosecutor		76	\$6,547	\$6,876	\$7,204	\$7,582	\$7,960	1.00	1.00	1.00
City Surveyor		72	\$6,204	\$6,511	\$6,838	\$7,177	\$7,540	1.00	1.00	1.00
Code Enforcement Officer (CP&D)		52	\$4,477	\$4,705	\$4,942	\$5,189	\$5,446	3.00	3.00	3.00
Communications Manager		220					\$8,279	1.00	1.00	1.00
CP&D Director		228					\$11,259	1.00	1.00	1.00
Computer Support Specialist	Teamsters	659	\$5,116	\$5,368	\$5,636	\$5,919	\$6,214	1.00	1.00	1.00
Computer Systems Technician		56	\$4,824	\$5,068	\$5,322	\$5,583	\$5,864	3.00	3.00	3.00
Construction Inspector		52	\$4,477	\$4,705	\$4,942	\$5,189	\$5,446	3.00	3.00	3.00
Corrections Officer	Teamsters	648	\$4,175	\$4,382	\$4,601	\$4,832	\$5,074	11.00	11.00	9.00
Councilmember		103					\$1,387	5.00	5.00	5.00
Court Operations Supervisor		52	\$4,477	\$4,705	\$4,942	\$5,189	\$5,446	1.00	1.00	1.00
Crime Analyst	Teamsters	656	\$4,872	\$5,112	\$5,367	\$5,637	\$5,918	1.00	1.00	1.00
Data Control Specialist	AFSCME	444	\$3,809	\$3,996	\$4,195	\$4,406	\$4,627	1.75	1.75	1.75
Deputy City Attorney		88	\$7,584	\$7,963	\$8,359	\$8,775	\$9,216	1.00	1.00	1.00
Deputy Fire Chief		97	\$8,859	\$9,301	\$9,766	\$10,255	\$10,773	1.00	1.00	1.00
Electrical Plans Examiner		58	\$4,997	\$5,235	\$5,510	\$5,786	\$6,076	1.00	1.00	1.00
Electrician	AFSCME	454	\$4,673	\$4,909	\$5,150	\$5,410	\$5,677	1.75	1.75	1.75
Engineering & Planning Supervisor		76	\$6,547	\$6,876	\$7,204	\$7,582	\$7,960	2.00	2.00	2.00
Engineering Designer		54	\$4,655	\$4,885	\$5,128	\$5,386	\$5,654	2.00	1.00	1.00
Engineering Plans Examiner		58	\$4,997	\$5,235	\$5,510	\$5,786	\$6,076	2.00	2.00	2.00
Engineering Program Manager		78	\$6,719	\$7,055	\$7,408	\$7,779	\$8,167	1.00	1.00	1.00
Engineering Project Coordinator		66	\$5,685	\$5,971	\$6,272	\$6,583	\$6,911	1.00	1.00	1.00
Engineering Project Manager		72	\$6,204	\$6,511	\$6,838	\$7,177	\$7,540	4.00	4.00	4.00
Engineering Technician II		50	\$4,307	\$4,523	\$4,749	\$4,990	\$5,236	8.50	10.50	8.50
Evidence Custodian	Teamsters	650	\$4,347	\$4,567	\$4,795	\$5,037	\$5,286	1.00	1.00	1.00
Executive Secretary		52	\$4,477	\$4,705	\$4,942	\$5,189	\$5,446	1.00	1.00	1.00
Facilities Systems Technician	AFSCME	454	\$4,673	\$4,909	\$5,150	\$5,410	\$5,677	1.00	1.00	1.00



### 2014 FTEs by Classification (Continued)

Position Title	Bargaining Unit	2014 Pay Grade						Number of FTEs		
			Step 1	Step 2	Step 3	Step 4	Step 5	2013 Actual	2014 Budget	2015 Budget
Field Crew Leader	AFSCME	449	\$4,181	\$4,387	\$4,609	\$4,840	\$5,082	3.00	3.00	2.00
Fire Captain	IAFF	761			\$8,465	\$8,601	\$8,738	2.00	3.00	3.00
Fire Chief		232					\$11,873	1.00	1.00	1.00
Fire Inspector/Firefighter	IAFF	720	\$6,144	\$6,485	\$6,827	\$7,168	\$7,509	1.00	2.00	2.00
Fire Lieutenant	IAFF	730				\$7,646	\$7,782	21.00	21.00	21.00
Fire Inspector Lieutenant	IAFF	735				\$7,851	\$8,192	1.00	1.00	1.00
Fire Lieutenant Paramedic	IAFF	745				\$7,850	\$7,987	3.00	3.00	0.00
Fire Line Medical Officer	IAFF	745				\$7,850	\$7,987	0.00	0.00	3.00
Fire Medical Services Officer	IAFF	761			\$8,465	\$8,601	\$8,738	0.00	0.00	1.00
Firefighter	IAFF	710	\$5,461	\$5,803	\$6,144	\$6,485	\$6,827	38.00	38.00	38.00
Firefighter Paramedic	IAFF	725	\$6,144	\$6,485	\$6,827	\$7,168	\$7,509	15.00	15.00	14.00
GIS Analyst		60	\$5,173	\$5,429	\$5,702	\$5,983	\$6,282	1.00	1.00	1.00
IT Support Specialist		48	\$4,136	\$4,340	\$4,557	\$4,787	\$5,027	2.00	2.00	2.00
Inventory Control Specialist I	AFSCME	446	\$3,982	\$4,179	\$4,390	\$4,609	\$4,840	1.00	1.00	1.00
Inventory Control Specialist II	AFSCME	450	\$4,325	\$4,543	\$4,774	\$5,008	\$5,261	1.00	1.00	1.00
Jail Manager		78	\$6,719	\$7,055	\$7,408	\$7,779	\$8,167	1.00	1.00	1.00
Jail Sergeant	Teamsters	662	\$5,392	\$5,662	\$5,945	\$6,242	\$6,554	0.00	0.00	3.00
Jail Supervisor	Teamsters	662	\$5,392	\$5,662	\$5,945	\$6,242	\$6,554	1.00	1.00	0.00
Lead Recreation Specialist		30	\$2,563	\$2,715	\$2,849	\$2,993	\$3,140	0.60	0.60	0.60
Lead Worker	AFSCME	454	\$4,673	\$4,909	\$5,150	\$5,410	\$5,677	11.00	11.00	11.00
Legal Assistant		48	\$4,136	\$4,340	\$4,557	\$4,788	\$5,027	1.00	1.00	1.00
Line of Business Director		86	\$7,408	\$7,781	\$8,167	\$8,579	\$9,006	8.00	9.00	9.00
Maintenance Technician	AFSCME	453	\$4,541	\$4,770	\$5,012	\$5,259	\$5,524	4.00	4.00	4.00
Maintenance Worker I	AFSCME	438	\$3,286	\$3,450	\$3,623	\$3,805	\$3,994	2.00	2.00	5.00
Maintenance Worker I (Oly Center)	AFSCME	438	\$3,286	\$3,450	\$3,623	\$3,805	\$3,994	3.50	3.50	3.50
Maintenance Worker II	AFSCME	446	\$3,982	\$4,179	\$4,390	\$4,609	\$4,840	45.75	46.00	44.00
Master Mechanic	AFSCME	460	\$5,254	\$5,516	\$5,792	\$6,082	\$6,386	3.00	3.00	3.00
Master Mechanic		60	\$5,173	\$5,429	\$5,702	\$5,983	\$6,282	2.00	2.00	2.00
Master Mechanic - Fire		64	\$5,514	\$5,790	\$6,079	\$6,382	\$6,704	1.00	1.00	1.00
Mayor		101					\$1,664	1.00	1.00	1.00
Mayor Pro-Tem		102					\$1,525	1.00	1.00	1.00
Municipal Court Judge		105					\$11,786	1.00	1.00	1.00
Network Analyst		62	\$5,342	\$5,612	\$5,891	\$6,186	\$6,494	4.00	5.00	5.00
Office Specialist I		36	\$3,101	\$3,258	\$3,419	\$3,592	\$3,770	0.25	0.25	0.25
Office Specialist II		40	\$3,448	\$3,618	\$3,880	\$3,988	\$4,189	4.31	2.56	3.81
Office Specialist II	AFSCME	442	\$3,634	\$3,816	\$4,005	\$4,205	\$4,415	0.00	1.00	1.00
Office Specialist III		44	\$3,791	\$3,979	\$4,175	\$4,388	\$4,605	15.50	16.00	13.00
Operations Supervisor	IUOE	364	\$5,582	\$5,861	\$6,154	\$6,460	\$6,786	6.00	6.00	6.00
Paralegal		52	\$4,477	\$4,705	\$4,942	\$5,189	\$5,446	1.00	1.00	1.00
Parking Services Field Rep	AFSCME	440	\$3,459	\$3,634	\$3,816	\$4,005	\$4,194	6.00	6.00	6.00
Parks, Arts & Rec Director		224					\$10,478	1.00	1.00	1.00
Permit Specialist		50	\$4,307	\$4,523	\$4,749	\$4,990	\$5,236	3.00	3.00	3.00
Personnel Analyst		56	\$4,824	\$5,068	\$5,322	\$5,583	\$5,864	1.00	1.00	1.00
Personnel Assistant		48	\$4,136	\$4,340	\$4,557	\$4,787	\$5,027	1.00	1.00	1.00





### 2014 FTEs by Classification (Continued)

Position Title	Bargaining Unit	2014 Pay Grade						Number of FTEs		
			Step 1	Step 2	Step 3	Step 4	Step 5	2013 Actual	2014 Budget	2015 Budget
Police Cadet		26	\$2,240	\$2,352	\$2,472	\$2,589	\$2,722	0.50	0.50	0.50
Police Chief		238					\$12,886	1.00	1.00	1.00
				<b>Step 4</b>	<b>Step 5</b>	<b>Step 6</b>	<b>Step 7</b>			
Police Commander*		93		\$10,689	\$11,175	\$10,903	\$11,399	1.00	0.00	0.00
Police Deputy Chief		93		\$11,395	\$11,913	\$11,623	\$12,151	0.00	1.00	1.00
				<b>Step 4</b>	<b>Step 5</b>	<b>Step 6</b>	<b>Step 7</b>			
Police Lieutenant*		73		\$9,448	\$10,359	\$9,637	\$10,566	4.00	4.00	4.00
Police Officer	Police Guild	810	\$5,746	\$6,060	\$6,396	\$6,668	\$7,114	48.00	41.00	41.00
				<b>Step 6</b>	<b>\$7,257</b>					
Police Officer Recruit	Police Guild	800	\$5,172	\$5,430				0.00	10.00	10.00
				<b>Step 4</b>	<b>Step 5</b>	<b>Step 6</b>	<b>Step 7</b>			
Police Sergeant**	Sgt. Assoc.	65		\$7,755	\$8,395	\$7,910	\$8,563	8.00	9.00	9.00
				<b>Step 8</b>	<b>Step 9</b>	<b>Step 10</b>	<b>Step 11</b>			
Police Sergeant**	Sgt. Assoc.	65		\$7,873	\$8,633	\$8,031	\$8,805			
Police Services Specialist	Teamsters	644	\$3,827	\$4,017	\$4,217	\$4,430	\$4,649	6.40	6.40	6.40
Probation Officer I		48	\$4,136	\$4,340	\$4,557	\$4,787	\$5,027	2.00	2.00	2.00
Probation Services Supervisor		70	\$6,031	\$6,334	\$6,647	\$6,981	\$7,328	1.00	1.00	1.00
Probation Work Crew Leader		44	\$3,791	\$3,979	\$4,175	\$4,388	\$4,605	2.00	2.00	2.00
Program & Planning Supervisor		72	\$6,204	\$6,511	\$6,838	\$7,177	\$7,540	8.00	10.00	10.00
Program Assistant		46	\$3,964	\$4,161	\$4,371	\$4,589	\$4,817	10.00	10.00	9.00
Program Manager		64	\$5,514	\$5,790	\$6,079	\$6,382	\$6,704	2.00	2.00	2.00
Program Specialist		48	\$4,136	\$4,340	\$4,557	\$4,787	\$5,027	6.50	6.00	6.00
Project Engineer I		64	\$5,514	\$5,790	\$6,079	\$6,382	\$6,704	3.00	3.00	3.00
Project Engineer II		68	\$5,859	\$6,153	\$6,462	\$6,782	\$7,121	9.75	9.75	9.75
Public Service Representative		40	\$3,448	\$3,618	\$3,800	\$3,988	\$4,189	4.25	4.25	8.00
Public Works Director		234					\$11,860	1.00	1.00	1.00
Records Analyst		50	\$4,307	\$4,523	\$4,749	\$4,990	\$5,236	0.00	3.00	3.00
Records & Addressing Analyst		50	\$4,181	\$4,392	\$4,611	\$4,844	\$5,084	2.00	0.00	0.00
Records System Administrator		52	\$4,346	\$4,568	\$4,798	\$5,038	\$5,288	1.00	0.00	0.00
Recreation Specialist		26	\$2,240	\$2,352	\$2,472	\$2,589	\$2,722	3.42	3.42	3.42
Refuse/Recycle Collector	AFSCME	446	\$3,982	\$4,179	\$4,390	\$4,609	\$4,840	17.00	17.00	16.00
Remote Systems Technician	AFSCME	456	\$4,906	\$5,154	\$5,408	\$5,681	\$5,961	2.00	2.00	2.00
Safety Officer		52	\$4,477	\$4,705	\$4,942	\$5,189	\$5,446	1.00	1.00	1.00
School Resource Officer	Police Guild	810	\$5,746	\$6,060	\$6,396	\$6,668	\$7,114	2.00	2.00	2.00
				<b>Step 6</b>	<b>\$7,257</b>					
Secretary	Teamsters	646	\$4,001	\$4,200	\$4,412	\$4,633	\$4,863	2.00	2.00	2.00
Senior Accountant		62	\$5,342	\$5,612	\$5,891	\$6,186	\$6,494	0.00	0.00	1.00
Senior Master Mechanic	AFSCME	462	\$5,464	\$5,737	\$6,024	\$6,325	\$6,641	1.00	1.00	1.00
Senior Personnel Analyst		76	\$6,547	\$6,876	\$7,204	\$7,582	\$7,960	2.00	2.00	2.00
Senior Planner		64	\$5,514	\$5,790	\$6,079	\$6,382	\$6,704	3.00	3.00	5.00
Senior Program Specialist		56	\$4,824	\$5,068	\$5,322	\$5,583	\$5,864	11.00	11.75	12.00
Senior Program Specialist - RPN		56	\$4,824	\$5,068	\$5,322	\$5,583	\$5,864	0.00	0.25	0.25

\* Steps 4 & 5 apply to those hired April 1, 1986 and after; Steps 6 & 7 apply to those hired prior to April 1, 1986.

\*\* Steps 4 & 5 apply to those with an Associate's Degree; Steps 6 & 7 apply to those with a Bachelor's Degree.



## 2014 FTEs by Classification (Continued)

Position Title	Bargaining Unit	2014 Pay Grade	Step 1	Step 2	Step 3	Step 4	Step 5	Number of FTEs		
								2013 Actual	2014 Budget	2015 Budget
Senior Program Specialist	Teamsters	656	\$4,872	\$5,112	\$5,367	\$5,637	\$5,918	1.00	1.00	1.00
Senior Traffic Signal Technician	AFSCME	456	\$4,906	\$5,154	\$5,408	\$5,681	\$5,961	1.00	1.00	1.00
Service Specialist	AFSCME	444	\$3,809	\$3,996	\$4,195	\$4,406	\$4,627	1.00	1.00	0.00
Service Specialist		44	\$3,791	\$3,979	\$4,175	\$4,388	\$4,605	0.00	0.00	1.00
Sign Technician	AFSCME	448	\$4,159	\$4,362	\$4,581	\$4,808	\$5,048	2.50	2.50	2.50
Supervisor I		52	\$4,477	\$4,705	\$4,942	\$5,189	\$5,446	3.00	3.00	3.00
Supervisor II		56	\$4,824	\$5,068	\$5,322	\$5,583	\$5,864	1.00	1.00	1.00
Supervisor III		64	\$5,514	\$5,790	\$6,079	\$6,382	\$6,704	2.00	2.00	3.00
Supervisor IV		76	\$6,547	\$6,876	\$7,204	\$7,582	\$7,960	6.00	6.00	6.00
Survey Mapping Coordinator *		52	\$4,477	\$4,705	\$4,942	\$5,189	\$5,446	1.00	1.00	1.00
Systems & Application Specialist		60	\$5,173	\$5,429	\$5,702	\$5,983	\$6,282	5.00	5.00	5.00
Traffic Signal Technician	AFSCME	454	\$4,673	\$4,909	\$5,150	\$5,410	\$5,677	2.00	2.00	2.00
Utility Locator	AFSCME	452						1.00	0.00	0.00
Victim Assistance Coordinator		50	\$4,307	\$4,523	\$4,749	\$4,990	\$5,236	1.00	1.00	1.00
Water Meter Reader	AFSCME	438	\$3,286	\$3,450	\$3,623	\$3,805	\$3,994	4.00	2.00	2.00
Water Monitoring Assistant	AFSCME	444	\$3,809	\$3,996	\$4,195	\$4,406	\$4,627	1.00	1.00	1.00
Water Quality Specialist	AFSCME	454	\$4,673	\$4,909	\$5,150	\$5,410	\$5,677	1.00	1.00	1.00
<b>Total FTEs in Budget</b>								<b>531.08</b>	<b>536.83</b>	<b>537.33</b>

\* Retitled from Survey Crew Chief



# Capital Facilities Plan

**CAUTION**  
Proceed at your own risk

*"Windstar" Artist: Ross Matterson*





## The Capital Facilities Plan

### What Are Capital Facilities and Why Do We Need to Plan for Them?

Capital facilities are all around us. They are the public facilities we all use, and possibly take for granted, on a daily basis. They are our public streets and transportation facilities, our City parks and recreation facilities, our public buildings such as libraries, fire stations, and community centers, our public water systems that bring us pure drinking water, and the sanitary sewer systems that collect our wastewater for treatment and safe disposal. Even if you don't reside within the City, you use capital facilities every time you drive, eat, shop, work, or play here.

While a CFP does not cover routine maintenance, it does include renovation and major repair or reconstruction of damaged or deteriorating facilities. While capital facilities do not usually include furniture and equipment, a capital project may include the furniture and equipment clearly associated with a newly constructed or renovated facility.

The planning period for a CFP is six years. Expenditures proposed for the first year of the program are incorporated into the Annual Budget as the Capital Budget (adopted in December of each year).

One of the most important aspects of the CFP process is that it is not a once-a-year effort, but an important ongoing part of the City's overall management process. New information and evolving priorities require continual review. Each time the review is carried out, it must be done comprehensively.

All of these facilities should be planned for years in advance to assure they will be available and adequate to serve all who need or desire to utilize them. Such planning involves determining not only where facilities will be needed, but when, and not only how much they will cost, but how they will be paid for. It is important to note that the CFP is a planning document that includes timeline estimates based on changing dynamics related to growth projections, project schedules, or other assumptions.

#### City of Olympia Capital Facilities

- Public Buildings
- Public Street Systems
- Public Parks
- Public Water Systems
- Public Sewer Systems

### The State Growth Management Act and Its Effect on the Capital Facilities Planning Process

In response to the effect of unprecedented population growth on our State's environment and public facilities, the Washington State Legislature determined that "uncoordinated and unplanned growth, together with a lack of common goals expressing the public's interest in the conservation and wise use of our lands, pose a threat to the environment, sustainable economic development, and to the health, safety, and high quality of life enjoyed by the residents of this state," and that "it is in the public interest that citizens, communities, local governments, and the private sector cooperate and coordinate with one another in comprehensive land use planning." The State of Washington Growth Management Act (GMA) was adopted by the Legislative body in the early 1990s to address these concerns.

The GMA requires that all jurisdictions located within counties that (a) have a population of 50,000 or more people and have experienced a population increase of 10% or more over the last ten years, or (b) regardless of current population, have experienced a population increase of 20% or more over the last ten years, must write, adopt, and implement local comprehensive plans that will guide all development activity within their jurisdictions and associated Urban Growth Areas (UGA) over the next twenty years. Each jurisdiction is required to coordinate its comprehensive plan with the plans of neighboring jurisdictions, and unincorporated areas located within designated Urban Growth Areas must be planned through a joint process involving both the city and the county.

The GMA requires that comprehensive plans guide growth and development in a manner that is consistent with the following 13 State planning goals, plus a shoreline goal:

1. Encouragement of urban density growth within designated urban growth management areas;
2. Reduction of urban sprawl outside of designated urban growth management areas;
3. Encouragement of efficient transportation systems, including alternate systems of travel;
4. Encouragement of affordable housing availability to all economic segments;
5. Encouragement of economic development;
6. Just compensation for private property obtained for public use;
7. Timely processing of governmental permits;
8. Enhancement of natural resource-based industries and encouragement of productive land conservation;
9. Encouragement of open space retention for recreational opportunities and wildlife habitat;
10. Protection of the environment, including air and water quality;
11. Encouragement of citizen participation in the planning process;
12. Provision of adequate public facilities to support development without decreasing current service standards below locally established minimum standards; and
13. Encouragement of the preservation of lands, sites, and structures that have historical or archaeological significance.
14. Protection of shorelines, including preserving natural character, protecting resources and ecology, increasing public access and fostering reasonable and appropriate uses.



## The Capital Facilities Plan as an Element of Olympia’s Comprehensive Plan

The Growth Management Act requires inclusion of mandatory planning elements in each jurisdiction’s comprehensive plan, and suggests the inclusion of several optional elements. The mandatory elements required by the GMA are:

1. Six-year Capital Facilities Plan Element
2. Land Use Element
3. Housing Element
4. Utilities Element
5. Transportation Element
6. Rural Element (counties only)
7. Park and Recreation Element

Olympia’s Comprehensive Plan includes additional elements (Chart 2.1).

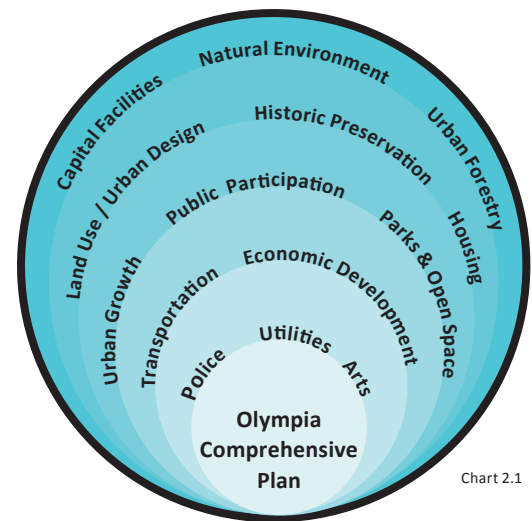


Chart 2.1

## Concurrency and Levels-of-Service Requirements

The Growth Management Act requires jurisdictions to have capital facilities in place and readily available when new development occurs or a service area population grows. This concept is known as concurrency. Specifically, this means that:

1. All public facilities needed to serve new development and/or a growing service area population must be in place at the time of initial need. If the facilities are not in place, a financial commitment must have been made to provide the facilities within six years of the time of the initial need; and
2. Such facilities must be of sufficient capacity to serve the service area population and/or new development without decreasing service levels below locally established minimum standards, known as levels-of-service.

Levels-of-service are quantifiable measures of capacity, such as acres of park land per capita, vehicle capacity of intersections, or water pressure per square inch available for the water system. Minimum standards are established at the local level. Factors that influence local standards are citizen, City Council and Planning Commission recommendations, national standards, federal and state mandates, and the standards of neighboring jurisdictions.

The GMA stipulates that if a jurisdiction is unable to provide or finance capital facilities in a manner that meets concurrency and level-of-service requirements, it must either (a) adopt and enforce ordinances which prohibit approval of proposed development if such development would cause levels-of-service to decline below locally established standards, or (b) lower established standards for levels-of-service.

## Determining Where, When, and How Capital Facilities Will Be Built

In planning for future capital facilities, several factors have to be considered. Many are unique to the type of facility being planned. The process used to determine the location of a new park is very different from the process used to determine the location of a new sewer line. Many sources of financing can only be used for certain types of projects. Therefore, this capital facilities plan is actually the product of many separate but coordinated planning documents, each focusing on a specific type of facility. Future sewer requirements are addressed via a sewer plan, parks facilities through a parks and recreation plan, urban trail facilities through an urban trails plan, etc.

Some capital facilities projects are not included in the Comprehensive Plan. Nonetheless, many of the projects are vital to the quality of life in Olympia. These projects meet the growth management definition of capital facilities but do not fall into one of the standard growth management chapters. The Farmers Market and City Hall are examples of this. In addition, the recommendations of local citizens, advisory boards, and the Olympia Planning Commission are considered when determining types and locations of projects. Chart 2.2 demonstrates how the City’s Comprehensive Plan directly impacts the other plans, and ultimately the CFP. The various elements of the Comprehensive Plan affect the type and required capacities of capital facilities required.

## How Citizens Can Get Involved in the Capital Facilities Plan (CFP)

The City of Olympia strives to create a CFP which truly responds to the needs of our community. Citizens, community groups, businesses, and other stakeholders can maximize the attention and consideration paid to their suggestions by working with staff and the Olympia Planning Commission to merge their suggestions into major City planning processes. Projects and policies are continually monitored and modified by updates to long-term plans, usually via a public process with associated City boards and commissions. See the [2015-2020 Capital Facilities Plan Calendar of Events](#), on our website for public hearing dates.

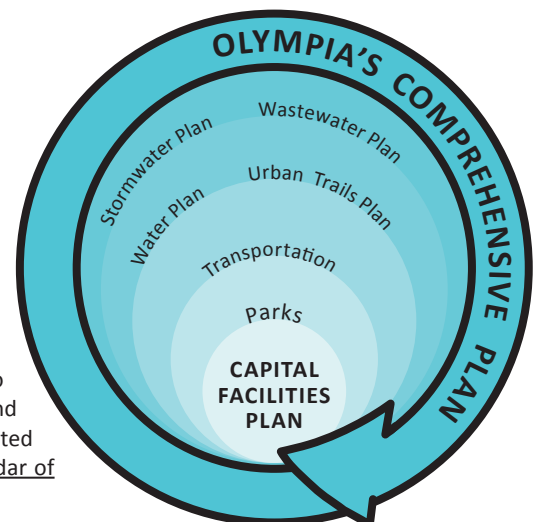


Chart 2.2



### Population Forecasts for Olympia’s Urban Growth Management Area (UGMA)

The GMA mandates that capital facility plans be structured to accommodate projected population growth within a jurisdiction’s UGMA planning area. The Thurston Regional Planning Council (TRPC) anticipates growth of roughly 17% in the City’s population between 2010 and 2020, or from approximately 46,500 to 54,600 persons. The fastest growing parts of the City will continue to be the West and Southeast sides. Each of the capital project category sections of this CFP demonstrates how the facilities listed under that section have been planned to accommodate the additional growth.

### Joint Projects and Projects by Other Jurisdictions

Several of the projects listed within this document will be undertaken jointly with other jurisdictions or agencies. A stormwater project, for instance, may address a drainage problem that ignores City or UGMA boundaries. A transportation project may involve the upgrading of a roadway that crosses in and out of the city and the county. On such projects, joint planning and financing arrangements have been detailed on the individual project’s worksheet.

Thurston County has several “county only” parks or transportation projects planned within Olympia’s unincorporated UGMA. Under the joint planning agreement established between the City and Thurston County, initial financing and construction of these projects falls under County coordination. County projects have been listed for reference purposes in the Project Funding Reports. For more detail, please refer to the Thurston County CFP.

### Capital Facilities Not Provided by the City

In addition to planning for public buildings, streets, parks, trails, water systems, wastewater systems, and storm drainage systems, the GMA requires that jurisdictions plan for 1) public school facilities, 2) solid waste (garbage) collection and disposal facilities, and 3) wastewater treatment. These facilities are planned for and provided throughout the UGMA by the various school districts, the Thurston County Department of Solid Waste, and the LOTT Alliance, respectively. Additionally Solid Waste may have capital costs for equipment that could be included in the CFP. The City of Olympia charges school impact fees on behalf of the Olympia School District. The District’s CFP is included starting on page 135 of this document.

Early in 2000, the LOTT partners (Lacey, Olympia, Tumwater, and Thurston County) signed an agreement to provide a new governance structure to carry out a plan which anticipates development of additional treatment capacity for the LOTT partners through innovative wastewater reclamation and management facilities. The LOTT Wastewater Alliance functions as a regional agency providing wholesale wastewater resource treatment and management services in the public’s interest. Therefore, the LOTT Alliance capital facilities are not included in this document.

### What is Not Included in This CFP Document?

This Capital Facilities Plan does not provide a status update on previously funded capital projects still in progress. If the project is currently active and requires additional funding in the future, it is included in this plan. Otherwise, it is simply listed in the Active Project list in the Miscellaneous Reports section.

## The Capital Facilities Plan - Funding Sources

In an attempt to stretch the money as far as it will go, the CFP incorporates many different funding sources. Those sources may include current revenues, bonds backed by taxes or utility revenues, state and federal grants, special assessments on benefiting properties, as well as donations. A complete list of funding sources for the 2015-2020 is:

2015 - 2020 Funding Sources	
<b>Current Revenues</b>	
<ul style="list-style-type: none"> <li>• Wastewater Rates</li> <li>• Water Rates</li> <li>• Stormwater Rates</li> <li>• General Facilities Charges (GFC)</li> <li>• 1% Non-Voted Utility Tax</li> </ul>	<ul style="list-style-type: none"> <li>• Utility Tax (3% voted and 1% non-voted)</li> <li>• Motor Vehicle Fuel Tax</li> <li>• Interest</li> <li>• Real Estate Excise Tax (REET) (0.5%)*</li> </ul> <p style="font-size: small; text-align: right;">* REET funds must be spent on Parks or Transportation.</p>
<b>Debt</b>	
<ul style="list-style-type: none"> <li>• The City has \$67 million of voter approved debt capacity. Of this, \$25 million may be issued by the Council without a vote of the people.</li> </ul>	<ul style="list-style-type: none"> <li>• Public Works Trust Fund Loans (from State of Washington)</li> <li>• Utility Revenue Bonds</li> </ul>
<b>Grants</b>	
<ul style="list-style-type: none"> <li>• Federal Surface Transportation Program Funds</li> <li>• State Transportation Improvement Board (TIB) Funds</li> <li>• Federal Community Development Block Grant</li> </ul>	<ul style="list-style-type: none"> <li>• Federal Highways Administration</li> <li>• Washington State Department of Transportation</li> <li>• State Recreation Conservation Office (RCO)</li> </ul>
<b>Other</b>	
<ul style="list-style-type: none"> <li>• Impact Fees</li> <li>• Transportation Benefit District fees</li> <li>• Local Improvement Districts</li> </ul>	<ul style="list-style-type: none"> <li>• SEPA Mitigation Fees</li> <li>• Donations</li> </ul>

## CALENDAR OF EVENTS

Review Status of Existing Projects in CFP	April
Proposed CFP Projects due from Departments	May 2
Present Preliminary CFP to City Council	July 15
Planning Commission Public Hearing on Preliminary CFP (City and School District)	August 4 (Monday)
City Council Public Hearing and Discussion on Preliminary CFP	October 14
First Reading on Capital Budget	December 9
Second and Final Reading and Adoption of Operating and Capital Budgets	December 16





## Project Funding Reports - General Government Projects

### Project Funding Reports - General Government Projects: Parks

Parks Projects	Funding	2015	2016-2020	Total
Community Park Expansion	CIP Fund	\$ 75,000	\$ -	\$ 75,000
	Donation	\$ 15,000	\$ -	\$ 15,000
	Grant	\$ 75,000	\$ -	\$ 75,000
	Impact Fees	\$ 1,000,500	\$ 1,000,000	\$ 2,000,500
	SEPA Fees	\$ 170,000	\$ -	\$ 170,000
	State Legislative Appropriation	\$ -	\$ 1,500,000	\$ 1,500,000
Condition Assessment and Major Maintenance Program (CAMMP)	CIP Fund	\$ 250,000	\$ 1,250,000	\$ 1,500,000
Neighborhood Park Development	Impact Fees	\$ 120,000	\$ -	\$ 120,000
Open Space Acquisition and Development	Impact Fees	\$ -	\$ 800,000	\$ 800,000
	SEPA Fees	\$ 90,000	\$ 100,000	\$ 190,000
Parks Bond Issue Debt Service	Voted Utility Tax (V.U.T.)	\$ 1,439,400	\$ 2,403,850	\$ 3,843,250
Small Capital Projects	Impact Fees	\$ 1,000	\$ 75,000	\$ 76,000
	SEPA Fees	\$ 24,000	\$ 50,000	\$ 74,000
<b>Total Parks</b>		<b>\$ 3,259,900</b>	<b>\$ 7,178,850</b>	<b>\$ 10,438,750</b>

Parks Funding Recap	Funding	2015	2016-2020	Total
	CIP Fund	\$ 325,000	\$ 1,250,000	\$ 1,575,000
	Donation	\$ 15,000	\$ -	\$ 15,000
	Grant	\$ 75,000	\$ -	\$ 75,000
	Impact Fees	\$ 1,121,500	\$ 1,875,000	\$ 2,996,500
	State Legislative Appropriation	\$ -	\$ 1,500,000	\$ 1,500,000
	SEPA Fees	\$ 284,000	\$ 150,000	\$ 434,000
	Voted Utility Tax (VUT)	\$ 1,439,400	\$ 2,403,850	\$ 3,843,250
<b>Total Parks</b>		<b>\$ 3,259,900</b>	<b>\$ 7,178,850</b>	<b>\$ 10,438,750</b>

This CFP is only a planning document; it does not necessarily represent a budget for expenditures.

### Project Funding Reports - General Government Projects: Transportation

Transportation Projects	Funding	2015	2016-2020	Total
4th Avenue Bridge Railing Repairs	CIP Fund	\$ -	\$ 399,000	\$ 399,000
Bicycle Facilities (Program #0200)	Grant	\$ -	\$ 600,000	\$ 600,000
	CIP Fund	\$ -	\$ 250,000	\$ 250,000
Capitol Way Sidewalk — Union Avenue to 10th Avenue	Grant	\$ -	\$ 207,000	\$ 207,000
	CIP Fund	\$ -	\$ 138,000	\$ 138,000
Hazard Elimination Safety Projects (Program #0620)	Grant	\$ -	\$ 3,083,290	\$ 3,083,290
	CIP Fund	\$ -	\$ 544,110	\$ 544,110
Parks and Pathways — Neighborhood Pathways	Voted Utility Tax - Parks	\$ 25,000	\$ 125,000	\$ 150,000
	Voted Utility Tax - Pathways/Sidewalks	\$ 100,000	\$ 500,000	\$ 600,000
Parks and Pathways — Sidewalk (Program #0626/Fund #317)	Voted Utility Tax - Pathways/Sidewalks	\$ 900,000	\$ 4,500,000	\$ 5,400,000
	Stormwater Utility Rate	\$ 186,500	\$ 932,500	\$ 1,119,000
Pedestrian Crossing Improvements (Program #0122)	Grant -Federal	\$ -	\$ 40,000	\$ 40,000
	CIP Fund	\$ -	\$ 168,600	\$ 168,600
Sidewalk Construction (Program #0208)	CIP Fund	\$ -	\$ 153,400	\$ 153,400
Street Access Projects — ADA Requirements (Program #0309)	CIP Fund	\$ -	\$ 175,000	\$ 175,000
Street Repair & Reconstruction (Program #0599)	TBD	\$ 620,000	\$ 3,100,000	\$ 3,720,000
	CIP Fund	\$ 1,205,000	\$ 6,025,000	\$ 7,230,000
	Gas Tax	\$ 275,000	\$ 1,375,000	\$ 1,650,000
<b>Total Transportation</b>		<b>\$ 3,311,500</b>	<b>\$ 22,315,900</b>	<b>\$ 25,627,400</b>

Transportation Funding Recap	Funding	2015	2016-2020	Total
	CIP Fund	\$ 1,205,000	\$ 7,853,110	\$ 9,058,110
	Gas Tax	\$ 275,000	\$ 1,375,000	\$ 1,650,000
	Grant	\$ -	\$ 3,890,290	\$ 3,890,290
	Grant-Federal	\$ -	\$ 40,000	\$ 40,000
	TBD	\$ 620,000	\$ 3,100,000	\$ 3,720,000
	Storm Water Utility Rate	\$ 186,500	\$ 932,500	\$ 1,119,000
	Voted Utility Tax-Parks	\$ 25,000	\$ 125,000	\$ 150,000
	Voted Utility Tax-Pathway	\$ 1,000,000	\$ 5,000,000	\$ 6,000,000
<b>Total Transportation</b>		<b>\$ 3,311,500</b>	<b>\$ 22,315,900</b>	<b>\$ 25,627,400</b>

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## Project Funding Reports - General Government Projects: Transportation with Impact Fees

Transportation Impact Fees Projects	Funding	2015	2016-2020	Total
2010 Transportation Stimulus Project Repayment	Impact Fees	\$ 438,213	\$ 2,181,112	\$ 2,619,325
Boulevard Road - Intersection Improvements (Program #0628)	SEPA	\$ 46,398	\$ -	\$ 46,398
	Impact Fees	\$ -	\$ 3,057,057	\$ 3,057,057
	Grant	\$ -	\$ 1,944,273	\$ 1,944,273
Cain Road & North Street - Intersection Improvements	SEPA	\$ 7,553	\$ -	\$ 7,553
	Impact Fees	\$ -	\$ 1,580,823	\$ 1,580,823
	Grant	\$ -	\$ 1,266,568	\$ 1,266,568
Fones Road—Transportation (Program #0623)	SEPA	\$ 23,385	\$ -	\$ 23,385
	Impact Fees	\$ -	\$ 9,057,437	\$ 9,057,437
	Grant	\$ -	\$ 7,256,890	\$ 7,256,890
Henderson Boulevard & Eskridge Boulevard - Intersection Improvements	SEPA	\$ 2,897	\$ -	\$ 2,897
	Impact Fees	\$ -	\$ 1,947,391	\$ 1,947,391
	Grant	\$ -	\$ 1,560,265	\$ 1,560,265
Log Cabin Road Extension - Impact Fee Collection (Program #0616)	SEPA	\$ 18	\$ -	\$ 18
	Impact Fees	\$ -	\$ 4,038,097	\$ 4,038,097
Wiggins Road and 37th Ave Intersection Improvements	SEPA	\$ 83,187	\$ -	\$ 83,187
	Impact Fees	\$ -	\$ 3,739,573	\$ 3,739,573
	Grant	\$ -	\$ 2,996,176	\$ 2,996,176
<b>Total Transportation with Impact Fees</b>		<b>\$ 601,651</b>	<b>\$ 40,625,662</b>	<b>\$ 41,227,313</b>

Transportation with Impact Fees Funding Recap	Funding	2015	2016-2020	Total
	Grant	\$ -	\$ 15,024,172	\$ 15,024,172
	Impact Fees	\$ 438,213	\$ 25,601,490	\$ 26,039,703
	SEPA	\$ 163,438	\$ -	\$ 163,438
<b>Total Transportation with Impact Fees</b>		<b>\$ 601,651</b>	<b>\$ 40,625,662</b>	<b>\$ 41,227,313</b>

Numbers have been updated since Preliminary CFP was presented July 15, 2014.  
This CFP is only a planning document; it does not necessarily represent a budget for expenditures.

### Project Funding Reports - General Government Projects: General Capital Facilities

General Capital Facilities Projects	Funding Sources:	2015	2016-2020	Total
Building Repair and Replacement (Program # 029)	CIP Fund	\$ 1,200,000	\$ 7,000,000	\$ 8,200,000
	<b>Total General Capital Facilities</b>	<b>\$ 1,200,000</b>	<b>\$ 7,000,000</b>	<b>\$ 8,200,000</b>

General Capital Facilities Funding Recap	Funding Sources:	2015	2016-2020	Total
	CIP Fund	\$ 1,200,000	\$ 7,000,000	\$ 8,200,000
	<b>Total General Capital Facilities</b>	<b>\$ 1,200,000</b>	<b>\$ 7,000,000</b>	<b>\$ 8,200,000</b>

### Summary of Funding Sources for General Government Projects

Funding Sources:	2015	2016-2020	Total
CIP Fund	\$ 2,730,000	\$ 16,103,110	\$ 18,833,110
Donation	\$ 15,000	\$ -	\$ 15,000
Gas Tax	\$ 275,000	\$ 1,375,000	\$ 1,650,000
Grant	\$ 75,000	\$ 18,914,462	\$ 18,989,462
Grant - Federal	\$ -	\$ 40,000	\$ 40,000
Impact Fees	\$ 1,559,713	\$ 27,476,490	\$ 29,036,203
State Legislative Appropriation	\$ -	\$ 1,500,000	\$ 1,500,000
SEPA	\$ 447,438	\$ 150,000	\$ 589,885
Stormwater Utility Rates	\$ 186,500	\$ 932,500	\$ 1,119,000
TBD	\$ 620,000	\$ 3,100,000	\$ 3,720,000
Voted Utility Tax	\$ 1,439,400	\$ 2,403,850	\$ 3,843,250
Voted Utility Tax - Parks	\$ 25,000	\$ 125,000	\$ 150,000
Voted Utility Tax - Pathways/Sidewalks	\$ 1,000,000	\$ 5,000,000	\$ 6,000,000
<b>Total General Government</b>	<b>\$ 8,365,498</b>	<b>\$ 77,120,412</b>	<b>\$ 85,485,910</b>

Numbers have been updated since Preliminary CFP was presented July 15, 2014.  
 This CFP is only a planning document; it does not necessarily represent a budget for expenditures.



## Project Funding Reports - Utilities Projects

### Project Funding Reports - Utilities Projects: Drinking Water

Drinking Water Projects	Funding Sources	2015	2016-2020	Total
Asphalt Overlay Adjustments—Water (Program # 9021)	Rates	\$ 10,500	\$ 52,500	\$ 63,000
Groundwater Protection—Water (Program #9701)	Rates	\$ 10,000	\$ 1,250,000	\$ 1,260,000
Infrastructure Pre-Design and Planning—Water (Program #9903)	Rates	\$ 21,000	\$ 105,000	\$ 126,000
Reclaimed Water (Program #9710)	Rates	\$ -	\$ 225,000	\$ 225,000
	General Facility Charges (GFCs)	\$ -	\$ 175,000	\$ 175,000
Small Diameter Water Pipe Replacement—Water (Program #9408)	Rates	\$ 500,000	\$ 2,500,000	\$ 3,000,000
Transmission & Distribution Projects—Water (Program #9609)	Rates	\$ 2,606,700	\$ 10,152,000	\$ 12,758,700
	General Facility Charges (GFCs)	\$ -	\$ 190,000	\$ 190,000
Water Source Development & Protection (Program #9700)	Rates	\$ 317,000	\$ 4,733,000	\$ 5,050,000
	General Facility Charges (GFCs)	\$ 150,000	\$ 3,062,000	\$ 3,212,000
Water Storage Systems (Program #9610)	Rates	\$ -	\$ 3,427,700	\$ 3,427,700
Water System Planning (Program #9906)	Rates	\$ -	\$ 150,000	\$ 150,000
	General Facility Charges (GFCs)	\$ -	\$ 150,000	\$ 150,000
<b>Total Drinking Water</b>		<b>\$ 3,615,200</b>	<b>\$ 26,172,200</b>	<b>\$ 29,787,400</b>

### Project Funding Reports - Utilities Projects: Wastewater

Wastewater Projects	Funding Sources:	2015	2016-2020	Total
Asphalt Overlay Adjustments - Sewer (Program #9021)	Rates	\$ 10,500	\$ 52,500	\$ 63,000
Infrastructure Predesign and Planning - Sewer (Program #9903)	Rates	\$ 37,200	\$ 186,000	\$ 223,200
Lift Stations—Sewer (Program #9806)	Rates	\$ 210,000	\$ 570,000	\$ 780,000
	General Facility Charges (GFCs)	\$ 100,000	\$ 1,800,000	\$ 1,900,000
Onsite Sewage System Conversions - Sewer (Program #9813)	General Facility Charges (GFCs)	\$ 150,000	\$ 1,750,000	\$ 1,900,000
Replacement and Repair Projects - Sewer (Program #9703)	Rates	\$ 815,000	\$ 2,495,000	\$ 3,310,000
Sewer Systems Extensions - Sewer (Program #9809)	Rates	\$ -	\$ 750,000	\$ 750,000
Sewer System Planning - Sewer (Program #9808)	Rates	\$ 21,000	\$ 105,000	\$ 126,000
<b>Total Wastewater</b>		<b>\$1,343,700</b>	<b>\$7,708,500</b>	<b>\$9,052,200</b>

### Project Funding Reports - Utilities Projects: Stormwater

Stormwater Projects	Funding Sources:	2015	2016-2020	Total
Aquatic Habitat Improvements - Stormwater (Program #9024)	Rates	\$ 463,100	\$ 750,000	\$ 1,213,100
Flood Mitigation & Collection - Stormwater (Program #9028)	Rates	\$ 381,200	\$ 5,175,325	\$ 5,556,525
	General Facility Charges (GFCs)	\$ -	\$ 2,258,675	\$ 2,258,675
Infrastructure Pre-Design & Planning - Stormwater (Program #9903)	Rates	\$ 28,400	\$ 142,000	\$ 170,400
Water Quality Improvements - Stormwater (Program #9027)	Rates	\$ 70,000	\$ 504,350	\$ 574,350
	Stormwater Grants or Loans	\$ 210,000	\$ 1,513,050	\$ 1,723,050
<b>Total Stormwater</b>		<b>\$ 1,152,700</b>	<b>\$10,343,400</b>	<b>\$ 11,496,100</b>

Additionally: Included in the Transportation Section are Projects funded by transfers from the Stormwater Utility as follows:

Project	Funding Sources:	2015	2016-2020	Total
Parks and Pathways - Sidewalk	Stormwater Utility Rates	\$ 186,500	\$ 932,500	\$ 1,119,000
	<b>Total</b>	<b>\$ 186,500</b>	<b>\$ 932,500</b>	<b>\$ 1,119,000</b>

Numbers have been updated since Preliminary CFP was presented July 15, 2014.  
This CFP is only a planning document; it does not necessarily represent a budget for expenditures.

### Summary of Funding Sources for Utilities Projects

Funding Sources:	2015	2016-2020	Total
General Facility Charges (GFCs)	\$ 400,000	\$ 9,385,675	\$ 9,785,675
Rates	\$ 5,501,600	\$ 33,325,375	\$ 38,826,975
Stormwater Grants or Loans	\$ 210,000	\$ 1,513,050	\$ 1,723,050
<b>Total Utilities</b>	<b>\$ 6,111,600</b>	<b>\$ 44,224,100</b>	<b>\$ 50,335,700</b>

### Combined Summary of Funding Sources for Both General Government and Utilities Projects

Funding Sources:	2015	2016-2020	Total
CIP Fund	\$ 2,730,000	\$ 16,103,110	\$ 18,833,110
Donation	\$ 15,000	\$ -	\$ 15,000
Gas Tax	\$ 275,000	\$ 1,375,000	\$ 1,650,000
General Facility Charges (GFCs)	\$ 400,000	\$ 9,385,675	\$ 9,785,675
Grant	\$ 75,000	\$ 18,914,462	\$ 18,989,462
Grant - Federal	\$ -	\$ 40,000	\$ 40,000
Impact Fees	\$ 1,559,713	\$ 27,476,490	\$ 29,036,203
State Legislative Appropriation	\$ -	\$ 1,500,000	\$ 1,500,000
Rates	\$ 5,501,600	\$ 33,325,375	\$ 38,826,975
SEPA	\$ 447,438	\$ 150,000	\$ 597,438
Stormwater Grants or Loans	\$ 210,000	\$ 1,513,050	\$ 1,723,050
Stormwater Utility Rates	\$ 186,500	\$ 932,500	\$ 1,119,000
TBD	\$ 620,000	\$ 3,100,000	\$ 3,720,000
Voted Utility Tax	\$ 1,439,400	\$ 2,403,850	\$ 3,843,250
Voted Utility Tax - Parks	\$ 25,000	\$ 125,000	\$ 150,000
Voted Utility Tax - Pathways/Sidewalks	\$ 1,000,000	\$ 5,000,000	\$ 6,000,000
<b>Total</b>	<b>\$ 14,484,651</b>	<b>\$ 121,344,512</b>	<b>\$ 135,829,163</b>

Numbers have been updated since Preliminary CFP was presented July 15, 2014.  
 This CFP is only a planning document; it does not necessarily represent a budget for expenditures.



## County Funded Projects in Olympia Urban Growth Area

Project	2014	2015-2019	Total
<b>Buildings</b>			
3400 Building Phase 2 Master Plan and Improvements	\$ 1,700,000	\$-	\$1,700,000
Space Needs Assessment & Plan	50,000	-	\$50,000
Campus Jail Tenant Improvements	-	\$7,000,000	\$7,000,000
Courthouse Building 1 Galvanized Pipe Replacement	-	\$650,000	\$650,000
Cabling Upgrade in Buildings 1, 2 and 3	80,000	160,000	\$240,000
HVAC Renovation - Buildings 1, 2 and 3	-	\$7,710,000	\$7,710,000
Purchase Additional Campus Buildings	-	\$1,600,000	\$1,600,000
Courtroom Video Addition in Buildings 2 and 3	450,000		\$450,000
Mottman Fuel Station	-	\$1,000,000	\$1,000,000
McLane Building Site Improvements	-	\$0	\$0
Court - Additional space	-	\$10,000,000	\$10,000,000
Courthouse Complex Mansard Roof	-	\$750,000	\$750,000
<b>Parks</b>			
Chehalis Western Trail	-	\$1,275,000	\$1,275,000
<b>Storm &amp; Surface Water Utility</b>			
Stuarrt Place - Conveyance & Treatment	25,000	335,000	\$360,000
Donnelly Drive - Infiltration Gallery	-	\$182,500	\$182,500
<b>Roads &amp; Transportation</b>			
Chehalis Western Trail - Bridging the Gap Phase 3-Pacific Ave. Crossing Plus Connections	2,500,000	100,000	\$2,600,000
Cooper Point Road & Kaiser Road		50,000	\$50,000
Evergreen Parkway/Mud Bay Rd Interchange Improvements	20,000		\$20,000
Ellis Creek Fish Passage		1,000,000	\$1,000,000
	<b>\$4,825,000</b>	<b>\$31,812,500</b>	<b>\$36,637,500</b>







# Appendix







## Appendix - Community Profile

### **History of Olympia, Washington**

Located on the southernmost point of Puget Sound, the peninsula known as Olympia was “Cheetwoot” (the black bear place) to the Coastal Salish who occupied the site for many generations before the American settlement was established.

The end of what we now know as Budd Inlet was a favorite shellfish gathering site for many Coastal Salish tribes, including the Nisqually, Duwamish, and Squaxin. Evidence exists that potlatches, the Northwest tribal custom in which tribal leaders shared their wealth with neighboring tribal groups, were held both east and west of the Inlet near Olympia.

The falls of the Deschutes River at Tumwater called “Stehtsasamish” by the Nisqually Indians may have been occupied as a permanent village site for shellfish and salmon harvesting for 500 years or more before the coming of white settlers. (From *Lacey, Olympia, and Tumwater, A Pictorial History* by Shanna B. Stevenson, published by The Donning Company/Publishers, 1985)

### **History of European Settlement**

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

The first American settlers were Levi Lathrop Smith and Edmund Sylvester who claimed the town site in 1846. The town was officially platted in 1850 by Sylvester. The Maine native laid out a town in a New England style with a town square, tree lined streets, land for schools, a Masonic Hall, and Capital grounds.

The name of Olympia was selected by Isaac N. Ebey, a local resident, and reflected the view of the majestic Olympic mountains on a clear day.

Drawn to the small peninsula as the first access to Puget Sound from the Columbia River on the Cowlitz Trail, American settlers numbered 996 in the area by 1853. Olympia welcomed the first Custom House on Puget Sound in 1851, and by 1852 was the county seat for the newly organized Thurston County.

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

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

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

Olympia residents elected the town’s first Mayor in 1873—William Winlock Miller.

In 1890, one year after statehood, Olympia City Marshal, George Savidge, was the first in City history to be officially referred to as Chief of Police. In the years from 1889-1892, the Olympia Police Department was comprised of the chief, a captain and six patrolmen.



***Olympia as the Territorial and State Capital***

When Washington Territory was formed in 1853, Olympia was named the provisional territorial capital by Isaac Stevens, Washington’s first territorial governor. In 1855, the designation was confirmed by the territorial legislature. Olympia’s incorporation as a town occurred on January 28, 1859.

In the mid-1850s, Olympia developed around the waterfront and quickly became a hub of maritime commerce. Federal officers and those seeking the opportunities of the capital flocked to the City which, at one time, boasted the largest population of any town on Puget Sound.

In 1856, the territorial legislature appointed a board of commissioners to oversee construction of a new bridge connecting downtown Olympia with the westside. Lack of funds held up the project until 1868 when Thurston County loaned the City of Olympia \$1,500. The first westside bridge was built the following year.

An especially difficult blow fell when Olympia was bypassed by mainline railroads in the 1870s. City residents had to build their own line to connect with the Northern Pacific mainline at Tenino—15 miles to the south.

Olympia’s title of capital was often contested during the early years, but townspeople fought challenges by Vancouver, Steilacoom, Seattle, Port Townsend and Tacoma for location of the territorial seat of and later, State government.

In early 1889, Olympia resident and jeweler, Charles Talcott, was commissioned to create a State seal in time for the convening of the first State legislature in November of the same year. The simple round design with a copy of the Gilbert Stuart portrait of George

Washington in the center and the words “The Seal of the State of Washington, 1889” is still the official seal of Washington State.

Washington was given statehood designation on November 11, 1889, as the forty-second state to enter the Union.

When Washington became a state in 1889 with Olympia as the capital, the City grew and prospered adding amenities such as an opera house, City water system, street car line, street lamps, and a new hotel to accommodate visiting legislators. State government has been housed in a series of buildings in Olympia, including the former county courthouse in downtown.

***Twentieth Century Growth***

Changes were made to the topography of the City in 1911-12, when almost 22 blocks were added to the downtown area in a gigantic dredging and filling effort to create a deep water harbor and fill the sloughs to the north and east of the City.

In 1919, the City awarded a contract to Union Bridge Company to build a more reliable concrete bridge connecting downtown Olympia with the westside. The amount of the contract was \$132,750.

With increased growth in State government and the economic stimulus of World War I, the City began to grow in population and development. Olympia became a center of lumber processing and the City boasted as new smokestacks went up on the waterfront. Downtown buildings were constructed and residential areas south and west of the City developed. By the time of the completion of the grand domed legislative building in 1927, the City had become a fitting setting for such an imposing structure.

A devastating earthquake in 1949 damaged or destroyed many historic downtown buildings, which were quickly rebuilt. Today, downtown Olympia is a charming mix of historic, mid-century, and contemporary architecture.

State government grew rapidly in Olympia after World War II, but many State offices were moving to other parts of the State. A Washington State Supreme Court decision in 1954 mandated that Olympia was the seat of government and that State office headquarters must locate here.

The 1950s ushered in construction of a new freeway through Olympia and her neighboring communities of Tumwater and Lacey. Interstate 5, which runs from the southern tip of California to the Washington State/Canadian border, is a vital transportation link for Olympia and the Puget Sound region.







Long time residents still mention the “Columbus Day” storm which hit the northwest on October 12, 1962, with seventy-eight mile per hour winds. Two people were killed in the Olympia area and extensive damage was caused to buildings and trees.

In the 1960s, the time of smokestacks and plywood mills drew mostly to an end along Olympia’s waterfront when the Simpson, Georgia Pacific, and St. Regis mills closed, victims of changing markets.

A new era began at the close of the 1960s when The Evergreen State College was authorized by the State legislature on Cooper Point Road at the site of historic Athens University, just west of the Olympia City limits. The institution has changed and enlivened the Capital City’s cultural and social climate.

In recent years, Olympia, with its neighbors of Lacey and Tumwater, have witnessed phenomenal growth. The small, muddy, bustling village of the 1850s is only a memory, but the tenacious spirit of Olympians over more than a century echoes through the vibrant City of Olympia.

#### **Twenty-First Century Vision**

On May 16, 2004 the Olympia community dedicated a new bridge and gateway corridor spanning the same location as the old 4th Avenue Bridge. The Olympia City Council named the new bridge the Olympia-Yashiro Friendship Bridge in honor of Olympia’s Sister City, Yashiro, Japan (now reincorporated as Kato City, Japan).

The bridge is much more than a transportation corridor. With public art incorporated in the structure, dramatic accent lighting, and spacious pedestrian walkways and overlooks, the new bridge symbolizes Olympia as a community and expresses the City’s relationship to the surrounding natural environment.

In 2009, the City of Olympia celebrated its 150th birthday of incorporation. The year began with several hundred residents celebrating the City’s birthday on January 17, 2009 at The Washington Center for the Performing Arts in downtown Olympia. It ended with publication of a commemorative book edited by local historian Drew Crooks, *Olympia, Washington: A People’s History*.

#### **New City Hall**

On March 26, 2011 the City of Olympia opened the door to its new City Hall. The building combined employees and services from five departments previously housed in eight different buildings. The move greatly improved the ease in which citizens can access their City government.

#### **Percival Landing**

On August 25, 2011 the City completed Phase I of substantial reconstruction of Percival Landing. This popular park and tourist destination is in the heart of downtown and is a hub for gatherings, social interaction and public celebrations. The Landing includes a 0.9-mile scenic boardwalk, playground, picnic areas, public art, boat moorage, restaurants, shops and more.



### Beautiful Site

Olympia sits on a low flat at the southern end of Puget Sound on the shores of Budd Inlet's two bays, between Seattle and the Olympic Mountains to the north, Mt. Rainier to the northeast, and Mt. Saint Helens to the south. The City is further divided by Capitol Lake.

The City and the surrounding area experience fair-weather summers and the grey, wet overcast winters of the Pacific Northwest. Tempered by the Japanese trade current, the mild northwest climate favors lushly forested landscapes replete with ferns and mosses. Rainfall tends to be spread out over a large number of days. With about 52 clear days out of the year, Thurston County residents live under some form of cloud cover 86 percent of the year, with more than a trace of rain falling on almost half of the days of the year.

Area: 19.74 square miles

Average Temperatures: January, 37.9° F; July, 63.2° F; annual average, 49.9° F

Average Annual Precipitation: 50.59 inches

### Government

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

The governing body elected in 1859 was a five-member Board of Trustees, and the office of mayor was not created until November 11, 1873. At that time, a mayor and six-member Council (from three wards) were elected for one-year terms.

On November 16, 1925, the City government body was changed to a three-member elected commission composed of the mayor, commissioner of finance, and commissioner of public works. The commission began as three-year terms, but increased to four years in 1950.

On May 18, 1982, the voters of Olympia approved the Council-Manager form of government. A new, seven-member Council was elected on November 2, 1982 and assumed office on November 18, 1982. The first meeting of the newly elected City Council was November 23, 1982. The mayor was selected by the Councilmembers for a two-year term in January of each even numbered year.

In 1991, the voters approved the selection of the Mayor through election by the citizens, rather than through appointment by the Council. The Mayor is elected to serve a four-year term.

Olympia is a Council/Manager City as authorized by Washington State law, RCW 35A.13. The Council/Manager form of government is different than the Mayor-Council form in Seattle, the Commission form at Thurston County, or the Town form in many East Coast communities.

According to the International City-County Management Association, under the Council/Manager form, power is concentrated in the elected council, which hires a professional administrator to implement its policies. The Mayor and Council as a collegial body are responsible for setting policy, approving the budget, and determining the tax rate. The manager serves as the Council's chief advisor. The Council provides legislative direction, while the manager is responsible for day-to-day administrative operations of the City, based on the Council's decisions.

In Olympia, the City Council makes policy and serves as the legislative group responsible for approving City ordinances and

establishing City policy. Councilmembers are part-time employees, although Olympia's Councilmembers estimate that, on average, they devote from 25-40 hours per week to Council business. Many Councilmembers hold full-time jobs in addition to their duties on the City Council.

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

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



"The Healer"  
Artist: Leon White



**Population**

The age of the population in Thurston County as a whole is getting older. Census figures show that the median age of the county’s population was 38.5 years in 2010, up from 36.5 years in 2000 and 33.6 years in 1990. Some interesting distinctions in median age, however, do exist between different areas of the county. For example, Yelm has the youngest population of Thurston County cities. Its median age (29.0 years) was lower than the county’s median age (38.5), and the proportion of its population under age 18 (36 percent) was higher than the county average (27 percent).

Individuals aged 65 and over are a growing segment of the population in Thurston County, and migration plays a key role in this population growth. Amenities that an older population finds attractive, such as advanced health care and retirement facilities, draw many retirement-aged people to Thurston County. In 2010, persons age 65 and older constituted 13% of the total County population. This percentage of residents age 65 and older is expected to climb to roughly 17% by 2020 and should reach 20% by 2030. The first of the “baby boomers” turned 65 in 2011.

Population forecasts for Olympia project growth of 21% by 2025 and 36.4% by 2035.

**Population**

Year	Olympia	Thurston County	Olympia % Increase
2014	49,670	264,000	2.5
2013	48,480	260,100	2.1
2012	47,500	256,800	1.5
2011	46,780	254,100	0.6
2010	46,478	252,264	0.8
2009	46,109	249,336	1.3
2008	45,538	244,853	1.0
2007	45,087	239,570	1.9
2006	44,260	234,083	1.1
2005	43,777	229,286	0.9
2004	43,379	223,065	0.6

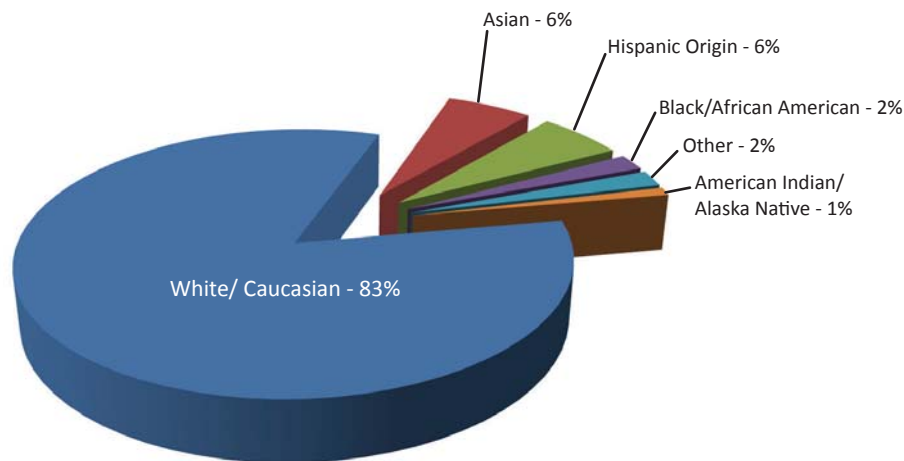
Source: State of Washington, Office of Financial Management, April 1, 2014

**Households by Family Type**

	1970	%	1980	%	1990	%	2000	%	2010	%
Average Household Size, Olympia	2.54		2.32		2.22		2.21		2.18	
<b>Olympia - Total Households</b>	<b>25,186</b>		<b>46,375</b>		<b>62,150</b>		<b>81,625</b>		<b>100,650</b>	
Married-Couple Families	18,045	72%	28,383	61%	35,433	57%	43,352	53%	50,237	50%
One Parent Families	2,097	8%	4,992	11%	7,903	13%	11,599	14%	15,924	16%
One-Person Families and Non-Family Households	5,044	20%	13,000	28%	18,814	30%	26,674	33%	34,489	34%

Source: TRPC’s *The Profile*, December 2013, Table II-19

**Population by race in Olympia**



Source: TRPC’s *The Profile*, December 2013, Table II-15

**Urban Cost of Living Index**

The Olympia-Lacey-Tumwater area cost of living generally hovers around the national average of approximately 300 cities that participate in the C2ER (The Council for Community and Economic Research) survey. In the second quarter of 2013, the area was 1.6% higher than the national average.

**Employment:**

Annual Average Thurston County	2011	2012
Civilian Labor Force	129,026	126,669
Employed Persons	118,365	116,798
Unemployed Persons	10,661	9,871
Source: TRPC's <i>The Profile</i> , December 2013, Table IV-14		

**Unemployment Rates:**

	2011	2012
Thurston County	8.3%	7.8%
Washington State	9.2%	8.3%
United States	8.9%	8.1%
Source: TRPC's <i>The Profile</i> , December 2013, Table IV-12		

**Economic Indicators**

**Income, Thurston County**  
(Source: TRPC's *The Profile*, December 2013)

	2012
Median Household Income	\$ 60,621
Poverty Rate	10.3 %

**Home Ownership, Olympia**  
(Source: U.S. Census Bureau, Oct. 2014)

	2012
Own Home	49.5%
Rent/ Other	50.5%

**Building Permits Issued, Olympia**  
(Source: CP&D)

	Through 9/30/2014
Single Family	119
Multi Family	28
Commercial	19

**Real Estate**  
(Source: TRPC's *The Profile*, December 2013, Table III-8)

	2011
Average Sale Price Olympia Home	\$ 267,644
Average Sale Price - Olympia Lot	\$ 94,095

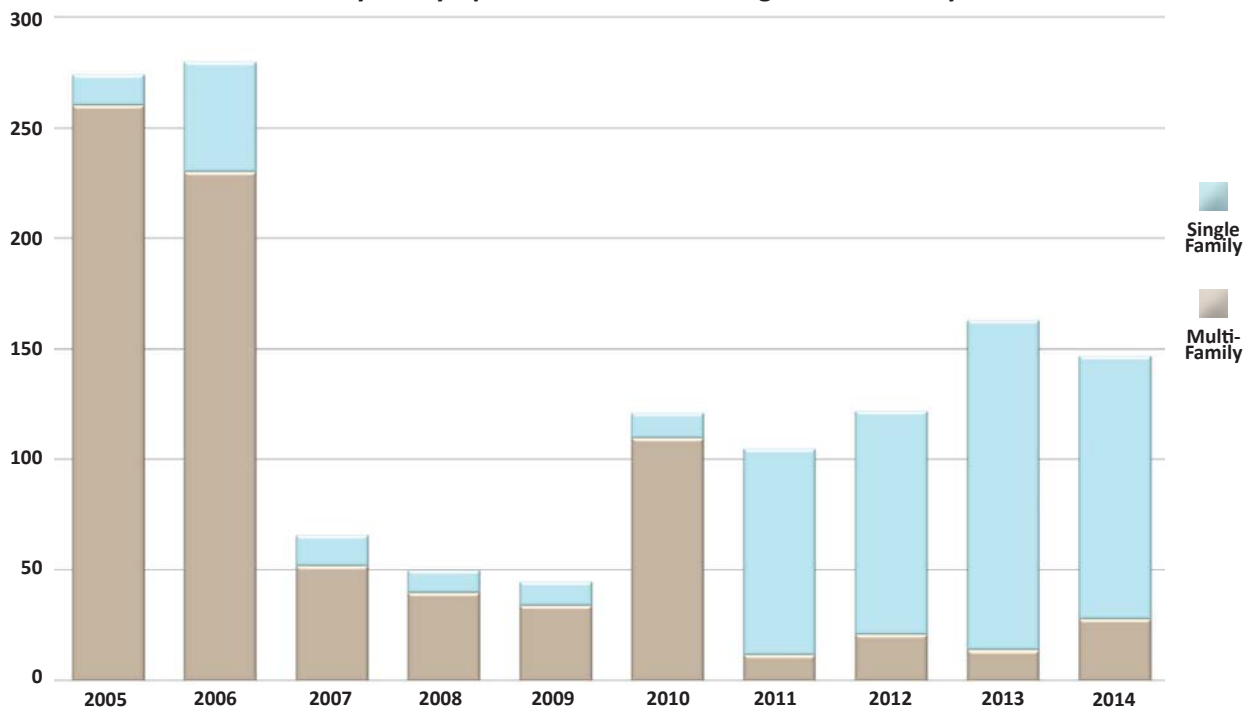
**Rental Housing Rates, Olympia**  
(Source: TRPC's *The Profile*, December 2013, Table III-14)

	2012
Average 2 Bedroom Home Rental	\$ 719
Average 3 Bedroom Home Rental	\$ 1,079

**Rental Housing Rates, Thurston County**  
(Source: TRPC's *The Profile*, December 2013, Table III-14)

	2013
Average 1 Bedroom Apartment Rental	\$ 736
Average 2 Bedroom Apartment Rental	\$ 816

**City of Olympia - Residential Building Permit Activity**







**Education**

Thurston County has a variety of educational opportunities available to the students and adults of the community. These include both private and public primary, secondary, and higher education institutions.

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

South Puget Sound Community College is the largest institution of higher education in Thurston County, with an enrollment of approximately 6,500 students. The college offers day and evening classes, continuing education courses, basic education, job skills training, and personal enrichment courses. While about 47% of the College’s students are enrolled in academic programs in preparation for transfer to four-year colleges, South Puget Sound’s historic foundation of technical training continues, with more than 30 professional-technical programs currently offered. The college also cooperates with private companies and public agencies to provide customized training and professional development.

The Evergreen State College is a public college of liberal arts and sciences with a national reputation for innovation in teaching and learning. Founded in 1967, Evergreen opened its doors in 1971 and now enrolls more than 4,800 students. While most of Evergreen’s students are enrolled at the Olympia campus in full-time undergraduate programs, the College also provides an evening and weekend studies program. In addition, Evergreen also offers educational programs at its Tacoma site, a tribal program at reservation sites, a program in Gray’s Harbor County, and three graduate programs in Environmental Studies, Public Administration, and Teaching.

Saint Martin’s University is a four-year coeducational, comprehensive university with a strong liberal arts foundation. It offers 20 undergraduate programs in the liberal arts and professions, six graduate programs and numerous pre-professional and certification programs. Established in 1895 by the Roman Catholic Benedictine Order, Saint Martin’s is located on a 300-acre campus in Lacey. More than 1,500 students attend the University’s main campus, about 650 students are enrolled in courses at extension campuses at Joint Base Lewis-McChord, and at Centralia Community College, Tacoma Community College, and Olympic College in Bremerton. The University and Abbey employ about 450 people.

**Thurston County College Enrollment  
2002-2012**

Enrollment		South Puget Sound Community College	St. Martin’s University	The Evergreen State College
Fall 2002	Head Count	6,030	965	4,367
	FTE	3,730	807	4,290
Fall 2003	Head Count	6,548	998	4,380
	FTE	3,995	866	4,265
Fall 2004	Head Count	6,160	1,084	4,410
	FTE	3,722	906	4,292
Fall 2005	Head Count	6,426	1,268	4,470
	FTE	3,773	1,085	4,364
Fall 2006	Head Count	6,974	1,256	4,416
	FTE	3,964	1,035	4,294
Fall 2007	Head Count	7,458	1,270	4,586
	FTE	4,015	1,093	4,483
Fall 2008	Head Count	8,361	1,228	4,696
	FTE	4,404	1,063	4,616
Fall 2009	Head Count	7,133	1,272	4,891
	FTE	4,672	1,073	4,835
Fall 2010	Head Count	7,110	1,335	4,833
	FTE	4,857	1,122	4,779
Fall 2011	Head Count	6,558	1,392	4,794
	FTE	4,309	1,161	4,811
Fall 2012	Head Count	6,308	1,416	4,509
	FTE	N/A	1,163	4,794

Source: TRPC’s *The Profile*, December 2013, Table VI-7

Explanation: Includes only those persons enrolled at campuses located in Thurston County. Head count includes both full- and part-time persons. FTE is full-time equivalent.

**Educational Attainment**

	Olympia	Thurston County	Washington State	U.S.
<b>High School Graduate or Higher</b>	93.9%	92.9%	90%	87.65%
<b>Bachelor’s Degree or Higher</b>	42.9%	32%	31.6%	30.94%

Source: U.S. Census Bureau, 2006-2010 American Community Survey five year estimates

**Racial and Ethnic Distribution of Students  
School Year 2012-2013**

	Olympia		Thurston County	
	Total	%	Total	%
American Indian	51	0.5	596	1.5
Asian	693	7.3	2,102	5.2
Black / African American	180	1.9	1,238	3.0
Hispanic	880	9.3	5,116	12.5
Pacific Islander	38	0.4	373	0.9
Two or More Races	814	8.6	3,735	9.2
White	6,784	71.9	27,630	67.7

Source: TRPC’s *The Profile*, December 2013



**Business and Industry**

The City’s early development was based on its port facilities and lumber-based industries, and later oyster farming and dairying. During the mid-twentieth century, the decline of the local timber industry resulted in the loss of many of the local associated milling and secondary operations. During the 1970s, Olympia expanded as a center of offices and homes for State employees, military personnel, and their respective families.

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

Manufacturing continued to be a major economic segment in the early 2000s, though a setback was experienced with the closure of the Miller Brewing plant in June 2003. Wood and food processing segments stagnated, while plastics, industrial supplies, and machinery experienced growth.

Agriculture, another industry traditional to Olympia, also wanes, although production is still higher than in nearby counties. The size of farms continues to decrease, while the number of farms is actually increasing. On the same lines as agriculture, the timber industry is dominated by smaller, family-owned operations.

As the capital of the State of Washington, Olympia relies on the State government to be a stabilizing factor for the local economy. In addition to the jobs it supports directly, state government also supports the economy by attracting tourists, as does the region’s gambling industry.

The annual sessions of the State legislature in the winter and spring mark the first tourist season of the year, with summertime recreation and attractions, including tours of State buildings. Compared to other regions in the state, Olympia and Thurston County are home to a relatively small number of technology companies. To attract them, economic development officials promote the area’s telecommunication infrastructure, low property price, and educated workforce.

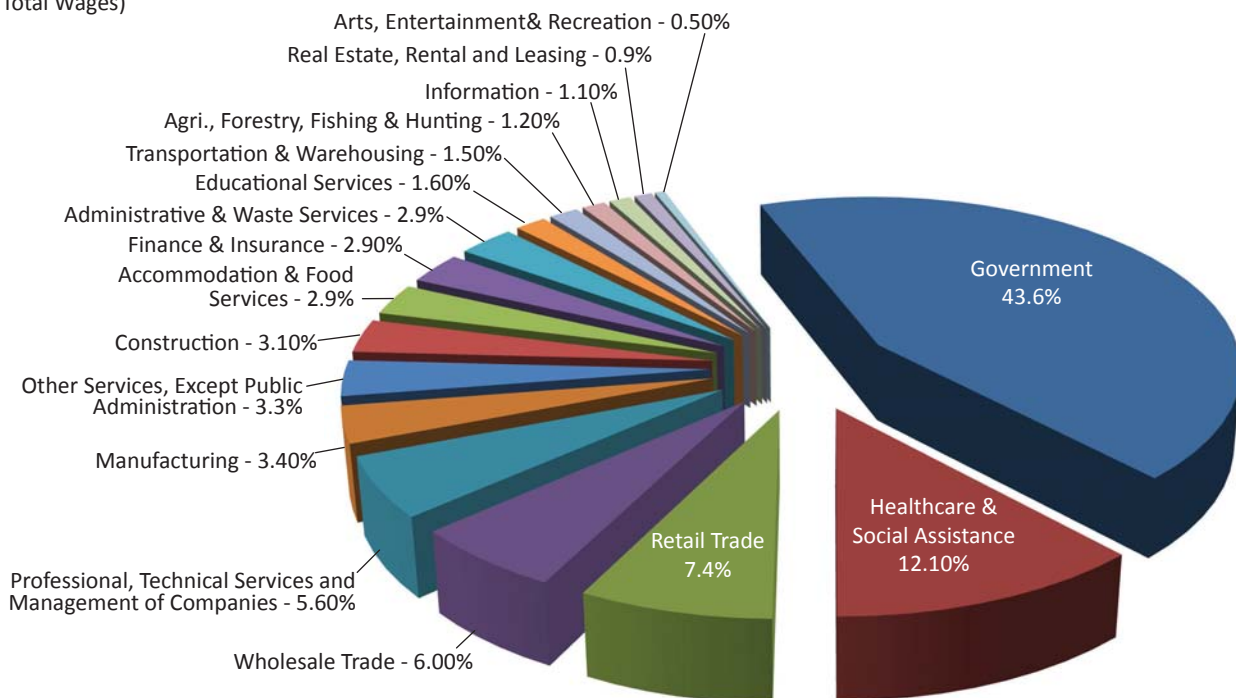
**Top Employers in Thurston County - 2013**

Employer	Employees
State Government, including education	20,000-25,000
Local Government, including education	10,000-15,000
Providence St. Peter Hospital	1,000-5,000
Tribal Government	1,000-5,000
Federal Government	500-1,000
Group Health Cooperative	500-1,000
Affiliated Computer Services	500-1,000
Walmart	500-1,000
Great Wolf Lodge	500-1,000
Columbia Capital Medical Center	100-500
Saint Martin’s University	100-500
Costco Wholesale Corporation	100-500
Safeway	100-500
Trader Joe’s	100-500
Target	100-500
Cabelas	100-500

Source: TRPC’s *The Profile*, December 2013, Table IV-5

**Employment by Industry, Thurston County - 2012**

(% Total Wages)



Source: TRPC’s *The Profile*, December 2013, Table IV-3



### Top Taxpayers for Tax Year 2013

Rank	Taxpayer	Taxable Assessed Value
1	Capital Mall	\$74,953,300
2	Vine Street Association LLC	74,608,450
3	Washington State Employees Credit Union	38,375,650
4	PF I Olympia Square LLC	26,970,650
5	Columbia Cap Med Center Lmted	26,673,950
6	Group Health Coop of Puget Sound	25,163,600
7	Continental Cambridge	23,892,450
8	Westfield Corporation	21,432,500
9	Black Lake Apartments	20,286,375
10	MGP X Properties LLC	20,251,750
11	Timberland Apt Associates LLC	19,857,600
12	Overlake Management Co.	19,195,950
13	Bowen Properties LLC	18,730,050
14	Cafaro Northwest Partnership	18,651,800
15	Bellwether #215 LLC	18,575,700
16	Rants Group	16,338,700
17	Olympia Orthopedic Properties LLC	16,176,500
18	Apple Park MI II LP	16,018,950
19	Lowe's HIW Inc	15,972,800
20	CFS Investments LLC	15,257,550

Using taxable values within the City of Olympia as of 10/10/2013  
 Source: Thurston County Assessor's Office

### Olympia Taxable Retail Sales - 2013

Employer	Sales
Retail Trade	\$ 899,960,138
Construction	203,294,414
Accommodations & Food Services	158,003,986
Wholesale Trade	124,448,146
Information	79,012,506
Professional, Scientific & Technical Services	65,539,670
Other Services	50,341,169
Management, Education & Health Services	41,463,023
Real Estate, Rental/Leasing	30,489,267
Manufacturing	26,986,127
Finance, Insurance	13,029,950
Arts, Entertainment & Recreation	8,445,722
Public Administration, Other	2,711,677
Transportation & Warehousing	1,707,278
Agriculture, Forestry, Fishing	407,206
Mining	131,536
Utilities	105,968
<b>Total</b>	<b>\$ 1,706,077,783</b>

Source: TRPC's *The Profile*, December 2013, Table V-12

Thurston County as a whole is an attractor of retail sales (and select services), and captures more retail sales than are supported by people that live within the County.

#### Public Transportation

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

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



#### Utilities

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

**Neighborhood Recognition Program**



Olympia’s Neighborhood Recognition Program was started in 1989 as a way to foster ongoing communication between City government and neighborhood associations. Neighborhoods voluntarily choose to participate in the Olympia program and all neighborhoods located within the City of Olympia and its Urban Growth Area are eligible to apply.

Benefits of the program are:

- Notification of certain zoning and land use proposals
- As-needed meetings with City staff and other associations to discuss issues and learn about City programs and services
- Authorize street closure for up to two neighborhood block parties per year

Participating associations are also eligible to bi-annually apply to the City for a neighborhood matching grant of up to \$4,000 to initiate an activity to benefit the neighborhood in general. In recent years, neighborhoods have used the matching grants to landscape common areas, construct entrance signage, develop emergency response programs, maintain stormwater retention ponds, create neighborhood walking paths, and publish a neighborhood history.

**Culture that Supports our Mission: Working Together to Make a Difference**

The City of Olympia champions its mission in meaningful ways to ensure our City is a great place to live, work and play. One of the most visible ways is through our Public Art program, City-owned park land, and our partnerships with private organizations. Creative uses of our resources allow us to create an environment where we fuel our citizens’ minds and creativity; provide spaces to be physically active, enjoy nature, and the companionship of other community members; and promote activities and events that bring our community together through shared experiences.

**Public Art**

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

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

Guided walking tours are available in the summer and our entire collection may be viewed [online](#). For citizens and visitors who prefer a self-guided approach to art appreciation, we offer [walking maps](#) marked with public art locations. Not all pieces are on display year-round.



“Ad Astra” Artist: Sylvia Perle



### Parks

The City of Olympia proudly owns over 900 acres of park land that consists of neighborhood, community, and open space, as well as recreational facilities. We have picnic shelters, playgrounds, skate parks, basketball courts, tennis courts, running tracks, athletic fields, a sand volleyball court, horseshoe pits, bicycle/pedestrian paths, community gardens, and nature trails. We also have 171 acres devoted to wildlife protection, viewing, and education. At any given time you may find these spaces host to parties, weddings, baseball and soccer games, football and cross-country practices, field trips, child care groups, and of course, families of all shapes and sizes. Our park spaces are well-loved and well-used, providing places for our citizens to explore and appreciate nature, to be active, and to engage with one another.



### Partnerships

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

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

### Do We Make a Difference?

We believe so. There is a reason property prices are higher in Olympia than surrounding Thurston County cities and towns. Scarcity is one obvious economic factor. But also, as Olympia residents know, there is a feeling associated with living here – a palpable sense of belonging to something bigger, something important, something that is growing and changing to help direct our future in positive ways. The things we do to support our mission – Working Together to Make a Difference – make Olympia a great place to live, work, and play. Olympia is a wonderful example of Aristotle's famous quote, "The whole is greater than the sum of its parts," and the City of Olympia is proud to be a contributing part.



## Acronyms

Term	Stands for	Term	Stands for
<b>AEGIS</b>	City's Police Information System	<b>LOTT</b>	Lacey-Olympia-Tumwater-Thurston County
<b>AFSCME</b>	American Federation of State, County, & Municipal Employees	<b>LTFS</b>	Long Term Financial Strategy
<b>ASE</b>	Automated Service Excellence	<b>LTGO</b>	Long Term General Obligation
<b>AWC</b>	Association of Washington Cities	<b>MRT</b>	Moral Reconciliation Therapy
<b>BARS</b>	Budget & Accounting Reporting System	<b>MNRFTC</b>	Mark Noble Regional Fire Training Center
<b>CAFR</b>	Comprehensive Annual Financial Report	<b>MOU</b>	Memorandum of Understanding
<b>CAPCOM</b>	Thurston County Communications	<b>MVET</b>	Motor Vehicle Excise Tax
<b>CDBG</b>	Community Development Block Grant	<b>NLC</b>	National League of Cities
<b>CFP</b>	Capital Facilities Plan	<b>NPDES</b>	National Pollutant Discharge and Elimination System
<b>CIP</b>	Capital Improvement Program	<b>O&amp;M</b>	Operations & Maintenance
<b>CIPP</b>	Cured in Place Pipe	<b>ODA</b>	Olympia Downtown Association
<b>CNA</b>	Coalition of Neighborhood Associations	<b>OFD</b>	Olympia Fire Department
<b>COLA</b>	Cost of Living Adjustment	<b>OPD</b>	Olympia Police Department
<b>CPI</b>	Consumer Price Index	<b>PBIA</b>	Parking & Business Improvement Area
<b>CPTED</b>	Crime Prevention Through Environmental Design	<b>PC</b>	Personal Computer
<b>DRC</b>	Day Reporting Center	<b>PFD</b>	Public Facilities District
<b>DRS</b>	Department of Retirement Systems	<b>PPACA</b>	Patient Protection & Affordable Care Act
<b>DUI</b>	Driving under the Influence	<b>PPP</b>	Priest Point Park
<b>EDC</b>	Economic Development Council	<b>PRAC</b>	Parks and Recreation Advisory Committee
<b>EDDS</b>	Engineering and Developmental Design Standards	<b>PREA</b>	Prison Rape Elimination Act
<b>EHM</b>	Electronic Home Monitoring	<b>PSE</b>	Plans, Specs and Estimates
<b>EMS</b>	Emergency Medical Services	<b>PWTF</b>	Public Works Trust Fund
<b>EOC</b>	Emergency Operations Center	<b>RCW</b>	Revised Code of Washington
<b>ERU</b>	Equivalent Residential Unit	<b>SAAS</b>	Software as a Service
<b>FDCARES</b>	Fire Dept. Community Assistance Referrals & Education Service	<b>SAFER</b>	Staffing for Adequate Fire & Emergency Response
<b>FEMA</b>	Federal Emergency Management Act	<b>SCBA</b>	Self Contained Breathing Air Bottles
<b>FTE</b>	Full Time Equivalent	<b>SEPA</b>	State Environmental Policy Act
<b>GAAP</b>	Generally Accepted Accounting Principles	<b>SRO</b>	School Resource Officer
<b>GASB</b>	Government Accounting Standards Board	<b>STEP</b>	Septic Tank Effluent Pump
<b>GFC</b>	General Facility Charge	<b>STEP</b>	Strategic Technology Enhanced Policing
<b>GFOA</b>	Government Finance Officers Association	<b>TBD</b>	Transportation Benefit District
<b>GMA</b>	Growth Management Act	<b>TCTV</b>	Thurston Community Television Board
<b>GO</b>	General Obligation	<b>TRPC</b>	Thurston Regional Planning Council
<b>HUD</b>	Housing and Urban Development	<b>UGA</b>	Urban Growth Area
<b>HVAC</b>	Heating, Ventilation, and Air Conditioning	<b>VAC</b>	Victims' Assistance Coordinator
<b>ISP</b>	Intensive Supervisor Training	<b>VCB</b>	Visitor and Convention Bureau
<b>IT</b>	Information Technology Line of Business	<b>VIP</b>	Volunteers in Parks
<b>IUOE</b>	International Union of Operating Engineers	<b>WAC</b>	Washington Administrative Code
<b>LEED</b>	Leadership in Energy and Environmental Design	<b>WARC</b>	Waste and Recovery Center
<b>LED</b>	Light Emitting Diode	<b>WCIA</b>	Washington Cities Insurance Authority
<b>LEOFF</b>	Law Enforcement Officers and Fire Fighters	<b>WPR</b>	Waste Prevention and Reduction
<b>LID</b>	Local Improvement District and/ or Low Impact Developments	<b>WSDOT</b>	Washington State Department of Transportation
<b>LOS</b>	Level of Service	<b>WTSC</b>	Washington Traffic Safety Commission





## Glossary of Terms

**Accrual Basis of Accounting** - The method of accounting under which revenues are recorded when they are earned (whether or not cash is received at that time) and expenditures are recorded when goods and services are received (whether cash disbursements are made at that time or not).

**American Federation of State, County, and Municipal Employees (AFSCME)** - A bargaining unit covering Parks and Public Works maintenance employees and Parking Enforcement employees.

**Agency Funds** - A fund used to account for assets held by a government as an agent for individuals, private organizations, other governments, and/or other funds.

**Allocation** - To set aside or designate funds for specific purposes. An allocation does not authorize the expenditure of funds.

**Appropriation** - An authorization made by the legislative body of a government, which permits officials to incur obligations against, and to make expenditures of, governmental resources. Appropriations are usually made for fixed amounts and are typically granted for a one-year period.

**Appropriation Ordinance** - An official enactment by the legislative body establishing the legal authority for officials to obligate and expend resources.

**Assessed Value (AV)** - The fair market value of both real (land and building), and personal property as determined by the Thurston County Assessor's Office for the purpose of setting property taxes.

**Assets** - Property owned by a government, which has monetary value.

**Audit** - A systematic examination of resource utilization concluded in a written report. It is a test of management's internal accounting controls and is intended to: ascertain whether financial statements fairly present financial position and results of operations; test whether transactions have been legally performed; identify areas for possible improvements in accounting practices and procedures; ascertain whether transactions have been recorded accurately and consistently; and ascertain the stewardship of officials responsible for governmental resources.

**Baseline** - The cost to repeat the current level of service. Baseline includes inflation costs. They do not reflect increased levels of service.

**Bond** - A written promise to pay (debt) a specified sum of money (called principal or face value) at a specified future date (called the maturity date(s) along with periodic interest at a specified percentage of the principal (interest rate).

**Bond Anticipation Notes (BANs)** - Short-term interest bearing notes issued in anticipation of bonds to be issued at a later date. The notes are retired from proceeds of the bond issue to which they are related.

**Budget (Operating)** - A plan of financial operation embodying an estimate of proposed expenditures for a given period (typically a fiscal year) and the proposed means of financing them (revenue estimates). The term is also sometimes used to denote the officially approved expenditure ceilings under which a government and its departments operate.

**Budget 365** - City's year round budget process designed to inform and educate citizens about how to get involved in the City's budget decision making process.

**Budget Calendar** - The schedule of key dates or milestones which a government follows in the preparation and adoption of the budget.

**Capital Budget** - A plan of proposed major capital improvements, which are beyond the routine operation of the City, and the means of financing them. The capital budget is enacted as part of the complete annual budget including both operating and capital outlays. The capital budget is based on a Capital Facilities Plan (CFP).

**Capital Facilities Plan (CFP)** - A six-year plan for capital expenditures that identifies the expected beginning and ending date for each project, the amount to be expended in each year on each project, and the method of financing those expenditures. Only expenditures and revenues proposed for the first year of a project are incorporated into the Annual Operating Budget as the Capital Budget.

**Capital Outlays (Expenditures)** - Expenditures for the acquisition of, or addition to, fixed assets not included in the Capital Facilities Plan. The useful life of these expenditures must be two years or more with a value of at least \$5,000. Examples include construction projects, land acquisition, major renovations or repairs to existing grounds or facilities, and equipment purchases.

**Capital Projects** - Projects which purchase or construct capital assets. Typically, a capital project encompasses a purchase of land and/or the construction of a new building or facility, with a life expectancy of more than 10 years. It may also include major maintenance or renovation of a current asset.

**Cash Basis** - The method of accounting under which revenues are recorded when received in cash and expenditures are recorded when paid.

**Collective Bargaining Agreement** - A legal contract between employer and a verified representative of a recognized bargaining unit for specific terms and conditions of employment (e.g., hours, working conditions, salary, benefits, and matters affecting health and safety of employees).

**Constrained Prioritization** - Budget-setting process where priority setting survey is used to categorize general fund services into four quadrants. The highest priority services are assigned to Quadrant Level 1, the next important services to Level 2, etc. Only a specific number of services can be assigned to each level, thus creating a constrained prioritization process. Then it is decided whether the general fund budget for the different quadrants should be increased, maintained at the current level, or reduced.

## Glossary of Terms (continued)

**Consumer Price Index (CPI)** - A statistical description of price levels provided by the United States Department of Labor. The index is used as a measure of change in the cost of living.

**Contingency** - A budgetary reserve set aside for emergencies or unforeseen expenditures not otherwise budgeted.

**Cost of Living Adjustment (COLA)** - An increase in salaries to offset the adverse effect of inflation on compensation.

