



Meeting Agenda

City Council

City Hall
601 4th Avenue E
Olympia, WA 98501

Information: 360.753.8244

Tuesday, October 13, 2020

5:30 PM

Online and via phone

Register to attend:

https://us02web.zoom.us/webinar/register/WN_0LXQmYrOR3G5RTMdyDNdfw

1. ROLL CALL

1.A ANNOUNCEMENTS

1.B APPROVAL OF AGENDA

2. SPECIAL RECOGNITION - None

3. PUBLIC COMMENT

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

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

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

COUNCIL RESPONSE TO PUBLIC COMMENT (Optional)

4. CONSENT CALENDAR

(Items of a Routine Nature)

4.A [20-0803](#) Approval of October 6, 2020 City Council Meeting Minutes

Attachments: [Minutes](#)

4.B [20-0752](#) Approval of a Resolution Authorizing an Interlocal Agreement between the City of Olympia and the City of Tumwater for Fire Training

Attachments: [Resolution](#)

[Agreement](#)

- 4.C [20-0763](#) Approval to Launch Public Participation Process to Amend Community Development Block Grant (CDBG) Program Years 2014, 2015 and 2019
Attachments: [Amendment Summary](#)

4. SECOND READINGS (Ordinances)

- 4.D [20-0753](#) Approval of an Ordinance Amending Olympia Municipal Code Section 18.51.040 Related to the Permitted Hours of Operation for State Licensed Retail Marijuana Establishments
Attachments: [Ordinance](#)
- 4.E [20-0759](#) Approval of an Ordinance Amending Olympia Municipal Code Chapter 2.100 Related to the Home Fund Advisory Board
Attachments: [Ordinance](#)
- 4.F [20-0749](#) Emergency Approval of an Ordinance Adding a New Chapter 5.82 to Title 5 of the Olympia Municipal Code regarding Tenant Protections Related to COVID-19 - First and Final Reading
Attachments: [Ordinance](#)
[King County Ordinance](#)
[CDC Order](#)
[Governor's Proclamation 20.19](#)
[CAC Rental Assistance Flyer](#)
[CYS Rental Assistance Flyer](#)

4. FIRST READINGS (Ordinances)

- 4.G [20-0794](#) Approval of an Ordinance Amending Chapter 3.16 of the Olympia Municipal Code Related to Contracts
Attachments: [Ordinance](#)

5. PUBLIC HEARING

- 5.A [20-0804](#) Public Hearing on the Preliminary Capital Facilities Plan and 2021-2026 and Financial Plan
Attachments: [Planning Commission Letter](#)
[BPAC Letter](#)
[PRAC Letter](#)
[UAC Letter](#)
[Link to Preliminary CFP and 2021-2026 Financial Plan](#)

6. OTHER BUSINESS - None

7. CONTINUED PUBLIC COMMENT

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

8. REPORTS AND REFERRALS**8.A COUNCIL INTERGOVERNMENTAL/COMMITTEE REPORTS AND REFERRALS****8.B CITY MANAGER'S REPORT AND REFERRALS****9. EXECUTIVE SESSION**

- 9.A** [20-0809](#) Executive Session Pursuant to RCW 42.30.110(1)(i); Litigation and Potential Litigation

9. ADJOURNMENT

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



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

City Council

Approval of October 6, 2020 City Council Meeting Minutes

Agenda Date: 10/13/2020
Agenda Item Number: 4.A
File Number:20-0803

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

Title

Approval of October 6, 2020 City Council Meeting Minutes



Meeting Minutes - Draft

City Council

City Hall
601 4th Avenue E
Olympia, WA 98501

Information: 360.753.8244

Tuesday, October 6, 2020

5:30 PM

Online and via phone

Register to attend:

https://us02web.zoom.us/webinar/register/WN_kP1zDzO6QO2I7TZIO_hrdw

1. ROLL CALL

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

1.A ANNOUNCEMENTS

Mayor Selby announced the Log Cabin Extension briefing has been moved from this evening's agenda to November 2. She invited the public to pause on Indigenous People's Day on October 12 to consider contributions of neighboring tribes.