**Council Priorities** - Each year the Olympia City Council develops target issues which are a set of priority topics to be addressed by the Council and staff during the upcoming year. Target issues may extend beyond the current operating budget. Also referred to as Council Emphasis Areas or Target Issues.

**Debt Service** - Payment of interest and repayment of principal to holders of a government's debt instruments.

**Deficit** - 1. The excess of an entity's liabilities over its assets (see Fund Balance). 2. The excess of expenditures or expenses over revenues during a single accounting period.

**Depreciation** - 1. Expiration in the service life of capital assets attributable to wear and tear, deterioration, action of the physical elements, inadequacy, or obsolescence. 2. That portion of the cost of a capital asset, which is charged as an expense during a particular period.

**Double Budgeting** - The result of having funds or departments within a government purchase services from one another rather than from outside vendors. When internal purchasing occurs, both funds must budget the expenditure (one to buy the service and the other to add the resources to its budget so they have something to sell). This type of transaction results in inflated budget values because the same expenditure dollar is budgeted twice: once in each fund's budget. The revenue side of both funds is similarly inflated.

**Equipment Rental** - The Equipment Rental Fund operates as a self-sufficient motor and equipment pool. Customer departments pay for the equipment used through charges billed monthly. These charges include a form of depreciation, which is accumulated as a sinking fund for future asset replacement, a factor for maintenance of the equipment, and charges for fuel (if applicable).

**Expendable Trust Fund** - Fund where the money in the fund (principal) and the interest may be spent as designated by the donor.

**Expenditures** - Where accounts are kept on the accrual or modified basis of accounting, the cost of goods received or services rendered, whether cash payments have been made or not. Where accounts are kept on a cash basis, expenditures are recognized only when cash payments for the above purposes are made.

**Fiduciary Funds** - Funds used to report assets held in a trustee or agency capacity for others and which therefore cannot be used to support the government's own programs. This includes pension

trust funds, investment trust funds, private-purpose trust funds, and agency funds.

**Fiscal Year** - A twelve-month period designated as the operating year by an entity. For Olympia, The fiscal year is the same as the calendar year (also called budget year).

**Full Faith and Credit** - A pledge of the general taxing power of a government to repay debt obligations (typically used in reference to bonds).

**Fund Balance** - The excess of an entity's assets over its liabilities. The City's policy is to maintain a fund balance of at least 10% of the general operating revenues.

**General Fund** - This fund is used to pay the expenses and liabilities of the City's general services and programs for citizens that are not separately accounted for in special revenue funds.

**General Obligation Bonds** - When a government pledges its full faith and credit to the repayment of the bonds it issues, then those bonds are General Obligation (GO) Bonds. Sometimes the term is also used to refer to bonds, which are to be repaid from taxes and other general revenues.

**Government Finance Officers Association (GFOA)** - Association that enhances and promotes the professional management of governments for the public benefit by identifying and developing financial policies and best practices and promoting their use through education, training, facilitation of member networking, and leadership.

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

**Grant** - A contribution of assets (usually cash) by one governmental unit or other organization to another. Typically, these contributions are made to local governments from the state and federal governments. Grants are usually made for specified purposes.

**Infrastructure** - The underlying foundation, especially the basic installations and facilities, on which the continuance and growth of a jurisdiction depends (e.g., streets, roads, sewer, and water systems).

**Insurance 1** - Medical insurance plan offered to non-represented, AFSCME, IUOE and Teamsters employees hired prior to January 1, 2013.

**Insurance 2** - Medical insurance plan offered to non-represented, AFSCME, IUOE and Teamsters employees hired on or after January 1, 2013.

**Interdepartmental Charges** - A revenue similar to program revenues but paid by other units of the City of Olympia.



## Glossary of Terms (continued)

**Interfund Services/Revenue** - The term “interfund” refers to transactions between individual Funds of the City of Olympia (rather than transactions between the City and private companies, other receiver must budget and pay for service received. The service provider will budget for the cost of providing the service and receive a revenue in the form of a payment from the service receiver. Interfund revenues can be either payment for intracity services or contributions of revenue from one City organization to another. Prime examples would be equipment rental charges, self-insurance premiums, and contributions for debt service obligations. As can be seen from this description, interfund activities inflate both expenditures and revenues; this causes what we refer to as “double budgeting.” (The term interfund is also referred to as intracity.)

**Internal Control** - A plan of organization for purchasing, accounting, and other financial activities, that includes, but is not limited to:

- Employees’ duties are assigned so that no single employee handles a financial action from beginning to end
- Proper authorizations from specific responsible officials are obtained before key steps in the processing of a transaction are completed
- Records and procedures are arranged appropriately to facilitate effective control

**Internal Service Fund** - Funds used to account for the financing of goods or services provided by one department or agency to other departments or agencies of a government, or to other governments, on a cost reimbursement basis.

**Investment** - Securities and real estate purchased and held for the production of income in the form of interest, dividends, rentals or base payments.

**International Union of Operating Engineers (IUOE)** - Union covering Public Works operating supervisors.

**LEAN** - A production philosophy that considers the expenditure of resources in any aspect other than the direct creation of value for the end customer to be wasteful, and thus a target for elimination.

**Liability** - Debt or other legal obligations arising out of transactions in the past which must be liquidated, renewed or refunded at some future date.

**LOTT Alliance** - A nonprofit corporation established by an interlocal cooperation agreement by the cities of Lacey, Olympia, Tumwater, and Thurston County. The Alliance is responsible for regional sewage treatment.

**Modified Accrual Basis** - The basis of accounting under which expenditures other than accrued interest on general long-term debt are recorded at the time liabilities are incurred, and revenues are recorded when received in cash except for material and/or available revenues, which should be accrued to reflect properly the taxes levied and revenue earned.

**Non-expendable Trust Funds** - Funds where only the interest earned on the principal may be spent as designated by the donor.

**Object of Expenditure** - Expenditure classifications based upon the types or categories of goods and services purchased. Typical objects of expenditure include:

- Personnel services (salaries and wages)
- Contracted services (utilities, maintenance contracts, travel)
- Supplies and materials
- Capital outlays

**Operating Budget** - The annual appropriation to maintain the provision of City services to the public.

**Operating Transfer In** - Transfer (payment) from other funds, which are not related to rendering of services.

**Optiview** - The document management software used to image and organize the City’s documents.

**Personnel Services** - Includes total wages and benefits.

**Program** - A specific and distinguishable unit of work or service performed.

**Program Enhancement** - Programs, activities or personnel requested to improve or add to the current baseline services.

**Program Revenue** - These are revenues which are produced as a result of an activity of a program and are dependent upon the quantity of services provided to the public or governmental units (e.g., permits, charges for fire services, recreational activities), or revenues dedicated to a specific use (e.g., grants, taxes or debt funds).

**Proprietary Funds** - Recipients of goods or services pay directly to these funds. Revenues are recorded at the time services are provided, and all expenses incurred in earning the revenues are recorded in the same period.

**Real Estate Excise Tax (REET)** - A tax upon the sale of all residential and commercial property within the City of Olympia a rate of 1/2 of 1% of the purchase price. This tax is restricted by state law to Transportation and Park capital projects.

**Reclaimed Water** - Recycled municipal wastewater that has been cleaned and treated in order to remove pollutants and contaminants so that the water can be safely reused for a variety of approved uses, such as irrigation.

**Reserve** - An account used to indicate that a portion of Fund Equity is legally restricted for a specific purpose or not available for appropriation and subsequent spending.

## Glossary of Terms (continued)

**Revenue** - The term designates an increase to a fund’s assets that:

- Does not increase a liability (e.g., proceeds from a loan)
- Does not represent a repayment of an expenditure already made
- Does not represent a cancellation of certain liabilities
- Does not represent an increase in contributed capital (e.g., taxes, grants, fines)

**Revenue Bonds** - Bonds whose principal and interest are payable exclusively from earnings of an enterprise fund.

**Service Profiles** - Specific quantitative measures of work performed within an activity or program (e.g., total miles of streets cleaned). Also, a specific quantitative measure of results obtained through a program or activity (e.g., reduced incidence of vandalism due to new street lighting program). Also referred to as Service Measures.

**Special Revenue Funds** - Funds that are dedicated for a specific purpose (e.g., roads, surface water, etc.), require an additional level of accountability, are collected in a separate account, and are not part of the General Fund.

**Step Sewer Systems** - Sewage treatment effluent pump systems are an alternative to the traditionally gravity flow sewage system.

**Supplies and Services** - All supplies and services such as office supplies, professional services, and intergovernmental services.

**Tax Anticipation Notes (TANs)** - Notes issued in anticipation of taxes that are retired, usually from taxes collected (typically used by school districts).

**Tax Rate Limit** - The maximum legal rate at which a municipality may levy a tax. The limit may apply to taxes raised for a particular purpose or for general purposes.

**Teamsters** - Chauffeurs, Teamsters and Helpers Union covers Police Support employees and jail corrections staff.

**Transfers** - Interfund activity with and among the three fund categories (governmental, proprietary, and fiduciary).

**VueWorks** - The web-enabled, integrated GIS, enterprise asset management solution software the City uses.

**Warrant** - An order drawn by a municipal officer(s) directing the treasurer of the municipality to pay a specified amount to the bearer, either after the current date or some future date.



*“Kujira” Artist: Joe Tougas*



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# Proposed Rate Increases

		2011	2012	2013	2014	2015
WATER		5.5%	7%	7%	7%	6%
WASTE WATER		5%	0	0	4%	2%
LOTT		5%	5%	3%	3%	3%
STORM WATER		5%	0	6%	2%	3%
WASTE RESOURCES	RESIDENTIAL	8%	0	0	8%	6%
	COMMERCIAL	9.8%	5%	0	5%	4%
	ORGANICS	0	0	0	6%	8%

# Residential Bill

(Typical bi-monthly single-family residential bill)

	2011	2012	2013	2014	2015
Drinking Water	\$33.50	\$36.54	\$39.64	\$42.42	\$44.97
Wastewater	\$37.09	\$37.09	\$37.09	\$38.57	\$39.33
Waste ReSources	\$38.36	\$38.36	\$38.36	\$41.43	\$43.90
Storm water	\$21.17	\$21.17	\$22.44	\$22.89	\$23.59
LOTT	\$63	\$66	\$67.98	\$70.02	\$72.12
<b>TOTAL</b>	<b>\$193.12</b>	<b>\$199.16</b>	<b>\$205.51</b>	<b>\$215.33</b>	<b>\$223.91</b>
% Increase	5.58%	3.1%	3.2%	4.8%	4%
\$ Increase	\$10.20	\$6.04	\$6.35	\$9.82	\$8.58

Drinking water amount is based on customer class and consumption





**TO:** Olympia City Council

**FROM:** Julie Hankins, Councilmember and Chair, Lodging Tax Advisory Committee

**DATE:** October 27, 2014

**SUBJECT:** **2015 Lodging Tax Committee Recommendations**

The Olympia Lodging Tax Advisory Committee recommends 2015 tourism service contacts in the amount of \$248,023. As a reminder, the committee considers one-half of the Lodging Tax Fund; the other half is committed to The Washington Center for the Performing Arts per a formal agreement with Center.

After 7 years of declining revenue, we are beginning to see a slight rebound in the Lodging Tax Fund. As of September, 2014 Lodging Tax received by Olympia was about the same as 2009; although still below 2007 and 2008 revenues. City staff projects \$255,000 of income available for 2015. This amount allows us to maintain our traditional 20% contingency balance. The contingency balance served us well in recent years of declining revenue since we enter into contacts at the start of the year based on projected (not actually received) income for that year.

The Olympia LTAC is a strong supporter of regional partnerships and events with proven histories of attracting tourists who stay overnight in Olympia and other area lodging. The committee is pleased to recommend full fund for all of the 2015 requests from non-profit groups and agencies who organize local events that are strong tourism draws. In addition, the committee recommends funding for pedestrian wayfinding (signage) in downtown Olympia and updating/printing of the Olympia Walking Map.

**Regional Athletic Center Proposal:**

LTAC received a proposal from the City of Lacey for \$20,000 in Olympia Lodging Tax to help pay for operating and maintenance costs of the Regional Athletic Center (RAC). LTAC recommends that City Council, or representatives from the City, meet with the City of Lacey to learn more about their request before making a funding commitment, if any. The committee expects to have about \$7,000 available in the Fund after all recommended commitments are met. They decided to leave it to the Council's discretion whether to allocate any or all of the remaining \$7,000 projected balance for the RAC request. As a reminder, any unexpended monies remain in the Fund for allocation the next year. Regarding the RAC, the City of Olympia is already a regional funding partner through the Public Facilities District (PFD). 71.77% of the PFD allocated sales tax in Olympia, Lacey, Tumwater, and Thurston County is committed to the RAC. The remaining 28.23% of PFD sales tax comes to the City of Olympia for capital costs of the Hands on Children's Museum.

**Attachments:**

1. Chart of Recommendations
2. Minutes – LTAC October 3, 2014 meeting

## Lodging Tax Advisory Committee - City of Olympia WA

Agency	2015 LTAC	2015 Request	2014 LTAC	2014 Reques	2013	2012	2011	2010	2009	2008	2007	2006
Bigelow House Preservation Association				-	-	-	-	-	-	-	-	\$ 5,000.00
Capital City Pride Festival (Rainbow)			\$ 5,000.00	\$ 5,000.00	\$ 5,000.00	\$ 5,000.00	\$ 4,000.00	\$ 6,250.00	\$ 7,000.00	\$ -	\$ 5,300.00	\$ -
Capital Lakefair	\$ 5,000.00	\$ 4,225.00		-	-	-	-	-	-	\$ 6,500.00	\$ 6,750.00	\$5,780.00
Earthbound Productions				-	\$ 5,000.00	\$ 14,650.00	\$ 5,000.00	\$ 6,500.00	\$ -	\$ -	\$ -	\$ -
Greater Olympia Dixieland Jazz Society	\$ 16,000.00	\$ 16,000.00	\$ 14,000.00	\$ 14,000.00	\$ 14,000.00	\$ 14,000.00	\$ 10,000.00	\$ 13,000.00	\$ 13,900.00	\$ 10,000.00	\$ 7,900.00	\$ 9,000.00
Hands on Children's Museum	\$ 60,023.00	\$ 60,023.00	\$60,000.00	\$ 65,000.00	\$ 53,500.00	\$ 50,000.00	\$ 25,000.00	\$ 30,000.00	\$ 35,000.00	\$ 38,717.00	\$ 38,000.00	\$ 40,000.00
Harlequin Productions				-	-	-	-	-	-	\$ 16,762.00	\$16,762	\$ 9,640.00
Lacey Parks & Recreation - Regional Athletic Center		* \$ 20,000.00										
Olympia Downtown Association			\$10,000.00	\$ 12,000.00	-	-	-	\$ 11,000.00	\$ -	\$ 10,000.00	\$ -	\$ -
Olympia Film Society			\$ 5,000.00	\$ 5,000.00	\$ 5,000.00	-	-	-	-	-	-	\$ 12,000.00
Olympia-Lacey-Tumwater VCB	\$ 100,000.00	\$100,000.00	\$ 100,000.00	\$100,000.00	\$103,500.00	\$ 100,000.00	\$ 90,000.00	\$ 90,500.00	\$ 112,570.00	\$ 100,000.00	\$ 98,338.00	\$ 90,000.00
Olympia Symphony Orchestra				-	-	-	-	-	-	-	\$ 2,500.00	\$ 2,500.00
Olympic Flight Museum	\$ 6,000.00	\$ 6,000.00	\$ 6,000.00	\$ 6,000.00	\$ 6,000.00	\$ 6,000.00	\$ 4,000.00	\$ 6,350.00	\$ 6,600.00	\$ -	\$ -	\$ 11,500.00
PARC Foundation/Olympia Adventure Race	\$ 10,000.00	\$ 10,000.00										
Recreation Northwest / Olympia Traverse			\$ 6,000.00	\$ 10,000.00								
Sand Man Foundation				-	-	-	-	-	-	-	-	\$ 2,050.00
St. Martin's / Dragon Boat Festival	\$ 5,000.00	\$ 5,000.00	\$4,000.00	\$ 5,250.00								
WA State Hist Society/State Cap. Museum					\$ 2,000.00	-	-	-	-	-	-	-
Washington State Senior Games	\$ 10,000.00	\$ 10,000.00	\$ 10,000.00	\$ 10,000.00	\$ 10,000.00	\$ 10,000.00	\$ 6,000.00	\$ 7,000.00	\$ 7,500.00	\$ 5,000.00	\$ -	\$ 5,000.00
Wolf Haven International	\$ 10,000.00	\$ 10,000.00	\$ 10,000.00	\$ 10,000.00	\$ 18,500.00	\$ 15,000.00	\$ 4,000.00	\$ 14,000.00	\$ 25,000.00	\$ 19,000.00	\$ 4,950.00	\$ -
City - Promotional/Information Brochures	\$ 8,000.00	\$ 6,000.00		-	-	-	-	-	-	-	-	\$ 4,975.00
City - Wayfinding	\$ 18,000.00	\$ 20,000.00		-	-	-	-	-	-	-	\$ 34,000.00	\$ 60,000.00
2012 Canoe Journey - City expenses						\$ 25,850.00						
Prior City commitment - HOCC Building					\$ 30,000.00	\$ 35,000.00	\$35,000.00	\$100,000.00	\$100,000.00	\$50,000.00	\$250,000.00	
<b>Total Proposals/Service Contracts</b>	<b>\$ 248,023.00</b>	<b>\$ 267,248.00</b>	<b>\$ 230,000.00</b>	<b>\$242,250.00</b>	<b>\$252,500.00</b>	<b>\$ 275,500.00</b>	<b>\$ 183,000.00</b>	<b>\$ 284,600.00</b>	<b>\$ 307,570.00</b>	<b>\$ 255,979.00</b>	<b>\$ 464,500.00</b>	<b>\$ 257,445.00</b>
<b>Requests from Non-profit Agencies</b>		\$ 221,248.00										
<b>Requests from Government Agencies</b>		\$ 46,000.00										
<b>Total Requests</b>		\$ 267,248.00										
<b>Projected Maximum Available Funds for 2015</b>		<b>\$ 255,000.00</b>										
<b>*LTAC recommends Council meet with City of Lacey regarding their request for operating and maintenance funding for the Regional Ath</b>												
Information prepared: 27 Oct 2014, ceb												



# City of Olympia

## City Council

### Public Hearing on the 2015 - 2020 Capital Facilities Plan (CFP)

**Agenda Date:** 11/18/2014  
**Agenda Item Number:** 5.B  
**File Number:**14-0990

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

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#### **Title**

Public Hearing on the 2015 - 2020 Capital Facilities Plan (CFP)

#### **Recommended Action**

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

The Finance Committee has reviewed the Draft CFP.

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

Open the public hearing and take comments on the 2015 City of Olympia Preliminary Capital Facilities Plan (CFP). At the end of comments, close the public hearing for oral presentations; accept written comments until Friday, November 21, 2014 at 5:00 p.m.

#### **Report**

##### **Issue:**

Hold a public hearing to receive testimony on the 2015 - 2020 CFP.

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

Jane Kirkemo, Administrative Services Director, 360.753.8499

Rich Hoey, Public Works Director, 360.753.8495

Paul Simmons, Parks, Arts, and Recreation Director, 360.753.8462

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

Jane Kirkemo, Administrative Services Director

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

The City Manager is required to present a six-year Capital Facilities Plan (CFP) to the City Council for adoption. The CFP must be balanced (revenues received realistically pay for proposed projects). Such planning involves determining not only where the facilities will be needed, but also when; and not only how much they will cost, but also how they will be paid for and maintained. The CFP is forwarded to the Planning Commission and other advisory committees for their input and comment. (Advisory committee letters are attached.)

The Planning Commission held a public hearing on the CFP on August 4<sup>th</sup>.

The six-year plan is 17% more than the current plan. The drinking water section accounts for substantially all of the increase.

Because the City of Olympia collects impact fees for the Olympia School District, their CFP is incorporated into the City's document and the City Council adopts their impact fees by ordinance.

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

Staff has made some presentations to the coalition of Neighborhoods Associations and advisory groups on the preliminary document.

*Note: The preliminary CFP document is posted on the City's website.*

**Options:**

Hold the public hearing. The Council may close the public hearing tonight but continue to take written testimony until a later date specified. (Suggested date of 11/21/14, no later than 5:00 p.m.)

**Financial Impact:**

The 2015 - 2020 CFP is \$142.5 million. The 2015 budget is \$21.7 million. There are sufficient revenues from approximately 16 different sources to cover this plan. One financial area for discussion is REET. The legislature made a change in 2012 allowing the use of 35% of the annual REET proceeds for operations and maintenance. This change will sunset in 2016. The current plan assumes all of the REET money will remain in the CFP. The CFP does include the application of the 6% utility tax on cable TV effective January 1, 2015.

Since presenting the CFP, staff and advisory committees have been reviewing utility rates and impact fees. The CFP does include increases in transportation, parks, and school impact fees. (See attachment.)





# 2015-2020 Preliminary Capital Facilities Plan







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# 2015-2020 Preliminary Capital Facilities Plan

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Prepared by the City of Olympia,  
Administrative Services Department  
P.O. Box 1967, Olympia, Washington 98507-1967



# Information and Resources

## Contact Information

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olympiawa.gov

## City Council

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

## Administration

Steven R. Hall, City Manager  
Jay Burney, Assistant City Manager  
Jane Ragland Kirkemo, Administrative Services Director  
Keith Stahley, Community Planning & Development Director  
Paul Simmons, Parks, Arts & Recreation Director  
Rich Hoey, Public Works Director

## Planning Commission

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

**Transportation Mobility Strategy:** [olympiawa.gov/transportation](http://olympiawa.gov/transportation)

**Olympia Comprehensive Plan:** [imagineolympia.com](http://imagineolympia.com)

**Olympia Bicycle Master Plan:** [olympiawa.gov/transportation](http://olympiawa.gov/transportation)

**Water System Plan:** [olympiawa.gov/drinkingwater](http://olympiawa.gov/drinkingwater)

**LOTT Clean Water Alliance:** [lottcleanwater.org](http://lottcleanwater.org)

## Capital Facilities Technical Team

The City Council wishes to acknowledge the many individuals who contributed to the preparation of this document. In addition to the required review by the Planning Commission, the following advisory groups also provide technical review of the CFP; Bicycle and Pedestrian Advisory Committee, Parks and Recreation Advisory Committee, and the Utility advisory Committee.

The Capital Facilities Plan is an implementing strategy of the Capital Facilities Element of Olympia’s Comprehensive Plan developed in compliance with the Washington State Growth Management Act.

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



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## A Message from Steven R. Hall, Olympia City Manager

July 15, 2014

Council members and Citizens,

This year's CFP focuses on working together to invest and maintain the infrastructures and partnerships that make up our great city. When reflecting back over the past few years -during the worst recession in our lifetime—I am amazed at how much we accomplished through partnerships—partnerships with citizens, businesses, and all levels of government, including Joint Base Lewis-McChord. We created significant impacts with incremental investments. Think back over the last few years. We built a new LEED (Leadership in Energy & Environmental Design) gold City Hall and LEED silver children's museum, and we added a fourth fire station and state-of-the-art fire training facility. We renovated the award winning Percival Landing and the Washington Center for the Performing Arts. The improvements in the Washington Center and the addition of the Artesian Commons have stimulated growth and activity in the downtown—everybody's neighborhood. Residents and visitors are coming back to and investing in downtown.

With one of the first Transportation Benefit Districts (TBD) in the state, Real Estate Excise Tax (REET), impact fees, and grants, we made major improvements in our transportation network. We added a roundabout on Boulevard Road with two more in process, while also completing phases 2 and 3 of the Harrison Avenue improvements and working with the County on improvements to Yelm Highway.

The Parks and Pathways measure as well as State and Federal grants allowed us to expand our park system. Just to name a few we acquired the Isthmus properties, and built Burri Park, West Bay Phase 1, and Kettle View. New playgrounds were installed at LBA, Lions and Yauger Parks. Badly needed sidewalks were installed on San Francisco and Capital Way as well as pedestrian crossing improvements at five different locations.



We have always had a vision to make Olympia an environmentally friendly and sustainable city. To further these goals we added solar panels on most city buildings, converted traffic signals and street lights to LED lighting and added two community gardens with another planned for the Library. These are only the general projects, we have also established great partnerships with the Tribes, Department of Ecology, Federal, and State agencies around our utilities. In fact we partnered with the County and surrounding cities to implement the ban on plastic bags earlier this month. We have come a very long way by working together—developing partnerships and this CFP expands those partnerships.

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*“...The most critical investment is maintaining what we have. A well maintained infrastructure is integral to our quality of life and economic development.”*

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Later this year you will adopt the new 20-year Comprehensive Plan. That document was five years in the making with countless conversations, hearings, meetings and community input. And just as we changed the way we plan, we also have to change the way we think about capital facilities. Without partnerships we cannot make the critical investments in our future.

The most critical investment is maintaining what we have. A well maintained infrastructure is integral to our quality of life and economic development. It is a theme supported by all the City's advisory boards and the council. But to maintain infrastructure we need additional revenue for major maintenance. For the first time this CFP includes applying the utility tax to cable TV with the revenue supporting major maintenance. Preservation of our existing assets is important to holding down future costs and is a significant piece of our long term financial strategy. This CFP is balanced and affordable. It focuses on maintaining what we have while positioning us for future partnerships.

The 2015-2020 CFP is \$142.5 million representing a 17% increase from the current plan. The most significant increase is in drinking water projects—up almost \$20 million compared to the current plan. The first year of the CFP is \$21 million, up 70% due to projects added in utilities. The 2015-2020 CFP is 40% Utilities and 60% general government projects. This is approximately a 10% shift to the Utilities from the current plan.

### Buildings

Preservation of our existing assets is critical to holding down future costs. Beginning in 2016 the CFP, for the first time, will reflect the annual \$1.4 million necessary to maintain the City's 18 buildings. The increased revenue is from the utility tax on cable. (Approximately \$800,000 on an annual basis.) 2015 reflects only 3 quarters of revenue due to the scheduled implementation of the utility tax on cable. Also included in Building Repair and Replacement is the debt service on the Washington Center for the Performing Arts (for 10 years). In 2015 most of the funds are for renovations at the Justice Center.

### Parks

Parks are an integral part to the quality of life for any city. Earlier this year we opened the Artesian Commons with private and public





partnership support, and this fall we will begin demolition on the Isthmus properties in partnership with Joint Base Lewis McChord. In 2015, the plan includes \$550,000 for the Isthmus remediation plan and conceptual design. And we will begin work on the Parks Plan update as well as complete a community park feasibility study. The plan will address how to optimize the voted utility tax funds (approximately \$2 million per year) beginning in 2017 once the original bond is defeased. We will do some survey work with residents as a part of the Park Plan update and hopefully develop a prioritized project list with a funding strategy. The Park Plan must address maintenance as well as acquisition. In 2015 there are funds to replace the Priest Point Park rose garden shelter and replace the existing dirt infield with synthetic turf on one of the fields at Yauger Park. It is a significant cost on the front end but will dramatically reduce maintenance cost and increase revenue because the field will be more available for use. We must be able to maintain what we have before acquiring more. Currently there are 3 projects in the CFP—Grasslake, Madison Scenic Park and Community gardens where the funding exists but we are postponing development because we don't have funds to support any new parks or facilities on the operating side. Maintaining our parks has to be as important as acquiring and developing new parks.

### Transportation

Key to our economic stability is a multi-modal mobility network of roads, bike lanes, sidewalks and neighborhood pathways. The gas tax along with REET, the Voted Utility Tax and the Transportation Benefit District (TBD) have provided adequate but not optimal funding for maintaining our transportation networks in "good condition." The CFP includes a Smart Corridors project that updates software for operating traffic signals and replaces traffic signal controllers with new equipment providing features to operate the City's traffic signal system. In 2015 the City will design the Eastside/22nd Avenue sidewalk (from Fir Street to Wheeler)—this is a \$4 million project.

### Utilities

The utilities, in particular drinking water, account for the most dramatic change in the preliminary CFP. One of the largest projects is the \$1.2 million for the Morse Merryman water main extension to connect existing piping to the new Log Cabin reservoir. There is \$700,000 in water and sewer for repairs/replacement of the Percival Creek utility bridge. In Stormwater there is another \$600,000 to retrofit the City's maintenance center for stormwater treatment prior to discharge to Moxlie Creek, plus \$812,000 for a stormwater retro fit on State Avenue.

Having access to good, safe and reliable utilities is critical for quality of life and our economic development. This has to be weighed with affordability. We continually strive to offer reliable utility services at an affordable price.

### Revenues

The most significant change in revenues to support the CFP is the addition of the 6% utility tax on Cable TV. I did struggle with this recommendation for two reasons—the revenue is declining and unsustainable and the tax is only on cable. (It does not include DishNetwork, Hulu, or other internet services.) The revenue is declining because more customers are video streaming or accessing television through internet sites. The average impact to cable customers is less than \$5 a month. Staff will bring an ordinance to the council later this summer with an effective date of January

2015. Therefore the City will receive \$600,000 in 2015 and then \$800,000 a year beginning in 2016.

For 2015 and 2016 the plan includes the full amount for REET taxes for Parks and Transportation projects. Although we used a portion of the tax for the 2013 operating budget as allowed by the legislature, this CFP includes 100% of the REET. The legislative authority ends in 2016, so we did not want the operating budget to rely on the funding and the CFP needs dedicated sustainable funding.

Since the largest increases are for utilities we adopted the following strategy to guide our decision making:

- Modestly increasing rates to fund depreciation so we have resources available when replacement is necessary.
- Use a rate setting strategy where rates are increased annually to reflect inflation and build reserves to avoid major rate spikes.
- Reduce future bond maturities below the asset's useful life to help fund the replacement reserves.
- Aggressively pursue all external funding of Capital improvements.

### Conclusion

The CFP is not just about finances. It is actually about the vision for our City—how we will grow, what services we will provide, and what quality of life we will enjoy. It is about making choices that address both our current needs and the needs of tomorrow. It should be practical, strategic and visionary—and it is.

By now, I believe every resident understands our economic situation. This reality constrains our opportunities but not our vision. As good stewards of the public's money we must make practical and effective investments that produce positive, long-term community impacts. This Plan begins to tie the work the Community Economic Revitalization Committee is doing with the CFP. We are trying to focus our funding into the investment strategy areas through public and private partnerships. Partnerships create ownership and responsibility. But they require a common vision and shared strategies.

This CFP invests in our buildings, parks, streets and utilities to sustain our community. Our work involves many partners; neighborhood residents, private investors, non-profits, the Olympia School District and other governmental entities. A great city is made through the collective efforts of all of us inside and outside of government, working together. We need to stay on track. We need to keep the momentum building. We need to continue to invest in building a great city. I look forward to working with you in the coming months as we build this CFP.

Respectfully submitted,

Steven R. Hall  
City Manager

## Long Term Financial Strategy (LTFS) - Key Financial Principles

- Make Trade-Offs
- Do It Well
- Focus Programs on Olympia Residents & Businesses
- Preserve Physical Infrastructure
- Use Unexpected One-Time Revenues for One-Time Costs or Reserves
- Invest in Employees
- Pursue Innovative Approaches to Service Delivery
- Contract In/Contract Out
- Maintain Capacity to Respond to Emerging Community Needs
- Pursue Entrepreneurial Initiatives
- Address Unfunded Liabilities
- Selectively Recover Costs
- Recognize the Connection Between the Operating Budget and the Capital Budget

## Long Term Financial Strategy - Guidelines

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

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

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

- Increase operating cost recovery
- Pursue cost sharing

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

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







## Readers Guide

Below is the Readers Guide to help navigate the Capital Facilities Plan (CFP) by section with a brief description of what each contains.

### Introduction

The **Frequently Asked Questions** have been designed to answer the most commonly asked questions about the Capital Facilities Plan, as well as assist the reader in better understanding elements of the Plan.

The **Executive Summary** provides a summary of project costs and funding sources included in the 2015-2020 six-year planning window.

The **Debt Limitation** section explains the amount of money the City of Olympia can legally borrow. This is important because some capital projects are financed with debt resources.

The **Capital Facilities Plan Explanation** defines the purpose of the CFP, statutory requirements, and methodologies used to develop the CFP in its entirety.

The CFP **Funding Sources** identifies the various revenue sources used by the City to finance capital projects. Charted trends on the collection of impact fees, Real Estate Excise Taxes and Utility Taxes are provided in this section.

The CFP **Element of the Comprehensive Plan Goals and Policies** demonstrates how the Comprehensive Plan directly impacts development of the CFP.

Completing the Introduction section is the **Project Funding Report**, which identifies project funding sources for each project in the various program categories. County funded projects within the City's Urban Growth Boundary are also found here.

### “What Are We Building in 2015?”

This section highlights projects that are past the planning and design phase and are “shovel ready” in 2015.



## New and Completed Projects

Provides a brief description of all new and recently completed capital projects, the end result of the project, and before and after photos when available. This provides the Council and citizens a way to see how their money is being spent. New projects are those new to the CFP in 2015, and Completed projects are those that have been completed during 2014.

## Program Sections

The next seven sections include the specific projects proposed for the 2015-2019 CFP six-year plan and are presented in one of the following program categories:

### Parks, Arts and Recreation Projects:

Park site acquisition, development and maintenance projects, projects for the construction of individual neighborhood or community parks.

### Transportation Projects:

Major street maintenance projects, minor streets, sidewalk, and bridge repair projects, pedestrian accessibility projects; other transportation infrastructure related projects including; bikeways, intersection improvements, street oversizing, traffic calming, etc. Transportation projects have been split into two sections: those not funded by impact fees and those funded by impact fees.

### General Capital Facilities Projects:

Includes the City's major building and facilities maintenance, repair and replacement projects, projects for the construction of public facilities, non-typical capital improvement projects or other projects that do not fit any of the other categories.

### Drinking Water Projects:

Projects for additional storage for treated water, improving raw water utilization, planning for future water systems and capacity, and reclaimed water.

### Wastewater Projects:

Projects providing enhanced treatment of wastewater Septic Tank Effluent Pump (STEP) system management, and planning for future system capacity.

### Storm and Surface Water Projects:

Projects include stormwater flood control and water quality measures in the City's storm drainage basins, and enhancement of aquatic habitat in local creeks and wetlands.

Each of the program category sections are organized in the same way and contain:

- An introductory narrative providing a general background of planning activities done in that section, as well as a discussion of planning goals and policies.
- Individual project information identifying the project's location, links to other projects in this CFP document, a brief description about the project, a detailed project list for projects that include multiple sub-projects, justification for the project, level-of-service (LOS) standards or target outcome ratios (TORs) and how these will be affected by the project, and references to City goals, policies, and plan documents.
- A project financial summary table summarizing proposed project costs, funding sources, and future operating and maintenance costs for the project.

## Glossary

Glossary of acronyms and terms used throughout this document.

## Miscellaneous reports

- Financial Status reports for all active CFP projects; those currently listed in the CFP and those no longer requiring additional funding
- Schedule of collection and usage of impact fees
- Quick-reference CFP project location matrix
- Public facilities inventory
- Index of projects

## Olympia School District 2015-2020 CFP

Because the City of Olympia charges Impact Fees on behalf of the Olympia School District their CFP is included for reference. Any questions regarding the projects or their impact fees should be directed to the Olympia School District.



## Frequently Asked Questions

### 1. What is a Capital project?

A structure, improvement, piece of equipment, or other major asset, including land, that has a useful life of at least five years and a project cost that exceeds \$50,000. Capital projects are provided by and for public purposes and services including, but not limited to, public streets and transportation facilities, City parks and recreation facilities, public buildings such as libraries, fire stations, community centers, public water systems and sanitary sewer systems. While capital projects do not cover routine maintenance, they do include renovation and major repair or reconstruction of damaged or deteriorating facilities.

### 2. There are many projects listed in the CFP. How does the City determine which projects are priority?

First, does it meet the goals of the [Comprehensive Plan](#)? Then, each project proposal is matched against the Council's Long-Term Financial Strategy (LTFS) criteria:

- Maintenance or general repair of existing infrastructure
- A legal or statutory requirement
- A continuation of multi-year projects (contractual obligations, etc.)
- Implementation of legislative (Council) goals and objectives
- Ability to leverage outside sources (grants, mitigation, impact fees, low interest loans, etc.)
- An acquisition or development of new facilities

When considering which projects are funded in the CFP, adequate funding to construct and maintain projects is determined by two important questions:

1. *What can we really afford?*
2. *What "gives" when two or more priorities conflict with each other?*

As noted in the LTFS, leveraging outside revenue sources is critical. If grant funds are applied for and received, chances are good that the grant funded project will become a priority. Grant funds become new and additional revenue to the City, above and beyond the City's current resources. The City continually looks for ways to reduce the reliance on General Fund dollars

for capital projects. In essence, grant funds allow the City's current resources to be stretched a little further. Similar to grants are partnerships. The City tries to develop partnerships with other groups to lower the cost for construction or operations and maintenance.

**3. Once determined to be a priority, are these projects automatically given funding in priority order?**

No. See the last paragraph in question 2. When grant funds are received for a particular project, chances are good that project will become a priority.

**4. Do state or federal grants require the City to do projects out of our preferred order?**

Not necessarily, the order is determined on a project by project basis.

**5. It seems likely that a capital project may affect future operating budgets. Does this have an impact on whether or not a project will be approved and funded?**

Yes. It is important that capital improvements carrying additional maintenance obligations impacting the General Fund budget do not intensify the strains already being placed on the Operating Budget.

**6. When funding a particular project, where does the money come from?**

**Non-Utility Projects**

Parks, Transportation, and General Capital Facilities projects are funded through grants, cost sharing with neighboring jurisdictions (on shared projects), local improvement districts (LIDs), developer contributions, impact fees, the Real Estate Excise Tax (REET) (0.5%), Transportation Benefit District fees, non-Voted Utility Tax (V.U.T.)(1%), and Voted Utility Tax (V.U.T.) (3%).

Funding for non-utility projects continues to be a challenge. In years when the City ends the year with revenues exceeding expenditures the council may choose to spend the excess on capital projects.

**Utility Projects**

City water, wastewater, and stormwater utilities are operated like businesses and must be self-supporting. Utility capital projects are funded through a combination of general facility charges, rates, and developer improvements. In addition, state and federal grants play an important role in funding of utility projects.

The Growth Management Act requires projects shown in the Capital Facilities Plan to have sufficient revenues to fund the project.

**7. What is the Utility Tax and what projects does it fund?**

The City Council has authority to approve, without voter approval, up to a 6% utility tax on private utilities. Five percent of the tax collected goes to the General Fund Operating Budget and 1% goes to fund Capital Projects. Currently the Capital Projects portion is \$1 million. By ordinance, the Council can reallocate the 1% from the CFP to the General Fund. In 2004 the City presented Olympia residents with a ballot measure to raise the utility tax to 9%. This Voted Utility Tax was approved and provides an additional 2% funding to Parks and 1% funding to Pathways/Sidewalks.

**8. What is the "CIP" Funding Source?**

CIP is funding for the City's Capital Improvement Program. It funds projects that are not utility related, such as Parks, Transportation, and General Capital Facilities projects. It is made up of 0.5% of the Real Estate Excise Tax (REET) which must be spent on Parks or Transportation projects, 1% of the non-voted utility tax, interest earnings, and utility support from Stormwater for Transportation projects.

**9. Once a project has been approved and funded, can any part of the money be used for another project?**

Yes. The legislative body (Council) can, by simple majority, vote to appropriate funds to a different project. In most cases, this will be done when money is needed to match a grant the City has applied for on another project, which allows us to receive new and/or additional revenue.

**10. If a project was initially funded through the CFP and is not yet complete, will it continue to be listed in the CFP document until it is completed?**

It depends. If the project is still in-progress, but no additional money is needed beyond what has already been appropriated, it will not be listed in the CFP in future years. If the project does need additional funds appropriated beyond the current level of funding, it will continue to be listed in the CFP.

**11. Individual project financial information seems to indicate that a specific dollar amount can be expected to be spent on the project over the next six years. Is this a correct interpretation?**

No. The planning period for a CFP project is six years. Only expenditures and revenues proposed for the first year of the program are incorporated into the Annual Operating Budget as the Capital Budget (adopted in December of each year). It is important to note that the CFP is a planning document that includes timeline estimates based on changing dynamics related to growth projections, project schedules, new information, evolving priorities, or other assumptions. The Capital Facilities Plan is reviewed and amended annually to verify availability of fiscal resources. Therefore, project cost estimates and timelines may change.

**12. What happens if a project does not collect the amount of revenue as anticipated over the next 6 years?**

In deciding how to address a particular shortfall of funding, the City continually assesses current needs against future growth requirements and existing deficiencies against future expansions. Other options available for the City to consider are to decrease level of service standards, decrease the cost of the facility, or decrease the demand for the public service or facility, resulting in postponement or termination of the project.



### 13. Are all projects in the CFP completed within six years?

No. The Capital Facilities Plan is reviewed and amended annually to verify that fiscal resources are available. And because the need for capital facilities is generated by population growth, existing facility deficiencies, major facility maintenance and repair needs, internal operations, and Council and Comprehensive Plan goals and policies, there is a need to continually assess which projects are affected and should be considered a priority. As a result, project cost estimates and timelines may change.

### 14. How are Lifecycle Costs budgeted for replacement projects?

The City hired a consultant to determine the standard industry lifecycle for a variety of projects, (i.e. parks playground equipment, fire equipment, HVAC systems, etc.). Replacement costs were then formulated to identify annual lifecycle costs for the City's replacement projects. The recent acquisition of asset management software allows the City to better understand the optimal lifecycle of major assets, further enabling strategic and financial replacement plans.

### 15. What are impact fees?

Impact fees are charges assessed against newly-developing property in the City limits that attempt to recover the cost incurred by a local government in providing the public facilities required to serve the new development. Under the Growth Management Act, impact fees can be collected and spent on roads, streets, parks, schools, and fire protection facilities. Currently, the City is not collecting fire impact fees.

### 16. What is the difference between State Environmental Policy Act (SEPA) mitigation fees and impact fees?

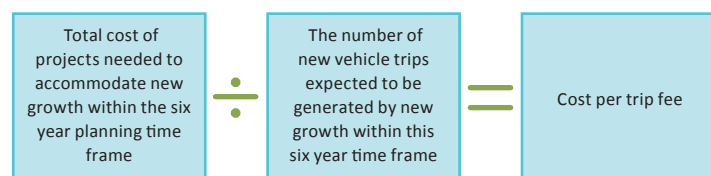
SEPA mitigation fees are charged to "long plats," or new major developments for their direct impact on the system. SEPA mitigation measures must be related to a specific adverse impact identified in the environmental analysis of a project. The impact mitigated may be to the natural or built environment, including public facilities. Transportation mitigation fees are the most common, but mitigation fees may be assessed for any project. These fees are collected for specific projects, and the funds can only be spent on the identified projects. SEPA mitigation fees are assessed on projects within the City of Olympia, Olympia's Urban Growth Area and adjacent jurisdictions (Tumwater & Lacey).

Olympia's impact fees are charged to new development only within the City limits. The City is able to spend these fees on "system improvements." System improvements can include physical or operational changes to existing streets, as well as new street connections that are built in one location to benefit projected needs at another location. Funds collected can only be used for projects that are specifically identified as part of the impact fee calculation.

### 17. How are Transportation Impact Fees determined?

The impact fee structure for the City of Olympia was designed to determine the fair share of improvement costs that can be charged for a new development. Impact fees are charged to developers of new construction to pay for part of the cost to build streets and other traffic improvements that are needed because of new growth in our community. The following key points summarize the impact fee structure:

- A six year street facility list, oriented to future growth, is developed. The projects are identified through the City's transportation planning process as being needed during the next six years to meet adopted level of service standards.
- Existing deficiencies are identified and separated from future trips on the street system.
- Future trips are allocated to geographic areas inside and outside the City using a traffic forecasting model.
- A Citywide fee system is established. The fee is calculated by taking the total cost of projects needed to accommodate new growth within the six year planning time frame, divided by the number of new vehicle trips expected to be generated by new growth within this six year time frame. This results in a cost per trip fee.
- A land use based fee schedule is then developed.



### 18. How are Olympia's population figures determined?

The Growth Management Act establishes how population/growth figures will be determined. The Act requires the State Office of Financial Management to provide a high, medium, and low range for all counties. It is up to the County Commissioners to determine what figures to use. The Thurston County Commissioners have delegated this responsibility to the Thurston Regional Planning Council (TRPC). TRPC provides the information for all of Thurston County. The numbers are revised every three to five years and the model relies heavily on census data. If Olympia wanted to modify its figures, TRPC and the other jurisdictions would have to agree.

### 19. How does the City calculate the amount of Transportation Impact Fees generated in a year?

The amount of transportation impact fees generated in a year is a function of how much growth occurs in a year. For planning purposes, the total cost of projects needed to accommodate new growth in the six year planning time frame is divided by six to establish the average amount of transportation impact fees the City expects to collect each year.

### 20. Does Olympia have multiple zones for the Transportation Impact area?

No. The entire City makes up one zone.

**21. If the City collects transportation impact fees on a specific project, must it be spent on the impacts of growth in that project's geographic area?**

No. Transportation impact fees collected are pooled into a single account. When it is determined that a geographic area of the City does not have sufficient capital facilities in place and readily available when new development occurs or a service area population grows, money from this pooled fund is used to establish sufficient capacity to serve the service area population and/or new development.

**22. What the City anticipates to receive in impact fee funding seems higher than what is actually collected (as indicated in previous years). Why is this and how does it affect a project funded with impact fee revenue?**

Impact fee revenue may be overstated. With the economic downturn, this has been the case in Olympia for several years. By showing impact fees in a specific calendar year, public expectations are raised about when a project will be initiated. Funding projections can change significantly based on the rate of growth, areas where growth occurs, and the ability to obtain grant funding for certain projects. As a result, project estimates and timelines may change.

**23. Can the City collect impact fees in the Urban Growth Area?**

The City of Olympia may not collect impact fees for projects in the Urban Growth Area.

**24. Why do various impact fee receipts differ?**

Park impact fee receipts will differ from transportation impact fees received based on the projects being constructed/acquired due to new growth. Also, Transportation collects impact fees on both residential and commercial projects, while Parks collects impact fees only on residential projects.

**25. When Olympia annexes an area where the County has a current, county-funded project underway, does the City assume responsibility for the project and associated project costs?**

When an annexation includes capital projects that will add to Olympia's asset base, the City may negotiate related project costs as part of an interlocal agreement between the City and the County.

**26. How does the Capital Facilities Plan (CFP) relate to the Comprehensive Plan (Comp Plan)?**

The City of Olympia's Comp Plan describes our community's values and our vision for the future, including a set of goals and policies that aim to define how we will get there. It serves as the foundation upon which City regulations, programs and other plans are formed. As many as 20,000 additional people are expected to join our community over the next two decades. The Comp Plan is our strategy for maintaining and enhancing our high quality of life and environment while accommodating that growth. The CFP is the element that brings the Comp Plan to life. By funding projects needed to maintain Levels of Service and for concurrency, the CFP helps shape the quality of life in Olympia. The requirement to fully finance the CFP provides the reality check for the vision of the Comp Plan.

**27. What does Level Of Service (LOS) mean?**

A Level of Service is a quantifiable measure of the amount of public facility that is provided. Examples include; acres of park land per capita, vehicle capacity of intersections, or water pressure per square inch available for the water system.

**28. What is concurrency?**

Concurrency is a concept that states all public facilities (streets, roads, highways, bikeways, sidewalks, street and road lighting, traffic signals, water systems, stormwater systems, wastewater systems, parks and recreation facilities, and schools) needed to serve new development and/or a growing service area population, must be in place at the time of initial need. If the facilities are not in place, a financial commitment must have been made to provide the facilities within six years of the time of the initial need, and such facilities must be of sufficient capacity to serve the service area population and/or new development without decreasing service levels below locally established minimum standards.

**29. If I want to become more involved in the CFP process, how do I get involved?**

Citizens, community groups, businesses, and other stakeholders can maximize the attention and consideration paid to their suggestions by working with City staff and the Olympia Planning Commission to wrap their suggestions into major City planning processes. Projects and policies are continually monitored and modified by updates to long-term plans, usually through a public process with associated City boards and commissions. The Planning Commission holds a public hearing on the CFP (usually in August) and the City Council holds at least one public hearing on the CFP. To learn more, view the [Planning Commission](#) and [City Council meeting schedules](#) on the City of Olympia website. ([www.olympiawa.gov](http://www.olympiawa.gov))





## Executive Summary

The 2015-2020 Capital Facilities Plan (CFP) is a multi-year plan of capital projects with projected beginning and completion dates, estimated costs, and proposed methods of financing. The Plan is reviewed and updated annually according to the availability of resources, changes in City policy and community needs, unexpected emergencies and events, and changes in cost and financial strategies.

It is important to understand that a multi-year Capital Facilities Plan does not represent a financial commitment. City Council approval does not automatically authorize funding. It does approve the program in concept and provides validity to the planning process. Appropriations are made in the Capital Budget, which is the first year of the capital program. Projects beyond the current year Capital Budget should not be viewed as a commitment to fund the project, but instead as an indication that given the information available at the time, the City plans to move forward with the project in the future.

### Capital Costs of Proposed Projects in the 2015-2020 Capital Facilities Plan

Capital project costs for the City’s 2015-2020 six-year capital facilities planning period total \$142,520,884. Chart 1.1 illustrates the percentage of the plan’s six-year capital costs attributed to each program category. Table 1.1 illustrates planned capital costs by program category and the planned year of expenditure.

**2015-2020 Capital Facilities Plan Cost by Project Category**  
\$ 142,520,884

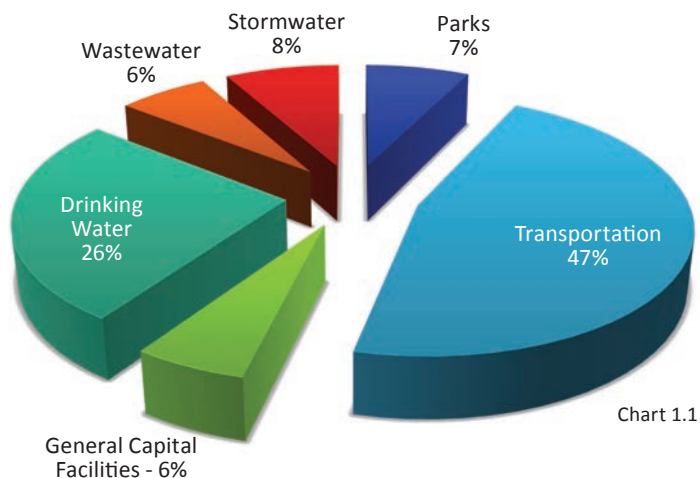


Chart 1.1

Table 1.1

	2015	2016-2020	TOTAL
<b>Parks</b>	\$ 3,259,900	\$ 7,178,850	\$ 10,438,750
<b>Transportation</b>	\$ 3,826,003	\$ 62,370,431	\$ 66,196,434
<b>General Capital Facilities</b>	\$ 1,200,000	\$ 7,000,000	\$ 8,200,000
<b>Drinking Water</b>	\$ 10,965,200	\$ 26,172,200	\$ 37,137,400
<b>Wastewater</b>	\$ 1,343,700	\$ 7,708,500	\$ 9,052,200
<b>Stormwater</b>	\$ 1,152,700	\$ 10,343,400	\$ 11,496,100
<b>Total</b>	\$ 21,747,503	\$120,773,381	\$142,520,884

## Revenue Sources Available for the 2015-2020 Planning Period

### Utility Projects

City drinking water, wastewater, stormwater, and solid waste utilities are operated like businesses and must be self-supporting. They do not receive support from the General Fund of the City. Utility capital projects are funded through a combination of general facility charges, rates, developer improvements, and revenue bonds. In addition, state and federal grants also play an important role in funding of utility projects. There are currently no capital projects planned for solid waste.

### Non-Utility Projects

Parks, Transportation, and General Capital Facilities projects are funded with general revenue, grants, cost sharing with neighboring jurisdictions (on shared projects), local improvement districts (LIDs), Transportation Benefit District fees, developer contributions, impact fees, the real estate excise tax (REET) (0.5%), and the utility tax. The City is at the statutory limit (6%) for utility taxes, which may be imposed by the Council without a public vote. In September 2004, the voters approved a 3% increase in the utility tax above the 6% limit, bringing the total utility tax to 9%. Currently, 1% goes directly to the CFP for general CFP support. Another 0.5% goes to the General Fund for park maintenance on capital projects. Of the 3% voter approved increase, 2% is for parks and 1% for recreational sidewalks.

6% Nonvoted Utility Tax		3% Voter Approved Utility Tax	
4.5 %	General Fund	2.0%	Parks
0.5 %	Parks Maintenance	1.0%	Sidewalks
1.0 %	Capital Facilities		

### Voter Approved Debt

The City has \$136.5 million capacity for voter approved bonds (paid back through an excess property tax levy) of which \$67 million is available, including \$25 million in non-voter approved (councilmanic).

State law limits bonded debt to 2.5% of Assessed Value (AV) of taxable property. The amount of non-voted plus voter-approved may not exceed the 2.5% of assessed value limit.

### Non-Voted Debt

As of January 1, 2015 the City has \$81.8 million in non-voted general obligation bonding capacity (Councilmanic) and presently has \$25.6 million of that amount uncommitted and available to use to finance projects. The City Council deliberates carefully before authorizing this method of financing as the City's existing operating revenues must be used for repayment.

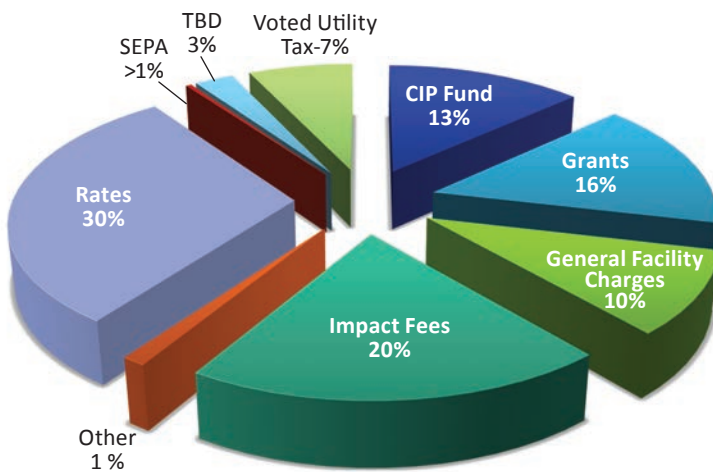
### Planning for Capital Facilities

The CFP is the element that makes the rest of the Comprehensive Plan come to life. By funding projects needed to maintain levels of service and for concurrency, the CFP helps shape the quality of life in Olympia. The requirement to fully finance the CFP provides a reality check for the vision of the Comprehensive Plan.

Planning for capital facilities is a complex task. First, it requires an understanding of future needs. Second, it must assess the various types of capital facilities that could be provided, and identify the most effective and efficient array of facilities to support the needed services. Finally, it must address how these facilities will be financed.

Planning what is needed is the first step. Planning how to pay for what is needed is the second step. Only so much can and will be afforded. Securing the most effective array of facilities in light of limited resources and competing demands requires coordination of the planned facilities and their implementation. It also requires a thorough understanding of the fiscal capacity of the City to finance these facilities. Financial planning and implementation of capital facilities cannot be effectively carried out on an annual basis, since oftentimes the financing requires multi-year commitments of fiscal resources. As such, this plan is long-range in its scope.

2015-2020 Capital Facilities Plan Cost by Funding Source  
\$ 142,520,884



	2015	2016-2020	TOTAL
CIP Fund	\$ 2,730,000	\$ 16,103,110	\$ 18,833,110
Grants	\$ 285,000	\$ 21,778,953	\$ 22,063,953
General Facility Charges	\$ 4,810,000	\$ 9,385,675	\$ 14,195,675
Impact Fees	\$ 1,559,723	\$ 27,093,918	\$ 28,653,641
Other	\$ 290,000	\$ 1,375,000	\$ 1,665,000
Rates	\$ 8,628,100	\$ 34,257,875	\$ 42,885,975
SEPA Mitigation	\$ 360,280	\$ 150,000	\$ 510,280
TBD	\$ 620,000	\$ 3,100,000	\$ 3,720,000
Voted Utility Tax	\$ 2,464,400	\$ 7,528,850	\$ 9,993,250
<b>Total</b>	<b>\$ 21,747,503</b>	<b>\$ 120,773,381</b>	<b>\$ 142,520,884</b>



The CFP assumes receipt of outside granting assistance, and if grants are not received, projects may be delayed or pushed out. The CFP is a planning document, not a budget for expenditures.

Prioritization of the projects among programs is difficult; however prioritization between programs is more difficult. Which is more important, parks maintenance or street maintenance? Therefore, the Council established the following general guidelines for prioritizing Capital projects:

- Maintenance or general repair of existing infrastructure
- A legal or statutory requirement
- A continuation of multi-year projects (contractual obligations, etc.)
- Implementation of legislative (Council) goals and objectives
- Ability to leverage outside sources such as grants, mitigation, impact fees, low interest loans, etc
- An acquisition or development of new facilities

## Debt Limitations

Olympia issues debt only to provide financing for essential and necessary capital projects. Through debt planning and the Capital Facilities Plan, the City integrates its capital projects. The services that the City determines necessary to its residents and visitors form the basis for all capital projects.

The goal of Olympia's debt policy is to maintain the ability to provide high quality essential City services in a cost effective manner. Council members weigh this goal against maintaining the ability to borrow at the lowest possible rates. The City uses the following guidelines before financing projects with long-term debt:

- Management staff and elected officials conservatively project the revenue sources to pay off the debt
- The term of the debt will not exceed the useful life of the project
- The benefits of the improvement must outweigh its costs, including the interest costs of financing

State law limits bonded debt to 2.5% of assessed value of taxable property. Of this limit, up to 1.5% of assessed value of taxable property may be non-voter approved debt (councilmanic bonds). **However, the amount of non-voted, plus voter-approved, may not exceed the 2.5% of assessed value limit.**

	<b>As of 01/01/2015</b>
Estimated Taxable Assessed Value	\$ 5,459,608,507
General Indebtedness <i>without</i> a Vote of the People:	
Legal Limit, 1.5% of Property Value:	81,894,130
G.O. Bond Liabilities	<u>(56,224,440)</u>
<b>Remaining Non-voted Debt Capacity</b>	<b><u>\$ 25,669,690</u></b>
General Indebtedness <i>with</i> a Vote of the People:	
Legal Limit, 2.5% of Property Value:	\$ 136,490,210
Outstanding Voted Debt	(13,195,000)
Outstanding Non-voted Debt	<u>(56,224,440)</u>
<b>Remaining Voted Debt Capacity</b>	<b><u>\$ 67,070,770</u></b>

In addition to the above limits, the City has debt authority with a vote of the people of 2.5% each for parks and utility purposes. Olympia has not accessed this authority.

## The Capital Facilities Plan

### What Are Capital Facilities and Why Do We Need to Plan for Them?

Capital facilities are all around us. They are the public facilities we all use, and possibly take for granted, on a daily basis. They are our public streets and transportation facilities, our City parks and recreation facilities, our public buildings such as libraries, fire stations, and community centers, our public water systems that bring us pure drinking water, and the sanitary sewer systems that collect our wastewater for treatment and safe disposal. Even if you don't reside within the City, you use capital facilities every time you drive, eat, shop, work, or play here.

While a CFP does not cover routine maintenance, it does include renovation and major repair or reconstruction of damaged or deteriorating facilities. While capital facilities do not usually include furniture and equipment, a capital project may include the furniture and equipment clearly associated with a newly constructed or renovated facility.

The planning period for a CFP is six years. Expenditures proposed for the first year of the program are incorporated into the Annual Budget as the Capital Budget (adopted in December of each year).

One of the most important aspects of the CFP process is that it is not a once-a-year effort, but an important ongoing part of the City's overall management process. New information and evolving priorities require continual review. Each time the review is carried out, it must be done comprehensively.

All of these facilities should be planned for years in advance to assure they will be available and adequate to serve all who need or desire to utilize them. Such planning involves determining not only where facilities will be needed, but when, and not only how much they will cost, but how they will be paid for. It is important to note that the CFP is a planning document that includes timeline estimates based on changing dynamics related to growth projections, project schedules, or other assumptions.

#### City of Olympia Capital Facilities

- Public Buildings
- Public Street Systems
- Public Parks
- Public Water Systems
- Public Sewer Systems

### The State Growth Management Act and Its Effect on the Capital Facilities Planning Process

In response to the effect of unprecedented population growth on our State's environment and public facilities, the Washington State Legislature determined that "uncoordinated and unplanned growth, together with a lack of common goals expressing the public's interest in the conservation and wise use of our lands, pose a threat to the environment, sustainable economic development, and to the health, safety, and high quality of life enjoyed by the residents of this state," and that "it is in the public interest that citizens, communities, local governments, and the private sector cooperate and coordinate with one another in comprehensive land use planning." The State of Washington Growth Management Act (GMA) was adopted by the Legislative body in the early 1990s to address these concerns.

The GMA requires that all jurisdictions located within counties that (a) have a population of 50,000 or more people and have experienced a population increase of 10% or more over the last ten years, or (b) regardless of current population, have experienced a population increase of 20% or more over the last ten years, must write, adopt, and implement local comprehensive plans that will guide all development activity within their jurisdictions and associated Urban Growth Areas (UGA) over the next twenty years. Each jurisdiction is required to coordinate its comprehensive plan with the plans of neighboring jurisdictions, and unincorporated areas located within designated Urban Growth Areas must be planned through a joint process involving both the city and the county.

The GMA requires that comprehensive plans guide growth and development in a manner that is consistent with the following 13 State planning goals, plus a shoreline goal:

1. Encouragement of urban density growth within designated urban growth management areas;
2. Reduction of urban sprawl outside of designated urban growth management areas;
3. Encouragement of efficient transportation systems, including alternate systems of travel;
4. Encouragement of affordable housing availability to all economic segments;
5. Encouragement of economic development;
6. Just compensation for private property obtained for public use;
7. Timely processing of governmental permits;
8. Enhancement of natural resource-based industries and encouragement of productive land conservation;
9. Encouragement of open space retention for recreational opportunities and wildlife habitat;
10. Protection of the environment, including air and water quality;
11. Encouragement of citizen participation in the planning process;
12. Provision of adequate public facilities to support development without decreasing current service standards below locally established minimum standards; and
13. Encouragement of the preservation of lands, sites, and structures that have historical or archaeological significance.
14. Protection of shorelines, including preserving natural character, protecting resources and ecology, increasing public access and fostering reasonable and appropriate uses.



## The Capital Facilities Plan as an Element of Olympia’s Comprehensive Plan

The Growth Management Act requires inclusion of mandatory planning elements in each jurisdiction’s comprehensive plan, and suggests the inclusion of several optional elements. The mandatory elements required by the GMA are:

1. Six-year Capital Facilities Plan Element
2. Land Use Element
3. Housing Element
4. Utilities Element
5. Transportation Element
6. Rural Element (counties only)
7. Park and Recreation Element

Olympia’s Comprehensive Plan includes additional elements (Chart 2.1).

### Concurrency and Levels-of-Service Requirements

The Growth Management Act requires jurisdictions to have capital facilities in place and readily available when new development occurs or a service area population grows. This concept is known as concurrency. Specifically, this means that:

1. All public facilities needed to serve new development and/or a growing service area population must be in place at the time of initial need. If the facilities are not in place, a financial commitment must have been made to provide the facilities within six years of the time of the initial need; and
2. Such facilities must be of sufficient capacity to serve the service area population and/or new development without decreasing service levels below locally established minimum standards, known as levels-of-service.

Levels-of-service are quantifiable measures of capacity, such as acres of park land per capita, vehicle capacity of intersections, or water pressure per square inch available for the water system. Minimum standards are established at the local level. Factors that influence local standards are citizen, City Council and Planning Commission recommendations, national standards, federal and state mandates, and the standards of neighboring jurisdictions.

The GMA stipulates that if a jurisdiction is unable to provide or finance capital facilities in a manner that meets concurrency and level-of-service requirements, it must either (a) adopt and enforce ordinances which prohibit approval of proposed development if such development would cause levels-of-service to decline below locally established standards, or (b) lower established standards for levels-of-service.

### Determining Where, When, and How Capital Facilities Will Be Built

In planning for future capital facilities, several factors have to be considered. Many are unique to the type of facility being planned. The process used to determine the location of a new park is very different from the process used to determine the location of a new sewer line. Many sources of financing can only be used for certain types of projects. Therefore, this capital facilities plan is actually the product of many separate but coordinated planning documents, each focusing on a specific type of facility. Future sewer requirements are addressed via a sewer plan, parks facilities through a parks and recreation plan, urban trail facilities through an urban trails plan, etc.

Some capital facilities projects are not included in the Comprehensive Plan. Nonetheless, many of the projects are vital to the quality of life in Olympia. These projects meet the growth management definition of capital facilities but do not fall into one of the standard growth management chapters. The Farmers Market and City Hall are examples of this. In addition, the recommendations of local citizens, advisory boards, and the Olympia Planning Commission are considered when determining types and locations of projects. Chart 2.2 demonstrates how the City’s Comprehensive Plan directly impacts the other plans, and ultimately the CFP. The various elements of the Comprehensive Plan affect the type and required capacities of capital facilities required.

### How Citizens Can Get Involved in the Capital Facilities Plan (CFP)

The City of Olympia strives to create a CFP which truly responds to the needs of our community. Citizens, community groups, businesses, and other stakeholders can maximize the attention and consideration paid to their suggestions by working with staff and the Olympia Planning Commission to merge their suggestions into major City planning processes. Projects and policies are continually monitored and modified by updates to long-term plans, usually via a public process with associated City boards and commissions. See the [2015-2020 Capital Facilities Plan Calendar of Events](#), on our website for public hearing dates.

## ELEMENTS OF OLYMPIA’S COMPREHENSIVE PLANNING PROCESS

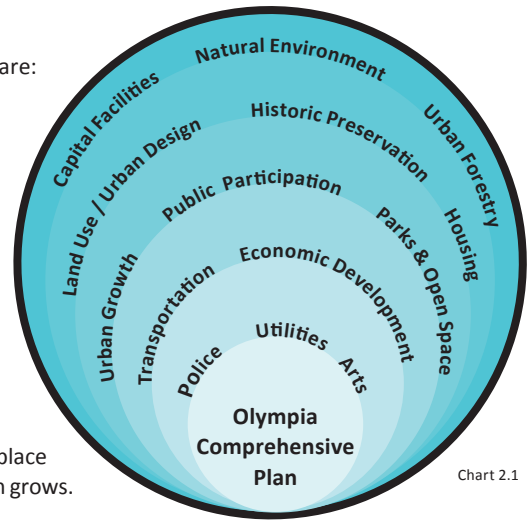


Chart 2.1

## ELEMENTS OF OLYMPIA’S CAPITAL FACILITIES PLAN

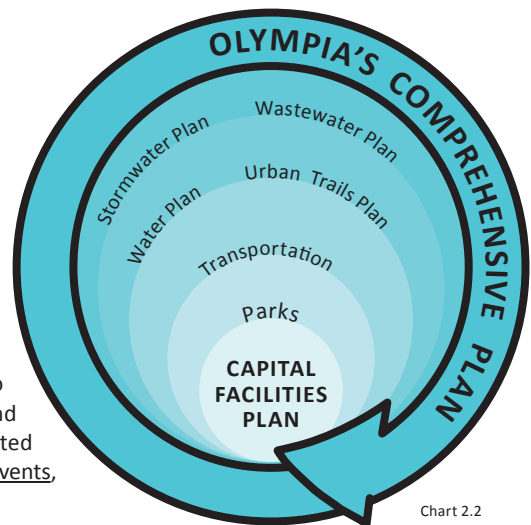


Chart 2.2



## Population Forecasts for Olympia’s Urban Growth Management Area (UGMA)

The GMA mandates that capital facility plans be structured to accommodate projected population growth within a jurisdiction’s UGMA planning area. The Thurston Regional Planning Council (TRPC) anticipates growth of roughly 17% in the City’s population between 2010 and 2020, or from approximately 46,500 to 54,600 persons. The fastest growing parts of the City will continue to be the West and Southeast sides. Each of the capital project category sections of this CFP demonstrates how the facilities listed under that section have been planned to accommodate the additional growth.

## Joint Projects and Projects by Other Jurisdictions

Several of the projects listed within this document will be undertaken jointly with other jurisdictions or agencies. A stormwater project, for instance, may address a drainage problem that ignores City or UGMA boundaries. A transportation project may involve the upgrading of a roadway that crosses in and out of the city and the county. On such projects, joint planning and financing arrangements have been detailed on the individual project’s worksheet.

Thurston County has several “county only” parks or transportation projects planned within Olympia’s unincorporated UGMA. Under the joint planning agreement established between the City and Thurston County, initial financing and construction of these projects falls under County coordination. County projects have been listed for reference purposes in the Project Funding Reports. For more detail, please refer to the Thurston County CFP.

## Capital Facilities Not Provided by the City

In addition to planning for public buildings, streets, parks, trails, water systems, wastewater systems, and storm drainage systems, the GMA requires that jurisdictions plan for 1) public school facilities, 2) solid waste (garbage) collection and disposal facilities, and 3) wastewater treatment. These facilities are planned for and provided throughout the UGMA by the various school districts, the Thurston County Department of Solid Waste, and the LOTT Alliance, respectively. Additionally Solid Waste may have capital costs for equipment that could be included in the CFP. The City of Olympia charges school impact fees on behalf of the Olympia School District. The District’s CFP is included starting on page 135 of this document.

Early in 2000, the LOTT partners (Lacey, Olympia, Tumwater, and Thurston County) signed an agreement to provide a new governance structure to carry out a plan which anticipates development of additional treatment capacity for the LOTT partners through innovative wastewater reclamation and management facilities. The LOTT Wastewater Alliance functions as a regional agency providing wholesale wastewater resource treatment and management services in the public’s interest. Therefore, the LOTT Alliance capital facilities are not included in this document.

## What is Not Included in This CFP Document?

This Capital Facilities Plan does not provide a status update on previously funded capital projects still in progress. If the project is currently active and requires additional funding in the future, it is included in this plan. Otherwise, it is simply listed in the Active Project list in the Miscellaneous Reports section.

# The Capital Facilities Plan - Funding Sources

In an attempt to stretch the money as far as it will go, the CFP incorporates many different funding sources. Those sources may include current revenues, bonds backed by taxes or utility revenues, state and federal grants, special assessments on benefiting properties, as well as donations. A complete list of funding sources for the 2015-2020 is:

2015 - 2020 Funding Sources	
<b>Current Revenues</b>	
<ul style="list-style-type: none"> <li>• Wastewater Rates</li> <li>• Water Rates</li> <li>• Stormwater Rates</li> <li>• General Facilities Charges (GFC)</li> <li>• 1% Non-Voted Utility Tax</li> </ul>	<ul style="list-style-type: none"> <li>• Utility Tax (3% voted and 1% non-voted)</li> <li>• Motor Vehicle Fuel Tax</li> <li>• Interest</li> <li>• Real Estate Excise Tax (REET) (0.5%)*</li> </ul> <p style="text-align: right; font-size: small;">* REET funds must be spent on Parks or Transportation.</p>
<b>Debt</b>	
<ul style="list-style-type: none"> <li>• The City has \$67 million of voter approved debt capacity. Of this, \$25 million may be issued by the Council without a vote of the people.</li> </ul>	<ul style="list-style-type: none"> <li>• Public Works Trust Fund Loans (from State of Washington)</li> <li>• Utility Revenue Bonds</li> </ul>
<b>Grants</b>	
<ul style="list-style-type: none"> <li>• Federal Surface Transportation Program Funds</li> <li>• State Transportation Improvement Board (TIB) Funds</li> <li>• Federal Community Development Block Grant</li> </ul>	<ul style="list-style-type: none"> <li>• Federal Highways Administration</li> <li>• Washington State Department of Transportation</li> <li>• State Recreation Conservation Office (RCO)</li> </ul>
<b>Other</b>	
<ul style="list-style-type: none"> <li>• Impact Fees</li> <li>• Transportation Benefit District fees</li> <li>• Local Improvement Districts</li> </ul>	<ul style="list-style-type: none"> <li>• SEPA Mitigation Fees</li> <li>• Donations</li> </ul>



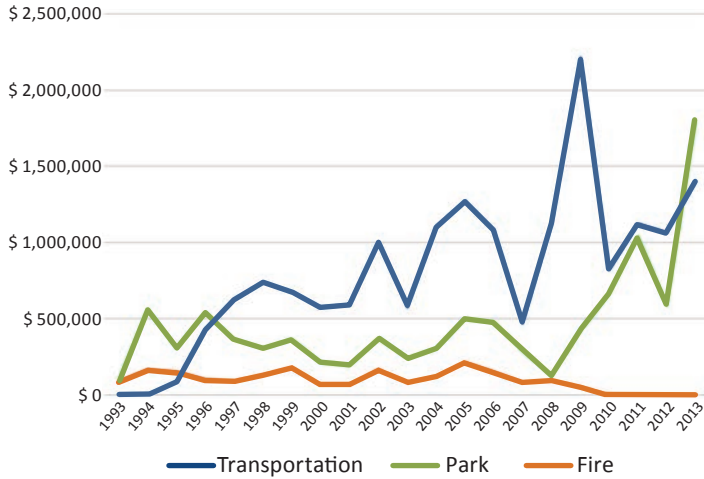
## Revenues Dedicated to the CFP

### Impact Fees

Impact Fees are one time charges imposed on development activity to raise revenue for the construction or expansion of public facilities needed to serve new growth and development. Impact fees are assessed and dedicated primarily for the provision of additional roads and streets, parks, schools, and fire protection facilities. Currently the City does not collect Fire Impact Fees.

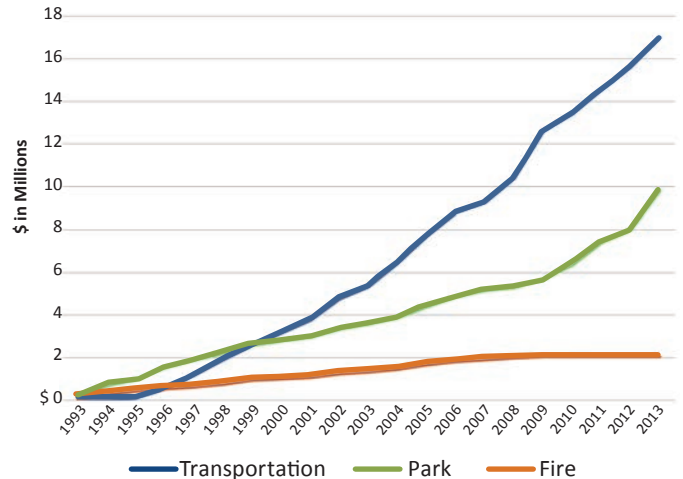
#### Annual Impact Fee Collections

21 Year Period - 1993 to 2013



#### Cumulative Impact Fee Collections

21 Year Period - 1993 to 2013



### Real Estate Excise Tax (REET)

A tax upon the sale of all residential and commercial property within the City of Olympia at a rate of 1/2 of 1% of the purchase price. This tax is restricted by State law to Transportation and Park capital projects. In 2011, the State Legislature authorized up to 1/3 of REET to be used for maintenance of existing capital projects. This provision expires December 31, 2016.

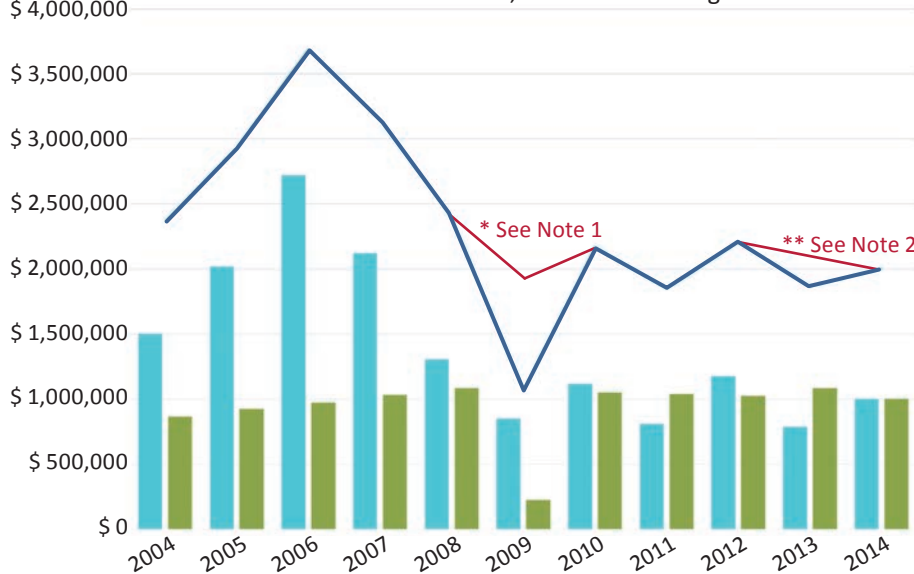
Generally, this tax has been used for capital transportation projects. For the 2013 Budget, the Council authorized \$215,367 to be transferred to the General Fund Operating Budget for transportation system maintenance. All REET tax for 2015 has been allocated to the Capital Program.

### Utility Tax

Of the 6% non-voted utility tax upon electric, natural gas and telecommunications utilities, 1/6 (1% tax) is allocated by Council policy to the CFP. This tax is a general revenue and can be used for any purpose determined by the Council. The Council authorized \$874,000 of the 1% utility budget to be allocated to the General Fund in 2009. This was due to the downturn in General Fund revenues as a result of the recession. A portion of the proceeds have been used for building repair/replacement since 2011.

#### REET & Utility Tax

2004-2012 Actual, 2013 & 2014 Budget



- Real Estate Excise Tax
- Utility Tax
- Total

\*(Note 1) In 2009, due to revenue loss as a result of the recession, the Council allocated a portion of the 1% utility tax to the General Fund. The red line represents the total of the REET and Utility Tax which would have been received to the CFP if the allocation to the General Fund had not been made.

\*\* (Note 2) In 2013 the City used \$215,367 of REET for Transportation Maintenance in the General Fund.

## CALENDAR OF EVENTS

Review Status of Existing Projects in CFP	April
Proposed CFP Projects due from Departments	May 2
Present Preliminary CFP to City Council	July 15
Planning Commission Public Hearing on Preliminary CFP (City and School District)	August 4 (Monday)
City Council Public Hearing and Discussion on Preliminary CFP	October 14
First Reading on Capital Budget	December 9
Second and Final Reading and Adoption of Operating and Capital Budgets	December 16





## Project Funding Reports - General Government Projects

### Project Funding Reports - General Government Projects: Parks

Parks Projects	Funding	2015	2016-2020	Total
Community Park Expansion	CIP Fund	\$ 75,000	\$ -	\$ 75,000
	Donation	\$ 15,000	\$ -	\$ 15,000
	Grant	\$ 75,000	\$ -	\$ 75,000
	Impact Fees	\$ 1,000,500	\$ 1,000,000	\$ 2,000,500
	SEPA Fees	\$ 170,000	\$ -	\$ 170,000
	State Legislative Appropriation	\$ -	\$ 1,500,000	\$ 1,500,000
Condition Assessment and Major Maintenance Program (CAMMP)	CIP Fund	\$ 250,000	\$ 1,250,000	\$ 1,500,000
Neighborhood Park Development	Impact Fees	\$ 120,000	\$ -	\$ 120,000
Open Space Acquisition and Development	Impact Fees	\$ -	\$ 800,000	\$ 800,000
	SEPA Fees	\$ 90,000	\$ 100,000	\$ 190,000
Parks Bond Issue Debt Service	Voted Utility Tax (V.U.T.)	\$ 1,439,400	\$ 2,403,850	\$ 3,843,250
Small Capital Projects	Impact Fees	\$ 1,000	\$ 75,000	\$ 76,000
	SEPA Fees	\$ 24,000	\$ 50,000	\$ 74,000
<b>Total Parks</b>		<b>\$ 3,259,900</b>	<b>\$ 7,178,850</b>	<b>\$ 10,438,750</b>

Parks Funding Recap	Funding	2015	2016-2020	Total
	CIP Fund	\$ 325,000	\$ 1,250,000	\$ 1,575,000
	Donation	\$ 15,000	\$ -	\$ 15,000
	Grant	\$ 75,000	\$ -	\$ 75,000
	Impact Fees	\$ 1,121,500	\$ 1,875,000	\$ 2,996,500
	State Legislative Appropriation	\$ -	\$ 1,500,000	\$ 1,500,000
	SEPA Fees	\$ 284,000	\$ 150,000	\$ 434,000
	Voted Utility Tax (VUT)	\$ 1,439,400	\$ 2,403,850	\$ 3,843,250
<b>Total Parks</b>		<b>\$ 3,259,900</b>	<b>\$ 7,178,850</b>	<b>\$ 10,438,750</b>

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**Project Funding Reports - General Government Projects: Transportation**

Transportation Projects	Funding	2015	2016-2020	Total
4th Avenue Bridge Railing Repairs	CIP Fund	\$ -	\$ 399,000	\$ 399,000
Bicycle Facilities (Program #0200)	Grant	\$ -	\$ 600,000	\$ 600,000
	CIP Fund	\$ -	\$ 250,000	\$ 250,000
Capitol Way Sidewalk — Union Avenue to 10th Avenue	Grant	\$ -	\$ 207,000	\$ 207,000
	CIP Fund	\$ -	\$ 138,000	\$ 138,000
Hazard Elimination Safety Projects (Program #0620)	Grant	\$ -	\$ 3,083,290	\$ 3,083,290
	CIP Fund	\$ -	\$ 544,110	\$ 544,110
Parks and Pathways — Neighborhood Pathways	Voted Utility Tax - Parks	\$ 25,000	\$ 125,000	\$ 150,000
	Voted Utility Tax - Pathways/Sidewalks	\$ 100,000	\$ 500,000	\$ 600,000
Parks and Pathways — Sidewalk (Program #0626/Fund #317)	Voted Utility Tax - Pathways/Sidewalks	\$ 900,000	\$ 4,500,000	\$ 5,400,000
	Stormwater Utility Rate	\$ 186,500	\$ 932,500	\$ 1,119,000
Pedestrian Crossing Improvements (Program #0122)	Grant -Federal	\$ -	\$ 40,000	\$ 40,000
	CIP Fund	\$ -	\$ 168,600	\$ 168,600
Sidewalk Construction (Program #0208)	CIP Fund	\$ -	\$ 153,400	\$ 153,400
Street Access Projects — ADA Requirements (Program #0309)	CIP Fund	\$ -	\$ 175,000	\$ 175,000
Street Repair & Reconstruction (Program #0599)	TBD	\$ 620,000	\$ 3,100,000	\$ 3,720,000
	CIP Fund	\$ 1,205,000	\$ 6,025,000	\$ 7,230,000
	Gas Tax	\$ 275,000	\$ 1,375,000	\$ 1,650,000
<b>Total Transportation</b>		<b>\$ 3,311,500</b>	<b>\$ 22,315,900</b>	<b>\$ 25,627,400</b>

Transportation Funding Recap	Funding	2015	2016-2020	Total
	CIP Fund	\$ 1,205,000	\$ 7,853,110	\$ 9,058,110
	Gas Tax	\$ 275,000	\$ 1,375,000	\$ 1,650,000
	Grant	\$ -	\$ 3,890,290	\$ 3,890,290
	Grant-Federal	\$ -	\$ 40,000	\$ 40,000
	TBD	\$ 620,000	\$ 3,100,000	\$ 3,720,000
	Storm Water Utility Rate	\$ 186,500	\$ 932,500	\$ 1,119,000
	Voted Utility Tax-Parks	\$ 25,000	\$ 125,000	\$ 150,000
	Voted Utility Tax-Pathway	\$ 1,000,000	\$ 5,000,000	\$ 6,000,000
<b>Total Transportation</b>		<b>\$ 3,311,500</b>	<b>\$ 22,315,900</b>	<b>\$ 25,627,400</b>

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## Project Funding Reports - General Government Projects: Transportation with Impact Fees

Transportation Impact Fees Projects	Funding	2015	2016-2020	Total
2010 Transportation Stimulus Project Repayment	Impact Fees	\$ 438,213	\$ 2,181,112	\$ 2,619,325
Boulevard Road - Intersection Improvements (Program #0628)	SEPA	\$ 37,962	\$ -	\$ 37,962
	Impact Fees	\$ -	\$ 3,584,064	\$ 3,584,064
	Grant	\$ -	\$ 2,760,845	\$ 2,760,845
Cain Road & North Street - Intersection Improvements	Impact Fees	\$ 10	\$ 1,513,939	\$ 1,513,949
	Grant	\$ -	\$ 1,166,205	\$ 1,166,205
Fones Road—Transportation (Program #0623)	SEPA	\$ 15,366	\$ -	\$ 15,366
	Impact Fees	\$ -	\$ 8,702,035	\$ 8,702,035
	Grant	\$ -	\$ 6,703,277	\$ 6,703,277
Henderson Boulevard & Eskridge Boulevard - Intersection Improvements	SEPA	\$ 7,848	\$ -	\$ 7,848
	Impact Fees	\$ -	\$ 1,856,935	\$ 1,856,935
	Grant	\$ -	\$ 1,430,418	\$ 1,430,418
Log Cabin Road Extension - Impact Fee Collection (Program #0616)	SEPA	\$ 10,931	\$ -	\$ 10,931
	Impact Fees	\$ -	\$ 3,778,565	\$ 3,778,565
Wiggins Road and 37th Ave Intersection Improvements	SEPA	\$ 4,173	\$ -	\$ 4,173
	Impact Fees	\$ -	\$ 3,602,268	\$ 3,602,268
	Grant	\$ -	\$ 2,774,868	\$ 2,774,868
<b>Total Transportation with Impact Fees</b>		<b>\$ 514,503</b>	<b>\$ 40,054,531</b>	<b>\$ 40,569,034</b>

Transportation with Impact Fees Funding Recap	Funding	2015	2016-2020	Total
	Grant	\$ -	\$ 14,835,613	\$ 14,835,613
	Impact Fees	\$ 438,223	\$ 25,218,918	\$ 25,657,141
	SEPA	\$ 76,280	\$ -	\$ 76,280
<b>Total Transportation with Impact Fees</b>		<b>\$ 514,503</b>	<b>\$ 40,054,531</b>	<b>\$ 40,569,034</b>

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### Project Funding Reports - General Government Projects: General Capital Facilities

General Capital Facilities Projects	Funding Sources:	2015	2016-2020	Total
Building Repair and Replacement (Program # 029)	CIP Fund	\$ 1,200,000	\$ 7,000,000	\$ 8,200,000
	<b>Total General Capital Facilities</b>	<b>\$ 1,200,000</b>	<b>\$ 7,000,000</b>	<b>\$ 8,200,000</b>

General Capital Facilities Funding Recap	Funding Sources:	2015	2016-2020	Total
	CIP Fund	\$ 1,200,000	\$ 7,000,000	\$ 8,200,000
	<b>Total General Capital Facilities</b>	<b>\$ 1,200,000</b>	<b>\$ 7,000,000</b>	<b>\$ 8,200,000</b>

### Summary of Funding Sources for General Government Projects

Funding Sources:	2015	2016-2020	Total
CIP Fund	\$ 2,730,000	\$ 16,103,110	\$ 18,833,110
Donation	\$ 15,000	\$ -	\$ 15,000
Gas Tax	\$ 275,000	\$ 1,375,000	\$ 1,650,000
Grant	\$ 75,000	\$ 18,725,903	\$ 18,800,903
Grant - Federal	\$ -	\$ 40,000	\$ 40,000
Impact Fees	\$ 1,559,723	\$ 27,093,918	\$ 28,653,641
State Legislative Appropriation	\$ -	\$ 1,500,000	\$ 1,500,000
SEPA	\$ 360,280	\$ 150,000	\$ 510,280
Stormwater Utility Rates	\$ 186,500	\$ 932,500	\$ 1,119,000
TBD	\$ 620,000	\$ 3,100,000	\$ 3,720,000
Voted Utility Tax	\$ 1,439,400	\$ 2,403,850	\$ 3,843,250
Voted Utility Tax - Parks	\$ 25,000	\$ 125,000	\$ 150,000
Voted Utility Tax - Pathways/Sidewalks	\$ 1,000,000	\$ 5,000,000	\$ 6,000,000
<b>Total General Government</b>	<b>\$ 8,285,903</b>	<b>\$ 76,549,281</b>	<b>\$ 84,835,184</b>

This CFP is only a planning document; it does not necessarily represent a budget for expenditures.