1.B APPROVAL OF AGENDA

The agenda was approved.

2. SPECIAL RECOGNITION

2.A [20-0787](#) Special Recognition - Introduction of Squaxin Island Tribal Chairman Kris Peters

Mayor Selby introduced newly elected Squaxin Tribal Chairman Kris Peters. Chairman Peters spoke about the sacred waters around Olympia and supports continued partnerships with the City of Olympia as good environmental stewards.

The recognition was received.

3. PUBLIC COMMENT

The following people spoke: Mohit Nair, Larry Dzieza, Kelsey Monaco, Katie Rains, Jeff Loyer, Debra Jaqua, Kevin Vandriel, Bob Jacobs, Todd Monohon, Collene Hawes, Krystafer Brown, Tracey Carlos, Stevi Kamphaus, Talauna Reed, Ty Brown, Mary Wilkes, and C Davis.

COUNCIL RESPONSE TO PUBLIC COMMENT (Optional)

Assistant City Manager Keith Stahley discussed a United Churches microhousing project. Councilmembers responded to speaker comments.

4. CONSENT CALENDAR

- 4.A [20-0736](#) Approval of September 15, 2020 City Council Meeting Minutes

The minutes were adopted.

- 4.B [20-0786](#) Approval of September 29, 2020 City Council Study Session Meeting Minutes

The minutes were adopted.

- 4.C [20-0737](#) Bills and Payroll Certification

Payroll check numbers 92777 through 92847 and Direct Deposit transmissions: Total: \$12,118,366.20; Claim check numbers 3727568 through 3730044: Total: \$47,080,583.63.

The decision was adopted.

- 4.D [20-0580](#) Approval to Extend Advisory Board, Commission, and Committee Member Terms by One Year

The decision was adopted.

- 4.E [20-0760](#) Approval of a Resolution Authorizing a Sublease Agreement with Wedell A. Berg, Jr. for a Portion of Percival Landing

The resolution was adopted.

- 4.F [20-0750](#) Approval of a Resolution authorizing an Easement Agreement between the City of Olympia and Urban Olympia 5, LLC.

The resolution was adopted.

- 4.G [20-0761](#) Approval of a Resolution Authorizing a Right-of-Way Use Agreement with Boardwalk Associates

The resolution was adopted.

4. SECOND READINGS (Ordinances)

- 4.H [20-0670](#) Approval of an Ordinance Accepting a Bequest of \$139,513.42 from the Estate of Ina Fennell, a Former City Employee, to the Recreation Scholarship Program

The ordinance was adopted on second reading.

4. FIRST READINGS (Ordinances)

- 4.I [20-0753](#) Approval of an Ordinance Amending Olympia Municipal Code Section 18.51.040 Related to the Permitted Hours of Operation for State Licensed Retail Marijuana Establishments

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

- 4.J [20-0759](#) Approval of an Ordinance Amending Olympia Municipal Code Chapter 2.100 Related to the Home Fund Advisory Board

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

Approval of the Consent Agenda

Mayor Pro Tem Bateman moved, seconded by Councilmember Parshley, to adopt the Consent Calendar. The motion carried by the following vote:

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

5. PUBLIC HEARING

- 5.A [20-0762](#) Public Hearing on the Draft 2019 Wastewater Management Plan

Engineering and Planning Supervisor Susan Clark briefed the Council on the Wastewater Management Plan.

Mayor Selby opened the public hearing at 6:43 p.m. No one spoke. Mayor Selby closed the public hearing at 6:44 p.m.

Councilmember Parshley moved, seconded by Councilmember Gilman, to approve the Wastewater Management Plan. The motion carried by the following vote:

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

6. OTHER BUSINESS

- 6.A [20-0749](#) Emergency Approval of an Ordinance Adding a New Chapter 5.82 to Title 5 of the Olympia Municipal Code regarding Tenant Protections Related to COVID-19, First and Final Reading

Mr. Stahley reviewed the Rental Housing Code and proposed changes as recommended by the Land Use & Environment Committee.

Councilmembers commented and asked clarifying questions.

Councilmember Cooper moved, seconded by Councilmember Gilman, to direct staff to update the fees portion proposed in OMC 5.82.030.E.2.C and bring the revised ordinance back as an emergency measure on first and final reading next week. The motion carried by the following vote:

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

7. CONTINUED PUBLIC COMMENT - None

8. REPORTS AND REFERRALS

8.A COUNCIL INTERGOVERNMENTAL/COMMITTEE REPORTS AND REFERRALS

Councilmembers reported on meetings and events.

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

9. EXECUTIVE SESSION

Mayor Selby recessed the meeting to Executive Session at 7:59 p.m. pursuant to RCW 42.30.110(1)(c) to discuss real estate matters. She announced no decisions would be made, the meeting was expected to last no longer than 45 minutes, and the Council would recess immediately following the Executive Session to a Closed Session regarding labor negotiations. The City Attorney was present at the Executive Session.

9.A [20-0791](#) Executive Session Pursuant to RCW 42.30.110(1)(b); RCW 42.30.110(1)(c) - Real Estate Matter

The executive session was held and no decisions were made.

10. CLOSED SESSION

Mayor Selby recessed the meeting from Executive Session to Closed Session at 8:27 p.m. pursuant to RCW 42.30.140(4)(b) to discuss labor negotiations. The City Attorney was present at the Closed Session.

10.A [20-0790](#) Closed Session Pursuant to RCW 42.30.140 (4)(b) - Labor Negotiations

The closed session was held and no decisions were made.

11. ADJOURNMENT

The meeting was adjourned at 9:00 p.m.



City Council

Approval of a Resolution Authorizing an Interlocal Agreement between the City of Olympia and the City of Tumwater for Fire Training

Agenda Date: 10/13/2020
Agenda Item Number: 4.B
File Number:20-0752

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

Title

Approval of a Resolution Authorizing an Interlocal Agreement between the City of Olympia and the City of Tumwater for Fire Training

Recommended Action

Committee Recommendation:

Not referred to committee

City Manager Recommendation:

Move to approve the resolution authorizing the City Manager to sign the Interlocal Agreement with the City of Tumwater for fire training and the use of the Mark Noble Regional Fire Training Center (MNRFTC).

Report

Issue:

Whether to approve the resolution authorizing the Interlocal Agreement with the City of Tumwater for fire training and the use of the Mark Noble Regional Fire Training Center (MNRFTC).

Staff Contact:

Toby Levens, Supervisor III, Fire Department, 360.753.8431
Kate McDonald, Fire Captain, Fire Department, 360.709.2720
Mike Buchanan, Assistant Fire Chief, Fire Department, 360.753.8459

Presenter(s):

None - Consent Calendar Item

Background and Analysis:

The Olympia Fire Department has developed a high-performance training program and has built a state-of-the-art training complex, the Mark Noble Regional Fire Training Center (MNRFTC). This training program and facility supports the Department's firefighting effort through readiness and safety training of the Fire Department personnel, making them more effective in the protection of the

citizens of Olympia.

This level of performance has not gone unnoticed by the local fire service and is desired by other local jurisdictions for their firefighters. The fire department serving the City of Tumwater would like to continue participating in Olympia's training program and be able to use the Olympia facility. This new agreement continues that training currently being provided for Tumwater via an expiring agreement. Along with the revenue received from Tumwater, the agreement defines the training program that Olympia will provide to Tumwater and Tumwater's access to the facility.

Neighborhood/Community Interests (if known):

N/A

Options:

1. Approve the Resolution authorizing the Interlocal Agreement and authorize the City Manager to sign the Agreement. Accepting the Interlocal Agreement brings revenue to the City to offset costs at the MNRFTC and provides benefits to both Olympia and Tumwater in the fire service goal of providing well trained, safe, and effective firefighters for their communities.
2. Do not approve the Resolution authorizing the Interlocal Agreement. Not accepting this Interlocal Agreement eliminates the planned revenue that would have offset increases in the training program expenses.

Financial Impact:

The contract defines revenue to the City of Olympia from the City of Tumwater for training and use of the MNRFTC (\$86,080.00 annually).