## Project Funding Reports - Utilities Projects

### Project Funding Reports - Utilities Projects: Drinking Water

Drinking Water Projects	Funding Sources	2015	2016-2020	Total
Asphalt Overlay Adjustments—Water (Program # 9021)	Rates	\$ 10,500	\$ 52,500	\$ 63,000
Groundwater Protection—Water (Program #9701)	Rates	\$ 10,000	\$ 1,250,000	\$ 1,260,000
Infrastructure Pre-Design and Planning—Water (Program #9903)	Rates	\$ 21,000	\$ 105,000	\$ 126,000
Reclaimed Water (Program #9710)	Rates	\$ -	\$ 225,000	\$ 225,000
	General Facility Charges (GFCs)	\$ -	\$ 175,000	\$ 175,000
Small Diameter Water Pipe Replacement—Water (Program #9408)	Rates	\$ 500,000	\$ 2,500,000	\$ 3,000,000
Transmission & Distribution Projects—Water (Program #9609)	Rates	\$ 2,606,700	\$ 10,152,000	\$ 12,758,700
	General Facility Charges (GFCs)	\$ -	\$ 190,000	\$ 190,000
Water Source Development & Protection (Program #9700)	Rates	\$ 317,000	\$ 4,733,000	\$ 5,050,000
	General Facility Charges (GFCs)	\$ 150,000	\$ 3,062,000	\$ 3,212,000
Water Storage Systems (Program #9610)	Rates	\$ 2,940,000	\$ 3,427,700	\$ 6,367,700
	General Facility Charges (GFCs)	\$ 4,410,000	\$ -	\$ 4,410,000
Water System Planning (Program #9906)	Rates	\$ -	\$ 150,000	\$ 150,000
	General Facility Charges (GFCs)	\$ -	\$ 150,000	\$ 150,000
<b>Total Drinking Water</b>		<b>\$ 10,965,200</b>	<b>\$ 26,172,200</b>	<b>\$ 37,137,400</b>

### Project Funding Reports - Utilities Projects: Wastewater

Wastewater Projects	Funding Sources:	2015	2016-2020	Total
Asphalt Overlay Adjustments - Sewer (Program #9021)	Rates	\$ 10,500	\$ 52,500	\$ 63,000
Infrastructure Predesign and Planning - Sewer (Program #9903)	Rates	\$ 37,200	\$ 186,000	\$ 223,200
Lift Stations—Sewer (Program #9806)	Rates	\$ 210,000	\$ 570,000	\$ 780,000
	General Facility Charges (GFCs)	\$ 100,000	\$ 1,800,000	\$ 1,900,000
Onsite Sewage System Conversions - Sewer (Program #9813)	General Facility Charges (GFCs)	\$ 150,000	\$ 1,750,000	\$ 1,900,000
Replacement and Repair Projects - Sewer (Program #9703)	Rates	\$ 815,000	\$ 2,495,000	\$ 3,310,000
Sewer Systems Extensions - Sewer (Program #9809)	Rates	\$ -	\$ 750,000	\$ 750,000
Sewer System Planning - Sewer (Program #9808)	Rates	\$ 21,000	\$ 105,000	\$ 126,000
<b>Total Wastewater</b>		<b>\$1,343,700</b>	<b>\$7,708,500</b>	<b>\$9,052,200</b>

### Project Funding Reports - Utilities Projects: Stormwater

Stormwater Projects	Funding Sources:	2015	2016-2020	Total
Aquatic Habitat Improvements - Stormwater (Program #9024)	Rates	\$ 463,100	\$ 750,000	\$ 1,213,100
Flood Mitigation & Collection - Stormwater (Program #9028)	Rates	\$ 381,200	\$ 5,175,325	\$ 5,556,525
	General Facility Charges (GFCs)	\$ -	\$ 2,258,675	\$ 2,258,675
Infrastructure Pre-Design & Planning - Stormwater (Program #9903)	Rates	\$ 28,400	\$ 142,000	\$ 170,400
Water Quality Improvements - Stormwater (Program #9027)	Rates	\$ 70,000	\$ 504,350	\$ 574,350
	Stormwater Grants or Loans	\$ 210,000	\$ 1,513,050	\$ 1,723,050
<b>Total Stormwater</b>		<b>\$ 1,152,700</b>	<b>\$10,343,400</b>	<b>\$ 11,496,100</b>

Additionally: Included in the Transportation Section are Projects funded by transfers from the Stormwater Utility as follows:

Project	Funding Sources:	2015	2016-2020	Total
Parks and Pathways - Sidewalk	Stormwater Utility Rates	\$ 186,500	\$ 932,500	\$ 1,119,000
	<b>Total</b>	<b>\$ 186,500</b>	<b>\$ 932,500</b>	<b>\$ 1,119,000</b>

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### Summary of Funding Sources for Utilities Projects

Funding Sources:	2015	2016-2020	Total
General Facility Charges (GFCs)	\$ 4,810,000	\$ 9,385,675	\$ 14,195,675
Rates	\$ 8,441,600	\$ 33,325,375	\$ 41,766,975
Stormwater Grants or Loans	\$ 210,000	\$ 1,513,050	\$ 1,723,050
<b>Total Utilities</b>	<b>\$ 13,461,600</b>	<b>\$ 44,224,100</b>	<b>\$ 57,685,700</b>

### Combined Summary of Funding Sources for Both General Government and Utilities Projects

Funding Sources:	2015	2016-2020	Total
CIP Fund	\$ 2,730,000	\$ 16,103,110	\$ 18,833,110
Donation	\$ 15,000	\$ -	\$ 15,000
Gas Tax	\$ 275,000	\$ 1,375,000	\$ 1,650,000
General Facility Charges (GFCs)	\$ 4,810,000	\$ 9,385,675	\$ 14,195,675
Grant	\$ 75,000	\$ 18,725,903	\$ 18,800,903
Grant - Federal	\$ -	\$ 40,000	\$ 40,000
Impact Fees	\$ 1,559,223	\$ 27,093,918	\$ 28,653,641
State Legislative Appropriation	\$ -	\$ 1,500,000	\$ 1,500,000
Rates	\$ 8,441,600	\$ 33,325,375	\$ 41,766,975
SEPA	\$ 360,280	\$ 150,000	\$ 510,280
Stormwater Grants or Loans	\$ 210,000	\$ 1,513,050	\$ 1,723,050
Stormwater Utility Rates	\$ 186,500	\$ 932,500	\$ 1,119,000
TBD	\$ 620,000	\$ 3,100,000	\$ 3,720,000
Voted Utility Tax	\$ 1,439,400	\$ 2,403,850	\$ 3,843,250
Voted Utility Tax - Parks	\$ 25,000	\$ 125,000	\$ 150,000
Voted Utility Tax - Pathways/Sidewalks	\$ 1,000,000	\$ 5,000,000	\$ 6,000,000
<b>Total</b>	<b>\$ 21,747,503</b>	<b>\$ 120,773,381</b>	<b>\$ 142,520,884</b>

This CFP is only a planning document; it does not necessarily represent a budget for expenditures.



**County Funded Projects in Olympia Urban Growth Area\***

Project	2014	2015-2019	Total
<b>Buildings</b>			
<b>Parks</b>			
<b>Storm &amp; Surface Water Utility</b>			
<b>Roads &amp; Transportation</b>			

\* At the time of printing of this CFP, the County funded projects information was not available. This information will be updated and provided in the Adopted CFP.











## What Are We Building in 2015?

The following projects are what the City will be building in 2015. These projects are past the planning and design phase and are “shovel ready.” You should expect to see construction or land acquired. Some projects begin construction in 2015 and are a one-year project, whereas some projects run longer than one year, and are therefore considered major projects. We think it is important to list single year and multiple year projects so that our citizens are aware of what projects are taking place with their dollars.

You will not find all of these projects listed in the project sections of the 2015-2020 Capital Facilities Plan (CFP) as some of them may have already been appropriated in previous budget years. These projects are marked with an asterisk (\*). Only new projects or projects that need additional funds will be listed in the current CFP.

It is important to remember that for many projects, it takes a number of years to get to the construction phase. This is because rights-of-way may need to be purchased, environmental reviews are necessary, and/or engineering design work needs to be completed. These are only a few examples of what takes place before a project begins actual construction. So while the following projects are what is under construction and/or acquired in 2015, a lot of work is under way behind the scenes on several other future projects.

Transportation	Total Project Cost	Estimated Construction/ Acquisition Start Date	Estimated Construction/ Acquisition Completion Date
<b>Bike Corridors</b> Improve a cross-town network of streets with signs, markings and possibly traffic calming devices to create a low volume, low speed, low stress route for bicyclists who prefer not to ride on major streets.	\$100,000	2015	2015
<b>Neighborhood Parks and Pathways</b> Work with neighborhoods to construct neighborhood pathways for bicyclists and pedestrians. Pathways that connect streets to parks, schools and other streets where no motor connection exists. These pathways enhance mobility for bicyclists and pedestrians by shortening trip lengths and providing more comfortable off-street route alternatives.	\$120,000	2015	2015
<b>Smart Corridors*</b> This project will update software for operating traffic signals and replace current traffic signal controllers with new equipment that provides features to operate the City's traffic signal system efficiently and provide for Transit Signal Priority (TSP).	\$365,000	2015	2015

Drinking Water	Total Project Cost	Estimated Construction/ Acquisition Start Date	Estimated Construction/ Acquisition Completion Date
<b>AC and Aging Pipe Replacement</b> Replace asbestos cement (AC) pipe and aging pipe at various locations in the City.	\$500,000	2015	2015
<b>City Maintenance Center Water Transmission Main Replacement</b> Reroute the water main within the City's Maintenance Center in order to remove the existing water main that is within and crosses Moxlie Creek.	\$300,000	2015	2015
<b>Meridian Overflow and 36-inch Water Main</b> Improve the Meridian Tank overflow outlet pipe and enhance the protection of the 36-inch water main.	\$150,000	2015	2015
<b>Morse-Merryman Water Main Extension*</b> Install 2200 feet of 12-inch water main to connect existing distribution piping to the new Log Cabin Reservoir in SE Olympia.	\$1,200,000	2015	2015
<b>Percival Creek Water Main</b> The water main will be replaced when the utility bridge that crosses Percival Creek is structurally repaired.	\$350,000	2015	2015
<b>Small Diameter Water main Replacement</b> Replace existing small diameter substandard water pipes within the existing water system	\$500,000	2015	2015
<b>West Bay Booster Station Pump and Electrical Upgrade</b> Replace existing pumps and related equipment that are past their useful life and upgrade associated electrical components.	\$150,000	2015	2015

\*You will not find all of these projects listed in the project sections of the 2015-2020 Capital Facilities Plan (CFP) as some of them may have already been appropriated in previous budget years.





Wastewater	Total Project Cost	Estimated Construction/Acquisition Start Date	Estimated Construction/Acquisition Completion Date
<b>28th Avenue NW Lift Station Property Acquisition</b> Acquire property in the vicinity of Cooper Point Road and 28th Avenue NW for locating a future lift station.	\$100,000	2015	2015
<b>Annual Sewer Extensions</b> As part of the on site sewer conversion program, this project funds minor extensions of the public pipe systems for new conversions.	\$150,000	2015	2015
<b>Ensign Road Generator</b> Replace the aging emergency generator at this critical lift station	\$60,000	2015	2015
<b>Percival Bridge Sewer Repair/Reroute*</b> Replace sewer line located on footbridge.	\$350,000	2015	2015
<b>Prioritized Sewer Repairs*</b> Major pipe repairs and replacements as well as repair or replaces small sections of sewer pipe.	\$365,000	2015	2015
<b>Water Street Generator</b> Replace the aging emergency generator at this critical lift station.	\$150,000	2015	2015

Storm and Surface Water	Total Project Cost	Estimated Construction/Acquisition Start Date	Estimated Construction/Acquisition Completion Date
<b>4th Avenue Stormwater Retrofit*</b> Stormwater treatment will be provided for approximately 40 acres along 4th Avenue east of Quince Street.	\$200,000	2014	2015
<b>City Maintenance Center Water Quality Facility*</b> The City facility will be retrofitted for stormwater treatment prior to discharge to Moxlie Creek.	\$600,000	2014	2015
<b>Schneider Creek Fish Passage*</b> Construct a roughened channel to discharge Schneider Creek through a new culvert at West Bay Drive.	\$250,000	2014	2015
<b>State Avenue Stormwater Retrofit</b> Stormwater treatment will be provided on State Avenue between Plum and Central.	\$811,900	2014	2015

\*You will not find all of these projects listed in the project sections of the 2015-2020 Capital Facilities Plan (CFP) as some of them may have already been appropriated in previous budget years.









## New Projects

How do we define “new” projects? Capital facilities projects are considered new when (1) funding is requested for the first time, or (2) when a project appeared in the CFP more than three years ago, was removed, but is being added back.

### New Projects: *Parks, Arts and Recreation*

#### Isthmus Remediation Plan, Permits & Conceptual Design

**Project Description:**

Prepare a Remediation Plan for the two Isthmus parcels purchased by the City in 2013. This plan will identify the type and extent of any soil contaminants present. The project will also secure the regulatory approval required in advance of site remediation and prepare a park concept plan.

**Anticipated Result:**

Complete remediation plan and park concept plan.

#### Margaret McKenny Park Shelter

**Project Description:**

Margaret McKenny Park currently has only minimal improvements, constructed as part of an Interim Use & Management Plan (IUMP) in 2007. This project will produce a site master plan, picnic shelter construction drawings, and a completed picnic shelter.

**Anticipated Result:**

Completed master plan and picnic shelter.

#### Olympia Woodland Trail Henderson Easement

**Project Description:**

This project will secure an easement that will facilitate an overhead crossing of the railroad in preparation for the next phase of Olympia Woodland Trail.

**Anticipated Result:**

Trail easement agreement executed by City and land owner.

#### Park Plan Update

**Project Description:**

To remain eligible for Recreation Conservation Office (RCO) grant funding for parks, the City is required to update its Parks, Arts and Recreation Plan every six years. The plan will be prepared primarily by City staff; however this funding will be used for the preparation and administration of citizen surveys and for consultant assistance with the preparation of an accompanying business plan.

**Anticipated Result:**

Updated park plan and a Parks, Arts and Recreation business plan.

#### Watershed BMX Concept & Design

**Project Description:**

This project will develop a concept plan and design for integrating a BMX bicycle course into the under-utilized portion of Watershed Park located southwest of Henderson Boulevard.

**Anticipated Result:**

Completed BMX concept plan and design.



## New Projects: *Drinking Water*

### Asbestos Cement and Aging Pipe Replacement

**Project Description:**

This is an annual project to replace substandard asbestos cement (AC) and aging pipe throughout the City.

**Anticipated Result:**

AC and aging pipe is prone to leaks and frequent repairs. This project will result in less maintenance costs and increase the reliability of the water system.

### Asset Management Program

**Project Description:**

This project will begin the process to provide an asset management plan to replace, rehabilitate, and maintain the City's water system.

**Anticipated Result:**

This project will help the City plan for the maintenance and eventual replacement of its existing water system infrastructure. Planned maintenance of existing infrastructure will extend its useful life and help to level the City's investment in new facilities.

### Briggs Well Construction

**Project Description:**

Drill, equip and treat a well near the Briggs housing development off of Henderson Boulevard.

**Anticipated Result:**

This project will provide a direct water source to the south east area pressure zone of Olympia that currently does not have a direct supply.

### Booster Station Upgrade/Rehabilitation

**Project Description:**

Upgrade pumps, electrical and other associated upgrades and rehabilitation necessary to keep the system running and reliable.

**Anticipated Result:**

Construction will occur approximately every five years at sites identified by operations staff as requiring upgrades. This will help to maintain the City's investments in the booster station infrastructure and extend their useful life.

### Corrosion Control Tower Condition Assessment and Upgrades

**Project Description:**

The City has three corrosion control (aeration) towers that will need periodic large scale maintenance that is beyond the normal day to day maintenance.

**Anticipated Result:**

This project will assess the work that is needed and perform the upgrades to ensure a reliable system.

### Cross Country Mains

**Project Description:**

This project will identify water mains that are located outside of roadways and cross through neighborhoods.

**Anticipated Result:**

The project will determine if easements are associated with the water mains and if they should be relocated to areas that have easier access for maintenance.

### Distribution Main Condition Assessment

**Project Description:**

This project is a part of the asset management program to assess the condition and reliability of the distribution mains.

**Anticipated Result:**

This project will prioritize the repair and replacement of distribution water mains so that the mains that are frequently leaking or requiring maintenance will be replaced first. Maintenance costs will be reduced and system reliability will improve.

### Eastside and Henderson Water Main Extension

**Project Description:**

This project will extend a 12-inch main west of Henderson and connect to an existing pipe in the 264 Zone (Capitol Campus).

**Anticipated Result:**

This main will provide a secondary source to this pressure zone increasing system reliability.



## New Projects: *Drinking Water* (continued)

### Groundwater Monitoring Wells

**Project Description:**

This project will drill 12 additional groundwater monitoring wells within the capture zones of the City's wells.

**Anticipated Result:**

This will provide advance warning of any water quality issues that could impact the City's drinking water sources.

### Groundwater Protection (Easements, Appraisals, etc.)

**Project Description:**

This project is needed for installation of groundwater monitoring wells. Depending on the location of the wells, the City may have to obtain easements on property outside of the right-of-way and pay for those easements.

**Anticipated Result:**

This project will help identify areas to drill monitoring wells.

### Hoffman Well Treatment

**Project Description:**

This project will treat the Hoffman Well for iron, manganese, and provide for chlorination with hypochlorination.

**Anticipated Result:**

The Hoffman Well is rarely used due to the lack of treatment. Treating the well will allow it to be used more frequently.

### Indian Summer Well Chlorination

**Project Description:**

This project will replace an on-site chlorine generation system that is costly to maintain and unreliable.

**Anticipated Result:**

The new system utilizes hypochlorination. Hypochlorites are safer than chlorine gas and the equipment is easier to maintain.

### McAllister Corrosion Control

**Project Description:**

Installation of an aeration tower at the Meridian Reservoirs.

**Anticipated Result:**

This project will raise the pH of the McAllister well water to meet Federal and State safe drinking water standards.

### McAllister Well field Mitigation (Smith Property Restoration)

**Project Description:**

This is an annual project to restore the Smith farm located near the Deschutes River as mitigation for obtaining water rights at the McAllister Well field.

**Anticipated Result:**

This will enhance the environment for fish habitat and improve water quality in the Deschutes River.

### McAllister Well field Mitigation (Woodland Creek Infiltration Facility) O&M Costs

**Project Description:**

This is a joint project with Lacey that Olympia will participate in the operations and maintenance costs as part of the mitigation for the McAllister Well field project.

**Anticipated Result:**

The new Woodland Creek Infiltration Facility operations and maintenance will ensure the facility is properly maintained and functioning.

### McCormick Valve House

**Project Description:**

This project will replace the original pipes and valves installed when the Fir Street tanks were constructed in 1935.

**Anticipated Result:**

Old valves and pipes will be replaced, increasing the system reliability.

### Meridian Overflow and 36-inch Water Main

**Project Description:**

Assess and enhance the protection of the 36-inch water main and improve the Meridian Tank overflow outlet pipe.

**Anticipated Result:**

The 36-inch water main will be protected from damage and the overflow outlet pipe will be improved to prevent scouring of the surrounding area.

## New Projects: *Drinking Water* (continued)

### Olympia Brewery Water Engineering Analysis

**Project Description:**

Continuation of the Olympia Brewery Water source study.

**Anticipated Result:**

This project will determine the best method to develop the water source in conjunction with the City of Tumwater and Lacey.

### On-site Generator Replacement Plan

**Project Description:**

This project sets aside money to enable replacement of onsite generators located at the water pumping facilities.

**Anticipated Result:**

The generators will be replaced as their useful life nears an end ensuring emergency power is available when needed.

### Percival Creek Water Main

**Project Description:**

The project will replace the water main that is currently located on a utility bridge that crosses Percival Creek.

**Anticipated Result:**

The utility bridge needs structural repairs or replacement. This is a good opportunity to replace the aging water main to provide a more reliable distribution system.

### Port of Olympia Irrigation

**Project Description:**

This project will eliminate a dead end irrigation line that has to be manually flushed each year prior to the irrigation system being used.

**Anticipated Result:**

The project will install a system to automate this work.

### Pressure Reducing Valves Telemetry (Radio-Based)

**Project Description:**

This project will enable data from the pressure reducing valves (PRV) to be transmitted to the telemetry system by radio.

**Anticipated Result:**

Data such as upstream and downstream pressure and valve position (open or closed) will enable efficient and reliable operation of the valves ensuring fire flow is available when needed.

### Reclaimed Water Filling Stations

**Project Description:**

Install reclaimed water filling stations at convenient locations for contractors to use on construction projects.

**Anticipated Result:**

This project will reduce the likelihood of cross connections occurring and increase the use of reclaimed water.

### Reclaimed Water Infrastructure

**Project Description:**

Construct reclaimed water pipes and pumps as the system expands.

**Anticipated Result:**

This project will result in the expansion of the reclaimed water system.

### Shana Park Well Study

**Project Description:**

This project will assess the possible impact of nitrates to this water source.

**Anticipated Result:**

This will determine the future use of the well; as an emergency source, drill a new well or treat for nitrates when the need arises.

### Storage Reservoir Coatings (Interior/Exterior)

**Project Description:**

This project provides for the recoating of existing steel storage reservoirs on the inside and outside.

**Anticipated Result:**

This project will prolong the life of the steel reservoirs by preventing rust and corrosion.

### Water Meter AMR Radio Replacement

**Project Description:**

The City has recently replaced all the water meters with radio read equipment.

**Anticipated Result:**

This project will provide for periodic replacement of the meters to ensure water use is accurately measured.



## New Projects: *Drinking Water* (continued)

### Water Meter Replacement

**Project Description:**

The City has recently replaced all the water meters in the system.

**Anticipated Result:**

This project will provide for periodic replacement of the meters to ensure water use is accurately measured.

### Wellhead Protection Program

**Project Description:**

This is an annual program to refine the capture zones for the City's wells (areas around the wells that capture stormwater which contribute to the aquifers).

**Anticipated Result:**

Refining the capture zone will help identify areas near wells that need to be monitored to protect groundwater.

### West Bay Booster Station Pump and Electrical Upgrade

**Project Description:**

Replace failing pumps and upgrade associated electrical systems.

**Anticipated Result:**

The pumps are currently unreliable and require extra maintenance. This project will reduce maintenance costs and ensure a more reliable, main-source Westside pump station.

## New Projects: *Storm and Surface Water*

### Division Street and Scammel Avenue Conveyance

**Project Description:**

The project will correct deficiencies in the stormwater conveyance system capacity.

**Anticipated Result:**

Reduce the potential for flooding along Division Street.

### East Bay Water Quality Retrofit

**Project Description:**

Approximately 1,000 linear feet of the center turn lane, north of Glass Avenue, would be replaced with bioretention facilities (rain gardens).

**Anticipated Result:**

The project would provide water quality treatment for a portion of East Bay Drive, which discharges directly to Budd Inlet.

### Indian Creek Culverts and Conveyance Modifications

**Project Description:**

This project will make modifications to the streambeds at the confluence of Indian Creek and Moxlie Creek.

**Anticipated Result:**

This project would reduce culvert maintenance and prevent plugging and potential flooding.

## New Projects: *Wastewater*

### Ensign Road Generator

**Project Description:**

Replace the aging emergency generator at this lift station.

**Anticipated Result:**

This project improves the reliability of the wastewater lift station during power outage events.

### Ken Lake Generator

**Project Description:**

Replace the aging emergency generator at this lift station.

**Anticipated Result:**

This project improves the reliability of the wastewater lift station during power outage events.

## Completed Projects

How do we define “completed” projects? Completed projects are those that were completed during the prior year. In this 2015 CFP, it refers to projects that were completed in 2014.

### Completed Projects: *Parks, Arts and Recreation*

#### Artesian Commons

**Project Description:**

Convert an existing parking lot adjacent to the Artesian Well into a vibrant, multi-function pedestrian plaza, and special event space.

**End Result:**

A dynamic downtown plaza that complements and enhances the existing Artesian Well improvements.

#### Isthmus (Old County Housing Building) Asbestos Abatement

**Project Description:**

Remove asbestos from structure.

**End Result:**

All asbestos removed from structure in preparation for building demolition.

#### Percival Landing Five Year Condition Assessment (CAMMP)

**Project Description:**

Continue the current program of regular five year structural condition assessments of Percival Landing.

**End Result:**

Completed report accessing the current condition of Percival Landing, and identifying and prioritizing all major maintenance needs.

#### Priest Point Park Shelter #4

**Project Description:**

Construct a new picnic shelter near the existing playground at Priest Point Park.

**End Result:**

Completed picnic shelter.

### Completed Projects: *General Capital Facilities*

#### Washington Center Repairs

**Project Description:**

Replaced the failing exterior siding, exterior windows, entrance doors on Washington Street, roof, lighting, air handling units and other facility improvements.

**End Result:**

Provided a new weather-proof exterior and roofs, opened up the entrance to provide a more inviting entrance. The improvements provided protection from the rain to pedestrians walking along the frontage of the Center on Washington Street. The new marquee and new enclosed poster boards on the outside of the building will provide an opportunity for the Center to showcase not only the Center but their coming attractions.





## Completed Projects: *Transportation*

### 5th Avenue Overlay - Capital Way to Water Street

**Project Description:**

Installation of seven bulb-outs and an overlay of the existing roadway along 5th Avenue between Capitol Way and Water Street.

**End Result:**

Promote a safer pedestrian crossing at the intersection and extend the overall life of the roadway.

### 22nd Avenue Sidewalk

**Project Description:**

Construct continuous sidewalk and access ramps on the south side of 22nd Avenue from Cain Road and connect to the future sidewalk improvement to be constructed as part of the Boulevard Road and 22nd Avenue roundabout. In addition, construct a sidewalk on the north side of 22nd Avenue from the existing crosswalk east of Wilson Street to Swanee Place.

**End Result:**

Provide a safe walking route and provide pedestrian friendly walkways.

### Boulevard Road and 22nd Avenue Roundabout

**Project Description:**

Intersection capacity improvements at the intersection of Boulevard Road and 22nd Avenue will include a roundabout, bicycle lanes, pedestrian crossings, landscape planter strips, sidewalks, signage, striping, streetlighting, stormwater improvements and utility undergrounding.

**End Result:**

The new intersection with pedestrian and bicycle facilities will improve bicycle, pedestrian and motorist safety and flow, particularly during periods of peak traffic. In addition, pedestrian safety is improved by allowing safer access to schools, parks, businesses and other destinations.

### Neighborhood Parks and Pathways

**Project Description:**

Construct neighborhood pathways for bicyclists and pedestrians that connect streets to parks, schools and other streets where no motor connection exists.

**End Result:**

These pathways enhance mobility for bicyclists and pedestrians by shortening trip lengths and providing more comfortable off-street route alternatives, and create a more connected neighborhood.

### State Avenue Overlay and Pedestrian Crossing Improvements

**Project Description:**

Recondition the roadway of State Avenue from East Bay Drive to Central Street with a pavement preservation treatment and improve pedestrian access along the corridor.

**End Result:**

This project will provide pedestrian improvements at intersections and extend the life of the roadway.

### West Bay Drive Sidewalk

**Project Description:**

Installation of a continuous sidewalk along West Bay Drive from Brawne Avenue North to Smyth Landing. Improvements include new curb, sidewalk, planter strips, and concrete retaining walls.

**End Result:**

A safe walking and biking route from Harrison Avenue to Schneider Hill Road.

## Completed Projects: *Drinking Water*

### Boulevard Road and 22nd Avenue Water Main

**Project Description:**

This project will replace the existing water within the limits of the Boulevard Road and 22nd Avenue roundabout project.

**End Result:**

Replace existing water infrastructure and increase reliability as part of an opportunity project in conjunction with the Transportation intersection improvement project.

### City Maintenance Center Water Transmission Main

**Project Description:**

This project will reroute sections of a water main that runs through the City's Maintenance Center. At this time, a portion of the water main runs through Moxlie Creek.

**End Result:**

When this project is complete the section of water main currently submerged in Moxlie Creek will be rerouted. This will eliminate the hazard to the creek as well as the risk of contamination of the City's water system in the event of a water main break. The water main size will also be increased to meet future needs.

### McAllister Wellfield

**Project Description:**

This project consists of constructing and testing a series of wells, installing associated pumping equipment, chlorination, motor control equipment, and a generator, all housed in buildings on the 20-acre McAllister Wellfield site.

**End Result:**

The McAllister Wellfield will replace McAllister Springs as the main source of water supply for Olympia. The wellfield will provide a more protected and productive supply of drinking water for City water customers now and in the future.

### Water Service Meter Replacement - Automated Meter Reading

**Project Description:**

Retrofit or replace all City water customer meters and procure the associated software/technology for an automated meter reading (AMR) system.

**End Result:**

Reduce maintenance and improve efficiencies within the system.

## Completed Projects: *Wastewater*

### Black Lake Lift Station Upgrade

**Project Description:**

Replace the existing undersized lift station with a new lift station. The existing lift station is 50 years old and beyond its useful life.

**End Result:**

The new lift station will include larger sized pumps that will be capable of serving the SW Olympia area for at least the next 50 years and result in less maintenance costs than the old lift station.

### West Bay Lift Station Upgrade

**Project Description:**

This project is a complete retrofit of the existing pump station including installation of larger pumps, replacement of all electrical equipment, installation of a new emergency generator, construction on a building to house electrical equipment and a debris wall to protect the equipment from potential failure of an adjacent steep slope.

**End Result:**

New pump station equipment that will have the capacity to meet the demands on this portion of the City's wastewater system.



## Completed Projects: *Storm and Surface Water*

### City Maintenance Center Water Quality Facility

**Project Description:**

This project will install new stormwater treatment facilities at the City's maintenance center. Stormwater currently flows untreated to Moxlie Creek.

**End Result:**

New stormwater treatment systems will protect Moxlie Creek for sediment and other contaminants generated by the operations at the maintenance center.

### Olympia Woodard Trail - Woodard Creek Culvert Improvements

**Project Description:**

Rehabilitation of a failed concrete pipe by replacing with a new steel pipe. Improvements to deter beavers from damming up the stream, causing flooding, will also be constructed.

**End Result:**

This project will repair and remove the possible collapse of the existing culvert and reduce the possibility of upstream flooding.

### State Avenue Stormwater Retrofit

**Project Description:**

The State Avenue Stormwater Retrofit project will improve stormwater runoff water quality with Filterra Storm Filters and/or fiber cartridges at nine intersections on State Avenue between Central Street and Plum Street.

**End Result:**

Provide improved water quality to the existing stormwater runoff by the removal of pollutants.





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**Parks, Arts and  
Recreation  
Projects**

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## Parks, Arts and Recreation

The 2010 Parks, Arts & Recreation Plan outlines capital investments through 2019. The Plan includes a Capital Investment Strategy (CIS) which is a base list of projects utilizing current funding sources and projected funding levels through 2019.

Park capital projects are funded primarily by four sources: park impact fees, State Environmental Policy Act (SEPA) mitigation fees, general fund contributions- Capital Improvement Program (CIP) and voted private utility tax revenue from the Parks and Pathways Funding Measure.

The Parks and Pathways Funding Measure, approved in 2004, created a revenue source for parks acquisition, development and maintenance. On average, the measure generates about \$2 million per year for parks. The revenue collected is spent in these areas: debt service, planning, maintenance and operations, and park acquisition and development.

There will be a reduced level of revenues from the voted utility tax available for new park acquisition and development through 2017. There are several reasons for this:

1. Continual payments from the voted utility tax fund to pay the debt service on bonds sold in 2006 and 2013.
2. Continued reliance on utility tax funds to pay staffing costs associated with the acquisition, design, construction and maintenance of park facilities funded through the Parks and Pathways program.
3. A trend of decreasing private utility tax collections.

The result is that between 2015 and 2020, as planned, there will be few new parks being acquired or developed, without other revenue. However, when the debt is retired in 2016 for bonds sold in 2006, there will be greater budget capacity for investing in new parks. Additionally, the Parks, Arts and Recreation Plan will be due for an update in 2014/2015 that will guide future investments.

This CFP does not include funding for further reconstruction of Percival Landing. In 2014 the City completed a major condition assessment of the boardwalk structure.

### Key Factors for Project Selection

#### Build vs. Maintain

The annual CFP and City Operating Budget are the financial engines intended to identify and balance the City's investment in new and existing infrastructure, as well as the means to operate and maintain them.

The 2015 Operating Budget must address the annual maintenance costs required to protect the City's investment in all park facilities. Without sustained funding for maintenance, emphasis was placed on selecting projects for the 2015 CFP that would have the least impact on maintenance staff workload.

#### Honor Grant Commitments

The City is required to keep parks that were acquired or developed with grant funding open to the public. As changes in park use are proposed, the City must anticipate the replacement of lost recreation facilities, land or both. Failure to honor

grant requirements could create financial implications and jeopardize future grant opportunities. In some instances, grant requirements include time lines for project design and development.

**City Council Directed Projects**

Some projects may be selected for funding based on direction by the City Council. These projects may be linked with emerging community needs and evolving partnerships.

**Land Acquisition Opportunities**

The steady decline in General Funds available for park maintenance constricts the City’s ability to construct new facilities. As a result, the City places more emphasis on park land acquisition. Maintenance of land costs less than maintenance of a fully developed park.

**Priest Point Park Upgrades**

In the next six years, decisions need to be made about aging facilities at Priest Point Park. There are shelters, shop buildings, restrooms and roadways that need repair or replacement. These repairs will exceed the typical \$500,000 per year major maintenance budget.

**2016-2020**

Without a new or significant increase in existing project revenues, there will not be many new parks proposed from 2016-2020.

**Base Programs**

Continued funding of the Condition Assessment and Major Maintenance Program (CAMMP) is critical to keeping parks open and safe. CAMMP was initiated through the Capital Budget in 2008, when funding for major repairs was greatly reduced in the Operating Budget. CAMMP is one of six program categories in the Parks, Arts and Recreation chapter of the 2015-2020 CFP. The others are:

- Community Park Expansion
- Neighborhood Park Development
- Open Space Acquisition and Development
- Park Bond Issue Debt Service
- Small Capital Projects

**Master Planning**

Interested citizens, local, State and Federal agencies, and the Squaxin Island Tribe are participating in defining the vision for West Bay Park. With master plans completed for Percival Landing and underway for West Bay, the Department is ready to explore optional funding approaches to begin design, construction, and operation and maintenance of the waterfront parks. With completion of the West Bay Habitat Study, work may resume in 2015 on the West Bay Park Master Plan.

**Assessing Development Impact Fees for Parks**

Park Impact Fees help fund new community parks, neighborhood parks and open space. The anticipated amount of revenue that will be collected annually is shown in the tables within the program area. The 2015 column displays collected and not yet appropriated revenues. The 2016-2020 column displays projected revenues based upon development projections provided by the Thurston Regional Planning Council.

**Small Capital Projects**

In the 2015-2020 CFP, Parks includes a Small Capital Projects category for funding. The purpose of this category is to provide funding for small project requests that are brought forward by citizens, neighborhood groups, non-profits and others. These funds are intended to be spent throughout the City park system. A basketball court, a pathway or other small improvement can

enhance the parks in small ways. This source of funds might also create partnership opportunities.

**Level of Service Standards**

Level of service standards, (referred to as “Target Outcome Ratios” in the Parks, Arts and Recreation Plan) are the ratio of developed park land per 1,000 residents. This is how the City evaluates whether we need to acquire more park land or build more recreation facilities. The Capital Facilities Plan identifies the means by which the City finances new park acquisition and development. Park land acquisition and development is funded by a variety of sources, including the 2% private utility tax, park impact fees, SEPA mitigation fees, grants, and donations.

The following table presents the existing level of service standards and target level of service standards from the 2010 Parks, Arts and Recreation (PAR) Plan. It shows that additional park land and development are needed if the target level of service standards are to be met. In the category of Open Space, the existing ratio of parks to population is higher than the target ratio. To keep up with projected population growth and retain the current standard would require acquiring approximately 140 more acres to the inventory every ten years. Current levels of funding are insufficient to sustain this level of Open Space acquisition.

**Existing and Target Levels of Service Standards for Parks**

Park Type	Existing Developed Acres (2010 PAR Plan*)	Existing Ratio (2010 PAR Plan - Acres /1,000)	Target Ratio (2010 PAR Plan - Acres/1,000)
Neighborhood Parks	39.92	.66	.76
Community Parks	152.12	2.51	2.91
Open Space	705.76	11.62	11.19

\* The 2010 Parks, Arts and Recreation (PAR) Plan incorrectly listed Steven’s Field at 13 acres when it is actually 7.84 acres. The acreage figures above are corrected and therefore vary slightly from those listed in the Plan. This correction will be made in future updates to the Parks, Arts and Recreation Plan.



## COMMUNITY PARK EXPANSION

<b>Location</b>	Community Parks are located throughout Olympia
<b>Links to Other Projects or Facilities</b>	N/A
<b>Description</b>	Community parks are places for large-scale community use. Community parks include athletic fields, picnic shelters, tennis courts, water access and other facilities. In the past, impact fees were collected for ball field and tennis court expansion. In 2008, these categories were merged into a new Community Park impact fee category. For further simplification, in 2012 the Special Use Area impact fee category was also merged into the Community Park category.
<b>Justification (Need/Demand)</b>	<p>In 2015, funding is being requested for the following projects:</p> <p><b>2014-2015 Parks, Arts and Recreation Plan Update:</b></p> <p>To remain eligible for Recreation Conservation Office (RCO) grant funding for parks, the City is required to update its Parks, Arts and Recreation Plan every six years. As the plan was last updated in 2010, it is timely to begin this process now. The plan will be prepared primarily by City staff; however this funding will be used for the preparation and administration of citizen surveys and for consultant assistance with the preparation of an accompanying business plan.</p> <p><b>Artesian Commons Enhancements:</b></p> <p>The creation of Artesian Commons Park has transformed an under-used parking lot into a multi-purpose urban outdoor courtyard that is clean, safe and welcoming to all. The concept plan calls for a second canopy, an artesian interpretive area, performance stage, gateway arches and a mural wall. The public has also offered other suggestions for future enhancements to the space. As we gain experience using and managing the facility, this funding will allow the City to implement some of these ideas.</p> <p><b>Community Park Feasibility Study:</b></p> <p>The 2010 Parks, Arts and Recreation Plan documents the City's need to acquire and develop a new community park. This project will prepare a feasibility study to assess the attributes and challenges presented by several potential sites throughout Olympia.</p> <p><b>Isthmus Remediation Plan &amp; Conceptual Design:</b></p> <p>These funds will be used to prepare a Remediation Plan for the two Isthmus parcels purchased by the City in 2013. This plan will identify the type and extent of any soil contaminants present. The project will also secure the regulatory approvals and prepare a park concept plan.</p> <p><b>Isthmus Remediation &amp; Phase 1 Construction:</b></p> <p>These funds will be used to remediate any soil or groundwater contamination identified by the Remediation Plan, and construct park improvements identified in the Conceptual Plan for construction during Phase 1 of the project. Additional funding may be required depending on the extent of contamination and required remediation. The City will continue its efforts to seek legislative approval for funding improvements on City property.</p> <p><b>Priest Point Park Rose Garden Shelter:</b></p> <p>The Rose Garden Shelter is a popular group gathering spot and sought-after venue for weddings. The existing structure has exceeded its design life. This project will demolish the facility and replace it with an expanded facility that is better integrated into the formal garden layout. To facilitate year-round use, the new structure will be constructed in a manner that will allow it to be enclosed in the future.</p> <p><b>YAF (Youth Athletic Facility) Ball Field Improvement:</b></p> <p>This funding will be used to provide a match for a \$75,000 RCO YAF grant request in 2015. The grant will be used at Yauger Park to replace the existing dirt infield on Field #2 with synthetic turf which will extend shoulder seasonal use, reduce rainouts, and reduce infield maintenance costs. The project will also replace aging dugouts and backstop fencing.</p> <p><b>Yauger Park Skate Court Renovation:</b></p> <p>The existing skate court was constructed in 2000. It was designed to satisfy the "state of the art" of the sport at that time. Over the last 15 years, the sport has evolved significantly, and the facility no longer offers the level of challenge desired. This project will modify and enhance existing features, and provide new features that will be more appealing to users. A donation from local residents, in memory of a deceased skate enthusiast, will augment City project funding.</p>
<b>Level of Service Standard</b>	<p>Target level of service standard (2010 Parks, Arts and Recreation Plan): 2.91 acres/1,000 population</p> <p>Existing Ratio (2010 Parks, Arts and Recreation Plan): 2.51 acres/1,000 population</p>
<b>Comprehensive Plan and Functional Plan(s) Citations</b>	<p>This CFP reflects the goals and policies of the 2010 Parks, Arts and Recreation Plan and the 1994 Olympia Comprehensive Plan. The 1994 Olympia Comprehensive Plan is in the process of being updated during the time this document is being published.</p> <p>Goals: PAR 4, Goal PAR 5, PAR 5.1 (b), PAR 8.7</p>

## COMMUNITY PARK EXPANSION (CONTINUED)

CAPITAL COSTS:	2015	2016-2020	TOTAL
Artesian Commons Enhancements	\$ 60,000	-	\$ 60,000
Community Park Feasibility Study	\$ 50,000	-	\$ 50,000
Isthmus Remediation Plan & Conceptual Design	\$670,000	-	\$ 670,000
Isthmus Remediation Phase 1 Construction	-	\$ 2,500,000	\$ 2,500,000
Parks, Arts & Recreation Plan	\$ 75,000	-	\$ 75,000
Priest Point Park Rose Garden Shelter	\$ 180,000	-	\$ 180,000
YAF Ball Field Improvement	\$ 255,500	-	\$ 255,500
Yauger Skate Court Renovation	\$ 45,000	-	\$ 45,000
<b>TOTAL</b>	<b>\$ 1,335,500</b>	<b>\$ 2,500,000</b>	<b>\$ 3,835,500</b>

FUNDING SOURCES:	2015	2016-2020	TOTAL
CIP Fund	\$ 75,000	-	\$ 75,000
Donation	\$15,000	-	\$ 15,000
Grant	\$ 75,000-	-	\$ 75,000
Impact Fees	\$ 1,000,500	\$ 1,000,000	\$ 2,000,500
SEPA Fees	\$ 170,000	-	\$ 170,000
State Legislative Appropriation	-	\$ 1,500,000	\$ 1,500,000
<b>TOTAL</b>	<b>\$ 1,335,500</b>	<b>\$ 2,500,000</b>	<b>\$ 3,835,500</b>

### ANNUAL OPERATIONS AND MAINTENANCE

<b>Estimated Costs</b>	Currently, the Department spends approximately \$900,000 annually for Community Park Operations and Maintenance (O&M). Annual maintenance for undeveloped Community Park sites is projected to be \$114/acre.
<b>Estimated Revenues</b>	None
<b>Anticipated Savings Due to Project</b>	None
<b>Department Responsible for Operations</b>	Parks, Arts and Recreation
<b>Quadrant Location</b>	South, West, Downtown







## CONDITION ASSESSMENT AND MAJOR MAINTENANCE PROGRAM (CAMMP)

<b>Location</b>	Park Facilities Citywide
<b>Links to Other Projects or Facilities</b>	Citywide Asset Management Program
<b>Description</b>	<p>Homeowners recognize that annual maintenance is necessary to protect the investment they made in their home. Similarly, capital investments in park facilities need to be maintained. Aging facilities require replacement of roofs, antiquated equipment and utilities. Driveways, parking areas, sport courts and trails require resurfacing to remain safe and accessible. CAMMP is designed to monitor the condition of park assets, identify and prioritize needed major repairs or replacement, and cost and schedule these projects. If this maintenance is not performed, park facilities might have to be closed or removed to safeguard the public.</p> <p>Sustaining a maintenance fund for parks is as important as building new facilities. It is critical that future maintenance requirements are identified and funded concurrently with new construction so that the community is assured uninterrupted access to its inventory of public recreation facilities.</p> <p>CAMMP incorporates a systematic inspection and criteria-based prioritization process. In 2008, a system-wide condition assessment was performed on all park buildings. Structural condition assessments were performed on Percival Landing in 2004 and 2009, and another 5-year structural condition assessment was conducted in 2014.</p> <p>Similar to Percival Landing, the park maintenance facility buildings at Priest Point Park (PPP) were built from 1940 through 1980 and have now exceeded their design life.</p> <p>The Department is continuing to integrate park facilities into the Citywide Asset Management System and has been integrating condition data and project prioritization assessments developed for CAMMP into the system in 2014.</p> <p>A 2008 CFP appropriation created a parks major maintenance program to repair or replace aging park infrastructure. This CFP includes funding of \$250,000 for CAMMP in 2015 and \$250,000 per year from 2016-2020. CAMMP projects identified for 2015 are:</p> <ul style="list-style-type: none"> <li>• Miscellaneous sports field surface repairs</li> <li>• Priest Point Park carpenter shop repairs</li> <li>• Percival Landing annual condition inspection</li> <li>• Yauger Park synthetic infield installation</li> </ul>
<b>Justification (Need/Demand)</b>	CAMMP is necessary to ensure that existing park facilities are rehabilitated and replaced as needed to maintain the park amenities citizens expect. This program supports sustainability by extending the life of our park facilities. Deferred maintenance can result in closed facilities or additional maintenance costs.
<b>Level of Service Standard</b>	N/A
<b>Comprehensive Plan and Functional Plan(s) Citations</b>	This CFP reflects the goals and policies of the 2010 Parks, Arts and Recreation Plan and the 1994 Olympia Comprehensive Plan. The 1994 Olympia Comprehensive Plan is in the process of being updated during the time this document is being published.

CAPITAL COSTS:	2015	2016-2020	TOTAL
CAMMP Major Maintenance Projects	\$ 250,000	\$ 1,250,000	\$ 1,500,000
<b>TOTAL</b>	<b>\$ 250,000</b>	<b>\$ 1,250,000</b>	<b>\$ 1,500,000</b>

FUNDING SOURCES:	2015	2016-2020	TOTAL
CIP Fund	\$ 250,000	\$ 1,250,000	\$ 1,500,000
<b>TOTAL</b>	<b>\$ 250,000</b>	<b>\$ 1,250,000</b>	<b>\$ 1,500,000</b>

ANNUAL OPERATIONS AND MAINTENANCE	
Estimated Costs	None
Estimated Revenues	None
Anticipated Savings Due to Project	None
Department Responsible for Operations	Parks, Arts and Recreation
Quadrant Location	Citywide



## NEIGHBORHOOD PARK DEVELOPMENT

<b>Location</b>	Neighborhood parks are located in all quadrants of the City
<b>Links to Other Projects or Facilities</b>	N/A
<b>Description</b>	Neighborhood parks are an integral part of implementing the urban design strategy for Olympia’s neighborhoods. Neighborhood parks are a common gathering place for families and children, and are a high priority for expanding Olympia’s park system.
<b>Justification (Need/Demand)</b>	In 2015, Neighborhood Park impact fee funding is requested for Margaret McKenny Site Concept Plan, Picnic Shelter Design & Construction. Margaret McKenny Park currently has only minimal improvements, constructed as part of an Interim Use & Management Plan (IUMP) in 2007. This project will produce a site master plan, picnic shelter construction drawings, and a completed picnic shelter.
<b>Level of Service Standard</b>	Target level of service standard (2010 Parks, Arts and Recreation Plan): 0.76 acres/1,000 population Existing Ratio (2010 Parks, Arts and Recreation Plan): 0.66 acres/1,000 population
<b>Comprehensive Plan and Functional Plan(s) Citations*</b>	This CFP reflects the goals and policies of the 2010 Parks, Arts and Recreation Plan and the 1994 Olympia Comprehensive Plan. The 1994 Olympia Comprehensive Plan is in the process of being updated during the time this document is being published.

CAPITAL COSTS:	2015	2016-2020	TOTAL
Margaret McKenny Picnic Shelter	\$ 120,000	-	\$ 120,000
<b>TOTAL</b>	<b>\$ 120,000</b>	<b>-</b>	<b>\$ 120,000</b>

FUNDING SOURCES:	2015	2016-2020	TOTAL
Impact Fees	\$ 120,000	-	\$ 120,000
<b>TOTAL</b>	<b>\$ 120,000</b>	<b>-</b>	<b>\$ 120,000</b>



### ANNUAL OPERATIONS AND MAINTENANCE

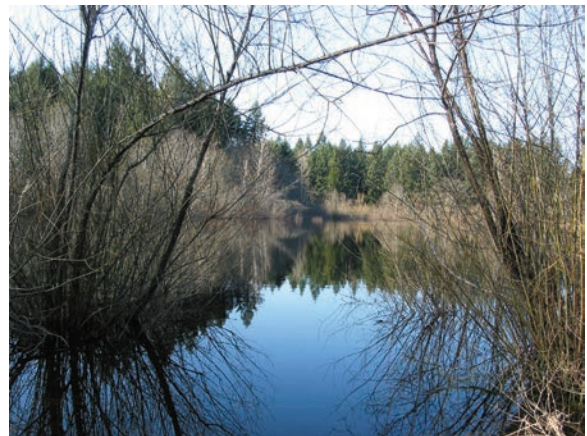
<b>Estimated Costs</b>	Approximately \$217,000 is spent annually system-wide for Neighborhood Park O&M. Annual maintenance for neighborhood park sites with interim improvements is approximately \$1,500 per acre.
<b>Estimated Revenues</b>	None
<b>Anticipated Savings Due to Project</b>	None
<b>Department Responsible for Operations</b>	Parks, Arts and Recreation
<b>Quadrant Location</b>	Citywide



## OPEN SPACE ACQUISITION AND DEVELOPMENT

<b>Location</b>	Open Space Parks are located in all quadrants of the City
<b>Links to Other Projects or Facilities</b>	N/A
<b>Description</b>	Open space is property acquired to protect the special natural character of Olympia’s landscape. The Open Space Network includes trail corridors, greenways, forests, streams, wetlands and other natural features. Facility development is limited to trails and trailhead facilities that include parking, restrooms, information kiosks and environmental education and interpretation facilities.
<b>Justification (Need/Demand)</b>	In 2015 SEPA Open Space park mitigation fee funding is requested for: <b>Grass Lake Nature Park</b> This project will construct phase one of Grass Lake Nature Park. This phase includes grading and drainage improvements, paved trailhead parking adjacent to Kaiser Road, paved and gravel pedestrian pathways, a gateway entrance/interpretive structure, and an interpretive overlook of Lake Louise. <b>Olympia Woodland Trail – Trail Easement</b> The Burlington Northern Rail Road has denied the City’s request for an at-grade crossing for the future Phase IV of the Olympia Wood Trail. This project will secure an easement that will facilitate an overhead crossing of the railroad. <b>Watershed Park – BMX Course Concept and Design</b> This project will develop a concept plan and design for integrating a BMX bicycle course into the under-utilized portion of Watershed Park located southwest of Henderson Boulevard. Local members of the South Sound Bicycle Alliance have offered to be active partners in this endeavor.
<b>Level of Service Standard</b>	Target level of service standard (2010 Parks, Arts and Recreation Plan): 11.19 acres/1,000 population Existing Ratio (2010 Parks, Arts and Recreation Plan): 11.62 acres/1,000 population
<b>Comprehensive Plan and Functional Plan(s) Citations</b>	This CFP reflects the goals and policies of the 2010 Parks, Arts and Recreation Plan and the 1994 Olympia Comprehensive Plan. The 1994 Olympia Comprehensive Plan is in the process of being updated during the time this document is being published.

CAPITAL COSTS:	2015	2016-2020	TOTAL
Grass Lake Nature Park Phase 1	-	\$ 900,000	\$ 900,000
OWT Easement	\$ 50,000	-	\$ 50,000
Watershed Park BMX Concept	\$ 40,000	-	\$ 40,000
<b>TOTAL</b>	<b>\$ 90,000</b>	<b>\$ 900,000</b>	<b>\$ 990,000</b>



FUNDING SOURCES:	2015	2016-2020	TOTAL
SEPA Fees	\$ 90,000	\$ 100,000	\$ 190,000
Impact Fees	-	\$ 800,000	\$ 800,000
<b>TOTAL</b>	<b>\$ 90,000</b>	<b>\$ 900,000</b>	<b>\$ 990,000</b>

### ANNUAL OPERATIONS AND MAINTENANCE

<b>Estimated Costs</b>	Approximately \$59,000 is spent annually system-wide for Open Space O&M.
<b>Estimated Revenues</b>	None
<b>Anticipated Savings Due to Project</b>	None
<b>Department Responsible for Operations</b>	Parks, Arts and Recreation
<b>Quadrant Location</b>	Citywide



## PARKS BOND ISSUE DEBT SERVICE

<b>Location</b>	N/A
<b>Links to Other Projects or Facilities</b>	N/A
<b>Description</b>	<p>In 2004, the citizens of Olympia voted to increase the utility tax by 2% for parks. In order to acquire park land, the Council sold general obligation bonds in 2006 for \$9.5 million. The debt service will be paid with annual utility tax revenues. This project reflects the annual debt service needed for the bonds. Final payment will be made in 2016.</p> <p>In 2011, the City of Olympia opened a Bond Anticipation Note (BAN) in the amount of \$2,500,000 to partially fund the \$14.5 million Percival Landing Phase 1 Reconstruction Project. In 2013, \$1,670,000 in bonds were issued to refinance the BAN. \$830,000 of the BAN was repaid as part of the refinancing. Final payment of the 2013 bonds will be in 2021.</p>
<b>Justification (Need/Demand)</b>	N/A
<b>Level of Service Standard</b>	N/A
<b>Comprehensive Plan and Functional Plan(s) Citations</b>	N/A

CAPITAL COSTS:	2015	2016-2020	TOTAL
2006 Bond Debt Service	\$ 1,196,000	\$1,191,750	\$ 2,387,750
2011 Bond Debt Service	\$ 243,400	\$ 1,212,100	\$ 1,455,500
<b>TOTAL</b>	<b>\$ 1,439,400</b>	<b>\$ 2,403,850</b>	<b>\$3,843,250</b>

FUNDING SOURCES:	2015	2016-2020	TOTAL
Voted Utility Tax (V.U.T)	\$ 1,439,400	\$ 2,403,850	\$3,843,250
<b>TOTAL</b>	<b>\$ 1,439,400</b>	<b>\$ 2,403,850</b>	<b>\$3,843,250</b>



### ANNUAL OPERATIONS AND MAINTENANCE

<b>Estimated Costs</b>	The operating costs are dependent on the parcels of property purchased
<b>Estimated Revenues</b>	None
<b>Anticipated Savings Due to Project</b>	None
<b>Department Responsible for Operations</b>	Parks, Arts and Recreation
<b>Quadrant Location</b>	N/A







## SMALL CAPITAL PROJECTS

<b>Location</b>	Small capital projects will be located in all quadrants of the City
<b>Links to Other Projects or Facilities</b>	N/A
<b>Description</b>	Institute a small capital projects program, funded in the amount of \$25,000 per year that would enable the Department to construct several citizen-requested, small capital park improvement projects annually.
<b>Justification (Need/Demand)</b>	<p>Throughout the year, the Parks, Arts and Recreation Department receives citizen requests for minor park enhancements. These small projects are proposed to be funded with impact fees or SEPA mitigation fees. By adding a small piece of play equipment, a basketball ½ court or other small improvements, the department can respond to operational needs and community requests and increase the use and enjoyment of parks.</p> <p><b>2015 CFP Small Capital Projects Funding will fund:</b></p> <ul style="list-style-type: none"> <li>• Basketball ½ court at Harry Fain Park</li> <li>• Tennis court backboard at Kettle View Park</li> <li>• Additional bike racks along Percival Landing</li> <li>• Dumpster enclosure at Yauger Park</li> </ul>
<b>Level of Service Standard</b>	N/A
<b>Comprehensive Plan and Functional Plan(s) Citations</b>	<p>This CFP reflects the goals and policies of the 2010 Parks, Arts and Recreation Plan and the 1994 Olympia Comprehensive Plan. The 1994 Olympia Comprehensive Plan is in the process of being updated during the time this document is being published.</p> <p>Goals: PAR 1.3, PAR 1.4, PAR 8.1</p>

CAPITAL COSTS:	2015	2016-2020	TOTAL
Small Capital Projects in Existing Parks	\$ 25,000	\$ 125,000	\$ 150,000
<b>TOTAL</b>	<b>\$ 25,000</b>	<b>\$ 125,000</b>	<b>\$ 150,000</b>

FUNDING SOURCES:	2015	2016-2020	TOTAL
Impact Fees	\$ 1,000	\$ 75,000	\$ 76,000
SEPA Fees	\$ 24,000	\$ 50,000	\$ 74,000
<b>TOTAL</b>	<b>\$25,000</b>	<b>\$ 125,000</b>	<b>\$ 150,000</b>



ANNUAL OPERATIONS AND MAINTENANCE	
<b>Estimated Costs</b>	None
<b>Estimated Revenues</b>	None
<b>Anticipated Savings Due to Project</b>	None
<b>Department Responsible for Operations</b>	Parks, Arts and Recreation
<b>Quadrant Location</b>	Downtown













## Transportation

The CFP brings the vision of the Olympia Comprehensive Plan (Comp Plan) to reality. The Comp Plan is the blueprint for the development of our transportation system.

The City builds a transportation system that provides people with choices to walk, bike, drive, or ride the bus, and assures the safe delivery of goods and services. The Transportation Mobility Strategy (2009) takes the Comp Plan vision and provides specific guidance in these areas:

- Expanding system capacity and the ability to move people and bicycles, not just cars
- Building complete streets with features to support all modes of transportation
- Developing bus corridors with fast, frequent and user-friendly bus service
- Increasing network connectivity through more street connections and off-street pathways

### Types of Projects

Our transportation system is comprised of more than 578 lane miles of street, along with signs, markings, signals, street lights, roundabouts, bike lanes, sidewalks, and trees. A project is included in this plan because it:

- Maintains and preserves the system we have
- Improves the safety and function of a street, such as adding sidewalks or
- Increases the capacity of the street system, such as a new signal or a turn lane

### How Projects are Added to the CFP

Projects are listed either individually, or as a set of priorities in a program. Projects are identified through planning efforts or engineering studies. A project can be added to the CFP because it is a priority defined in a plan, or it is needed based on a specific evaluation. Some of the ways a project becomes a part of the CFP are as follows:

- **Plans:** Sub-plans are developed to identify and quantify a specific need in our system, such as bike lanes and sidewalks. Sub-plans like the Sidewalk Program (2004) and Bicycle Master Plan (2009) define projects, which are then added to the CFP.
- **Studies:** Corridor or district studies evaluate issues and identify solutions and opportunities in a specific area. Projects that result from these area-specific evaluations are added to the CFP.

- **Advisory Boards:**  
The Olympia Planning Commission and the Bicycle and Pedestrian Advisory Committee provide input in the development of plans and studies, and annually provide input in the development of the CFP. Citizen members of these committees bring to the planning process their experience and input from their neighborhoods or through a particular constituency they represent.
- **Citizen requests:**  
Throughout the year, City staff, the Council, and advisory committees receive comments about needs and priorities in our transportation system. These are evaluated when drafting the CFP.
- **Pavement ratings:**  
The condition of street pavement is surveyed annually. Damaged streets are listed for repairs. Streets with some wear are resurfaced with low-cost treatments to prevent further damage and to offset the need for costly reconstruction. Streets needing major reconstruction are shown in the CFP; streets that will be resurfaced with low-cost treatments are typically not in the CFP.
- **Capacity review:**  
Annually, staff reviews how well the transportation system is working relative to growth in traffic volumes. Capacity projects help to reduce congestion at certain intersections or along sections of road. Capacity projects in the CFP might include road widening or changes to intersections, such as roundabouts.

### Coordination for Efficiency

Within the Transportation Section programs, projects are combined for construction efficiencies. For example, bike lanes are typically added when a street is resurfaced, with funding coming from both the Bicycle Program, and Street Repair and Reconstruction Program to complete the project. Transportation work is also coordinated with utility work. When we plan to rebuild a road, we take the opportunity to upgrade sewer and water lines under the pavement, or find a better way to manage the stormwater that flows off the pavement.

### Recent Trends

Transportation projects in the CFP are funded by impact fees, grants, Transportation Benefit District fees (\$20 per vehicle) and other types of specific taxes. (e.g. Utility and Real Estate Excise Taxes (REET)). In this economic climate, funding is reduced for many CFP programs because expenditures continue to exceed revenues.

An emphasis in this and prior CFPs continues to be pavement preservation. If the life of a street's pavement can be preserved with a low-cost treatment now, we can avoid costly resurfacing later. Keeping our pavement conditions from deteriorating will lead to future budget savings.

Another area of sustained funding is sidewalks. In 2004, Olympia voters approved the Parks and Recreational Facilities funding measure. The funding measure, referred to as "Parks and Pathways," is the primary source of funds for sidewalks — about \$1 million annually. This revenue comes from the private utility tax levied on utilities, such as cell phone and natural gas.

Impact fees are collected from new developments to help pay for additional traffic trips that the development adds to the current

street system. These fees are used for capacity projects. As new residential and commercial development has slowed, so has the collection of impact fees. The lack of development, however, also means there is not a growth in traffic, which would warrant capacity improvements.

Transit signal priority systems give buses the green light so they do not get stuck in traffic. With federal Congestion Mitigation and Air Quality (CMAQ) grant funds, signal systems will be upgraded to allow transit priority functions along 4th/State, Pacific Avenue, and Martin Way corridors. Olympia, Lacey, Tumwater, and Intercity Transit will be prepared to use transit signal priority in 2014/2015. Thurston Regional Planning Council is coordinating this inter-jurisdictional project.

Street lights owned by the City of Olympia were converted to Light Emitting Diodes (LED). This conversion will save the City approximately 50% in power costs. Additionally in 2014/2015 the City is working to convert Puget Sound Energy (PSE) lights to LED. These lights are predominantly in neighborhoods. The project should be completed early in 2015.





## 4TH AVENUE BRIDGE RAILING REPAIRS

<b>Location</b>	4th Avenue Bridge
<b>Links to Other Projects or Facilities</b>	None
<b>Description</b>	<p>Clean and seal the existing railing in order to preserve the condition and improve aesthetics. This work is in addition to regular maintenance and inspection, which includes:</p> <p>Annual pressure washing and sweeping</p> <p>Regularly scheduled bridge inspections, which are: routine every two years, Under Bridge Inspection Truck (“UBIT”), every four years, and underwater every five years.</p>
<b>Justification (Need/Demand)</b>	The railing is showing early signs of failure. The concrete is cracking and in some places is spalling. While this is more of an aesthetic, rather than structural issue, it is important to preserve the overall integrity of the railing. Construction will occur in 2020.
<b>Level of Service (LOS)</b>	N/A
<b>Comprehensive Plan and Functional Plan(s) Citations</b>	<p>The 1994 Olympia Comprehensive Plan is in the process of being updated during the time this document is being published. This CFP reflects the goals and policies of the 1994 Plan.</p> <p>Goals:</p> <p>T 1.11: The City shall support bicyclists and pedestrians.</p> <p>T 1.13: Bike routes and pedestrian improvements on streets that serve high density areas shall be given high priority for improvements.</p> <p>T 3: Ensure the safe and efficient movement of goods and people.</p>

CAPITAL COSTS:	2015	2016-2020	TOTAL
Repair and Seal Railings	-	\$ 399,000	\$ 399,000
<b>TOTAL</b>	-	<b>\$ 399,000</b>	<b>\$ 399,000</b>

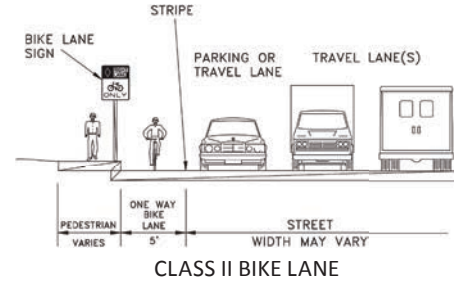
FUNDING SOURCES:	2015	2016-2020	TOTAL
CIP Fund	-	\$ 399,000	\$ 399,000
<b>TOTAL</b>	-	<b>\$ 399,000</b>	<b>\$ 399,000</b>

ANNUAL OPERATIONS AND MAINTENANCE	
<b>Estimated Costs</b>	Not yet determined
<b>Estimated Revenues</b>	None
<b>Anticipated Savings Due to Project</b>	Not yet determined
<b>Department Responsible for Operations</b>	Public Works
<b>Quadrant Location</b>	Downtown



## BICYCLE FACILITIES (PROGRAM #0200)

<b>Location</b>	Various locations Citywide. See Project List.
<b>Links to Other Projects or Facilities</b>	Street Repair and Reconstruction Projects— Transportation section Sidewalk Construction—Transportation section



**Description** The Bicycle/Pedestrian Advisory Committee developed the 2009 Bicycle Master Plan to establish a Citywide network of bicycle facilities as defined in the Comprehensive Plan. The Program includes reconstruction and re-striping of streets to add bike lanes (sometimes in coordination with an overlay), and bike route signing. Project components may include bicycle facilities, geometrics, pavement, signage, pavement markings and surfacing materials, street repair and striping.

**Project List** Current level of funding in the Bicycle Facilities Program is not adequate to fund all listed projects within the six-year time frame. The coordination with sidewalk, pavement management and sewer line projects will result in changes to this list, and timing adjustments are anticipated. In addition to CIP funds, grant funds are sought whenever possible. Timing of project completion will be adjusted based on available funds. Funds are accumulated over multiple years in this program in order to construct the next priority project. Additional funding from grants is needed.

These projects are coordinated with the Street Repair and Reconstruction program. Cost estimates reflect bike and stormwater share associated with the bicycle facility of project costs only.

PRIORITY	LOCATION - Street Name (Quadrant: Map Coordinate)	FROM	TO	CLASS	COST ESTIMATE	FUNDING
<b>No Projects Planned for 2015</b>						
<b>Future Construction</b>						
1	San Francisco Avenue (N:B5)	East Bay Drive	Bethel Street	II	\$ 1,152,300*	Grant, CIP
2	Mottman Road (W:D3)	Mottman Court	West end of frontage improvements	II	\$ 1,141,700	Grant, CIP
3	14th Avenue NW / Walnut Road (W:D3-4)	Cooper Point Road	Division Street	II	\$ 4,252,500*	Grant, CIP
4	Herman Road (S:E8)	Wiggins Road	East City Limits	II	\$ 6,582,500	Grant, CIP
* Stormwater costs are included. Additional pavement width from the bicycle facility triggers stormwater mitigation requirements.						

The Bicycle and Pedestrian Advisory Committee will review the planned project priorities in this program and make recommendations on the timing and priority of these projects.

**Justification (Need/Demand)** The Comprehensive Plan stresses alternative transportation modes and specifically calls for the coordination of bicycle facility development at the time of street overlays or major maintenance work. In addition to CIP funds, grant funds are sought whenever possible.

**Level of Service (LOS)** N/A

Project Type: Functionality project. There is currently no bicycle facility LOS standard other than the general directive in the Comprehensive Plan that all arterials, major collectors and selected neighborhood collectors have bicycle facilities.



## BICYCLE FACILITIES (PROGRAM # 0200) CONTINUED

**Target Outcome** Bicycle Program Projects are drawn from the 2009 Bicycle Master Plan. The target outcome in this program is based on the total planned projects in the Bicycle Master Plan, which totals 26.5 miles. Some of the 26.5 miles of bike lanes will be built by private development as frontage improvements.

### Bicycle Program Target Outcome

2009 Bike Master Plan Total Projects	Bike Master Plan Complete Since 2009	Miles Identified in this CFP	Bike Master Plan Remaining
26.5 miles	2.5 miles 9% of total	4.3 miles 16% of total	19.7 miles 75% of total

**Comprehensive Plan and Functional Plan(s) Citations**

The 1994 Olympia Comprehensive Plan is in the process of being updated during the time this document is being published. This CFP reflects the goals and policies of the 1994 Plan.

Goals:

T 1.1: Promote alternatives to driving alone.

T 1.14: Bike routes for commuters shall be incorporated into street standards and urban trail plans.

T 1.17: Bike routes, such as those identified in the Urban Trails Plan, should link activity areas where possible.

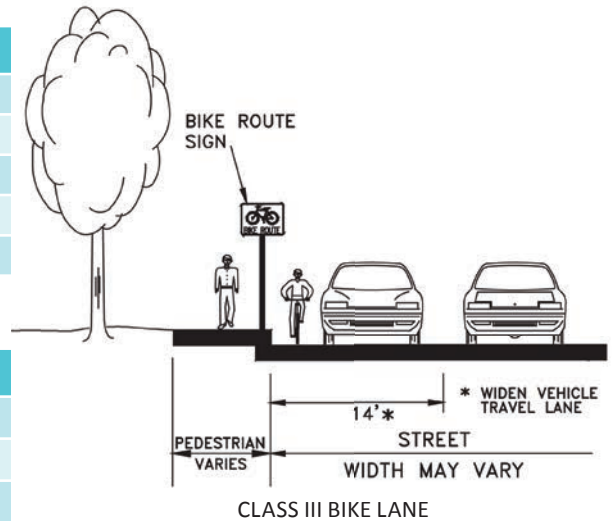
T 3.3: Give priority to Citywide alternative modes of transportation when transportation projects are proposed.

T 5.7: Encourage bicycle travel, particularly by providing adequate bikeways.

2009 Bicycle Master Plan

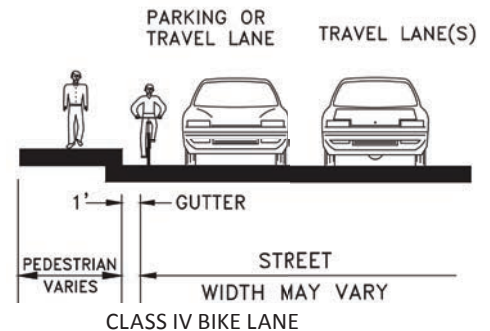
CAPITAL COSTS:	2015	2016-2020	TOTAL
Permitting Fees	-	\$ 25,000	\$ 25,000
Design & Engineering	-	\$ 190,000	\$ 190,000
Construction	-	\$ 592,500	\$ 592,500
Public Involvement	-	\$ 42,500	\$ 42,500
<b>TOTAL</b>	-	<b>\$ 850,000</b>	<b>\$ 850,000</b>

FUNDING SOURCES:	2015	2016-2020	TOTAL
Grant	-	\$ 600,000	\$ 600,000
CIP Fund	-	\$ 250,000	\$ 250,000
<b>TOTAL</b>	-	<b>\$ 850,000</b>	<b>\$ 850,000</b>



### ANNUAL OPERATIONS AND MAINTENANCE

Estimated Costs	\$2,265 per lane mile. Total for 2015 through 2020 = \$9,750
Estimated Revenues	Not yet determined
Anticipated Savings Due to Project	Not yet determined
Department Responsible for Operations	Public Works
Quadrant Location	North, South, West



## CAPITOL WAY SIDEWALK - UNION AVENUE TO 10TH AVENUE

<b>Location</b>	Capitol Way, Union Avenue to 10th Avenue, west side of the street
<b>Links to Other Projects or Facilities</b>	Pedestrian Crossing Improvements- Transportation Section
<b>Description</b>	Sidewalk and street tree removal and replacement, including new bulb-outs at the intersections of Capitol Way and 10th Avenue (northwest and southwest corners) and Capitol Way and Union Avenue (northwest corner), where parking lanes exist.
<b>Justification (Need/Demand)</b>	The existing sidewalk is in need of repair. Street paving has reduced the curb height, which affects stormwater flows. Runoff is now able to flow over the curb and along the sidewalk, rather than being directed to the City's stormwater system. This project will be funded by redirecting funds from the Pedestrian Crossing Improvements Program and the Sidewalk Construction Program.
<b>Level of Service Standard</b>	N/A
<b>Comprehensive Plan and Functional Plan(s) Citations</b>	The 1994 Olympia Comprehensive Plan is in the process of being updated during the time this document is being published. This CFP reflects the goals and policies of the 1994 Plan. Goals: T 1.11: The City shall support bicyclists and pedestrians. T 1.13: Bike routes and pedestrian improvements on streets that serve high density areas shall be given high priority for improvements. T 3: Ensure the safe and efficient movement of goods and people.

CAPITAL COSTS:	2015	2016-2020	TOTAL
Design & Engineering	-	\$ 103,500	\$ 103,500
Construction	-	\$ 241,500	\$ 241,500
<b>TOTAL</b>	-	<b>\$ 345,000</b>	<b>\$ 345,000</b>

FUNDING SOURCES:	2015	2016-2020	TOTAL
Grant	-	\$ 207,000	\$ 207,000
CIP Fund	-	\$ 138,000	\$ 138,000
<b>TOTAL</b>	-	<b>\$ 345,000</b>	<b>\$ 345,000</b>

### ANNUAL OPERATIONS AND MAINTENANCE

<b>Estimated Costs</b>	Not yet determined
<b>Estimated Revenues</b>	None
<b>Anticipated Savings Due to Project</b>	Not yet determined
<b>Department Responsible for Operations</b>	Public Works
<b>Quadrant Location</b>	Downtown







## HAZARD ELIMINATION SAFETY PROJECTS (PROGRAM # 0620)

<b>Location</b>	Various locations. See Project List.																		
<b>Links to Other Projects or Facilities</b>	N/A																		
<b>Description</b>	Provide safety improvements on high accident roadway sections or at intersections. Project components may include guardrails, pavement, pedestrian crossings, railroad crossings, signage, and traffic control signals.																		
<b>Project List</b>	<table border="1"> <thead> <tr> <th>PRIORITY</th> <th>LOCATION Street Name (Quadrant: Map Coordinate)</th> <th>COST</th> </tr> </thead> <tbody> <tr> <td colspan="3"><b>No Projects Planned for 2015</b></td> </tr> <tr> <td colspan="3"><b>Anticipated 2016-2020 Project List</b></td> </tr> <tr> <td>1</td> <td>Legion Way at Adams Street, traffic signal (DT:C5)</td> <td>\$ 1,091,800</td> </tr> <tr> <td>2</td> <td>Jefferson Street at 8th Avenue SE, traffic signal (DT:C5)</td> <td>\$ 1,223,000</td> </tr> <tr> <td>3</td> <td>Harrison Avenue and Division Street northbound right turn lane and sidewalk improvements. This coordinated project will improve traffic signal operations, safety, and provide for future capacity needs. (W:C4)</td> <td>\$ 1,312,600</td> </tr> </tbody> </table>	PRIORITY	LOCATION Street Name (Quadrant: Map Coordinate)	COST	<b>No Projects Planned for 2015</b>			<b>Anticipated 2016-2020 Project List</b>			1	Legion Way at Adams Street, traffic signal (DT:C5)	\$ 1,091,800	2	Jefferson Street at 8th Avenue SE, traffic signal (DT:C5)	\$ 1,223,000	3	Harrison Avenue and Division Street northbound right turn lane and sidewalk improvements. This coordinated project will improve traffic signal operations, safety, and provide for future capacity needs. (W:C4)	\$ 1,312,600
PRIORITY	LOCATION Street Name (Quadrant: Map Coordinate)	COST																	
<b>No Projects Planned for 2015</b>																			
<b>Anticipated 2016-2020 Project List</b>																			
1	Legion Way at Adams Street, traffic signal (DT:C5)	\$ 1,091,800																	
2	Jefferson Street at 8th Avenue SE, traffic signal (DT:C5)	\$ 1,223,000																	
3	Harrison Avenue and Division Street northbound right turn lane and sidewalk improvements. This coordinated project will improve traffic signal operations, safety, and provide for future capacity needs. (W:C4)	\$ 1,312,600																	
<b>Justification (Need/Demand)</b>	This program is intended to eliminate or reduce hazards at specific locations on roads and streets that have high accident experience or accident potential. Projects are dependent on the availability of Highway Safety Improvement Program Funds.																		
<b>Level of Service (LOS)</b>	N/A																		

<b>Comprehensive Plan and Functional Plan(s) Citations</b>	<p>The 1994 Olympia Comprehensive Plan is in the process of being updated during the time this document is being published. This CFP reflects the goals and policies of the 1994 Plan.</p> <p>Goals:</p> <ul style="list-style-type: none"> <li>T 3: Ensure the safe and efficient movement of goods and people.</li> <li>T 3.1: Accommodate the safe and efficient movement of goods and people.</li> <li>T 3.7: Establish street designs that will contribute to reaching transportation and land use goals of the area.</li> <li>T 3.8: Promote safe and convenient access for all people to transportation systems and individual properties.</li> <li>T 3.11: Design intersections to safely accommodate both pedestrian and vehicular traffic.</li> </ul>
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CAPITAL COSTS:	2015	2016-2020	TOTAL
Design & Engineering	-	\$ 602,700	\$ 602,700
Construction	-	\$ 3,018,400	\$ 3,018,400
Land & Right-of-Way	-	\$ 6,300	\$ 6,300
<b>TOTAL</b>	-	<b>\$ 3,627,400</b>	<b>\$ 3,627,400</b>

FUNDING SOURCES:	2015	2016-2020	TOTAL
Grant	-	\$ 3,083,290	\$ 3,083,290
CIP Fund	-	\$ 544,110	\$ 544,110
<b>TOTAL</b>	-	<b>\$ 3,627,400</b>	<b>\$ 3,627,400</b>

ANNUAL OPERATIONS AND MAINTENANCE	
Estimated Costs	\$500/project
Estimated Revenues	None
Anticipated Savings Due to Project	None
Department Responsible for Operations	Public Works
Quadrant Location	West, Downtown





## PARKS AND PATHWAYS — NEIGHBORHOOD PATHWAYS

<b>Location</b>	Various locations Citywide.
<b>Links to Other Projects or Facilities</b>	Parks and Pathways- Sidewalk– Transportation Section Open Space Network Expansion- Parks, Arts, and Recreation Section
<b>Description</b>	<p>This program is for development of bicycle and pedestrian pathways in neighborhoods. Priority pathways for improvement will be identified by neighborhoods. Some of these funds will be awarded to neighborhoods as grants for resident-led improvements to pathways. Some of the funds will be used by the City to design and construct pathways.</p> <p>In September 2004, voters approved a 3% increase to the private utility tax to pay for parks and recreational facilities. Funding for this program will come from these revenues.</p> <p>Funding includes \$100,000/year from Voted Utility Tax for Sidewalks and \$25,000 from Parks Voted Utility Tax, Open Space Network.</p>
<b>Project List</b>	Applications are received each year and projects constructed the following year. For this reason, and because of the timing of the CFP update, no projects are listed.
<b>Justification (Need/Demand)</b>	Pathways provide bicyclists and pedestrians more direct off-street routes within neighborhoods. Pathways connect streets to other streets, parks, schools, and trails.
<b>Target Outcome</b>	To be developed.
<b>Level of Service (LOS)</b>	N/A Project Type: Functionality Project
<b>Comprehensive Plan and Functional Plan(s) Citations</b>	<p>The 1994 Olympia Comprehensive Plan is in the process of being updated during the time this document is being published. This CFP reflects the goals and policies of the 1994 Plan.</p> <p>Goals:</p> <p>T1: Reduce dependence on auto use, especially drive-alone vehicle use.</p> <p>T1.1: Promote alternatives to driving alone.</p> <p>T1.11: The City shall support bicyclists and pedestrians.</p> <p>T1.12: In downtown and along high density corridors, priority should be given to building pedestrian-friendly streets.</p>

CAPITAL COSTS:	2015	2016-2020	TOTAL
Planning and Design	\$ 20,000	\$ 100,000	\$ 120,000
Construction	\$ 105,000	\$ 525,000	\$ 630,000
<b>TOTAL</b>	<b>\$ 125,000</b>	<b>\$ 625,000</b>	<b>\$ 750,000</b>

FUNDING SOURCES:	2015	2016-2020	TOTAL
Voted Utility Tax — Parks	\$ 25,000	\$ 125,000	\$ 150,000
Voted Utility Tax — Pathways/Sidewalks	\$ 100,000	\$ 500,000	\$ 600,000
<b>TOTAL</b>	<b>\$ 125,000</b>	<b>\$ 625,000</b>	<b>\$ 750,000</b>

ANNUAL OPERATIONS AND MAINTENANCE	
Estimated Costs	\$10,000 per year
Estimated Revenues	NA
Anticipated Savings Due to Project	N/A
Department Responsible for Operations	Public Works
Quadrant Location	Citywide





## PARKS AND PATHWAYS — SIDEWALK (PROGRAM # 0626/FUND # 317)

<b>Location</b>	Various locations Citywide. See Project List.
<b>Links to Other Projects or Facilities</b>	Parks and Pathways—Neighborhood Pathways—Transportation section Sidewalk Program—Transportation section
<b>Description</b>	In September 2004, the voters approved a 3% increase in the utility tax. Of this increase, 1% is for recreational walking facilities.

**Project List** Recreational sidewalk projects are derived from the Sidewalk Program accepted by the City Council in 2003, with an emphasis on connecting parks, recreational facilities and trails. An estimated 70,000 feet of sidewalk will be constructed on major streets in the next 20 years. Sidewalks will also be constructed on selected smaller neighborhood streets that connect to parks and recreational facilities; specific locations have not yet been identified. Of the \$1 million in revenue that is anticipated to be collected annually for sidewalks and pathways, \$100,000 is proposed to be used for the Neighborhood Pathways Program.

YEAR	LOCATION	FROM	TO	COST
<b>No Projects Planned for 2015</b>				
<b>Anticipated 2016-2020 Project List</b>				
2016-2020	Eastside Street/22nd Avenue	Fir Street	I-5	\$ 4,042,000

<b>20 Year Project List</b>				
To be determined	Kaiser Road	Harrison Avenue	6th Avenue	
	Fir Street	Bigelow Avenue	Pine Avenue	
	Pine Avenue	Fir Street	Edison Street	
	Cooper Point Road	Conger Avenue	Elliott Avenue	
	Elliott Avenue	Cooper Crest Street	Cooper Point Road	
	14th Avenue/Walnut Road	Kaiser Road	Division Street	
	Division Street	Walnut Road	Elliott Avenue	
	Elliott Avenue	Division Street	Crestline Boulevard	
	Morse-Merryman Road	Hoffman Road	Wiggins Road	
	Boulevard Road	Log Cabin Road	41st Way	
	Decatur Street	13th Avenue	Caton Way	
	Fern Street	9th Avenue	14th Avenue	
	Boulevard Road	15th Avenue	22nd Avenue	
	18th Avenue	Boulevard Road	Wilson Street	
	Wilson Street	22nd Avenue	18th Avenue	
	Mottman Road	Mottman Court	SPSCC	
	McPhee Road	Harrison Avenue	Capital Mall Drive	
	Lilly Road	Woodard Green Drive	26th Avenue	
	Marion Street	Ethridge Avenue	Miller Avenue	
	Wiggins Road	Morse-Merryman Road	Herman Road	
Herman Road	Wiggins Road	Chehalis Western Trail		
26th Avenue	Bethel Street	Gull Harbor Road		

The Bicycle and Pedestrian Advisory Committee will review the planned project priorities in this program and make recommendations on the timing and priority of these projects.

<b>Justification (Need/Demand)</b>	In 2003, the City Council accepted a new Sidewalk Program. The program includes an inventory of missing sidewalk segments on arterials, major collectors and neighborhood collectors, totaling 84 missing miles of sidewalk.
<b>Level of Service (LOS)</b>	The City's identified LOS is to provide a sidewalk or walking path along at least one side of each major walking route.  Project Type: Functionality project

## PARKS AND PATHWAYS — SIDEWALK (PROGRAM # 0626/FUND#317) CONTINUED

### Target Outcome

The 2003 Sidewalk Program Report found 84 miles of missing sidewalk. The City constructs needed sidewalk through the Sidewalk Program, the Parks and Pathways Program, and major construction projects. Major construction projects include the Street Repair and Reconstruction Program projects, and Transportation Impact Fee projects. The timing of future projects (except impact fee funded projects) will depend on availability of City capital improvement funds. The 84 miles of needed sidewalks are also constructed as frontage improvements made by private development. Miles of sidewalk built by private development are not reflected here.

Sidewalk Construction Target Outcomes (84 miles of sidewalk is needed based on the 2003 Sidewalk Program)		
	Miles Completed Since 2003	Miles Identified in this CFP
<b>Sidewalk Program</b>	0.21	1.7
<b>Parks and Pathways Program</b>	3.76	1.24
<b>Major Construction</b>	3.7	4.6
<b>Total</b>	7.67	7.54
	7.67 miles = 9.2% of total 84 miles needed	7.54 miles = 8.9% of total 84 miles needed

### Comprehensive Plan and Functional Plan(s) Citations

The 1994 Olympia Comprehensive Plan is in the process of being updated during the time this document is being published. This CFP reflects the goals and policies of the 1994 Plan.

#### Goals:

T 1: Reduce dependence on auto use, especially drive-alone vehicle use.

T 1.1: Promote alternatives to driving alone.

T 1.11: The City shall support bicyclists and pedestrians.

T 1.12: In downtown and along High Density Corridors, priority shall be given to building pedestrian-friendly streets.

T 3.3: Give priority to Citywide alternative modes of transportation when transportation projects are proposed.

CAPITAL COSTS:	2015	2016-2020	TOTAL
Design & Engineering	\$ 217,300	\$ 1,086,500	\$ 1,303,800
Construction	\$ 869,200	\$ 4,346,000	\$ 5,215,200
<b>TOTAL</b>	<b>\$ 1,086,500</b>	<b>\$ 5,432,500</b>	<b>\$ 6,519,000</b>

FUNDING SOURCES:	2015	2016-2020	TOTAL
Voted Utility Tax - Pathways/Sidewalk	\$ 900,000	\$ 4,500,000	\$ 5,400,000
Stormwater Utility Rates	\$ 186,500	\$ 932,500	\$ 1,119,000
<b>TOTAL</b>	<b>\$ 1,086,500</b>	<b>\$ 5,432,500</b>	<b>\$ 6,519,000</b>



ANNUAL OPERATIONS AND MAINTENANCE	
Estimated Costs	\$25,000 per year
Estimated Revenues	N/A
Anticipated Savings Due to Project	N/A
Department Responsible for Operations	Public Works
Quadrant Location	Citywide





## PEDESTRIAN CROSSING IMPROVEMENTS (PROGRAM # 0122)

<b>Location</b>	Various locations Citywide. See Project List.
<b>Links to Other Projects or Facilities</b>	Street Repair and Reconstruction Projects—Transportation Section Capitol Way Sidewalk - Union Avenue to 10th Avenue - Transportation Section
<b>Description</b>	Pedestrian crossing improvements along the designated high density corridors and other locations. Improvements may include bulb-outs, crossings islands, flashing beacons, curbs and gutters, illumination, raised pavement markings, sidewalks, signage, striping, and traffic control signal systems.

**Project List** Timing of project completion will be adjusted based on available funds. Current funding levels are not adequate to fund all listed projects within the six-year time frame. Funds are accumulated over multiple years in this program in order to construct the next priority project. Additional funding from grants is needed.

LOCATION Street Name (Quadrant: Map Coordinate)	TREATMENT (TENTATIVE)	COST ESTIMATE
<b>No Projects planned for 2015</b>		
<b>Future Construction</b>		
Capitol Way and 8th Avenue (DT:C5)	Bulb-out	\$ 109,100
Capitol Way and 10th Avenue, NW & SW corners (DT:C5)	Bulb-out	Included in the Capitol Way Sidewalk Project
Pacific Avenue at Devoe Street (N:C7)	Flashing Beacons	\$ 75,500
Pacific Avenue at Chambers Street (N:C6)	To Be Determined	To Be Determined
Pacific Avenue at Lansdale Road (N:C7)	To Be Determined	To Be Determined
Martin Way at Pattison Street (N:C7)	To Be Determined	To Be Determined
The Bicycle and Pedestrian Advisory Committee will review these locations and make recommendations on the timing and priority of these projects.		

**Justification (Need/Demand)** The Olympia Comprehensive Plan calls for developing pedestrian friendly streets. Locations of pedestrian crossing projects are on major streets. The intention is to provide improved street crossings at requested locations. These projects promote walking throughout the City by removing barriers.

**Target Outcome** These projects are identified through public requests. All requests are evaluated for possible improvement. Since 2002, the City has received requests for improvements at 55 crossing locations. Based on a methodology that considers speeds, volumes and number of lanes, 35 of the 55 locations are eligible for improvement. In addition to this program, pedestrian crossing improvements are made as part of major construction projects. Since 1998, 36 crossing improvements have been built as part of a major construction project.

Pedestrian Crossing Improvement Program Target Outcomes for 2015-2020			
Eligible Crossing Locations	Improved Crossings Since 2004	6-Year Crossings Identified in this CFP	Remaining Identified Projects
35	15	6	20

**Level of Service (LOS)** N/A There is no adopted pedestrian LOS measurement.  
Project Type: Functionality Project



## PEDESTRIAN CROSSING IMPROVEMENTS (PROGRAM # 0122) CONTINUED

**Comprehensive Plan and Functional Plan(s) Citations**

The 1994 Olympia Comprehensive Plan is in the process of being updated during the time this document is being published. This CFP reflects the goals and policies of the 1994 Plan.

**Goals:**

- T 1.11: The City shall support bicyclists and pedestrians.
  - T 1.12: In downtown and along High Density Corridors, priority shall be given to building pedestrian-friendly streets.
  - T 1.20: Establish distinctive crosswalks in conjunction with new development.
  - T 3.11: Design intersections to safely accommodate both pedestrian and vehicular traffic.
- See also LU 14, LU 17, and T 5.6

CAPITAL COSTS:	2015	2016-2020	TOTAL
Design & Engineering	-	\$ 78,280	\$ 78,280
Construction	-	\$ 130,320	\$ 130,320
<b>TOTAL</b>	-	<b>\$ 208,600</b>	<b>\$ 208,600</b>

FUNDING SOURCES:	2015	2016-2020	TOTAL
Grant - Federal	-	\$ 40,000	\$ 40,000
CIP Fund	-	\$ 168,600	\$ 168,600
<b>TOTAL</b>	-	<b>\$ 208,600</b>	<b>\$ 208,600</b>



### ANNUAL OPERATIONS AND MAINTENANCE

<b>Estimated Costs</b>	We do not currently track maintenance costs for these improvements. We are in the process of developing our work order system to track these costs.
<b>Estimated Revenues</b>	None
<b>Anticipated Savings Due to Project</b>	None
<b>Department Responsible for Operations</b>	Public Works
<b>Quadrant Location</b>	Citywide







## SIDEWALK CONSTRUCTION (PROGRAM # 0208)

<b>Location</b>	Various locations Citywide. See Project List.
<b>Links to Other Projects or Facilities</b>	Bicycle Facilities—Transportation section Parks and Pathways Sidewalk—Transportation section
<b>Description</b>	Annual installation of new sidewalks on identified walking routes Citywide. Relocation of franchise utilities, fences, and other obstructions may be necessary in some projects. Additional stormwater work, other than what is listed below, may be necessary in some projects. Components may include crossings, curbs and gutters, erosion control, open channels, ditches, bio-filtration swales, public transfer facilities, retaining walls, roadside planting, sidewalks and surfacing materials, valves, hydrants and meter boxes.

**Project List** Current level of funding in the Sidewalk Construction Program is not adequate to fund all listed projects within the 6-year time frame. The coordination with bicycle, pavement management, and sewer line projects will result in changes to this list and timing adjustments are anticipated. In addition to CIP funds, grant funds are sought whenever possible. Timing of project completion will be adjusted based on available funds. Funds are accumulated over multiple years in this program in order to construct the next priority project. Additional funding from grants is needed.

PRIORITY	LOCATION - Street Name (Quadrant: Map Coordinate)	FROM	TO	COST ESTIMATE
<b>No projects planned for 2015</b>				
<b>Future Construction</b>				
1	Phoenix Street (N:C6-C7) State Avenue (N:C6)	South Bay Road Wilson Street	Martin Way Phoenix Street	\$ 1,573,100
2	4th Avenue (N:C7)	Pacific Avenue	Phoenix Street	\$ 1,861,700
3	Martin Way (N:C7)	Pattison Street	Lilly Road	\$ 3,704,900

The Bicycle and Pedestrian Advisory Committee will review the planned project priorities in this program and make recommendations on the timing and priority of these projects.

**Justification (Need/Demand)** The 2003 Sidewalk Program was accepted by City Council, and is an inventory of missing sidewalk segments on arterials, major collectors, and neighborhood collectors that totals 84 missing miles. A ranking system was developed to prioritize the needed segments. The project list reflects the priorities defined in the program.

**Level of Service (LOS)** The target for the Sidewalk Program is to provide a sidewalk along at least one side of all major streets. Project Type: Functionality project

**Target Outcome** The City constructs needed sidewalk through the Sidewalk Program, the Parks and Pathways Program, and major construction projects. Major construction projects include the Street Repair and Reconstruction Program projects, and Transportation Impact Fee projects. The timing of future projects (except impact fee funded projects) will depend on availability of City capital improvement funds. The 84 miles of needed sidewalks are also constructed as frontage improvements made by private development. Miles of sidewalk built by private development are not reflected here.

Sidewalk Construction Target Outcomes (84 miles of sidewalk is needed based on the 2003 Sidewalk Program)		
	Miles Completed Since 2003	Miles Identified in this CFP
<b>Sidewalk Program</b>	0.21	1.7
<b>Parks and Pathways Program</b>	3.76	1.24
<b>Major Construction</b>	3.7	4.6
<b>Total</b>	7.67	7.54
	7.67 miles = 9.2% of total 84 miles needed	7.54 miles = 8.9% of total 84 miles needed

## SIDEWALK CONSTRUCTION (PROGRAM # 0208) CONTINUED

**Comprehensive Plan and Functional Plan(s) Citations**

The 1994 Olympia Comprehensive Plan is in the process of being updated during the time this document is published. This CFP reflects the goals and policies of the 1994 Plan.