Attachments:

Resolution
Interlocal Agreement.

RESOLUTION NO. _____

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF OLYMPIA, WASHINGTON, APPROVING AN INTERLOCAL AGREEMENT BETWEEN THE CITY OF OLYMPIA AND THE CITY OF TUMWATER FOR TRAINING SERVICES AT THE CITY OF OLYMPIA MARK NOBLE REGIONAL FIRE TRAINING CENTER

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

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

WHEREAS, The City of Olympia, through the Olympia Fire Department (OFD) and the City of Tumwater, through the Tumwater Fire Department (TFD) wish to enter into such an Interlocal Agreement, the purpose of which is to provide detail of fire training, including use of and payment for consumables, to the TFD at OFD’s Mark Noble Regional Fire Training Center (“Training Center”) located at 1305 Fones Road in Olympia, Washington, subject to the terms and conditions outlined in this Agreement and any exhibits or attachments incorporated by reference.

NOW, THEREFORE, THE OLYMPIA CITY COUNCIL DOES HEREBY RESOLVE as follows:

1. The Olympia City Council hereby approves the form of Interlocal Agreement between the City of Olympia and the City of Tumwater for Training Services at the City of Olympia Mark Noble Regional Fire Training Center and the terms and conditions contained therein.
2. The City Manager is authorized and directed to execute on behalf of the City of Olympia the Interlocal Agreement, and any other documents necessary to execute said Agreement, and to make any minor modifications as may be required and are consistent with the intent of the Agreement, or to correct any scrivener’s errors.

PASSED BY THE OLYMPIA CITY COUNCIL this _____ day of _____ 2020.

MAYOR

ATTEST:

CITY CLERK

APPROVED AS TO FORM:

Michael M. Young

DEPUTY CITY ATTORNEY

**INTERLOCAL AGREEMENT
BETWEEN
THE CITY OF OLYMPIA AND THE CITY OF TUMWATER
FOR
TRAINING SERVICES AT THE CITY OF OLYMPIA MARK NOBLE REGIONAL
TRAINING CENTER**

1. This agreement for training services (“Agreement”) is between the City of Olympia (“OLYMPIA”) and the City of Tumwater (TUMWATER”).

2. **RECITALS.**

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

2.2 **Agreements Authorized.** Pursuant to RCW 39.34.080, each Party is authorized to contract with any one or more other public agencies to perform any governmental service, activity, or undertaking which each public agency entering into the contract is authorized by law to perform; provided, that such contract is authorized by the governing body of each Party to the contract and the contract sets forth the purposes, powers, rights, objectives and responsibilities of the contracting parties.

2.4 **Purpose.** The purpose of this Agreement is to provide detail of fire training, including consumables, to the Tumwater Fire Department (“TFD”) at OLYMPIA’s Mark Noble Regional Fire Training Center (“Training Center”) located at 1305 Fones Road in Olympia, Washington, subject to the terms and conditions outlined in this Agreement and any exhibits or attachments incorporated by reference.

3. **DEFINITIONS.** In this Agreement, the following words have the meanings set forth below:

3.1 **Director of Training:** – Chief of Operations at the Training Center, employed by OLYMPIA at the Olympia Fire Department (“OFD”), responsible for managing the Training Center, which includes but is not limited to, setting curricula, scheduling classes, conducting evaluations of the effectiveness of the training programs, selecting training personnel, and determining performance and participation standards.

3.2 **Training Officers:** Employees from the OFD, or other agencies, designated by the Director of Training to perform certain tasks.

3.3 **Instructors:** Employees from the OFD, or other agencies, designated by the Director of Training to train and instruct firefighters, firefighter paramedics, and fire officers of their own or another department/district.

4. RESPONSIBILITIES OF TFD

4.1 **General.** In its use of the Training Center, TFD personnel shall adhere to all OFD facility rules and regulations, policies, and schedules as set forth by the Director of Training and in Appendix B.

4.2 **Annual Fee and Training Deliverables.** TFD shall pay to OFD a fee for nonexclusive access to and use of the Training Center (“Annual Fee”). The Annual Fee and list of training deliverables is set out in Appendix A to this Agreement. As noted in Appendix A, the Annual Fee may be increased upon agreement of both parties for the 2021 to 2022 period to compensate for increased operating cost to OFD. In the event this Agreement is effective for portions of a year, the annual fee must be pro-rated accordingly.

4.3 **Consumables.** TUMWATER shall pay a set fee to OLYMPIA for the use of standard consumables (“Consumables Fee”), above those defined in the list of deliverables. Consumables include items such as propane, smoke fluid, sheetrock, OSB, and similar supplies. The Consumables included in the contract are detailed in Appendix A.

4.4 **Method of Payment.** OFD shall produce twice yearly billing statements on June 1 and December 1 that will include Annual and Consumables fees, as well as any additional costs provided for under this Agreement for TFD’s use of the Training Center. TFD shall remit payment to the OFD within thirty (30) days of receipt of the OFD’s invoice.

5. POLICIES & PROCEDURES – COMPLIANCE WITH LAW

5.1 **Policies.** TFD shall comply with OFD’s Fire Training Center Rules & Regulations, Policies, and Procedures. These are subject to change at the discretion of OFD. Except when such advance notice is impractical or unreasonable, OFD shall give at least thirty (30) days’ advance, posted written notice of any changes. Provided that, when training on or related to vehicles or equipment of TFD (e.g., water tender, crash rescue equipment), TFD personnel shall follow TFD policies, procedures, or protocols. All policies and procedures must be in writing and available to the Parties.

5.2 **Law.** The Parties shall comply with all applicable federal, state, and local laws including, without limitation, all OLYMPIA codes, ordinances, resolutions, and standards as they currently exist or are hereafter amended or newly adopted.

6. INDEMNIFICATION

6.1 **Indemnification.** TUMWATER shall defend, indemnify, and hold OLYMPIA, its officers, officials, employees, and volunteers harmless from and against any and all claims, suits,

actions, or liabilities for injury or death of any person, or for loss or damage to property, which arises out of TFD's use of the Training Center or from any activity, work or thing done, permitted, or suffered by TFD in or about the Training Center, except only such injury or damage as is caused by the negligence of OLYMPIA, subject to the terms of 6.2, below.

6.2 **No Indemnification for Joint TFD/OFD Training.** When OFD and TFD are training jointly at the Training Center, each party is responsible for its own defense of any claims, suits, actions, or liabilities for injury or death of any person, or for loss or damage to property arising out of such joint training.

6.3 **Waiver of Immunity.** It is specifically and expressly understood that the indemnification provided herein constitutes the waiver by each Party to immunity under industrial insurance, Title 51 RCW, solely for the purposes of the indemnification under this Agreement Section 6. This waiver has been mutually negotiated by the Parties.

7. INSURANCE

TUMWATER shall procure and maintain for the duration of the Agreement, insurance against claims for injuries to persons or damage to property which may arise from or in connection with the use of the Training Center.

7.1 **Minimum Scope of Insurance.** TUMWATER shall maintain insurance of the types described below, on the forms described or shall provide evidence of equivalent coverage through the Washington Cities Insurance Association (WCIA):

7.1.1 **Automobile Liability** insurance covering all owned, non-owned, hired and leased vehicles. Coverage must be written on Insurance Services Office (ISO) form CA 00 01 or a substitute form providing equivalent liability coverage. If necessary, the policy must be endorsed to provide contractual liability coverage.

7.1.2 **Commercial General Liability** insurance must be written on Insurance Services Office (ISO) occurrence form CG 00 01 and must cover premises and contractual liability.

7.1.3 **Workers' Compensation** coverage as required by the Industrial Insurance laws of the State of Washington.

7.2. **Minimum Amounts of Insurance.** TUMWATER shall maintain the following insurance limits:

7.2.1. **Automobile Liability** insurance with a minimum combined single limit for bodily injury and property damage of \$ - 2,000,000 per accident.

7.2.3. **Commercial General Liability** insurance must be written with limits no less than \$5,000,000 each occurrence, \$10,000,000 general aggregate.