**Goals:**

T 1: Reduce dependence on auto use, especially drive-alone vehicle use.

T 1.1: Promote alternatives to driving alone.

T 1.11: The City shall support bicyclists and pedestrians.

T 1.12: In downtown and along High Density Corridors, priority shall be given to building pedestrian friendly streets.

T 3.3: Give priority to Citywide alternative modes of transportation when transportation projects are proposed.

Sidewalk Study, 1995

2025 Regional Transportation Plan

Commuter Trip Reduction Act

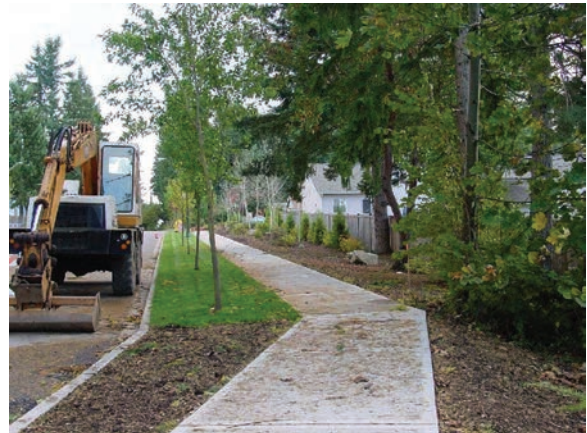
CAPITAL COSTS:	2015	2016-2020	TOTAL
Design & Engineering	-	\$ 36,800	\$ 36,800
Construction	-	\$ 116,600	\$ 116,600
<b>TOTAL</b>	-	<b>\$ 153,400</b>	<b>\$ 153,400</b>

FUNDING SOURCES:	2015	2016-2020	TOTAL
CIP Fund	-	\$ 153,400	\$ 153,400
<b>TOTAL</b>	-	<b>\$ 153,400</b>	<b>\$ 153,400</b>



### ANNUAL OPERATIONS AND MAINTENANCE

<b>Estimated Costs</b>	\$19,000 is budgeted annually for all sidewalk repairs in the City
<b>Estimated Revenues</b>	None
<b>Anticipated Savings Due to Project</b>	None
<b>Department Responsible for Operations</b>	Public Works
<b>Quadrant Location</b>	North, South, West





## STREET ACCESS PROJECTS - ADA REQUIREMENTS (PROGRAM # 0309)

<b>Location</b>	Various locations Citywide. See Project List.
<b>Links to Other Projects or Facilities</b>	N/A
<b>Description</b>	Annual installation and maintenance of sidewalk curb access ramps, as well as the identification and removal of barriers on walkways for persons with disabilities. Project components may include access ramps, sidewalks and audible pedestrian signals.

Project List	LOCATION - Street Name (Quadrant: Map Coordinate)			
	CROSS STREET	CORNER	IMPROVEMENT	
<b>No Projects Planned for 2015</b>				
<b>Projects Planned for Future Years</b>				
Pacific Avenue (N:C7)	Pattison Street	Intersection	Replace Audible Pedestrian Signal	
Plum Street (S:C5)	8th Avenue	Intersection	Audible Pedestrian Signal	
	Legion Way	Intersection	Audible Pedestrian Signal	
State Avenue (N:C6)	Franklin Street	SW	Replace Ramps	
Central Street (N:C6)	Thurston Avenue	NE, SE	New Ramps	
Conger Avenue (W:C4)	Rogers Street	SW	New Ramps	
Jackson Avenue (W:C4)	Milroy Street	NE, SE	New Ramps	
Jackson Avenue (W:C4)	Decatur Street	SW, SE	New Ramps	
Jackson Avenue (W:C4)	Foote Street	SW	New Ramps	
Jackson Avenue (W:C4)	Sherman Street	NW	New Ramps	
	O'Farrell Avenue (S:E5)	Hillside Drive	NW, NE	New Ramps
O'Farrell Avenue (S:E5)	Otis Street	NE	New Ramp	
	Buker Street	NW, NE	New Ramps	
	O'Farrell Avenue (S:E5)	Galloway Street	NW	New Ramp
Carlyon Avenue (S:E5)	Maringo Street	NE	New Ramp	
	Lorne Street	NW, NE	New Ramps	
	Moore Street	NE	New Ramp	
	Hoadly Street	NW, NE	New Ramps	
Fir Street (S:D6, E6)	Eastwood Drive	NE, SE	New Ramps	
	Eastwood Place	NE	New Ramp	
	Forest Hill Drive	NE	New Ramp	
Forest Hill Drive (S:E6)	Forest Hill Circle	SW, SE	New Ramps	
Lybarger Street (S:E6)	Governor Stevens Avenue	NE, SW, SE	New Ramps	
5th Avenue (W:C4)	Milroy Street	SE	New Ramps	
	Thomas Street	SW, SE	New Ramps	
	Plymouth Street	SW, SE	New Ramps	
	Rogers Street	SE	New Ramp	
7th Avenue (W:C4)	Thomas Street	SW, SE	New Ramp	
	Plymouth Street	SW, SE	New Ramps	
8th Avenue (W:C4)	Milroy Street	NW, NE	New Ramps	
Decatur Street (W:C4)	5th Avenue	SE	New Ramps	
	7th Avenue	NE, SE	New Ramps	
	8th Avenue	NE, SE	New Ramp	
9th Avenue (W:C4)	Caton Way	NE	New Ramp	
	Thomas Street	NW, NE	New Ramps	
	Plymouth Street	NW, NE	New Ramp	
	Rogers Street	NW, NE	New Ramps	
State Avenue (N:C6)	Washington Street	NW, SW, SE	Replace with Bulb-outs	
	Adams Street	SW, SE	Replace Ramps	
	Franklin Street	SE	Replace Ramps	
Central Street (N:C6)	Prospect Avenue	NE, SE, NW, SW	New Ramps	
Bethel Street (N:B6)	Jasper Avenue	NW	New Ramps	
Sherman Street (W:C4)	Jackson Avenue	NE	New Ramps	
Jackson Avenue (W:C4)	Foote Street	SE	New Ramps	
Columbia Street (S:D5)	10 <sup>th</sup> Avenue	SW	New Ramps	
Columbia Street (S:C5)	Talcott Avenue	NW	New Ramps	
8 <sup>th</sup> Avenue (S:C5)	Jefferson Street	NW, NE	Replace Ramps	
	Cherry Street	NW, NE	Replace Ramps	
	Adams Street	NW, NE	Replace Ramps	
Plum Street (S:C5)	7th Avenue	NE, SE, NW, SW	New Ramps	
Ensign Road (E:C7)	Providence Lane	SE	New Ramp	
Plum Street (S:C5)	7th Avenue	Median	New Ramps in Median	
Central St (S:D6)	13th Avenue	NE, SE	Replace Ramps	
Legion Way (S:C5)	Washington Street	NE, NW	New Ramps	
Washington Street (DT:CS)	7th Avenue	SE	New Ramps	

Current level of funding for the Street Access Projects – ADA Requirements program is not adequate to fund all listed projects within the six-year time frame.

## STREET ACCESS PROJECTS - ADA REQUIREMENTS (PROGRAM # 0309) CONTINUED

**Justification (Need/Demand)** The City established an ongoing project to install sidewalk curb access ramps for the mobility impaired. The project concentrates on the downtown area, but every year, staff and the Public Works Curb Access Committee also address individual disabled citizen needs. However, a large number of sidewalks in older residential areas are without curb ramps. The City is currently doing a curb system-wide inventory of access ramps.

**Level of Service (LOS)** N/A Project Type: Functionality project. See Transportation with Impact Fees Section Overview for a description of LOS.

**Comprehensive Plan and Functional Plan(s) Citations** The 1994 Olympia Comprehensive Plan is in the process of being updated during the time this document is being published. This CFP reflects the goals and policies of the 1994 Plan.

- Goals:
- T 1.11: The City shall support bicyclists and pedestrians.
  - T 1.13: Bike routes and pedestrian improvements on streets that serve high density areas shall be given high priority for improvements.
  - T 3: Ensure the safe and efficient movement of goods and people.
  - T 3.11: Design intersections to safely accommodate both pedestrian and vehicular traffic.
  - T 5.6: Rebuild or retrofit Core Area and High Density Corridor streets to City standards.

CAPITAL COSTS:	2015	2016-2020	TOTAL
Design & Engineering	-	\$ 55,000	\$ 55,000
Construction	-	\$ 110,000	\$ 110,000
Public Involvement	-	\$ 10,000	\$ 10,000
<b>TOTAL</b>	-	<b>\$ 175,000</b>	<b>\$ 175,000</b>

FUNDING SOURCES:	2015	2016-2020	TOTAL
CIP Fund	-	\$ 175,000	\$ 175,000
<b>TOTAL</b>	-	<b>\$ 175,000</b>	<b>\$ 175,000</b>



### ANNUAL OPERATIONS AND MAINTENANCE

<b>Estimated Costs</b>	These costs are included in the annual maintenance costs for sidewalk repair.
<b>Estimated Revenues</b>	None
<b>Anticipated Savings Due to Project</b>	None
<b>Department Responsible for Operations</b>	Public Works
<b>Quadrant Location</b>	Citywide





## STREET REPAIR AND RECONSTRUCTION (PROGRAM # 0599)

<b>Location</b>	Various locations Citywide. See Project List.
<b>Links to Other Projects or Facilities</b>	Asphalt Overlay Adjustments—Drinking Water and Wastewater sections Bicycle Facilities—Transportation section Pedestrian Crossing Improvements—Transportation section
<b>Description</b>	<p>Annual maintenance and/or rehabilitation of streets to correct pavement deficiencies. Adjustments to this list of prioritized projects may be necessary to accommodate grant funds and/or increases in actual project costs. Stormwater improvements are also part of these projects, but are not listed separately. Projects may include the following components: auxiliary lanes, bicycle facilities, crossings, intersection at grade, medians, raised pavement markings, public transfer facilities, signage, soils and surfacing materials and street repair and striping.</p> <p>Historically, the Street Repair and Reconstruction Program has been funded at \$2,025,000. Of this amount \$1.225 million is for the annual least cost paving program. Projects are developed in the fall of each year for next year’s construction. The remaining \$800,000 is for work on the City’s worst pavements or used as grant matching funds for other high priority transportation projects.</p> <p>In December 2008, the City Council adopted an ordinance creating the Olympia Transportation Benefit District (TBD) that added \$20 to Olympia residents’ annual vehicle license fees. For planning purposes, it is assumed the TBD pays \$620,000/year for Street Repair and Reconstruction. However, the TBD budget must be approved annually by the TBD Board so these funds are not guaranteed until the budget is approved in January.</p> <p>In 2015, the City will contract with the TBD for \$620,000 to complete a paving project. Project(s) will be identified in 2015.</p>

**Project List** Current level of funding is not adequate to fund all listed projects within the six-year time frame. The coordination with sidewalk, bicycle, and sewer line projects will result in changes to this list and timing adjustments are anticipated. In addition to the CIP funds, grant funds are sought whenever possible. Timing of project completion will be adjusted based on available funds.

PRIORITY	LOCATION Street Name (Quadrant: Map Coordinate)	FROM	TO	STREET OVERLAY	BIKE PORTION	STORM PORTION	HALF STREET FRONTAGE IMPROVEMENTS	TOTAL PLANNING LEVEL ESTIMATE
<b>Projects Planned for 2015</b>								
\$1,477,630 is identified for Least Cost Paving Program. Project list is developed in the fall of each year.								
1								\$372,170 identified for work on streets requiring major resurfacing. These funds are also used as grant-matching funds for high priority transportation projects identified in the Future Construction list below.
<b>Future Construction</b>								
2	San Francisco Avenue NE (N:B5) *	East Bay Drive	Bethel Street	\$ 624,000	\$ 836,100	\$ 316,200	-	\$ 1,776,300
3	Mottman Road (W:C3)*	Mottman Court	West end of SPSCC frontage improvement	\$ 2,460,300	\$ 1,141,700	\$ 972,800	\$ 1,139,800	\$ 5,714,500
4	14th Avenue, NW/ Walnut Road (W:B2-4) *	Cooper Point Road	Division Street	\$ 1,908,000	\$ 1,316,300	\$ 2,936,200	\$ 2,241,700	\$ 8,402,200
5	Herman Road (S:E8) *	Wiggins Road	East City Limits	\$ 1,329,500	\$ 6,582,500	\$ 11,474,800	\$ 1,154,900	\$ 20,541,700
* Coordinated projects requiring funding from the bicycle program, stormwater and grant funds. Current funding levels are not adequate to complete these projects.								



## STREET REPAIR AND RECONSTRUCTION (PROGRAM # 0599) CONTINUED


**Justification (Need/Demand)** The City maintains approximately 518 lane miles of asphalt or concrete streets and utilizes a Pavement Management System to evaluate roadway conditions. This program allows for the systematic repair and replacement of pavement deficiencies related to pavement age, stress, weather, and axle loads on City streets. A pavement condition with a fair or better rating (scoring greater than 50) represents the least cost rehabilitation opportunity (annualized lane mile cost of \$14,500 per year for Arterial and Major Collectors). Pavements with a poor rating (scoring less than 40) indicate the likelihood of the need for costly structural repairs (annualized lane mile cost of about \$38,000 per year for Arterial and Major Collectors). The current backlog of rehabilitation requires \$42 million (in 2010 dollars) using the least cost strategy as adopted by the City Council. These projects require funding contributions through the bicycle program, grant funds, and the Stormwater Utility. A list of projects based on the least cost strategy is being compiled using the described rating system. In the interim, the project list on the previous page represents the streets most in need of repair at this time (worst first). There are more projects on this list than there are funds available.

**Level of Service (LOS)** In 2015, a new Key Result Measure is being developed to report pavement condition rating by major streets and residential streets.

**Comprehensive Plan and Functional Plan(s) Citations** The 1994 Olympia Comprehensive Plan is in the process of being updated during the time this document is being published. This CFP reflects the goals and policies of the 1994 Plan.

- Goals:  
 T 3: Ensure the safe and efficient movement of goods and people.  
 T 3.5: Maintain streets at the lowest life cycle cost.  
 2025 Regional Transportation Plan

CAPITAL COSTS:	2015	2016-2020	TOTAL
Design & Engineering	\$630,000	\$ 3,150,000	\$ 3,780,000
Construction	\$ 1,449,000	\$ 7,245,000	\$ 8,694,000
Public Involvement	\$ 21,000	\$ 105,000	\$ 126,000
<b>TOTAL</b>	<b>\$2,100,000</b>	<b>\$ 10,500,000</b>	<b>\$ 12,600,000</b>

FUNDING SOURCES:	2015	2016-2020	TOTAL
Transportation Benefit District (TBD) 	\$ 620,000	\$ 3,100,000	\$ 3,720,000
CIP Fund	\$ 1,205,000	\$ 6,025,000	\$ 7,230,000
Gas Tax	\$ 275,000	\$ 1,375,000	\$ 1,650,000
<b>TOTAL</b>	<b>\$ 2,100,000</b>	<b>\$ 10,500,000</b>	<b>\$ 12,600,000</b>



### ANNUAL OPERATIONS AND MAINTENANCE

<b>Estimated Costs</b>	N/A - This project helps minimize the need for additional operating maintenance funds.
<b>Estimated Revenues</b>	N/A
<b>Anticipated Savings Due to Project</b>	N/A
<b>Department Responsible for Operations</b>	Public Works
<b>Quadrant Location</b>	Citywide



**Transportation  
Projects Funded  
with Impact Fees**





## Transportation Projects Funded with Impact Fees

### Background:

Transportation projects funded with Impact Fees are transportation projects needed to serve anticipated new growth, consistent with the 2025 Regional Transportation Plan, the Olympia Comprehensive Plan (Comp Plan), and the requirements of the Washington State Growth Management Act (GMA).

### Transportation System Improvements Needed to Serve New Growth:

The GMA requires the City to plan for its share of growth over a 20-year period as part of Thurston County's growth projections. Growth projections for the County and City are developed by the Thurston Regional Planning Council (TRPC). This growth projection is the foundation for much of the Comp Plan. Long-range (20-year) transportation system needs are identified in the Comp Plan and are based on these growth projections. The City's Capital Facilities Plan (CFP) is a six-year document, so the 20-year growth forecast is adjusted by TRPC to reflect anticipated growth over the next six-year period. The regional transportation model is then updated to reflect this six-year growth increment to identify transportation system needs. The current six-year growth increment projects an additional 10,458 new vehicle trips in the afternoon peak hours (4-6 p.m.) each day on the City's street system. Therefore, the City's transportation planning must address these anticipated impacts.

The GMA also requires local governments to establish Transportation Level of Service (LOS) standards. These LOS standards describe acceptable levels of congestion. The City's LOS threshold is based on a two-hour peak traffic period. In Downtown and along High Density Residential Corridors it is LOS E (a point at which traffic flow can be expected to be delayed through two full cycles at a signalized intersection). In the rest of the City and Urban Growth Areas, LOS D is acceptable (a point at which traffic flow can be expected to be delayed through at least one full cycle at signalized intersections). The City has identified a number of locations that it will accept higher levels of delay and these are identified in the Comp Plan.

These LOS standards serve as a gauge for judging performance of the transportation system. Transportation projects that meet our LOS standards today, but are expected to fall below the LOS standards within the next six-years, are candidates for using Transportation Impact Fee funding. Any transportation projects that are already below our LOS standards are not eligible to be funded by Transportation Impact Fees.

### Project Development and Funding Strategy:

Once the transportation modeling analysis is complete for the given growth forecast, the City must make decisions on how to fund the projects necessary to serve the anticipated growth.



There are two options for the City to consider:

1. Develop a funding strategy and plan for the transportation system improvements needed to serve the anticipated growth; or
2. Work with TRPC to lower our transportation LOS standards on specific corridors or intersections and accept more congestion, in lieu of providing additional capacity.

Decisions as to how to proceed are difficult, as there are implications in both the short and long term:

- Developing a funding strategy to provide the necessary transportation system improvements for planned growth will have a financial impact to both the City and the development community.
- Reducing the amount of planned transportation system improvements will require lowering of the Transportation LOS standards, thereby accepting more congestion in the future.
- The GMA does not allow the use of Transportation Impact Fees to resolve an existing deficiency. Therefore, if projects are not planned for the anticipated growth and a facility falls below our LOS standards, the City will have to prohibit development until either project funding is provided or a decision is made to accept the congestion. If congestion is ultimately not acceptable to the public, the City will need to fund the project without the benefit of Transportation Impact Fee funding.
- Transportation Impact Fees will go down with a reduced project list, but the remaining project's time lines for construction will not be accelerated as a result. This is because growth stays constant while Transportation Impact Fee rates go down.

**Other requirements that need to be made to be compliant with State Law:**

- The CFP must be balanced financially;
- The CFP must reflect the infrastructure needs for the next six years;
- Transportation projects in the CFP need to account for growth projections of the City;
- Transportation projects must be in the CFP in order to be eligible to use Transportation Impact Fee funding;
- Transportation Impact Fees cannot be used to fund existing deficiencies; and
- The City cannot apply for grants on projects that are not identified in the City's CFP and Transportation Improvement Program (TIP).

The following project list has been identified using this process. The project list totals \$42.6 Million to meet our capacity needs to accommodate forecasted growth. Sixty-five percent of this cost will be collected through Transportation Impact Fees (\$27.8 Million). The remaining 35% of the cost will be through a combination of State and/or Federal Transportation Grants and City funds.

Priority #	Project Description
<b>Priority #1–2 are City Council stated priorities</b>	
1a	Boulevard Road and Morse Merryman (Roundabout)
1b	Boulevard Road and Log Cabin, Phase II, East Leg
2	Fones Road (Pacific Avenue to 17th Avenue)
<b>Priority #3–6 are prioritized by year of project forecasted to be needed</b>	
3	Cain Road and North Street Intersection Improvements
4	Henderson Boulevard and Eskridge Boulevard Intersection Improvements
5	Wiggins Road and 37th Avenue Intersection Improvements
6	Log Cabin Road Extension Impact Fee Collection (built as development occurs)

**Timeline for Construction:**

The developed project list provides the transportation system capacity needed to serve the forecasted growth from new development. While the forecast is for a six-year period, the needs and time lines will be dependent on actual growth. If new development occurs faster than projections, the time lines for the projects will need to be accelerated. If the development occurs slower than projections, then all of the identified projects will not be needed within the current six-year planning period.

Historically, development has not kept pace with our growth forecasts. This creates suggestions to lower the impact fee collection projections. However, as stated earlier, transportation planning must address all anticipated growth. Lowering the impact fee projection would lower the impact fee rate for projects and could lead to deficiency projects. Any transportation projects that fall below our LOS standards are not eligible to be funded by Transportation Impact Fees in the future.

Each year the City does an evaluation to determine the amount of development that has occurred in order to insure transportation system improvements are keeping pace with the rate of actual development.

**Transportation Impact Fee Rate Analysis:**

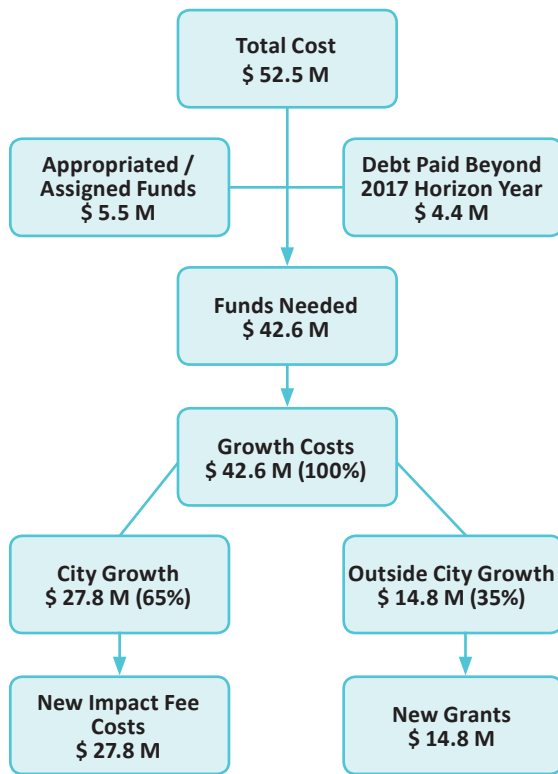
The impact fee structure for the City of Olympia is designed to determine the fair share of improvement costs that may be charged for a new development. The following key points summarize the impact fee structure:

- A six-year roadway facility list oriented to future growth
- Existing deficiencies are identified and separated from future trips on the roadway system
- Future trips are allocated to geographic areas inside and outside the City using a traffic-forecasting model
- A Citywide fee system is established
- A land-use based fee schedule is developed





The figure below illustrates the transportation impact fee cost allocation process:\*



\* The current costs are in the process of being updated. They will be revised based on results of the 2014 Transportation Impact Fee update.

The Cost per New Trip\* is then calculated as follows:

Impact Fee Costs	\$27,760,407
New Peak (4 -6 p.m.) Hour Trips	<u>÷ 10,458</u>
Cost per New Trip	\$2,654

The Transportation Impact Fee Rate Schedule is developed by adjusting the Cost per New Trip information to reflect differences in trip-making characteristics for a variety of land use types between the different geographic areas within and outside the City limits. The fee schedule is a table where fees are represented as dollars per unit for each land use category.

*Please note: The project components commonly used in Transportation Projects funded by impact fees are defined in the Glossary section of this document, and therefore not necessarily listed in the individual project descriptions.*

## 2010 TRANSPORTATION STIMULUS PROJECT REPAYMENT

**Location** In May 2009, the Council agreed to fund a stimulus package for Harrison Avenue, Harrison Avenue - 500' Extension, Boulevard/Log Cabin roundabout, and 18th Avenue from Hoffman Road to Fones Road.  
Bond funds were also used to pay for a portion of the City's Yelm Highway project.

**Description** Repayment of bonds used to complete capacity-related street projects.  
Payment Remaining:

YEAR	PRINCIPAL	INTEREST	TOTAL
2015	\$ 245,000	\$ 191,012.50	\$ 436,012.50
2016	\$ 255,000	\$ 183,662.50	\$ 438,662.50
2017	\$ 260,000	\$ 176,012.50	\$ 436,012.50
2018	\$ 270,000	\$ 135,612.50	\$ 435,612.50
2019	\$ 280,000	\$ 154,812.50	\$ 434,812.50
2020	\$ 295,000	\$ 143,612.50	\$ 438,612.50
2021-2029	\$ 3,220,000	\$ 702,387.50	\$ 3,922,387.50

**Project List** Harrison Avenue, Phase II & III, from College Station frontage improvements to Yauger Way (W:C2)\*  
18th Avenue from Hoffman Road to Fones Road (S:D7)\*  
Boulevard and Log Cabin roundabout (S:E6)\*  
Yelm Highway from Henderson Boulevard to East City Limits (S:F6)\*  
\*(Quadrant: Map Coordinate)

**Justification (Need/Demand)** In 2010, the City issued councilmanic debt for approximately \$6 million for the completion of major street capacity projects identified through the City's Concurrency Review. The projects were completed in 2010 at a cost of \$18,861,000. The bonds are 20 year bonds.

**Level of Service (LOS)** N/A

**Comprehensive Plan and Functional Plan(s) Citations** N/A

FUNDING SOURCES FOR DEBT REPAYMENT	2015	2016-2020	TOTAL
Impact Fees	\$ 438,213	\$ 2,181,112	\$ 2,619,325
<b>TOTAL</b>	<b>\$ 438,213</b>	<b>\$ 2,181,112</b>	<b>\$ 2,619,325</b>

### ANNUAL OPERATIONS AND MAINTENANCE

Estimated Costs	N/A
Estimated Revenues	N/A
Anticipated Savings Due to Project	N/A
Department Responsible for Operations	Public Works
Quadrant Location	Southeast, West





## BOULEVARD ROAD INTERSECTION IMPROVEMENTS (PROGRAM #0628)

**Location** Intersection of Boulevard Road and Morse-Merryman Road, and Boulevard Road and Log Cabin Road Phase II: East leg

**Links to Other Projects or Facilities** Sidewalk Construction—Transportation section  
Parks and Pathways Sidewalk—Transportation section  
Sewer System Planning—Sewer Program  
Transmission and Distribution Projects—Water Program



**Description** Intersection capacity improvements at the intersections listed above will include roundabouts. Design includes features to assist bicyclists or pedestrians. Stormwater improvements are also part of the project, but are not listed separately. Transportation components may include bicycle facilities, intersections at grade, pedestrian crossings, raised pavement markings, roadside planting, roundabouts, sidewalks, signage and striping.

**Project List** Boulevard Road and Morse-Merryman Road, and Boulevard Road and Log Cabin Road Phase II: East leg are also dependent on receiving grant funding and/or other sources of funding for construction.

PROJECT	COST
Boulevard Road and Log Cabin Road Phase II. Construction of the east leg of the intersection across the former Thurston County property.	\$ 2,518,300
Boulevard Road and Morse Merryman Road. Construction of the full intersection.	\$ 5,069,400*

\*Cost based on projected construction year of 2017.

**Justification (Need/Demand)** The Boulevard Road Corridor Study identifies roundabouts at these intersections as the preferred alternative to address traffic congestion and to further enhance safety. Installation of roundabouts improves bicycle, pedestrian and motorist safety and flow, particularly during periods of peak traffic. In addition, they provide increased pedestrian safety by allowing safer access to schools, parks, businesses and other destinations.

**Level of Service (LOS)** LOS D  
Project Type: Capacity project. Deficient within six years. Functionality project. Functionally deficient.

**Comprehensive Plan and Functional Plan(s) Citations** The 1994 Olympia Comprehensive Plan is in the process of being updated during the time this document is being published. This CFP reflects the goals and policies of the 1994 Plan.  
Goals:  
T 2: Establish and measure level of service to support transportation and land use goals.  
T 3: Ensure the safe and efficient movement of goods and people.  
T 3.11: Design intersections to safely accommodate both pedestrian and vehicular traffic.

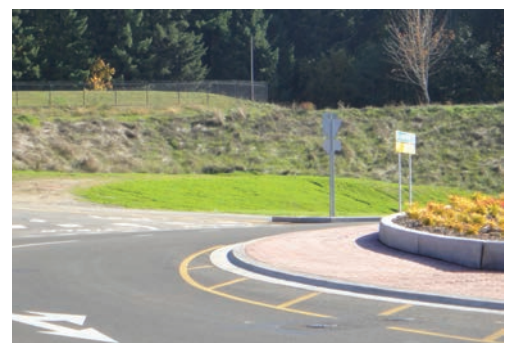
CAPITAL COSTS:	2015	2016-2020	TOTAL
Land & Right-of-Way	-	\$ 448,500	\$ 448,500
Design & Engineering	\$ 37,962	\$ 567,609	\$ 605,571
Construction	-	\$ 5,328,800	\$ 5,328,800
<b>TOTAL</b>	<b>\$ 37,962</b>	<b>\$ 6,344,800</b>	<b>\$ 6,382,871</b>

FUNDING SOURCES:	2015	2016-2020	TOTAL
SEPA	\$ 37,962	-	\$ 37,962
Impact Fees	-	\$ 3,584,064	\$ 3,584,064
Grant	-	\$ 2,760,845	\$ 2,760,845
<b>TOTAL</b>	<b>\$ 37,962</b>	<b>\$ 6,344,800</b>	<b>\$ 6,382,871</b>

\*The current costs are in 2014 dollars. They are currently being updated to account for inflation costs for the year 2015. The amount of SEPA Mitigation and Impact Fee funds will be updated at the same time.

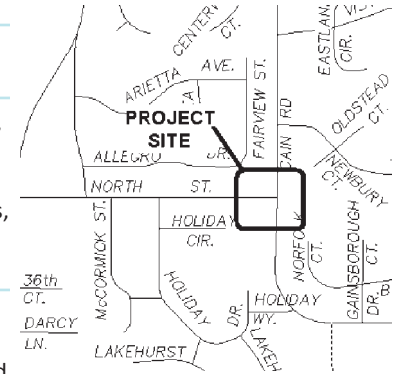
### ANNUAL OPERATIONS AND MAINTENANCE

<b>Estimated Costs</b>	\$15,000 per lane mile or \$7,670 annually
<b>Estimated Revenues</b>	None
<b>Anticipated Savings Due to Project</b>	None
<b>Department Responsible for Operations</b>	Public Works
<b>Quadrant Location</b>	South



## CAIN ROAD & NORTH STREET INTERSECTION IMPROVEMENTS

<b>Location</b>	Intersection of North Street and Cain Road
<b>Links to Other Projects or Facilities</b>	N/A
<b>Description</b>	Intersection capacity improvements will include a traffic signal, left turn channelization and street widening. Design includes features to assist bicyclists and pedestrians. Transportation components may include bicycle facilities, pedestrian crossings, raised pavement markings, roadside planting, sidewalks, signage, striping and traffic control signals.
<b>Justification (Need/Demand)</b>	Installation of new traffic signals improves bicycle, pedestrian and motorist safety and flow, particularly during periods of peak traffic. An annual review process prioritizes non-signalized intersections.
<b>Level of Service (LOS)</b>	LOS D Project Type: Capacity project. Deficient within six years. Functionality project. Functionally deficient.
<b>Comprehensive Plan and Functional Plan(s) Citations</b>	The 1994 Olympia Comprehensive Plan is in the process of being updated during the time this document is being published. This CFP reflects the goals and policies of the 1994 Plan.  Goals: T 2: Establish and measure level of service to support transportation and land use goals. T 3: Ensure the safe and efficient movement of goods and people. T 3.11: Design intersections to safely accommodate both pedestrian and vehicular traffic.



CAPITAL COSTS:	2015	2016-2020	TOTAL
Land & Right-of-Way	-	\$ 146,300	\$ 146,300
Design & Engineering	\$ 10	\$ 298,444	\$ 298,454
Construction	-	\$ 2,235,400	\$ 2,235,400
<b>TOTAL</b>	<b>\$ 10</b>	<b>\$ 2,680,144</b>	<b>\$ 2,680,154</b>

FUNDING SOURCES:	2015	2016-2020	TOTAL
Impact Fees	\$ 10	\$ 1,513,939	\$ 1,513,949
Grant	-	\$ 1,166,205	\$ 1,166,205
<b>TOTAL</b>	<b>\$ 10</b>	<b>\$ 2,680,144</b>	<b>\$ 2,680,154</b>

\* The current costs are in 2014 dollars. They are currently being updated to account for inflation costs for the year 2015. The amount of SEPA Mitigation and Impact Fee funds will be updated at the same time.

ANNUAL OPERATIONS AND MAINTENANCE	
<b>Estimated Costs</b>	\$15,000 per lane mile or \$2,550 annually
<b>Estimated Revenues</b>	None
<b>Anticipated Savings Due to Project</b>	None
<b>Department Responsible for Operations</b>	Public Works
<b>Quadrant Location</b>	South





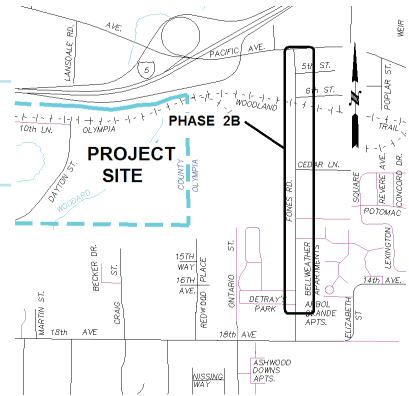


## FONES ROAD—TRANSPORTATION (PROGRAM #0623)

**Location** Phase 2B Construction: Fones Road from Pacific Avenue on the north to 17th Avenue SE on the south. (S:D7)\*  
\*(Quadrant: Map Coordinate)

**Links to Other Projects or Facilities** Street Repair and Reconstruction—Transportation section  
Transmission and Distribution—Drinking Water section

**Description** Phase 2B—Installation of a roundabout at the intersection of Fones Road and South Home Depot driveway. Widen Fones Road to five lanes from Pacific Avenue to the south property line of the Home Depot retail store, with a transitional four lanes to the Bellweather apartment complex driveway that intersects Fones Road. From the Bellweather driveway, the roadway will transition to three lanes to 17th Avenue SE.



This is a high priority transportation system project needed to serve increased vehicular, pedestrian, bicycle, and transit traffic in the area. Stormwater improvements are also part of both phases, but are not included in the list of project components. Project components may include illumination, intersections at grade, pavement, public transfer facilities, roadside planting, sidewalks, roundabouts, and undergrounding.

**Justification (Need/Demand)** Fones Road needs to be widened due to new development occurring in Southeast Olympia and projections for continued residential and commercial development. Without this proposed widening, Fones Road is expected to fall below the City’s acceptable LOS within the next six years.

**Level of Service (LOS)** LOS D  
Project Type: Capacity project. Deficient within six years without widening. Meets LOS standard when project completed.

**Comprehensive Plan and Functional Plan(s) Citations** The 1994 Olympia Comprehensive Plan is in the process of being updated during the time this document is being published. The is CFP reflects the goals and policies of the 1994 Plan.  
Goals:  
T 1: Reduce dependence on auto use, especially drive-alone vehicle use.  
T 2: Establish and measure level of service to support transportation and land use goals.  
T 3: Ensure the safe and efficient movement of goods and people.  
2025 Regional Transportation Plan

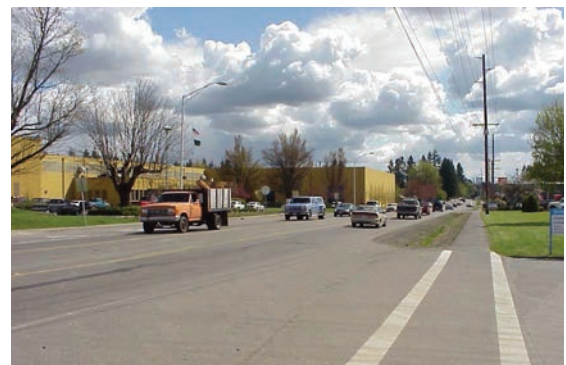
CAPITAL COSTS:	2015	2016-2020	TOTAL
Land & Right-of-Way	-	\$ 4,554,200	\$ 4,554,200
Design/Engineering	\$ 15,366	\$ 1,520,912	\$ 1,536,278
Construction	-	\$ 9,330,200	\$ 9,330,200
<b>TOTAL</b>	<b>\$ 15,366</b>	<b>\$ 15,405,312</b>	<b>\$ 15,420,678</b>

FUNDING SOURCES:	2015	2016-2020	TOTAL
SEPA	\$ 15,366	-	\$ 15,366
Impact Fees	-	\$ 8,702,035	\$ 8,702,035
Grant	-	\$ 6,703,277	\$ 6,703,277
<b>TOTAL</b>	<b>\$ 15,366</b>	<b>\$ 15,405,312</b>	<b>\$ 15,420,678</b>

\* The current costs are in 2014 dollars. They are currently being updated to account for inflation costs for the year 2015. The amount of SEPA Mitigation and Impact Fee funds will be updated at the same time.

### ANNUAL OPERATIONS AND MAINTENANCE

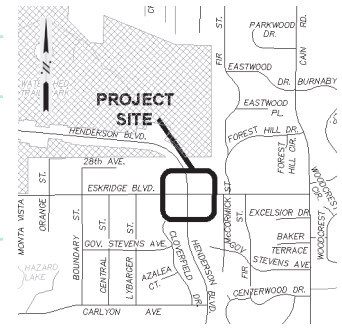
Estimated Costs	\$15,000 per lane mile or \$12,000 annually
Estimated Revenues	None
Anticipated Savings Due to Project	None
Department Responsible for Operations	Public Works
Quadrant Location	South





## HENDERSON BOULEVARD & ESKRIDGE BOULEVARD INTERSECTION IMPROVEMENTS

<b>Location</b>	Intersection of Henderson Boulevard and Eskridge Boulevard (S:E6)* *(Quadrant:Map Coordinate)
<b>Links to Other Projects or Facilities</b>	N/A
<b>Description</b>	Intersection capacity improvements include a roundabout. Transportation components may include bicycle facilities, pedestrian crossings, raised pavement markings, roadside planting, roundabouts, sidewalks, signage, and striping.
<b>Justification (Need/Demand)</b>	Intersection improvements provide better traffic flow during peak periods, reduce the frequency of accidents, and improve the LOS during off peak hours. In the latest annual concurrency review, traffic levels at this intersection will exceed the current LOS standard within the next six years. This improvement will bring the intersection back within the established LOS.
<b>Level of Service (LOS)</b>	LOS D Project Type: Capacity Project. Capacity deficient within six years.
<b>Comprehensive Plan and Functional Plan(s) Citations</b>	The 1994 Olympia Comprehensive Plan is in the process of being updated during the time this document is being published. This CFP reflects the goals and policies of the 1994 Plan.  Goals: T 2: Establish and measure level of service to support transportation and land use goals. T 3: Ensure the safe and efficient movement of goods and people. T 3.11: Design intersections to safely accommodate both pedestrian and vehicular traffic.



CAPITAL COSTS:	2015	2016-2020	TOTAL
Land & Right-of-Way	-	\$ 254,000	\$ 254,000
Design & Engineering	\$ 7,848	\$ 275,953	\$ 283,801
Construction	-	\$ 2,757,400	\$ 2,757,400
<b>TOTAL</b>	<b>\$ 7,848</b>	<b>\$ 3,287,353</b>	<b>\$ 3,295,201</b>

FUNDING SOURCES:	2015	2016-2020	TOTAL
SEPA	\$ 7,848	-	\$ 7,848
Impact Fees	-	\$ 1,856,935	\$ 1,796,869
Grant	-	\$ 1,430,418	\$ 1,430,418
<b>TOTAL</b>	<b>\$ 7,848</b>	<b>\$ 3,287,353</b>	<b>\$ 3,295,201</b>



\* The current costs are in 2014 dollars. They are currently being updated to account for inflation costs for the year 2015. The amount of SEPA Mitigation and Impact Fee funds will be updated at the same time.

ANNUAL OPERATIONS AND MAINTENANCE	
Estimated Costs	\$20,630 per lane mile or \$4,750 annually
Estimated Revenues	None
Anticipated Savings Due to Project	None
Department Responsible for Operations	Public Works
Quadrant Location	South





## LOG CABIN ROAD EXTENSION IMPACT FEE COLLECTION (PROGRAM # 0616)

<b>Location</b>	From the extension of Log Cabin Road, east of Boulevard Road, to the extension of Hoffman Road.	
<b>Links to Other Projects or Facilities</b>	Boulevard Road Intersection Improvements: Boulevard Road and Log Cabin, Phase II- Transportation section.	
<b>Description</b>	<p>This project will eventually extend the roadway and create a connection between Boulevard Road and the future extension of Hoffman Road. Local developers will be required to construct this major collector street. The City is collecting funds to upgrade the street to construct a median that exceeds what can be required of the developers.</p> <p>If insufficient development has taken place to complete the project by the time regional traffic conditions dictate that the project be completed, the City may complete it. Impact fees can only be collected for capacity projects. Utility components will be added when design and construction are within six years of completion. Transportation project components may include illumination, intersections at grade, medians, pavement, public transfer facilities, roadside planting, roundabouts, sidewalks, traffic control signals, and undergrounding.</p>	
<b>Justification (Need/Demand)</b>	Southeast Olympia is one of Olympia’s fastest developing areas. The proposed extension of Log Cabin Road crosses an undeveloped area prime for residential development.	
<b>Level of Service (LOS)</b>	LOS D Project Type: Capacity project. Capacity deficient within 10-12 years. After completion of the project, LOS B.	
<b>Comprehensive Plan and Functional Plan(s) Citations</b>	<p>The 1994 Olympia Comprehensive Plan is in the process of being updated during the time this document is being published. This CFP reflects the goals and policies of the 1994 Plan..</p> <p>Goals:</p> <ul style="list-style-type: none"> <li>T 1: Reduce dependence on auto use, especially drive-alone vehicle use.</li> <li>T 2: Establish and measure level of service to support transportation and land use goals.</li> <li>T 3: Ensure the safe and efficient movement of goods and people.</li> <li>T 4: Preserve options for Future High Capacity Transportation.</li> <li>T 6: Coordinate transportation decisions regionally and locally.</li> </ul> <p>2025 Regional Transportation Plan City of Lacey Transportation Plan Intercity Transit—Transit Development Plan</p>	

CAPITAL COSTS:	2015	2016-2020	TOTAL
Land and Right-of-Way	\$ 10,931	-	\$ 10,931
Other	-	\$ 3,778,565	\$ 3,778,565
<b>TOTAL</b>	<b>\$ 10,931</b>	<b>\$ 3,778,565</b>	<b>\$ 3,789,496</b>

FUNDING SOURCES:	2015	2016-2020	TOTAL
SEPA	\$ 10,931	-	\$ 10,931
Impact Fees	-	\$ 3,778,565	\$ 3,778,565
<b>TOTAL</b>	<b>\$ 10,931</b>	<b>\$ 3,778,565</b>	<b>\$ 3,789,496</b>

\* The current costs are in 2014 dollars. They are currently being updated to account for inflation costs for the year 2015. The amount of SEPA Mitigation and Impact Fee funds will be updated at the same time.

ANNUAL OPERATIONS AND MAINTENANCE	
Estimated Costs	\$15,000 per lane mile or \$76,200
Estimated Revenues	None
Anticipated Savings Due to Project	None
Department Responsible for Operations	Public Works
Quadrant Location	South



## WIGGINS ROAD & 37TH AVENUE INTERSECTION IMPROVEMENTS

<b>Location</b>	Intersection of Wiggins Road and 37th Avenue
<b>Links to Other Projects or Facilities</b>	N/A
<b>Description</b>	Intersection capacity improvements include a roundabout. Design includes features to assist bicyclists or pedestrians. Transportation components may include bicycle facilities, intersections at grade, pedestrian crossings, raised pavement markings, roadside planting, roundabouts, sidewalks, signage and striping.
<b>Justification (Need/Demand)</b>	Installation of a roundabout improves bicycle, pedestrian and motorist safety and flow, particularly during periods of peak traffic. In addition, this provides increased pedestrian safety by allowing safer access to businesses and other destinations. An annual review process prioritizes non-signalized intersections.
<b>Level of Service (LOS)</b>	LOS D Project Type: Capacity project. Deficient within six years. Functionality project. Functionally deficient.
<b>Comprehensive Plan and Functional Plan(s) Citations</b>	The 1994 Olympia Comprehensive Plan is in the process of being updated during the time this document is being published. This CFP reflects the goals and policies of the 1994 Plan.  Goals: T 2: Establish and measure level of service to support transportation and land use goals. T 3: Ensure the safe and efficient movement of goods and people. T 3.11: Design intersections to safely accommodate both pedestrian and vehicular traffic.



CAPITAL COSTS:	2015	2016-2020	TOTAL
Land & Right-of-Way	-	\$ 1,089,900	\$ 1,089,900
Design & Engineering	\$ 4,173	\$ 530,136	\$ 534,309
Construction	-	\$ 4,757,100	\$ 4,757,100
<b>TOTAL</b>	<b>\$ 4,173</b>	<b>\$ 6,377,136</b>	<b>\$ 6,381,309</b>

FUNDING SOURCES:	2015	2016-2020	TOTAL
SEPA	\$ 4,173	-	\$ 4,173
Impact Fees	-	\$ 3,602,268	\$ 3,602,268
Grant	-	\$ 2,774,868	\$ 2,774,868
<b>TOTAL</b>	<b>\$ 4,173</b>	<b>\$ 6,377,136</b>	<b>\$ 6,381,309</b>

\* The current costs are in 2014 dollars. They are currently being updated to account for inflation costs for the year 2015. The amount of SEPA Mitigation and Impact Fee funds will be updated at the same time.

ANNUAL OPERATIONS AND MAINTENANCE	
<b>Estimated Costs</b>	\$15,000 per lane mile or \$2,550
<b>Estimated Revenues</b>	None
<b>Anticipated Savings Due to Project</b>	None
<b>Department Responsible for Operations</b>	Public Works
<b>Quadrant Location</b>	South





**General Capital  
Facilities Projects**







## General Capital Facilities

General government facilities are designed to meet a broad spectrum of needs—facilities that directly serve the public, such as libraries, and those that house City staff as they work to assure that public and governmental responsibilities are met. The 18 City-owned buildings provide space for 500 City employees and 4,500 daily visitors. Several community and non-profit organizations operate out of these buildings including:

- Timberland Regional Library
- Washington Center for the Performing Arts
- Hands On Children’s Museum
- Senior Services for South Sound
- YMCA
- Junior League
- Thurston County Volunteer Legal Clinic
- The Olympia Free Clinic
- Thurston County Family Justice League

General Government facilities are unique in that the level of service (LOS) may be defined by community preference and standards. Several capital needs of the City may not specifically be included in the City’s Comprehensive Plan. Nonetheless, these projects are vital to the quality of life of the community or the operational efficiency of the City and are included in the Capital Facilities Plan.

The 2015-2020 CFP includes the Building Repair and Replacement program. This project is included in the CFP even though it may not

fit neatly into a traditional capital project category, such as parks, transportation or utilities. There are also no established levels of service in the Comprehensive Plan for this project. However, the project adds to the infrastructure or asset base of the community.

In this six-year CFP, Council recognizes that there are long-term maintenance needs that must be addressed. With the inclusion of Park Maintenance (CAMMP), and Pavement Management there is a growing need to include building/equipment replacement in the CFP as well. Our long-term financial strategy says we will maintain what we have before we add new. For these reasons, we have partially met the long-term maintenance needs in the CFP.

And finally, there are many unmet needs in the CFP. The need for additional library facilities, art center, sidewalk maintenance, and funding for the Master Street Tree Plan has been established; however, funding is not available. Therefore, these projects are not included in this CFP.

## BUILDING REPAIR AND REPLACEMENT (PROGRAM #029)

<b>Location</b>	City Hall Court Services Family Support Center Hands on Children’s Museum Lee Creighton Justice Center Maintenance Center	Mark Noble Regional Fire Training Center Olympia Fire – Command Training Center Olympia Fire – Main Olympia Fire – 2 Olympia Fire – 3 Olympia Fire – 4	Olympia Police – Westside Station Police Annex Police Firing Range The Olympia Center Timberland Regional Library Washington Center
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**Links to Other Projects or Facilities** N/A

**Description** This program covers major maintenance to building interior and exterior, as well as equipment replacement at the 18 locations listed above. In 2015, the annual debt service for the Washington Center Exterior Repair will be \$233,025 which comes from this programs funding.

**Justification (Need/Demand)** Public Works conducted a building assessment of the City’s buildings to understand the state of the major systems and equipment, identify repair and replacement needs, prioritize identified needs, and develop planning level cost estimates.

An updated building condition assessment, addressing all 18 buildings, was completed in 2013. This updated evaluation provides information on the current state of major systems and equipment and their associated cost.

Projects supported by this fund must be \$50,000 or more and the repair/replacement must have a life expectancy of five or more years. General repairs and maintenance are not made from this fund, but instead from the City’s operating budget.

Over the next six years, the City’s facility repair/replacement costs are estimated to exceed \$1.6 Million per year. The City does maintain a reserve fund, but it has never been adequately funded. It remains a priority for the City.

**Level of Service** N/A

**Comprehensive Plan and Functional Plan(s) Citations** Although not included specifically in the Comprehensive Plan, the City’s Long Term Financial Strategy (LTFS) states that we should maintain what we have before we add new.

CAPITAL COSTS:	2015	2016-2020	TOTAL
Major Maintenance	\$ 1,200,000	\$ 7,000,000	\$ 8,200,000
<b>TOTAL</b>	<b>\$ 1,200,000</b>	<b>\$ 7,000,000</b>	<b>\$ 8,200,000</b>

FUNDING SOURCES:	2015	2016-2020	TOTAL
CIP	\$ 1,200,000	\$ 7,000,000	\$ 8,200,000
<b>TOTAL</b>	<b>\$ 1,200,000</b>	<b>\$ 7,000,000</b>	<b>\$ 8,200,000</b>

### ANNUAL OPERATIONS AND MAINTENANCE

<b>Estimated Costs</b>	Not yet determined
<b>Estimated Revenues</b>	None
<b>Anticipated Savings Due to Project</b>	Not yet determined
<b>Department Responsible for Operations</b>	Public Works
<b>Quadrant Location</b>	All











## Drinking Water

The mission of the Drinking Water Utility is to ensure a safe and sustainable supply of drinking water for the community. Four key influencing factors drive the development of the nine water capital project programs identified in the Capital Facilities Plan (CFP):

1. **Regulation/Compliance:** To achieve legal compliance with the Federal Safe Drinking Water Act (SDWA), Washington State Department of Health (DOH) regulations, and the Uniform Fire Code (UFC) fireflow criteria
2. **Adopted Sustainability Philosophy:** To manage the water in sustainable ways and to develop integrated solutions that solve more than one problem at a time
3. **Growth:** To accommodate growth as defined by Olympia’s Comprehensive Plan and to continue to provide and improve service to existing customers
4. **Operational and System Delivery Strategies:** To manage water as a limited resource, meet water regulation objectives using approaches that limit human influence on the naturally good quality of water Olympia now has, and implement system changes for cost-effective delivery

Drinking Water capital facilities are designed and built to provide citizens with safe and sustainable drinking water. Drinking Water capital program activities acknowledge the importance of managing the water as a limited, precious resource that needs to be protected, conserved, and managed responsibly.

The 2015-2020 Water System Plan serves as the basis for the development of the Drinking Water Capital Facilities Plan. The projects contained in the CFP are funded annually through Drinking Water Utility rates and General Facilities Charges (GFCs). State low interest loans and grants are pursued as available. The 2015-2020 Water System Plan includes a financial strategy for planned capital improvements that involves a combination of cash and debt financing.

### Growth Related Projects

Projects that fall under this category are associated with work needed to accommodate new development and are funded by General Facility Charge (GFC) revenue. When a project serves both new and existing development, a portion of the project cost will also be funded through Drinking Water Utility rates.

<u>Project</u>	<u>Percent Growth Related</u>
Briggs Well Construction .....	100%
Kaiser Road Water main.....	25%
Log Cabin Reservoir (417 Zone) .....	60%
McAllister Wellfield Corrosion Control treatment .....	31%
McAllister Wellfield Mitigation - Deschutes River .....	50%
McAllister Wellfield Mitigation - Woodland Creek.....	50%
Olympia Brewery Water Engineering Analysis .....	100%
Reclaimed Water Infrastructure .....	50%
Reclaimed Water filling stations .....	50%
Water System Plan .....	50%



## Level of Service (LOS) Determinations

### Level of Service I

The first level of service (LOS I) involves maintaining the current system as is and addressing the need to remain in regulatory compliance for water quality and quantity requirements.

- Meet minimal standards for water pressure (30 psi) and UFC fireflow criteria
- Addressing new State and Federal Safe Drinking Water Act requirements
- Addressing existing system deficiencies due to growth or infrastructure failure

### Level of Service II

The second level of service (LOS II) focuses on more proactive system maintenance and anticipating future regulatory needs.

- Anticipates future water quality regulations and develops facilities that will accommodate the increased requirements prior to the system becoming deficient
- Goes beyond the required minimum of 30 psi average water pressure for residents and strives to improve the minimum to 40 psi. The higher standard is the most cost-effective approach to anticipating and meeting system growth needs. LOS II also strives to eventually eliminate areas within the system that do not meet UFC fireflow criteria

### Level of Service III

The final level of service (LOS III) recognizes Olympia’s commitment to sustainability and to the approach of managing water as a limited resource. LOS III projects and programs address DOH regulations to a further extent, with the underlying driver to be a responsible water steward andurveyor.

- To comply with DOH regulations, there must be some form of conservation activity within an adopted Water Plan. The degree to which the City of Olympia approaches a conservation program is a component of managing a limited resource.

CAPITAL FACILITIES PROJECTS BY LEVEL OF SERVICE	
LOS I	<ul style="list-style-type: none"> <li>• Asphalt Overlay Adjustments</li> </ul>
LOS II	<ul style="list-style-type: none"> <li>• Small Diameter Water Pipe replacement</li> <li>• Transmission and Distribution Projects</li> <li>• Water Source Development &amp; Protection                             <ul style="list-style-type: none"> <li>• Water System Planning</li> <li>• Water Storage Systems</li> </ul> </li> </ul>
LOS III	<ul style="list-style-type: none"> <li>• Groundwater Protection/ Land Acquisition                             <ul style="list-style-type: none"> <li>• Infrastructure Pre-Design &amp; Planning</li> <li>• Reclaimed Water</li> </ul> </li> </ul>

### Level of Service Standards

Municipal utilities in the United States and elsewhere commonly use LOS standards to evaluate whether the physical systems or operations are functioning to an adequate level. LOS can be defined in terms of the customer’s experience of utility service and/or technical standards based on the professional expertise of Utility staff.

These LOS standards can help guide investments in maintenance and repair and replacement. New assets can be used to establish design criteria and prioritize needs. Using a structured decision process that incorporates LOS standards can help a utility achieve desired service outcomes while minimizing life-cycle costs.

The Drinking Water Utility has developed a set of formal LOS standards. Utility staff used the following criteria in selecting LOS:

- Specific goal or expectation
- Focused on customer and community
- Quantifiable and measurable
- Relatively simple to understand and apply
- Constrained by available budgets for maintenance, repair and replacement

The selected LOS standards are in the following areas:

- System performance (including service interruption due to breakage, pressure, system reliability)
- Sustainability (energy efficiency)
- Customer service (response to water quality and service-related complaints)

These LOS standards have been incorporated in the development of this Capital Facilities Plan. Since regulatory compliance is considered a given, these LOS standards address issues of concern for customers beyond regulatory minimums and those that have an influence on decisions regarding infrastructure investments.

The LOS standards are:

#### System Performance

- Service interruption due to line breaks—During a three year period, no customer will experience more than two service interruptions due to a line break; such service interruptions will average four hours or less.
- Pressure—Water will be delivered to new construction at a minimum pressure of 40 psi at the service meter.
- System reliability with largest water source off-line—Utility will meet winter-time demands (inside use only) with the loss of our largest water source (McAllister Springs). This would require complete curtailment of all outside and non-essential water use, but would maintain service for critical needs such as drinking, cooking, sanitation and firefighting.

#### Sustainability

- Energy efficiency—All pumps are rated 80% efficient or higher, unless it is not cost-effective to do so (i.e., the value of energy savings would not pay back the cost of the improvement within five years).

#### Customer Service

- The Utility responds to main breaks within 15 minutes during work hours and within one hour during non-work hours.
- The Utility responds to low pressure and water quality complaints by the end of the following business day.



### Annual Operations and Maintenance

The water supplied to Olympia flows through concrete, cast iron, galvanized, asbestos cement (AC), ductile iron, and PVC pipe. These lines, in general, have a life expectancy of at least 50 years. New water lines are typically replaced with ductile iron, ductile iron cement lined, or high density polyethylene (HDPE) pipes. Currently, most maintenance work involves repairs to the older asbestos cement water lines and non-ductile iron connections, and valves within the City. Breaks within these lines are usually caused by age, geological shifts within the ground or from construction work. Replacing these aging facilities will help to reduce operations and maintenance costs.

The annual operations and maintenance costs for both potable water and reclaimed water represent an overall average that is subject to change due to unique circumstances that may be encountered at each location. For new infrastructure, initial operations and maintenance costs for repairs, replacements, and cleaning are minimal. As the infrastructure ages, maintenance costs will increase.

### Annual Operations & Maintenance Costs

Repair service leak (3/4"–1")	\$ 430 per repair
Install service (meter) on a 3/4" –1" line	\$ 1,760 per install
Install small main (2" line)	\$ 69 per linear foot
Install 6" or larger main	\$ 105 per linear foot
Main line valve installation and replacement	\$ 3,880 per install
Main line (2"–8" line) leak repair	\$ 1,640 per repair
Fire hydrant installation or replacement	\$ 3,220 per install
Fire hydrant repair	\$ 295 per repair
Reservoir maintenance (e.g. Meridian)	\$ 30,760 annually
Pump station maintenance	\$ 47,430 per station
McAllister Springs maintenance*	\$ 393,830 annually

\*Not including water quality monitoring costs.

Note: The project components commonly used in Drinking Water Projects are defined in the Glossary section of this document.



## ASPHALT OVERLAY ADJUSTMENTS—WATER (PROGRAM #9021)

<b>Location</b>	Various locations Citywide.
<b>Links to Other Projects or Facilities</b>	Street Repair and Reconstruction Projects—Transportation section Asphalt Overlay Adjustments—Wastewater section
<b>Description</b>	Make necessary adjustments to raise water system components to street level in conjunction with the annual asphalt overlay/street reconstruction process. This is a pass-through amount that is used by the Transportation Street Repair and Reconstruction Project for water facilities.
<b>Justification (Need/Demand)</b>	Asphalt overlay and street reconstruction projects require the adjustment of water system structures and equipment (e.g., castings, manholes, inlets, and covers) during construction as part of the paving process.
<b>Level of Service (LOS))</b>	LOS I – See program overview for LOS definitions.
<b>Comprehensive Plan and Functional Plan(s) Citations</b>	The 1994 Olympia Comprehensive Plan is in the process of being updated during the time this document is being published. This CFP reflects the goals and policies of the 1994 Plan.  Goals: PF 6: Provide adequate transmission, distribution, and storage facilities.

CAPITAL COSTS:	2015	2016-2020	TOTAL
Construction	\$ 10,500	\$ 52,500	\$ 63,000
<b>TOTAL</b>	<b>\$ 10,500</b>	<b>\$ 52,500</b>	<b>\$ 63,000</b>

FUNDING SOURCES:	2015	2016-2020	TOTAL
Rates	\$ 10,500	\$ 52,500	\$ 63,000
<b>TOTAL</b>	<b>\$ 10,500</b>	<b>\$ 52,500</b>	<b>\$ 63,000</b>

### ANNUAL OPERATIONS AND MAINTENANCE

<b>Estimated Costs</b>	None (work conducted by transportation crew)
<b>Estimated Revenues</b>	None
<b>Anticipated Savings Due to Project</b>	Decreases likelihood of system failure
<b>Department Responsible for Operations</b>	Public Works
<b>Quadrant Location</b>	Citywide







## GROUNDWATER PROTECTION (PROGRAM #9701)

**Location** Various locations Citywide. See Project List.

**Links to Other Projects or Facilities** Critical Habitat Land Acquisition—Storm and Surface Water section  
Open Space Expansion—Parks, Arts and Recreation section

**Description** This program is targeted towards the purchase of land and other activities that will monitor and protect the groundwater that Olympia relies on for its drinking water supply.

Project List	YEAR	PROJECT DESCRIPTION	COST ESTIMATE
	2015-2018	Groundwater Protection (Easements, Appraisals, etc.)—This project is needed for installation of groundwater monitoring wells. Depending on the location of the wells, the City may have to obtain easements on property outside of the Right-of-Way and pay for those easements. The appraisals will determine the cost of the easements.	\$ 60,000
	2015-2019	Groundwater Monitoring Wells—This project will drill 12 additional groundwater monitoring wells within the capture zones to provide advance warning of any water quality issues that could impact the City’s drinking water sources.	\$ 600,000
	2016-2018	Wellhead Protection Program—This is an annual program (\$200,000) to refine the capture zones for the City’s wells (areas around the wells that capture stormwater which contribute to the aquifers).	\$ 600,000

**Justification (Need/Demand)** The acquisition of land within the City’s designated groundwater protection areas represents the ultimate groundwater protection strategy. By owning land or easements, the City can control land uses and associated activities on land near its water sources and help prevent contamination of critical groundwater resources.

**Level of Service (LOS)** LOS III – See program overview of LOS definitions.

**Comprehensive Plan and Functional Plan(s) Citations** The 1994 Olympia Comprehensive Plan is in the process of being updated during the time this document is being published. This CFP reflects the goals and policies of the 1994 Plan.  
Goals:  
PF 1: Develop utility and land use plans cooperatively.  
PF 5: Provide adequate supplies of water for future needs.  
PF 6: Provide adequate transmission, distribution, and storage facilities.

CAPITAL COSTS:	2015	2016-2020	TOTAL
Land & Right-of-Way	\$ 10,000	\$ 500,000	\$ 600,000
Design and Engineering	-	\$ 880,000	\$ 880,000
Construction	-	\$ 320,000	\$ 320,000
<b>TOTAL</b>	<b>\$ 10,000</b>	<b>\$ 1,250,000</b>	<b>\$ 1,260,000</b>

FUNDING SOURCES:	2015	2016-2020	TOTAL
Rates	\$ 10,000	\$ 1,250,000	\$ 1,260,000
<b>TOTAL</b>	<b>\$ 10,000</b>	<b>\$ 1,250,000</b>	<b>\$ 1,260,000</b>

### ANNUAL OPERATIONS AND MAINTENANCE

<b>Estimated Costs</b>	Minimal
<b>Estimated Revenues</b>	None
<b>Anticipated Savings Due to Project</b>	None
<b>Department Responsible for Operations</b>	Public Works
<b>Quadrant Location</b>	South, West



## INFRASTRUCTURE PRE-DESIGN AND PLANNING—WATER (PROGRAM #9903)

<b>Location</b>	City water service area.						
<b>Links to Other Projects or Facilities</b>	Not yet determined.						
<b>Description</b>	Perform pre-design evaluation and analysis of water project alternatives in order to recommend projects identified in the Water System Plan and support other City project planning requirements that occur outside of the annual CFP process.						
<b>Project List</b>	<table border="1" style="width: 100%; border-collapse: collapse; margin-left: 20px;"> <thead> <tr style="background-color: #00A0C0; color: white;"> <th style="width: 20%;">YEAR</th> <th style="width: 50%;">PROJECT DESCRIPTION</th> <th style="width: 30%;">COST ESTIMATE</th> </tr> </thead> <tbody> <tr> <td style="text-align: center;">2015-2020</td> <td style="text-align: center;">Pre-Design and Planning</td> <td style="text-align: right;">\$ 126,000</td> </tr> </tbody> </table>	YEAR	PROJECT DESCRIPTION	COST ESTIMATE	2015-2020	Pre-Design and Planning	\$ 126,000
YEAR	PROJECT DESCRIPTION	COST ESTIMATE					
2015-2020	Pre-Design and Planning	\$ 126,000					
<b>Justification (Need/Demand)</b>	The City’s Water System Plan and six-year Capital Facilities Plan identify projects from a planning level perspective based on detected deficiencies in a specific portion of the system. They also include planning level cost estimates done at the time the plan was developed and may not include enough detail in the scope to accurately assess project costs. This program evaluates these projects prior to their appropriation in the annual Capital Facilities Plan. It ensures accurate scope of work and cost estimates and a full evaluation of project alternatives. Other uses for this information include project scheduling, assessment of rate impacts and cash flow planning.						
<b>Level of Service (LOS)</b>	LOS III – See program overview of LOS definitions.						

**Comprehensive Plan and Functional Plan(s) Citations**      The 1994 Olympia Comprehensive Plan is in the process of being updated during the time this document is being published. This CFP reflects the goals and policies of the 1994 Plan.

Goals:

- PF 6: Provide adequate transmission, distribution, and storage facilities.
- PF 6.1: Main sizes and storage reservoirs should be designed to meet fire flow needs.
- PF 6.2: Olympia should design its water supply system to achieve the most favorable, practical fire insurance rating.
- PF 6.3: Main sizes in newly developing areas should be designed to serve future growth.

CAPITAL COSTS:	2015	2016-2020	TOTAL
Pre-Design & Planning	\$ 21,000	\$ 105,000	\$ 126,000
<b>TOTAL</b>	<b>\$ 21,000</b>	<b>\$ 105,000</b>	<b>\$ 126,000</b>

FUNDING SOURCES:	2015	2016-2020	TOTAL
Rates	\$ 21,000	\$ 105,000	\$ 126,000
<b>TOTAL</b>	<b>\$ 21,000</b>	<b>\$ 105,000</b>	<b>\$ 126,000</b>

ANNUAL OPERATIONS AND MAINTENANCE	
Estimated Costs	N/A
Estimated Revenues	N/A
Anticipated Savings Due to Project	N/A
Department Responsible for Operations	Public Works
Quadrant Location	Citywide





## RECLAIMED WATER—WATER (PROGRAM #9710)

<b>Location</b>	Various Locations Citywide. See Project List.														
<b>Links to Other Projects or Facilities</b>	N/A														
<b>Description</b>	This program is targeted towards delivery of reclaimed water. Develop an infrastructure network of “purple pipe” and associated improvements necessary to convey reclaimed water to the City. Reclaimed water is delivered through a completely separate distribution system that consists of purple colored pipes, connections, and distribution points for easy identification. Reclaimed water is recycled municipal wastewater that has been cleaned and treated in order to remove pollutants and contaminants so that the water can be safely reused for a variety of approved uses, such as irrigation.														
<b>Project List</b>	<table border="1"> <thead> <tr> <th>YEAR</th> <th>PROJECT DESCRIPTION</th> <th>COST ESTIMATE</th> </tr> </thead> <tbody> <tr> <td>2016</td> <td>Port of Olympia Irrigation—This project will eliminate a dead end irrigation line that has to be manually flushed each year prior to the irrigation system being used. The project will install a system to automate this work.</td> <td>\$ 50,000</td> </tr> <tr> <td>2020</td> <td>Reclaimed Water Infrastructure—Construct reclaimed water pipes and pumps as the system expands. This program is partially funded by General Facilities Charges.</td> <td>\$250,000</td> </tr> <tr> <td>2020</td> <td>Reclaimed Water Filing Stations—Install reclaimed water filling stations at convenient locations for contractors to use on construction projects. This project will reduce the likelihood of cross connections occurring and increase the use of reclaimed water. This program is partially funded by General Facilities Charges.</td> <td>\$100,000</td> </tr> </tbody> </table>			YEAR	PROJECT DESCRIPTION	COST ESTIMATE	2016	Port of Olympia Irrigation—This project will eliminate a dead end irrigation line that has to be manually flushed each year prior to the irrigation system being used. The project will install a system to automate this work.	\$ 50,000	2020	Reclaimed Water Infrastructure—Construct reclaimed water pipes and pumps as the system expands. This program is partially funded by General Facilities Charges.	\$250,000	2020	Reclaimed Water Filing Stations—Install reclaimed water filling stations at convenient locations for contractors to use on construction projects. This project will reduce the likelihood of cross connections occurring and increase the use of reclaimed water. This program is partially funded by General Facilities Charges.	\$100,000
YEAR	PROJECT DESCRIPTION	COST ESTIMATE													
2016	Port of Olympia Irrigation—This project will eliminate a dead end irrigation line that has to be manually flushed each year prior to the irrigation system being used. The project will install a system to automate this work.	\$ 50,000													
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2020	Reclaimed Water Filing Stations—Install reclaimed water filling stations at convenient locations for contractors to use on construction projects. This project will reduce the likelihood of cross connections occurring and increase the use of reclaimed water. This program is partially funded by General Facilities Charges.	\$100,000													
<b>Justification (Need/Demand)</b>	Given that sources of potable water are limited, State law and Olympia’s Water System Plan strongly encourage the use of reclaimed water as a resource to help meet current and future water needs. The LOTT Sewer Plan calls for the use of reclaimed water by each of the LOTT partner cities. LOTT is now producing reclaimed water at its Budd Inlet Treatment Facility and Hawks Prairie Satellite Treatment Facility to help meet Federal and State water quality discharge standards to protect Budd Inlet. Water treated at the Budd Inlet Treatment Facility is now being used for irrigation at the Port of Olympia, the City’s Percival Landing Park, and near Capitol Lake by the State’s General Administration building.														
<b>Level of Service (LOS)</b>	LOS III – See program overview of LOS definitions.														
<b>Comprehensive Plan and Functional Plan(s) Citations</b>	<p>The 1994 Olympia Comprehensive Plan is in the process of being updated during the time this document is being published. This CFP reflects the goals and policies of the 1994 Plan.</p> <p>Goals:</p> <p>PF 5: Provide adequate supplies of water for future needs.</p> <p>PF 5.6: Establish multiple sources of water supply.</p> <p>PF 6: Provide adequate transmission, distribution, and storage facilities.</p> <p>ENV 3: Protect and improve local and regional water resources.</p>														
<b>CAPITAL COSTS:</b>	<b>2015</b>	<b>2016-2020</b>	<b>TOTAL</b>												
Designing & Engineering	-	\$ 80,000	\$ 80,000												
Construction	-	\$ 320,000	\$ 320,000												
<b>TOTAL</b>	-	<b>\$ 400,000</b>	<b>\$ 400,000</b>												
<b>FUNDING SOURCES:</b>	<b>2015</b>	<b>2016-2020</b>	<b>TOTAL</b>												
Rates	-	\$ 225,000	\$ 225,000												
General Facility Charges (GFCs)	-	\$175,000	\$ 175,000												
<b>TOTAL</b>	-	<b>\$ 400,000</b>	<b>\$ 400,000</b>												
<b>ANNUAL OPERATIONS AND MAINTENANCE</b>															
Estimated Costs	N/A														
Estimated Revenues	N/A														
Anticipated Savings Due to Project	N/A														
Department Responsible for Operations	Public Works														
Quadrant Location	Citywide														

## SMALL DIAMETER WATER PIPE REPLACEMENT (PROGRAM #9408)

**Location** Various locations based on the Utility’s Small Diameter Water Pipe Upgrade Plan. Projects selected are based on service complaints and operation and maintenance records of leaks and main breaks.

**Links to Other Projects or Facilities** N/A

**Description** Replace small diameter substandard water pipes within the existing system. Project components may include hydraulic modeling, valves, vaults, and water lines.

**Project List**

**2015-2020 Small Diameter Water Pipe Replacement Location**

LOCATION - Street	FROM	TO
7th Avenue	Central Street	Boundary Street
Boundary Street	9th Avenue	8th Avenue
McCormick Street	4th Avenue	5th Avenue
Fir Street	4th Avenue	State Avenue
Giles Street	Thomas Street	Division Street
Percival Street	Harrison Avenue	Jackson Avenue
Puget Street	4th Avenue	State Avenue
Eastside Street	4th Avenue	State Avenue
Union Avenue	Central Street	Fir Street
7th Avenue	Boundary Street	Central Street
Thurston Avenue	Tullis Street	Puget Street
Swanee Place	Cul-de-sac off 22nd Avenue	West of Brown Street
Myrtle Place	Cul-de-sac off 22nd Avenue	West of Boulevard Road
Amhurst Street	18th Avenue	20th Avenue
Clar Mar Lane	To End	To End
Brown Street	18th Avenue	22nd Avenue
Eastside Circle	To End	To End
End of Rogers Court	South of 11th Court	End of Street
McCormick Street	13th Avenue	Union Avenue
13th Avenue	Fir Street	Fairview Street
Fir Street	14th Avenue	13th Avenue
Evergreen Park Lane	At Cul-de-sac	At Cul-de-sac
Water Street	22nd Avenue	24th Avenue

**Justification (Need/Demand)** The City is responsible for providing domestic and firefighting water flows at minimum pressures as established by the Department of Health. This program implements the improvements outlined in the 2009-2014 Water System Plan. The Plan identifies location, size, and timing of major and minor water main distribution line improvements. The Plan also identifies deficient areas that require looping or upgrading to improve flows and pressures. This project provides improvements to the basic system to assure adequate pressure and flow for domestic and firefighting situations. Maintenance records and service complaints are used to identify the lines needing replacement.

**Level of Service (LOS)** LOS II – See program overview of LOS definitions.



## SMALL DIAMETER WATER PIPE REPLACEMENT (PROGRAM #9408) CONTINUED

### Comprehensive Plan and Functional Plan(s) Citations

The 1994 Olympia Comprehensive Plan is in the process of being updated during the time this document is being published. This CFP reflects the goals and policies of the 1994 Plan.

**Goals:**

PF 5: Provide adequate supplies of water for future needs.

PF 6: Provide adequate transmission, distribution, and storage facilities.

PF 6.1: Main sizes and storage reservoirs should be designed to meet fire flow needs.

PF 6.2: Olympia should design its water supply system to achieve the most favorable, practical fire insurance rating.

CAPITAL COSTS:	2015	2016-2020	TOTAL
Design & Engineering	\$ 100,000	\$ 500,000	\$ 600,000
Construction	\$ 400,000	\$ 2,000,000	\$ 2,400,000
<b>TOTAL</b>	<b>\$ 500,000</b>	<b>\$ 2,500,000</b>	<b>\$ 3,000,000</b>

FUNDING SOURCES:	2015	2016-2020	TOTAL
Rates	\$ 500,000	\$ 2,500,000	\$ 3,000,000
<b>TOTAL</b>	<b>\$ 500,000</b>	<b>\$ 2,500,000</b>	<b>\$ 3,000,000</b>

### ANNUAL OPERATIONS AND MAINTENANCE

Estimated Costs	None (pipe replacements)
Estimated Revenues	N/A
Anticipated Savings Due to Project	Decreases cost of line breaks — estimated at \$1,400 per repair. Some main breaks also require extensive road restoration costs.
Department Responsible for Operations	Public Works
Quadrant Location	Citywide



## TRANSMISSION & DISTRIBUTION PROJECTS—WATER (PROGRAM #9609)

<b>Location</b>	Various locations within the existing system as service complaints and operation and maintenance records indicate. See Project List.
<b>Links to Other Projects or Facilities</b>	Sewer Pipe Extensions—Sewer Program Boulevard Road Intersection—Transportation Impact Fee section Fones Road—Transportation Impact Fee section Thurston County CFP
<b>Description</b>	<p>This program includes projects necessary to rehabilitate and replace existing transmission and distribution facilities, including water mains, valves, fire hydrants, service meters and booster pump stations. These projects are targeted to respond to identified capacity problems (related to flow, pressure, firefighting) as well as to replace infrastructure that is beyond its useful life. This program also includes installation of new transmission mains to connect new key facilities to the system.</p> <p>Projects are often coordinated with other public works projects (e.g., road improvements), to take advantage of cost efficiencies and to minimize inconvenience to citizens. Specific components covered under this program include hydrants, hydraulic modeling, valves, vaults, water lines, and water system structures and equipment.</p>

**Project List**

YEAR	PROJECT DESCRIPTION (Quadrant:Map Coordinate)	COST ESTIMATE
2015-2020	Asbestos Cement (AC) and Aging Pipe Replacement—This is an annual project to replace substandard AC pipe throughout the City. Each year based on maintenance records the City will choose which pipes to replaced based on age and material. Currently 40% of the City’s water system is comprised of AC pipe which is prone to leaking and breaks.	\$ 3,000,000
2015-2020	Asset Management Program—This project will begin the process to provide an asset management plan to replace, rehabilitate, and maintain the City’s water system to ensure it is reliable.	\$ 300,000
2015-2020	Cross Country Mains—This project will identify watermains that are located outside of roadways and cross through neighborhoods. The project will determine if the watermains have easements and if they should be relocated to areas that have easier access for maintenance.	\$ 150,000
2015-2020	Distribution Main Condition Assessment—This project is a part of the asset management program to assess the condition and reliability of the distribution mains to prioritize repair or replacement.	\$ 150,000
2015-2020	Distribution System Oversizing	\$ 162,000
2015	Fones Road Booster Station Rehabilitation (N:C7)—Upgrade of booster pump station to address current deficiencies in the electrical system, confined space entry, ventilation, and aging pumping equipment.	\$ 1,090,000
2015	Meridian Overflow and 35-inch Water Main—This project will assess and enhance protection of the 36-inch water main and improve the Meridian Tank overflow outlet pipe that daylights next to the 36-inch main. It is located of the tanks within City property.	\$ 150,000
2015	Morse Merryman Extension to New Log Cabin Reservoir (S:E7)—This project will install a new 12-inch watermain to connect existing distribution piping in Morse Merryman Road to the planned new reservoir in SE Olympia.	\$ 489,700
2015-2016	Percival Creek Watermain—This project will be constructed with the utility bridge work. The utility bridge needs structural upgrades. The watermain will either be replaced on the bridge or installed under the creek by boring depending on the bridge work.	\$ 500,000
2015	West Bay Booster Station Pump and Electrical Upgrade—This project will replace the existing pumps and related equipment that are past their useful life and upgrade associated electrical components. The last major upgrades of the station was in 1997.	\$ 150,000



## TRANSMISSION & DISTRIBUTION PROJECTS—WATER (PROGRAM #9609) CONTINUED

### Project List (continued)

YEAR	PROJECT DESCRIPTION (Quadrant:Map Coordinate)	COST ESTIMATE
2016	AC Pipe Replacement—Boulevard Road Roundabout at Morse Merryman Road (S:E6)—This project will replace asbestos cement water main in conjunction with the future roundabout at Morse Merryman and Boulevard Roads.	\$ 780,000
2016-2020	Corrosion Control Tower Condition Assessment & Upgrades—The City has three corrosion control (aeration) towers that will need periodic large scale maintenance that is beyond the normal day to day maintenance. This project will assess the work that is needed and perform the upgrades.	\$ 125,000
2016	McCormick Valve House—This will replace the original pipes and valves installed when the Fir Street tanks were constructed in 1935.	\$ 150,000
2016-2020	On-site Generator Replacement Plan—This project sets aside money to enable replacement of on-site generators located at the water pumping facilities. The generators will be replaced as their useful life nears.	\$ 225,000
2016	PRV Telemetry (Radio-Based)—This project will enable data from the pressure reducing valves to be transmitted to the telemetry system by radio. Data such as upstream and downstream pressure, and valve position (open or closed) will enable efficient and reliable operation of the valves ensuring fire flow is available when needed.	\$ 50,000
2017-2020	Booster Station Upgrade/Rehabilitation—This is a project to upgrade pumps, electrical and other associated upgrades and rehabilitation necessary to keep the system running and reliable. Construction will occur approximately every 5 years at sites identified by operations staff as requiring the most upgrades.	\$ 600,000
2017	Kaiser Road Watermain Extension to Evergreen Park Way (W:B2)—This project will install a new 12-inch watermain from the LOTT sewer lift station to Evergreen Park Drive, increasing service reliability to the Evergreen State College area. This project is partially funded by general facility charges (GFCs).	\$ 760,000
2019	Eastside and Henderson Watermain Extension—This project will extend a 12-inch main west of Henderson and connect to an existing 264 Zone pipe. This main will provide a secondary source to this pressure zone.	\$ 820,000
2019	Pressure Reducing Valve—East Bay Drive (N:B5)—This project will reduce high watermain pressures along East Bay Drive.	\$ 247,000
2020	Fones Road Water Main Construction (N:C7)—This project replaces an AC watermain in Fones Road from Pacific Avenue to 17th Avenue, to be coordinated with a planned roadway reconstruction.	\$ 2,300,000
2020	Water Meter AMR Radio Replacement—The City has recently replaced all the water meters with radio read equipment. This project will ensure the meters are transmitting data accurately.	\$ 2 00,000
2020	Water Meter Replacement—The City has recently replaced all the water meters in the system. This project will provide for periodic replacement of the meters to ensure water use is accurately measured.	\$ 550,000

### Justification (Need/Demand)

This program will ensure that existing distribution and transmission facilities are rehabilitated and replaced as needed in order to continue to secure a safe and sustainable water supply. Priority projects are targeted to those areas of the water system that fall short of meeting DOH standards for water pressure and UFC fire flow criteria or have ongoing maintenance problems (e.g., a history of repeated main breaks). This program also provides funding for the installation of new transmission mains to connect new critical source and storage facilities to the water system.

### Level of Service (LOS)

LOS II – See program overview of LOS definitions.



**TRANSMISSION & DISTRIBUTION PROJECTS—WATER (PROGRAM #9609) CONTINUED**

**Comprehensive Plan and Functional Plan(s) Citations**

The 1994 Olympia Comprehensive Plan is in the process of being updated during the time this document is being published. This CFP reflects the goals and policies of the 1994 Plan.

**Goals:**

- PF 5: Provide adequate supplies of water for future needs
- PF 6: Provide adequate transmission, distribution, and storage facilities.
- PF 6.1: Main sizes and storage reservoirs should be designed to meet fire flow needs.
- PF 6.2: Olympia should design its water supply system to achieve the most favorable, practical fire insurance rating.
- PF 6.3: Main sizes in newly developing areas should be designed to serve future growth.

CAPITAL COSTS:	2015	2016-2020	TOTAL
Design & Engineering	\$ 595,940	\$ 1,786,400	\$ 2,382,340
Construction	\$ 2,010,760	\$ 8,555,600	\$ 10,566,360
<b>TOTAL</b>	<b>\$ 2,606,700</b>	<b>\$ 10,342,000</b>	<b>\$ 12,948,700</b>

FUNDING SOURCES:	2015	2016-2020	TOTAL
Rates	\$ 2,606,700	\$ 10,152,000	\$ 12,758,700
General Facility Charges (GFCs)	-	\$ 190,000	\$ 190,000
<b>TOTAL</b>	<b>\$ 2,606,700</b>	<b>\$ 10,342,000</b>	<b>\$ 12,948,700</b>



**ANNUAL OPERATIONS AND MAINTENANCE**

<b>Estimated Costs</b>	Minimal maintenance on new transmission main
<b>Estimated Revenues</b>	N/A
<b>Anticipated Savings Due to Project</b>	Decreases cost of line breaks — estimated at \$1,400 per repair. Some main breaks also require extensive road restoration costs.
<b>Department Responsible for Operations</b>	Public Works
<b>Quadrant Location</b>	Citywide





## WATER SOURCE DEVELOPMENT AND PROTECTION (PROGRAM 9700)

<b>Location</b>	Various locations Citywide. See Project List.																													
<b>Links to Other Projects or Facilities</b>	N/A																													
<b>Description</b>	The overall goal of this project is to develop and maintain a water source system that provides adequate water source and water quality in compliance with Federal and State safe drinking water standards. It would also ensure that storage reservoirs are sized sufficiently to have reserve water for fire fighting. Specific project types water source reliability, water quality and treatment, water system structures and equipment.																													
<b>Project List:</b>	<table border="1"> <thead> <tr> <th>YEAR</th> <th>PROJECT/LOCATION</th> <th>COST ESTIMATE</th> </tr> </thead> <tbody> <tr> <td>2015-2020</td> <td>McAllister Mitigation (Smith Property Restoration)—This is an annual project to restore the Smith farm located near the Deschutes River as part of the mitigation plan related to the operations of the new McAllister Wellfield. Improvements include the construction of an engineered wetland, reforestation of a riparian zone along the Deschutes River, and also river bank stabilization to prevent erosion and improve fish habitat. This Project is partially funded by general facilities charges (GFCs).</td> <td>\$ 767,000</td> </tr> <tr> <td>2015-2020</td> <td>McAllister Wellfield Mitigation (Woodland Creek Infiltration Facility) O&amp;M Costs—This is a joint project with Lacey that Olympia will participate in the operations and maintenance costs as part of the mitigation for the McAllister Wellfield project. This project is partially funded by general facility charges (GFCs).</td> <td>\$ 300,000</td> </tr> <tr> <td>2015</td> <td>Olympia Brewery Water Engineering Analysis—This project continues the study to determine the best way to develop this new source in conjunction with Tumwater and Lacey This project is partially funded by general facility charges (GFCs).</td> <td>\$ 150,000</td> </tr> <tr> <td>2016</td> <td>Indian Summer Well Chlorination—This project will replace an on-site chlorine generation system that is costly to maintain and unreliable. The new chlorination system is hypochlorination which is a liquid and is relatively safe to use and the equipment is easier to maintain.</td> <td>\$ 150,000</td> </tr> <tr> <td>2016</td> <td>McAllister Corrosion Control—This project will install an aeration tower at the Meridian Reservoirs to raise the pH of the McAllister well water to meet Federal and State safe drinking water standards. 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This project is partially funded by general facility charges (GFCs).	\$ 2,200,000	2016	Shana Park Well Study—This project will assess the possible impact to this source from nitrates and determine the future use of the well as an emergency source, drill a new well or treat for nitrates when the need arises.	\$ 150,000	2018	Hoffman Well Treatment—This project will treat the Hoffman Well for iron, manganese, and provide for chlorination with hypochlorination.	\$ 2,045,000	2019	Briggs Well Development—This project will drill, equip, and treat a well near the Briggs housing development off Henderson Boulevard. This will provide source to the SE area of town that currently does not have a source directly feeding this pressure zone. This project is partially funded by general facility charges (GFCs).	\$ 2,500,000
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<b>Justification (Need/Demand)</b>	<p>The Safe Drinking Water Act (SDWA) of 1974 signaled the beginning of a new age in public water supply. The detection of organic contaminants in drinking water throughout the United States spurred the passage of the SDWA.</p> <p>The proposed 2015–2019 Water System Plan calls for additional source water quality treatment in various areas of the City to meet State drinking water requirements.</p>																													
<b>Level of Service (LOS)</b>	LOS II – See program overview of LOS definitions.																													



## WATER SOURCE DEVELOPMENT AND PROTECTION (PROGRAM 9700) CONTINUED

**Comprehensive Plan and Functional Plan(s) Citations**

The 1994 Olympia Comprehensive Plan is in the process of being updated during the time this document is being published. This CFP reflects the goals and policies of the 1994 Plan.

Goals:

PF 5: Provide adequate supplies of water for future needs

PF 6: Provide adequate transmission, distribution, and storage facilities.

PF 6.1: Main sizes and storage reservoirs should be designed to meet fire flow needs.

PF 6.2: Olympia should design its water supply system to achieve the most favorable, practical fire insurance rating.

PF 6.3: Main sizes in newly developing areas should be designed to serve future growth..

CAPITAL COSTS:	2015	2016-2020	TOTAL
Design & Engineering	\$ 213,000	\$ 1,239,000	\$ 1,452,400
Construction	\$ 253,600	\$ 6,556,000	\$ 6,809,600
<b>TOTAL</b>	<b>\$ 467,000</b>	<b>\$ 7,795,000</b>	<b>\$ 8,262,000</b>

FUNDING SOURCES:	2015	2016-2020	TOTAL
Rates	\$ 317,000	\$ 4,733,000	\$ 5,050,000
General Facilities Charges (GFCs)	\$ 150,000	\$ 3,062,000	\$ 3,212,000
<b>TOTAL</b>	<b>\$ 467,000</b>	<b>\$ 7,795,000</b>	<b>\$ 8,262,000</b>

ANNUAL OPERATIONS AND MAINTENANCE	
Estimated Costs	N/A
Estimated Revenues	N/A
Anticipated Savings Due to Project	N/A
Department Responsible for Operations	Public Works
Quadrant Location	N/A



## WATER STORAGE SYSTEMS (PROGRAM #9610)

**Location** Various locations Citywide. See Project List.

**Links to Other Projects or Facilities** N/A

**Description** The overall goal of this project is to develop and maintain a water reservoir system that provides adequate water storage and “chlorine contact time” in compliance with Federal and State safe drinking water standards. It would also ensure that storage reservoirs are sized sufficiently to have reserve water for firefighting. Specific project types include reservoirs, water lines, seismic upgrades, water quality and treatment, water system structures and equipment.

**Project List:**

YEAR	PROJECT/LOCATION	COST ESTIMATE
2015	New Log Cabin (SE Olympia) Reservoir Construction—This project will construct a new storage tank in SE Olympia to address storage deficiencies. This project is partially funded by general facility charges (GFCs).	\$ 7,350,000
2017	Hoffman Court Reservoir Interior Coating Replacement	\$ 577,700
2017	Elliot Reservoir – Seismic Retrofit—This project will complete recommended seismic retrofits to the Elliot Reservoir. Improvements will include interior column wrapping, dowels to tie roof slab to perimeter walls, and perimeter retaining wall.	\$ 1,250,000
2017	Fir Street #1 and #2 Reservoirs – Seismic Retrofit—This project will complete recommended seismic retrofits to Fir Street Reservoirs. Improvements will include the addition of perimeter walls with reinforcing cables and the addition of collars on the interior columns.	\$ 1,000,000
2018-2020	Storage Reservoir Coatings (Interior/Exterior)—This project provides for the recoating of existing steel storage reservoirs on the inside and outside to prolong their life by preventing rust and corrosion.	\$ 600,000

**Justification (Need/Demand)** The Safe Drinking Water Act (SDWA) of 1974 signaled the beginning of a new age in public water supply. The detection of organic contaminants in drinking water throughout the United States spurred the passage of the SDWA.

One of the Federally-mandated standards of the SDWA is adequate “chlorine contact time.” When added to drinking water, chlorine is a disinfecting agent. The chlorine needs time, however, to react with the water to provide adequate disinfection. Water reservoirs provide the safest and most effective method to ensure that chlorine levels and contact times are adequate to meet disinfection levels. Reservoirs also provide water storage to allow for proper domestic and firefighting flows.

The proposed 2009–2014 Water System Plan calls for additional storage in the southeast area of the City to meet State drinking water requirements. This new reservoir in the 417 Zone will provide adequate storage for at least the next 25 years.

Updated evaluations of the Fir Street and Elliot reservoirs completed in 2011 call for seismic upgrades to improve the structural integrity of the reservoirs.

**Level of Service (LOS)** LOS II – See program overview of LOS definitions.

**Comprehensive Plan and Functional Plan(s) Citations** The 1994 Olympia Comprehensive Plan is in the process of being updated during the time this document is being published. This CFP reflects the goals and policies of the 1994 Plan.

Goals:

PF 6: Provide adequate transmission, distribution, and storage facilities.

PF 6.1: Main sizes and storage reservoirs should be designed to meet fire flow needs.

PF 6.6: The water supply systems should be protected from contamination.