7.3 **Verification of Coverage.** TUMWATER shall furnish OLYMPIA with certificates or other evidence of insurance coverage.

7.4 **Failure to Maintain Insurance.** Failure on the part of TUMWATER to maintain the insurance required is a material breach of Agreement, upon which OLYMPIA may, after giving written notice to TUMWATER to correct the breach, immediately terminate the Agreement.

7.5 **No Limitation.** TUMWATER's maintenance of insurance as required by the Agreement may neither be construed to limit the liability of TUMWATER to the coverage provided by such insurance, nor to otherwise limit OLYMPIA's recourse to any remedy available at law or in equity.

8. **NO JOINT BOARD.** This Agreement creates no joint board and no separate legal entity.

9. DISPUTE RESOLUTION

9.1 **Informal.** The MNRFTC Director of Training, together with a TFD Chief, shall meet and attempt to resolve any matter of training, scheduling, personnel, financing, or any other dispute arising out of this Agreement. In the event that the parties fail to resolve the dispute, the Fire Chief of each Party shall meet and attempt to resolve any remaining issues. In the event the parties remain unable to reach agreement, the City Manager of the City of Olympia, who has ultimate authority over the Training Center and its activities, shall make a final decision on the dispute.

9.2 **Mediation.** Should TUMWATER disagree with the OLYMPIA City Manager's decision, TUMWATER may request mediation within thirty (30) days of the City Manager's decision. Upon agreement to mediate, the Parties shall attempt to mediate the dispute through a mutually agreeable third party. The cost of the mutually agreeable mediator will be born equally by the parties. Either party may terminate mediation at any time. If the parties cannot agree to a decision at mediation, either party may take such action as authorized under the Agreement, including commencement of an action in court.

10. GENERAL

10.1 **Amendments.** Except expressly allowed for revisions to Appendix A of this Agreement, no amendment to this Agreement is valid unless evidenced in writing, properly agreed to and authorized by each Party's governing authority.

10.2 **Severability.** If any provision of this Agreement or its application is held invalid, the remainder of the Agreement or the application of the remainder of the Agreement remains valid and in full force and effect.

10.3 **No Third Party Benefits.** This Agreement is entered into for the benefit of the Parties to the Agreement only and confers no benefits, direct or implied, on any third persons.

10.4 **Assignment.** Neither TUMWATER nor OLYMPIA has the right to transfer or assign, in whole or in part, any or all of its obligations and rights hereunder without the prior written consent of the other Party.

10.5 **No Waiver.** Failure or delay of either Party to declare any breach or default immediately upon occurrence does not waive such breach or default.

10.6 **Captions.** The respective captions of the Sections of this Agreement are inserted for convenience of reference only and may not be deemed to modify or otherwise affect any of the provisions of this Agreement.

10.7 **Equal Opportunity to Draft.** The Parties have participated and had an equal opportunity to participate in the drafting of this Agreement and Appendix. No ambiguity may be construed against either Party upon a claim that the Party drafted ambiguous language.

10.8 **Recording.** Prior to its entry, the Parties shall file this Agreement with the Thurston County Auditor's Office or posted upon the websites or other electronically retrievable public source as required by RCW 39.34.040.

10.9 **Notice.** Any notice required under this Agreement must be delivered to the Party at the address listed below and becomes effective three (3) days following the date of deposit in the United States Postal Service.

OLYMPIA

Attn: Fire Chief
Re: Training Agreement with City of Tumwater
PO Box 1967
Olympia, WA 98507-1967

TUMWATER

Attn: Fire Chief
Re: Training Agreement with City of Olympia
555 Israel Rd. S.W.
Tumwater, WA 98501

10.10 **Interpretation and Venue.** This Agreement is be governed by the laws of the State of Washington as to interpretation and performance. The Parties hereby agree that venue for enforcement of this Agreement is the Superior Court of Thurston County.

10.11 **Entire Agreement.** This Agreement and Appendix A set forth all terms and conditions agreed upon by the OLYMPIA and TUMWATER, and supersedes any and all agreements oral or otherwise with respect to the subject matter addressed herein.