## WATER STORAGE SYSTEMS (PROGRAM #9610) CONTINUED

CAPITAL COSTS:	2015	2016-2020	TOTAL
Design & Engineering	\$ 1,470,000	\$ 685,540	\$ 2,155,540
Construction	\$ 5,880,000	\$ 2,742,160	\$ 8,622,160
<b>TOTAL</b>	<b>\$ 7,350,000</b>	<b>\$ 3,427,700</b>	<b>\$ 10,777,700</b>

FUNDING SOURCES:	2015	2016-2020	TOTAL
Rates	\$ 2,940,000	\$ 3,427,700	\$ 6,367,700
General Facility Charges (GFCs)	\$ 4,410,000	-	\$ 4,410,000
<b>TOTAL</b>	<b>\$ 7,350,000</b>	<b>\$ 3,427,700</b>	<b>\$ 10,777,700</b>

### ANNUAL OPERATIONS AND MAINTENANCE

Estimated Costs	\$50,000; in addition, Log Cabin Reservoir requires \$3,300 annually.
Estimated Revenues	N/A
Anticipated Savings Due to Project	None
Department Responsible for Operations	Public Works
Quadrant Location	South, West







## WATER SYSTEM PLANNING (PROGRAM 9906)

<b>Location</b>	N/A (Planning activities)						
<b>Links to Other Projects or Facilities</b>	N/A						
<b>Description</b>	Various types of planning efforts are needed on an on-going basis to ensure that the Utility is able to meet future growth needs, maintain regulatory compliance, and invest money wisely in infrastructure. Planning efforts under this program are targeted towards the comprehensive Water System Plan, updated every six years per State requirements. The last Water System Plan update was adopted in 2009. Work on the 2015-2020 Water System Plan began in 2013. Other smaller-scale planning efforts to evaluate project alternatives may also be conducted under this program. This program is partially funded by general facility charges (GFCs).						
<b>Project List:</b>	<table border="1"> <thead> <tr> <th>YEAR</th> <th>PROJECT/LOCATION</th> <th>COST ESTIMATE</th> </tr> </thead> <tbody> <tr> <td>2020</td> <td>Update of six-year Water System Plan</td> <td>\$ 300,000</td> </tr> </tbody> </table>	YEAR	PROJECT/LOCATION	COST ESTIMATE	2020	Update of six-year Water System Plan	\$ 300,000
YEAR	PROJECT/LOCATION	COST ESTIMATE					
2020	Update of six-year Water System Plan	\$ 300,000					
<b>Justification (Need/Demand)</b>	Under State drinking water requirements, the City must complete a comprehensive Water System Plan update every six years. The Water System Plan outlines capital improvements, program efforts, and financial strategies that are necessary to ensure that the Water Utility can meet growth demands, be in regulatory compliance and maintain existing facilities over a 20-year horizon. For the first time, the 2009-2014 Water System Plan also included a 50-year planning horizon for water demand and water supply.						
<b>Level of Service (LOS)</b>	LOS II – See program overview of LOS definitions.						
<b>Comprehensive Plan and Functional Plan(s) Citations</b>	<p>The 1994 Olympia Comprehensive Plan is in the process of being updated during the time this document is being published. This CFP reflects the goals and policies of the 1994 Plan.</p> <p>Goals:</p> <p>PF 5: Provide adequate supplies of water for future needs.</p> <p>PF 6: Provide adequate transmission, distribution, and storage facilities.</p> <p>PF 6.5: Olympia's Water System Master Plan shall establish the standards for development and improvement of the water system.</p> <p>ENV 3.7: Regularly review the effectiveness and adequacy of ordinances and requirements.</p> <p>ENV 6.1: Include environmental protection and enhancement as an integral part of all its planning efforts.</p>						

CAPITAL COSTS:	2015	2016-2020	TOTAL
Pre-Design & Planning	-	\$ 300,000	\$ 300,000
<b>TOTAL</b>	-	<b>\$ 300,000</b>	<b>\$ 300,000</b>

FUNDING SOURCES:	2015	2016-2020	TOTAL
Rates	-	\$ 150,000	\$ 150,000
General Facility Charges (GFCs)		\$ 150,000	\$ 150,000
<b>TOTAL</b>	-	<b>\$ 300,000</b>	<b>\$ 300,000</b>

### ANNUAL OPERATIONS AND MAINTENANCE

<b>Estimated Costs</b>	N/A
<b>Estimated Revenues</b>	N/A
<b>Anticipated Savings Due to Project</b>	N/A
<b>Department Responsible for Operations</b>	Public Works
<b>Quadrant Location</b>	N/A









## Wastewater

Effective wastewater system management is essential to public and environmental health. The challenges of effective management continue as the Olympia area population grows, land use densities increase, and development occurs in outlying areas distant from the LOTT Clean Water Alliance treatment facility. Responding to these challenges necessitates proactive management of our public and private wastewater infrastructure.

Capital facility funding is important to the heavily infrastructure-dependent Wastewater Utility. The public system maintained by Olympia is comprised of approximately 185 miles of gravity pipe and 33 regional lift stations. The Utility is also responsible for the operation and maintenance of approximately 1,730 residential and 20 commercial Septic Tank Effluent Pumping (STEP) sewer systems that utilize individual effluent pumps at residences and 28 miles of associated STEP pressure mains. Additionally, the continued use of over 4,140 septic systems in Olympia and its Urban Growth Area creates long-term public health and water quality concerns. Conversion of septic systems to the municipal system is encouraged.

The pipes making up the wastewater infrastructure vary in age, materials, and structural integrity. Ongoing work to systematically televise and evaluate the condition of the individual pipes helps prioritize repair and replacement needs. Considerable work has

been completed in recent years. However, this work effort will continue in the years to come with subsequent inclusion of repair and replacement projects in the CFP.

The Olympia City Council adopted the most recent Wastewater Management Plan in 2013. The Plan supports the continuation and refinement of current practices; the repair and replacement of existing pipes and pumps, extensions of major trunk lines, and conversions of onsite sewage systems to public sewer service. This new plan begins to evaluate wastewater needs for a 20-year planning horizon. It also provides for the review of existing policies related to the use of on site sewage systems and STEP systems.

The projects contained in the Wastewater CFP are funded annually through Utility rates and General Facilities Charges (GFCs). State low interest loans and grants are pursued as needed. The 2013 Wastewater Management Plan includes a financial strategy that relies primarily on cash financing of capital projects.

There are currently no projects identified in the CFP under the pipe capacity upgrade program of the Wastewater Program. Additional capacity upgrade projects may be developed and incorporated into future CFPs.



## Growth Related Projects

Projects that fall under this category are associated with work accommodating customer base expansion and are therefore funded by General Facility Charges (GFC) revenue. When an upgrade project serves both new and existing development, a portion of the project cost is funded by GFCs. This CFP identifies numerous lift station upgrades and sewer extensions that are appropriate for GFC funding. These projects will often accommodate both existing and future needs:

- 28th Avenue NW lift station property acquisition – 100% expansion related
- Miller and Central lift station upgrade – 100% expansion and upgrade related
- Water Street lift station force main – 50% upgrade related
- Old Port II lift station upgrades – 100% expansion and upgrade related
- Annual sewer extensions - 100% expansion related
- Neighborhood sewer program - 100% expansion related
- Boulevard Road sewer extension - 100% expansion related





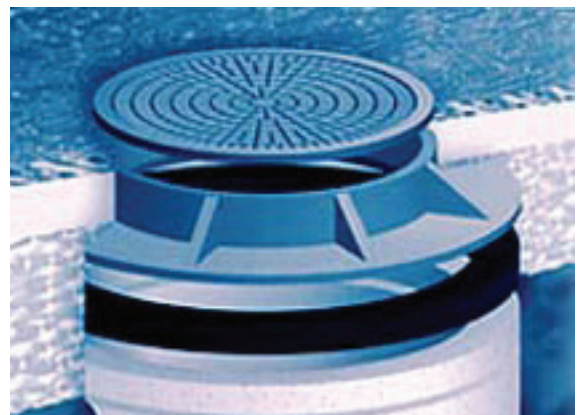
## ASPHALT OVERLAY ADJUSTMENTS—SEWER (PROGRAM #9021)

<b>Location</b>	Citywide as determined by the Transportation Program’s six-year Transportation Improvement Program (TIP).
<b>Links to Other Projects or Facilities</b>	Street Repair and Reconstruction Projects—Transportation Section Asphalt Overlay Adjustments—Drinking Water and Storm and Surface Water Sections
<b>Description</b>	The work of the City’s annual overlay and street reconstruction projects includes replacing and adjusting wastewater utility castings within streets. These wastewater funds are passed-through to transportation street repair and reconstruction projects for incidental wastewater upgrades.
<b>Justification (Need/Demand)</b>	Asphalt overlay and street reconstruction projects often require the adjustment/replacement of wastewater system structures (e.g., manhole frames and lids) as part of the paving process. The goal of this work is to replace damaged castings and to ensure that all castings are adjusted to the new pavement level.
<b>Comprehensive Plan and Functional Plan(s) Citations</b>	The 1994 Olympia Comprehensive Plan is in the process of being updated during the time this document is being published. This CFP reflects the goals and policies of the 1994 Plan.  Goals: PF 9: Assure proper disposal of sewage. PF 11: Efficiently develop and manage the City’s sewer system.

CAPITAL COSTS:	2015	2016-2020	TOTAL
Construction	\$ 10,500	\$ 52,500	\$ 63,000
<b>TOTAL</b>	<b>\$ 10,500</b>	<b>\$ 52,500</b>	<b>\$ 63,000</b>

FUNDING SOURCES:	2015	2016-2020	TOTAL
Rates	\$ 10,500	\$ 52,500	\$ 63,000
<b>TOTAL</b>	<b>\$ 10,500</b>	<b>\$ 52,500</b>	<b>\$ 63,000</b>

ANNUAL OPERATIONS AND MAINTENANCE	
Estimated Costs	None
Estimated Revenues	None
Anticipated Savings Due to Project	Efficient upgrades to existing infrastructure
Department Responsible for Operations	Public Works
Quadrant Location	Citywide



## INFRASTRUCTURE PRE-DESIGN AND PLANNING—SEWER (PROGRAM #9903)

**Location** City sewer service area

**Links to Other Projects or Facilities** Not defined at this time.

**Description** These funds support pre-design conceptual evaluation of wastewater projects and potential alternatives in order to refine complex projects prior to launching full permitting and design. Additionally, the funds are used to expediently respond to emergencies and other unanticipated needs.

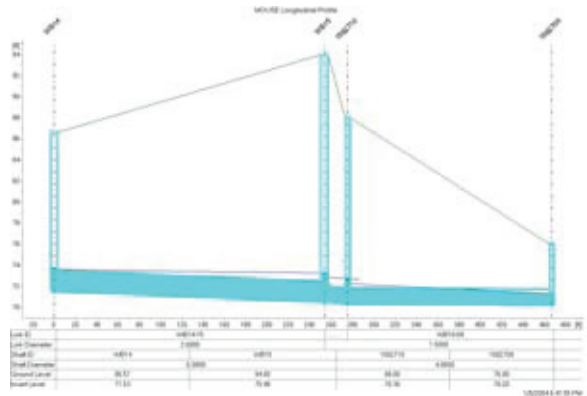
Project List	YEAR	PROJECT	COST ESTIMATE
	2015-2020	Pre-design and planning—Develops project scopes and cost estimates. Responds to emergencies.	\$ 223,200

**Justification (Need/Demand)** The City’s Wastewater Management Plan and six-year Capital Facilities Plan identify projects from a planning level perspective based on detected deficiencies in specific portions of the system. They also include planning level cost estimates completed at the time the Plan was developed. These estimates may not include enough detail in the scope to accurately assess project costs. This program evaluates complex projects prior to full initiation of design and permitting. It ensures accurate scope of work, cost estimates and a full evaluation of project alternatives. Other uses for this information include timely staff response to unanticipated public or environmental risks while long-term funding is secured.

**Comprehensive Plan and Functional Plan(s) Citations** The 1994 Olympia Comprehensive Plan is in the process of being updated during the time this document is being published. This CFP reflects the goals and policies of the 1994 Plan.  
 Goals:  
 PF 9.1: Future sewer system plans should be designed to protect and enhance Olympia and Thurston County ground and surface water resources.  
 PF 11: Efficiently develop and manage the City’s sewer system.  
 PF 12: Use sewer facility planning as a means of accomplishing land use, environmental and economic development, and growth management goals.

CAPITAL COSTS:	2015	2016-2020	TOTAL
Pre-Design & Planning	\$ 37,200	\$ 186,000	\$ 223,200
<b>TOTAL</b>	<b>\$ 37,200</b>	<b>\$ 186,000</b>	<b>\$ 223,200</b>

FUNDING SOURCES:	2015	2016-2020	TOTAL
Rates	\$ 37,200	\$ 186,000	\$ 223,200
<b>TOTAL</b>	<b>\$ 37,200</b>	<b>\$ 186,000</b>	<b>\$ 223,200</b>



### ANNUAL OPERATIONS AND MAINTENANCE

<b>Estimated Costs</b>	None
<b>Estimated Revenues</b>	None
<b>Anticipated Savings Due to Project</b>	Project specific savings
<b>Department Responsible for Operations</b>	Public Works
<b>Quadrant Location</b>	Citywide







## LIFT STATIONS—SEWER (PROGRAM #9806)

<b>Location</b>	Various locations Citywide.
<b>Links to Other Projects or Facilities</b>	N/A
<b>Description</b>	Aging pumps and associated systems in our lift stations need to be upgraded or reconstructed in order to provide dependable service while meeting increasing wastewater flows. Projects include providing needed increased pumping capacity, providing backup power generators and upgrading facilities to current Department of Ecology sewage pump station design criteria.

Project List	YEAR	PROJECT/ LOCATION (Quadrant: Map Coordinate)	COST ESTIMATE
	2015	28th Avenue NW Lift Station Property Acquisition (W:A3)—Acquire property in the vicinity of Cooper Point Road and 28th Avenue NW for locating a future lift station. This project is funded by General Facility Charges (GFCs).	\$ 100,000
	2015	Ensign Road Generator (N:C7)—Replace the aging emergency generator at this lift station.	\$ 60,000
	2015	Water Street Generator (DT:C5)—Replace the aging emergency generator at this critical lift station.	\$ 150,000
	2016	Miller and Central Lift Station Upgrade (N:B6)—Upgrade the existing lift station for existing and future flows. This project is funded by GFCs.	\$ 750,000
	2017	Miller & Ann Generator (N:B6)—Install an onsite emergency generator for the lift station.	\$ 60,000
	2018	Water Street Lift Station Force Mains Upgrade (DT:C5)—Replace the existing 18 and 30-inch concrete sewer force mains serving the Water Street lift station. This project is partially funded by GFCs.	\$ 900,000
	2019	Old Port II Lift Station Upgrade (W:B4)—Upgrade the existing lift station for existing and future flows. This project is funded by GFCs.	\$ 600,000
	2020	Ken Lake Generator—Replace the aging emergency generator at this lift station.	\$ 60,000

**Justification (Need/Demand)** Pumps are an integral element of our sewer infrastructure. Lift stations pose critical risks for spills and associated public and environmental health impacts. Unlike gravity sewer pipes, pump stations are complex mechanical and electrical systems susceptible to chronic or acute failure. The lift stations must operate well in order to prevent sewer overflows.

**Comprehensive Plan and Functional Plan(s)** The 1994 Olympia Comprehensive Plan is in the process of being updated during the time this document is being published. This CFP reflects the goals and policies of the 1994 Plan.

**Citations** Goals: PF 9: Assure proper disposal of sewage.  
 PF 11: Efficiently develop and manage the City’s sewer system.  
 PF 12: Use sewer facility planning as a means of accomplishing land use, environmental and economic development, and growth management goals.

CAPITAL COSTS:	2015	2016-2020	TOTAL
Design & Engineering	\$ 62,000	\$ 474,000	\$ 536,000
Construction	\$ 248,000	\$ 1,896,000	\$ 2,144,000
<b>TOTAL</b>	<b>\$ 310,000</b>	<b>\$ 2,370,000</b>	<b>\$ 2,680,000</b>

FUNDING SOURCES:	2015	2016-2020	TOTAL
Rates	\$ 210,000	\$ 570,000	\$ 780,000
General Facility Charges (GFCs)	\$ 100,000	\$ 1,800,000	\$ 1,900,000
<b>TOTAL</b>	<b>\$ 310,000</b>	<b>\$ 2,370,000</b>	<b>\$ 2,680,000</b>

### ANNUAL OPERATIONS AND MAINTENANCE

<b>Estimated Costs</b>	Not yet determined
<b>Estimated Revenues</b>	Several projects support future growth
<b>Anticipated Savings Due to Project</b>	Projects decrease likelihood of system failure
<b>Department Responsible for Operations</b>	Public Works
<b>Quadrant Location</b>	Citywide



## ONSITE SEWAGE SYSTEM CONVERSIONS—SEWER (PROGRAM #9813)

<b>Location</b>	Various Locations Citywide		
<b>Links to Other Projects or Facilities</b>	N/A		
<b>Description</b>	Supporting the conversion of existing onsite sewage systems to municipal sewer services is a City priority. Efforts to pursue conversions rely on both mandatory regulations and financial incentives. This program provides funding for both minor sewer extensions typically along a short section of street and coordinated neighborhood sewer extensions covering larger areas.		
<b>Project List</b>	<b>YEAR</b>	<b>PROJECT/ LOCATION</b>	<b>COST ESTIMATE</b>
	2015-2020	Annual Sewer Extensions—As part of the onsite sewer conversion program, this project funds minor extensions of the public pipe systems for new conversions. This project is funded by GFCs.	\$ 900,000
	2017-2020	Neighborhood Sewer Program—Similar to Annual Sewer Extensions, but focused on larger neighborhood-scale projects. This project is funded by GFCs.	\$ 1,000,000
<b>Justification (Need/Demand)</b>	In increasingly densely developed urban settings, onsite septic systems pose long-term threats to public and environmental health. City goals and policies provide various resources, including CFP funding, for the conversion to municipal sewer.		
<b>Comprehensive Plan and Functional Plan(s) Citations</b>	The 1994 Olympia Comprehensive Plan is in the process of being updated during the time this document is being published. This CFP reflects the goals and policies of the 1994 Plan.  Goals: PF 9: Assure proper disposal of sewage. PF 11: Efficiently develop and manage the City’s sewer system. PF 12: Use sewer facility planning as a means of accomplishing land use, environmental and economic development, and growth management goals.		

CAPITAL COSTS:	2015	2016-2020	TOTAL
Design & Engineering	\$ 30,000	\$ 350,000	\$ 380,000
Construction	\$ 120,000	\$ 1,400,000	\$ 1,520,000
<b>TOTAL</b>	<b>\$ 150,000</b>	<b>\$ 1,750,000</b>	<b>\$ 1,900,000</b>

FUNDING SOURCES:	2015	2016-2020	TOTAL
General Facility Charges (GFCs)	\$ 150,000	\$ 1,750,000	\$ 1,900,000
<b>TOTAL</b>	<b>\$ 150,000</b>	<b>\$ 1,750,000</b>	<b>\$ 1,900,000</b>

### ANNUAL OPERATIONS AND MAINTENANCE

<b>Estimated Costs</b>	Not yet determined
<b>Estimated Revenues</b>	Supports new wastewater customer through conversion program
<b>Anticipated Savings Due to Project</b>	Facilitates gradual expansion of sewer system
<b>Department Responsible for Operations</b>	Public Works
<b>Quadrant Location</b>	Citywide





## REPLACEMENTS AND REPAIRS —SEWER (PROGRAM #9703)

<b>Location</b>	City sewer service area		
<b>Links to Other Projects or Facilities</b>	N/A		
<b>Description</b>	Provide funds for scheduled repairs, as well as unexpected repairs, replacements and rehabilitation of existing pipe systems and manholes. When possible, trenchless technologies are used to minimize disruptions and costs. Projects include work to abandon several high maintenance STEP systems and provide gravity service through newly-installed gravity systems.		
	YEAR	PROJECT/ LOCATION	COST ESTIMATE
	2015-2020	Allocation of Prioritized Repairs—Citywide—Funds major pipe repairs and replacements.	\$ 1,590,000
	2015-2018	Manhole Repair and Replacement—Address structural deficiencies, leaks, and/or corrosion needs.	\$ 200,000
	2015	Percival Bridge sewer repair/ reroute—Replaces sewer line located on the foot bridge.	\$ 350,000
	2015-2020	Spot Repairs—Repairs and replaces small sections of sewer pipe.	\$ 600,000
	2016	Commercial STEP Conversions—Connect several existing large STEP systems to the newly available sewer main on Yelm Highway.	\$ 420,000
	2016	Pipe Corrosion Abatement, Phase 2—High levels of hydrogen sulfide gas associated with STEP system can corrode concrete pipe and manholes. This project funds the lining of priority damaged systems.	\$ 150,000

**Justification (Need/Demand)** This program provides improvements to the sewer pipe system to assure adequate service and prevent catastrophic system failure and sewage release. An annual list of priority projects is developed based on the results of televising inspections of the sewer lines and implementation of the condition rating program. Planned repairs include major prioritized work, minor spot repairs, manhole repairs, and manhole lining to address corrosion in manholes associated with STEP system effluent gases. Reducing maintenance needs is also a priority.

**Comprehensive Plan and Functional Plan(s) Citations** The 1994 Olympia Comprehensive Plan is in the process of being updated during the time this document is being published. This CFP reflects the goals and policies of the 1994 Plan.  
 Goals:  
 PF 9: Assure proper disposal of sewage.  
 PF 11: Efficiently develop and manage the City’s sewer system.

CAPITAL COSTS:	2015	2016-2020	TOTAL
Design & Engineering	\$ 163,000	\$ 499,000	\$ 662,000
Construction	\$ 652,000	\$ 1,996,000	\$ 2,648,000
TOTAL	\$ 815,000	\$ 2,495,000	\$ 3,310,000

FUNDING SOURCES:	2015	2016-2020	TOTAL
Rates	\$ 815,000	\$ 2,495,000	\$ 3,310,000
TOTAL	\$ 815,000	\$ 2,495,000	\$ 3,310,000

ANNUAL OPERATIONS AND MAINTENANCE	
<b>Estimated Costs</b>	Decreases maintenance and emergency response costs
<b>Estimated Revenues</b>	None
<b>Anticipated Savings Due to Project</b>	Decreases likelihood of system failure, sewage release and emergency repair
<b>Department Responsible for Operations</b>	Public Works
<b>Quadrant Location</b>	Citywide



## SEWER SYSTEMS EXTENSIONS—SEWER (PROGRAM #9809)

<b>Location</b>	Citywide sewer service area
<b>Links to Other Projects or Facilities</b>	Boulevard Road Intersection Improvements- Transportation Impact Fee Section Transmission and Distribution Projects- Drinking Water Program
<b>Description</b>	Sewer extensions provide infrastructure needs in a timely manner to accommodate emerging service needs. Extensions are often incorporated into street construction projects by the Utility with a resultant long-term financial savings to the community. Otherwise, extensions are typically funded and constructed by private development to meet the needs of specific projects.

Project List	YEAR	PROJECT/ LOCATION (Quadrant: Map Coordinate)	COST ESTIMATE
	2016	Boulevard Sewer Extension at Morse Merryman Road—Install a new sewer pipe under Morse Merryman roundabout in conjunction with a Transportation Program intersection improvement project. This project is funded by GFCs.	\$ 750,000

<b>Justification (Need/Demand)</b>	Sewer extensions help meet our long-term goals for effectiveness and efficiency, especially when installed as a component of street construction.
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<b>Comprehensive Plan and Functional Plan(s) Citations</b>	The 1994 Olympia Comprehensive Plan is in the process of being updated during the time this document is being published. This CFP reflects the goals and policies of the 1994 Plan.  Goals: PF 9: Assure proper disposal of sewage. PF 11: Efficiently develop and manage the City’s sewer system. PF 12: Use sewer facility planning as a means of accomplishing land use, environmental and economic development, and growth management goals.
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CAPITAL COSTS:	2015	2016-2020	TOTAL
Design & Engineering	-	\$ 150,000	\$ 150,000
Construction	-	\$ 600,000	\$ 600,000
<b>TOTAL</b>	-	<b>\$ 750,000</b>	<b>\$ 750,000</b>

FUNDING SOURCES:	2015	2016-2020	TOTAL
General Facility Charges (GFCs)	-	\$ 750,000	\$ 750,000
<b>TOTAL</b>	-	<b>\$ 750,000</b>	<b>\$ 750,000</b>

### ANNUAL OPERATIONS AND MAINTENANCE

<b>Estimated Costs</b>	None
<b>Estimated Revenues</b>	Supports future wastewater customers
<b>Anticipated Savings Due to Project</b>	Reduced overall project costs by incorporation into a street reconstruction project
<b>Department Responsible for Operations</b>	Public Works
<b>Quadrant Location</b>	Citywide





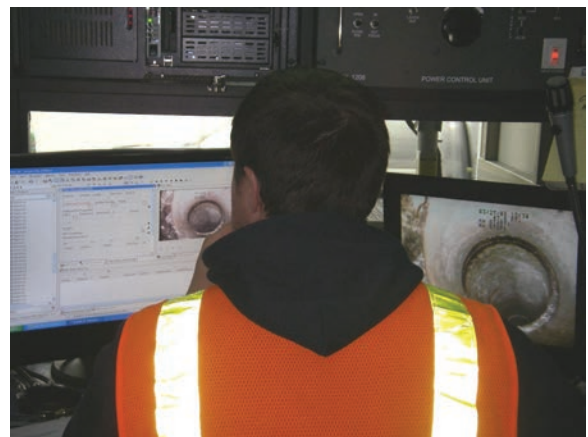
## SEWER SYSTEM PLANNING—SEWER (PROGRAM #9808)

<b>Location</b>	Within the City’s Urban Growth Area		
<b>Links to Other Projects or Facilities</b>	N/A		
<b>Description</b>	Planning and evaluation efforts necessary to address long-term infrastructure and program needs. At this point in time, projects are limited to ongoing televising and condition rating evaluations.		
<b>Project List</b>	<b>YEAR</b>	<b>PROJECT</b>	<b>COST ESTIMATE</b>
	2015-2020	Sewer System Televising and Condition Rating Program—The ongoing work effort provides pipe condition monitoring support to planning and operations staff. Repair and replacement projects stem from the condition rating program.	\$ 126,000
<b>Justification (Need/Demand)</b>	Funds are contributed annually for investigation of pipe structural conditions and overall troubleshooting. This work supports repairs of existing infrastructure.		
<b>Comprehensive Plan and Functional Plan(s) Citations</b>	The 1994 Olympia Comprehensive Plan is in the process of being updated during the time this document is being published. This CFP reflects the goals and policies of the 1994 Plan.  Goals: PF 1.4: The City should maintain up-to-date detailed maps and utility data showing the location of all City utilities and their capacity, and identify any known or potential constraints. PF 11: Efficiently develop and manage the City’s sewer system.		

CAPITAL COSTS:	2015	2016-2020	TOTAL
Design & Engineering	\$ 21,000	\$ 105,000	\$ 126,000
<b>TOTAL</b>	<b>\$ 21,000</b>	<b>\$ 105,000</b>	<b>\$ 126,000</b>

FUNDING SOURCES:	2015	2016-2020	TOTAL
Rates	\$ 21,000	\$ 105,000	\$ 126,000
<b>TOTAL</b>	<b>\$ 21,000</b>	<b>\$ 105,000</b>	<b>\$ 126,000</b>

ANNUAL OPERATIONS AND MAINTENANCE	
<b>Estimated Costs</b>	None
<b>Estimated Revenues</b>	None
<b>Anticipated Savings Due to Project</b>	Proactive investigation of potential infrastructure problems
<b>Department Responsible for Operations</b>	Public Works
<b>Quadrant Location</b>	Citywide













## Storm and Surface Water

Storm and surface water management is a key environmental service provided by the City. Capital projects funded by the Storm and Surface Water Utility reflect a local responsibility to correct flooding problems, protect water quality and enhance aquatic habitat in local creeks, wetlands and marine waters. Typical projects include:

- Stormwater pipe systems
- Regional stormwater storage ponds
- Neighborhood stormwater treatment facilities
- Storm and surface water planning
- Culvert replacements
- Stream bank stabilization
- Forest and wetland revegetation
- Demonstration projects using new technologies
- Environmental land purchase and stewardship

The effectiveness of the City's stormwater system at managing flooding and protecting the natural environment varies depending on location. Private developments and City capital projects constructed prior to the mid-1980s were required to provide modest stormwater conveyance capacity, no water quality treatment, and

very minimal storage of runoff in constructed ponds. Numerous complex flooding problems and irreversible habitat loss were caused by these early developments. Until recently, the majority of stormwater project funding has been spent addressing these historical concerns. Community expectations and regulations for managing stormwater have improved dramatically in recent years, resulting in a more holistic look at stormwater management.

The Storm and Surface Water program's success at resolving flooding problems during the last fifteen years has provided the City an opportunity to focus on water quality improvement, habitat protection, and scheduled replacement of aging pipe systems. The Storm and Surface Water Master Plan (2003) and its 2010 refinements emphasize the role of the Utility in environmental protection. The Plan provides guidance on Utility goals, implementation strategies, and expected outcomes. Capital projects, in concert with other elements of the Storm and Surface Water program, help meet these Utility goals:

- **Flooding**

Reduce the frequency and severity of flooding so hazards are eliminated, except during major storm events. The Utility will minimize potential flooding associated with new development through regulations for on site stormwater systems. Flooding arising from existing inadequate public infrastructure will be addressed in a timely manner.



- **Water Quality**

Improve water quality Citywide, while focusing infrastructure upgrades to reduce stormwater contaminant loads from untreated areas of the City. Improving water quality in Budd Inlet by retrofitting older high-traffic arterials and adjacent areas for stormwater treatment is a high priority.

- **Aquatic Habitat**

Improve aquatic habitat functions Citywide, while focusing on protecting intact habitat, improving Budd Inlet and managing riparian area vegetation. The relationship between aquatic habitat conditions and land use impacts in urbanizing basins is scientifically complex and managerially challenging. Efforts include protecting high quality habitats while providing tangible improvements to other systems. Work to better quantify opportunities for land acquisition and stewardship is underway. This work will help prioritize future efforts.

Several new capital needs are facing the Utility including new State and Federal regulations and long-term infrastructure replacement. Regulations stemming from the Federal Clean Water Act (e.g., Total Maximum Daily Loads, National Pollution Discharge Elimination System) have led to new areas of water quality work. Equally significant from a financial perspective is the acknowledgement that numerous major stormwater conveyance systems are reaching, or have exceeded, their life expectancy. Efforts are underway to evaluate and document aging pipe systems. Prioritized pipe repairs and upgrades have become a regular component of the CFP.

The projects contained in the plan are financed annually through Storm and Surface Water Utility rates and General Facilities Charges. Loans and grants are used, especially for water quality projects. Debt financing has been only nominally used by the Utility.

### Growth Related Projects

Projects that fall under this category are associated with work to accommodate new development and are funded by General Facility Charge revenue. When a project serves both new and existing development, a portion of the project cost will also be funded through Stormwater Utility rates.

- Coleman, Bing and Walnut Conveyance Project – 25% expansion and upgrade related
- Cooper Point and Black Lake Conveyance Project – 50% expansion related
- Ken Lake Flood Conveyance Project addresses both existing and future flows – 50% expansion related
- Indian Creek Culverts Modification Project – 25% expansion and upgrade related
- Division and Scammel Conveyance Project – 25% expansion and upgrade related

Following a cost sharing policy approved by City Council in 2009, the Storm and Surface Water Utility allocates funding annually to the Transportation Program to cover a portion of stormwater mitigation costs on transportation projects. In recent years, these funds have been directed to the Parks and Pathways sidewalk program to offset stormwater mitigation costs associated with sidewalk projects.

PROJECT	2015	2016-2020	TOTAL
<b>Parks and Pathways Sidewalk</b>	\$ 186,500	\$ 932,500	\$ 1,119,000
<b>TOTAL</b>	<b>\$ 186,500</b>	<b>\$ 932,500</b>	<b>\$ 1,119,000</b>





## AQUATIC HABITAT IMPROVEMENTS (PROGRAM #9024)

<b>Location</b>	Various locations Citywide.
<b>Links to Other Projects or Facilities</b>	Critical Habitat Land Acquisition and Stewardship —Storm and Surface Water Section Water Quality Improvements—Storm and Surface Water Section Open Space Expansion—Parks, Arts and Recreation Section
<b>Description</b>	Implement habitat restoration strategies that protect and enhance aquatic and associated terrestrial habitat in Olympia.

Project List	YEAR	PROJECT	COST ESTIMATE
	2015-2020	Habitat Improvement – This project will protect and enhance aquatic and associated terrestrial habitat by implementing stewardship strategies as identified and prioritized in the Habitat and Stewardship Strategy developed by the Storm and Surface Water Utility.	\$ 1,213,100

**Justification (Need/Demand)** The quality of aquatic habitat within Olympia continues to be challenged as land is developed for urban uses. The Storm and Surface Water Utility has a responsibility to help manage and enhance our aquatic habitats. The Planning Commission and Utility Advisory Committee have recently encouraged the Utility to increase emphasis on, and funding for; aquatic habitat land acquisition and stewardship.

**Comprehensive Plan and Functional Plan(s) Citations** The 1994 Olympia Comprehensive Plan is in the process of being updated during the time this document is being published. This CFP reflects the goals and policies of the 1994 Plan.

Goals:

PF 14: Eliminate chronic flooding, surface and groundwater degradation, and habitat loss caused by stormwater.

PF 14.4: Incorporate requirements for enhanced protection of wellhead areas.

PF 15.2: Streams and wetlands should be evaluated and classified according to their sensitivity.

ENV 3.6: Protect the health and functioning of groundwater aquifers, lakes, ponds, wetlands, and stream corridors.

ENV 3.12: Protect fish-bearing waters from damage.

CAPITAL COSTS:	2015	2016-2020	TOTAL
Design & Engineering	\$ 46,310	\$ 75,000	\$ 121,310
Construction	\$ 416,790	\$ 675,000	\$ 1,091,790
<b>TOTAL</b>	<b>\$ 463,100</b>	<b>\$ 750,000</b>	<b>\$ 1,213,100</b>

FUNDING SOURCES:	2015	2016-2020	TOTAL
Rates	\$ 463,100	\$ 750,000	\$ 1,213,100
<b>TOTAL</b>	<b>\$ 463,100</b>	<b>\$ 750,000</b>	<b>\$ 1,213,100</b>

ANNUAL OPERATIONS AND MAINTENANCE	
Estimated Costs	N/A
Estimated Revenues	N/A
Anticipated Savings Due to Project	Not yet determined
Department Responsible for Operations	Public Works
Quadrant Location	Citywide



## FLOOD MITIGATION AND COLLECTION—STORMWATER (PROGRAM #9028)

<b>Location</b>	Various locations Citywide.
<b>Links to Other Projects or Facilities</b>	Infrastructure Pre-Design and Planning—Storm and Surface Water Section
<b>Description</b>	<p>Stormwater pipe systems collect and convey runoff to appropriate locations in order to prevent or mitigate flooding. Some projects identified in the program anticipate or correct flooding; others provide for the timely replacement of old, problematic pipe systems.</p> <p>The replacement of aging and deteriorating pipe systems is an increasingly important financial responsibility of the Utility. Problematic pipes are identified through ongoing Citywide pipe televising and condition rating programs. Several pipes have been identified that are currently failing or are expected to fail within five years. Some of the problems involve long sections of pipes; others involve only isolated spot repairs. These pipes are prioritized and repaired.</p>

<b>Project List</b>	Project list and prioritization is subject to change. Priority is based on a condition rating system.		
Year	Project	Cost Estimate	
2015-2020	City Owned Stormwater Pond Rehabilitation—These projects rehabilitate City-owned stormwater facilities including removing sediments, amending soils, establishing attractive low maintenance landscaping and modifying the structures within the facility as needed. Rehabilitation involves more work than is typically performed during routine maintenance, and is intended to enhance the function of the facility. This project will provide for the rehabilitation of one facility per year, on average.	\$ 220,000	
2015-2020	Condition Rating of Existing Conveyance—Television inspection and condition rating is provided for existing stormwater conveyance systems. Condition rating outcomes are used to determine replacement and repair schedules. There are approximately 172 miles of storm sewer owned and operated by the Storm and Surface Water Utility.	\$ 853,200	
2015-2020	Conveyance Spot Repairs (Pipe Replacement)—This project provides for relatively minor spot repairs to the stormwater conveyance system at locations determined by the condition rating database. Repairs to the worst portions of the storm sewer system are typically accomplished within two years of problem identification.	\$ 474,000	
2015-2019	Downtown Flood Mitigation—Olympia’s downtown is currently vulnerable to tidal flooding. In the years to come, the problem could be exacerbated by sea level rise. The project will install tidal gates on key stormwater out falls to Budd Inlet thereby preventing tides from flowing up the pipes and discharging to low lying downtown streets.	\$ 500,000	
2016	North Percival Stormwater Facility Modifications—This project will modify the North Percival Stormwater Facility for easier maintenance and access. It will replace a new outfall structure with one less prone to clogging by beavers as well as enhance the passive education and recreational use of the site.	\$ 275,000	
2017	Cooper Point and Black Lake Conveyance—This project increases the capacity of an extensive Westside stormwater conveyance system serving approximately 700 acres of development. The project builds on recent work to improve the capacity of Yauger Park. The project will reduce the potential for flooding of this vital intersection. This project is partially funded by General Facility Charges (GFCs).	\$ 3,200,000	
2018	Ascension and 4th Avenue Pond Construction—This project will construct a stormwater facility will be constructed on City-owned land between 4th and Ascension Avenues. It will provide flow control and water quality treatment to flows generated from existing developed areas that discharge to the downstream stormwater conveyance system.	\$ 258,300	
2020	Coleman, Bing and Walnut Conveyance—This project will replace an existing regional conveyance system in the vicinity of Coleman Avenue, Bing Street and Walnut Road will be replaced. The current stormwater system was installed by private properties over a period of many years. Due to increasing regional flows using the system, the City took over its maintenance and operation. This project is partially funded by general facility charges (GFCs).	\$ 463,200	





## FLOOD MITIGATION AND COLLECTION—STORMWATER (PROGRAM #9028) CONTINUED

**Project List (continued)** Project list and prioritization is subject to change. Priority is based on a condition rating system.

Year	Project	Cost Estimate
2019	Ken Lake Flood Conveyance—This project will construct a stormwater conveyance system which will eliminate historical overland flooding associated with the Gruen Swale and Stonewall Swale tributary to Ken Lake. This project is partially funded by GFCs.	\$ 600,000
2019	Indian Creek Culverts and Conveyance Modifications—This project will make modifications to the streambeds at the confluence of Indian and Moxlie Creeks to reduce culvert maintenance and prevent plugging and potential flooding. This project is partially funded by GFCs.	\$ 445,000
2020	Division and Scammel Conveyance—The project will correct deficiencies in the stormwater conveyance system capacity and reduce the potential for flooding along Division Street. This project is partially funded by GFCs.	\$ 526,500

**Justification (Need/Demand)** The stormwater infrastructure needs repairs and upgrade to prevent flooding and update aging components. This program replaces parts of the existing system based on televising and a condition pipe rating system. Flooding problems have been reduced in recent years through capital development. However, some regional and localized problems still exist.

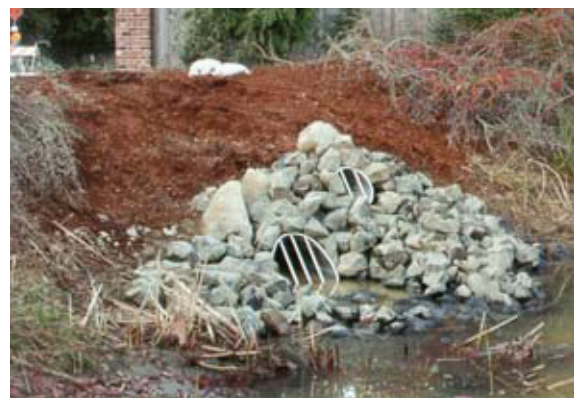
**Comprehensive Plan and Functional Plan(s) Citations** The 1994 Olympia Comprehensive Plan is in the process of being updated during the time this document is published. This CFP reflects the goals and policies of the 1994 Plan.

- Goals:
- PF 14: Eliminate chronic flooding, surface and groundwater degradation, and habitat loss caused by stormwater.
  - PF 14.1: Existing and new development should minimize increases in total runoff quantity.
  - PF 15: Maintain an effective stormwater management program.
  - ENV 3: Protect and improve local and regional water resources.
  - ENV 3.6: Protect the health and functioning of groundwater aquifers, lakes, ponds, wetlands, and stream corridors.
  - ENV 4: Preserve and protect a diversity of wildlife habitat throughout the City and within Olympia’s Urban Growth Area.

CAPITAL COSTS:	2015	2016-2020	TOTAL
Design & Engineering	\$ 57,250	\$ 1,628,250	\$ 1,685,500
Construction	\$ 323,950	\$ 5,805,750	\$ 6,129,700
<b>TOTAL</b>	<b>\$ 381,200</b>	<b>\$ 7,434,000</b>	<b>\$ 7,815,200</b>

FUNDING SOURCES:	2015	2016-2020	TOTAL
Rates	\$ 381,200	\$ 5,175,325	\$ 5,556,525
General Facility Charges (GFCs)	-	\$ 2,258,625	\$ 2,258,675
<b>TOTAL</b>	<b>\$ 381,200</b>	<b>\$ 7,434,000</b>	<b>\$ 7,815,200</b>

ANNUAL OPERATIONS AND MAINTENANCE	
Estimated Costs	Not yet determined
Estimated Revenues	N/A
Anticipated Savings Due to Project	Decreases likelihood of system failure
Department Responsible for Operations	Public Works
Quadrant Location	Citywide



## INFRASTRUCTURE PRE-DESIGN & PLANNING - STORMWATER (PROGRAM #9903)

<b>Location</b>	City stormwater service area
<b>Links to Other Projects or Facilities</b>	Flood Mitigation and Collection—Storm and Surface Water Section
<b>Description</b>	This program provides funds for specific pre-design and planning efforts associated with the stormwater system construction, including emergency projects. Additional funding is provided under the program for pervious pavement contingency/repair work. Funding for pre-design is not needed at the present time, but could be requested in future CFPs.

Project List	YEAR	PROJECT	COST ESTIMATE
	2015-2020	Pervious Pavement Contingency Fund—This project provides a means for the City to manage one of its key innovative technologies, pervious pavement in sidewalks. In the long run, the technology is seen as an effective means for managing stormwater runoff. However, in the short-term, some level of problems or failures can be expected. The contingency fund is jointly funded by the General Fund and Stormwater as pervious pavement projects are built. The fund builds over time and is used to repair or mitigate the impacts of a potential failure of pervious pavement projects.	\$ 170,400

**Justification (Need/Demand)** New technologies for stormwater management are needed. This program supports applied research in the area of pervious pavement. The work is supported by City policy decisions.

Other potential projects in this program evaluate future projects prior to their appropriation in the annual Capital Facilities Plan to ensure accurate scope of work, cost estimates, and a full evaluation of project alternatives. Initial work on emergencies and other unanticipated needs can be funded at a limited level under this program.

**Comprehensive Plan and Functional Plan(s) Citations** The 1994 Olympia Comprehensive Plan is in the process of being updated during the time this document is being published. This CFP reflects the goals and policies of the 1994 Plan.

Goals:  
 PF 15: Maintain an effective stormwater management program.  
 PF 16: Meet the requirements of the Puget Sound Water Quality Management Plan.

CAPITAL COSTS:	2015	2016-2020	TOTAL
Pre-Design & Planning	\$ 28,400	\$ 142,000	\$ 170,400
<b>TOTAL</b>	<b>\$ 28,400</b>	<b>\$ 142,000</b>	<b>\$ 170,400</b>

FUNDING SOURCES:	2015	2016-2020	TOTAL
Rates	\$ 28,400	\$ 142,000	\$ 170,400
<b>TOTAL</b>	<b>\$ 28,400</b>	<b>\$ 142,000</b>	<b>\$ 170,400</b>

ANNUAL OPERATIONS AND MAINTENANCE	
Estimated Costs	N/A
Estimated Revenues	N/A
Anticipated Savings Due to Project	N/A
Department Responsible for Operations	Public Works
Quadrant Location	Citywide





## WATER QUALITY IMPROVEMENTS (PROGRAM #9027)

**Location** Various locations Citywide. See Project List.

**Links to Other Projects or Facilities** N/A

**Description** Continue to improve water quality in Olympia’s creeks, wetlands, lakes, and marine environments through projects that treat contaminated stormwater runoff. Projects are identified and prioritized based on Citywide needs. Water quality projects are subject to grant and/or loan funding.

Project List	YEAR	PROJECT	COST ESTIMATE
	2015	4th Avenue East Water Quality Retrofit—The project would construct a water quality treatment facility to treat runoff from 4th Avenue between Eastside Street and Pacific Avenue. The 4th Avenue drainage basin is tributary to Moxlie Creek and comprises more than 40 acres zoned predominately high density corridor.	\$ 690,000*
	2016	East Bay Water Quality Retrofit—The project would provide water quality treatment for a portion of East Bay Drive which discharges directly to Budd Inlet. Approximately 1,000 linear feet of the center turn lane, north of Glass Avenue, would be replaced with bioretention facilities (rain gardens).	\$ 725,000*
	2018	Capitol Way Water Quality Retrofit—The project would construct a water quality treatment facility to treat runoff from an area roughly bounded by Capitol Way, Adams Street, 7th Avenue and Union Avenue. The drainage basin is tributary to Capitol Lake and comprises approximately 20 fully developed acres.	\$ 450,400*
	2018	Evergreen Park Drive Treatment Facility—This project would create a stormwater treatment facility for currently untreated runoff from Evergreen Park Drive. The project shall evaluate different treatment technologies and locations for the project. It shall also evaluate providing water quality treatment for water which currently discharges directly to Capital Lake or to Percival Cove.	\$ 343,400*
	2018	Harrison Avenue Water Quality Retrofit—A water quality treatment facility would be constructed to treat runoff from Harrison Avenue between West Bay Drive and Milroy Street. The Harrison Avenue drainage basin is tributary to Budd Inlet and comprises more than 20 acres zoned predominately high density corridor.	\$ 498,600*
* These projects, if qualified, will be 75% funded with available stormwater grants and loans.			

**Justification (Need/Demand)** Managing water quality problems associated with stormwater runoff is a primary responsibility of the Storm and Surface Water Utility. Increasingly stringent Federal and State requirements (e.g., National Point Discharge Elimination System) necessitate increased efforts to manage water quality.

**Comprehensive Plan and Functional Plan(s) Citations** The 1994 Olympia Comprehensive Plan is in the process of being updated during the time this document is being published. This CFP reflects the goals and policies of the 1994 Plan.

Goals:

- PF 14: Eliminate chronic flooding, surface and groundwater degradation, and habitat loss caused by stormwater.
- PF 15: Maintain an effective stormwater management program.
- ENV 3: Protect and improve local and regional water resources.
- ENV 3.1: Support cooperative surface water and groundwater management efforts.
- ENV 3.6: Protect the health and functioning of groundwater aquifers, lakes, ponds, wetlands, and stream corridors.

## WATER QUALITY IMPROVEMENTS (PROGRAM #9027) CONTINUED

CAPITAL COSTS:	2015	2016-2020	TOTAL
<b>Design &amp; Engineering</b>	\$ 81,800	\$ 534,800	\$ 616,600
<b>Construction</b>	\$ 198,200	\$ 1,482,600	\$ 1,680,800
<b>TOTAL</b>	<b>\$ 280,000</b>	<b>\$ 2,017,400</b>	<b>\$ 2,297,400</b>

FUNDING SOURCES:	2015	2016-2020	TOTAL
<b>Rates</b>	\$ 70,000	\$ 504,350	\$ 574,350
<b>Stormwater Grants or Loans</b>	\$ 210,000	\$ 1,513,050	\$ 1,723,050
<b>TOTAL</b>	<b>\$ 280,000</b>	<b>\$ 2,017,400</b>	<b>\$ 2,297,400</b>

### ANNUAL OPERATIONS AND MAINTENANCE

<b>Estimated Costs</b>	4th Ave Treatment Facility:.....	\$ 10,000 annually
	East Bay Water Quality Retrofit:.....	\$ 4,000 annually
	Harrison Ave Treatment Facility:.....	\$ 10,000 annually
	Capitol Way Treatment Facility:.....	\$ 6,000 annually
	Evergreen Park Dr Treatment Facility:.....	\$ 4,000 annually

<b>Estimated Revenues</b>	N/A
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<b>Anticipated Savings Due to Project</b>	N/A
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<b>Department Responsible for Operations</b>	Public Works
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<b>Quadrant Location</b>	Citywide
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## ACTIVE PROJECT STATUS REPORT AS OF MAY 31, 2014

### GENERAL GOVERNMENT CIP FUND (317) - General Government, Parks, Transportation

	Budget 12/31/2013	2014 Additions & Adjustments	Total Budget	Pre-2014 Costs	2014 Costs	Total Costs	Balance
<b>GENERAL GOVERNMENT</b>							
0001 Transfers to Other Funds	\$ 12,441,116	\$ 600,000	\$ 13,041,116	\$ 12,441,116	\$ -	\$ 12,441,116	\$ 600,000
0209 Streetscape	347,774	-	347,774	361,458	-	361,458	(13,684)
0211 Downtown Mixed Use Enhancements	563,500	-	563,500	353,034	-	353,034	210,466
0214 Neighborhood Street Trees	115,000	-	115,000	115,052	-	115,052	(52)
0216 2001 Downtown Enhancements	117,159	-	117,159	114,962	-	114,962	2,197
0217 Artesian Well	68,000	-	68,000	67,837	-	67,837	163
0219 Street Tree Planting	750,631	90,000	840,631	740,586	5,000	745,586	95,045
0221 Climate Change	250,000	-	250,000	199,537	6,857	206,394	43,606
0305 Library Improvements, 1999 +	37,848	-	37,848	37,848	-	37,848	-
0901 ADA Compliance	200,000	-	200,000	194,518	-	194,518	5,482
<b>Subtotal General Government</b>	<b>\$ 14,891,028</b>	<b>\$ 690,000</b>	<b>\$ 15,581,028</b>	<b>\$ 14,625,948</b>	<b>\$ 11,857</b>	<b>\$ 14,637,805</b>	<b>\$ 943,223</b>
<b>PARKS</b>							
0002 Tennis Courts	\$ 90,471	\$ -	\$ 90,471	\$ 90,470	\$ -	\$ 90,470	\$ 1
0111 Neighborhood Park Acq./Develop.	2,355,976	50,000	2,405,976	2,091,090	-	2,091,090	314,886
0114 Open Space	6,912,896	-	6,912,896	5,954,924	28,392	5,983,316	929,580
0115 Parks/Open Space Planning	73,126	-	73,126	72,954	-	72,954	172
0118 Ballfield Expansion	923,624	-	923,624	923,623	-	923,623	1
0129 Parks Project Funding	536,070	-	536,070	341,752	-	341,752	194,318
0130 Special Use Parks	18,922,667	-	18,922,667	17,708,832	25,304	17,734,136	1,188,531
0132 Major Maintenance Program	2,608,342	170,000	2,778,342	1,953,820	25,741	1,979,561	798,781
0133 Community Park Partnership	3,363,900	349,348	3,713,248	3,363,668	6	3,363,674	349,574
0310 Community Parks	906,713	320,200	1,226,913	519,554	124,592	644,146	582,767
0406 Urban Trails	1,006,136	-	1,006,136	1,006,097	-	1,006,097	39
0504 Yauger Park	14,244	-	14,244	6,705	2,974	9,679	4,565
<b>Subtotal Parks</b>	<b>\$ 37,714,165</b>	<b>\$ 889,548</b>	<b>\$ 38,603,713</b>	<b>\$ 34,033,489</b>	<b>\$ 207,009</b>	<b>\$ 34,240,498</b>	<b>\$ 4,363,215</b>
<b>TRANSPORTATION</b>							
0117 4th Ave Bridge Railing Repairs	\$ 75,000	\$ -	\$ 75,000	\$ -	\$ -	\$ -	\$ 75,000
0121 Log Cabin Road Construction	123,419	-	123,419	111,528	-	111,528	11,891
0122 Pedestrian Crossings	2,343,158	(6,319)	2,336,839	2,181,242	68,800	2,250,042	86,797
0200 Bikeways & Improvements	1,784,166	72,376	1,856,542	1,579,915	-	1,579,915	276,627
0208 Sidewalk Improvements	3,679,438	-	3,679,438	3,553,743	4,492	3,558,235	121,203
0210 Streetscape Corridor Improvements	380,000	-	380,000	378,474	-	378,474	1,526
0309 Street Access Improvements	1,249,844	-	1,249,844	1,243,520	-	1,243,520	6,324
0408 Parking Management Improv.	1,362,768	-	1,362,768	1,355,908	-	1,355,908	6,860
0442 Mud Bay / Harrison & Kaiser	13,900,805	-	13,900,805	13,888,449	241	13,888,690	12,115
0599 Street Reconstruction	26,762,429	1,849,800	28,612,229	24,746,458	489,609	25,236,067	3,376,162
0603 Signal Installations	1,219,448	-	1,219,448	1,219,448	-	1,219,448	-
0616 Log Cabin Road Extension	249,998	10,931	260,929	220,942	-	220,942	39,987
0618 Parking Structure Participation	1,455,175	-	1,455,175	1,455,907	-	1,455,907	(732)
0619 18th Ave/Elizabeth/14th Ave	12,968,147	-	12,968,147	12,869,916	-	12,869,916	98,231
0620 Hazard Elimination Safety Projects	104,156	-	104,156	94,607	-	94,607	9,549
0621 Street Lighting Improvement	2,892,364	-	2,892,364	311	2,029,674	2,029,985	862,379
0622 Olympia Avenue (2003 study)	25,000	-	25,000	-	-	-	25,000
0623 Fones Road	870,500	15,366	885,866	827,877	-	827,877	57,989
0624 Yelm Highway	851,773	-	851,773	640,492	54	640,546	211,227
0626 Public Pathways/UT Tax & Storm Funds	5,360,978	1,211,500	6,572,478	2,092,659	322,462	2,415,121	4,157,357
0627 Yauger Way Interchange	2,107,615	687	2,108,302	384,689	6,230	390,919	1,717,383



**GENERAL GOVERNMENT CIP FUND (317) - General Government, Parks, Transportation**

	Budget 12/31/2013	2014 Additions & Adjustments	Total Budget	Pre-2014 Costs	2014 Costs	Total Costs	Balance
<b>TRANSPORTATION (continued)</b>							
0628 Boulevard Road	\$ 11,001,816	\$ 47,003	\$ 11,048,819	\$ 6,551,208	\$ 235,956	\$ 6,787,164	\$ 4,261,655
0629 Wiggings & 37th	137,391	4,173	141,564	-	-	-	141,564
0630 Henderson & Eskridge	110,599	7,848	118,447	-	-	-	118,447
0631 Cain Road & North Street	2,746	10	2,756	-	-	-	2,756
0632 Public Pathways/Rd & St Maint	8,685	-	8,685	456	-	456	8,229
0805 Neighborhood Traffic Mgmt (traffic calming)	2,247,421	-	2,247,421	2,219,434	-	2,219,434	27,987
0907 P.W.T.F. Loan Repayments	1,343,112	-	1,343,112	1,343,112	-	1,343,112	-
9309 Signal Improvements	891,969	-	891,969	16,448	39,229	55,677	836,292
<b>Subtotal Transportation</b>	<b>\$ 95,509,920</b>	<b>\$ 3,213,375</b>	<b>\$ 98,723,295</b>	<b>\$ 78,976,743</b>	<b>\$ 3,196,747</b>	<b>\$ 82,173,490</b>	<b>\$ 16,549,805</b>
<b>Grand Total Fund 317</b>	<b>\$ 148,115,113</b>	<b>\$ 4,792,923</b>	<b>\$ 152,908,036</b>	<b>\$ 127,636,180</b>	<b>\$ 3,415,613</b>	<b>\$ 131,051,793</b>	<b>\$ 21,856,243</b>

<b>PARKS AND RECREATION SIDEWALK UTILITY TAX FUND (134)</b>							
<b>Capital</b>							
0001 Transfer to Bond Redemption Fund	\$ 8,435,058	\$ 1,436,250	\$ 9,871,308	\$ 8,435,058	\$ -	\$ 8,435,058	\$ 1,436,250
0111 Neighborhood Parks	1,013,305	-	1,013,305	1,013,304	-	1,013,304	1
0114 Open Space	285,776	-	285,776	226,331	-	226,331	59,445
0129 Parks Project Funding/GGCIP	63,967	-	63,967	58,441	-	58,441	5,526
0130 Special Use Parks	2,952,120	-	2,952,120	2,523,014	(1,754)	2,521,260	430,860
0132 Parks Projects/Major Maint Program	111,056	-	111,056	98,433	-	98,433	12,623
0133 Community Parks Partnership	1,205,816	-	1,205,816	1,205,816	-	1,205,816	-
0310 Community Parks	75,455	-	75,455	75,455	-	75,455	-
0626 Recreational Walking Facilities	9,783,281	1,025,000	10,808,281	7,943,779	255,030	8,198,809	2,609,472
<b>Capital Total</b>	<b>\$ 23,925,834</b>	<b>\$ 2,461,250</b>	<b>\$ 26,387,084</b>	<b>\$ 21,579,631</b>	<b>\$ 253,276</b>	<b>\$ 21,832,907</b>	<b>\$ 4,554,177</b>
<b>Non-Capital</b>							
7301 Parks Maintenance	\$ 1,822,820	\$ 466,319	\$ 2,289,139	\$ 1,828,751	\$ 191,296	\$ 2,020,047	\$ 269,092
7302 Parks Planning	1,345,069	214,180	1,559,249	1,299,849	90,534	1,390,383	168,866
<b>Non-Capital Total</b>	<b>\$ 3,167,889</b>	<b>\$ 680,499</b>	<b>\$ 3,848,388</b>	<b>\$ 3,128,600</b>	<b>\$ 281,830</b>	<b>\$ 3,410,430</b>	<b>\$ 437,958</b>
<b>Total Fund 134</b>	<b>\$ 27,093,723</b>	<b>\$ 3,141,749</b>	<b>\$ 30,235,472</b>	<b>\$ 24,708,231</b>	<b>\$ 535,106</b>	<b>\$ 25,243,337</b>	<b>\$ 4,992,135</b>

<b>CHILDREN'S HANDS ON MUSEUM FUND (137)</b>							
1712 Children's Hands on Museum	\$ 9,823,492	\$ (16,732)	\$ 9,806,760	\$ 9,768,527	\$ 9,188	\$ 9,777,715	\$ 29,045
<b>Total Fund 137</b>	<b>\$ 9,823,492</b>	<b>\$ (16,732)</b>	<b>\$ 9,806,760</b>	<b>\$ 9,768,527</b>	<b>\$ 9,188</b>	<b>\$ 9,777,715</b>	<b>\$ 29,045</b>

<b>CITY HALL FUND (325) (317)</b>							
0110 City Office Space (325)	\$ 55,895,318	\$ (200,000)	\$ 55,695,318	\$ 55,338,364	\$ 51,262	\$ 55,389,626	\$ 305,692
0110 City Office Space (317)	4,143,674	-	4,143,674	4,143,674	-	4,143,674	-
<b>Total All Funds</b>	<b>\$ 60,038,992</b>	<b>\$ (200,000)</b>	<b>\$ 59,838,992</b>	<b>\$ 59,482,038</b>	<b>\$ 51,262</b>	<b>\$ 59,533,300</b>	<b>\$ 305,692</b>

<b>FIRE STATION 4 FUND 324</b>							
Fire Projects	\$ 18,193,301	\$ -	\$ 18,193,301	\$ 18,116,236	\$ 4,374	\$ 18,120,610	\$ 72,691
<b>Total Fire Station 4</b>	<b>\$ 18,193,301</b>	<b>\$ -</b>	<b>\$ 18,193,301</b>	<b>\$ 18,116,236</b>	<b>\$ 4,374</b>	<b>\$ 18,120,610</b>	<b>\$ 72,691</b>



## UTILITY AND OTHER PUBLIC WORKS CIP FUNDS

	Budget 12/31/2013	2014 Additions & Adjustments	Total Budget	Pre-2014 Costs	2014 Costs	Total Costs	Balance
<b>WATER CIP FUND (461)</b>							
908 W/S Bond Reserve Fund	\$ 624,793	\$ (939)	\$ 623,854	\$ 623,854	\$ -	\$ 623,854	\$ -
8081 Facility Major Repair & Maint	100,000	-	100,000	36,326	-	36,326	63,674
9014 Emergency Preparedness	1,176,426	-	1,176,426	1,083,171	-	1,083,171	93,255
9021 Upgrades, Overlays, Ext & Oversize	564,969	-	564,969	535,484	-	535,484	29,485
9408 Water Upgrades (small pipe)	3,727,223	450,000	4,177,223	3,704,819	24,903	3,729,722	447,501
9609 Distribution System Improvements	23,913,764	(357,409)	23,556,355	19,521,444	924,363	20,445,807	3,110,548
9610 Storage	16,653,109	508,000	17,161,109	14,205,631	864,923	15,070,554	2,090,555
9700 Source of Supply	25,096,599	1,105,209	26,201,808	16,977,289	2,619,654	19,596,943	6,604,865
9701 McAllister Water Protection	3,166,560	100,000	3,266,560	2,820,812	30,649	2,851,461	415,099
9710 Reclaimed Water Pipe	750,000	-	750,000	704,251	-	704,251	45,749
9903 Pre-design & Planning	488,456	21,000	509,456	462,452	-	462,452	47,004
9906 Water System & Comp Planning	1,779,748	-	1,779,748	1,615,262	82,090	1,697,352	82,396
9909 Contingency	13,586	-	13,586	-	-	-	13,586
<b>Total Fund 461</b>	<b>\$ 78,055,233</b>	<b>\$ 1,825,861</b>	<b>\$ 79,881,094</b>	<b>\$ 62,290,795</b>	<b>\$ 4,546,582</b>	<b>\$ 66,837,377</b>	<b>\$ 13,043,717</b>
<b>SEWER CIP FUND (462)</b>							
9021 Upgrades w/ Street Reconstruction	\$ 718,575	\$ (199,500)	\$ 519,075	\$ 315,049	\$ -	\$ 315,049	\$ 204,026
9703 Transmission & Collection Projects	13,986,455	515,000	14,501,455	12,728,699	47,096	12,775,795	1,725,660
9801 Westside I&I Reduction	7,684,744	-	7,684,744	7,539,824	-	7,539,824	144,920
9806 Lift Station Assessment & Upgrades	6,884,616	1,310,000	8,194,616	6,235,083	446,454	6,681,537	1,513,079
9808 Sewer System Planning	1,030,090	21,000	1,051,090	925,683	337	926,020	125,070
9809 Pipe Extensions	6,678,000	-	6,678,000	5,871,624	2,550	5,874,174	803,826
9810 Pipe Capacity Upgrades	3,659,590	-	3,659,590	3,921,452	-	3,921,452	(261,862)
9812 STEP System Management	-	-	-	-	-	-	-
9813 On-site Sewage System Conversion	521,853	650,000	1,171,853	445,132	-	445,132	726,721
9903 Pre-design & Planning	396,582	37,200	433,782	260,384	16,759	277,143	156,639
<b>Total Fund 462</b>	<b>\$ 41,560,505</b>	<b>\$ 2,333,700</b>	<b>\$ 43,894,205</b>	<b>\$ 38,242,930</b>	<b>\$ 513,196</b>	<b>\$ 38,756,126</b>	<b>\$ 5,138,079</b>
<b>STORM &amp; SURFACE WATER CIP FUND (434)</b>							
9001 Transfers Out	\$ 2,823,000	\$ 186,500	\$ 3,009,500	\$ 2,434,285	\$ -	\$ 2,434,285	\$ 575,215
9017 Habitat Land Acquisition	940,000	-	940,000	208,273	-	208,273	731,727
9024 Aquatic Habitat Improvements	3,975,063	358,600	4,333,663	3,085,721	49,296	3,135,017	1,198,646
9026 Stormwater Fee-In-Lieu Projects	150,000	-	150,000	146,412	-	146,412	3,588
9027 Stormwater Quality Improvements	4,014,593	981,900	4,996,493	2,010,509	163,122	2,173,631	2,822,862
9028 Flood Mitigation & Collections Projects	9,817,349	1,031,200	10,848,549	7,205,704	100,472	7,306,176	3,542,373
9811 Emission Reduction & Alt Power	25,000	-	25,000	-	-	-	25,000
9903 Pre-design & Planning	835,780	28,400	864,180	681,196	-	681,196	182,984
9904 Stormwater Plans & Studies	367,048	-	367,048	347,915	-	347,915	19,133
<b>Total Fund 434</b>	<b>\$ 22,947,833</b>	<b>\$ 2,586,600</b>	<b>\$ 25,534,433</b>	<b>\$ 16,120,015</b>	<b>\$ 312,890</b>	<b>\$ 16,432,905</b>	<b>\$ 9,101,528</b>



### Impact Fees (Collection & Usage) through May 31, 2014

2014 Amount	Fire	Transportation	Neighborhood Parks	Community Parks	Open Space	Ball Parks	Tennis Courts	Urban Trails	Special Use & Unallocated	Total City
Jan	\$ -	\$ 103,282	\$ 25,652	\$ 97,440	\$ 37,684	\$ -	\$ -	\$ -	\$ -	\$ 264,058
Feb	-	217,244	(3,063)	(35,352)	(6)	-	-	-	19,968	198,790
Mar	-	32,830	8,578	32,585	12,601	-	-	-	-	86,594
Apr	-	142,223	34,434	78,220	60,501	-	-	-	44,096	359,474
May	-	99,196	24,555	67,787	40,883	-	-	-	21,383	253,804
Jun	-	-	-	-	-	-	-	-	-	-
Jul	-	-	-	-	-	-	-	-	-	-
Aug	-	-	-	-	-	-	-	-	-	-
Sep	-	-	-	-	-	-	-	-	-	-
Oct	-	-	-	-	-	-	-	-	-	-
Nov	-	-	-	-	-	-	-	-	-	-
Dec	-	-	-	-	-	-	-	-	-	-
<b>YTD Total</b>	<b>\$ -</b>	<b>\$ 594,775</b>	<b>\$ 90,156</b>	<b>\$ 240,680</b>	<b>\$ 151,663</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 85,447</b>	<b>\$ 1,162,720</b>
<b>IMPACT FEE COLLECTION AND USAGE, By Year (cash basis)</b>										
1992 - 2004	\$ 1,432,297	\$ 6,420,717	\$ 399,102	\$ 257,771	\$ 2,159,064	\$ 724,903	\$ 70,082	\$ 268,727	\$ -	\$ 11,732,663
2005	215,847	1,270,881	28,694	n/a	335,742	80,707	8,873	44,315	-	1,985,058
2006	153,029	1,086,086	27,569	n/a	322,449	77,458	8,517	42,683	-	1,717,791
2007	83,416	470,653	16,474	n/a	191,883	45,862	5,001	25,886	Special Use	839,175
2008	95,679	1,128,246	12,329	12,932	68,360	12,155	1,329	6,811	14,151	1,351,992
2009	53,060	2,212,795	61,427	103,981	140,091	299	33	163	114,925	2,686,775
2010	640	821,417	106,335	176,897	196,271	-	-	-	184,936	1,486,495
2011	-	1,124,036	158,551	270,122	324,904	-	-	-	289,306	2,166,919
2012	-	1,065,528	92,875	156,379	173,983	-	-	-	163,461	1,652,226
2013	-	1,371,693	288,671	1,049,649	432,988	-	-	-	37,306	3,180,307
2014 (YTD)	-	594,775	90,156	240,680	151,663	-	-	-	85,447	1,162,720
<b>Total Since Nov. 1992</b>	<b>\$ 2,033,967</b>	<b>\$ 17,566,827</b>	<b>\$ 1,282,182</b>	<b>\$ 2,268,411</b>	<b>\$ 4,497,398</b>	<b>\$ 941,384</b>	<b>\$ 93,835</b>	<b>\$ 388,585</b>	<b>\$ 889,532</b>	<b>\$ 29,962,121</b>
<b>Court Ordered Refunds (fee portion)</b>	<b>\$ -</b>	<b>\$ (278,075)</b>	<b>\$ (62,571)</b>	<b>\$ -</b>	<b>\$ (174,169)</b>	<b>\$ (84,087)</b>	<b>\$ (7,857)</b>	<b>\$ (25,707)</b>	<b>\$ -</b>	<b>\$ (632,466)</b>
<b>Use of Impact Fees: (-) neg = usage</b>										
1993- 2004	\$ (720,493)	\$ (5,104,777)	\$ (360,127)	\$ (263,276)	\$ (1,342,703)	\$ (459,015)	\$ (47,376)	\$ (136,671)	\$ -	\$ (8,434,439)
2005	(48,374)	(179,571)	(27,471)	-	(37,929)	(2,852)	-	(14,037)	-	(310,234)
2006	(4,300)	(321,895)	(422)	-	(263,541)	(212)	-	(18,337)	-	(608,708)
2007	(46,048)	(73,826)	74	-	(873,336)	(136)	-	(34,497)	-	(1,027,769)
2008	(646,837)	(69,821)	-	-	(119,644)	(1,548)	(238)	(100,930)	-	(939,017)
2009	(675,430)	(1,063,672)	(8,228)	-	-	-	-	(32,723)	-	(1,780,052)
2010	(225,582)	(3,726,910)	(84,348)	-	(253,192)	(76,215)	-	(21,201)	(119,200)	(4,506,648)
2011	-	(2,221,697)	(27,781)	(95,000)	(515,494)	(357,550)	(58,132)	-	(91,011)	(3,366,665)
2012	-	(1,204,603)	(15,279)	-	(80,042)	(1,139)	(34)	(9,320)	(166)	(1,310,581)
2013	-	(149,994)	(120,145)	(626,760)	-	-	-	(9,749)	(289,000)	(1,195,648)
2014 (YTD)	-	(89,350)	-	(28,499)	-	-	-	-	-	(117,848)
<b>Total Usage</b>	<b>\$ (2,367,064)</b>	<b>\$ (14,206,116)</b>	<b>\$ (643,727)</b>	<b>\$ (1,013,534)</b>	<b>\$ (3,485,881)</b>	<b>\$ (898,668)</b>	<b>\$ (105,779)</b>	<b>\$ (377,465)</b>	<b>\$ (499,377)</b>	<b>\$ (23,597,609)</b>
Note: Usage is as of process date; if accounting month is not closed, amount may vary.										
<b>Balance</b>	<b>\$ (333,097)</b>	<b>\$ 3,082,636</b>	<b>\$ 575,884</b>	<b>\$ 1,254,877</b>	<b>\$ 837,348</b>	<b>\$ (41,370)</b>	<b>\$ (19,801)</b>	<b>\$ (14,587)</b>	<b>\$ 390,155</b>	<b>\$ 5,732,045</b>
<b>Interest</b>	<b>\$ 333,097</b>	<b>\$ 979,544</b>	<b>\$ 31,201</b>	<b>\$ 9,476</b>	<b>\$ 454,619</b>	<b>\$ 198,445</b>	<b>\$ 19,801</b>	<b>\$ 47,037</b>	<b>\$ 3,173</b>	<b>\$ 2,076,392</b>
<b>Balance w/Interest</b>	<b>\$ -</b>	<b>\$ 4,062,180</b>	<b>\$ 607,085</b>	<b>\$ 1,264,353</b>	<b>\$ 1,291,967</b>	<b>\$ 157,074</b>	<b>\$ -</b>	<b>\$ 32,450</b>	<b>\$ 393,328</b>	<b>\$ 7,808,437</b>
<b>Budget Balance</b>	<b>\$ -</b>	<b>\$ 2,999,143</b>	<b>\$ 309,503</b>	<b>\$ 277,718</b>	<b>\$ 413,758</b>	<b>\$ 156,686</b>	<b>\$ -</b>	<b>\$ 20,827</b>	<b>\$ 193,347</b>	<b>\$ 4,370,981</b>
<b>Balance Available For Appropriations</b>	<b>\$ -</b>	<b>\$ 1,063,037</b>	<b>\$ 297,583</b>	<b>\$ 986,635</b>	<b>\$ 878,209</b>	<b>\$ 388</b>	<b>\$ -</b>	<b>\$ 11,623</b>	<b>\$ 199,981</b>	<b>\$ 3,437,456</b>





## Project Location Detail Report

The project detail sheets identify the location of each of the projects. However, some locations have not been determined yet and some projects are located in more than one location. This worksheet allows citizens to identify specific projects in their area of town. Please refer to the individual project information sheets for more detailed information on each project.

### North Side

Bicycle Facilities (Program #0200)  
Sidewalk Construction (Program #0208)

### South Side

2010 Transportation Stimulus Project Repayment  
Bicycle Facilities (Program #0200)  
Boulevard Road - Intersection Improvements (Program #0628)  
Cain Road & North Street - Intersection Improvements  
Community Park Expansion  
Fones Road—Transportation (Program #0623)  
Groundwater Protection/Land Acquisition (Program #9701)  
Henderson Boulevard & Eskridge Boulevard - Intersection Improvements  
Log Cabin Road Extension - Impact Fee Collection (Program #0616)  
Sidewalk Construction (Program #0208)  
Water Storage Systems (Program #9610)  
Wiggins Road and 37th Ave Intersection Improvements

### West Side

2010 Transportation Stimulus Project Repayment  
Bicycle Facilities (Program #0200)  
Community Park Expansion  
Groundwater Protection/Land Acquisition (Program #9701)  
Hazard Elimination Safety Projects (Program #0620)  
Sidewalk Construction (Program #0208)  
Water Storage Systems (Program #9610)  
West Olympia Access—Interchange Justification Report

### Downtown

4th Avenue Bridge Railing Repairs  
Capitol Way Sidewalk — Union Avenue to 10th Avenue  
Community Park Expansion  
Hazard Elimination Safety Projects (Program #0620)  
Small Capital Projects -Parks

### All Quadrants

Aquatic Habitat Improvements - Stormwater (Program #9024)  
Asphalt Overlay Adjustments - Sewer (Program #9021)  
Asphalt Overlay Adjustments - Water (Program #9021)  
Building Repair and Replacement  
Condition Assessment and Major Maintenance Program (CAMMP)  
Flood Mitigation & Collection - Stormwater (Program #9028)  
Infrastructure Pre-Design & Planning - Sewer (Program #9903)  
Infrastructure Pre-Design & Planning - Stormwater (Program #9903)  
Lift Stations—Sewer (Program #9806)  
Neighborhood Park Acquisition/Development  
Onsite Sewage System Conversions - Sewer (Program #9813)  
Open Space Acquisition & Development  
Parks and Pathways — Neighborhood Pathways  
Parks and Pathways — Sidewalk (Program #0626/Fund #134)  
Pedestrian Crossing Improvements (Program #0122)  
Reclaimed Water (Program #9710)  
Replacement and Repair Projects - Sewer (Program #9703)  
Sewer System Planning - Sewer (Program #9808)  
Sewer Systems Extensions - Sewer (Program #9809)  
Small Diameter Water Pipe Replacement (Program #9408)  
Street Access Projects — ADA Requirements (Program #0309)  
Street Repair & Reconstruction (Program #0599)  
Transmission & Distribution Projects—Water (Program #9609)  
Water Quality Improvements (Program #9027)

### No Quadrant

Parks Bond Issue Debt Service  
Water Source Development and Protection (Program #9700)  
Water System Planning (Program #9906)



## City of Olympia – Public Facilities Inventory

The Growth Management Act requires a jurisdiction’s Capital Facilities Plan (CFP) to identify what existing capital facilities are owned and their locations and capacity. The physical locations of water facilities are not identified. This is in accordance with City policy in regards to security and protection of the City’s water system.

Asset					Asset Status			
Facility	Location	Date Acquired	Historical or Purchase Cost	Acres / Capacity	Present Condition	Improvements Required	Year Needed	Estimated Cost of Improvement
<b>Neighborhood Parks (Citywide Service Area)</b>	<b>Citywide</b>	<b>Varies</b>	<b>\$4,788,4744</b>	<b>61.50 Ac</b>	<b>Varies</b>	<b>See Below</b>	<b>See Below</b>	<b>See Below</b>
8th Avenue Park	3000 8th Ave NE	2006	\$580,392	3.99	Undeveloped			
Bigelow Park Shelter/RR (2 unisex) Playground	1220 Bigelow Ave NE	1943	Unknown	1.89				
		1949	Unknown		Fair			
		2005	\$256,500		Good			
Burri Park IUMP	2415 Burbank Ave NW	1997	\$230,000	2.32				
		2009	\$25,500		Excellent			
Decatur Woods Park Restroom (1 unisex) Shelter Playground	1015 Decatur St SW	1988	\$33,853	6.27				
		2004	\$75,000		Excellent			
		2004	\$25,000		Excellent			
		2004	\$114,000		Good			
Evergreen Park IUMP	1445 Evergreen Park Dr SW	2008	\$73,867	3.99				
		2008	\$17,000		Excellent			
Friendly Grove Park Shelter/RR Playground Tennis Basketball Skate Court	2316 Friendly Grove Dr NE	2002	\$240,000	14.48	Good			
		2002	\$170,300		Good			
		2002	\$59,000		Good			
		2002	\$53,000		Good			
		2002	\$11,000		Good			
		2002	\$23,000		Good			
Harry Fain’s Legion Park Playground	1115 20th Ave SE	1933	Unknown	1.34				
		2005	\$181,250		Good			
Kettle View Park Restroom (1 unisex) Playground Shelter	1250 Eagle Bend Dr SE	2007	\$204,836	4.8				
		2011	\$216,000		Excellent			
		2011	\$100,000		Excellent			
		2013	\$100,000		Excellent			
Lions Park Shelter Restroom (2 unisex) Fields Tennis (2) Basketball Playground	800 Wilson St SE	1946	Unknown	3.72				
		2012	\$274,000		Excellent			
		2012	\$100,000		Excellent			
					Fair			
					Fair			
		2010	\$11,500		Excellent			
		2011	\$130,000		Excellent			
Log Cabin Parcel	2220 Log Cabin Rd SE	2010	\$673,000	2.34	Undeveloped			
Margaret McKenny Park IUMP	3111 21st Ave SE	1999	\$199,203	4.16				
		2007	\$21,000		Excellent			
McGrath Woods Park IUMP	2300 Cain Rd SE	1998	\$202,272	4				
		2009	\$32,000		Excellent			
Sunrise Park Restroom (1 unisex) Playground Basketball Community Garden	505 Bing St NW	1988	Unknown	5.74				
		2011	\$216,000		Excellent			
		2014	\$100,000		Excellent			
		1994			Good			
		2011	\$40,000		Excellent			
Woodruff Park Storage/RR Tennis Basketball Volleyball	1500 Harrison Dr NW	1892	\$1	2.46				
		1950			Good			
		1950			Good			
		1950			Good			
		1950			Good			



Asset					Asset Status			
Facility	Location	Date Acquired	Historical or Purchase Cost	Acres / Capacity	Present Condition	Improvements Required	Year Needed	Estimated Cost of Improvement
<b>Community Parks (Citywide Service Area)</b>	<b>Citywide</b>	<b>Varies</b>	<b>\$25,278,958</b>	<b>413.97 Ac</b>	<b>Varies</b>	<b>See Below</b>	<b>See Below</b>	<b>See Below</b>
Artesian Commons	415 4th Ave	2013		0.2	Excellent			
East Bay Waterfront Park	313 East Bay Dr NE	1994	Lease	1.86				
Overlook		1994			Good			
East Bay View	613 East Bay Dr NE	2000	N/A		Good			
Heritage Park	330 5th Ave SE	1996	\$1,050,000	1.15				
Fountain		1996	\$610,000		Poor	Rehabilitation	2015	\$700,000
Little DaNang Restaurant		2007	\$350,000		Fair			
LBA Park	3333 Morse Merryman Rd SE	1974	Unknown	22.61				
Concessions/RR		1974			Fair			
Kitchen		1974			Good			
Lower RR		1974			Fair			
Shelter/RR		1974			Fair			
Playground		2011	\$230,000		Excellent			
Fields (6)					Good			
Tennis					Good			
Maint Bldgs		1974			Good			
Madison Scenic Park	1600 10th Ave SE	1989	\$144,000	2.21				
Stairs/Retaining Wall		2013	\$9,000		Excellent			
Percival Landing	300 4th Ave W	1970	Unknown	3.38				
Harbor House (2 unisex)		2011	\$900,000		Excellent			
NE Pavilion		2011	\$200,000		Excellent			
SE Pavilion		2011	\$200,000		Excellent			
W Restroom (2 unisex)		1988			Fair			
D & E Floats		1970			Poor			
F Float		2013	\$500,000		Excellent			
Phase I		2011	\$10,000,000		Excellent			
North Boardwalk		1970			Fair			
West Boardwalk		1988			Fair			
Priest Point Park	2600 East Bay Dr NE	1906	Unknown	312				
Carpenter Shop		1940s			Poor	Repairs	2015	\$25,000
Equip Storage		2004			Good			
Equip Repair		1980s			Fair			
Kitchen1 (Rose Garden)		1960s			Fair	Replacement	2015	\$200,000
Kitchen 2		1960s			Fair			
Kitchen 3		2008	\$87,000		Excellent			
Kitchen 4		2013			Excellent			
Office/Tool		1940			Poor			
Restroom 1		1968			Fair			
Restroom 2		1952			Fair			
Restroom 3		1952			Fair			
Shelter 1		1960			Fair			
Shelter 2					Fair			
Shelter 3					Fair			
VIP Building		1950			Fair			
Playground		2008	\$124,000		Excellent			
Basketball					Good			
E Trails					Good			
W Trails					Good			
Steven's Field	2300 Washington St SE	1963	Unknown	7.84				
Athletic Fields					Good			
Concession		1986			Good			
Storage/RR		1950s			Fair			
Shelters (3)		1990			Poor			
Tennis (2)					Good			
Basketball					Good			
Ward Lake Parcel	2008 Yelm Hwy SE	2007	\$3,575,958	10.5	Undeveloped			
West Bay Park	700 West Bay Dr NW	2006	\$5,000,000	11.71				
Phase I		2010	\$1,600,000		Excellent			



Asset					Asset Status			
Facility	Location	Date Acquired	Historical or Purchase Cost	Acres / Capacity	Present Condition	Improvements Required	Year Needed	Estimated Cost of Improvement
<b>Community Parks (Continued)</b>	<b>Citywide</b>	<b>Varies</b>			<b>Varies</b>	<b>See Below</b>	<b>See Below</b>	<b>See Below</b>
Yashiro Japanese Garden	1010 Plum St SE	1990	Unknown	0.74	Good			
Yauger Park	3100 Capital Mall Dr SW	1978	Unknown	39.77				
Concessions/RR		1982			Excellent			
Kitchen/Shelter		1982			Good			
Athletic Fields		1982			Good			
Playground		2011	\$267,000		Excellent			
Skate Court		2000	\$392,000		Good			
Community Garden		2011	\$40,000		Excellent			
<b>Open Space Network (Citywide Service Area)</b>	<b>Citywide</b>	<b>Varies</b>	<b>\$4,324,682</b>	<b>501.64 Ac</b>	<b>Varies</b>	<b>See Below</b>	<b>See Below</b>	<b>See Below</b>
Bigelow Springs Open Space	930 Bigelow Ave NE	1994	Unknown	1.3	Good			
Chambers Lake Parcel	4808 Herman Rd SE	2003	\$476,000	46.22	Undeveloped			
Cooper Crest Open Space	3600 20th Ave NW	2003	\$232,484	13.37	Good			
Garfield Nature Trail	701 West Bay Dr NW	1900	Unknown	7.41	Good			
Grass Lake Nature Park	814 Kaiser Rd NW	1991	\$1,800,000	172.38	Undeveloped			
Harrison Avenue Parcel	3420 Harrison Avenue NW	2011	\$300,334	24	Undeveloped			
McCrostie Parcel	1415 19th Ave SE	1997	N/A	0.23	Undeveloped			
Mission Creek Nature Park	1700 San Francisco Ave SE	1996	\$250,000	36.83				
IUMP		2009	\$24,000		Excellent			
O'Connor Parcel	1400 Blk Edison St SE	1997	\$95,974	4.52	Undeveloped			
Olympia Woodland Trail	1600 Eastside St SE	2003	\$500,000	30.97	Good			
Restroom		2007	\$142,000		Excellent			
South Capitol Lots	2015 Water St SW	1994	Unknown	0.92	Good			
Trillium Open Space	900 Governor Stevens Ave SE	1989	Unknown	4.53	Good			
Watershed Park	2500 Henderson Blvd SE	1955	Unknown	153.03	Good			
Wildwood Glen Parcel	2600 Hillside Dr SE	1999	\$86,390	2.39	Undeveloped			
Yelm Highway Parcel	3535 Yelm Hwy SE	2000	\$417,500	3.54	Undeveloped			
<b>Other Jurisdictions' Community Parks</b>				<b>49.86 Ac</b>				
Capitol Campus (Landscaped areas)	416 Sid Snyder Avenue SW			20				
Centennial Park	200 Block Union Ave SE			0.8				
Heritage Park	501 5th Ave SW			24				
Marathon Park	Deschutes Parkway SW			2.1				
Port Plaza	700 Block Columbia St NW			1.2				
Sylvester Park	600 Capitol Way S			1.3				
Ward Lake Fishing Access	4135 Ward Lake Ct SE			0.46				
<b>Other Jurisdictions' Open Space</b>				<b>8.64 Ac</b>				
Chambers Lake Trailhead	3725 14th Ave SE			1.71				
I-5 Trail Corridor	Adjacent to I-5 from Capitol Campus to Lacey City Hall			4.21				
Percival Canyon/West Bay Link	701 4th Ave W			2.72				
<b>Water Pipe</b>								
Water Pipe, 8" and larger, all material types 952,000 l.f. (180 miles)	Citywide	Varies			Varies	Maintenance & Repair	Annual	
<b>11 Water Tanks/Reservoirs</b>	<b>Citywide</b>	<b>Varies</b>		<b>31 M gallon total capacity</b>	<b>Good</b>			
<b>6 Booster Stations</b>	<b>Citywide</b>	<b>Varies</b>		<b>3.10 Mgd</b>	<b>Good to Fair</b>			
<b>7 Springs/Wells</b>		<b>Varies</b>		<b>22.7 Mgd</b>	<b>Good</b>			
<b>Pipes - Stormwater</b>	<b>Citywide</b>	<b>Varies</b>			<b>Varies</b>		<b>Annual</b>	
<b>Ponds - Stormwater</b>			<b>\$9,445,000</b>					
4th Ave Bridge Treatment Facility	4th Ave Bridge	2004		Treatment, Storage	Good	Filter Replacement	Annual	\$2,000
5th Ave Pond	5th Ave/ Olympic Way	2004		Treatment, Storage	Fair	Sediment Removal	2014	\$10,000



Asset					Asset Status			
Facility	Location	Date Acquired	Historical or Purchase Cost	Acres / Capacity	Present Condition	Improvements Required	Year Needed	Estimated Cost of Improvement
<b>Ponds - Stormwater (continued)</b>								
9th Ave/Milroy Pond	1901 9th Ave	2003		Treatment, Storage	Good	Vegetation Management	Annual	
11th Avenue Bioswale	11th Avenue SW/Plymouth St	2006		Treatment, Infiltration, Conveyance	Fair	Vegetation Management	Annual	\$1,500
12th Ave/Cushing Pond	12th Ave/ Cushing	2004		Treatment,Storage	Good	None	Annual	
13th Ave/Plymouth Pond	13th/ Plymouth St SW	1980s		Storage	Good	Vegetation Management	Annual	
14th/Lybarger Pond	14th/ Lybarger St	Late 1990s		Storage	Fair	Additional planting, maintenance	Annual	
18th/Fones Pond	18th/ Fones Rd	2007	\$375,000	Storage	Good	Vegetation Management	Annual	
18th Ave/Ellis St. Pond	Between 18th Ave SE & Ellis St	2013	\$250,000	Storage, Treatment	Good	Vegetation Management	Annual	
18th Ave/Craig St. Pond	Between 18th Ave SE 3100 Block	2013	\$500,000	Storage, Treatment	Good	Vegetation Management	Annual	
21st/Black Lake Blvd Ponds	21st/Black Lake Blvd	1990		Storage	Good	Vegetation Management	Annual	
21st/Fir Pond	21st/Fir St SE	1990s		Storage	Fair	Vegetation Management	Annual	
Bayhill Pond	Harrison Ave/ Kaiser Rd	2004		Storage, Infiltration	Poor	Vegetation Management	Annual	
Black Lake Meadows	Percival Basin	1995		Storage, Treatment	Good	Vegetation Management	Annual	
“Boone Lake”/Automall Pond	Cooper Pt/Behind Truck Ranch	1980s		Storage, Infiltration	Good	Vegetation Management, Improve Outlet Access	Annual	
Boulevard Rd/Log Cabin Rd Roundabout Pond	Boulevard Rd/Log Cabin Rd	2010	\$180,000	Storage, Infiltration	Good	Vegetation Management	Annual	
“C6”/Automall Pond	Cooper Pt/Behind Volvo	1996	\$200,000	Storage	Fair	Vegetation Management, Improve Outlet Access	Not Scheduled	
Capital High School	Percival Basin			Treatment, Storage	Good	Vegetation Management	Annual	
Cedars Kettle	Log Cabin/Cain Road SE	1997	\$400,000	Infiltration	Good	Vegetation Management	Annual	
Cedars Wetpond	Cedar Park Loop	1997		Infiltration	Good	Vegetation Management	Annual	
City Hall Treatment	City Hall	2011	\$40,000	Treatment	Good	Sediment Removal, Filter Cartridge Replacement	Annual	\$500
Division/Bowman Rain Garden	Division St/Bowman Ave	2008		Treatment, Storage	Good	Vegetation Management	Annual	
Division and Farwell Pond	Division St/Farwell Ave	2008		Treatment, Storage	Fair	Vegetation Management	Annual	
Decatur Bio Swale	Decatur St/9th Ave	2009	\$30,000	Treatment	Good	Vegetation Management	Annual	
Decatur Storm Filter	Decatur St/9th Ave	2009	\$20,000	Water Quality Treatment	Good	Filter replacement and cleaning	Annual	\$200
Fern St Pond	13th/Fern St SW	1980s		Storage	Good	Soil augmentation, native shrubs	Annual	
Frederick/Thurston	Frederick/Thurston Ave			Infiltration	Good	Vegetation Management	Annual	
Giles Ave Treatment Vault	Giles Ave/Division St NW	2004	\$300,000	Water Quality Treatment	Good	Sediment removal, primary cell and filter vault	Annual	
Harrison Ave and Kaiser Rd Pond	Harrison Ave/Kaiser Rd	2011	\$200,000	Treatment, Storage, Infiltration	Good	Vegetation Management	Annual	
Harrison Ave Filterras	Three vaults on Harrison Ave west of Kaiser Rd	2011	\$50,000	Water Quality Treatment	Good	Mulch replacement	Annual	\$600
Hoadly Rain Garden	Hoadly St/Governor Stevens Ave			Treatment, Storage, Infiltration	Fair	Vegetation Management	Annual	
Hoffman Rd Infiltration Gallery	30th/Hoffman Rd SE	1990s		Infiltration	Good	Cleaning maintenance	Annual	
Indian Creek Treatment Facility	Frederick St/Wheeler Ave	2001	\$400,000	Water Quality Treatment	Good	Sediment removal all cells, vegetation, trail and wall maintenance	Annual	
Joy Ave and Quince St Pond	Joy Ave/Quince St		\$150,000	Treatment	Good	Vegetation Management	Annual	\$12,000





Asset					Asset Status			
Facility	Location	Date Acquired	Historical or Purchase Cost	Acres / Capacity	Present Condition	Improvements Required	Year Needed	Estimated Cost of Improvement
<b>Ponds - Stormwater (continued)</b>								
Log Cabin Rd Water Tank Pond	East of Log Cabin/Boulevard Rd	2011	\$200,000	Treatment, Storage, Infiltration	Good	Vegetation Management	Annual	
Mud Bay Road Pond	Harrison Ave/Cooper Pt Rd NW	2001		Storage, Treatment	Poor	Compliance with permits, vegetation management	Annual	
North Percival Constructed Wetland	21st/Black Lake Blvd	1995	\$2,300,000	Storage, Treatment	Good	Vegetation, Public Use Management	Annual	
Oak/Fairview Pond	Oak Ave/Fairview St	1990s		Storage	Good	Vegetation Management	Annual	
Oak/Fir Rain Garden	Oak Ave/Fir St	2011		Treatment, Infiltration	Good	Vegetation Management	Annual	
Pacific Ave Treatment Facility	Pacific Ave at Indian Creek	2014	\$650,000	Water Quality Treatment	Good	Vegetation Management	Annual	\$3,500
Schneider Creek Check Dams	Ellion St/Orchard Dr				Poor	Remove/Replace	Not Scheduled	
Sleater-Kinney Pond	15th/Sleater-Kinney Rd	2002	\$300,000	Storage, Treatment	Good	Vegetation Management	Annual	
Sleater-Kinney/San Mar (Vortechinics)	San Mar To Martin Way (Under West Sidewalk)	2003		Treatment	Good	Maintenance cleaning	Annual	\$300
Stan Hope Pond	Stanhope/Landau NE	1980		Treatment, Infiltration	Good	Vegetation Management	Annual	
Taylor Wetlands Pond	North of Fones Rd (Home Depot)	2003	\$400,000	Treatment, Storage, Infiltration	Good	Vegetation Management	Annual	
Yauger Park Regional Pond	Cooper Pt/Capital Mall Dr	1983 (Upgraded 2011)	\$2,500,000	Treatment, Storage	Good	Vegetation management, plant establishment	Annual	
<b>Sanitary Sewer Lift Stations</b>			<b>\$8,417,200</b>					
Black Lake Blvd Lift Station	2421 Black Lake Blvd SW	1966	\$170,000	475 GPM/pump	Needs upgrades		Replace lift station	2014
Briggs Village Lift Station	Magnolia Dr	2007	\$350,000	225 GPM/pump	Good			
Cedrona Lift Station	3500 Kaiser Rd NW	1997	\$220,000	320 GPM/pump	Good			
Chestnut Village Lift Station	5300 Block of Rich Rd SE	2013	\$380,000	300 GPM/pump	Good			
Colonial Estates Lift Station	3700 Elizabeth Ave SE	1994	\$96,779	160 GPM/pump	Good			
Cooper Crest Lift Station	3600 Cooper Crest Dr NW	2004	\$290,000	170 GPM/pump	Good			
Division & Farwell Lift Station	2100 Walnut Rd NW	1995	\$142,760	100 GPM/pump	Good			
Division & Jackson Lift Station	335 Division St NW	2008	\$331,845	300 GPM/pump	Good			
East Bay Dr Lift Station	1621 East Bay Dr	2008 upgrade	\$380,000	225 GPM/pump	Good			
East Bay Marina Lift Station	1022 Marine Dr NE	1982	\$88,816	145 GPM/pump	Good	Long Term Upgrade	2027	\$750,000
Ensign Rd Lift Station	3200 Ensign Rd NE	1989	\$96,779	600 GPM/pump	Good	New Generator	2015	\$60,000
Goldcrest Lift Station	3338 14th Ave NW	1970	\$88,816	100 GPM/pump	Good			
Holiday Hills Lift Station	1931 Lakewood Dr SE	1969	\$132,932	300 GPM/pump	Good			
Jasper & Eastside Lift Station	2122 Eastside St NW	1970	\$205,000	125 Gal/Min	Good	Long Term Upgrade	2023	\$130,000
Kempton Downs Lift Station	3140 Fones Rd SE	1993	\$150,000	150 GPM/pump	Good			
Ken Lake Lift Station	1800 Camden Park Dr SW	1969	\$166,019	150 GPM/pump	Good	New Generator	2020	\$60,000
Miller & Ann Lift Station	2011 Miller Ave NE	1993	\$160,000	300 GPM/pump	Good	New Generator	2017	\$60,000
Miller-Central Lift Station	1920 North Central NE	1968	\$132,932	1,000 GPM/pump	Fair	Upgrade	2016	\$750,000
Mud Bay Lift Station	4000 Mud Bay Rd SE	2008	\$450,000	300 GPM/pump	Good			
Old Port #1 (On Bay) Lift Station	3110 Leward Ct NW	1970	\$166,019	100 GPM/pump	Fair	Long Term Upgrade	2022	\$600,000
Old Port #2 Lift Station	3200 NW Anchor Ln NW	1970	\$166,019	100 GPM/pump	Fair	Upgrade	2019	\$600,000
Roosevelt & Yew Lift Station	1904 Yew NE	1968	\$112,000	200 GPM/pump	Fair	Long Term Upgrade	2021	\$600,000
Rossmoor Lift Station	2706 Grampton SE	1989	\$132,932	300 GPM/pump	Good	Long Term Upgrade	2025	\$500,000
Sleater-Kinney Lift Station	940 Sleater-Kinney Rd NE	2011	\$800,000	300 GPM/pump	Good			
Springer Lift Station	1629 Springer Rd NE	1996	\$165,000	280 GPM/pump	Good			
Water St Lift Station	220 Water St NW	2008 upgrade	\$1,246,185	13,000 GPM/pump	Good	New generator/force main/Upgrade	2015-2032	\$6,000,000
West Bay Dr Lift Station	2001 West Bay Dr NW	1960	\$331,845	750 GPM/pump	Good			



Asset					Asset Status			
Facility	Location	Date Acquired	Historical or Purchase Cost	Acres / Capacity	Present Condition	Improvements Required	Year Needed	Estimated Cost of Improvement
<b>Sanitary Sewer Lift Stations (continued)</b>								
Woodcrest Dr Lift Station	3014 Woodcrest Dr SE	1967	\$133,978	100 GPM/pump	Good			
Woodfield Loop Lift Station	2333 Woodfield Loop NE	1990	\$80,544	150 GPM/pump	Good			
Yelm Highway Pump Station	TBD: Yelm Highway	2011	\$1,050,000	1,670 GPM/pump	Good			
<b>Wastewater Conveyance System</b>								
Wastewater Pipes – Gravity - 186 total linear miles	Citywide	Varies			Good (154miles) Fair (17 miles) Poor (12 miles) Unknown (6 miles)	Priority repairs	Annual	\$365,000
Wastewater Pipes – Force Main - 10 total linear miles	Citywide	Varies				Long-term force main upgrades	2024-2029	\$1,800,000
Wastewater STEP Systems 1,730 residential and 20 commercial	Citywide	Varies				Convert commercial STEPS to gravity	2015	\$250,000
Wastewater STEP Pressure Mains - 28 total linear miles	Citywide	Varies						
Wastewater Structures (manholes, cleanouts, etc.)	Citywide	Varies				Maintenance & corrosion abatement	2014-2016	\$250,000
<b>Other Jurisdictions' Wastewater and Reclaimed Water Facilities (Owned by LOTT Clean Water Alliance)</b>								
Capitol Lake Pump Station	Dechutes Parkway			24mgd				
Budd Inlet Treatment Plan	500 Adams St NE			Can process up to 22mgd of wastewater; Can produce up to 1.5 mgd of reclaimed water				
Major Interceptor Sewer Lines	Along Martin Way and Capitol Way; Indian and Percival Creeks; Black Lake and Cooper Pt Roads; around Capital Lake			16 miles				
Reclaimed Water Transmission Lines	Downtown area			4,000 feet				
<b>Creeks</b>								
Indian/Moxie Creek	Various Locations					Water Quality/Habitat Improvements	Ongoing	
Percival Creek	Between Percival Cove & Hwy 101					Water Quality/Habitat Improvements	Ongoing	
Schneider Creek	Various Locations					Water Quality/Habitat Improvements	Ongoing	
Woodard Creek	Various Locations					Water Quality/Habitat Improvements	Ongoing	
<b>Parking Lots</b>			<b>\$3,686,390</b>	<b>2.41 Acres</b>				
Columbia St & 4th Ave Parking Lot	122 4th Ave W		\$286,150	.17 Ac	Fair	Drainage, repavement, striping	Not scheduled	
Olympia Ave at Franklin St Parking Lot	303 Franklin St NE		\$369,340	.33 Ac	Fair	Drainage, repavement, striping	Not scheduled	
State Ave and Washington St Parking Lot	205 State Ave NE		\$457,600	.33 Ac	Poor	Drainage, repavement, striping	Not scheduled	
Former Senior Center Gravel Parking Lot at State and 4th	114 Columbia St NW		\$275,950	.17 Ac	Poor	Paving	Not scheduled	
	116 Columbia St NW		\$288,150	.17 Ac				
State and Capital Parking Lot	107 State Ave NE		\$269,600	.16 Ac	Fair	Repavement, striping	Not scheduled	
State and Franklin Parking Lot (former DOT lot)	318 State Ave NE		\$1,739,600	1.08 Ac	Good	Currently developed for interim use	Not scheduled	



Asset					Asset Status			
Facility	Location	Date Acquired	Historical or Purchase Cost	Acres / Capacity	Present Condition	Improvements Required	Year Needed	Estimated Cost of Improvement
<b>Facilities</b>		<b>Year Built</b>	<b>\$98,310,300</b>		<b>This Section below is currently being updated as part of the Building Condition Assessment Report</b>			
City Hall	601 4th Ave E	2011	\$35,650,000		Good			
Community Center/Olympia Center	222 N Columbia	1987	\$5,301,000		Good			
Court Services Building	909 8th Ave	1975	\$143,000		Poor			
Detectives Building/OPD Annex	905 8th Ave	1967	\$230,000		Poor			
Family Support Center	201/211 N Capitol Way	1940	\$1,443,600		Good			
Farmers Market	Capitol Way	1996	\$1,000,000		Good			
Fire Station No.1	100 Eastside St NE	1993	\$4,403,900		Good			
Fire Station No.2	330 Kenyon St NW	1991	\$1,233,500		Good			
Fire Station No.3	2525 22nd Ave SE	1992	\$416,700		Good			
Fire Station No. 4	3525 Stoll Rd SE	2011	\$7,095,700		Good			
GHB Building	Water	1956	\$187,300		Fair			
Hands On Children's Museum	401 Jefferson St SE	2012	\$18,500,000		Good			
Lee Creighton Justice Center	900 Plum St SE	1967	\$2,432,300		Poor			
Maintenance Center Complex	1401 Eastside St	1976	\$3,849,300		Poor			
Mark Noble Regional Fire Training Center	1305 Fones Rd	2013	\$8,720,800		Good			
McAllister Spring Houses (2 Units)	Pacific		\$230,000					
Old Fire Station Training Center	2200 Boulevard Rd SE	1962	\$65,000		Good			
Police Firing Range	6530 Martin Way E	1987	\$245,000		Good			
The Washington Center	512 Washington St	1985	\$4,181,700		Good			
Timberland Library	313 8th Ave SE	1981	\$2,743,800		Good			
Westside Police Station	221 Perry St NW	1965	\$237,700		Poor			
<b>Facilities Owned by Other Public Entities Within the City of Olympia</b>								
Olympia School District	See the Olympia School District's Capital Facilities Plan for a facilities inventory list, capacities and map (part of Olympia's Adopted CFP).							
Port of Olympia	See Port of Olympia Comprehensive Scheme of Harbor Improvements for a Budd Inlet District Map. ( <a href="http://www.portolympia.com/index.aspx?nid=235">http://www.portolympia.com/index.aspx?nid=235</a> )							
South Puget Sound Community College Campus	2011 Motman Road SW. See SPSCC website for a campus map. ( <a href="http://spsc.ccc.edu/">http://spsc.ccc.edu/</a> )	Varies (Olympia campus is about 102 acres; with about 86.5 acres in City of Olympia jurisdiction)						
State of Washington	See campus map on State of Washington Department of Enterprise Services website. ( <a href="http://des.wa.gov/Pages/default.aspx">http://des.wa.gov/Pages/default.aspx</a> )							
Thurston County	See inventory list in Thurston County Capital Facilities Plan. ( <a href="http://www.co.thurston.wa.us/planning/comp_plan/comp_plan_document.htm">http://www.co.thurston.wa.us/planning/comp_plan/comp_plan_document.htm</a> )							



Asset					Asset Status			
Facility	Location	Date Acquired	Historical or Purchase Cost	Acres / Capacity	Present Condition	Improvements Required	Year Needed	Estimated Cost of Improvement
<b>Bridges</b>			<b>\$39,000,000</b>					
Olympia-Yashiro Friendship Bridge	4th Ave Bridge	1919, Replaced 2004	\$39,000,000		Good			
5th Avenue Bridge	5th Ave	1958, Rebuilt 2004			Good			
Priest Point Park Bridge	2700 Block East Bay Dr	1972			Good			
Percival Creek Bridge	Cooper Point Dr/AutoMall Dr at Evergreen Park Dr SW	1986			Failing	Stabilize footings and structure	2014	n/a
R.W. Johnson Road Culvert	R.W. Johnson Blvd, 700' N of Mottman Rd	2003			Good			
<b>Streets</b>								
Arterial Classification 106.1 lane miles	Citywide	Varies			85% of lane miles in fair or better condition			\$21 million (in 2005 dollars)
Collector Classification 122.8 lane miles	Citywide	Varies						
Neighborhood Collector Classification	Citywide	Varies						
Local Access Classification 238.1 lane miles	Citywide	Varies						
<b>Wellhead Protection</b>			<b>\$1,154,788</b>	<b>10 Acres</b>				
Klabo		1998	\$1,000,000					
McAllister Wellfield Vicinity		2003	\$154,788	10 Acres	Unimproved			
<b>Miscellaneous</b>			<b>\$3,743,000</b>	<b>13.08 Acres</b>				
Chambers Ditch (Maintained by Chambers Drainage Ditch District)	Southeast, from outlet of Chambers Lake to Yelm Highway			Stormwater Conveyance				
Old City Dump/Top Foods	NW of Top Foods		\$3,586,800	12.34 Ac				
Old Gravel Pit	800' East of Kenyon St & 4th Ave		\$128,000	.35 Ac				
Woodland Park Parcel (Acquired through LID delinquency)	2710 Aztec Dr NW	2010	\$28,200	.39 Ac	Undeveloped			

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**CFP Element of the  
Comprehensive  
Plan Goals and  
Policies**

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## CFP Element of the Comprehensive Plan Goals & Policies

The CFP is a required element of our comprehensive planning. We are currently in the process of updating our [Comprehensive Plan](#). The update includes editing goal and policy statements for “Plain Talk” to make them more readable and understandable. The following statements have been edited and restructured and in a few instances, revised for accuracy. **Until final adoption of the Comprehensive Plan, the following goals and policies as written are in draft format.**

- Goal 1:** The public facilities needed to promote orderly compact urban growth, protect investments, maximize use of existing facilities, and implement the Comprehensive Plan are provided through the Capital Facilities Plan.
- Policy 1.1:** Annually review, update and amend a six-year Capital Facilities Plan that:
- a. Is subject to annual review and adoption, respectively, by the Planning Commission and City Council;
  - b. Is consistent with the Comprehensive Plan and master plans;
  - c. Defines the scope and location of capital projects or equipment;
  - d. Defines each project’s need and relationship to established levels of service, Comprehensive Plan goals and policies, master plans, and other capital facilities projects;
  - e. Includes the construction costs, timing, funding sources, and projected operations and maintenance impacts;
  - f. Establishes a plan for capital project development;
  - g. Includes a forecast of future capital facility needs, and an inventory of existing capital facilities;
  - h. Monitors the progress of capital facilities planning with respect to rates of growth, development trends, changing priorities, budget and financial considerations; and
  - i. Is coordinated with Thurston County and the Olympia School District if school impact fees are being charged.
- Policy 1.2:** Encourage active citizen participation throughout the process of developing and adopting the Capital Facilities Plan.
- Policy 1.3:** Support and encourage joint development and use of cultural and community facilities with other governmental or community organizations in areas of mutual concern and benefit.

- Policy 1.4:** Evaluate and prioritize proposed capital improvement projects using all of the following criteria:
- Is it needed to correct existing deficiencies, replace needed facilities, or provide facilities needed for future growth?
  - Does it eliminate public hazards? Does it eliminate capacity deficits?
  - Is it financially feasible?
  - Is it being sited based on projected growth patterns?
  - Does it serve new development and redevelopment?
  - Is it compatible with plans of state agencies?
  - Are the local operating budget impacts sustainable?
- Policy 1.5:** Give priority consideration to projects that:
- Are required to meet State or Federal law.
  - Are needed to meet concurrency requirements for growth management.
  - Are already initiated and to be completed in subsequent phases.
  - Renovate existing facilities, preserve the community's prior investment or reduce maintenance and operating costs.
  - Remove existing capital facilities deficiencies, encourage full use of existing facilities, or replace worn-out or obsolete facilities.
  - Promote social, economic and environmental revitalization of commercial, industrial, and residential areas in Olympia and its Growth Area.
  - Are substantially funded through grants or other outside funding.
- Policy 1.6:** Adopt by reference, in the appropriate chapters of the Comprehensive Plan, all master plans, their level of service standards, and future amendments. These plans must be consistent with the Comprehensive Plan.
- Policy 1.7:** Adopt by reference the annual update of this Capital Facilities Plan as part of the Comprehensive Plan.
- Policy 1.8:** Adopt by reference the annual update of the Olympia School District Capital Facilities Plan as part of this Capital Facilities element.
- Policy 1.9:** Monitor the progress of the Capital Facilities Plan on an ongoing basis, including completion of major maintenance projects, expansion of existing facilities, and addition of new facilities.
- Policy 1.10:** Coordinate with other capital facilities service providers to keep each other current, maximize cost savings, and schedule and upgrade facilities efficiently.
- Policy 1.11:** The year in which a project is carried out, or the exact amounts of expenditures by year for individual facilities may vary from that stated in the Capital Facilities Plan due to:
- Unanticipated revenues or revenues that become available to the City with conditions about when they may be used,
  - Change in the timing of a facility to serve new development that occurs in an earlier or later year than had been anticipated in the Capital Facilities Plan,
  - The nature of the Capital Facilities Plan as a planning document, not a budget or financial document.
- Goal 2:** As urbanization occurs, the capital facilities needed to serve and direct future growth are provided for Olympia and its Urban Growth Area.
- Policy 2.1:** Provide the capital facilities needed to adequately serve the future growth anticipated by the Comprehensive Plan, within projected funding capabilities.
- Policy 2.2:** Plan and coordinate the location of public facilities and utilities to accommodate growth in advance of need, and in accordance with the following standards:
- Coordinate urban services, planning, and standards by identifying, in advance of development, sites for schools, parks, fire and police stations, major stormwater facilities, greenbelts, and open space. Acquire sites for these facilities in a timely manner and as early as possible in the overall development of the area.
  - Assure adequate capacity in transportation, public and private utilities, storm drainage systems, municipal services, parks, and schools.
  - Protect groundwater supplies from contamination and maintain groundwater in adequate supply by identifying and reserving future supplies well in advance of need.
- Policy 2.3:** Use the type, location, and phasing of public facilities and utilities to direct urban expansion where it is needed. Consider the level of key facilities that can be provided when planning for various densities and types of urban land use.
- Policy 2.4:** Provide adequate levels of public facilities and services, in cooperation with Thurston County, prior to or concurrent with land development within the Olympia Urban Growth Area.
- Policy 2.5:** Encourage land banking as a reasonable approach to meeting the needs of future populations.
- Policy 2.6:** Consider expected future economic activity with planning for public facilities and services.
- Policy 2.7:** Maintain a process for identifying and siting essential public facilities consistent with state law and County-wide Planning Policies.



- Goal 3:** The City has fiscal resources to provide needed capital facilities.
- Policy 3.1:** Manage the City of Olympia’s fiscal resources to support providing needed capital improvements. Ensure a balanced approach to allocating financial resources between: (1) major maintenance of existing facilities, (2) eliminating existing capital facility deficiencies, and (3) providing new or expanding facilities to serve growth.
- Policy 3.2:** Use the Capital Facilities Plan to integrate all of the community’s capital project resources (grants, bonds, city funds, donations, impact fees, and any other available funding).
- Policy 3.3:** Maintain consistency of current and future fiscal and funding policies for capital improvements with other Comprehensive Plan elements.
- Policy 3.4:** Allow developers who install infrastructure with excess capacity to use latecomers agreements wherever practical.
- Policy 3.5:** Pursue funding strategies that derive revenues from growth that can be used to provide capital facilities to serve that growth in order to achieve and maintain adopted level of service standards. These strategies include, but are not limited to:
- a. Collect Impact Fees: Transportation, Parks and Open Space, School, Fire Protection and Suppression
  - b. Allocate sewer and water connection fees primarily to capital improvements related to urban expansion.
  - c. Develop and implement other appropriate funding mechanisms to ensure new development’s fair share contribution to public facilities.
- Policy 3.6:** Assess the additional operations and maintenance costs associated with acquisition or development of new capital facilities. If accommodating these costs places a financial burden on the operating budget, capital plans should be adjusted.
- Policy 3.7:** Promote efficient and joint use of facilities through such measures as inter-local agreements, regional authorities and negotiated use of privately and publicly owned land for open space.
- Policy 3.8:** Explore regional funding strategies for capital facilities to support comprehensive plans developed under the Growth Management Act.
- Policy 3.9:** Investigate potential new revenue sources for funding capital facilities, such as:
- a. Growth-induced tax revenues
  - b. Additional voter-approved
  - c. Regional tax base sharing
  - d. Regional cost sharing for urban infrastructure
  - e. County-wide bonds
- Policy 3.10:** Use the following available contingency strategies should the City be faced with capital facility funding shortfalls:
- a. Increase revenues: general revenues, rates, user fees, change funding source(s)
  - b. Decrease level of service standards: change Comprehensive Plan, change level of service standards, reprioritize projects to focus on those related to concurrency
  - c. Decrease the cost of the facility: change project scope
  - d. Decrease the demand for the public service or facility: moratorium on development, develop only in served areas until funding is available, change project timing and/or phasing
  - e. Other considerations: developer voluntarily funds needed capital project; develop partnerships with Lacey, Tumwater and Thurston County (the metropolitan service area approach to services, facilities or funding); regional funding strategies; privatize the service; mitigate under the State Environmental Protection Act (SEPA); issue long-term debt (bonds); use Local Improvement Districts (LID’s)
- Policy 3.11:** Secure grants or private funds, when available, to finance capital facility projects.
- Policy 3.12:** Take steps to ensure there is internal consistency between the Capital Facilities element and other elements of the Comprehensive Plan. Reassess the Land Use element of the Comprehensive Plan if probable funding for capital facilities falls short of needs.
- Goal 4:** Public facilities constructed in Olympia and its Growth Area meet appropriate standards for safety, constructability, durability and maintainability.
- Policy 4.1:** Olympia’s Engineering Development and Design Standards, which are regularly updated, establish construction standards for utility and transportation related facilities.











## Project Components Commonly Used in Transportation Projects Funded by Impact Fees

**Bicycle Facilities:** One of four classes of bicycle facilities.

**Illumination:** Decorative street lighting along the frontage of streets to provide uniformity and increased safety.

**Intersections at Grade:** Where a road or street meets or crosses at a common grade or elevation with another road or street.

**Medians:** A space or island between two opposing lanes of traffic.

**Pavement:** Construction of new travel lanes during road widening.

**Pedestrian Crossings:** A marked area across a roadway that allows for safe passage of pedestrians and bicyclists.

**Public Transfer Facilities:** Designated bus stops.

**Raised Pavement Markings:** Used to define the boundary between opposing traffic flows and traffic lanes.

**Roadside Planting:** Grass, trees, shrubs, and other forms of vegetation, including irrigation.

**Roundabouts:** Possible installation at each intersection of circular intersections with specific design and traffic control features.

**Sidewalks:** A walk for pedestrians at the side of the street and part of the frontage improvements at intersections and approaches to the intersections.

**Signage:** Any of a group of posted commands, warnings, or directions.

**Street Furniture:** Consists of items such as benches, trash receptacles, bicycle racks, etc.

**Striping:** Applying painted lines or necessary instructional signage on pavement surfaces.

**Traffic Control Signals:** Installation of automated traffic signal devices at the intersection.

**Under Grounding:** Utility lines (electrical, fiber optics) buried underground, except high voltage lines.

## Project Components Commonly Used in Drinking Water Projects

**Hydrants:** Connection or placement of new hydrants as necessary.

**Hydraulic Modeling:** Use of a mathematical model to determine the size of a water line based on the volume of water passing through the line.

**Groundwater Protection Plans:** Update and develop groundwater protection plans to ensure that drinking water supplies are protected from potential contamination from activities in the surrounding areas.

**Intersections at Grade:** Where a road or street meets or crosses at a common grade or elevation with another road or street.

**Reservoirs:** Storage facility for water based on life-cycle costing and evaluation of options.

**Valves:** Mechanical devices by which the flow of water may be started, stopped, or regulated as necessary.

**Vaults:** Structures that provide access to underground valves and pumps with the connection of new water pipes.

**Water Lines:** Water supply pipe that connects the water storage source to lines located at the street.

**Water Quality and Treatment:** Use various technologies to ensure safety of the City's water storage systems.

**Water Rights:** Legal authorization to put water to beneficial use.

**Water System Structures and Equipment:** In conjunction with reservoirs, including booster pump stations. Includes castings, manholes, inlets, and covers.

**Watershed Remodeling and Plan:** Maintain updated documents presenting the findings and recommendations for a Watershed Management Program.

**Wells:** Drill and develop new wells as needed to ensure adequate future water supplies.

Glossary of Terms	
<b>Allocation:</b>	To set aside or designate funds for specific purposes. An allocation does not authorize the expenditure of funds.
<b>Appropriation:</b>	An authorization made by the City Council for expenditures against the City’s Annual Budget. Appropriations are usually made for fixed amounts and are typically granted for a one-year period.
<b>Appropriation Ordinance:</b>	An official enactment by the legislative body establishing the legal authority for officials to obligate and expend resources.
<b>Arterial Street Funds (ASF):</b>	State grants received for the dedicated purpose of improvements to arterials. The source of funding is the state gas tax.
<b>Assessed Value (AV):</b>	The fair market value of both real (land and building) and personal property as determined by the Thurston County Assessor’s Office for the purpose of setting property taxes.
<b>Assets:</b>	Property owned by a government which has monetary value.
<b>Bond:</b>	A written promise to pay (debt) a specified sum of money (principal or face value) at a specified future date (the maturity date(s)) along with periodic interest paid at a specified percentage of the principal (interest rate).
<b>Bond Anticipation Notes (BANs):</b>	Short-term interest bearing notes issued in anticipation of bonds to be issued at a later date. The notes are retired from proceeds of the bond issue to which they are related.
<b>Budget (Operating):</b>	A plan of financial operation embodying an estimate of proposed expenditures for a given period (typically a fiscal year) and the proposed means of financing them (revenue estimates). The term is also sometimes used to denote the officially approved expenditure ceilings under which a government and its departments operate.
<b>Bulbout:</b>	An extension of the curb that juts out into the roadway, approximately seven feet wide (the width of a parking space).
<b>Capital Budget:</b>	A plan of proposed capital expenditures and the means of financing them. The capital budget may be enacted as part of the complete annual budget including both operating and capital outlays. The capital budget is based on a Capital Facilities Plan (CFP).
<b>Capital Expenditure:</b>	Expenditure resulting in the acquisition of or addition to the City’s general fixed assets.
<b>Capital Facilities:</b>	A structure, improvement, piece of equipment or other major asset, including land, that has a useful life of at least 5 years. Capital facilities are provided by or for public purposes and services including, but not limited to, the following: <ul style="list-style-type: none"> <li>• Detention Facilities</li> <li>• Fire and Rescue</li> <li>• Government Offices</li> <li>• Law Enforcement</li> <li>• Libraries</li> <li>• Open Space</li> <li>• Parks (Neighborhood and Community)</li> <li>• Public Health</li> <li>• Recreational Facilities</li> <li>• Roads</li> <li>• Sanitary Sewer</li> <li>• Sidewalks, Bikeway and Disability Access Ramps</li> <li>• Solid Waste Collection and Disposal</li> <li>• Stormwater Facilities</li> <li>• Street Lighting Systems</li> <li>• Traffic Signals</li> </ul>
<b>Capital Facilities Plan:</b>	A plan for capital expenditures to be incurred each year over a fixed project, identifying the expected beginning and ending date for each project, the amount to be expended in each year, and the method of financing those expenditures.
<b>Capital Improvement:</b>	A project to create, expand or modify a capital facility. The project may include design, permitting, environmental analysis, land acquisition, construction, landscaping, site improvements, initial furnishings, and equipment. The project cost must exceed \$50,000.
<b>Capital Improvement Plan (CIP) Fund:</b>	A fund used to pay for general municipal projects (excludes utilities). The money is derived from the real estate excise tax, interest, utility tax (1%), and the year-end cash surplus.
<b>Concurrency:</b>	In growth management terms, capital facilities have to be finished and in place at the time or within a reasonable time period following the impact of development.
<b>Councilmanic:</b>	Debt that is incurred by the City Council. A vote of the people is not required. The funds to repay the debt must come from the City’s general revenues.
<b>Debt Capacity:</b>	The amount of money a jurisdiction can legally afford to borrow.
<b>Debt Service:</b>	Payment of interest and principal to holders of a government’s debt instruments.
<b>Development Orders and Permits:</b>	Any active order or permit granting, denying, or granting with conditions an application for a land development approval including, but not limited to: impact fees, inventory, and real estate excise tax.





## Glossary of Terms (continued)

<b>Federal Aid To Urban Systems (FAUS):</b>	A grant received for improvements to the City's transportation network.
<b>Fund Balance:</b>	The excess of an entity's assets over its liabilities. The City's policy is to maintain a fund balance of at least 10% of the operating revenues in all funds. This term may also be referred to as Retained Earnings in the Utility funds or year end surplus in the General Fund.
<b>Gas Tax:</b>	Money received by the City from the State Gas Tax. The funds may only be used for improvements to arterials.
<b>General Facility Charges (GFC):</b>	Payment of monies imposed for development activity as a condition of granting development approval in order to pay for utilities needed to serve new development.
<b>Grant:</b>	A funding source provided by the State or Federal government.
<b>Impact Fees:</b>	A payment of money imposed for development activity as a condition of granting development approval in order to pay for the public facilities needed to serve new growth and development. By state law, impact fees may be collected and spent on roads and streets, parks, schools, and fire protection facilities.
<b>Increased Rates (INCRATES):</b>	Sufficient funds do not exist for the project to occur without a rate increase.
<b>Interim Use and Management Plan (IUMP):</b>	The portion of the Parks Plan that reflects parks/parcels that need minimal property development of the property so that it can be used until the property is further developed for full use by the public.
<b>Inventory:</b>	A listing of City of Olympia's public facilities including location, condition, and future replacement date.
<b>Level Of Service:</b>	A quantifiable measure of the amount of public facility that is provided. Typically, measures of levels of service are expressed as ratios of facility capacity to demand (i.e., actual or potential users).
<b>Local Improvement Districts (LID)</b>	A mechanism to pay for improvements (i.e., streets, sidewalks, utilities) that directly benefit the property owner.
<b>Neighborhood Traffic Management Program (NTMP)</b>	A program to reduce the speed/traffic in neighborhoods. The plan includes the use of traffic circles or islands, speed bumps, improved signage or restriping.
<b>Operation and Maintenance (O&amp;M)</b>	Operation and maintenance expense.
<b>Pervious or Porous Pavement:</b>	A permeable pavement surface with a stone reservoir underneath. The reservoir temporarily stores surface runoff before infiltrating it into the subsoil. Runoff is thereby infiltrated directly into the soil and receives some water quality treatment.
<b>Public Works Trust Fund (PWTF) Loans:</b>	Low interest loans from the State of Washington for "public works" projects.
<b>Rates:</b>	The existing rate of the various utilities and sufficient to pay for the cost of projects.
<b>Repairs and Maintenance: (General)</b>	Building/facility repairs/maintenance up to \$50,000, and with a life expectancy of less than five years. General repairs and maintenance are paid from the City Operating Budget.
<b>Repairs and Maintenance: (Major)</b>	Building/facility repairs/maintenance up to \$50,000 or more with a life expectancy of five years or more. Major repairs and maintenance are paid from the Capital Budget.
<b>Real Estate Excise Tax:</b>	The City of Olympia charges 1/2% tax on all real estate transactions to fund capital improvements.
<b>SEPA Mitigation Fees:</b>	Fees charged to "long plats" or new major developments for their direct impact on the system. SEPA mitigation measures must be related to a specific adverse impact identified in the environmental analysis of a project. The impact may be to the natural or built environment, including public facilities.
<b>Septic Tank Effluent Pump (STEP):</b>	This is an alternative to gravity flow sewage systems. The Council eliminated the use of future STEP systems in 2005.
<b>Site Stabilization Plan (SSP):</b>	The portion of the Parks Plan that reflects parks/parcels that need additional work to increase safety by putting up fences, gates, or removing debris, etc.
<b>Transportation Benefit District (TBD)</b>	The Olympia City Council makes up the TBD Board, enacted by City Council in 2008. Each vehicle registered within the City of Olympia at the time of renewal is assessed \$20 for transportation improvements in Olympia. The TBD Board currently contracts with the City to fund transportation projects.
<b>Utility Tax:</b>	The City of Olympia charges a statutory limit of 6% on private utilities (electric, gas and telephone). 1/6 of the tax is dedicated to the Capital Budget. In 2004, voters approved an additional 3% increase in this tax, for a total of 9%. Of the 3%, 2% is for Parks and 1% is for recreational sidewalks.
<b>Voted:</b>	Voted debt requires the citizens' vote for approval to increase property taxes to pay for the project.

Acronyms	
<b>AC</b>	Asbestos Cement
<b>ADA</b>	American Disabilities Act
<b>AV</b>	Assessed Value
<b>CAMMP</b>	Conditions Assessment and Major Maintenance Program
<b>CFP</b>	Capital Facilities Plan
<b>CIP</b>	Capital Improvement Program
<b>DFW</b>	Department of Fish and Wildlife
<b>DOE</b>	Department of Energy
<b>DOH</b>	Department of Health
<b>EDDS</b>	Engineering Design and Development Standards
<b>EMS</b>	Emergency Medical Services
<b>ENV</b>	Environmental
<b>FF&amp;E</b>	Furniture, Fixtures and Equipment
<b>GFC</b>	General Facilities Charge
<b>GHG</b>	Green House Gases
<b>GMA</b>	State of Washington Growth Management Act
<b>GMP</b>	Guaranteed Maximum Price
<b>GO</b>	General Obligation
<b>GTEC</b>	Growth and Transportation Efficiency Centers
<b>HES</b>	Hazard Elimination Safety
<b>HOCM</b>	Hands On Children’s Museum
<b>I&amp;I</b>	Inflow and Infiltration
<b>IAC</b>	Interagency Committee for Outdoor Recreation
<b>IPM</b>	Integrated Pest Management
<b>IUMP</b>	Interim Use & Management Plan
<b>LBA</b>	Little Baseball Association
<b>LED</b>	Light Emitting Diodes
<b>LEED</b>	Leadership in Energy & Environmental Design
<b>LID</b>	Local Improvement District
<b>LOS</b>	Level of Service
<b>LOTT</b>	Lacey, Olympia, Tumwater, Thurston County
<b>LTFS</b>	Long Term Financial Strategy
<b>NPDES</b>	National Pollutant Discharge Elimination System
<b>NTMP</b>	Neighborhood Traffic Management Program
<b>O&amp;M</b>	Operations and Maintenance
<b>OPARD</b>	Olympia Parks, Arts and Recreation Department
<b>OWT</b>	Olympia Woodland Trail
<b>PFD</b>	Public Facilities District
<b>PMMP</b>	Parks Major Maintenance Program
<b>PSI</b>	Pounds per Square Inch
<b>PWTF</b>	Public Works Trust Fund
<b>RCO</b>	Recreation & Conservation Office
<b>REET</b>	Real Estate Excise Tax
<b>RFP</b>	Request for Proposal
<b>SDWA</b>	Federal Safe Drinking Water Act
<b>SEPA</b>	State Environmental Policy Act
<b>SPSCC</b>	South Puget Sound Community College
<b>SSP</b>	Site Stabilization Plan
<b>STEP</b>	Septic Tank Effluent Pump
<b>TBD</b>	Transportation Benefit District
<b>TIP</b>	Transportation Improvement Program
<b>TOR</b>	Target Outcome Ratios
<b>TRPC</b>	Thurston Regional Planning Council
<b>TSP</b>	Transit Signal Priority
<b>UBIT</b>	Under Bridge Inspection Truck
<b>UFC</b>	Uniform Fire Code
<b>UGA</b>	Urban Growth Area
<b>UGMA</b>	Urban Growth Management Area
<b>WWRF</b>	Washington Wildlife Recreation Fund
<b>WWRP</b>	Washington Wildlife and Recreation Program



**Olympia School  
District Capital  
Facilities Plan  
2015-2020**





# Olympia School District Capital Facilities Plan 2015-2020

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Summer 2014

DRAFT



## Executive Summary

The Olympia School District's 2015-2020 Capital Facilities Plan (CFP) has been prepared as the district's principal six-year facility planning document in compliance with the requirements of the Washington State Growth Management Act. This plan is developed based on the district's recent long range facilities master plan work, which looked at conditions of district facilities, projected enrollment growth, utilization of current schools and the capacity of the district to meet these needs from 2010 to 2025. The master plan report is the result of a volunteer Planning Advisory Committee who worked with the district and a consulting team for nearly a year. In addition to this CFP and the master plan, the district may prepare other facility planning documents, consistent with board policies, to consider other needs of the district as may be required.

This CFP consists of four elements:

1. An inventory of existing capital facilities owned by the Olympia School District including the location and student capacity of each facility.
2. A forecast of future needs comparing student enrollment projections against permanent facility student capacities. The basis of the enrollment forecast was developed by demographer W. Les Kendrick. An updated student generation rate for this plan and to calculate the impact fee was developed by demographer Michael McCormick.
3. The proposed locations and capacities of new and expanded facilities anticipated to be constructed or remodeled over the next six years and beyond.
4. A financing plan for the new and expanded facilities anticipated to be constructed over the next six years. This plan outlines the source of funding for these projects including state revenues, local bond revenue, local levy revenue, impact fees, mitigation fees, and other revenues.
5. This CFP contains updates to plans that address how the district will respond to state policies to reduce class size. The Legislature has recently enacted legislation that targets class size reduction by the 2017-18 school year (SY), the Supreme Court has mandated implementation of this legislation, and there is currently an initiative of the people (I-1351) gathering signatures and support that if enacted would significantly impact school housing needs. All three of these efforts/entities have included conversion of half-day kindergarten to full-day kindergarten as a high priority. Full-day kindergarten effectively doubles the number of classrooms needed for kindergarten.

The Master Plan contains multiple projects to expand the district's facility capacity and major modernizations. Specifically the plan includes major modernizations for Garfield (with expanded capacity), Centennial, McLane, and Roosevelt Elementary Schools; limited modernizations for Jefferson Middle School; and modernizations for Capital High School. The plan calls for the construction of a new elementary/intermediate school (serving grades 5-8) on the east side of the district and a new building, with expanded capacity, for the Olympia Regional Learning Academy. Further, the district will expand capacity at five elementary schools via pods of permanent construction of 10-12 classrooms. In addition, in order to nearly double Avanti High School enrollment, Avanti is scheduled to expand to use the entire Knox building; the administration would move to a different building. At Olympia High School, the district would replace 10 portables with a



permanent building. Finally, the plan includes a substantial investment in systems modernizations and major repairs at facilities across the district.

This plan is intended to guide the district in providing new capital facilities to serve projected increases in student enrollment as well as assisting the district to identify the need and time frame for significant facility repair and modernization projects. The CFP will be reviewed on an annual basis and revised accordingly based on the updated enrollment and project financing information available.



# Capital Facilities Plan 2015-2020

Olympia School District  
Summer 2014

## Executive Summary

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## I. School Capacity, Methodology and Levels of Service

The primary function of calculating school capacities is to allow observations and comparisons of the amount of space in schools across the Olympia School District (OSD) and plan for growth in the number of students anticipated at each school. This information is used to make decisions on issues such as locations of specialty program offerings, enrollment boundaries, portable classroom units, new construction and the like.

School capacities are a general function of the number of classroom spaces, the number of students assigned to each classroom, how often classrooms are used, and the extent of support facilities available for students, staff, parents and the community. The first two parameters listed above provide a relatively straightforward calculation, the third parameter listed is relevant only to middle and high schools, and the fourth parameter is often a more general series of checks and balances.

The district's current guideline for the maximum number of students in elementary school classrooms is as follows:

	OSD Historical Guideline:	2014 I-1351 Guideline:	Square Footage Guideline:
Kindergarten	23 students	17 students	28 students
Grades 1-2	23 students	17 students	28 students
Grades 3	25 students	17 students	28 students
Grades 4-5	27 students	25 students	28 students

As the district constructs new classrooms, the class size square footage guideline is tentatively set to accommodate 28 students. Under the initiative (if enacted), the class size goal for 4<sup>th</sup> and 5<sup>th</sup> grade would be 25. Occasionally, class sizes for a class must exceed the guideline, and be in overload status. The district funds extra staffing supports for these classrooms when they are in overload status. In most cases, the district needs to retain flexibility to a) place a 4<sup>th</sup> or 5<sup>th</sup> grade into any physical classroom; and b) size the classroom square footage to contain a classroom in overload status where needed. In addition, there is the possibility that class sizes would be amended at a later time to increase or that state policy makers would never fully implement the guidelines of Initiative 1351. For these reasons, the district is maintaining its historical practice of constructing classrooms to hold 28 students comfortably.

Typically, OSD schools include a combination of general education classrooms, special education classrooms, and classrooms dedicated to supportive activities, as well as classrooms dedicated to enrichment programs such as art, music, language and physical education. Some programs, such as special education, serve fewer students but require regular-sized classrooms. An increased need for these programs at a given school can reduce that school's total capacity. In other words, the more regular sized classrooms that are occupied by smaller numbers of students, the lower the school capacity calculation will be. Any school's capacity, primarily at elementary level, is directly related to the programs offered at any given time.

Special education classroom use at elementary level includes supporting the Infant/Toddler Preschool Program, Integrated Kindergarten Program, DLC Program (Developmental Learning Classroom, which serves students with moderate cognitive delays), Life Skills Program (students with significant cognitive delays), LEAP Program (Learning to Engage, be Aware and Play Program for students with significant behavior disabilities) and the ASD Program (students with autism spectrum disorders.) At middle and/ or high level, special education classroom use includes supporting the DLC Program, Life Skills Program, HOPE Program (Help Our People Excel for students with significant behavior disabilities) and the ASD Program.

Classrooms dedicated to specific supportive activities include serving IEP's (Individual Education Plan) OT/PT services (Occupational and Physical Therapy), speech and language services, ELL services (English Language Learner), PATS services (Program for Academically Talented Students), as well as non-specific academic support for struggling students (primarily Title I of the No Child Left Behind Act.)

Of note, the district has a practice of limiting school size to create appropriately-sized learning communities. The district has a practice of limiting elementary school size to 500 students; middle school size to 800 students; and high school size to 1,800 students. These limits represent a guide, but not an absolute policy limit and in this CFP update the guideline is adjusted slightly.

## **Methodology for Calculating Building Capacity**

### **Elementary Schools**

For the purpose of creating an annual CFP, student capacity at individual elementary schools is calculated by using each school's current room assignments. (e.g. How many general education classrooms are being used, and what grade level is being taught? How many different special education classrooms are being used? How many classrooms are dedicated to supportive activities like the PATS Program, ELL students, etc.?)

Throughout the district's elementary schools, special programs are located according to a combination of criteria including the proximity of students who access these special programs, the efficiency of staffing resources, and available space in individual schools. Since the location of special programs can shift from year to year, the student capacities can also grow or retract depending on where the programs are housed. This fluctuation is captured in what is termed the "Program Capacity" of each school. That is to say that "program capacity" is calculated based on the programs offered at a given school each year, instead of a simple accounting of the number of classroom spaces. (See Table A.)

### **Middle and High Schools**

Capacity at middle schools and high school levels are based on the number of "teaching stations" that include general-use classrooms and specialized spaces, such as music rooms, computer rooms, physical education space, industrial arts space, and special education and/or classrooms dedicated to supportive activities. In contrast to elementary schools, secondary students simultaneously occupy these spaces to receive instruction. As a result, the district measures the





secondary school level of service based on a desired average class size and the total number of teaching stations per building. The capacities of each secondary school are shown on Table B.

Building capacity is also governed by a number of factors including guidelines for maximum class size, student demands for specialized classrooms (which draw fewer students than the guidelines allow), scheduling conflicts for student programs, number of work stations in laboratory settings, and the need for teachers to have a work space during their planning period. Together these limitations affect the overall utilization rate for the district's secondary schools.

This rate, in terms of a percentage, is applied to the number of teaching stations multiplied by the average number of students per classroom in calculating the effective capacity of each building. The levels of service for both middle and high school equates to an average class loading of 28 students based upon an 80% utilization factor. The only exception is Avanti High School, the district's alternative high school program, which does not consist of any specialized classroom space and has relatively small enrollment, so a full 100% utilization factor was used to calculate this school's capacity

The master plan includes estimates for both current and maximum utilization. In this CFP we have used the current utilization capacity level because it represents the ideal OSD configurations of programs and services at this time. It is important to note that there is very little added capacity generated by employing the maximum utilization standard.

### **Level of Service Variables**

Several factors may impact the district's standard Level of Service (LOS) in the future including program demands, state and federal funding, collective bargaining agreements, legislative actions, and available local funding. These factors will be reviewed annually to determine if adjustments to the district's LOS were warranted. The district is experiencing growth in its special education preschool population and is exploring opportunities to provide other additional or expanded programs to students in grades K-12. This review may result in a change to the standard LOS in future Capital Facilities Plans.

### **Alternative Learning**

The District hosts the Olympia Regional Learning Academy (ORLA), which serves students from both within and outside of the district's boundaries. The program, which began in 2006, now serves approximately 350 students. Each year since 2006 the program's enrollment has increased and the proportion of students from within the Olympia School District has increased. Therefore, over time, the program will have a growing positive impact on available capacity within traditional district schools. As more students from within district schools migrate to ORLA, they free up capacity to absorb projected growth.

The Olympia School District is also committed to serving as this regional hub for alternative education and services to families for non-traditional education. The program is providing education via on-line learning, home-school connect (education for students that are home-schooled), and Montessori elementary education.



Finally, Olympia School District is committed to providing families with alternatives to the traditional public education, and keeping up with the growing demand for these alternatives, and is committed to providing ORLA students and families with a safe facility conducive to learning.

**Table A  
Elementary School Capacities (Current Utilization Standard)**

Olympia School District - School Capacity Study for CFP		Building Capacities with 2015-2020 Program Utilization				Building Capacities with 2015-2020 Program Utilization				Building Capacities with 2015-2020 Program Utilization						
HC = Headcount	Oct HC 2013	General Education				Special Education				Specific Supportive Activities						
		# of classrooms	Permanent Capacity	# of portables	Portable Capacity	Total Capacity (including portables)	# of classrooms	Permanent Capacity	# of portables	Portable Capacity	Total Capacity (including portables)	# of classrooms	Permanent Capacity	# of portables	Portable Capacity	Total Capacity (including portables)
<b>Elementary Schools</b>																
Boston Harbor	142	8	199	0	0	0	199	0	0	0	0	0	0	0	0	0
Brown, LP	270	13	296	0	0	296	0	32	0	0	32	2	0	0	0	0
Centennial	514	17	417	4	110	527	0	0	1	8	8	0	0	2	0	0
Garfield	331	14	347	0	0	347	2	36	0	0	36	3	0	2	0	0
Hansen	522	17	415	4	102	517	1	18	0	0	18	2	0	3	0	0
Lincoln	297	12	295	0	0	295	0	0	0	0	0	3	0	0	0	0
Madison	204	8	194	0	0	194	2	36	0	0	36	2	0	0	0	0
McKenny	352	14	315	2	54	369	4	46	0	0	46	2	0	2	0	0
McLane	330	13	319	2	54	373	3	30	0	0	30	1	0	0	0	0
Pioneer	442	19	469	0	0	469	0	0	0	0	0	0	0	2	0	0
Roosevelt	373	17	421	0	0	421	0	0	1	18	18	0	0	1	0	0
<b>Elementary School Totals</b>	<b>3,777</b>	<b>152</b>	<b>3,687</b>	<b>12</b>	<b>320</b>	<b>4,007</b>	<b>16</b>	<b>198</b>	<b>2</b>	<b>26</b>	<b>224</b>	<b>15</b>	<b>0</b>	<b>14</b>	<b>0</b>	<b>0</b>

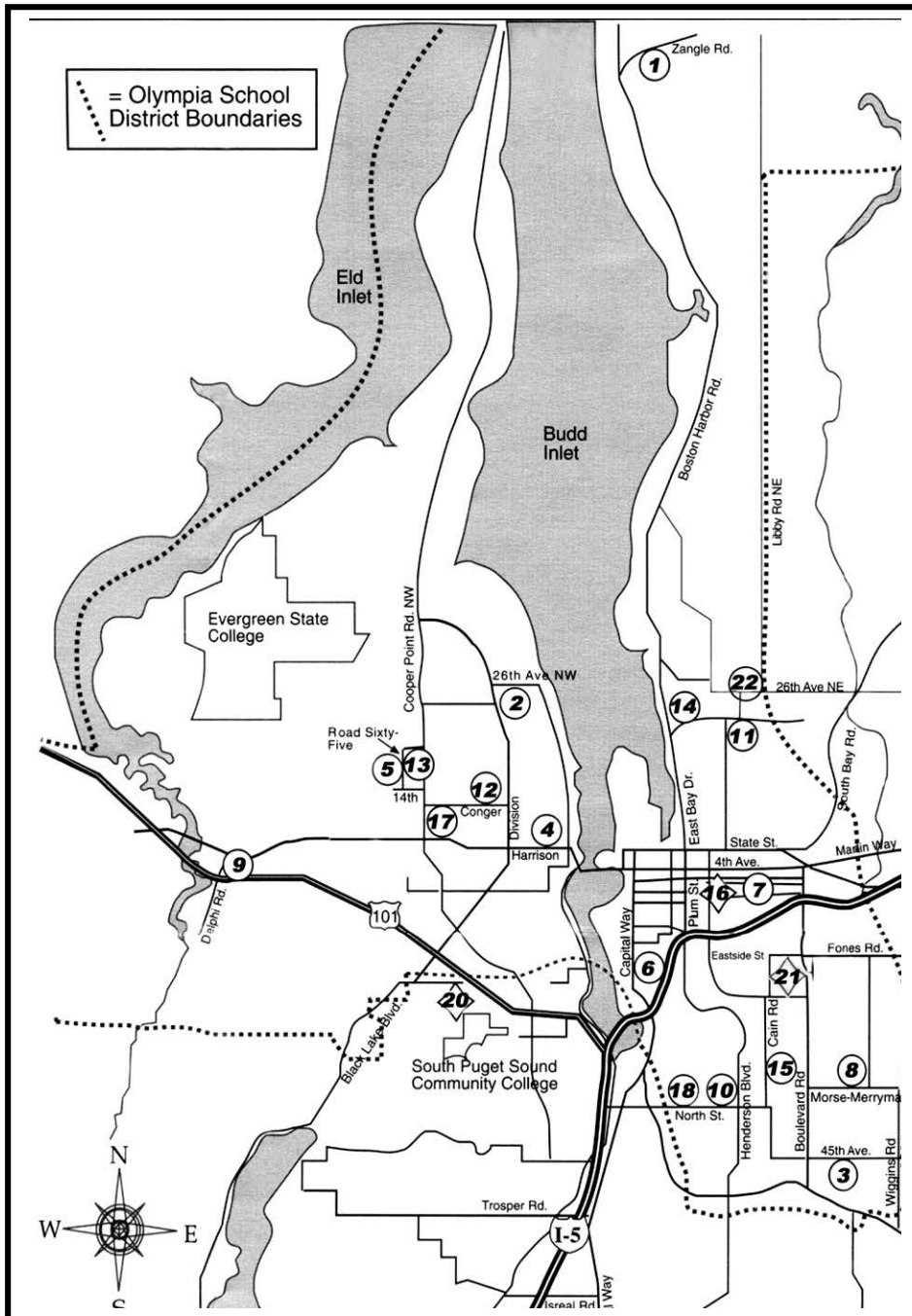
4, 231

**Combined Total Capacity**

**Table B  
Middle and High School Capacities (Current Utilization Standard)**

Middle Schools	Oct HC 2013	General Education			Special Education			Specific Supportive Activities			Gen Ed Capacity (including portables)																
		# of classrooms	Permanent Capacity	# of portables	Total Capacity (including portables)	# of classrooms	Permanent Capacity	# of portables	Total Capacity (including portables)	# of classrooms		Permanent Capacity	# of portables														
Jefferson	400	25	595	0	595	3	26	0	26	5	0	0	0														
Marshall	370	23	550	0	550	1	10	0	10	3	0	0	0														
Reeves	442	24	573	0	573	1	8	0	8	3	0	0	0														
Washington	740	32	752	0	752	0	0	0	0	4	0	2	0														
<b>Middle School Totals</b>	<b>1,952</b>	<b>104</b>	<b>2,470</b>	<b>0</b>	<b>2,470</b>	<b>5</b>	<b>44</b>	<b>0</b>	<b>44</b>	<b>15</b>	<b>0</b>	<b>2</b>	<b>0</b>														
*Utilization Factor for middle schools = 80%																											
*Utilization Factor for Special Needs = 100%																											
High Schools	Oct HC 2013	General Education			Special Education			Specific Supportive Activities			Gen Ed Capacity (including portables)																
		# of classrooms	Permanent Capacity	# of portables	Total Capacity (including portables)	# of classrooms	Permanent Capacity	# of portables	Total Capacity (including portables)	# of classrooms		Permanent Capacity	# of portables														
Avanti	157	7	168	0	168	0	0	0	0	0	0	0	0														
Capital	1,334	63	1,446	2	1,491	1	6	0	6	5	0	0	0														
Olympia	1,703	72	1,648	6	1,782	2	12	3	36	0	0	0	0														
<b>High School Totals</b>	<b>3,194</b>	<b>142</b>	<b>3,262</b>	<b>8</b>	<b>3,442</b>	<b>3</b>	<b>18</b>	<b>3</b>	<b>42</b>	<b>5</b>	<b>0</b>	<b>0</b>	<b>0</b>														
*Utilization Factor for Avanti = 100%																											
*Utilization Factor for comp. high schools = 80%																											
*Utilization Factor for Special Needs = 100%																											
<b>Total Capacity</b>	<b>8,923</b>	<b>9,420</b>			<b>499</b>			<b>260</b>			<b>50</b>			<b>310</b>			<b>0</b>			<b>0</b>							
Combined Total Capacity Districtwide, All Grades - General & Special Education																									10,229		

## Olympia School District Building Locations



**Elementary Schools**

- 1. Boston Harbor
- 2. L.P. Brown
- 3. Centennial
- 4. Garfield
- 5. Hansen
- 6. Lincoln
- 7. Madison
- 8. McKenny
- 9. McLane
- 10. Pioneer
- 11. Roosevelt

**Middle Schools**

- 12. Jefferson
- 13. Marshall
- 14. Reeves
- 15. Washington

**High Schools**

- 16. Avanti
- 17. Capital
- 18. Olympia

**Other Facilities**

- 19. New Market Voc. Skills Center
- 20. Transportation
- 21. Support Service Center
- 22. Olympia Regional Learning Academy



## II. Forecast of Future Facility Needs: Olympia School District Enrollment Projections

### Summary

This section of the CFP provides a summary of an enrollment forecast prepared by demographer W. Les Kendrick of Educational Data Solutions for the Olympia School District as part of the master plan process; the Summary is prepared by McGranahan Architects for the district. This forecast is part of a larger master plan process to help the school district forecast capacity needs, address facilities deficiencies and prepare for trends in 21st Century education over the next 15 years.

***This enrollment forecast was prepared in 2010 and will be formally updated on a five year basis.***

Key findings with regard to the context for enrollment growth in the district are the following:

- Enrollment has fluctuated up and down in the past decade resulting in a relatively flat enrollment trend
- Enrollment did trend up with the completion of various housing projects in recent years
- K-12 enrollment in Thurston County has increased gradually in the past 10 years
- Olympia School District's share of the county K-12 enrollment has declined over the past decade primarily due to greater population and housing growth in Yelm and North Thurston when compared to Olympia

Looking forward, enrollment in all Thurston County districts is likely to grow in the coming decade primarily due to larger birth cohorts. The number of women in their child-bearing years has been, and is expected to continue to increase in the coming decade, resulting in more births. As a result kindergarten and elementary enrollment should trend up.

In addition to birth trends, there is also expected to be significant housing and population growth in Olympia and the county in the coming decade. Projections from county planning agencies suggest that the Olympia School District's resident population could grow by another 10,000 residents by 2020 and by another 6,000 residents by 2025.

The following section discusses some of the general enrollment trends in the district and the demographic factors that are contributing to those trends. After this section a forecast of the district enrollment by grade level is presented. The final section allocates the district projection to schools in order to show the differences in growth that might be expected for different parts of the district.

## Enrollment Trends

As noted in the introduction the enrollment in the Olympia School District has fluctuated up and down in the past decade but the overall enrollment was about the same in 2010 as it was in 2000. After 2010, enrollment dipped a bit and then climbed and is now higher than 2000/2010 levels.

As with most districts Olympia's enrollment is affected by birth trends, by turnover in existing housing, and by new home construction.

One way to get a handle on a district's enrollment is to look at the annual change from year to year by grade level. Over the course of a year, numerous families will move into a district, buying a new or existing home, or finding a place to rent, and other families will move out due to job changes or other factors. If more people move in than out, there is a net gain in enrollment. And if more people move out than in, there is a net loss. In addition, enrollment can be affected by the size of the exiting graduating class compared to the size of the entering kindergarten class.

For the most part, the district experiences small net gains at the elementary grades (more people moving in than out). Most of the averages at the elementary level are greater than one. It also looks like the district frequently sees a small net loss as students transition from 5th grade into 6th. The district also sees a big net gain between the 8th and 9th grade, partially due to the influx of high school students from the Griffin School District into Capital High School. And like most districts, Olympia can also see some net losses at some high school grades, primarily due to participation in Running Start and New Market Skills Center.

There is largely enough net turn-over in existing homes, or construction and sale of new homes to produce gains in enrollment at most grades. In most years, there are more families with children moving into the district than the number moving out. In the past 10 years the district has seen an average annual net gain of about 200 students.

However, over the last 10 years, in the transition from one year to the next, the exiting graduating class has tended to be larger than the subsequent year's incoming kindergarten class. This is not an unusual trend in a district that sees growth as students' progress through the grades. But what this means is that in most years the enrollment gains from new home sales or from the sale of existing homes has been offset by the turnover that occurs when one class graduates and another comes in at kindergarten. In most years the high school graduating class has been larger than the kindergarten class by about 200 students or so, offsetting the growth at other grades driven by home sales.

Looking forward the difference between the size of each year's graduating class and the size of the following year's kindergarten class is expected to narrow. Births have been increasing in the past few years and this trend is expected to continue over the next decade. As births increase, kindergarten enrollment will go up and the difference between kindergarten and the graduating 12th grade will start to narrow. Assuming the district still sees enrollment gains at the other grades, there is a possibility of greater enrollment growth in the next decade.

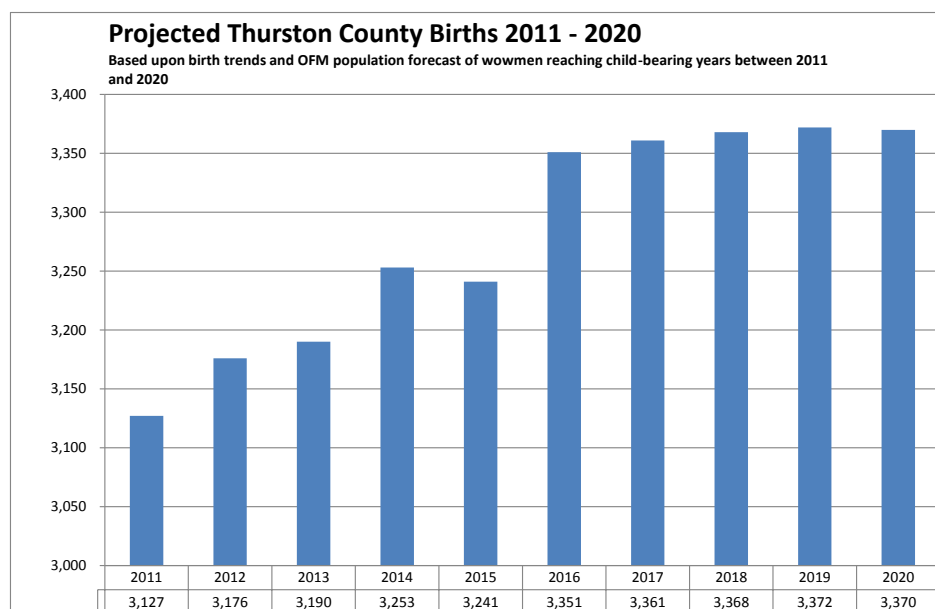
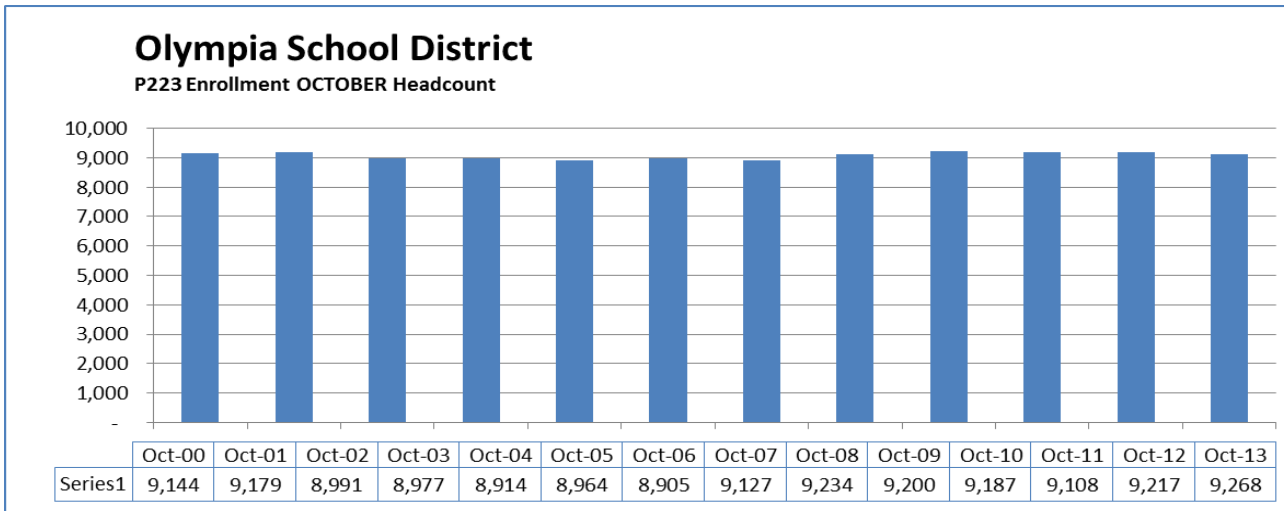
## Births and Enrollment

In Thurston County the number of births per year was relatively constant between 1994 and 2002 (2400 to 2500 a year). Since 2003 the number of annual births has been increasing and in the most recent 3 years, births have trended close to, or above, the 3000 mark. Looking forward there will be more births in the next decade than in the previous decade.

The number of women in their child-bearing years is increasing which should result in average annual births of 3100 a year between 2010 and 2015 and 3300 a year between 2015 and 2020. Children born between 2006 and 2020 will be eligible for school between 2011 and 2025. As a result it is likely that kindergarten and elementary enrollment will increase in Olympia and the rest of the Thurston County school districts as well. Based on birth trends and the population forecast, it is likely that K-12 enrollment countywide will increase over the next 10 to 15 years.

### Olympia Enrollment Trend

#### P223 Enrollment OCTOBER 2013 Headcount





Over the past decade, the district's kindergarten enrollment has averaged about 23% of the county birth cohort; comparing kindergarten enrollment to county births 5 years prior to the enrollment year. This percentage is expected to remain relatively stable over the next decade or so, fluctuating up or down in a given year, relative to the amount of new home construction. This assumption is based on the fact that the district's share has averaged about 23% for the past 10 years, taking into account years in which the district saw a lot of new housing growth and years in which it saw very little.

It is possible that the district's share of future kindergarten students and other grades as well could increase in the coming decade. Whether it will or not depends largely on trends in new home construction and sales and the number of students that enroll from these homes relative to construction in other areas of the county.

### **Population, Housing and Enrollment**

Data from the 2000 Census and from estimates created by the State of Washington Office of Financial Management (OFM) data shows that the district's resident population increased by over 6000 in the past decade with an average annual growth rate of 1.2%. During this same time period the district added over 2800 housing units. This means that, on average, the district saw its housing stock increase by about 288 units a year, over the past 10 years.

In addition to looking at specific developments, a comparison was also made between new home construction in the past decade and forecasts of new home construction for the next two decades (2010 to 2020 and 2020 to 2030). This comparison provides a way to see if enrollment growth from new home construction in the coming years will be about the same as in the past decade, or whether it will be significantly lower or higher. This comparison is used to estimate the effect of housing construction and population growth on future enrollment trends.

The permit data cited earlier suggests that about 200 new single family homes were built annually between 2005 and 2009 and about 71 multi-family units (though this number is a little high due primarily to one large project). In addition, the State of Washington data indicates that about 288 new housing units were added annually over the past 10 years, although there is no distinction provided between single and multi-family. There are also indications from the State data that the district may have seen a larger average in the past 5 years (300 units per year), than in the period between 2000 and 2005. These various estimates provide information about past new home sales and construction. But what about the future?

There are several different ways to get a handle on future housing construction. Forecasts from the Thurston Regional Planning Council (TRPC) indicate that the district could see 500 or more new housing units built annually between 2010 and 2020 and between 2020 and 2030. This number is higher, however, than what has occurred in the past decade and it is higher than we might expect given what we know about projects that are currently planned within the district.

Development data collected from the City and County shows that there are currently over 2300 single family units and almost 2100 multi-family units in some stage of development. Some projects are in process and others are still getting started. And still others may be put on hold, or even abandoned. Although we cannot know for sure, it is likely that the majority of these projects

will be completed over the next 5-7 years. On the other hand, the earlier analysis suggests that the district may not see all of the students from these homes in the initial years of completion. As a result, it is likely that the full impact of these projects on enrollment will be felt over the next 10 years. If so the district would be impacted by an average of approximately 440 new housing units annually (230 single family and 210 multi-family). This estimate is lower than the assumptions of the TRPC forecast for the district. But it is also higher than the averages the district has seen over the past estimates for that decade (based on State estimates--- final numbers will not be available until the most recent Census data is released).

This district forecast is based on the assumption that the district will see about 300 new homes built annually between now and 2025. This number is in line with the recent 5 year estimated trend from the State, but below the assumption of more than 500 new homes per year that is assumed by the TRPC forecast. It is also below the 440 or so units per year we can estimate from the district's own tracking of future development. It is worth considering, however, that estimates from the State suggest that in the past decade, it was only in 2004 where the number of housing units added exceeded 400 (Table C). And this was a period in which the region and the nation experienced a housing bubble with construction and development far exceeding the historical averages. The average since 2005 has been for an addition of 289 housing units annually. It seems unlikely that the 2004 conditions will repeat themselves, so a slightly lower estimate of future housing development seems warranted at this time. The estimate of 300 assumes slightly better growth than the past 2 years and slightly better than the average of 2005-2010, but it also allows for the fact that some of the planned developments may be abandoned or not completed.

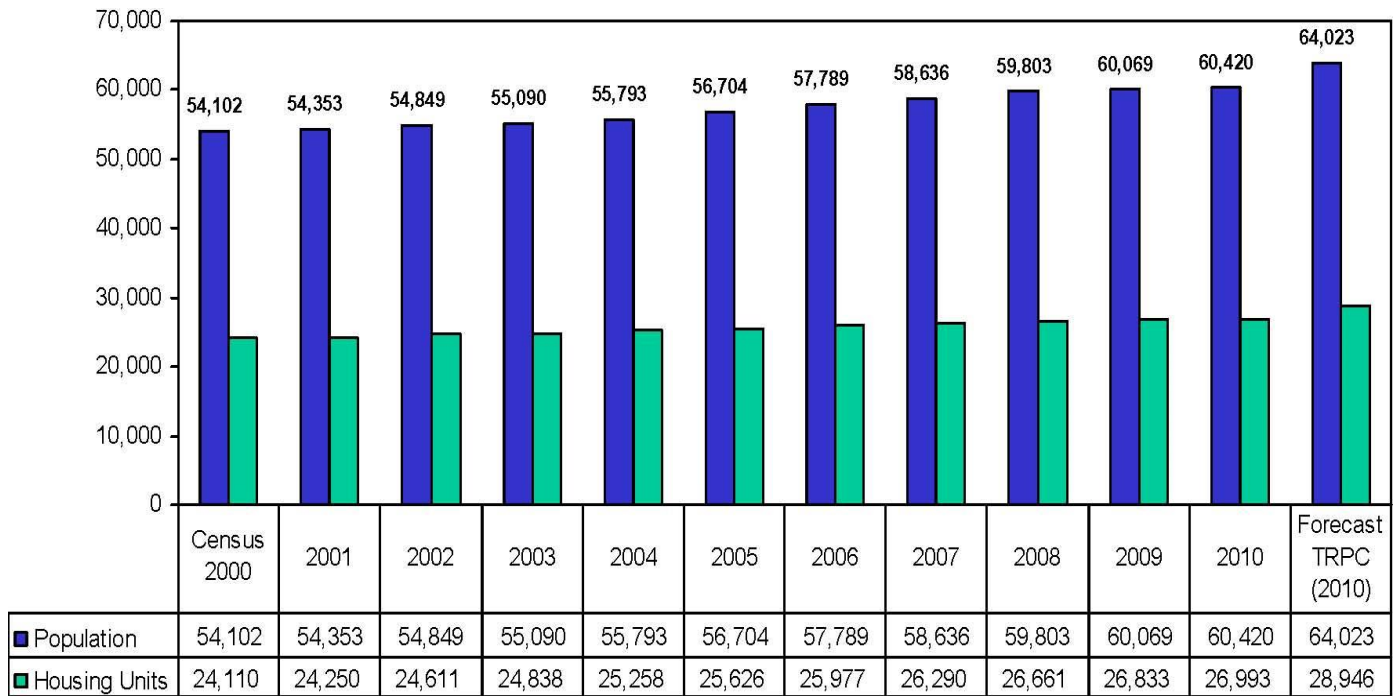
If the district sees about 300 new housing units annually in the coming decade, then it is likely that the growth trends by grade level (the number moving in or out) will be about the same as the past 5 years. The difference is that the district will see better kindergarten enrollments due to greater numbers of births. This means that enrollment should grow more in the next decade than in the previous decade.

It is also possible that the district could see lower or higher housing and population growth in the next 15 years than in the previous decade. The TRPC forecast, after all, assumes more than 500 new housing units per year. And the earlier cited estimates from the permit data show a lower average number of units between 2005 and 2009 (approximately 250-270 new housing units a year). Since we have differing estimates, a low and high range forecast was created in addition to the medium recommended forecast. The CFP, however, is based on the medium forecast.

In reviewing the number of new housing units under development, in some stage, as of summer 2014, confirms that the above analysis still holds true. Assuming that all would be built and occupied over the next 15 years, this amounts to about 313 new housing units per year (single-family and multi-family).



### Olympia School District Housing Population Estimates 2001-2010 State Estimates



## Forecasts

A low, medium, and high range forecast by grade level was produced for the district. The medium forecast is recommended at this time. The following details the different assumptions of the 3 forecasts.

**Low Forecast:** Assumes the addition of 250 new housing units annually and population growth of about 8-tenths of a percent annually between now and 2025. This is slightly below the trends of the past decade.

**Medium Forecast:** This forecast assumes the addition of 300 new housing units annually and population growth of about 1% a year between now and 2025. The population and housing growth estimates are similar to the average trends of the past decade.

**High Forecast:** This forecast assumes the addition of over 500 new housing units annually and population growth of over 1.5% annually between now and 2025. These figures are derived from the housing forecast numbers provided by the Thurston Regional Planning Council for the Olympia School District. The population and housing growth estimates are higher than the trends of the past decade.

## Methodology and Forecasts

The current enrollment for the Olympia School District was extrapolated into the future based on the trends of the past decade. This was done using the cohort survival averages presented earlier. These numbers were then adjusted to account for projected changes in housing and population growth assumed in the different forecasts. At kindergarten, the number of live births (2006 to 2009) and the forecast of county births (2010 to 2020) for each year was multiplied by the district's average share of this population over the past decade (23%). In the medium forecast, this average was assumed to be relatively constant, consistent with the trend of the past decade. In the low and high range forecast the average was assumed to trend down or up slightly in line with the assumed changes in population and housing.

## Student Generation Rates Used to Generate Enrollment and School Forecasts (Available at Time of Master Planning Effort)

Forecasts were also created for schools. This involved allocating the district medium projection to schools based on assumptions of differing growth rates in different service areas. Two sources of information were used for this forecast. First, development information by service area, provided by the City and County, was used to forecast school enrollments between 2011 and 2017. Student generation rates are based on City and County permits and OSD in-district enrollment data, 2005-2009.<sup>1</sup>

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<sup>1</sup> A more recent Student Generation Rate (SGR) has been developed; this more recent rate is used to calculate the impact fee. The older SGR is used for the population forecast, due to be updated in 2015.

**Student Generation Rate Outcomes**

Olympia Only (Griffin permits not included in totals)

Based on Cumulative File 2005-2009 Permits

**Single Family**

<u>Year</u>	<u>Permits</u>	<u>Students</u>	<u>Rate</u>	Rate by Level					
				<u>K-5</u>	<u>6-8</u>	<u>9-12</u>	<u>K-5</u>	<u>6-8</u>	<u>9-12</u>
<b>2005</b>	<b>340</b>	<b>169</b>	<b>0.50</b>	<b>75</b>	<b>33</b>	<b>61</b>	<b>0.221</b>	<b>0.097</b>	<b>0.179</b>
<b>2006</b>	<b>272</b>	<b>94</b>	<b>0.35</b>	<b>43</b>	<b>27</b>	<b>24</b>	<b>0.158</b>	<b>0.099</b>	<b>0.088</b>
<b>2007</b>	<b>181</b>	<b>45</b>	<b>0.25</b>	<b>19</b>	<b>10</b>	<b>16</b>	<b>0.105</b>	<b>0.055</b>	<b>0.088</b>
<b>2008</b>	<b>96</b>	<b>19</b>	<b>0.20</b>	<b>10</b>	<b>5</b>	<b>4</b>	<b>0.104</b>	<b>0.052</b>	<b>0.042</b>
<b>2009</b>	<b>134</b>	<b>30</b>	<b>0.22</b>	<b>18</b>	<b>9</b>	<b>5</b>	<b>0.134</b>	<b>0.067</b>	<b>0.037</b>
<b>Totals</b>	<b>1023</b>	<b>357</b>	<b>0.35</b>	<b>165</b>	<b>84</b>	<b>110</b>	<b>0.161</b>	<b>0.082</b>	<b>0.108</b>
<b>Avg. /</b>									
<b>Year</b>	<b>205</b>	<b>71</b>							
<b>% by Level</b>				<b>46.2%</b>	<b>23.5%</b>	<b>30.8%</b>			

**Multi-Family**

<u>Year</u>	<u>Units</u>	<u>Students</u>	<u>Rate</u>	Rate by Level					
				<u>K-5</u>	<u>6-8</u>	<u>9-12</u>	<u>K-5</u>	<u>6-8</u>	<u>9-12</u>
<b>2005</b>	<b>26</b>	<b>4</b>	<b>0.15</b>	<b>2</b>	<b>2</b>	<b>0</b>	<b>0.080</b>	<b>0.080</b>	<b>0.000</b>
<b>2006</b>	<b>64</b>	<b>7</b>	<b>0.11</b>	<b>2</b>	<b>3</b>	<b>2</b>	<b>0.030</b>	<b>0.050</b>	<b>0.030</b>
<b>2007</b>	<b>205</b>	<b>2</b>	<b>0.01</b>	<b>1</b>	<b>1</b>	<b>0</b>	<b>0.000</b>	<b>0.000</b>	<b>0.000</b>
<b>2008</b>	<b>32</b>	<b>4</b>	<b>0.13</b>	<b>2</b>	<b>2</b>	<b>0</b>	<b>0.060</b>	<b>0.060</b>	<b>0.000</b>
<b>2009</b>	<b>105</b>	<b>6</b>	<b>0.06</b>	<b>5</b>	<b>1</b>	<b>2</b>	<b>0.050</b>	<b>0.010</b>	<b>0.000</b>
<b>Totals</b>	<b>432</b>	<b>23</b>	<b>0.05</b>	<b>12</b>	<b>9</b>	<b>110</b>	<b>0.028</b>	<b>0.021</b>	<b>0.005</b>
<b>Avg. /</b>									
<b>Year</b>	<b>86</b>	<b>5</b>							

Based on this data, the district enrolls about 35 students for every 100 single family homes permitted over a 5-year period. The rate is highest in the most mature developments (50 per 100 units for homes built in 2005). The rates are lowest in the most recent years because it is likely that the district has not yet seen all the students. It is reasonable to assume that the district could see an average of 40 students per 100 homes once the real estate market starts to recover, but this assumption is not used in the school forecasts.

Again using the above data, the district enrolls about 5 students for every 100 multi-family units, but the rate varies considerably from year to year (most likely due to the type of development – rental, condo, townhome and the number of bedrooms of each). Utilizing the 5-year average is probably best practice because it includes enough units and types to provide a reliable measure of growth from multi-family homes. This analysis suggests that the effect of

multi-family development on enrollment is minimal unless there are a large number of units being developed.

Once the students generated by development were calculated, the average enrollment trends by grade were then extrapolated into the future for each school. For the period between 2017 and 2025 adjustments to the school trends were based on housing forecasts by service area obtained from the Thurston Regional Planning Council.

For secondary schools, the entry grade enrollment forecasts (grade 6 and 9) were based on enrollment trends and housing, as well as estimates of how students feed from elementary into middle school and middle into high school. For alternative schools and programs it was assumed that their share of future enrollment would be consistent with recent trends. This means that ORLA, for example, would increase its enrollment over time, consistent with the overall growth in the district's enrollment.

In all cases, the final numbers were balanced to the district medium projection which is assumed to be most accurate. This analysis by school allows the district to look at differential growth rates for different parts of the district and plan accordingly. Summary enrollment forecasts by school are charted on the following pages. Elementary schools are grouped into east and west elementary school locations.

At the beginning of the forecast period, 2010, 2011, and 2012, actual enrollment dipped while forecasted enrollment grew. At the October 2013 point, 3 years into the enrollment forecast, enrollment is 174 students (K-12) below the forecast for 2013 that was made in 2010. However, actual enrollment has continued to grow and annual growth is somewhat consistent with the growth projected in the forecast.

The student generation rates above were based on the latest data available when developing the master plan. Below is an update to student generation rates using more recent student enrollment data. These updated rates are used to calculate impact fees and to evaluate the enrollment growth assumptions described above.

### **Updated Student Generation Rates Used to Calculate Impact Fees (Updated in 2013)**

To effectively plan for future capacity needs, the district reviews the location and number of proposed new housing developments within the district's service area. Typically, the enrollment model will incorporate historic trends and other factors for long-term projections. In addition, the district reviews upcoming housing starts to project for more immediate needs that may need to be addressed by temporary needs, such as placing portable (temporary) classrooms. In determining the number of new students that may result from new development, the district has developed "student generation rates" that calculate new student impacts on existing school facilities for each level (elementary, middle, and high schools).

The rates below are based on an updated study in August 2013. The rates are generated using all territory within the boundaries of the Olympia School District. The analysis is based on projects constructed in calendar years 2008 through 2012; the addresses of all students were compared with the addresses of each residential development. Those which matched were



aggregated to show the number of students in each of the grade groupings for each type of residential development. A total of 865 single family units were counted between the survey periods; 446 students were generated from these units. A total of 598 multiple family units were counted; and 127 students were associated with these units.

Based on this information, the resulting student generation rates are as follows:

	<b><u>Single-Family</u></b>	<b><u>Multi-Family</u></b>
Elementary Schools (K-5)	<b>0.274</b>	<b>0.077</b>
Middle Schools (6-8)	<b>0.101</b>	<b>0.065</b>
High Schools (9-12)	<b>0.141</b>	<b>0.070</b>
Total	<b>0.516</b>	<b>0.212</b>

Based on this data, for each 100 single family homes built in the district each year, 51 students will enroll and needs facility space; for each 100 multiple family homes built, 21 students will enroll. About half of the enrollment will be at the elementary level and half at the secondary level. (In contrast, multiple family homes tend to generate more secondary students than elementary students.)

The 2013 student generation rates are notably higher than those prepared in 2011. The district is uncertain as to whether this result is an anomaly or an indication of an emerging pattern. Given this uncertainty, the district is taking a cautious approach in this update and using an average of the 2013 student generation rate and the 2005-2009 student generation rate for purposes of the impact fee calculation. This method results in student generation rates are as follows:

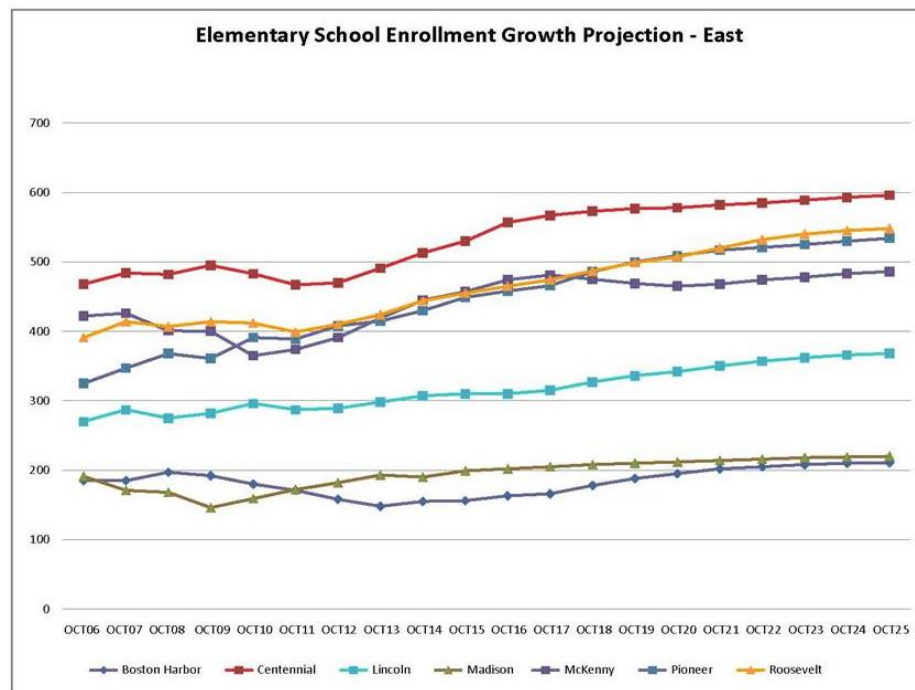
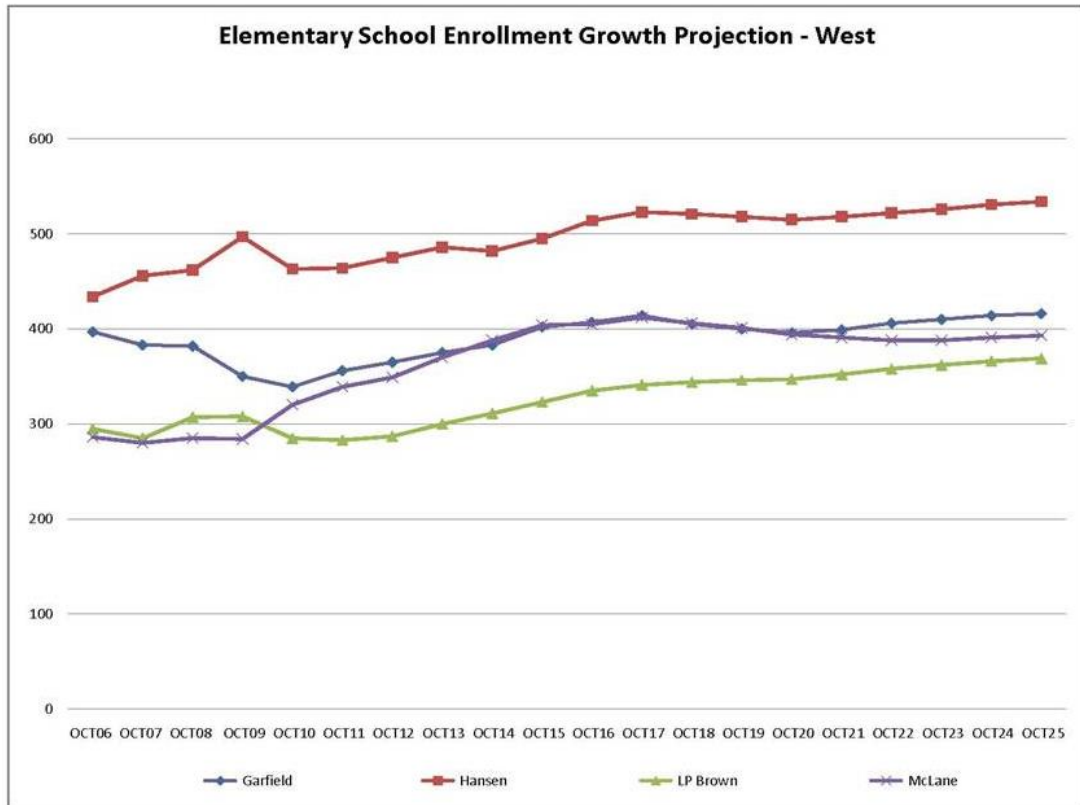
	<b><u>Single-Family</u></b>	<b><u>Multi-Family</u></b>
Elementary Schools (K-5)	<b>0.203</b>	<b>0.050</b>
Middle Schools (6-8)	<b>0.078</b>	<b>0.038</b>
High Schools (9-12)	<b>0.096</b>	<b>0.039</b>
Total	<b>0.377</b>	<b>0.127</b>

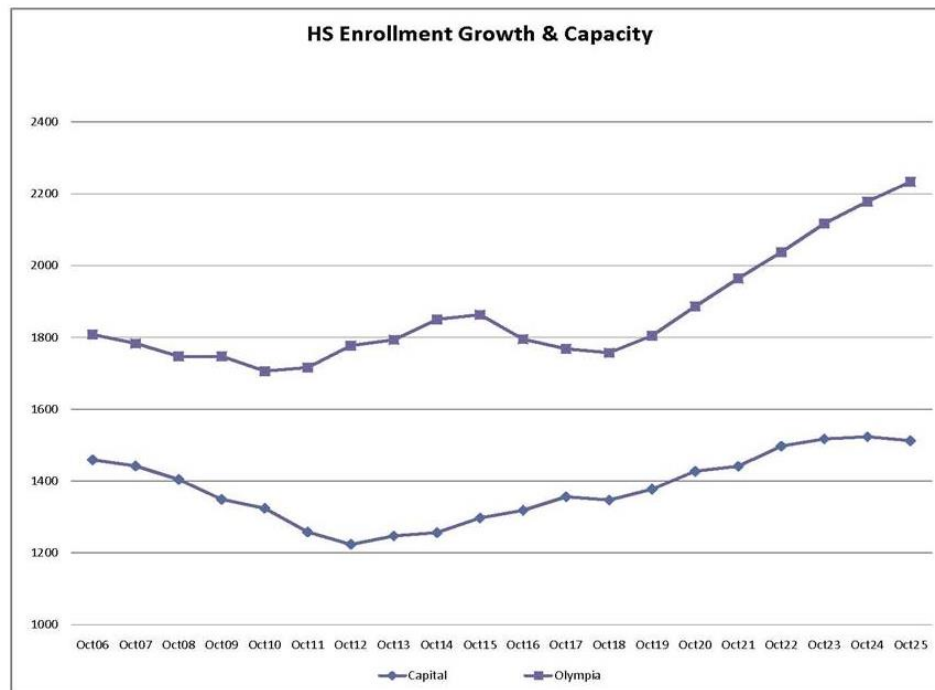
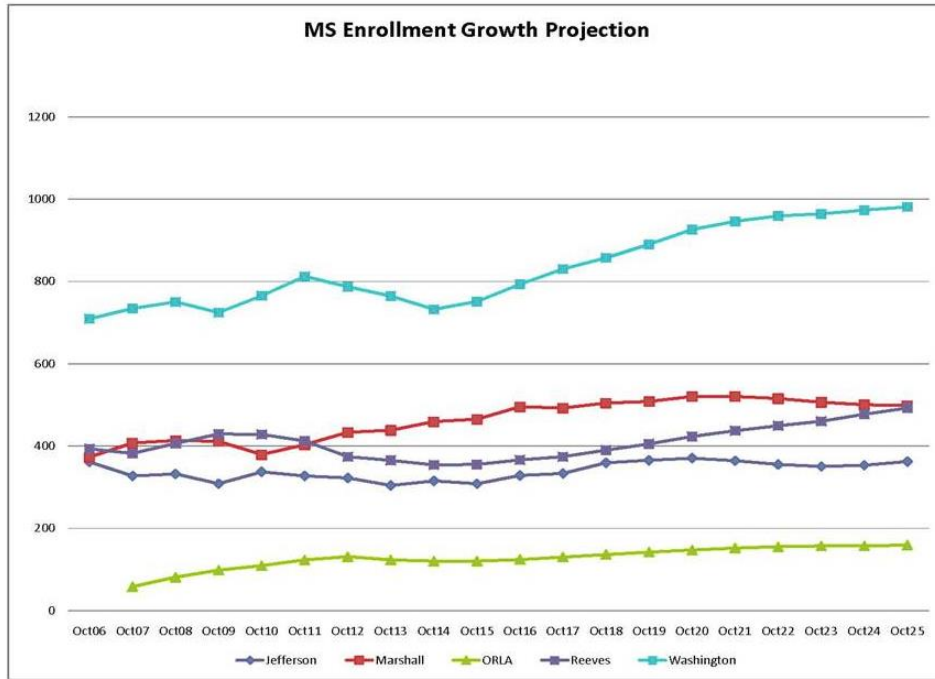
The district plans to revisit the student generation rate calculation with a data update in the 2015 Capital Facilities Plan, along with an update to the enrollment forecast.