11. RECORDS

11.1 **Financial Records.** Each Party shall maintain books, records, and documents which sufficiently and properly reflect all direct and indirect costs related to the performance of

this Agreement and maintain such accounting procedures and practices as may be deemed necessary to assure proper accounting of all funds paid pursuant to this Agreement. These records are subject, at all reasonable times, to inspection, review or audit by the other Party, its authorized representative, the State Auditor, or other governmental officials authorized by law to monitor this Agreement.

11.2 **Public Records Generally.** Each Party shall maintain public records in accordance with state law, in the manner and for the time period applicable to such records. If either Party receives a request for records created as a part of this program, each Party shall fully cooperate with the other in a timely response to any such request.

11.3 **Training Records.** TFD shall be responsible for maintaining a contract with an agreed upon vendor in support of this Interlocal with City of Olympia. See Appendix A for detail of specific responsibilities of each agency.

12. DURATION OF AGREEMENT & TERMINATION

12.1 **Effective Date.** This Agreement takes effect on 1/1/2021 or the date of the last authorizing signature affixed and proper recording hereto.

12.2 **Term.** Unless otherwise terminated as provided herein, this Agreement continues until December 31, 2022.

12.3 **Non-Appropriation of Funds.** If sufficient funds are not appropriated or allocated for payment under this Agreement for any future budget (calendar) year, neither OLYMPIA nor TUMWATER will be obligated to continue the Agreement after the end of the current calendar year, and this Agreement will automatically terminate upon the completion of all remaining Services for which funds are allocated. No penalty or expense accrues to either Party in the event this provision applies.

12.4 **Surviving Provisions.** Agreement Sections 6 and 11 survives the termination of this Agreement, pursuant to their terms.

13. AUTHORIZATION AND EXECUTION. Each Party warrants that it is duly authorized to enter this Agreement and that the person(s) executing the Agreement are authorized to execute the Agreement for and on behalf of the identified Party

CITY OF OLYMPIA

Steven J. Burney, City Manager

Date: _____

Approved as to Form:

Michael M. Young

City Attorney

CITY OF TUMWATER

Pete Kmet, Mayor

Date: _____

Approved as to Form:

City Attorney

APPENDIX A

FUNDING, DELIVERABLES AND RESPONSIBILITIES

(1) Annual Fee: TUMWATER shall pay to OLYMPIA a flat rate annual **\$86,080** fee for specific fire training as detailed, nonexclusive access to the Training Center property for fire training as outlined in this Agreement, and certain Consumables. Fee may be increased upon agreement of both parties for the 2021 to 2022 period to compensate for increased operating cost to OFD.

(2) Scheduling: TFD is responsible for coordinating scheduling with OFD, so as to avoid any scheduling conflicts with other training. After the training schedule is set by OFD, communication to TFD Members regarding schedules and training content is the responsibility of TFD.

(3) Consumables: TUMWATER shall pay to OLYMPIA for consumables above and beyond those described in Training Deliverables, below. The fee included in the annual fee includes items such as, propane, smoke fluid, sheetrock, and the first 90 sheets of OSB.

(4) Training Deliverables:

Completion of this training meets:

- Washington Administrative Code 296-305
- NFPA requirements of 1403 “Standards on Live Fire Training Evolutions”

APPENDIX A (cont.)**Annually**

<i>Blue Card Command Training</i>		<i>Records Management</i>		<i>Discretionary Training</i>	
<i>Required on-line course not included within this contract</i>	<i>Train all TFD Officers in initial BC Certification Program AND; provide monthly command sim-training at CTC (last Thursday of month)</i>	<i>Per-Person cost paid directly to agreed upon vendor</i>	<i>See attached list of defined deliverables section (5)</i>	<i>TFD and/or OFD instruction plus TFD self-directed training (first 90 sheets of OSB included)</i>	<i>TFD shall have access to full MNRFTC campus (as available) no less than 150 hours annually</i>
		<i>Multi Company Operations Training</i>			
<i>Live Fire Training</i>		<i>Fire Ground Survival</i>		<i>Search and Rescue/May Day Ops/Truck Co. Operations</i>	
<i>Direct Delivery (includes propane, ntg, and smoke fluid)</i>	<i>Members engaged in firefighting duties certified bi-annually</i>	<i>Direct Delivery (includes sheetrock for prop)</i>	<i>Member engaged in firefighting certified bi-annually</i>	<i>Includes consumables as needed per discipline</i>	<i>TFD will be offered one slot for each of their three shifts at every CMT HOT event offered.</i>