Tables and charts below display the long-term enrollment trend by grade band and area of the district. Page 22 identifies how the district uses the information described thus far to determine the potential enrollment growth and determine construction of new seats.

Given current permanent capacity (pages 5 and 6), updated student generation rates, and projected enrollment in 2020 (the end of this CFP timeframe), the district will need new seats at the elementary and high school level.







**Table C**  
**Olympia School District Enrollment Projections (Calculated in 2010)**

	Oct-12	Oct-13	Oct-14	Oct-15	Oct-16	Oct-17	Oct-18	Oct-19	Oct-20	Oct-21	Oct-22	Oct-23	Oct-24	Oct-25
K	684	707	727	713	719	730	734	748	745	771	773	775	775	775
1	695	720	745	766	751	757	769	773	788	785	812	814	816	817
2	699	709	735	760	782	767	773	785	789	804	801	829	831	833
3	662	709	719	746	771	793	778	785	797	800	816	813	841	843
4	680	675	723	733	760	786	808	793	799	812	816	832	829	857
5	626	689	684	732	743	770	796	819	803	810	823	826	842	839
6	654	617	679	674	721	732	759	784	807	792	798	810	814	830
7	701	665	626	689	684	733	743	770	797	819	804	810	823	827
8	692	712	675	636	700	695	744	755	783	809	832	817	823	836
9	838	864	888	842	794	874	867	929	942	977	1010	1039	1019	1027
10	773	836	862	887	841	792	872	865	927	940	975	1008	1037	1017
11	797	754	816	841	865	820	773	850	844	904	917	951	983	1011
12	791	785	743	804	828	852	808	761	838	832	891	903	937	968
	<b>9292</b>	<b>9442</b>	<b>9622</b>	<b>9823</b>	<b>9959</b>	<b>10101</b>	<b>10224</b>	<b>10417</b>	<b>10659</b>	<b>10855</b>	<b>11068</b>	<b>11227</b>	<b>11370</b>	<b>11480</b>
Change	96	149	180	201	137	142	123	193	240	196	212	159	143	111
% of Change	1.0%	1.6%	1.9%	2.1%	1.4%	1.4%	1.2%	1.9%	2.3%	1.8%	1.9%	1.4%	1.3%	1.0%

**Table D**  
**OSD October Headcount Enrollment History**  
 October 2013

Grade	Oct-00	1-Oct	2-Oct	3-Oct	4-Oct	5-Oct	6-Oct	7-Oct	8-Oct	9-Oct	10-Oct	11-Oct	12-Oct	13-Oct
K	556	571	552	581	600	591	559	563	600	598	631	618	645	633
1	580	596	574	572	600	633	614	609	603	659	643	644	649	685
2	594	577	591	586	585	617	633	674	642	621	665	646	662	655
3	680	610	597	604	589	583	622	681	671	662	615	661	661	674
4	654	696	608	601	611	609	599	660	699	697	664	620	682	670
5	668	681	685	634	597	624	637	628	673	686	699	663	653	694
6	688	676	659	656	623	605	599	643	635	671	675	675	668	638
7	680	702	662	678	671	629	610	639	662	635	695	688	695	684
8	674	703	710	669	682	671	632	632	686	666	648	693	687	697
9	852	855	871	878	842	851	867	837	805	802	817	816	837	833
10	861	851	832	863	869	857	854	884	856	807	804	806	814	850
11	864	837	839	819	832	865	848	841	848	832	795	782	764	773
12	793	824	811	837	813	829	831	836	854	864	836	796	800	782
<b>Total</b>	<b>9144</b>	<b>9179</b>	<b>8991</b>	<b>8978</b>	<b>8914</b>	<b>8964</b>	<b>8905</b>	<b>9127</b>	<b>9234</b>	<b>9200</b>	<b>9187</b>	<b>9108</b>	<b>9217</b>	<b>9268</b>
<b>Change</b>		35	-188	-14	-63	50	-59	222	107	-34	-13	-79	109	51
<b>% of Change</b>		0.4	-2.0	-0.1	-0.7	0.6	-0.7	2.5	1.2	-0.4	-0.1	-0.9	1.2	0.6

In summary, the combination of enrollment projections, student generation rates and updated student generation rates combined with development currently underway drives between 834 and 1,529 newly required classroom seats or student classroom capacity.

The original master plan, using the now older student generation rate data, indicated a need for 838 classroom seats and the Master Plan was designed to address this need. New student generation rate data would indicate a need for between 977 and 1,529 new seats. However, two developments are proceeding at a very slow pace, and building schools for these developments now presents significant risk of over-building, and supporting empty facilities while we wait for the developments to proceed and sell to families.

Therefore the 2015 CFP assumptions are revised to target new seating capacity of 835, which is very near to the original master plan assumption of 838 seats.

	Master Plan (Old 2003-2007 SGR)	Blended SGR (2003-2007 and 2008-2012 averaged)	Recent SGR (2008-2012)	Blended SGR, Not Including Bentridge or Trillium
<b>Elementary</b>	<b>339</b>	<b>493</b>	<b>725</b>	<b>421</b>
<b>Middle</b>	<b>385</b>	<b>200</b>	<b>357</b>	<b>168</b>
<b>High</b>	<b>114</b>	<b>284</b>	<b>447</b>	<b>246</b>
<b>Total</b>	<b>838</b>	<b>977</b>	<b>1,529</b>	<b>835</b>
<b>Elementary Classrooms</b>	<b>14</b>	<b>20</b>	<b>29</b>	<b>19</b>
<b>Middle Classrooms</b>	<b>14</b>	<b>7</b>	<b>13</b>	<b>6</b>
<b>High Classrooms</b>	<b>4</b>	<b>10</b>	<b>16</b>	<b>9</b>
<b>Total Classrooms</b>	<b>32</b>	<b>37</b>	<b>58</b>	<b>34</b>





### III. Six-Year Facilities and Construction Plan

#### History and Background

In September of 2010 Olympia School District initiated a Long Range Facilities Master Planning endeavor to look 15 years ahead at trends in education for the 21st century, conditions of district facilities, projected enrollment growth, utilization of current schools and the capacity of the district to meet these future needs. The 15 year planning horizon enabled the district to take a broad view of the needs of the community, what the district is doing well, the challenges the district should anticipate and some solutions to get started on.

The Planning Advisory Committee (PAC), consisting of parents and interested community citizens, was convened in October of 2010 and met regularly through July 2011. They made their presentation of development recommendations to the Olympia School Board on August 8th, 2011. During the course of the master plan process the following activities were conducted as part of the whole endeavor:

- 12 meetings of the Planning Advisory Committee
- 2 community forums (December 15, 2010 & February 16, 2011)
- 2 sessions with school district leadership (at General Administration meetings)
- Interviews with district departmental leaders and community partner institutions
- Community Survey, with participation by nearly 900 people
- Website on Wikispaces to share planning resources and communication among committee members
- School board study session and a subsequent presentation

#### PAC Recommendations

The Planning Advisory Committee reviewed and ranked the following master plan development recommendations to best meet those needs over the first half of the 15 year planning horizon:

- Build a New Centennial Elementary/Intermediate School
- Replace Garfield ES due to deteriorating conditions
- Full Modernization of three “Prototype” Schools; Centennial, McLane & Roosevelt ES
- Build a New Facility for Olympia Regional Learning Academy (ORLA)
- Expand Avanti High School into the entire Knox Building, relocate District Administration
- Replace 10 portables at Olympia HS with a Permanent Building
- Capital HS Improvements to support Advanced Programs and continued renovations
- Remodel a portion of Jefferson MS to support the new Advanced Middle School
- Small works and minor repairs for remaining schools

Development recommendations in the master plan are major projects that address the most critical needs in the District with respect to building conditions, ability to accommodate projected growth and support for choices in educational models offered by the District. Schools not included in the development recommendations may have minor improvements needed, could

contribute to accommodating projected growth and offer well received alternatives in educational models. The Planning Advisory Committee chose a group of development recommendations that best meet the identified needs for the next 15 years. The PAC assumed a substantial small works investment to address systems modernizations necessary at other schools.

Each of these development recommendations represent single or multiple projects that bundled together would constitute a capital bond package.

The administration has largely agreed with the PAC recommendations. The one exception is that new information leads us to conclude that Garfield ES does not need to be wholly replaced. The gym and possibly the cafeteria must be replaced and the remainder of the school can be modernized and sufficiently address the deterioration identified in 2011. The administration has developed the specifics of the small works roster as the PAC only identified the need for a substantial investment in small works. In the remainder of the CFP the Garfield project scope is for modernization, not full replacement; the administration small works roster is assumed.

The following is a description of each of the capital projects as envisioned by the original Planning Advisory Committee. Each of the projects below is also summarized in Appendix B. Page 34 begins a discussion of class size reduction efforts that will impact the projects envisioned by the PAC and potential adjustments to the PAC recommendations.

### **New Centennial Elementary/Intermediate School**

Enrollment projections show that over the next 15 years, enrollment in the elementary schools and the middle school in the southeast quadrant of the district will exceed the capacity of the schools. The growth in the Centennial boundary is the largest. Solutions need to be found for both elementary school and middle school students. Enrollment at Centennial, McKenny and Pioneer Elementary schools is projected to increase by about 300 students by 2020. Washington Middle School enrollment is projected to increase 161 students by 2020. In the Washington Middle School enrollment area the projection is for an additional 474 students over 2010 enrollments. Roughly 60% of the elementary school enrollment growth is projected to occur by 2016. Middle school growth occurs primarily in the years between 2016 and 2020. The amount of over enrollment projected at Washington Middle School would not be enough to justify a new middle school. And the elementary over enrollment projections won't generate a new elementary school.

To accommodate projected growth beyond capacity in the Washington Middle School enrollment area, a new Elementary/Intermediate School is recommended to serve fifth thru eighth grade students coming from Centennial Elementary School. The new facility would be located on district-owned property contiguous with Centennial Elementary. The new school will be sized to provide enough capacity to receive the students from Centennial ES who would have attended Washington MS and to house fifth grade students who would otherwise attend Centennial. That enrollment change would give Washington MS capacity to accommodate its own projected growth receiving fifth graders from McKenny and Pioneer ES when growth in those schools occurs. Existing Centennial Elementary would become a PK-4 school with enough room for the projected enrollment growth there.



This project is currently being developed more slowly than anticipated. The enrollment dip in 2010-12 impacted Washington Middle School, and Centennial enrollment has grown, but grown slowly. Land-use processes have overlapped with slow/declining enrollment and therefore this project will proceed on a slower timetable.

### **Partial Remodel at Jefferson Middle School—Completed 2012**

The Master Planning Advisory Committee also considered building conditions, utilization and fitness for future models of education for all of the District's schools. The building conditions at Jefferson Middle School were some of the worst in the District, but many issues were addressed in the recent Capital Levy. The investment to modernize the whole school building in the context of other needs reviewed by the committee was not given a high enough priority to recommend such a large expenditure at this time. The school enrollment is relatively low, and a variety of special programs are housed at Jefferson Middle School. A new program, beginning in the fall of 2011 is Jefferson Advanced Math and Science (JAMS), which focuses on science, technology, math and engineering subjects as the core of a challenging and engaging curriculum. Enrollment in the new program is promising and the committee recommends remodeling a portion of Jefferson Middle School to accommodate these instructional needs.

In this recommendation, the northern portion of the school which houses home economics, shop, art and undersized science labs would be remodeled to provide properly sized science labs, upgrade the shop, potentially repurpose the home economics area and upgrade the learning technology in the classrooms and labs.

The remodel should also consider the future educational needs of students reviewed in the master plan, like these:

- More collaborative hands on projects so students learn how to work in teams and respect others,
- Place for hands-on, project based learning,
- Work with personal mobile technology that individualizes their learning,
- Creating settings for students to work independently,
- Meeting the needs of a diverse range of learning styles and abilities,
- Places for students to make presentations and display their work,
- Teacher planning and collaboration, and
- Fostering media literacy among students and teachers,

The total area of the remodel would be approximately 21,000 square feet. The remodel would be focused in the interior of the building and not upgrade major systems. Some systems upgrades are included in the small works plan.

### **Prototype Schools: Centennial, Garfield, McLane & Roosevelt Elementary School Modernizations**

The four “prototype” schools built in the late 1980’s have some of the worst building condition ratings in the District. The 2009 facility condition survey and interviews with leaders of the schools identified problems with heating and cooling, inconsistent technology, poor air quality,

parking and drop off/pick up issues, poor drainage in the playfields, security at the front door and the multiple other entries, movable walls between classrooms that don't work, a shortage of office space for specialists, teacher meeting space that is used for instruction, security at the perimeter of the site, storage and crowded circulation through the school. We have also learned about the frequent use of the pod's shared area outside the classrooms; while it's heavily used, there isn't quiet space for small group or individual activities. These schools also lack a stage in the multipurpose room. The 2010 Capital Levy made improvements to some of these conditions, but a comprehensive modernization of these schools is required to extend their useful life another 20-30 years and make improvements to meet contemporary educational needs.

The master plan is proposing a comprehensive modernization of Garfield, Centennial, McLane & Roosevelt Elementary Schools to improve all of these conditions. The intent of these projects is to do so as much as is feasible within the footprint of the school. The buildings are not well configured for additions. The exterior finishes of the schools will be refurbished; exterior windows and doors replaced as needed. Interior spaces will be reconfigured to enhance security, efficiency and meet a greater range of diverse needs than when the schools were first designed. Major building systems will be replaced and updated. Site improvements would also be made.

Recent discoveries in the building conditions at Garfield Elementary have led to the recommendation of replacing the existing gym and cafeteria, and modernizing the remainder of the building as described above. The modernized school should include three additional classrooms in permanent space to replace the portables currently on site.

The modernization and replacement projects should also consider aspects of the future educational vision outlined in the master plan, such as these:

- Accommodate more collaborative hands on projects, so children learn how to work in teams and respect others,
- Work with personal mobile technology that individualizes their learning,
- Creating settings for students to work independently,
- Meeting the needs of a diverse range of learning styles and abilities,
- Places for students to make presentations and display their work,
- Teacher planning and collaboration,
- Fostering media literacy among students and teachers,
- Make the building more conducive to community use, while reducing the impact on education and security,
- Support for music/art/science.

## **Olympia Regional Learning Academy (ORLA)**

Founded in 2006, the Olympia Regional Learning Academy offers unique programs that are strongly supported by the district and have been growing. ORLA comprises three programs growing in various ways, with a fourth emerging. The current programs are: Homeschool Connect, iConnect Academy and ORLA Montessori. An emerging program is a concept for ORLA



to be the “hub” for eLearning district-wide. Historically the programs at ORLA have drawn students and their families from neighboring school districts. The proportion of Olympia School District students has surpassed those from outside the district and is expected to continue to grow within the district.

Homeschool Connect serves about 350 students. On a peak day 270 kids are on site, with 160 parents and 33 staff and community specialists. Homeschool Connect currently uses 17 classrooms, shared by all K-12 students. 20 classrooms are projected to serve future needs. Enrollment in the program has dipped in the last two years, in part due to the quality of the current facility.

iConnect Academy currently serves about 100 students, many of them are enrolled part time at other schools, so the student count translates to about 50 FTE. Students come to the school building for mentoring and testing a couple of times per week for a few hours. Most of their work is done online, so the students don’t create a strong physical presence. ORLA is looking at a hybrid model where students would spend more time at the school and less online. ORLA has intentions to grow the program to support 140 – 180 students in the near future. Through scheduling alternatives space in the school could be shared with Homeschool Connect.

The Montessori program is relatively new. The school served 25 Montessori students in the 2010-11 school year, with plans to add 30 per year after that as space allows. Ultimately, the plan is to serve 240 students in preschool through 5th grade. Future plans are for 8 classrooms total: 2 classrooms with combined preschool/K, 3 classrooms for combined 1-3 multi-grade classes and 3 classrooms for combined 4/5 multi-grade classes.

The “hub” for eLearning district-wide is an initiative to support online learning in all of the district’s schools and to support professional development among teachers to take advantage of new modes of meeting students’ individual learning styles and aptitudes. ORLA would be the center for that professional development and production of online educational resources for use in the schools.

The growth of ORLA is bounded by the current facility. Future enrollment plans for the different programs are as follows:

- Montessori: ultimately 240 onsite at a time
- Homeschool Connect: 320+ on site at a time, 400 total (200 parents, 40 staff and community specialists)
- iConnect Academy: 80 students on site at a time (may blend with Homeschool or come later in the day)

### **Facility Considerations**

For Homeschool Connect and iConnect Academy, the ORLA facility should provide shared amenities and learning settings they can’t get at home or online. Most of these shared amenities can be made accessible to act as a community center, encouraging the public to see the learning that is going on in the school. The facility could include:



- Science/applied technology labs
- Social/collaborative learning (place to work on team projects)
- Study/conference areas for work in small groups and with teachers
- Music, art and technology studios
- Theater/presentation area
- Fitness/recreation
- Library/media literacy services
- District-wide eLearning resources

iConnect Academy has been the catalyst for thinking about these services to students in schools around the district. ORLA can be the “hub” for eLearning across the district. These are some of the thoughts that came out of conversations in the master plan process:

- Record live instruction for students online, could be a district center for online media production
- Sharing instructional personnel across the district, professional development for teachers
- Need place for parents in online and preschool, curriculum resource center, big manipulatives, tech lab and computer check out, students move from class to class like a community college
- Include gym, art, science, theater: spaces that support activities that are hard to replicate at home
- Online learning offers greater flexibility at the secondary level to reach kids. Satellite campuses that offer more mobile learning, learning out in the community. 9th and 10th graders are biding time, waiting to get into running start. They are waiting to get out of the comprehensive situation
- Demonstrate a place for 21st century learning
- Retain students who are leaving for alternative programs at college or skills centers
- Provide a multimedia production/online broadcast center for ORLA and other teachers in the district to record and broadcast classes, also used by students who choose to do the same
- Students learn through projects that encourage them to make contributions toward solving real problems.

### **New Building for ORLA**

ORLA happens to be housed in the facility with the worst building condition rating, the Old Rogers Elementary School. It can only support planned growth of the current programs for a few more years. It was clear to the Planning Advisory Committee that a new facility for ORLA is the right solution. The OSD Board of Directors determined that ORLA should be built on the former McKinley Elementary School site at Boulevard and 15<sup>th</sup> Ave SE.

Each of the ORLA programs has particular considerations with respect to location within the district:



- Homeschool Connect parents are with their children at school, they drive and they will go anywhere in the district for the program.
- Many iConnect Academy students don't have cars or come to the school after work and would benefit from a central location tied to Intercity Transit routes. At the current Rogers site the bus comes only once per hour.
- ORLA Montessori draws students from across the district and would benefit parents with a more central location.

Other site considerations include:

- Outdoor amenities such as play equipment like an elementary, a field big enough to play soccer, a trail around the perimeter, separate play area for preschool and for kindergarten.
- Outdoor gathering areas and a garden.
- Parking for up to 160 parents and 40 staff, area for food service delivery and service vehicles.

A preliminary model of the spaces to include in the new building for ORLA demonstrates the need for a 66,278 square foot facility. This can serve a total of 667 students at a time. Because of the varied schedules of the programs and that iConnect Academy students are on site a more limited time (sharing space with Homeschool Connect) the facility can serve many more students than it has capacity for at any given time.

Site work and new construction began in spring 2013. The building is targeted for occupancy in January 2015.

### **Avanti High School**

Through the master plan process, the district affirmed the importance of Avanti High School and directed that the master plan include options for the future of the school. Avanti has changed its intent in recent years to provide an arts-based curriculum delivery with an entrepreneurial focus. Enrollment will be increased to 250 students with greater outreach to middle school students in the district who may choose Avanti as an alternative to the comprehensive high schools, Olympia and Capital High Schools. The school appreciates its current location, close proximity to the arts & business community downtown and the partnership with Madison Elementary School.

The six classrooms in the building are not well suited to the Avanti curriculum as it is developing and hinder the growth of the school. The settings in the school should better reflect the disciplines being taught through "hands on" learning. The school integrates the arts as a way to get the basics. Avanti creates a different learning culture through personalizing education, keeping students' interest and using their minds well. Avanti focuses on depth over breadth. Students form good habits of the heart and mind. They don't gear up for summative assessments; formative assessments are provided, students must demonstrate their mastery. Students come together in seminars, so space is needed for "town hall" sessions. The auditorium is too one directional; while it works well for some activities the school needs more options.

Recently Avanti has expanded by two classrooms and Knox Administrative space has been reduced.

#### Facility Options Considered:

- Take over the Knox Center, move administration to another location
- Expand on the Knox Center site in the district warehouse space, move warehouse to the transportation site
- Find a new site for the school, either in leased space or on district owned property somewhere

Twelve learning settings were identified as an appropriate compliment of spaces with the intent for them all to support teaching visual and performing arts:

1. Drama (writing plays, production) - renovate existing stage/auditorium
2. Music/recording studio (writing songs) - look at renovation of warehouse space
3. Dance (math/rhythm) - look at renovation of warehouse space
4. Painting/drawing
5. Three dimensional art (physical & digital media, game design)
6. Photography/video/digital media (also support science & humanities)
7. Language arts
8. Humanities
- 9/10. Math/math
- 11/12. Science/science – need shop space to build projects, a blend of art and science, look at warehouse space

Additional support spaces: special needs, library, independent study, food service, collaborative study areas, administration/counselors, community partnerships.

This development recommendation proposes that Avanti High School move into the entire Knox Building, including the district warehouse space. Light renovation of the buildings would create appropriate space of the kind and quality that the curriculum and culture of the school need.

District administration would move to a facility where the office environment can be arranged in a more effective and space efficient manner. The Knox Building would return to full educational use. This option was seen by the Planning Advisory Committee to be the most cost effective alternative.

The long-term growth of Avanti High School is also seen as a way, over time, to relieve the pressure of projected enrollment growth at Olympia High School.

#### **Olympia High School: Replace Portables with a Permanent Building**

While there are still many physical improvements that need to be made at Olympia High School (HS), one of the greatest needs that the Planning Advisory Committee (PAC) identified is the



replacement of 10 portables with permanent space. District policy states that 1,800 students is the desired maximum enrollment that Olympia HS should serve. These 10 portables, while temporary capacity, are part of the high school's capacity for that many students. The PAC's recommendation is that these portables should be replaced with a new permanent building and they considered some options with respect to the kinds of spaces that new permanent area should include:

1. Replicate the uses of the current portables in new permanent space
2. Build new area that operates somewhat separate from the comprehensive HS to offer a new model
3. Build new area that is complimentary to the comprehensive high school, but a distinction from current educational model (if the current educational model has a high proportion of classrooms to specialized spaces, build new area with primarily specialized spaces)

Following some of the themes the PAC considered for future learning environments, these are potential considerations they reviewed for the replacement of portables at Olympia HS with a new building:

- Demonstrate a place for 21st century learning.
- Retain students who are leaving for alternative programs at college or skills centers.
- Partner with colleges to deliver advanced services.
- Create a culture that equalizes the disparity between advanced students and those still needing remediation without holding either group back.
- Individualized and integrated assisted by personal mobile technology, a social, networked and collaborative learning environment.
- A place where students spend less of their time in classes, the rest in small group and individual project work that contributes to earning course credits.
- All grades, multi grade classes.
- Art and science blend.
- Convert traditional shops to more contemporary educational programs, environmental science, CAD/CNC manufacturing, health careers, biotechnology, material science, green economy/energy & waste, etc.
- More informal learning space for work done on computers by small teams and individuals.
- Collaborative planning spaces, small conference rooms with smart boards.
- A higher percentage of specialized spaces to classroom/seminar spaces.
- Focus on labs (research), studios (create) and shops (build) learn core subjects through projects in these spaces. (cross-credit for core subjects).
- Blend with the tech center building and curriculum.
- Consider the integration of specialized "elective" spaces with general education. All teachers contribute to integrated curriculum.
- Provide a greater proportion of area in the school for individual and small group project work.
- Support deep exploration of subjects and crafting rich material and media, support inquiry and creativity.

Music and science programs are strong draws to Olympia High School, which also offers an AP curriculum. Conversation with school leaders found support for the idea of including more specialized spaces in the new building. Some of the suggested programs include:

- More science, green building, energy systems, environmental sciences.
- Material sciences and engineering.
- Art/technology integration, music, dance, recording.
- Stage theater, digital entertainment.
- Need place for workshops, presentations, poetry out loud.

An idea that garnered support was to combine the development of a new building with the spaces in the school's Tech Building, a relatively new building on campus, detached from the rest of the school. The Tech Building serves sports medicine, health career technician, biotechnology and microbiology. It also has a wood shop that is used only two periods/per day and an auto shop that is not used all day so alternative uses of those spaces should be considered.

A new building could be added onto the east side of the Tech Building to form a more diverse combination of learning settings that blend art and science.

Enrollment projections show that Olympia High School will exceed 1,800 students in the future by more than 400 students later in the 15 year planning horizon. A new building could serve alternative schedules, morning and afternoon sessions to double the number of students served by the building. ORLA at Olympia HS is already a choice many students are taking advantage of. A hybrid online arrangement could serve more students in the Olympia HS enrollment area without needing to serve more than 1,800 students on site at any given time.

If the combination of the Tech Building and this new addition was operated somewhat autonomously from the comprehensive high school, alternative education models could be implemented that would draw disaffected students back into learning in ways that engage them through more "hands on" experiential education.

The development recommendation proposed by the Planning Advisory Committee is a 20,000 square foot addition onto the Technology Building with four classrooms, four science labs, one shop and one studio, with collaborative learning spaces that support all of the specialized learning settings. The addition would be placed on the field to the east of the Tech Building.

### **Capital High School Modernization and JAMS Pathway**

Capital High School has received three major phases of improvements over the last 15 years, but more improvements remain, particularly on the exterior of the building. The majority of the finishes on the exterior are from the original construction in 1975, approaching 40 years ago. Most of the interior spaces and systems have seen improvements made, but some changes for contemporary educational considerations can still bring improvement.

One of the primary educational considerations the Planning Advisory Committee (PAC) explored is driven by the creation of the new Jefferson Advanced Math and Science (JAMS) program, which is centered around Science, Technology, Engineering and Math (STEM) programs, and the need to provide a continuing pathway for JAMS students in that program who will later attend





Capital HS. Relatively small improvements can be made to Capital HS that relate to STEM education and also support Capital High School's International Baccalaureate (IB) focus as well.

The conversations with the PAC and leaders in the school focused on 21st century skills like creative problem solving, teamwork and communication, proficiency with ever changing computing, networking and communication/media technologies.

Offering an advanced program at the middle school was the impetus for the new JAMS program. Career and Technical Education (CTE) is changing at Capital HS to support STEM education and accommodate the students coming from Jefferson. Math and science at Capital HS would benefit from more integration. Contemporary CTE programs are transforming traditional shop programs like wood and metal shop into engineering, manufacturing and green building technologies. Employers are looking for graduates who can think critically and problem solve; mapping out the steps in a process and knowing how to receive a part, make their contribution and hand it off to the next step in fabrication. Employers want good people skills; collaborating and communicating well with others. Increasingly these skills will be applied working with colleagues in other countries and cultures. Global awareness will be important. JAMS at the middle school level, and STEM and IB at high school level can be a good fit in this way.

The JAMS curriculum is a pathway into IB. The school is adjusting existing programs to accommodate IB programs. The JAMS program supports the Capital HS IB program through the advanced nature of the curriculum. 60 students are currently enrolled in IB and it was recently affirmed as a program the district would continue to support. The advanced nature of the JAMS program could increase enrollment in the Capital HS IB program. Leaders in the school intend that all students need to be part of this science/math focus.

At Jefferson, there will be a block schedule for JAMS in the morning, and afternoon will be open for electives. Jefferson students will come to Capital with the integrated /curriculum/learning and it may not be there for them otherwise when they get to Capital HS. Capital High School can start with a math/science block (Olympia HS has humanities block) and grow it over time. The program will start with freshmen and add grades over time.

Capital High School is intentional about connecting to employers and to people from other cultures through distance learning. The district is working with Intel as a partner, bringing engineers in and having students move out to their site for visits and internships. Currently there is video conferencing in Video Production studio space. College courses can be brought into the high school, concentrating on courses that are a pathway to the higher education. The district is already partnering with universities on their engineering and humanities programs to provide university credits; like with St. Martins University on CADD and Robotics. The University of Washington is interested in offering university credit courses at the high school in foreign language, social studies and English. Comcast is on the advisory committee for communication technologies.

The development recommendation for Capital High School is to remodel the classroom pods to bring back the open collaborative learning areas in the center of each pod. The more mobile learning assistive technologies like laptops and tablet computers, with full time access to a network of information and people to collaborate with are changing the way students can engage with the course material, their teachers and their peers. Further development is also recommended in the shops and adjacent media/technology studios. Minor renovations in these spaces can greatly enhance their fitness for supporting the contemporary JAMS initiatives. The building area of these interior renovations is estimated to be 10% of the total building area.

Extensive renovation of the original exterior walls, windows, doors and roof areas that have not been recently improved is the other major component of this development recommendation.

**Future Small Works Roster**

The small works roster is summarized below. The roster represents the facilities projects that must be undertaken in the near future. While we have attempted to plan for a six year small-works list, the new items may be identified during the life of the CFP.

	<i>Proposed Items</i>	<i>Projected Cost</i>
1	Electrical service and new fire alarm systems at up to 10 schools	\$1,951,830
2	Replace controls and/or HVAC at up to 10 schools	\$1,924,810
3	8 Emerging projects	\$1,406,600
4	Interior and/or classroom improvements at 6 schools	\$1,283,305
5	Replace transformers at ORLA and Capital HS	\$1,041,000
6	Flooring at 7 schools	\$713,575
7	Renewable energy projects	\$630,000
8	Failed drainage and irrigation controls at 5 schools/sites	\$628,188
9	Emergency generators at 3 sites	\$573,750
10	Ingersoll concrete, roof, and track maintenance	\$563,500
11	Parking lots and paving at 5 schools	\$533,429
12	Re-roof of 1 school	\$324,000
13	Security cameras at up to 4 schools	\$123,750
14	All other	\$107,542
	<b>Total</b>	<b>\$11,681,929</b>

**Utilization of Portables as Necessary**

The enrollment projections that serve as the basis of this CFP identify that 9 of 11 elementary schools will experience enrollment growth beyond current capacity. Further, the enrollment growth does not reach a critical mass in any one or two adjacent boundary areas to make building a new elementary school feasible. As such, portable facilities will be used as necessary to address capacity needs at individual schools throughout the district.

In order to respond to the original enrollment forecast, the district expected to invest in 7 portables at the elementary level during the period covered by this CFP.

The CFP continues to include expenditures for portables, as these represent a foundation investment where enrollment is faster than expected. However, the school operations environment is changing and this will impact the capital and facilities planning effort.

**Class Size Reduction Planning**

The state of Washington and the citizens of Washington via an initiative (Initiative 1351) are seriously considering a significant reduction in class size.



- The Supreme Court is insistent on immediate implementation of Full-day Kindergarten and Class Size Reduction, as enacted by the Legislature in 2010. The Court has not wavered from initial requirement to be fully phased in for 2017-18 SY.
- As of summer 2014, Initiative 1351 for Class Size Reduction has enough signatures for the initiative to be on the ballot; if enacted will have a significant impact on school space.
  - 26-35% reduction in K-3 class size.
  - 7-11% reduction in 4<sup>th</sup>/5<sup>th</sup> class size.
  - 11-18% reduction in middle/high class size.

The impact of these class size reductions is identified in the table below. In order to implement full-day kindergarten across the district, and phase-out half-day kindergarten, the district will need to add 3 classrooms for kindergarten. In order to reduce class size at the elementary level, the district will need to add 37 elementary classrooms.

An inventory of secondary classrooms indicates that there are very few vacant classrooms. However, the district can explore other methods to “free-up” teaching stations at the secondary schools. Given projected 2014 enrollment, the district would need to identify space for 30 new teachers.

	Teachers	Classrooms
Full-day Kindergarten	6.0	3.0
Elementary Class Size	37.0	37.0
Secondary Class Size	30.0	Unknown at This Time
Total	73.0	At least 40.0

If enacted, the I-1351 reduces class size by the amounts identified above incrementally across 4 years, beginning in 2015-16. The table below identifies the number of classrooms needed by year, at the elementary level. The table below displays the annual approximate need for new classrooms.

Elementary	2014-15	2015-16	2016-17	2017-18	2018-19	2019-20
Enrollment Growth	4	4	4	3	3	3
Class Size Reduction and FDK		10	10	10	10	
Cumulative Total	4	18	32	45	58	61

Before embarking on a construction effort to create 61 classrooms at the elementary level and at least 30 at the secondary level, the district has several policy tools to use to deploy current space and accomplish class size reduction. The district must address limitations on out-of-district enrollment, pilot offering music at an alternate site, limiting co-location, changing how we deliver technology instruction, and/or offering intervention and extra help after school. The district must also review where it sites special programs (gifted education, special needs, preschool and alternative learning). Finally, the district must review school boundaries in order to ensure even distribution of students.

At this time, the CFP and six-year plan assumes that the district will “capture” 18 classrooms for the 2015-16 SY via these policy decisions and the addition of portables as a safety net. For remaining classrooms that are necessary beginning in the 2016-17 SY, the district is altering the Planning Advisory Committee recommendations as follows. The recommendations below take advantage of new projects, and add projects only where indicated by growth in the immediate prior years that is exacerbated by a potential reduction in class size.

### **Construction Planning to Address Both Class Size Reduction and Growth for New Enrollment**

#### **Current Projects Where we Explore Adding More Seating than Originally Intended**

- Centennial Intermediate School, new seating to be decided (TBD) in future.
- Olympia High School Portable Replacement, new seating TBD.

#### **Current Projects Where we Add Seating that was not Originally Planned**

- Centennial Elementary School renovation, replace portables with a 2-story building. New seating discussed below.
- McLane Elementary School renovation, replace portables with a 2-story building. New seating discussed below.
- Roosevelt Elementary School renovation, replace portables with a 2-story building. New seating discussed below.
- Capital High School, new seating to be decided in future.

#### **New Projects**

- New 2-story Pod structure at Hansen Elementary School.
- New 2-story Pod structure at Pioneer Elementary School.

The Pod structure that is identified for five elementary schools, accomplishes several improvements: portables are replaced with a permanent structure and can therefore better control the environment (heating/cooling), are foot-print efficient, and are more appealing. The pod can be designed to maximize classroom space (12 classrooms) or to include some centralized space that will free-up space if the core building is taxed for space. Examples include creating 2 small offices in the foyer for counselors, speech or other therapists to provide direct service to students or converting 2 classrooms to a large music space.

The pod structures are estimated to cost \$6.4 million for construction and provide classrooms space for 280 students, assuming 10 classrooms, a small group-work space in hallway leading to

classrooms on each floor (similar to current pod designs in a classroom wing), 2 small service offices, and 1 large music room (and stairs and an elevator). The pod includes restrooms, of course.

Importantly, the district assumes a class size of 28 in designing the pods. This is the appropriate size for 4<sup>th</sup> and 5<sup>th</sup> grade classrooms (25 class size plus 3 for intermittent overload). The district needs to ensure that 4<sup>th</sup> and 5<sup>th</sup> grade classes can be placed in most classrooms, the pods would likely serve 4<sup>th</sup> and 5<sup>th</sup> grade classes, and the pod is a 30 year structure that must be designed to accommodate future state policy decisions regarding class size.

In summary the district is proceeding to prepare for state policy decisions that will reduce class size significantly. The district assumes that immediate class size reduction efforts will be accommodated with policy decisions regarding out-of-district enrollment, leasing space, and piloting innovative uses of buildings. The district assumes that for the 2016-17 SY, we will need to begin building more space related to class size reduction and any new space for growth

### **Capital Facilities Plan Project Revisions for Class Size Reductions**

The table below describes several components of the CFP analysis. First, the table describes the recommended construction built into the CFP (column ‘CFP Projects’). Second, the table describes the potential current classrooms that could be converted to house a classroom once class sizes were smaller (e.g., less need for rooms for small group one-on-one assistance). Third, the table describes the number of new classrooms needed for growth, by school (column ‘Growth (Current Developments)’). Fourth, the table displays the number of current portable classrooms that would be moved/sold/stored in order to build the pod as a replacement to these inefficient classrooms (‘Convert Current Portable’). Fifth, the table displays the number of classrooms needed, by school, to reduce class size (‘75% of I-1351’). Finally, the table identifies the balance of classrooms. A negative balance must be addressed via further policy initiatives and/or boundary changes.

The final column of the table identifies the net change to the CFP calculation of impact fees. In each cell, the table notes if the cost was previously in a CFP or if the cost is new to the 2015 CFP. Importantly, the value of class size reduction for current students is not included in the impact fee calculation.

Further, the value of converting a portable into permanent construction is included in full in the calculation of the impact fee. This bears further explanation. The impact fee calculation is based on construction costs (costs that are within the timeframe of the CFP) associated with growth, divided by the number of growth/seats/students. So, if the CFP includes a plan to construct a \$10 million structure to house 100 students; and 90 students are generated by new housing/developments, then the per student cost of construction to accommodate growth is \$90,000 ( $(\$10,000,000/100) \times (90/100) = \$90,000$ ). This is the amount that is included in the calculation of the impact fee. Even if the new building replaces 50 portable seats, the calculation is the same: what is the cost of planned construction, and what proportion is associated with seats needed to accommodate growth, and therefore, what is the per growth seat cost of construction regardless of prior use of portables?



The number of students expected to be driven by growth is the key factor (90 in this example). The student growth must be based on upcoming growth and cannot be based on prior growth (from the example above, it could not be based on 50 + 90). Importantly, in the table below, regardless of the number of portables being converted, a proportional cost of a \$6.4 million pod is included based on expected growth; portable conversion is not deducted from the calculation.

**Capital Facilities Plan Adjustments for Elementary Schools**

Classrooms	CFP Projects	Convert Use of Current Rooms	Growth (Current Developments)	Convert Current Portable	75% of I-1351**	Balance	\$ in CFP
Garfield	2 Classes	2	2	0	3	-1	\$2.5 M (prior)***
McLane	10 + 1 Music*	0	4	2	2	2	\$2.3M (new)
Hansen	10 + 1 Music*	0	3	7	5	-5	\$1.7M (new)
Brown	2 Portable	2	1	0	2	2	\$230K (prior)
RES/MES	10 + 1 Music*	0	3	2	3	2	\$1.7M (new)
Boston H	0	1	0	0	1	0	\$0
McKenny	2 Portables	1	1	0	3	-1	\$230k (prior)
PES/LES	10 + 1 Music*	0	3	2	6	-1	\$1.7M (new)
Centennial	10 + 1 Music*	0	2	6	3	-1	\$1.7 M (prior)
<b>Total</b>	<b>56</b>	<b>6</b>	<b>19</b>	<b>19</b>	<b>28</b>	<b>-3</b>	

\*A pod structure with 10 classrooms, plus 1 music room.

\*\*Construction needed for years 2, 3, and 4 of initiatives class size reduction.

\*\*\*Indicates that cost was included in prior years of the CFP “(prior)” or if cost is a newly planned expenditure for the current and future CFPs “(new)”.

The adjusted construction and facilities plan adds 5 new pod structures for a cost of \$32 million, \$8.5 million of which is attributable to enrollment growth that will be included in the impact fee calculation.



## Impact Fee Calculation

The table below displays the projects included in the CFP and the amount attributed to growth and therefore included in the impact fee calculation. Appendix B includes more detail on each of the projects listed in the table.

Project	Included in 2015 Impact Fee Calculation?	Reason	If Yes, Amount	Balance of Project
Jefferson MS	No	District is over capacity at middle school level. (And project was completed in 2012.)		
Centennial Intermediate (New)	Yes	Adds new elementary capacity. Expenditure may be at adjacent Centennial Elementary School to add capacity.	\$1,717,500 for 53 K-5 <sup>th</sup> grade seats.	\$28.0 M
Olympia Regional (ORLA)	Yes	Adds elementary and high school capacity.	\$3,539,759 for 82 K-5 <sup>th</sup> grade seats. \$3,015,030 for 70 9-12 <sup>th</sup> grade seats.	
Garfield Elementary School	No	School adds 63 new K-5 <sup>th</sup> grade seats, but project is completed in 2014.		
Centennial Elementary School	No	Capacity associated with this project is included above. See new Intermediate School above.	See new Intermediate School above.	
McLane Elementary School	Yes	District needs additional elementary capacity. Project adds 107 new seats.	\$2,290,000	\$14,510,000
Roosevelt Elementary School	Yes	District needs additional elementary capacity. Project adds 65 new seats.	\$1,717,500	\$14,882,000
Capital High School Modernization	No	Plans re: adding capacity to CHS are not yet determined.		
Olympia High School	No	This project will add capacity, but may be completed beyond the timeframe of the 2015 CFP.		\$11.9 M
Avanti High School	No	This project will add capacity, but may be completed beyond the timeframe of the 2015 CFP.		\$13.8 M
Pioneer Elementary School	Yes	This project will add capacity for 117 students.	\$1,717,500	\$4.7 M

Project	Included in 2015 Impact Fee Calculation?	Reason	If Yes, Amount	Balance of Project
Hansen Elementary School	Yes	This project will add capacity for 92 students.	\$1,717,500	\$4.7 M
McKenny Elementary School	Yes	The plan includes the cost of 5 portables, a portion of which may be sited at McKenny. The specifics of this largely depends on movement of the Trillium and Bentrige developments.	\$575,000 total in the CFP. Not all would be at McKenny.	
Brown	Yes	The plan includes the cost of 5 portables, a portion of which may be sited at Brown.	See above.	

Note:

The impact fee assumptions will be determined by the district’s Board of Directors at 1<sup>st</sup> Reading on August 11, 2014. Therefore, the fee is not displayed here. The Board must address several assumptions on August 11<sup>th</sup>:

- Is the Pod structure concept as envisioned for Pioneer, Hansen, McLane, Roosevelt and Centennial the desired approach to accommodating enrollment growth, or should the district build a new elementary school? Or should the district explore other means to address class size changes?
- What discount fee does the school board want to build into the impact fee calculation?
- Should the Board include the high school renovations and portable replacements in the CFP this soon or should the Board include these when there is a higher confidence that the project will proceed as planned?



The following table identifies the historical impact fees and the proposed fees for 2015.

### Historical Impact Fees

Year	Discount Percentage	Single Family Home Fee	Multi-Family Home Fee	Downtown Residence Fee	Mobile Home Fee
1992	67	\$894	\$746		\$791
1993	67	\$1,703	\$746		\$791
1994	55	\$1,717	\$742		\$1,385
1995	70	\$1,754	\$661		\$1,033
1996	52	\$1,725	\$661		\$1,176
1997	51	\$1,729	\$558		
1998	56	\$1,718	\$532		
1999	50 & 70	\$2,949	\$1,874		
2000	50 & 70	\$2,949	\$1,874		
2001	50 & 70	\$2,949	\$1,874	\$841	
2002	50 & 70	\$2,949	\$1,874	\$841	
2003	50 & 70	\$2,949	\$1,874	\$841	
2004	50 & 70	\$2,949	\$1,874	\$841	
2005	40 & 60	\$4,336	\$3,183	\$957	
2006	45 & 60	\$4,336	\$3,183	\$957	
2007	15	\$5,042	\$1,833	\$874	
2008	15	\$5,042	\$1,833	\$0	
2009	15	\$4,193	\$1,770	\$0	
2010	15	\$2,735	\$1,156	\$0	
2011	15	\$659	\$1,152	\$0	
2012	15	\$2,969	\$235	\$0	
2013	15	\$5,179	\$0	\$0	
2014	15	\$5,895	\$1,749	\$0	
<b>2015</b>	<b>TBD</b>				<i>Available 8/11/14</i>
Prior 10-Yr Avg		\$3,940	\$1,633		
10-Yr Avg Incl 2015					

## IV. Finance Plan

### Capital Levy Revenue

During the fall of 2008, the Board of Directors authorized the formation of a Facility Advisory Committee (FAC) to analyze the districts' facility needs. This committee assessed the physical condition of the existing facilities, and surveyed the educational program needs for all three levels; elementary school, middle school, and high school. The FAC brought forward its recommendation to the Board of Directors in November of 2009. The committee indicated their priorities by dividing recommendations into an A, B, and C set of investments.

Major capital improvements were recommended for Capital High School (structural upgrades required by the building department to meet current building code), Jefferson Middle School modernization work, and a three-classroom addition to Pioneer Elementary School. Other system improvements and upgrades were recommended for a variety of other schools in the district and included measures that will make all our facilities safe, dry, and conducive to teaching and learning.

The Board of Directors placed a levy measure on the February 2010 ballot in order to secure local funding for this new capital improvement program. The ballot measure was designed to reach the “A” list projects, as prioritized by the FAC. The ballot measure passed and resulted in authorized local funding for these projects. The total proposed funding for this capital improvement was set to come from two sources:

Facility Levy Funding	\$15.5 million
School Impact and Mitigation Fees	\$1.0 million
<b>Total Revenue</b>	<b>\$16.5 million</b>

Funding for these levy capital projects does not include state assistance funds because none of the projects were eligible under state guidelines.

### **Insurance Reimbursement**

In June of 2010, the district learned from our insurance carrier that the required structural upgrades at Capital High School will be covered by the insurance carrier. The levy included \$5.5 million in funding since it was not clear if insurance was going to provide any funding for these repairs and upgrades. The scope of work has grown since the levy was passed; the current cost estimate for this work at Capital High School is in the range of \$9 to \$10 million. However, the original \$5.5 million included in the levy for the structural work can be re-purposed to other projects of urgent nature and allowable by state law to the levy fund source.

### **Eligibility for OSPI Funding Assistance**

A calculation of area within the district school inventory that is eligible for state funding assistance, based on the age and size of the schools, was provided to the district by the Office of the Superintendent of Public Instruction in February 2011. They estimated 200,000 square feet of eligible area for elementary and middle schools (K-8) and 25,000 square feet for the high schools (9-12).

Three factors need to be factored into the equation after determining the eligible area. The 2013 Construction Cost Allowance (CCA) of \$194.26, 2013 State Funding Assistance Percentage (SFAP) for Olympia School District of 49.23% and an 80% multiplier that is applied to funding that will be used for projects qualifying for state match. The state formula would generate a potential for \$15,659,454 in state funding assistance.

Projects implemented from the master plan would need to total the eligible area to get the full amount potentially available. For example, Garfield and ORLA would be eligible for the square footage of the existing buildings that are being replaced, even though the new buildings will be larger. Projects involving the replacement of buildings at the high school level are not part of the development recommendations. The 9-12 funding assistance can be applied to modernization projects for area that has not been previously improved with state funding assistance. The nature of the projects implemented from the master plan will have an impact on the ability of the district to receive the full potential amount of eligible funding assistance.





If we forecast to a 2014 CCA of \$198.08 and keep the SFAP constant, we qualify for a potential amount of \$16,821,463. These amounts are projections and the actual CCA and SFAP will be provided by OSPI at the time state assistance is applied for.

### **Bond Revenue**

The primary source of school construction funding is voter-approved bonds. Bonds are typically used for site acquisition, construction of new schools, modernization of existing facilities and other capital improvement projects. A 60% super-majority voter approval is required to pass a bond. Bonds are then retired through the collection of local property taxes. Proceeds from bond sales are limited by bond covenants and must be used for the purposes for which bonds are issued. They cannot be converted to a non-capital or operating use. As described earlier, the vast majority of the funding for all district capital improvements since 2003 has been local bonds.

The projects contained in this plan exceed available resources in the capital fund, anticipated additional capital levy revenue, and anticipated School Impact and Mitigation Fee revenue. The Board of Directors sold bonds in June 2012, allowing an additional \$82 million in available revenue for construction projects.

Further, the amount of the requested 2012 bond will not fully cover the anticipated projects through 2019, described above. The Board of Directors will likely submit an additional Bonding Authority request during the period covered by this CFP, but the time is not yet specified. The Board will carefully watch enrollment pressure for district high schools, and may adjust the Avanti, Capital and Olympia High Schools project plans if the anticipated enrollment pressure is delayed, which would reduce the second bond request.

New elementary projects added to accommodate class size reduction will likely increase the upcoming bond request by approximately \$25 million.

### **Impact Fees**

Impact fees are utilized to assist in funding capital improvement projects required to serve new development. For example, local bond monies from the 1990 authority and impact fees were used to plan, design, and construct Hansen Elementary School and Marshall Middle School. The district paid part of the costs of these new schools with a portion of the impact fees collected. Using impact fees in this manner delays the need for future bond issues and/or reduces debt service on outstanding bonds. Thurston County, the City of Olympia and the City of Tumwater all collect school impact fees on behalf of the district.

Impact fees must be reasonably related to new development and the need for public facilities. While some public services use service areas or zones to demonstrate benefit to development, there are four reasons why the use of zones is inappropriate for school impact fees: 1) the construction of a new school benefits residential developments outside the immediate service area because the new school relieves overcrowding in other schools; 2) some facilities and programs of the district are used by students throughout the district (Special Education, Options and PATS programs); 3) school busing is provided for a variety of reasons including special education students traveling to centralized facilities and transportation of students for safety or

due to distance from schools; 4) uniform system of free public schools throughout the district is a desirable public policy objective.

The use of zones of any kind, whether municipal, school attendance boundaries, or some other method, conflict with the ability of the school board to provide reasonable comparability in public school facilities. Based on this analysis, the district impact fee policy shall be adopted and administered on a district-wide basis.

Current impact fee rates, current student generation rates, and the number of additional single and multi-family housing units projected over the next six year period are sources of information the district uses to project the fees to be collected.

These fees are then allocated for capacity-related projects as recommended by a citizens' facilities advisory committee and approved by the Board of Directors.

The district's planned projects that will yield more capacity by fall 2017 include: New ORLA facility (K-12), new intermediate/middle school adjacent to Centennial ES, addition at Garfield Elementary School, and nine portables across 11 elementary schools. For purposes of the impact fee calculation included in this Capital Facilities Plan, the district has chosen to use only the construction related costs of the above projects (rather than the total project costs).

### Finance Plan Summary

The following table represents preliminary estimates of revenue associated with each group of projects.

Revenue Source		Amount
1	Capital Levy Revenue Balance Available	\$ 6,773,347
2	Impact and Mitigation Fees Already Collected	\$ 1,691,000
3	Impact Fees and Mitigation Fees Collected 2011-2017	\$ 909,000
4	Bond Financing, Phase I (2012)	\$ 97,800,000
5	Bond Financing, Phase II (Election Year Not Yet Determined)	\$ 120,000,000
6	State Funding Assistance	\$ 15,300,757
7	Other Miscellaneous Capital Fund Balances	\$ 3,864,000
8	<b>Total Revenue</b>	<b>\$ 246,338,104</b>



## A. Appendix--Inventory of Unused District Property

### Future School Sites

The following is a list of potential future school sites currently owned by the district. Construction of school facilities on these sites is not included in the six-year planning and construction plan.

- ***Boulevard and 15th Avenue SE (Old McKinley) Site***

This site is an 8.9 acre parcel that once served as the site for McKinley Elementary School. The building was replaced in 1989 by Centennial Elementary School located at 2637 45th Avenue SE, Olympia. The existing building was demolished in June 1991. The site is currently undeveloped. Future plans include the construction of a facility for the Olympia Regional Learning Academy, which is currently located in the old John Rogers Elementary School building.

- ***Mud Bay Road Site***

This site is a 16.0 acre parcel adjacent to Mud Bay Road and Highway 101 interchange. The site is currently undeveloped. Future plans include the construction of a new school depending on growth in the student enrollment of adjoining school service areas.

- ***Muirhead Site***

This is a 14.92 acre undeveloped site directly adjacent to Centennial Elementary School, purchased in 2006. Future plans include the construction of a new Intermediate/Middle school.

### Other District Owned Property

- ***Henderson Street and North Street (Tree Farm) Site***

This site is a 2.25 acre parcel across Henderson Street from Pioneer Elementary School and Ingersoll Stadium. The site is currently undeveloped. Previously, the site was used as a tree farm by Olympia High School's vocational program. The district has no current plans to develop this property.

### Future Site Acquisition

The district is seeking additional properties for use as future school sites. Construction of school facilities for these sites is not included in the six year planning and construction plan. The district has identified the following priorities for acquisition:

- ew west side elementary school site - approximately 10 acres
- ew east side elementary school site—approximately 10 acres

B. Appendix--Detail of Capital Facilities Projects

**Middle School**

**Grades 5-8**

<b>Project Name:</b>	Centennial Elementary/Intermediate School New Facility
<b>Location:</b>	2825 SE 45 <sup>th</sup> Ave, Olympia
<b>Site:</b>	15.11 acres
<b>Capacity:</b> capacity for grades 6-8) ( <i>Current Utilization Standard</i> )	450 students (113 new student capacity for 5 <sup>th</sup> grade level and 337 new student
<b>Square Footage:</b>	65,000 s.f.
<b>Cost:</b>	Total project: \$34.4 million (\$6.4 million new student capacity costs, all elementary)
<b>Project Description:</b>	A new intermediate/middle school to support matriculating students from Centennial Elementary School. This facility will be built on property adjacent to Centennial Elementary forming a comprehensive K-8 grade campus.
<b>Status:</b>	The district anticipates this facility will be available within the time frame of this CFP. At this time the district may use a portion of the value of this project associated with elementary student capacity at Centennial Elementary School (\$6.4 million).

**Middle School**

**Grades 6-8**

<b>Project Name:</b>	Jefferson Middle School Remodel
<b>Location:</b>	2200 Conger Ave NW, Olympia
<b>Site:</b>	25 acres
<b>Capacity:</b> ( <i>Current Utilization Standard</i> )	599 students (no new student capacity)
<b>Square Footage:</b>	94,151 s.f.
<b>Cost:</b>	Total project: \$4,074,000 million
<b>Project Description:</b>	Remodel existing wing of school to accommodate the new Advanced Math and Science program, as well as support educational trends.
<b>Status:</b>	The remodel is complete and the facility is currently in use.



## **Alternative Learning Campus**

## **Grades K-12**

<b>Project Name:</b>	Olympia Regional Learning Academy (ORLA) New Facility
<b>Location:</b>	1412 Boulevard Road SE, Olympia
<b>Site:</b>	8.6 acres
<b>Capacity:</b> <i>(Current Utilization Standard)</i>	677 students (152 new student capacity)
<b>Square Footage:</b>	66,278 s.f.
<b>Cost:</b>	Total project: \$28 million (\$6.5 million new student capacity costs)
<b>Project Description:</b>	Build a new facility for ORLA in order to serve the iConnect Academy, Home School Connect, and Montessori programs. This facility will be built on property that was the Old McKinley Elementary School site on Boulevard Road.
<b>Status:</b>	The district anticipates this facility will be available in 2015 or 2016.

## **Elementary School Modernization / Addition**

## **Grades K-5**

<b>Project Name:</b>	Garfield Elementary School Modernization / Addition
<b>Location:</b>	325 Plymouth Street NW, Olympia
<b>Site:</b>	7.7 acres
<b>Capacity:</b> <i>(Current Utilization Standard)</i>	469 students (63 new student capacity)
<b>Square Footage:</b>	57,105 s.f.
<b>Cost:</b>	Total project: \$21.3 million (\$2.4 million new student capacity costs)
<b>Project Description:</b>	Demolition of existing gymnasium, cafeteria, and adjacent covered walkways. Replacement of gymnasium and cafeteria areas, major modernization of remaining existing school facility. Modernization work will include all new interior finishes and fixtures, furniture and equipment, as well as exterior finishes.
<b>Status:</b>	The district anticipates this facility will be available in 2014 or 2015.



## Elementary School Modernization

## Grades K-4

<b>Project Name:</b>	Centennial Elementary School Modernization
<b>Location:</b>	2637 45 <sup>th</sup> Ave SE, Olympia
<b>Site:</b>	11.8 acres
<b>Capacity:</b> <i>(Current Utilization Standard)</i>	479 students (no new student capacity)
<b>Square Footage:</b>	45,345 s.f.
<b>Cost:</b>	Total project: \$12.2 million, including a \$6.4 million second structure
<b>Project Description:</b>	Major modernization of existing school facility. Modernization work will include all new interior finishes and fixtures, furniture and equipment, as well as exterior finishes.
<b>Status:</b>	Subject to bond approval, the district anticipates this facility will be available in 2017.

## Elementary School Modernization

## Grades K-5

<b>Project Name:</b>	McLane Elementary School Modernization
<b>Location:</b>	200 Delphi Road SW, Olympia
<b>Site:</b>	8.2 acres
<b>Capacity:</b> <i>(Current Utilization Standard)</i>	349 students (no new student capacity)
<b>Square Footage:</b>	45,715 s.f.
<b>Cost:</b>	Total project: \$16.8 million
<b>Project Description:</b>	Major modernization of existing school facility. Modernization work will include all new interior finishes and fixtures, furniture and equipment, as well as exterior finishes.
<b>Status:</b>	Subject to bond approval, the district anticipates this facility will be available in 2018.





## Elementary School Modernization

## Grades K-5

<b>Project Name:</b>	Roosevelt Elementary School Modernization
<b>Location:</b>	1417 San Francisco Ave NE , Olympia
<b>Site:</b>	6.4 acres
<b>Capacity:</b> <i>(Current Utilization Standard)</i>	439 students (no new student capacity)
<b>Square Footage:</b>	47,616 s.f.
<b>Cost:</b>	Total project: \$16.6 million
<b>Project Description:</b>	Major modernization of existing school facility. Modernization work will include all new interior finishes and fixtures, furniture and equipment, as well as exterior finishes.
<b>Status:</b>	Subject to bond approval, the district anticipates this facility will be available in 2018.

## High School Modernization

## Grades 9-12

<b>Project Name:</b>	Capital High School Modernization
<b>Location:</b>	2707 Conger Ave NW, Olympia
<b>Site:</b>	40 acres
<b>Capacity:</b> <i>(Current Utilization Standard)</i>	1,496 students (no new student capacity)
<b>Square Footage:</b>	254,772 s.f.
<b>Cost:</b>	Total project: \$19.7 million
<b>Project Description:</b>	Modify classroom pod areas and other portions of the existing school in order to support educational trends and students matriculating from the Jefferson Advanced Math and Science program. Replace older failing exterior finishes and roofing.
<b>Status:</b>	Subject to bond approval, the district anticipates this facility will be available in 2018.



## **High School Addition**

## **Grades 9-12**

<b>Project Name:</b>	Olympia High School Addition / portable replacement
<b>Location:</b>	1302 North Street SE, Olympia
<b>Site:</b>	40 acres
<b>Capacity:</b> <i>(Current Utilization Standard)</i>	will limit to 1,811 students; adds 280 permanent seats, which is 70 new seating/student capacity
<b>Square Footage:</b>	233,960 s.f.
<b>Cost:</b>	Total project: \$11.9 million
<b>Project Description:</b>	Provide additional permanent building area to replace ten portable classrooms. Support educational trends with these new spaces.
<b>Status:</b>	Subject to bond approval, the district anticipates this facility will be available in 2018.



## High School Addition/Admin. Center

## Grades 9-12

<b>Project Name:</b>	Avanti High School Addition & Modernization & Re-location of district Administrative Center
<b>Location:</b>	<u>Avanti HS:</u> 1113 Legion Way SE, Olympia (currently located on 1 <sup>st</sup> floor of district Administrative Center  <u>District Administrative Center:</u> To be determined
<b>Site:</b>	<u>Avanti HS:</u> 7.5 acres
<b>Capacity:</b> (Current Utilization Standard)	<u>Avanti HS:</u> Will limit to 250 students  <u>District Administrative Center:</u> To be determined
<b>Square Footage:</b>	<u>Avanti HS:</u> 78,000 s.f.  <u>District Administrative center:</u> To be determined
<b>Cost:</b>	<u>Avanti HS:</u> Total project: \$8.5 million <u>District Administrative Center:</u> Estimated \$5.3 million
<b>Project Descriptions:</b>	<u>Avanti HS:</u> Expand Avanti High School by allowing the school to occupy all three floors of the District Administrative Center. Expanding the school will allow additional programs and teaching and learning options that might not be available at the comprehensive high schools.  <u>District Administrative Center:</u> Provide a new location for administrative offices somewhere in the downtown vicinity.
<b>Status:</b>	Subject to bond approval, the district anticipates this facility will be available in 2018.



C. Appendix---Impact Fee Calculations

**Current impact fee calculations for SF, MF and Downtown Residence will be available August 11, 2014**



**MEMORANDUM**

**TO:** Mayor Buxbaum and Members of the Olympia City Council  
**FROM:** Clark Gilman, Chair, Bicycle & Pedestrian Advisory Committee  
**DATE:** October 14, 2014  
**SUBJECT:** 2015 *Preliminary Capital Facilities Plan and Bicycle Pedestrian Priorities*

***The purpose of this memorandum is to provide comment and input from the Bicycle and Pedestrian Advisory Committee (BPAC) on the 2015 Preliminary Capital Facilities Plan (CFP).***

The Olympia Bicycle and Pedestrian Advisory Committee encourages the City to make long-term transportation investments that will help Olympia achieve several of the goals outlined in both the current *Comprehensive Plan* and the update that Council is presently reviewing. We acknowledge that Olympia continues to deal with a constrained General Fund, but we believe it's time to adjust our income expectations and reconsider our expenditure priorities.

Current transportation funding continues the status quo of prioritizing cars over other forms of transportation. We urge City Council to take a wider view and prioritize funding for programs that support bicycling, walking and riding the bus. These modes of transportation cost less to maintain, improve quality of life and public health and encourage people to stay in Olympia to shop instead of driving to neighboring cities.

Investments in walking and biking are also an investment in the City's future work force. Increasingly, other cities are using attractive walking and biking infrastructure to appeal to young professionals who are seeking a less car-dependent lifestyle. These young professionals walking and biking through downtown will support a vibrant core, because more positive use of public space discourages negative use.

Last year the Council funded, and we are presently hard at work on, a bicycle corridors pilot project at \$100,000. We have had six committee sessions and three sub-committee sessions dedicated to identifying a network of corridors and selecting a strong pilot project for 2015 implementation. Thank you for responding to our concerns and funding this pilot of a new type of transportation facility in Olympia.

We are hoping to engage in more creative problem solving to improve facilities for minimal cost. For example, several bicycle lanes in Olympia are discontinuous and end abruptly. State Avenue at Jefferson Street is the most dramatic example, as the lane ends and cyclists bound for the Transit Center are pushed into the busiest westbound arterial downtown while having to negotiate railroad tracks that are at a 30 degree angle. The committee wonders if there are potential funding partners the City could approach who might have a common interest in improving bicycling and pedestrian facilities. Might the Port be one of those partners?

Mayor Buxbaum and Members of the Olympia City Council  
October 14, 2014  
Page 2

Finally, as a bit of budget perspective, we ask you to consider what would happen if half a percentage of the CFP, which is about \$713,000, were assigned to bicycle and pedestrian priorities. We've done the planning and we are confident that improved bicycle and pedestrian opportunities would benefit the community and the City.

Thank you for taking the time to consider the BPAC's recommendations during the course of your CFP review process.

Sincerely,



Clark Gilman  
Chair  
Bicycle & Pedestrian Advisory Committee

CG:ms:hr

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cc: Michelle Swanson, Senior Program Specialist, Public Works Transportation  
BPAC Members





## MEMORANDUM

**Date:** October 2, 2014  
**To:** Olympia City Council  
**From:** Jim Nieland, Chair  
Parks and Recreation Advisory Committee  
**Subject:** Preliminary 2015-2020 Capital Facilities Plan  
PRAC Recommendation to City Council

The Parks and Recreation Advisory Committee respects and appreciates the hard work the Department has put into the proposed CFP Project List for the period 2015-2020. They have done an admirable job accommodating special projects proposed by the City Council while doing their best to maintain a viable park system. This has been done within a situation of overall reduced funding.

Staff has considered various funding sources to create a mix of projects that best accommodates needs within the ability of limited resources. An addition to the traditional plan is a fund to accomplish small capital projects. Projects were selected using logical selection criterion.

PRAC recommends adoption of the 2015 – 2020 CIP Project List as presented by the Olympia Parks and Recreation staff.

### Future Funding Strategy

Appropriation for CIP projects is down 50% from previous funding levels, reduced from \$500,000 to \$250,000. The Department has been notified that this reduced funding level should be expected as a normal for future years. This reduction results from overall reduction of City revenue and other significant financial demands on City funds. The increasing cost of health care and retirement funds will further challenge the City within the next few years, along with decreasing levels of State funding to cities.

The OPARD has responded to these reductions with staff reductions, cut backs in park maintenance, programs, and increased use of volunteers to name a few.

Reduced funding creates an ever growing list of deferred maintenance needs. The Department is only able to respond to the most severe problems. Routine maintenance also suffers, resulting in a generally "tired" and run down appearance of many parks. PRAC recognizes that in the future, significant changes in funding strategy need to be adopted.

Starting in the 2015 work plan PRAC will establish a committee to investigate and suggest a long term strategy for parks funding. The committee will consider all revenue sources, the parks plan, citizen surveys, the use of volunteers, OPARD assigned responsibilities, Citizen requests, lists of new park recommendations, development of existing parks land, and methods of funding new parks acquisitions and large development projects.



September 19, 2014

Max Brown, Chair  
Olympia Planning Commission  
c/o Amy Buckler, Associate Planner  
City of Olympia  
PO Box 1967  
Olympia, WA 98507-1967

Dear Chair Brown:

**SUBJECT: Utility Advisory Committee (UAC) 2015-2020 Capital Facilities Plan (CFP)  
Recommendation for Drinking Water Utility**

At our September 4, 2014 meeting, the UAC reviewed a summary of the latest Drinking Water Utility rate study from the City's consultant FCS Group. Andy Haub, Public Works Water Resources Director, facilitated the review. The FCS Group estimated the annual Drinking Water rate increases necessary to fund four different CFP scenarios with varying levels of investment. The attached Summary of Drinking Water CFP Scenarios & Financial Impacts table presents anticipated annual rate adjustments attributable to each CFP scenario.

The four CFP scenarios evaluated are summarized as follows:

- Scenario 1: only mandatory / regulatory requirements
- Scenario 2: Scenario 1 plus critical needs
- Scenario 3: Scenario 2 plus secondary needs
- Scenario 4: Scenario 3 plus tertiary needs

Water Resources Staff recommend CFP Scenario 4 as shown in the attached 2015 – 2020 CFP List of Projects. This CFP includes \$30.8 million for 2015-2020, representing a \$12.3 million increase from the 2014-2019 CFP (\$18.5 million). Approximately \$11 million of the CFP will be funded by a State-supported low interest loan, thereby reducing funding needs.

The Drinking Water capital improvement program continues to be driven by costly projects largely mandated by State public health requirements. Additionally, the Utility needs to fund routine infrastructure retrofits and upgrades necessary to maintain existing infrastructure. CFP Scenario 4 remains consistent with the 2009-2014 Water System Plan and begins to incorporate findings from the evolving 2015-2020 Plan anticipated for completion next year.

The UAC recommends that Council adopt CFP Scenario 4 for the Drinking Water Utility. The Committee thinks the utility should unquestionably make the investments in Scenario 3, which staff described as including "proactive maintenance activities that should reduce long-term O&M costs." We went back and forth for some time about Scenario 4, but eventually arrived at a consensus on recommending it, given the relatively small additional expenses involved over the next several years of actual spending. (You will note that in 2015 the difference between Scenario 3 and Scenario 4 is

Olympia Planning Commission  
September 19, 2014  
Page 2

\$16,000 in a \$5 million budget; in 2016 it's \$125,000 in an almost \$7 million budget, and in 2018 it's about \$250,000 in a \$5.5 million budget.) The UAC continues to support the CFP and the ongoing planning work of Public Works Water Resources.

If you have any questions, I can be reached at 360.352.2209 or via e-mail at [curtzt@nuprometheus.com](mailto:curtzt@nuprometheus.com)

Sincerely,

A handwritten signature in black ink that reads "T. B. Curtz". The signature is written in a cursive, slightly slanted style.

**THAD CURTZ**  
Chair  
Utility Advisory Committee

TC/lm

cc: Olympia City Council  
Utility Advisory Committee  
Rich Hoey, P.E., Public Works Director  
Andy Haub, P.E., Water Resources Director

**City of Olympia**  
**Summary of Drinking Water CFP Scenarios & Financial Impacts**

Projected Capital Expenditures [1]	2015	2016	2017	2018	2019	2020
Scenario 0 - No CFP	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Scenario 1 - Mandatory/Regulatory Projects	\$ 7,347,200	\$ 4,411,750	\$ 800,000	\$ 150,000	\$ 150,000	\$ 412,500
Scenario 2 - Scenario 1 + Critical Projects	\$ 8,322,200	\$ 6,184,250	\$ 4,153,500	\$ 1,857,000	\$ 1,150,000	\$ 3,137,500
Scenario 3 - Scenario 2 + Secondary Needs	\$ 8,500,325	\$ 6,703,000	\$ 5,261,000	\$ 2,784,500	\$ 1,587,500	\$ 3,675,000
Scenario 4 - Scenario 3 + Tertiary Needs	\$ 8,516,075	\$ 6,829,000	\$ 5,504,500	\$ 3,048,000	\$ 1,853,750	\$ 4,087,750

[1] Assumes that for each project, 75% of the planned cost is incurred in the first year of construction; 25% of the cost is deferred to the following year to account for typical delays in project completion.

Water Rate Adjustments	2015	2016	2017	2018	2019	2020
Scenario 0 - No CFP	6.00%	2.00%	2.00%	2.00%	2.00%	2.00%
Scenario 1 - Mandatory/Regulatory Projects	6.00%	6.00%	5.00%	3.00%	2.00%	2.00%
Scenario 2 - Scenario 1 + Critical Projects	6.00%	6.00%	5.00%	4.00%	2.00%	2.00%
Scenario 3 - Scenario 2 + Secondary Needs	6.00%	6.00%	5.00%	5.00%	2.00%	2.00%
Scenario 4 - Scenario 3 + Tertiary Needs	6.00%	6.00%	5.00%	5.00%	4.00%	4.00%

Water Rate Adjustments (Alternate Format)	2015	2016	2017	2018	2019	2020
Rate Increases Without CFP	6.00%	2.00%	2.00%	2.00%	2.00%	2.00%
Incremental Rate Increases Attributable to CFP:						
Scenario 1 - Mandatory/Regulatory Projects	0.00%	4.00%	3.00%	1.00%	0.00%	0.00%
Scenario 2 - Scenario 1 + Critical Projects	0.00%	4.00%	3.00%	2.00%	0.00%	0.00%
Scenario 3 - Scenario 2 + Secondary Needs	0.00%	4.00%	3.00%	3.00%	0.00%	0.00%
Scenario 4 - Scenario 3 + Tertiary Needs	0.00%	4.00%	3.00%	3.00%	2.00%	2.00%



**2015-2020 CFP - List of Projects**

6/13/2014

Drinking Water Utility

Scenario 4 = Scenario 3 + Tertiary Needs

Program #	Program Name	Project	2015	2016	2017	2018	2019	2020		
<b>9021</b>	<b>Asphalt Overlays</b>									
	(100% construction)	Asphalt Overlay	\$ 10,500	\$ 10,500	\$ 10,500	\$ 10,500	\$ 10,500	\$ 10,500	\$	63,000
									\$	63,000
<b>9408</b>	<b>Small Diameter Water Main</b>									
	(20% engineering, 80% construction)	Small Diameter Water Main	\$ 500,000	\$ 500,000	\$ 500,000	\$ 500,000	\$ 500,000	\$ 500,000	\$	3,000,000
									\$	3,000,000
<b>9609</b>	<b>Transmission and Distribution Projects</b>									
	(100% construction)	Fones Road Watermain Construction						\$ 2,300,000	\$	2,300,000
	(25% engineering, 80% construction)	Fones Road Booster Rehabilitation Construction Design 2015	\$ 1,090,000						\$	1,090,000
	(20% engineering, 80% construction)	Morse-Merryman Extension to New Log Cabin (417 Zone) Reservoir	\$ 490,000						\$	490,000
	(20% engineering, 80% construction)	Pressure Reducing Valve - East Bay Drive					\$ 247,000		\$	247,000
	(20% engineering, 80% construction)	Kaiser Road Watermain Extension to Evergreen Park Drive			\$ 760,000				\$	760,000
	(20% engineering, 80% construction)	AC Pipe Replacement- Boulevard Rd Roundabout at Morse Merryman Rd		\$ 780,000					\$	780,000
	(100% construction)	Distribution System Oversizing	\$ 27,000	\$ 27,000	\$ 27,000	\$ 27,000	\$ 27,000	\$ 27,000	\$	162,000
	(20% engineering, 80% construction)	Percival Creek Watermain	\$ 100,000	\$ 400,000					\$	500,000
	(20% engineering, 80% construction)	West Bay Booster Station Pump and Electrical Upgrade	\$ 150,000						\$	150,000
	(20% engineering, 80% construction)	AC and Aging Pipe Replacement	\$ 500,000	\$ 500,000	\$ 500,000	\$ 500,000	\$ 500,000	\$ 500,000	\$	3,000,000
	(20% engineering, 80% construction)	Meridian Overflow and 36-inch Watermain	\$ 150,000						\$	150,000
	(20% engineering, 80% construction)	McCormick Valve House		\$ 150,000					\$	150,000
	(20% engineering, 80% construction)	Booster Station Upgrade/Rehabilitation			\$ 150,000	\$ 150,000	\$ 150,000	\$ 150,000	\$	600,000
	100% engineering	Distribution Main Condition Assessment	\$ 25,000	\$ 25,000	\$ 25,000	\$ 25,000	\$ 25,000	\$ 25,000	\$	150,000
	100% engineering	Cross Country Mains	\$ 25,000	\$ 25,000	\$ 25,000	\$ 25,000	\$ 25,000	\$ 25,000	\$	150,000
	100% Asset Management	Asset Management Program	\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000	\$	300,000
	100% equipment	On-site Generator Replacement Plan		\$ 75,000		\$ 75,000		\$ 75,000	\$	225,000
	(20% engineering, 80% construction)	Corrosion Control (aeration) Tower Condition Assessment & Upgrades		\$ 25,000	\$ 25,000	\$ 25,000	\$ 25,000	\$ 25,000	\$	125,000
	100% equipment	Water Meter Replacement							\$	-
	100% equipment	Water Meter AMR Radio Replacement							\$	-
	(20% engineering, 80% construction)	Eastside Street and Henderson Blvd Watermain Extension							\$	-
	(20% engineering, 80% construction)	PRV Telemetry (Radio-based)							\$	-
									\$	11,329,000
<b>9610</b>	<b>Water Storage Systems</b>									
	(20% engineering, 80% construction)	New Log Cabin (417 Zone, SE Olympia) Reservoir Construction	\$ 7,350,000						\$	7,350,000
	(20% engineering, 80% construction)	Hoffman Court Reservoir Interior Coating Replacement			\$ 578,000				\$	578,000
	(20% engineering, 80% construction)	Fir Street Reservoir #1 and #2 Seismic Retrofit			\$ 1,000,000				\$	1,000,000
	(20% engineering, 80% construction)	Elliott Reservoir Seismic Retrofit			\$ 1,250,000				\$	1,250,000
		Storage Reservoir Coating (Interior/Exterior)				\$ 300,000		\$ 300,000	\$	600,000
									\$	10,778,000
<b>9700</b>	<b>Water Source Development &amp; Protection</b>									
	(20% engineering, 80% construction)	Briggs Well Construction							\$	-
	(100% construction)	McAllister Wellfield Corrosion Control Treatment		\$ 2,200,000					\$	2,200,000
	(20% engineering, 80% construction)	McAllister Wellfield Mitigation - Deschutes River	\$ 267,000	\$ 100,000	\$ 100,000	\$ 100,000	\$ 100,000	\$ 100,000	\$	767,000
	(20% engineering, 80% construction)	McAllister Wellfield Mitigation - Woodland Creek	\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000	\$	300,000
	(100% planning and design)	Olympia Brewery Water Engineering Analysis	\$ 50,000					\$ 50,000	\$	100,000
	(20% engineering, 80% construction)	Indian Summer Well Chlorination		\$ 150,000					\$	150,000

	(20% engineering, 80% construction)	Shana Park Well Water Quality Study		\$ 150,000						\$ 150,000	
	(20% engineering, 80% construction)	Hoffman Well Treatment								\$ -	\$ 3,667,000
<b>9701</b>	<b>Groundwater Protection</b>										
	(100% easements and appraisals)	Groundwater Protection <del>Land Acquisition</del> - (Easements, Appraisals Etc.)		\$ 15,000			\$ 15,000		\$ 15,000	\$ 45,000	
	(100% planning)	Wellhead Protection Program				\$ 250,000	\$ 150,000			\$ 400,000	
	(20% engineering, 80% construction)	Groundwater Monitoring Wells	\$ 100,000	\$ 150,000	\$ 200,000	\$ 200,000				\$ 650,000	\$ 1,095,000
<b>9710</b>	<b>Reclaimed Water</b>										
	(20% engineering, 80% construction)	Reclaimed Water Infrastructure							\$ 250,000	\$ 250,000	
	(20% engineering, 80% construction)	Port of Olympia - Eliminate Northern Dead End		\$ 50,000						\$ 50,000	
	(20% engineering, 80% construction)	Water Filling Stations							\$ 100,000	\$ 100,000	\$ 400,000
<b>9903</b>	<b>Infrastructure Pre-Design and Planning</b>										
	(100% predesign and planning)	Pre-Design and Planning	\$ 21,000	\$ 21,000	\$ 21,000	\$ 21,000	\$ 21,000	\$ 21,000	\$ 21,000	\$ 126,000	\$ 126,000
<b>9906</b>	<b>Water System Planning</b>										
									\$ 300,000	\$ 300,000	\$ 300,000
										\$ 30,758,000	\$ 30,758,000
				\$ 10,955,500	\$ 5,453,500	\$ 5,521,500	\$ 2,223,500	\$ 1,730,500	\$ 4,873,500	\$ 30,758,000	





October 14, 2014

Olympia City Council  
PO Box 1967  
Olympia, WA 98507

Dear Mayor Buxbaum and City Council Members:

The Olympia Planning Commission (OPC) has conducted its review of the City of Olympia's 2015-2020 Preliminary Capital Facilities Plan (Draft CFP) as required by the Growth Management Act. We agree that taking care of our existing resources should be the major emphasis of the plan. Following is a summary of our recommendations for your consideration.

#### **CAPITAL FACILITIES ELEMENT GOALS AND POLICIES**

The 2013 Planning Commission CFP letter included a recommendation that Council allow the OPC to review the Capital Facilities Element (CFE) goals and policies that are found on page 127 of the this year's Draft CFP. These goals and policies are part of the Comprehensive Plan, but were not part of Planning Commission's Comprehensive Plan review. We received approval to review the CFE at the June 12, 2014 meeting of the Council's Community Economic Revitalization Subcommittee.

Over the past few months, the OPC Finance Subcommittee worked on a draft update of the CFE goals and policies. One of our main objectives was to ensure that projects in the Capital Facilities Plan are consistent with the Comprehensive Plan recommended by the Planning Commission and now under review by Council. In particular, we wanted to ensure that future CFPs reflect Comprehensive Plan goals to make the City more compact as a means to increase walkability, reduce the need for car trips, increase the feasibility of improved transit service, and provide a wider range of housing opportunities.

We also recommended in the 2013 CFP letter that Council consider updating the Long Term Financial Strategy (LTFS) developed in 1999 by the Olympia City Council. The LTFS principles and guidelines, which are listed on page vi of the Draft CFP, are used by the City to determine which projects to include in the Capital Facilities Plan. As part of our update to the CFE, we incorporated many of the principles and guidelines from the LTFS.

**Recommendation:** The OPC's draft update to the detailed CFE goals and policies (with and without track changes) is provided as an attachment to this letter. The draft was reviewed and approved by the full OPC for transmittal to Council. We recommend the Council review the draft and provide feedback on the proposed changes. If, after review, the Council decides to

proceed with an update of the CFE, the public should be given ample opportunity to provide comment on the draft proposed by the Commission, as revised by the Council.

We also recommend that, when adopted, the CFE goals and policies be used to determine which projects to include in the CFP. In our draft proposal, guidelines and policies from the LTFS that are relevant to the CFP have been included. The CFE, as an official part of the Comprehensive Plan, should be the reference for CFP development rather than the LTFS.

## **MAINTENANCE FUNDING**

The Planning Commission agrees that protection of our assets should be the first priority of capital funding in the Draft CFP. The OPC supports the decision of the Council to extend the utility tax to cable. We suggest that this new revenue be applied to building maintenance as recommended in the Draft CFP.

Additional funding is also needed for parks and street maintenance. The City needs to find ways to more fully fund its maintenance responsibilities now or deficiencies will increase in size and cost, and negatively impact quality of service and future budgets.

**Recommendation:** The Planning Commission recognizes that, given the current financial conditions, meeting our maintenance funding needs is no easy task. However, we believe that the City should place a priority on implementing revenue measures that address park and road maintenance needs. Our recommendations regarding park and road maintenance funding are included in the Parks and Transportation sections of this letter.

## **TWO-YEAR BUDGET**

In several cases, funding projected for the second year of the six-year CFP period has not been provided or has been reduced significantly when the budget for that year is adopted. Examples we've seen in recent years include bicycle, sidewalk, and park maintenance programs. The OPC believes that providing greater certainty to the City's funding projections would be beneficial to citizens, staff, and City officials.

One way to provide more accurate funding projections in our CFP is to adopt two-year budgeting in place of our current one-year budget process. Currently, 36 cities and six counties in Washington are using biennial budgeting. Two-year budgeting has been allowed in Washington since passage of legislation in 1985 (see 35.34 RCW). Nearby cities with two-year budgets include Tumwater, Tacoma, and University Place.

An updated version of a 2004 article by Mike Bailey, Finance Director for the City of Redmond, points out the pros and cons of two-year budgeting. Advantages include time savings, a longer term planning perspective, a more strategic approach to financial planning, and less focus on budget in election years when members have less time available. Disadvantages cited in the article include loss of control over supplemental year funding, difficulty in forecasting, and software limitations. (Note: this article and other

information on biennial budgeting can be found on the MRSC of Washington website: <http://www.mrsc.org/subjects/finance/budgets/biennial.aspx>)

The City of Olympia used a two-year budget in the mid-1980s, but converted back to one-year budgeting after a short time. Administrative Services Director Jane Kirkemo can provide more detail about that decision.

**Recommendation:** The Planning Commission recommends the Council consider converting to a two-year budget for capital and operating expenditures. Revenue data for establishing estimates for the second year are available from city and county sources. By law, the first year of a two-year budget must be an odd year. Thus, the first opportunity for the City to implement a two-year budget would be the 2017-2018 biennium.

## **PARKS**

### Parks Funding

Parks are a valuable amenity to Olympia residents and demand continues to grow. Research shows that parks promote public wellbeing and enhance property values.

Community Parks are places for large-scale community use. They include athletic field complexes as well as sites with unique uses. Park standards indicate the need for more community parks by 2020 to serve Olympia's projected population. Though maintenance funds are inadequate, acquisition funds are available through impact fees, SEPA mitigation fees, and real estate excise taxes. Additional funding capacity will be available at the end of 2016 when the 10-year bonds issued in 2006 will be retired. Due to existing obligations, funds for the acquisition of Community Parks are not being requested in the 2015 Capital budget.

Through its Condition Assessment and Major Maintenance Program (CAMPP), the Parks Department has identified \$3 million of backlog in major parks maintenance projects and requested \$500,000 per year to address the backlog. In the 2014-2019 CFP, the City provided \$170,000 for CAMPP in 2014 and \$500,000 thereafter. The current Draft CFP includes \$250,000 for each of the six years in the plan.

The Department is initiating a business plan to accompany the next update of its long-range Parks, Arts, and Recreation Plan, scheduled to begin in 2015. The business plan will provide a comprehensive analysis of park needs, existing and potential revenue sources, and funding scenarios.

Metropolitan park districts may be created for the management, control, improvement, maintenance, and acquisition of parks, parkways, boulevards, and recreational facilities. Such districts have broad powers, including the ability to issue general obligation bonds equal to 2 ½ percent of their assessed valuations. Jurisdictions also have broad latitude to

design metropolitan park districts to meet their needs. See: <http://www.mrsc.org/subjects/parks/spd-mpd.aspx> and <http://www.mrsc.org/subjects/parks/spd-mpdfin.aspx> (finance).

**Recommendation:** The City should consider increasing revenues, rather than reducing Park standards. Impact fees should continue to be used for land acquisition (they are prohibited from being used for maintenance). In addition, the formation of a Metropolitan Park District (MPD) should be considered as a way to enhance revenues for acquisition and maintenance.

As part of its new business plan, we recommend that the Parks Department research the feasibility and advantages of forming a MPD. While this option was examined by the City in the 1980s and rejected at the time, the laws governing MPDs have changed since then and it is possible that circumstances today are different enough to make such a choice feasible and advantageous. This analysis should be thorough and include an assessment of lessons learned in jurisdictions that have adopted MPDs, such as Seattle and Tacoma, as well as consulting with our neighboring jurisdictions about their interest in participating in a regional MPD.

Because demand for new community parks continues to exceed funding capacity, it is important for the Parks Department to be strategic about parkland acquisitions. We recommend that the Department prioritize the acquisition requests it receives through a periodic public preference survey.

A Downtown Plan will be initiated in 2015 that will identify urban park needs, among many other possible downtown improvements. We recommend that the Parks Department wait for the outcome of that plan before investing any further funds or making any further improvements in downtown urban parks, other than immediate safety improvements, such as fencing.

If Council does not implement an MPD, it should consider devoting some portion of any new funding source it implements to parks maintenance. As stated earlier in the letter, we believe maintenance of existing infrastructure should be a top priority for the City.

## **TRANSPORTATION**

### Multimodal Investment

The Planning Commission recognizes the severe fiscal constraints under which the City operates and which result in the continued suspension of funding for many transportation programs in 2015. As a consequence of these ongoing constraints, the stated goals and objectives of the transportation program are unrealistic guides to future transportation investments.

**Recommendation:** The City should undertake a fundamental reassessment of the goals and objectives of transportation programs in light of the continued constraints on transportation funding. Unless major changes occur in funding for transportation, the goals and objectives stated in the CFP for the various transportation programs should be rethought and revised if the CFP is to be credible and effective.

The Draft CFP would be significantly enhanced if a more systematic and structured process was used to allocate funds among modes. The project lists in the Draft CFP are based on criteria specific to each mode—motorized vehicles, bicycles, walking, and public transit. The City needs a more logical and comprehensive approach to allocating funds among these four modes. Allocation of funds should reflect the contribution of each mode to creating a more compact and walkable city.

The draft CFP uses level of service (LOS) as a criterion for recommended transportation investments. Many transportation analysts characterize LOS as a car-based criterion that promotes continued and expanded car use. In California urban areas, LOS is being replaced by “VMT” (vehicle miles traveled). Transportation projects, including improved bicycle and pedestrian facilities, will be evaluated in terms of their ability to REDUCE vehicle miles traveled by private cars. This approach needs to be considered by Olympia. The cities of Bellingham and Redmond have implemented programs allowing use of impact fees for alternative modes.

Transportation decisions should also reflect considerations of social equity. Specifically, the recommended transportation projects in the CFP should more fully consider the needs of those who cannot afford or operate private motor vehicles. Changes in demographics are likely to reduce the number of people owning motor vehicles and increase the use of alternative modes.

### Bicycle Facilities Program

The bicycle program described on page 50 of the Draft CFP relies on the Street Repair and Reconstruction Program for future bicycle infrastructure improvements. The proposed project list does not reflect the need to create a connected and coherent network of bicycle facilities. The OPC thanks the Council for including \$100,000 in the 2014 budget to begin work on such a network.

We support continued efforts to create a bicycle network that serves citizens of all ages and interests. Under the current approach to bike facilities, designated bike lanes in the right-of-way, bicycling will remain the domain of the “fit and the fearless.” The City should consider providing physically protected bike lanes through downtown and other congested areas of the City to encourage ridership by people who would like to ride but are intimidated by car traffic.

The very high cost of proposed street reconstruction projects is due, in part, to stormwater mitigation. The Bicycle Facilities Program text states that “additional pavement width from

the bicycle facility triggers stormwater mitigation requirements.” Many cities have been able to create bike lanes without widening the roadway through “road diets” and “lane diets.” A road diet reduces the number of lanes through the use of shared turn lanes and a lane diet shrinks the width of lanes. These strategies have slowed vehicle speeds, but not necessarily throughput, and increased safety for cars, pedestrians and bicyclists, while maintaining the existing street width.

Only 9% of the facilities in the 2009 Bicycle Master Plan have been completed to date (p. 51). To achieve the alternative transportation goals in the proposed Comprehensive Plan, it's important that the development of our bicycle network advance more quickly. The commitment of \$100,000 for “bicycle boulevards” in the current Capital Facilities Plan provides a good first step toward this goal. As noted above, protected bike lanes through the downtown and other congested areas need to be considered if bike boulevards are to be part of a bicycle network.

**Recommendation:** The City should acknowledge the continued postponement of funding for the Bicycle Program and consider updating the 2009 Bicycle Master Plan, continue work on creating a family-friendly bicycle network, explore creation of protected bike lanes in congested areas of the City, and consider alternative designs, such as road and lane “diets,” to reduce the cost of bicycle facilities, including those projects that are part of the Street Repair and Reconstruction Program.

#### Sidewalks, Pathways, and Other Pedestrian Programs

The Parks and Pathways–Sidewalk Program (p. 56) and the Sidewalk Construction Program (p. 59) both address the City’s sidewalk needs. The Draft CFP provides \$6.5 million and \$153,000, respectively, for these two programs. Since 2003, only 9.2% of the sidewalk miles included in the 2003 Program Sidewalk Plan have been completed. At the current rate, the sidewalk “needs” will not be met for many decades. We need to adjust our expectations, increase funding, or find ways to make our investment go farther.

The Parks and Pathways – Neighborhood Pathways Program is funded at \$125,000 for 2015 and the following five years (p. 54). Neighborhood involvement in this program in 2014 has been very encouraging and the completed projects are widely supported in the community.

**Recommendation:** The OPC recommends that the City consider revising the technical requirements and construction standards for sidewalks to make our dollars go farther.

Based on evidence that “walkability” depends to a significant extent on walkable destinations, investment in sidewalks should be closely tied to existing and future neighborhood centers.



The City should reassess the 2003 sidewalk priority list by accepting input from neighborhood associations and other citizen groups on local sidewalk priorities. This input would be based in part on the planned neighborhood planning process.

The OPC supports continued funding of the Neighborhood Pathways Program out of Parks and Pathways utility tax funds.

We also strongly support the pedestrian safety projects in the Hazard Elimination (p.53), Pedestrian Crossing Improvements (p. 57), and ADA Requirements (p. 61) programs. These programs should be very high priorities of the City for at least three reasons: the value of human life, the need to encourage walking, and the potential cost to the City from liability claims.

### Street Repair and Reconstruction

The assumed out-year funding of \$2.1 million falls far short of the \$5 million annual funding needed to keep street condition ratings from declining over the next 20 years" (Staff fact sheet, September 2013). The same fact sheet indicates that, in current dollars, the backlog of rehabilitation in 2013 would require \$42 million dollars. That backlog has likely increased in 2014, given the shortfall in annual funding. Six million dollars per year is needed to reduce the backlog to \$2 million in 20 years. The currently proposed funding of \$2.1 million per year remains well below the \$5 million annual investment required to keep the street condition rating from further decline.

**Recommendation:** In response to the deteriorating rating for existing streets and the increasing backlog of streets in need of rehabilitation, the City should consider a public process to describe in clear and concise terms the existing street conditions and trends and the current street rating target. It should then invite public comment on a desired street rating target and the possible means to fund the desired level of street repair and reconstruction.

We also recommend that the Council support efforts to implement new legislation that would allow an increase in the Transportation Benefit District vehicle license fee from the current \$20 per vehicle without a public vote. Legislation has been proposed, but has failed, in recent years to increase the non-voted fee from \$20 to \$40.

## **TRANSPORTATION WITH IMPACT FEES**

### Relationship to the Comprehensive Plan

The City cannot collect impact fees in the Urban Growth Area (UGA). The costs of projects attributable to growth in the UGA (p. 67) are funded by grants, not impact fees.

The project descriptions for impact fee projects provide little specific information on whether or how the projects will contribute to a more compact, walkable city. The project descriptions also pay insufficient attention to the capacity of existing roads to accept the additional traffic that may result from the planned projects.

**Recommendation:** Given the clearly stated objective in the Comprehensive Plan for a more compact city, the City's policy regarding application for grants supporting expansion of the City into the UGA needs to be examined. The City should not apply for state or federal funding of transportation projects in the Urban Growth Area until the City Council determines that such projects reflect land use goals of the Comprehensive Plan.

The project description for each of the impact fee projects should describe how the project might promote a more compact and walkable city and how the existing road network would be impacted by the proposed project.

Specific attention should be directed to how the land use assumptions used in generating the demand for and funding of the specific project might be affected by policies to encourage development at the urban nodes identified in the Comprehensive Plan Update.

## **GENERAL CAPITAL FACILITIES**

### Urban Forestry

The proposed update to the comprehensive plan contains numerous references to trees, including an urban forestry goal (GN3) with six policies, four of them new. Trees provide a number of vital functions, such as decreasing storm water runoff, reducing the effects of heat, and providing carbon sequestration. They also enhance the visual landscape, reduce stress, and promote health, as well as augment property value. However, the City does not have an urban forestry master plan or targeted goals for tree canopy. Last year the City increased funding for a part time urban forestry position and was awarded an EPA Greening America's Capitols grant for the "Greening of Capitol Way" project.

Last year a Tree Subcommittee was formed and submitted a report to the Land Use and Environment Committee in April. The subcommittee developed the following vision statement: *"Build an urban forestry program that protects and multiplies Olympia's trees to benefit the community, the environment and future generations."* The report contained five recommended steps to reestablish and strengthen programs to protect and develop the City's urban forest. Some of the recommendations included improving long-term planning for an urban forest, considering trees as infrastructure, establishing a citizen's tree advisory committee, developing an urban forestry master plan, reestablishing a landmark tree program, establishing and training a tree volunteers to support urban forestry, supporting tree planting and acquiring urban green space to maintain a healthy tree canopy.

**Recommendation:** The City should add funding in the CFP to develop an urban forestry master plan and support an urban forestry program within the six-year CFP time frame.

Additionally, the City should consider implementing other recommendations of the Tree Subcommittee as feasible. Trees are an asset with numerous benefits to the community and require responsible management.

## **OLYMPIA SCHOOL DISTRICT**

Under provisions of the Growth Management Act, the City collects school impact fees which are then transferred to the Olympia School District (District). Because of the role of the City in collecting school impact fees, the City routinely reviews the Capital Facilities Plan (CFP) of the Olympia School District.

The CFP of the District and the calculation of impact fees contained therein is the exclusive responsibility of the District. Any concerns or challenges to the fee, the manner in which it is calculated, or the transparency of the calculation are matters for the District and not the City to resolve. The Commission does, however, identify two separate areas of concern for consideration by the District and Council.

### Fluctuation of School Impact Fees

The wide annual variation in impact fees over recent years and the significant difference between the fees for single family residences and multi-family residences requires a detailed explanation and elimination in future capital facility plans of the District. For example, the single family home impact fee was \$2,735 in 2010, \$659 in 2011, \$2,969 in 2012, and \$5,179 in 2013. The multi-family home impact fee was \$1,152 in 2011, \$235 in 2012, \$0 in 2013 and \$1,749 in 2014. (p. 41)

These very large swings undercut public confidence in the impact fee process and appear unfair to homeowners and developers who pay the higher amounts. A methodology employing a multi-year average of both new home and apartment construction and of new school facilities construction resulting from this new home and apartment construction in the planning period needs to be considered to reduce the seemingly random fee schedule.

### Areas of Shared Interest between District and City

The District's CFP should describe expenditures by the District on the safe routes to school program and possible coordination between such investments by the District and expenditures by the City for sidewalks and pathways. The District owns playfields and open space that are used by residents of the City when not in use by students. The CFP might address whether the cost-sharing program between the District and the City of Olympia for proper maintenance of these facilities should be expanded.

The siting of schools has major implications for the health and learning environment of students and the transportation and land use goals of the City. These implications include, but are not limited to, the effect of adjacent transportation facilities on pollution and noise levels, the feasibility of non-motorized access to schools by students, and the influence of

school location on residential development. For these reasons, the City suggests the District develop specific siting criteria for new school facilities.

## **RECOMMENDATIONS FROM 2013 LETTER**

We ask that this letter be viewed as a supplement to the CFP recommendation letter the Planning Commission submitted to Council on October 13, 2013. To avoid repetition, we have not brought forward our language on several recommendations in that letter. However, we encourage you to revisit the following issues in the 2013 letter which we continue to support:

- Developing a comprehensive funding plan for Percival Landing.
- Using voted utility tax for a new bond issue to purchase new community park facilities after current bonds are paid off in 2016.
- Implementing volume-based rates for residential wastewater use.
- Increasing acquisition and stewardship of land for protection of aquatic habitat.

## **CONCLUSION**

The Olympia Planning Commission and its Finance Subcommittee appreciate the opportunity to provide these comments and recommendations regarding the 2015-2020 Capital Facilities Plan. We hope the Council finds them helpful in their budget deliberations. We will gladly answer any questions that might arise from this letter.

We also would like to express our appreciation for the work of all those who helped develop the Draft CFP and OSD CFP, and for those who patiently answered our many questions, including Jane Kirkemo, Mark Russell, Randy Wesselman, Sophie Stimson, David Hanna, David Okerlund, and Andy Haub of City staff and Jennifer Priddy of OSD. Many thanks to Keith Stahley and Nancy Lenzi of Community Planning and Development staff for their support of our Finance Subcommittee. We would also like to thank the Utility Advisory Committee, Bicycle and Pedestrian Advisory Committee, and members of the public who provided comments and letters.

Sincerely,



**MAX BROWN, CHAIR**  
Olympia Planning Commission



**ROGER HORN, CHAIR**  
OPC Finance Subcommittee

Encl: OPC Recommendations on CFE 20-Year Goals & Policies

**Draft Update of Goals and Policies**  
**Capital Facilities Element of the Comprehensive Plan**  
**Olympia Planning Commission – October 14, 2014**

**Goal 1:** The Capital Facilities Plan provides the public facilities needed to promote orderly compact urban growth, protect investments, maximize use of existing facilities, encourage economic development and redevelopment, promote private investment, increase public wellbeing and safety, and implement the Comprehensive Plan.

**Policy 1.1:** Annually review, update and amend a six-year Capital Facilities Plan that:

- a. Is subject to annual review and adoption, respectively, by the Planning Commission and City Council.
- b. Is consistent with the Comprehensive Plan, master plans and adopted investment strategies.
- c. Defines the scope and location of capital projects or equipment;
- d. States why each project is needed and its relationship to established levels of service.
- e. Includes project construction costs, timing, funding sources, and projected operations and maintenance impacts.
- f. Serves as the City's plan for capital project development.
- g. Includes an inventory of existing capital facilities and a forecast of capital facility needs;
- h. Monitors the progress of capital facilities planning with respect to rates of growth, development trends, changing priorities, and budget and financial considerations.
- i. Considers needs and priorities beyond the 6-year time horizon.
- j. Is coordinated with Thurston County and the Olympia School District if school impact fees are being charged.

**Policy 1.2:** Encourage active citizen participation throughout the process of developing and adopting the Capital Facilities Plan. Provide the public with adequate time to review and respond to the Plan and related proposals.

**Policy 1.3:** Support joint development and use of facilities such as parks and museums, and protection of shared resources such as critical areas and open space.

**Policy 1.4:** Coordinate with other capital facilities service providers to keep each other current, maximize cost savings, and schedule and upgrade facilities efficiently.

**Policy 1.5:** Evaluate and prioritize proposed capital improvement projects using the following long-term financial strategy principles and guidelines:

- a. Do projects well or not at all.
- b. Focus programs on Olympia residents and businesses.
- c. Preserve and maintain physical infrastructure.
- d. Use an asset management approach to the City's real estate holdings.
- e. Use unexpected one-time revenues for one-time costs or reserves.
- f. Pursue innovative approaches.
- g. Maintain capacity to respond to emerging community needs.
- h. Address unfunded mandates.
- i. Selectively recover costs.

- j. Recognize the connection between the operating and capital budgets.
- k. Utilize partnerships wherever possible.
- l. Stay faithful to City goals over the long run.
- m. Think long-term.

**Policy 1.6:** Ensure that capital improvement projects are:

- a. Financially feasible.
- b. Consistent with planned growth patterns provided in the Comprehensive Plan.
- c. Consistent with State and Federal law.
- d. Compatible with plans of state agencies.
- e. Sustainable within the operating budget.

**Policy 1.7:** Give priority consideration to projects that:

- a. Are required to meet State or Federal law.
- b. Implement the Comprehensive Plan.
- c. Are needed to meet concurrency requirements for growth management.
- d. Are already initiated and to be completed in subsequent phases.
- e. Renovate existing facilities to remove deficiencies or allow their full use, preserve the community's prior investment or reduce maintenance and operating costs.
- f. Replace worn-out or obsolete facilities.
- g. Promote social, economic, and environmental revitalization of commercial, industrial, and residential areas in Olympia and its Growth Area.
- h. Are substantially funded through grants or other outside funding.
- i. Address public hazards.

**Policy 1.8:** Adopt each update of this Capital Facilities Plan as part of the Comprehensive Plan.

**Policy 1.9:** Adopt by reference updates of the Olympia School District Capital Facilities Plan as part of this Capital Facilities element. Identify and recommend to the District that it revise any elements of the School District's plan that are inconsistent with the Comprehensive Plan.

**Policy 1.10:** Monitor the progress of the Capital Facilities Plan on an ongoing basis.

**Policy 1.11:** Recognize the year in which a project is carried out, or the exact amounts of expenditures by year for individual facilities, may vary from that stated in the Capital Facilities Plan due to:

- a. Unanticipated revenues or revenues that become available to the City with conditions about when they may be used,
- b. Change in the timing of a facility to serve new development that occurs in an earlier or later year than had been anticipated in the Capital Facilities Plan,
- c. The nature of the Capital Facilities Plan as a multi-year planning document. The first year or years of the Plan are consistent with the budget adopted for that financial period. Projections for remaining years in the Plan may be changed before being adopted into a future budget.

**Goal 2:** As urbanization occurs, the capital facilities needed to direct and serve future development and redevelopment are provided for Olympia and its Urban Growth Area.



**Policy 2.1:** Provide the capital facilities needed to adequately serve the future growth anticipated by the Comprehensive Plan, within projected funding capabilities.

**Policy 2.2:** Plan and coordinate the location of public facilities and utilities to accommodate growth in advance of need, and in accordance with the following standards:

- Coordinate urban services, planning, and standards by identifying, in advance of development, sites for schools, parks, fire and police stations, major stormwater facilities, greenbelts, and open space consistent with goals and policies promoting compact growth in the Comprehensive Plan. Acquire sites for these facilities in a timely manner and as early as possible in the overall development of the area.
- Assure adequate capacity in all modes of transportation, public and private utilities, municipal services, parks, and schools.
- Protect groundwater from contamination and maintain groundwater in adequate supply by identifying and reserving future supplies well in advance of need.

**Policy 2.3:** Use the type, location, and phasing of public facilities and utilities to direct urban development and redevelopment consistent with the Comprehensive Plan. Consider the level of key facilities that can be provided when planning for various densities and types of urban land use.

**Policy 2.4:** Ensure adequate levels of public facilities and services are provided prior to or concurrent with land development within the Olympia Urban Growth Area.

**Policy 2.6:** When planning for public facilities, consider expected future economic activity.

**Policy 2.7:** Maintain a process for identifying and siting essential public facilities consistent with state law and County-wide Planning Policies.

**Goal 3:** The City prudently manages its fiscal resources to provide needed capital facilities.

**Policy 3.1:** Ensure a balanced approach to allocating financial resources among: (1) maintaining existing facilities, (2) eliminating existing capital facility deficiencies, and (3) providing new or expanding facilities to serve development and encourage redevelopment.

**Policy 3.2:** Use the Capital Facilities Plan to integrate all of the community's capital project resources (grants, bonds, city funds, donations, impact fees, and any other available funding).

**Policy 3.3:** Allow developers who install infrastructure with excess capacity to use latecomers agreements wherever reasonable.

**Policy 3.4:** Pursue funding strategies that derive revenues from growth that can be used to provide capital facilities to serve that growth. These strategies include, but are not limited to:

- Collecting impact fees for transportation, parks and open space, and schools.
- Allocating sewer and water connection fees primarily to capital improvements related to urban expansion.
- Developing and implementing other appropriate funding mechanisms to ensure new development's fair share contribution to public facilities.

**Policy 3.5:** Assess the additional operations and maintenance costs associated with acquisition or development of new capital facilities. If accommodating these costs places a financial burden on the operating budget, consider adjusting the capital plans.

**Policy 3.6:** Achieve more efficient use of capital funds through joint use of facilities and services by utilizing measures such as inter-local agreements, regional authorities, and negotiated use of privately and publicly owned land.

**Policy 3.7:** Consider potential new revenue sources for funding capital facilities, such as:

- a. Growth-induced tax revenues.
- b. Additional voter-approved revenue.
- c. Regional tax base sharing.
- d. Regional cost sharing for urban infrastructure.
- e. County-wide bonds.
- f. Local Improvement Districts.

**Policy 3.8:** Choose among the following available contingency strategies should the City be faced with capital facility funding shortfalls:

- Increase general revenues, rates, or user fees; change funding source(s).
- Decrease level of service standards in the Comprehensive Plan and reprioritize projects to focus on those related to concurrency.
- Change project scope to decrease the cost of selected facilities or delay construction.
- Decrease the demand for the public services or facilities by placing a moratorium on development, developing only in served areas until funding is available, or changing project timing and/or phasing.
- Encourage private funding of needed capital project; develop partnerships with Lacey, Tumwater and Thurston County (the metropolitan service area approach to services, facilities or funding); coordinate regional funding efforts; privatize services; mitigate under the State Environmental Protection Act (SEPA); issue long-term debt (bonds); use Local Improvement Districts (LID's); or sell unneeded City-owned assets.

**Policy 3.9:** Secure grants or private funds, when available, to finance capital facility projects when consistent with the Comprehensive Plan.

**Policy 3.10:** Reassess the Land Use Element of the Comprehensive Plan if probable funding for capital facilities falls short of needs.

**Goal 4:** Public facilities constructed in Olympia and its Growth Area meet appropriate safety, construction, durability and sustainability standards.

**Policy 4.1:** Adhere to Olympia's Engineering Development and Design Standards when constructing utility and transportation related facilities.

**Policy 4.2:** Regularly update the Engineering Development and Design Standards.

**Policy 4.3:** Ensure that the Engineering and Development and Design Standards are consistent with the Comprehensive Plan.

**Policy 4.4:** Apply value engineering approaches on major projects in order to efficiently use resources and meet community needs.



**Draft Update of Goals and Policies**  
**Capital Facilities Element of the Comprehensive Plan**  
**Olympia Planning Commission – October 14, 2014**

**Goal 1:** The Capital Facilities Plan provides the public facilities needed to promote orderly compact urban growth, protect investments, maximize use of existing facilities, encourage economic development and redevelopment, promote private investment, increase public wellbeing and safety, and implement the Comprehensive Plan are provided through the Capital Facilities Plan.

**Policy 1.1:** Annually review, update and amend a six-year Capital Facilities Plan that:

- a. Is subject to annual review and adoption, respectively, by the Planning Commission and City Council;
- b. Is consistent with the Comprehensive Plan, ~~and~~ master plans and adopted investment strategies;
- c. Defines the scope and location of capital projects or equipment;
- d. States why each project is needed ~~Defines each project's need~~ and its relationship to established levels of service;
- e. ~~Comprehensive Plan goals and policies, master plans, and other capital facilities projects;~~
- f.e. Includes the project construction costs, timing, funding sources, and projected operations and maintenance impacts;
- g.f. ~~Establishes a~~ Serves as the City's plan for capital project development;
- h.g. Includes an inventory of existing capital facilities and a forecast of ~~future~~ capital facility needs; ~~and an inventory of existing capital facilities;~~
- h. Monitors the progress of capital facilities planning with respect to rates of growth, development trends, changing priorities, and budget and financial considerations;
- i. Considers needs and priorities beyond the 6-year time horizon.
- j. Is coordinated with Thurston County and the Olympia School District if school impact fees are being charged.

**Policy 1.2:** Encourage active citizen participation throughout the process of developing and adopting the Capital Facilities Plan. Provide the public with adequate time to review and respond to the Plan and related proposals.

**Policy 1.3:** Support ~~and encourage~~ joint development and use of ~~cultural and community~~ facilities ~~with other governmental or community organizations in areas of mutual concern and benefits such as~~ parks and museums, and protection of shared resources such as critical areas and open space.

**Policy 1.104:** Coordinate with other capital facilities service providers to keep each other current, maximize cost savings, and schedule and upgrade facilities efficiently.

**Policy 1.45:** Evaluate and prioritize proposed capital improvement projects using all of the following long-term financial strategy principles and guidelines/criteria:

- a. Do projects well or not at all.
- b. Focus programs on Olympia residents and businesses.
- c. Preserve and maintain physical infrastructure.
- d. Use an asset management approach to the City's real estate holdings.
- e. Use unexpected one-time revenues for one-time costs or reserves.

- f. Pursue innovative approaches.
- g. Maintain capacity to respond to emerging community needs.
- h. Address unfunded mandates.
- i. Selectively recover costs.
- j. Recognize the connection between the operating and capital budgets.
- k. Utilize partnerships wherever possible.
- l. Stay faithful to City goals over the long run.
- m. Think long-term.

**Policy 1.6:** ~~Ensure that capital improvement projects are: meet the following criteria:~~

- ~~a. Is it needed to correct existing deficiencies, replace needed facilities, or provide facilities needed for future growth?~~
- ~~b. Does it eliminate public hazards? Does it eliminate capacity deficits?~~
- ~~c. a. Is it financially feasible?~~
- ~~d. b. Is it being sited based on Consistent with projected planned growth patterns provided in the Comprehensive Plan.?~~
- ~~e. Does it serve new development and redevelopment?~~
- ~~c. Consistent with State and Federal law.~~
- ~~f. d. Is it Compatible with plans of state agencies.?~~
- ~~e. Are the local Sustainable within the operating budget perating budget impacts sustainable.?~~
- ~~f.~~

**Policy 1.57:** Give priority consideration to projects that:

- ~~a. Are required to meet State or Federal law.~~
- ~~a. b. Implement the Comprehensive Plan.~~
- ~~b. c. Are needed to meet concurrency requirements for growth management.~~
- ~~c. d. Are already initiated and to be completed in subsequent phases.~~
- ~~d. e. Renovate existing facilities to remove deficiencies or allow their full use, preserve the community's prior investment or reduce maintenance and operating costs.~~
- ~~e. f. Remove existing capital facilities deficiencies, encourage full use of existing facilities, or~~  
~~Replace worn-out or obsolete facilities.~~
- ~~f. g. Promote social, economic, and environmental revitalization of commercial, industrial, and residential areas in Olympia and its Growth Area.~~
- ~~h. Are substantially funded through grants or other outside funding.~~
- ~~g. i. Address public hazards.~~

~~**Policy 1.6:** Adopt by reference, in the appropriate chapters of the Comprehensive Plan, all master plans, their level of service standards, and future amendments. These plans must be consistent with the Comprehensive Plan.~~

**Policy 1.78:** ~~Adopt by reference the annual~~each update of this Capital Facilities Plan as part of the Comprehensive Plan.

**Policy 1.89:** Adopt by reference ~~the annual~~updates of the Olympia School District Capital Facilities Plan as part of this Capital Facilities element. Identify and recommend to the District that it revise any elements of the School District's plan that are inconsistent with the Comprehensive Plan.



**Policy 1.910:** Monitor the progress of the Capital Facilities Plan on an ongoing basis, ~~including completion of major maintenance projects, expansion of existing facilities, and addition of new facilities.~~

~~Policy 1.10: Coordinate with other capital facilities service providers to keep each other current, maximize cost savings, and schedule and upgrade facilities efficiently.~~

**Policy 1.11:** ~~Recognize~~ the year in which a project is carried out, or the exact amounts of expenditures by year for individual facilities, may vary from that stated in the Capital Facilities Plan due to:

- a. Unanticipated revenues or revenues that become available to the City with conditions about when they may be used,
- b. Change in the timing of a facility to serve new development that occurs in an earlier or later year than had been anticipated in the Capital Facilities Plan,
- c. The nature of the Capital Facilities Plan as a multi-year planning document, not a budget or financial document. The first year or years of the Plan are consistent with the budget adopted for that financial period. Projections for remaining years in the Plan may be changed before being adopted into a future budget.

**Goal 2:** As urbanization occurs, the capital facilities needed to ~~serve and direct~~ and serve future growth development and redevelopment are provided for Olympia and its Urban Growth Area.

**Policy 2.1:** Provide the capital facilities needed to adequately serve the future growth anticipated by the Comprehensive Plan, within projected funding capabilities.

**Policy 2.2:** Plan and coordinate the location of public facilities and utilities to accommodate growth in advance of need, and in accordance with the following standards:

- Coordinate urban services, planning, and standards by identifying, in advance of development, sites for schools, parks, fire and police stations, major stormwater facilities, greenbelts, and open space consistent with goals and policies promoting compact growth in the Comprehensive Plan. Acquire sites for these facilities in a timely manner and as early as possible in the overall development of the area.
- Assure adequate capacity in all modes of transportation, public and private utilities, ~~storm drainage systems,~~ municipal services, parks, and schools.
- Protect groundwater supplies from contamination and maintain groundwater in adequate supply by identifying and reserving future supplies well in advance of need.

**Policy 2.3:** Use the type, location, and phasing of public facilities and utilities to direct urban expansion development and redevelopment where it is needed consistent with the Comprehensive Plan. Consider the level of key facilities that can be provided when planning for various densities and types of urban land use.

**Policy 2.4:** ~~In cooperation with Thurston County, provide~~ Ensure adequate levels of public facilities and services, ~~in cooperation with Thurston County, are provided~~ prior to or concurrent with land development within the Olympia Urban Growth Area.



~~Policy 2.5:~~ Encourage land banking as a reasonable approach to meeting the needs of future populations.

~~Policy 2.6:~~ Consider When planning for public facilities, consider expected future economic activity with planning for public facilities and services.

**Policy 2.7:** Maintain a process for identifying and siting essential public facilities consistent with state law and County-wide Planning Policies.

**Goal 3:** The City ~~has~~ prudently manages its fiscal resources to provide needed capital facilities.

~~Policy 3.1:~~ ~~Manage the City of Olympia's fiscal resources to support providing needed capital improvements.~~ Ensure a balanced approach to allocating financial resources between/among: (1) ~~major maintenance of/maintaining~~ existing facilities, (2) eliminating existing capital facility deficiencies, and (3) providing new or expanding facilities to serve growth/development and encourage redevelopment.

**Policy 3.2:** Use the Capital Facilities Plan to integrate all of the community's capital project resources (grants, bonds, city funds, donations, impact fees, and any other available funding).

~~Policy 3.3:~~ ~~Maintain consistency of current and future fiscal and funding policies for capital improvements with other Comprehensive Plan elements.~~

**Policy 3.43:** Allow developers who install infrastructure with excess capacity to use latecomers agreements wherever practical/reasonable.

**Policy 3.54:** Pursue funding strategies that derive revenues from growth that can be used to provide capital facilities to serve that growth ~~in order to achieve and maintain adopted level of service standards~~. These strategies include, but are not limited to:

- ~~Collecting Impact Fees/fees for Ttransportation, Pparks and Open open Spacespace, and Schoolschools, and Fire fire Protection protection and Suppressionsuppression~~
- ~~Allocate/Allocating~~ sewer and water connection fees primarily to capital improvements related to urban expansion.
- Developing and implementing other appropriate funding mechanisms to ensure new development's fair share contribution to public facilities.

**Policy 3.65:** Assess the additional operations and maintenance costs associated with acquisition or development of new capital facilities. If accommodating these costs places a financial burden on the operating budget, consider adjusting the capital plans ~~should be adjusted~~.

~~Policy 3.76:~~ ~~Promote efficient and Achieve more efficient use of capital funds through~~ joint use of facilities and services through such/by utilizing measures such as inter-local agreements, regional authorities, and negotiated use of privately and publicly owned land ~~for open space~~.

~~Policy 3.8:~~ ~~Explore regional funding strategies for capital facilities to support comprehensive plans developed under the Growth Management Act.~~

**Policy 3.97:** ~~Investigate~~ Consider potential new revenue sources for funding capital facilities, such as:

- a. Growth-induced tax revenues.
- b. Additional voter-approved revenue.
- c. Regional tax base sharing.
- d. Regional cost sharing for urban infrastructure.
- e. County-wide bonds.
- f. Local Improvement Districts.

**Policy 3.108:** ~~Use~~ Choose among the following available contingency strategies should the City be faced with capital facility funding shortfalls:

- Increase ~~revenues~~: general revenues, rates, or user fees, ~~;~~ change funding source(s).
- Decrease level of service standards: ~~change in the~~ Comprehensive Plan, change level of service standards, reprioritize projects to focus on those related to concurrency.
- Decrease the cost of the facility: ~~c~~Change project scope to decrease the cost of selected facilities or delay construction.
- Decrease the demand for the public services or facilities: ies by placing a moratorium on development, developing only in served areas until funding is available, or change changing project timing and/or phasing.
- Encourage private funding of ~~Other considerations: developer voluntarily funds~~ needed capital project; develop partnerships with Lacey, Tumwater and Thurston County (the metropolitan service area approach to services, facilities or funding); coordinate regional funding effortsstrategies; privatize ~~the services~~; mitigate under the State Environmental Protection Act (SEPA); issue long-term debt (bonds); use Local Improvement Districts (LID's); or sell unneeded City-owned assets.

**Policy 3.119:** Secure grants or private funds, when available, to finance capital facility projects when consistent with the Comprehensive Plan.

**Policy 3.1210:** ~~Take steps to ensure there is internal consistency between the Capital Facilities element and other elements of the Comprehensive Plan.~~ Reassess the Land Use ~~element~~ Element of the Comprehensive Plan if probable funding for capital facilities falls short of needs.

**Goal 4:** Public facilities constructed in Olympia and its Growth Area meet appropriate ~~standards for~~ safety, construction ability, durability and ~~maintainability~~ sustainability standards.

**Policy 4.1:** ~~Adhere to~~ Olympia's Engineering Development and Design Standards, ~~which are~~ regularly updated, ~~establish construction standards for~~ when constructing utility and transportation related facilities.

**Policy 4.2:** Regularly update the Engineering Development and Design Standards.

**Policy 4.3:** Ensure that the Engineering and Development and Design Standards are consistent with the Comprehensive Plan.

**Policy 4.4:** Apply value engineering approaches on major projects in order to efficiently use resources and meet community needs.

# Impact Fees

## City

Single Family	2011	2012	2013	2014	2015
Parks	\$4,941	\$5,068	\$4,950	\$5,090	\$5,334
Transportation	\$2,716	\$2,592	\$2,608	\$2,654	\$2,688

## Schools

Year	2011	2012	2013	2014	2015
Single Family	\$659	\$2,969	\$5,179	\$5,895	\$4,978
Multi Family	\$1,152	\$235	\$0	\$1749	\$1,676
Downtown	\$0	\$0	\$0	\$0	\$0

# General Facility Charges

Utility	2011	2012	2013	2014	2015
Drinking Water	\$3,089	\$3,089	\$3,209	\$3,456	\$3,687
Wastewater (ERU)	\$2,756	\$3,078	\$3,198	\$3,342	\$3,342
Storm & Surface Water	\$962	\$962	\$999	\$1,094	\$1,190
LOTT		\$4519.20	\$4718.88	\$4924.54	\$5136.38





# City of Olympia

## City Council

### Public Hearing on the 2016-2021 Six-year Transportation Improvement Program

**Agenda Date:** 11/18/2014  
**Agenda Item Number:** 5.C  
**File Number:**14-1055

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

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#### **Title**

Public Hearing on the 2016-2021 Six-year Transportation Improvement Program

#### **Recommended Action**

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

Not referred to a committee.

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

Hold a Public Hearing on the 2016-2021 Transportation Improvement Program (TIP)

#### **Report**

##### **Issue:**

Whether the City Council should approve the 2016-2021 Six-year Transportation Improvement Program (TIP)

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

David Smith, Transportation Project Engineering, Public Works Department, 360.753.8496

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

David Smith, Transportation Project Engineering, Public Works Department

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

Washington State Department of Transportation (WSDOT) requires local governments to outline their specific transportation needs in a six-year TIP. Projects need to be identified in the TIP before cities can receive state and federal funding. City staff updates the TIP annually to ensure that all projects identified in the *Capital Facilities Plan* (CFP) are reflected in the TIP.

In the past, these two documents had separate public hearings and approval processes. Each July, the TIP was submitted based on the CFP approved the prior December. These two approval processes created confusion for the public. The City is moving up the TIP approval process so that it can be done at the same time as the CFP since the list of projects in both programs are the same. The TIP will still be submitted in July of each year to WSDOT. By bringing these two adoption processes in sync with one another, the public can now comment on the same set of projects during the same time frame instead of several months apart.

It is important to note that City staff works closely with state and federal agencies to understand funding criteria. Every year, staff reviews projects and makes revisions to the TIP so that the City is in the best position to successfully secure funding. For example, the Eastside/22nd Avenue Sidewalk is split into two projects: the portion from Boulevard to Cain Road and the portion from Fir Street to Wheeler Avenue. This allowed us to secure funding for the Boulevard Road to Cain Road portion, and the City can continue to seek opportunities for the remaining portion from Fir Street to Wheeler Avenue.

The cost estimates and project schedules in the TIP are preliminary and will be updated when funding is requested. The TIP is organized as follows:

1. Fully Funded Projects. These projects have received grant funding and are in the process of being implemented.
2. Capacity Projects. These projects do not meet current levels of service (capacity) as defined by the Olympia Comprehensive Plan (Comp Plan). They often have multiple funding sources including impact fees, grants, and City general fund dollars.
3. Annual Programs. These programs fund multiple projects within specific categories such as bicycle facilities, safety (hazard elimination), sidewalks, pedestrian crossing improvements and pavement preservation.
4. Parks, Arts and Recreation Projects. These projects are included in order to qualify them for state and federal funding.

A table summarizing the 2016-2021 TIP is attached. The 2016-2021 Six-year TIP in the required WSDOT format, which will be sent to WSDOT, is also attached. Adoption of the TIP is scheduled for December 9, 2014.

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

On October 30, 2014, City staff distributed the draft 2016-2021 TIP and gave notice of the Public Hearing to the following organizations: City-recognized neighborhood associations, the West Olympia Business Association, Intercity Transit and WSDOT, Thurston Regional Planning Council, the cities of Lacey and Tumwater, Thurston County, Bicycle Pedestrian Advisory Committee (BPAC), Olympia Safe Streets Campaign and other interested parties.

**Options:**

1. Hold a public hearing on the 2016-2021 Six-year Transportation Improvement Program (TIP).

The City Council is scheduled to adopt a resolution approving the 2016-2021 TIP on December 9, 2014. Prior to adoption, any changes to the 2016-2021 Capital Facilities Plan will be incorporated into the TIP. The City will meet state law for updating the TIP annually and be eligible for grant funding on the listed projects.

**Financial Impact:**

The 2016-2021 TIP identifies 33 projects totaling approximately \$146 million. The City is seeking more than \$58.2 million in federal funding and \$19.4 million in state funding. The CFP establishes



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

**Attachment(s):**

1. TIP Project Summary 2016-2021
2. TIP Project Maps
3. TIP WSDOT Technical Report, 2016-2021



# Six Year Transportation Improvement Program Summary 2016 - 2021

The City is required by State law to prepare a six-year Transportation Improvement Program (TIP) and submit it to the Washington State Department of Transportation (WSDOT). City staff updates the TIP annually to reflect the City's most recent Capital Facilities Plan (CFP). Projects need to be identified in the TIP before cities can receive state and federal funding. The following includes a list of the current TIP projects. For more detailed information please refer to the complete 2016-2021 Capital Facilities Plan.

Map No.	Project Name	Description	Project Origin	Planned Grant Funds	Planned Local Funds	Total Funds	Comments
1	Boulevard Road and Morse-Merryman Road Roundabout	<i>Project Limits:</i> Intersection of Boulevard Road and Morse-Merryman Road <ul style="list-style-type: none"> <li>Construct a single lane roundabout, sidewalks, planter strips, street lighting, bike lanes, stormwater improvements and underground overhead utilities.</li> </ul>	Capacity Need	\$2,181,697	\$2,223,803	\$4,405,500	Design and Right of Way phases are funded at this time. Construction phase is partially funded.
2	Boulevard Road and Log Cabin Road – Phase 2: East Leg	<i>Project Limits:</i> Intersection of Boulevard Road and Login Cabin Road <ul style="list-style-type: none"> <li>Construct fourth leg of the roundabout to the east; includes sidewalk, planter strip, streetlighting and 2 to 3 lanes.</li> </ul>	Capacity Need	\$1,157,822	\$1,518,978	\$2,676,800	
3	Fones Road Widening	<i>Project Limits:</i> Fones Road from 18 <sup>th</sup> Avenue to Pacific Avenue <ul style="list-style-type: none"> <li>Widen to 3 to 5 lanes, sidewalks, planter strips, bike lanes, streetlighting, stormwater improvements, underground overhead utilities, and roundabout.</li> </ul>	Capacity Need	\$7,256,890	\$9,080,822	\$16,337,712	

Map No.	Project Name	Description	Project Origin	Planned Grant Funds	Planned Local Funds	Total Funds	Comments
4	Cain Road and North Street Intersection Improvements	<i>Project Limits:</i> Intersection of Cain Road and North Street; 300 feet south of North Street to 300 feet north of North Street <ul style="list-style-type: none"> <li>Intersection capacity improvements may include lane striping and signal, bike lanes, sidewalks, planter strips, streetlighting, and underground overhead utilities.</li> </ul>	Capacity Need	\$1,266,568	\$1,588,376	\$2,854,944	
5	Henderson Boulevard and Eskridge Boulevard Intersection Improvements	<i>Project Limits:</i> Intersection of Henderson Boulevard and Eskridge Boulevard; 300 feet south of Eskridge and 300 feet north of Eskridge <ul style="list-style-type: none"> <li>Intersection capacity improvements include roundabout, sidewalks, planter strips, bike lanes, streetlighting, stormwater, and underground overhead utilities.</li> </ul>	Capacity Need	\$1,560,265	\$1,950,288	\$3,510,553	
6	Wiggins Road and 37 <sup>th</sup> Avenue Intersection Improvements	<i>Project Limits:</i> Intersection of Wiggins Road and 37 <sup>th</sup> Avenue; 300 feet north of 37 <sup>th</sup> to 300 feet south of 37 <sup>th</sup> <ul style="list-style-type: none"> <li>Intersection capacity improvements include roundabout, sidewalks, planter strips, bike lanes, streetlighting, stormwater, and underground overhead utilities.</li> </ul>	Capacity Need	\$2,996,176	\$3,822,760	\$6,818,936	
7	Log Cabin Road Extension	<i>Project Limits:</i> Log Cabin Road from Boulevard Road to Hoffman Road <ul style="list-style-type: none"> <li>Extend Minor Arterial roadway. Funding is to construct median.</li> </ul>	Capacity Need	\$0	\$0	\$4,038,115	
Various Locations Citywide	Bicycle Facilities	<i>Project Limits:</i> Various locations <ul style="list-style-type: none"> <li>Bicycle facilities are identified in Bicycle Improvement Program.</li> </ul>	Bicycle Facilities Program	\$245,000	\$105,000	\$350,000	
8	San Francisco Bike Lane and Overlay	<i>Project Limits:</i> San Francisco from East Bay Drive to Bethel Street <ul style="list-style-type: none"> <li>Install bike lanes and pave streets.</li> </ul>	Street Repair and Reconstruction Program	\$1,065,780	\$710,520	\$1,776,300	

Map No.	Project Name	Description	Project Origin	Planned Grant Funds	Planned Local Funds	Total Funds	Comments
9	Mottman Road Bike Lanes and Half Street Frontage Improvement	<i>Project Limits:</i> Mottman Road from Mottman Court to SPSCC <ul style="list-style-type: none"> <li>Construct sidewalk, planter strip and streetlights on one side; widen for Class II bike lanes and pave street.</li> </ul>	Street Repair and Reconstruction Program	\$3,428,700	\$2,285,800	\$5,714,500	
10	14 <sup>th</sup> Avenue NW Overlay and Bicycle Facility	<i>Project Limits:</i> 14 <sup>th</sup> Avenue NW from Cooper Point Road to Division Street <ul style="list-style-type: none"> <li>Construct Class II bike lanes and pave street.</li> </ul>	Street Repair and Reconstruction Program	\$5,041,320	\$3,360,880	\$8,402,200	
11	Herman Road Bike Lanes and Half Street Frontage Improvement	<i>Project Limits:</i> Herman Road from Wiggins Road to east City Limits <ul style="list-style-type: none"> <li>Construct sidewalk and planter strip; widen for Class II bike lanes and pave street.</li> </ul>	Street Repair and Reconstruction Program	\$12,325,020	\$8,216,680	\$20,541,700	
Various Locations Citywide	Hazard Elimination Safety Projects	<i>Project Limits:</i> Various locations <ul style="list-style-type: none"> <li>Safety improvements on high accident streets and intersections – Legion Way and Adams Street (traffic signal). Jefferson Street and 8<sup>th</sup> Avenue (traffic signal) and Harrison Avenue and Division Street. (This coordinated project will improve traffic signal operations, safety and will also provide for future capacity needs with a new right turn lane.)</li> </ul>	Hazard Elimination and Safety Program	\$3,083,290	\$544,110	\$3,627,400	
Various Locations Citywide	Parks & Pathways Sidewalk	<i>Project Limits:</i> Various Locations <ul style="list-style-type: none"> <li>Install sidewalks on major pedestrian routes, identified in City's 2003 Sidewalk Program, that make connections to recreation facilities.</li> </ul>	Parks & Pathways Sidewalk Program	\$0	\$1,000,000	\$1,000,000	
12	Fern Street Sidewalk	<i>Project Limits:</i> Fern Street from Cambridge Court Apartments to 9 <sup>th</sup> Avenue <ul style="list-style-type: none"> <li>Install sidewalk on the west side of Fern Street.</li> </ul>	Parks & Pathways Sidewalk Program	\$269,280	\$179,520	\$448,800	

Map No.	Project Name	Description	Project Origin	Planned Grant Funds	Planned Local Funds	Total Funds	Comments
13	Quince Street Sidewalk	<p><i>Project Limits:</i> Quince Street sidewalk from Miller Avenue to Reeves Middle School</p> <ul style="list-style-type: none"> <li>Remove existing asphalt walking path and replace it with curb and a 6-foot wide concrete sidewalk. Education and Encouragement program <i>Smart Moves</i> will promote walking and biking and provide safety education, workshops and the <i>Build-a-Bike</i> Program.</li> </ul>	Parks & Pathways Sidewalk Program	\$203,200	\$50,800	\$254,000	
14	22 <sup>nd</sup> Avenue Sidewalk Project – Phase 2	<p><i>Project Limits:</i> 22<sup>nd</sup> Avenue from Fir Street to I-5 and Wheeler Avenue</p> <ul style="list-style-type: none"> <li>Install sidewalk.</li> </ul>	Parks & Pathways Sidewalk Program	\$2,425,200	\$1,616,800	\$4,042,000	
Various Locations Citywide	Pedestrian Crossing Improvements	<p><i>Project Limits:</i> Various Locations</p> <ul style="list-style-type: none"> <li>Pedestrian crossing safety improvements along High Density Corridors and other locations. Improvements may include signing, crosswalk markings, bulbouts, and pedestrian crossing islands.</li> </ul>	Pedestrian Crossing Improvement Program	\$209,020	\$49,580	\$258,600	
Various Locations Citywide	Sidewalk Construction	<p><i>Project Limits:</i> Various Locations</p> <ul style="list-style-type: none"> <li>Install sidewalks as listed in Sidewalk Program.</li> </ul>	Sidewalk Program	\$0	\$50,000	\$50,000	
15	State Avenue and Phoenix Street Sidewalk	<p><i>Project Limits:</i> State Avenue and Phoenix Street from Wilson Street to Martin Way</p> <ul style="list-style-type: none"> <li>Install sidewalk.</li> </ul>	Sidewalk Program	\$885,147	\$590,098	\$1,475,245	
16	Capitol Way Sidewalk	<p><i>Project Limits:</i> Capitol Way from Union Avenue to 10<sup>th</sup> Avenue</p> <ul style="list-style-type: none"> <li>Sidewalk and street tree removal and replacement, including new bulbouts at the intersections of Capitol Way and 10<sup>th</sup> Avenue (northwest and southwest corners) and Capitol Way and Union Avenue (northwest corner) where parking lanes exist.</li> </ul>	Identified Maintenance Need	\$207,000	\$138,000	\$345,000	

Map No.	Project Name	Description	Project Origin	Planned Grant Funds	Planned Local Funds	Total Funds	Comments
Various Locations Citywide	Street Access Projects – ADA Requirements	<i>Project Limits:</i> Various locations <ul style="list-style-type: none"> <li>Projects to address Americans with Disabilities Act (ADA) needs. Based on 6-year ADA plan. Improvements may include installation of curb access ramps, sidewalk and accessible (audible) pedestrian signals.</li> </ul>	Stress Access Projects	\$0	\$210,000	\$210,000	
Various Locations Citywide	Street Repair and Reconstruction	<i>Project Limits:</i> Various locations <ul style="list-style-type: none"> <li>Repair of streets identified in City's Pavement Management System.</li> </ul>	Street Repair and Reconstruction Program	\$0	\$12,600,000	\$12,600,000	
17	Henderson Boulevard Overlay – Potential Economic Stimulus Project	<i>Project Limits:</i> Henderson Boulevard from Plum Street/Northbound I-5 to Union Avenue <ul style="list-style-type: none"> <li>Pave Henderson Boulevard.</li> </ul>	Street Repair and Reconstruction Program	\$683,600	\$0	\$683,600	
18	Pacific Avenue Overlay – Potential Economic Stimulus Project	<i>Project Limits:</i> Pacific Avenue from State Avenue/Wilson Street to Sawyer Street <ul style="list-style-type: none"> <li>Pave Pacific Avenue.</li> </ul>	Street Repair and Reconstruction Program	\$453,600	\$0	\$453,600	
19	Puget Street Overlay – Potential Economic Stimulus Project	<i>Project Limits:</i> Puget Street from 4 <sup>th</sup> Avenue to San Francisco Avenue <ul style="list-style-type: none"> <li>Pave Puget Street.</li> </ul>	Street Repair and Reconstruction Program	\$2,929,500	\$0	\$2,929,500	
20	State Avenue Overlay – Phase 2	<i>Project Limits:</i> State Avenue from Central Street to Wilson Street <ul style="list-style-type: none"> <li>Pave State Avenue.</li> </ul>	Street Repair and Reconstruction Program	\$2,100,700	\$0	\$2,100,700	
21	4 <sup>th</sup> Avenue Bridge Railing Repairs	<i>Project Limits:</i> 4 <sup>th</sup> Avenue Bridge <ul style="list-style-type: none"> <li>Clean and seal the existing railing in order to preserve the condition and improve aesthetics.</li> </ul>	Identified Maintenance Need	\$0	\$339,000	\$339,000	
22	Percival Landing, Section A, Phase 2	<i>Project Limits:</i> Percival Landing <ul style="list-style-type: none"> <li>Boardwalk and float replacement.</li> </ul>	Identified Maintenance Needs	\$11,813,300	\$5,906,700	\$17,720,000	
23	Grass Lake Trail	<i>Project Limits:</i> Grass Lake Trail from Kaiser Road to Cooper Point Road <ul style="list-style-type: none"> <li>Design and construct trail.</li> </ul>	2010 Parks, Arts & Recreation Plan	\$920,000	\$460,000	\$1,380,000	



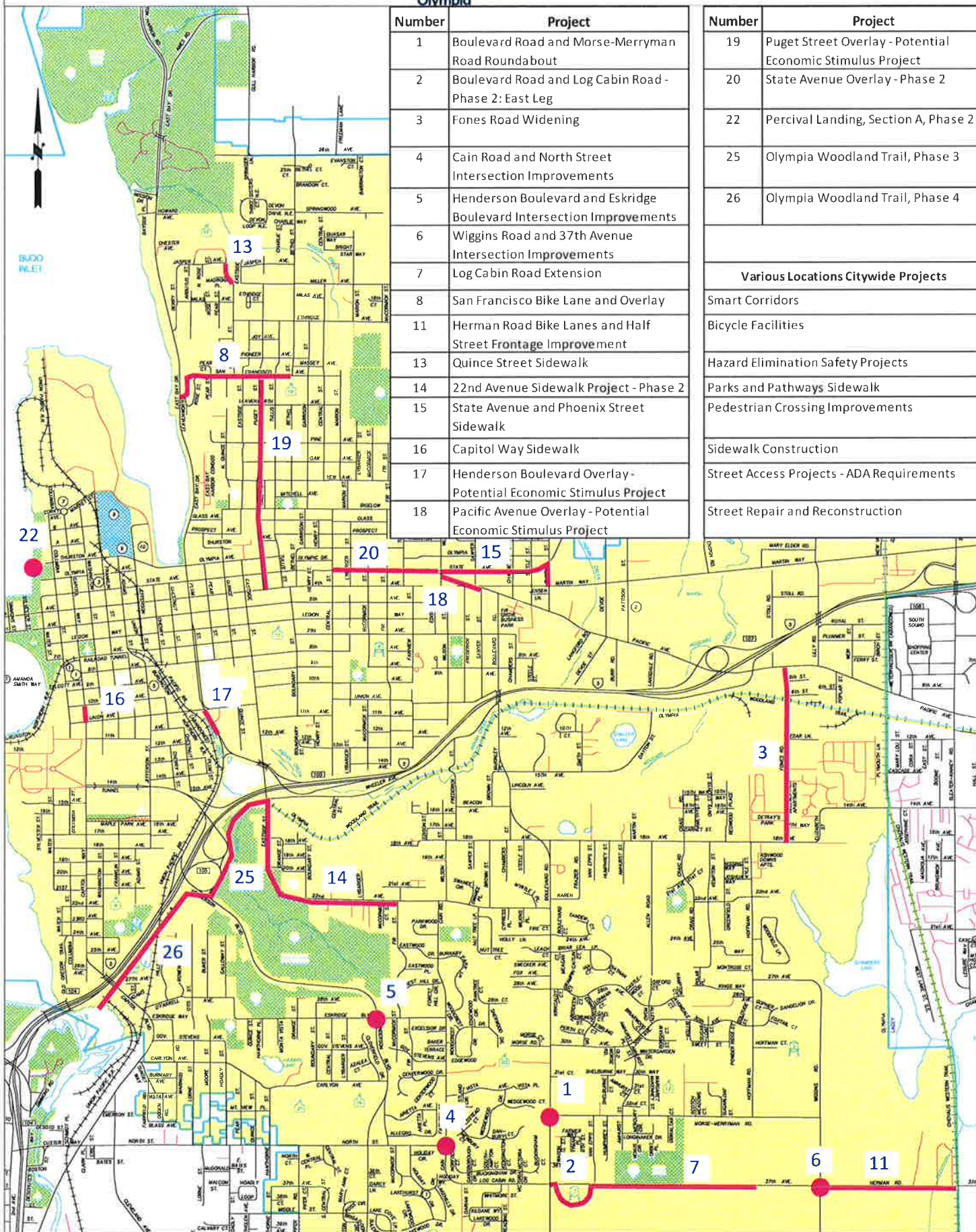
<b>Map No.</b>	<b>Project Name</b>	<b>Description</b>	<b>Project Origin</b>	<b>Planned Grant Funds</b>	<b>Planned Local Funds</b>	<b>Total Funds</b>	<b>Comments</b>
24	Yauger Park to Grass Lake Refuge Regional Trail	<i>Project Limits:</i> From Mud Bay Road to Grass Lake Trail <ul style="list-style-type: none"> <li>• Design and construct trail.</li> </ul>	2010 Parks, Arts & Recreation Plan	\$613,000	\$307,000	\$920,000	
25	Olympia Woodland Trail, Phase 3	<i>Project Limits:</i> From Henderson Boulevard to Eastside Street <ul style="list-style-type: none"> <li>• Design and construct trail.</li> </ul>	2010 Parks, Arts & Recreation Plan	\$2,983,000	\$1,492,000	\$4,475,000	
26	Olympia Woodland Trail, Phase 4	<i>Project Limits:</i> From Tumwater Historical Park to Henderson Boulevard <ul style="list-style-type: none"> <li>• Design and construct trail.</li> </ul>	2010 Parks, Arts & Recreation Plan	\$13,333,000	\$6,667,000	\$20,000,000	

# 2016 - 2021 Projects

Six-Year Transportation Improvement Program



# Olympia and Vicinity



Number	Project
1	Boulevard Road and Morse-Merryman Road Roundabout
2	Boulevard Road and Log Cabin Road - Phase 2: East Leg
3	Fones Road Widening
4	Cain Road and North Street Intersection Improvements
5	Henderson Boulevard and Eskridge Boulevard Intersection Improvements
6	Wiggins Road and 37th Avenue Intersection Improvements
7	Log Cabin Road Extension
8	San Francisco Bike Lane and Overlay
11	Herman Road Bike Lanes and Half Street Frontage Improvement
13	Quince Street Sidewalk
14	22nd Avenue Sidewalk Project - Phase 2
15	State Avenue and Phoenix Street Sidewalk
16	Capitol Way Sidewalk
17	Henderson Boulevard Overlay - Potential Economic Stimulus Project
18	Pacific Avenue Overlay - Potential Economic Stimulus Project

Number	Project
19	Puget Street Overlay - Potential Economic Stimulus Project
20	State Avenue Overlay - Phase 2
22	Percival Landing, Section A, Phase 2
25	Olympia Woodland Trail, Phase 3
26	Olympia Woodland Trail, Phase 4

Various Locations Citywide Projects	
Smart Corridors	
Bicycle Facilities	
Hazard Elimination Safety Projects	
Parks and Pathways Sidewalk	
Pedestrian Crossing Improvements	
Sidewalk Construction	
Street Access Projects - ADA Requirements	
Street Repair and Reconstruction	



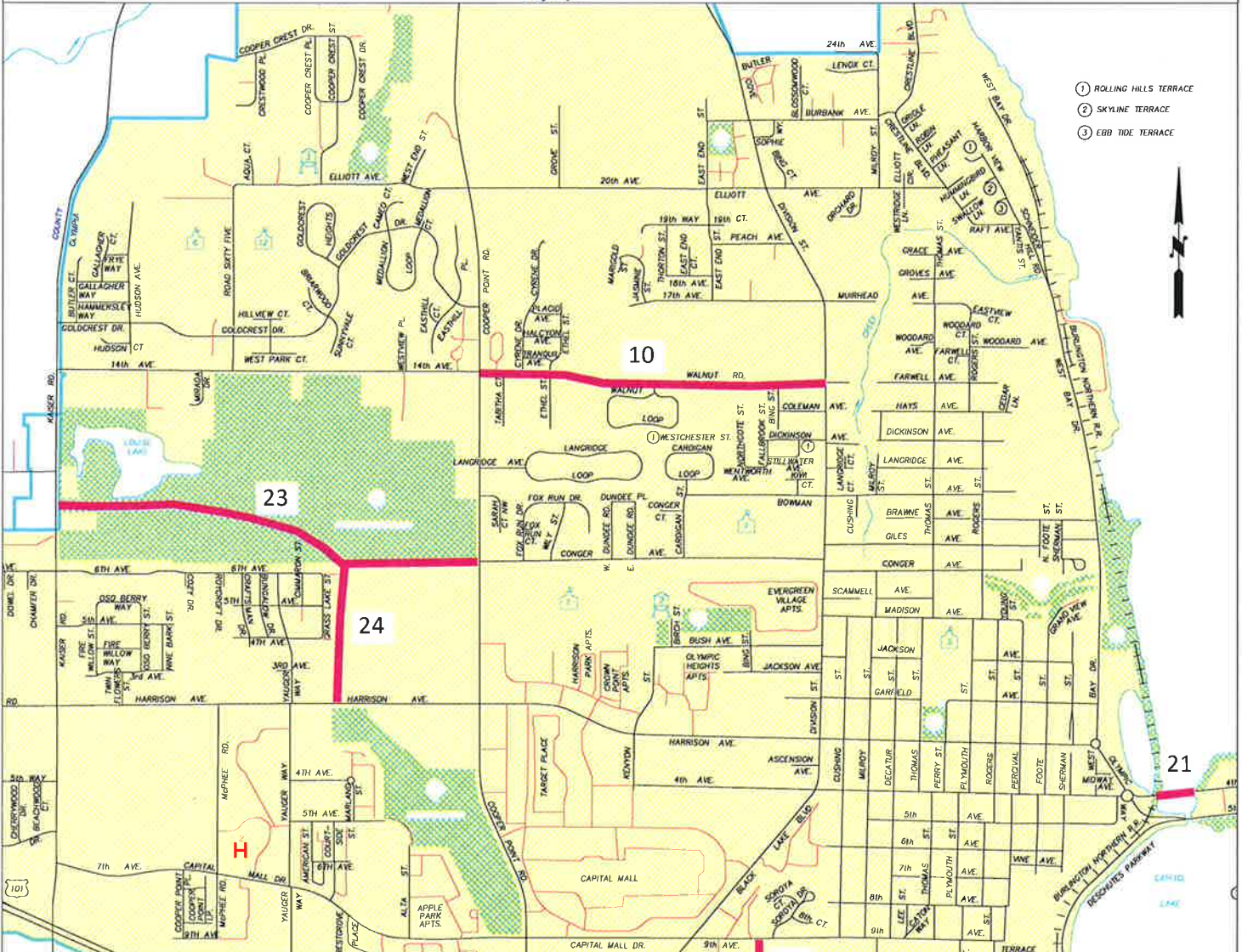
# 2016 - 2021 Projects

## Six-Year Transportation Improvement Program

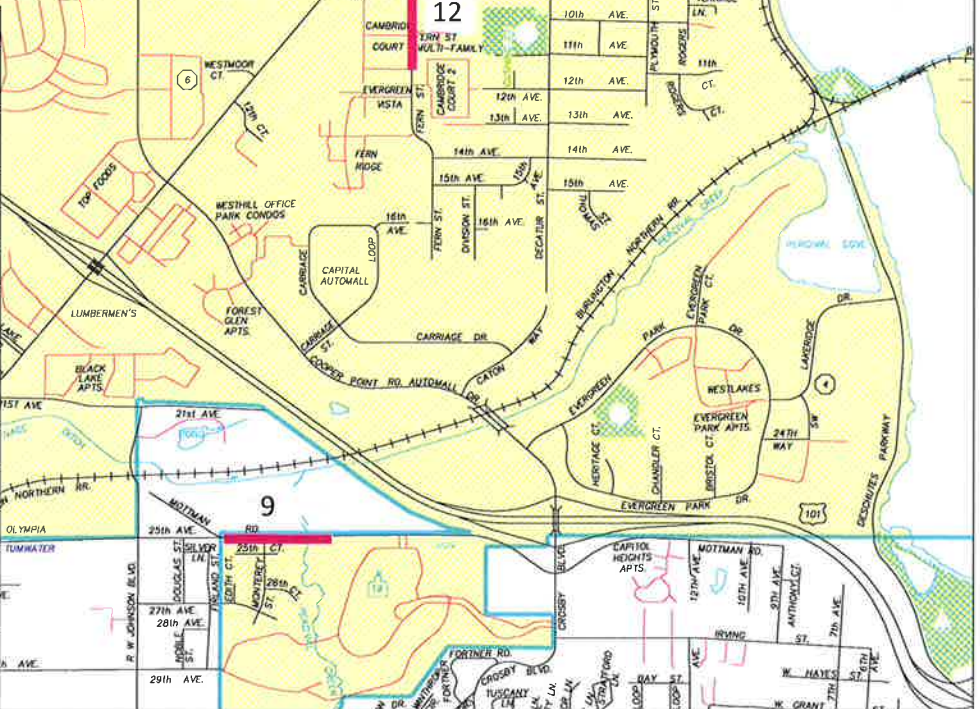


# Olympia and Vicinity

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



Number	Projects in West Olympia
9	Mottman Road Bike Lanes and Half Street Frontage Improvement
10	14th Avenue NW Overlay and Bicycle Facility
12	Fern Street Sidewalk
21	4th Avenue Bridge Railing Repairs
23	Grass Lake Trail
24	Yauger Park to Grass Lake Refuge Regional Trail
Various Locations Citywide Projects	
	Smart Corridors
	Bicycle Facilities
	Hazard Elimination Safety Projects
	Parks and Pathways Sidewalk
	Pedestrian Crossing Improvements
	Sidewalk Construction
	Street Access Projects - ADA Requirements
	Street Repair and Reconstruction



Agency: Olympia  
 County: Thurston  
 MPO: TRPC MPO

Hearing Date: 11/18/2014  
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**Six Year Transportation Improvement Program  
 From 2016 to 2021**

Functional Class	Priority Number	Project Title Regionally Significant (Y/N) Road Name Structure Id from: Beginning Terminus to: End Terminus Project Description	Improvement Type	Total Length	Utility Codes	Project Phase	Status	Phase Start	Project Costs						Fed. Funded Projects Only			
									Fund Source Information						Local Funds	Total Funds	Envir. Type	R/W Reqrd? (Date)
									Federal Funding		State Funding		Fund Code	State Funds				
									Fed. Fund Code	Cost by Phase	Fund Code	State Funds						
16		<i>Boulevard Road and Morse-Merryman Road Roundabout</i> N Boulevard Road from: at Morse-Merryman Road to: N/A Structure Id Construct a single lane roundabout, sidewalks, planter strips, street lighting, bike lanes, stormwater improvements and undergrounding of overhead utilities.	3	0.2	C G P S T W	RW CN CN	S P P	2016 2017 2017			TIB TIB	143,535 1,266,375	304,965 1,798,385	448,500 3,064,760	CE	Y		
Totals									771,787			1,409,910	2,223,803	4,405,500				
16		<i>Boulevard Road and Log Cabin Road - Phase 2: East Leg</i> Y Log Cabin Road from: Boulevard Road to: N/A Structure Id Construct fourth leg of the roundabout to the east; includes sidewalk, planter strip, streetlighting and 2/3 lane street cross-section.	1	0.11	C G P S T W	PE CN	P P	2018 2019			TIB TIB	101,444 1,056,378	133,088 1,385,890	234,532 2,442,268	CE	N		
Totals												1,157,822	1,518,978	2,676,800				
16		<i>Fones Road Widening</i> Y Fones Road from: 18th Avenue to: Pacific Avenue Structure Id Widen to 3/5 lanes, sidewalks, planter strips, bike lanes, streetlighting, stormwater improvements, undergrounding of overhead utilities and roundabout.	3	0.67	C G P T W	PE RW CN	P P P	2018 2018 2019			TIB TIB TIB	473,697 2,134,153 4,649,040	592,755 2,670,547 5,817,520	1,066,452 4,804,700 10,466,560	CE	Y		
Totals												7,256,890	9,080,822	16,337,712				
16		<i>Cain Road and North Street Intersection Improvements</i> N Cain Road from: 300 feet south of North Street to: 300 feet north of North Street Structure Id Intersection capacity improvements may include lane channelization and signal, bike lanes, sidewalks, planter strips, streetlighting and undergrounding of overhead utilities.	3	0.12	C G P T	PE RW CN	P P P	2019 2019 2020			TIB TIB TIB	92,748 71,027 1,102,793	116,314 89,073 1,382,989	209,062 160,100 2,485,782	CE	Y		
Totals												1,266,568	1,588,376	2,854,944				
16		<i>Henderson Boulevard and Eskridge Boulevard Intersection Improvements</i> N Henderson Boulevard from: 300 feet south of Eskridge Bl to: 300 feet north of Eskridge Bl Structure Id Intersection capacity improvements include roundabout, sidewalks, planter strips, bike lanes, streetlighting, stormwater and undergrounding of overhead utilities.	3	0.12	C G P T	PE RW CN	P P P	2019 2019 2020			TIB TIB TIB	86,966 123,513 1,349,786	108,706 154,387 1,687,195	195,672 277,900 3,036,981	CE	Y		
Totals												1,560,265	1,950,288	3,510,553				



Agency: Olympia  
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**Six Year Transportation Improvement Program**  
**From 2016 to 2021**

Functional Class	Priority Number	Project Title Road Name Structure Id from: Beginning Terminus to: End Terminus Project Description	Regionally Significant (Y/N)	STIP ID: Fed. Aid # Agency ID: MPO ID:	Improvement Type	Total Length	Utility Codes	Project Phase	Status	Phase Start	Project Costs						Fed. Funded Projects Only			
											Fund Source Information						Envir. Type	R/W Reqr? (Date)		
											Federal Funding			State Funding					Local Funds	Total Funds
											Fed.Fund Code	Cost by Phase	Fund Code	State Funds						
17		<b>Wiggins Road and 37th Avenue Intersection Improvements</b>  Wiggins Road from: 300 feet north of 37th Ave. to: 300 feet south of 37th Ave. Structure Id Intersection capacity improvements include roundabout, sidewalks, planter strips, bike lanes, streetlighting, stormwater and undergrounding of overhead utilities.	N	Oly1106a  126 NRS	3	0.12	C G P T	PE RW CN	P P P	2020 2020 2021			TIB TIB TIB	164,432 521,996 2,309,748	209,796 666,004 2,946,960	374,228 1,188,000 5,256,708	CE	Y		
Totals												2,996,176	3,822,760	6,818,936						
16		<b>Log Cabin Road Extension</b>  Log Cabin Road from: Boulevard Road to: Hoffman Road Structure Id Extend Minor Arterial roadway. Funding is to construct median.	N	Oly1107a  127 NRS	1	1	C G P S T W	ALL	P	2016					4,038,115	4,038,115	CE	Y		
Totals															4,038,115	4,038,115				
0		<b>Bicycle Facilities</b>  Various Locations from: N/A to: N/A Structure Id Bicycle facilities as identified in Bicycle Improvement Program.	N	Oly1108a  131 NRS	28			PE CN	P P	2021 2021	STP STP	46,400 198,600			19,900 85,100	66,300 283,700	CE	N		
Totals												245,000			105,000	350,000				
17		<b>San Francisco Bike Lane and Overlay</b>  San Francisco from: East Bay Drive to: Bethel Street Structure Id Install bike lanes, and overlay street.	N	Oly1108b  132 NRS	28	0.46	C G P T W	PE CN	P P	2019 2020	STP(E) STP(E)	224,686 841,094			149,790 560,730	374,476 1,401,824	CE	N		
Totals												1,065,780			710,520	1,776,300				
17		<b>Mottman Road Bike Lanes and Half Street Frontage Improvement</b>  Mottman Road from: Mottman Court to: SPSCC Structure Id Construct Sidewalk, Planter Strip, and Streetlights on one side; Widen for Class II Bike Lanes and Overlay Street.	N	Oly1108c  133 NRS	28	0.18	G P S T W	PE RW CN	P P P	2017 2017 2018	STP(E) STP(E) STP(E)	648,842 350,880 2,428,978			432,562 233,920 1,619,318	1,081,404 584,800 4,048,296	CE	Y		
Totals												3,428,700			2,285,800	5,714,500				

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**Six Year Transportation Improvement Program**  
**From 2016 to 2021**

Functional Class	Priority Number	Project Title Regionally Significant (Y/N) Road Name Structure Id from: Beginning Terminus to: End Terminus Project Description	Improvement Type	Total Length	Utility Codes	Project Phase	Status	Phase Start	Project Costs						Fed. Funded Projects Only			
									Fund Source Information						Local Funds	Total Funds	Envir. Type	R/W Reqr'd? (Date)
									Federal Funding		State Funding		Total Funds					
									Fed.Fund Code	Cost by Phase	Fund Code	State Funds						
17		<b>14th Avenue NW Overlay and Bicycle Facility</b> 14th Avenue NW from: Cooper Point Road to: Division Street Structure Id Construct Class II Bike Lanes and and Overlay Street.	N	28	1.65	C G P T W	P	2018	STP(E)	983,443		655,629	1,639,072	CE	Y			
						P	2018	STP(E)	376,140		250,760	626,900						
						P	2019	STP(E)	3,681,737		2,454,491	6,136,228						
								Totals		5,041,320		3,360,880	8,402,200					
16		<b>Herman Road Bike Lanes and Half Street Frontage Improvement</b> Herman Road from: Wiggins Road to: East City Limits Structure Id Construct Sidewalk and Planter Strip; Widen for Class II Bike Lanes and Overlay Street.	N	28	0.49	G P S T W	P	2018	STP(E)	607,186		404,790	1,011,976	CE	Y			
						P	2018	STP(E)	9,444,660		6,296,440	15,741,100						
						P	2019	STP(E)	2,273,174		1,515,450	3,788,624						
								Totals		12,325,020		8,216,680	20,541,700					
0		<b>Hazard Elimination Safety Projects</b> Various Locations from: N/A to: N/A Structure Id Safety improvements on high accident streets and intersections – Legion Way and Adams Street (traffic signal). Jefferson Street and 8th Avenue (traffic signal) and Harrison Avenue and Division Street. (This coordinated project will improve traffic signal operations, safety and will also provide for future capacity needs with a new right turn lane.)	N	21			P	2016	STP(S)	348,361		61,475	409,836		Y			
							P	2016	STP(S)	5,355		945	6,300					
							P	2017	STP(S)	2,729,574		481,690	3,211,264					
								Totals		3,083,290		544,110	3,627,400					
0		<b>Parks and Pathways Sidewalk</b> Various Locations from: N/A to: N/A Structure Id Install sidewalks on major pedestrian routes, identified in City's 2003 Sidewalk Program, that make connections to recreation facilities.	N	28			ALL	P	2021			1,000,000	1,000,000	CE	N			
								Totals				1,000,000	1,000,000					
17		<b>Fern Street Sidewalk</b> Fern Street from: Cambridge Court Apartments to: 9th Avenue Structure Id Install sidewalk on the west side of Fern Street.	N	28	0.11		P	2016			Ped/Bike	32,940	22,000	54,940	CE	Y		
							P	2018			Ped/Bike	195,540	130,320	325,860				
							P	2017			Ped/Bike	40,800	27,200	68,000				
								Totals			269,280	179,520	448,800					



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**Six Year Transportation Improvement Program**  
**From 2016 to 2021**

Functional Class	Priority Number	Project Title Road Name Structure Id from: Beginning Terminus to: End Terminus Project Description	Regionally Significant (Y/N)	STIP ID: Fed. Aid # Agency ID: MPO ID:	Improvement Type	Total Length	Utility Codes	Project Phase	Status	Phase Start	Project Costs						Fed. Funded Projects Only			
											Fund Source Information						Local Funds	Total Funds	Envir. Type	R/W Reqr'd? (Date)
											Federal Funding			State Funding						
											Fed. Fund Code	Cost by Phase	Fund Code	State Funds						
17		<b>Quince Street Sidewalk</b> Quince Street Sidewalk from: Miller Avenue to: Reeves Middle School Structure Id Remove existing asphalt walking path and replace it with curb and a concrete sidewalk.	N	Oly1312f 166 NRS	28	0.14		PE CN	P P	2016 2017		SRTS SRTS	30,400 172,800	7,600 43,200	38,000 216,000	CE	N			
Totals											203,200	50,800	254,000							
16		<b>22nd Avenue Sidewalk Project - Phase 2</b> 22nd Avenue from: Fir Street to: I-5 and Wheeler Avenue Structure Id Install Sidewalk.	N	Oly1312g 167 NRS	28	0.85		PE CN	P P	2016 2019		Ped/Bike Ped/Bike	390,000 2,035,200	260,000 1,356,800	650,000 3,392,000	CE	N			
Totals											2,425,200	1,616,800	4,042,000							
0		<b>Pedestrian Crossing Improvemnts</b> Various Locations from: N/A to: N/A Structure Id Pedestrian crossing safety improvements along High Density Corridors and other locations. Improvements may include, signing, crosswalk markings, bulbouts and pedestrian crossing islands.	N	Oly1113a 171 NRS	28			PE CN	P P	2016 2016	STP(E) STP(E)	53,350 155,670		12,650 36,930	66,000 192,600	CE	N			
Totals											209,020		49,580	258,600						
0		<b>Sidewalk Construction</b> Various Locations from: N/A to: N/A Structure Id Install sidewalks as listed in Sidewalk Program.	N	Oly1114a 181 NRS	28			PE CN	P P	2021 2021				12,000 38,000	12,000 38,000	CE	N			
Totals													50,000	50,000						
16		<b>State Avenue and Phoenix Street Sidewalk</b> State Avenue and Phoenix Street from: Wilson Street to: Martin Way Structure Id Install sidewalk.	N	Oly1114b 182 NRS	28	0.49		CN	P	2020		TIB	885,147	590,098	1,475,245		N			
Totals													885,147	590,098	1,475,245					

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											Fund Source Information						Local Funds	Total Funds	Envir. Type	R/W Reqr'd? (Date)
											Federal Funding		State Funding		Total Funds					
											Fed.Fund Code	Cost by Phase	Fund Code	State Funds						
0		<b>Capitol Way Sidewalk</b> Capitol Way from: Union Avenue to: 10th Avenue Structure Id Sidewalk and street tree removal and replacement, including new bulb-outs at the intersections of Capitol Way and 10th Avenue (northwest and southwest corners) and Capitol Way and Union Avenue (northwest corner), where parking lanes exist.	N	Oly1314c 183 NRS	28	0.05		PE CN	P P	2018 2018		TIB TIB	42,230 164,770	28,150 109,850	70,380 274,620	CE	N			
Totals											207,000	138,000	345,000							
0		<b>Street Access Projects - ADA Requirements</b> Various Locations from: N/A to: N/A Structure Id Projects to address Americans with Disabilities Act (ADA) needs. Based on 6-year ADA plan. Improvements may include installation of curb access ramps, sidewalk and accessible (audible) pedestrian signals.	N	Oly1116a 200 NRS	28			PE CN	P P	2017 2017			53,040 156,960	53,040 156,960	CE	N				
Totals												210,000	210,000							
0		<b>Street Repair and Reconstruction</b> Various Locations from: N/A to: N/A Structure Id Repair of streets identified in City's Pavement Management System.	N	Oly1117a 300 NRS	4			PE CN	P P	2016 2016			2,656,000 9,944,000	2,656,000 9,944,000	CE	N				
Totals												12,600,000	12,600,000							
16		<b>Henderson Boulevard Overlay - Potential Economic Stimulus Project</b> Henderson Boulevard from: Plum Street/Northbound I-5 O to: Union Avenue Structure Id Overlay Henderson Boulevard.	N	Oly1117b 301 NRS	5	0.19		PE CN	P P	2016 2016	Discretion Discretion	71,400 612,200		71,400 612,200	CE	N				
Totals												683,600	683,600							
14		<b>Pacific Avenue Overlay - Potential Economic Stimulus Project</b> Pacific Avenue from: State Avenue/Wilson Street to: Sawyer Street Structure Id Overlay Pacific Avenue.	N	Oly1117e 304 NRS	5	0.17		PE CN	P P	2016 2016	Discretion Discretion	66,400 387,200		66,400 387,200	CE	N				
Totals												453,600	453,600							

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									Fund Source Information						Local Funds	Total Funds	Envir. Type	R/W Reqr? (Date)
									Federal Funding			State Funding						
									Fed.Fund Code	Cost by Phase	Fund Code	State Funds						
17		<i>Puget Street Overlay - Potential Economic Stimulus Project</i> 4th Avenue from: 4th Avenue to: San Francisco Avenue Structure Id Overlay Puget Street.	N	5	0.78	PE	P	2016	Discretion	365,600			365,600	CE	N			
						CN	P	2016	Discretion	2,563,900			2,563,900					
Totals										2,929,500			2,929,500					
14		<i>State Avenue Overlay - Phase 2</i> State Avenue from: Central Street to: Wilson Street Structure Id Overlay State Avenue.	N	5	0.4	PE	P	2016	Discretion	310,600			310,600	CE	N			
						CN	P	2016	Discretion	1,790,100			1,790,100					
Totals										2,100,700			2,100,700					
14		<i>4th Avenue Bridge Railing Repairs</i> 4th Avenue from: Midway Avenue to: Yashiro Street Structure Id Clean and seal the existing railing in order to preserve the condition and improve aesthetics.	N	47	0.25	CN	P	2016				339,000	339,000	CE	N			
Totals												339,000	339,000					
0		<i>Percival Landing, Section A, Phase 2</i> Percival Landing from: N/A to: N/A Structure Id Boardwalk and float replacement.	N	28		CN	P	2020	STP(E)	11,200,000			5,600,000	16,800,000	CE	N		
						PE	P	2019	STP(E)	613,300			306,700	920,000				
Totals										11,813,300			5,906,700	17,720,000				
0		<i>Grass Lake Trail</i> from: Kaiser Road to: Cooper Point Road Structure Id Design and construct multi-modal trail.	N	28	1	PE	P	2019	STP(E)	120,000			60,000	180,000	CE	N		
						CN	P	2020	STP(E)	800,000			400,000	1,200,000				
Totals										920,000			460,000	1,380,000				

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									Fund Source Information						Local Funds	Total Funds	Envir. Type	R/W Reqr'd? (Date)
									Federal Funding		State Funding		Total Funds					
									Fed. Fund Code	Cost by Phase	Fund Code	State Funds						
0		Yauger Park to Grass Lake Refuge Regional Trail from: Mud Bay Road to: Grass Lake Trail Structure Id Design and construct multi-modal trail.	N	28	0.4	PE	P	2019	STP(E)	80,000			40,000	120,000	CE	N		
						CN	P	2020	STP(E)	533,000			267,000	800,000				
Totals									613,000			307,000	920,000					
0		Olympia Woodland Trail, Phase 3 from: Henderson Boulevard to: Eastside Street Structure Id Design and construct multi-modal trail.	N	28	0.4	PE	P	2019	STP(E)	450,000			225,000	675,000	CE	N		
						CN	P	2020	STP(E)	2,533,000			1,267,000	3,800,000				
Totals									2,983,000			1,492,000	4,475,000					
0		Olympia Woodland Trail, Phase 4 Olympia Woodland Trail from: Tumwater Historical Park to: Henderson Boulevard Structure Id Design and construct multi-modal trail.	N	28	0.94	PE	P	2019	STP(E)	2,200,000			1,100,000	3,300,000	CE	N		
						CN	P	2020	STP(E)	11,133,000			5,567,000	16,700,000				
Totals									13,333,000			6,667,000	20,000,000					
<b>Grand Totals for Olympia</b>									<b>61,999,617</b>			<b>19,637,458</b>	<b>71,102,630</b>	<b>152,739,705</b>				

From: philschulte@comcast.net [mailto:philschulte@comcast.net]  
Sent: Friday, October 31, 2014 11:39 AM  
To: David Smith  
Cc: munoz, sal; Paul Simmons; David Hanna; Schulte Phil; Clydia , Cuykendall  
Subject: Re: City of Olympia Proposed 2016-2021 Six-Year Transportation Improvement Program

Dear Mr. Smith:

Thank you for sending me the list of priority projects. First, I did not see my name on the cc: list; was this email sent to all registered neighborhood associations or just to me? If not, I would like to distribute it to the 40 registered neighborhood associations.

Second, your list contains a number of similar non-auto Transportation Improvement project sub-categories. For example, there is the Parks and Pathways Sidewalks program, the Sidewalk program, Identified Maintenance Needs (Map 16) involving sidewalks, 2010 Park, Arts and Recreation Plan (pedestrian trails) and even the ADA Street access program which has a sidewalk construction component. Do each of these subcategory projects compete for funding against projects in their subcategory or more globally against all other pedestrian-oriented projects?

Also, is there a separate budget allocation for each subcategory so citizens can judge the likelihood of the projects in a particular subcategory being completed? For example, the Grass Lake and Woodland Trails projects will cost the city 8.7M and potentially 18M if the grant funding does not come through. If only 500K per year is allocated to this subcategory, then it might be many years before these projects are actually completed.

Finally, I noted a 17.7M total estimate for Percival Landing, Section A, Phase II. First, is there a total current estimate for all Percival Landing reconstruction and the expected costs to be paid by the city and by external funding sources? Also, since Percival Landing is a city community park and its reconstruction is included in the 2010 Parks Plan, is Percival Landing considered to be a higher priority than the other Parks, Arts and Recreation Plan activities (Grass Lake, Woodland Trail)? Further, if this is the case, would Percival Reconstruction consume most if not all of the Park Department's capital budget for many years?

Paul Simmons and Dave Hanna gave a total of three presentations to the Coalition of Neighborhood Associations this year. One of the outstanding issues was the complete disconnect between the costs of desired projects as identified by the public (Percival Landing, Isthmus Park, LBA Woods, future community park etc.) and capital funding which I believe is about 2M per year. Completing the reconstruction of the Percival Landing Community Park, the future Isthmus Park or other Community Renewal Act projects could consume all of the available "Parks" capital funding for many years, thus making it very unlikely that Grass Lake and Woodland trails would ever be funded. If this is true, then why are the other Parks projects listed in the 2016-2021 project list?

If it would be easier to meet and dig into the details, I can come down to city hall. I will be making a report to the City Council for this year's activities under CNA's MOU with the city and I want to cover this issue and neighborhood priorities for 2015 which could include parks projects and funding. Please let me know if you would like to meet and talk about this. Thanks.

Phil Schulte  
866-3876





## Response to Phil Schulte's Questions Regarding Projects in 2016-2021 TIP

November 10, 2014

1. I did not see my name on the cc: list; was this email sent to all registered neighborhood associations or just to me? If not, I would like to distribute it to the 40 registered neighborhood associations.

**Staff Response:**

*Yes, the proposed 2016-2021 Six-Year Transportation Improvement Program (TIP) was sent to all Neighborhood Associations in Olympia by a "blind carbon copy" (Bcc) email.*

2. Second, your list contains a number of similar non-auto Transportation Improvement project sub-categories. For example, there is the Parks and Pathways Sidewalks program, the Sidewalk program, Identified Maintenance Needs (Map 16) involving sidewalks, 2010 Park, Arts and Recreation Plan (pedestrian trails) and even the ADA Street access program which has a sidewalk construction component. Do each of these subcategory projects compete for funding against projects in their subcategory or more globally against all other pedestrian-oriented projects?

**Staff Response:**

Transportation

*The Parks and Pathways – Sidewalk Program is the only non-auto transportation project which has a dedicated funding source. The funding source is the 1% Voted Utility Tax.*

*All other non-auto transportation improvement programs compete for Capital Improvement Program (CIP) funds, which include:*

- *Bicycle Facilities;*
- *Capital Way Sidewalk –Union Avenue to 10<sup>th</sup> Avenue;*
- *Pedestrian Crossing Improvements;*
- *Sidewalk Construction; and*
- *Street Access Projects – ADA Requirements*

Parks

*The 2010 Parks, Arts and Recreation Plan identifies future capital projects out to year 2019. Funding for those projects is based upon revenue derived from sources specifically designated for park acquisition, development and maintenance. Those sources of funds are Park Impact Fees, SEPA Mitigation Fees, Voted Utility Tax revenues and grants. The Condition Assessment Major Maintenance Program (CAMMP) has been created to pay for park maintenance projects and competes for General Fund based dollars with other City infrastructure programs, namely the Street Repair and Reconstruction Program and Building Facilities Repair and Replacement.*

3. Is there a separate budget allocation for each subcategory so citizens can judge the likelihood of the projects in a particular subcategory being completed? For example, the Grass Lake and Woodland Trails projects will cost the city 8.7M and potentially 18M if the grant funding does not come through. If only 500K per year is allocated to this subcategory, then it might be many years before these projects are actually completed.

**Staff Response:**

*No there is not a separate budget allocation for project funding that could replace lost grant funds. As indicated, if grant funds were not forthcoming, the project would require more funding from other sources or would be deferred until funding could be assembled.*

4. I noted a 17.7M total estimate for Percival Landing, Section A, Phase II. First, is there a total current estimate for all Percival Landing reconstruction and the expected costs to be paid by the city and by external funding sources?

**Staff Response:**

*At this time the replacement of all the remaining sections of Percival landing is estimated to cost \$55M. No external funding sources have yet been identified.*

5. Since Percival Landing is a city community park and its reconstruction is included in the 2010 Parks Plan, is Percival Landing considered to be a higher priority than the other Parks, Arts and Recreation Plan activities (Grass Lake, Woodland Trail)?

**Staff Response:**

*No. The Capital Investment Strategy presented in Appendix "I" of the 2010 Parks, Arts and Recreation Plan established the envisioned implementation schedule for all projects. The Grass Lake Phase 1 project is in Tier 1 (2009-2011); Percival Landing (reconstruction of balance of Phase A) in Tier 2 (2012-2015); and the design of the Olympia Woodland Trail Phases 3 and 4 and Grass Lake Phases 2 and 3 in Tier 3 (2016-2019).*

6. Would Percival Reconstruction consume most if not all of the Park Department's capital budget for many years?

**Staff Response:**

*You are correct that the reconstruction of Percival Landing exceeds the Department's capital budget for many years.*

7. Paul Simmons and Dave Hanna gave a total of three presentations to the Coalition of Neighborhood Associations this year. One of the outstanding issues was the complete disconnect between the costs of desired projects as identified by the public (Percival Landing, Isthmus Park, LBA Woods, future community park, etc.) and capital funding which I believe is about 2M per year. Completing the reconstruction of the Percival Landing Community Park, the future Isthmus Park or other Community Renewal Act projects could consume all of the available "Parks" capital funding for many years, thus making it very unlikely that Grass Lake and Woodland trails would ever be funded. If this is true, then why are the other Parks projects listed in the 2016-2021 project list?

**Staff Response:**

*The TIP allows for large projects that are not fully funded. In order for projects to receive grant funding, projects must be included in the TIP. We often fund CFP projects with more than one funding source. Having projects on the TIP list at least makes it possible that projects could be all or partially funded with transportation grant funds.*



# City of Olympia

## City Council

### Public Hearing and 1st Reading on the 2015 Ad Valorem Tax Ordinance

**Agenda Date:** 11/18/2014  
**Agenda Item Number:** 5.D  
**File Number:**14-1088

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

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**Title:**

Public Hearing and 1<sup>st</sup> Reading on the 2015 Ad Valorem Tax Ordinance

**Recommended Action**

**Committee Recommendation:**

Not referred to a committee.

**City Manager's Recommendation:**

Hold a public hearing, close the hearing and move to approve the ordinance on first reading and forward to second reading.

**Report**

**Issue:**

Hold a public hearing to set the Ad Valorem Tax amount and amount of increase for the budget Year 2015, and approval of ordinance on first reading to set the Ad Valorem Tax for 2015 collections.

**Staff Contact:**

Dean Walz, Fiscal Services Director, Administrative Services Department, 360.753.8465

**Presenter(s):**

Dean Walz, Fiscal Services Director, Administrative Services Department,

**Background and Analysis:**

The City is required to adopt a property tax levy ordinance and file a levy certification with the County by November 30, 2014. If no certification is filed, the County will levy the lesser of the amount levied for 2014 or any other legal limit which may be applied to the levy.

A public hearing on General Fund revenues sources, including property tax, is required prior to the adoption of the property tax levy (RCW 84.55.120). Schedule of proposed 2015 General Fund revenues is attached. Notice of the hearing was published on November 4 and November 11, 2014.

The 2015 general levy is based on a 1% increase over the previous highest legal levy, plus estimated amounts for new construction, a contingency, and a refund levy to be collected in 2015. To increase the levy beyond these limits requires voter approval (levy lid lift).

A contingency of \$25,000 is included because the final values and changes in State assessed properties (utilities) are not known at this time. The maximum the City can collect in property taxes is limited to the lesser of the legal limit or the amount specified in the authorizing ordinance.

Once a levy is set there may be adjustments made which lower the amount of taxes to be collected, e.g. lower assessed valuations. The amount not collected due to adjustments can be added to the next year's levy as a refund levy.

***Estimated Regular Levy for 2015 Collections -***

The estimated regular levy for 2015 collections is \$13,490,486.36 including new construction, a refund levy, and contingency. The estimated rate per \$1,000 of assessed valuation is \$2.3820. The current rate is \$2.4839. The decrease in rate is due to an assessed value increase of 6.6% and an increase of 2.2% in taxes including new construction, refund levy and the contingency. Assessed value for 2015 tax collections is estimated at \$5.66 billion - an increase of \$350 million. Preliminary estimated increase in assessed valuation from new construction (included in above) is \$55.86 million.

The maximum regular levy rate is \$3.325, assuming the Timberland Library District levied its full levy capacity of \$0.50 per \$1,000 of assessed value. The current levy rate of the District is \$0.416.

Additionally, the City will collect property tax 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 2015 will be \$1,191,510. Estimated levy rate is \$0.210. The 2014 levy for the fire bonds is \$0.228. The tax levy to pay the debt service on the fire bonds is not part of the public hearing.

The ordinance approving the levy must include the amount and percentage of change compared to the prior year levy (2014). The comparison is based on the highest legal levy.

\$13,151,328.80	Highest legal levy (provided by Assessor's Office)
13,282,842.09	101% of above
<u>Less 13,198,050.52</u>	2014 levy
84,791.57	Increase of 0.64256% (amount provided by Assessor's Office)

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

N/A

**Options:**

- 1) Close the hearing and move to approved the ordinance on first reading and forward to second reading. This ordinance would allow for the maximum property tax collections.
- 2) Move the ordinance to second reading with changes as identified by the Council.
- 3) Continue the hearing to another date and direct staff to present the ordinance at another date. If the ordinance is not delivered to the County by November 30 the amount of taxes to be levied fore 2015 may be limited.
- 4) Do not pass the ordinance. The County would levy property taxes at the same level as 2013.

**Financial Impact:**

The proposed ordinance will provide an increase in the general levy of \$267,394:

\$13,282,842.09	1% increase over highest legal levy.
\$ 138,761.87	New construction
\$ 43,882.27	Refund levy
<u>\$ 25,000.00</u>	Contingency pending final values from the County.
\$13,490,486.23	

<u>\$13,198,050.52</u>	2014 levy
\$ 292,435.71	Increase



AN ORDINANCE setting the ad valorem tax amount and amount of increase for the budget year 2015.

WHEREAS, the Olympia City Council held a public hearing on November 18, 2014, to consider the City of Olympia ad valorem tax levy for 2015 collections; and

WHEREAS, the City Council, after the hearing and after duly considering all relevant evidence and testimony presented, has determined that the City of Olympia requires an increase in property tax revenue from the previous year, in addition to the increase resulting from additions of new construction and improvements to property, areas added by annexation, and any increase in the value of state-assessed property, in order to discharge the expected expenses and obligations of the City in its best interest; and

WHEREAS, the City must identify in the ad valorem tax ordinance the amount and percentage increase compared to the previous year; and

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

WHEREAS, the City of Olympia has been advised by the Thurston County Treasurer that the City of Olympia is eligible for a refund levy of \$43,882.27; and

WHEREAS, final assessed values are not yet available, a contingency of \$25,000 is included in the General Levy; and

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

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

**Section 1.** An \$84,791.57 increase in the regular property tax levy is hereby authorized for the 2015 levy, which is an increase of 0.64256 percent from the previous year.

This is exclusive of additional revenue resulting from new construction, improvements to property, any increase in the value of state assessed property, and any annexations that have occurred and refunds made.

**Section 2.** There is hereby fixed as the amount of property tax collections necessary to raise an amount equal to the estimated expenditures less the total estimated revenue from all sources other than ad valorem taxation, the following sum:

OLYMPIA	AMOUNT
General Levy (Regular Property Tax Levy)	\$13,446,604.09
Excess Levy (Fire Station Bonds)	1,191,510.00
Administrative Refund Levy	43,882.27
	\$14,681,996.36

**Section 3.** On or before the 30<sup>th</sup> day of November, 2014, the City Clerk shall file with the Clerk of the Thurston County Board of Commissioners a certified estimate of the total amount to be raised by the ad valorem tax levied herein on property within the City of Olympia.

ADOPTED THIS \_\_\_\_\_ day of November, 2014.

\_\_\_\_\_  
MAYOR

\_\_\_\_\_  
MAYOR PRO-TEM

\_\_\_\_\_  
COUNCILMEMBER

\_\_\_\_\_  
COUNCILMEMBER

\_\_\_\_\_  
COUNCILMEMBER

\_\_\_\_\_  
COUNCILMEMBER

\_\_\_\_\_  
COUNCILMEMBER

**ATTEST:**

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

**APPROVED AS TO FORM:**

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

Passed:

Approved:

Published:

## SCHEDULE OF PRELIMINARY ESTIMATED 2015 GENERAL FUND REVENUE BY TYPE

Property Tax	\$10,187,486	15.8%
Sales Taxes	18,683,610	28.9%
Business Taxes	4,990,000	7.8%
Utility Tax, Private	4,946,860	7.6%
Utility Tax, Municipal	4,102,150	6.3%
Licenses & Permits	2,966,634	4.6%
Intergovernmental	1,844,647	2.9%
Charges for Service	13,081,895	20.2%
Fines & Forfeits	1,084,500	1.7%
Other Revenue	2,694,264	4.2%
<b>Total Revenue</b>	<b>\$ 64,582,046</b>	

A contingency of \$25,000 is proposed to be included in the actual levy ordinance to be presented to the Council. The contingency will allow the City to collect the full amount available if there are increases in new construction values or valuation of utilities, which is provided by the State but not currently available.