(5) Records Management:

Olympia will provide Record Management through an agreed upon vendor for all uniformed TFD members to include:

- Initial platform set-up to include entering personnel data
- Initial training of all users to be coordinated and managed and validated by designated TFD medic or officer.
- Distribution of required WAC, and Capital Metro Training to be coordinated and managed and validated by designated TFD medic or officer.
- Distribution of Thurston Co. EMT required training to be coordinated and managed and validated by designated TFD medic or officer.
- Administrative training for TFD Training Officer to manage training records outside the scope of CMT and required annual training.

APPENDIX A (cont.)

- Data entry of Capitol Metro training events.
- Records management for volunteers may be negotiated but is not within the scope of this agreement.

(6) TFD will ensure that:

- Responsible TFD members will provide personnel training rosters to OFD with all required information, for entry into records management software by OFD in a timely manner.
- Responsibility of quality control within the records management site and entered/archived data pertaining to TFD members remains with the Tumwater Fire Department and TFD Designated Training Officer.
- Assure that TFD members adhere to the rules & regulations for use of premises. (Appendix B)
- A contract with Target Solutions, consistent with the features specified by the City of Olympia remains in force throughout the duration of this agreement.

(7) Attendance:

- Attendance at scheduled training is required. Absences will be counted as training hours.
- City of Olympia will not be liable for any issues arising from TFD members not completing on-line or hands on assigned training.

(8) Specific Training/Curricula:

- Live Fire Training – Blue Card Simulations, and “The Nozzle Forward”
- Fire Ground Survival – Joint IAFF & IAFC copyrighted program.
- Other (discretionary) curricula, as approved by the Director of Training.

(9) Operational Contacts for OLYMPIA (in order of authority):

1. Olympia Training Officer (Initial Contact)

2. Director of Training for MNRFTC

3. Olympia Fire Chief

4. Olympia City Manager (Highest Authority)

APPENDIX B

CITY OF OLYMPIA MARK NOBLE REGIONAL FIRE TRAINING CENTER RULES & REGULATIONS FOR USE OF PREMISES UPDATED MAY, 2013

General rules:

- All fire training shall be performed in accordance with all applicable laws, regulations, and safety standards including but not limited to NFPA standards and applicable WAC provisions;
- There shall be no alteration of onsite props;
- Users are required to remove all personal items at the end of the training and shall leave the facilities and grounds in the same condition as when they arrived;
- User shall supervise trainees and ensure that all trainees are properly informed about rules and regulations of the facility as well as proper protocol for the particular Training;
- User understands that additional instruction and/or training may be occurring in other areas of the MNRFTC at the same time as User's Training and User will ensure that trainees stay within the areas specifically reserved for this Training, except when necessary to enter or exit the MNRFTC.
- Decisions of the City of Olympia's designated MNRFTC Trainers and Instructors are final.

Rules specific to classroom use:

- Occupancy is limited to 30;
- Food and beverages are allowed at the trainer's discretion.

For rules specific to live fire training, see the document entitled,

STRUCTURAL FIRE TRAINER ACTION PLAN (issued at time of live fire training event).

Misuse of the facility and/or failure to comply with these Rules & Regulations, as well as those posted on the Premises, may result in the City's cancellation and/or early termination of a training event, possible forfeiture of the fee and potential denial of any future use.

Reservations & Fees:

- Reservations and fees cannot be transferred to another organization and/or individual without the express written permission of the MNRFTC Director of Training ("Director").
- TFD and OFD has agreed to allow Tumwater Police Department to utilize up to 36 hours of TFD's training time annually.

Cancellation:

- Should User wish to cancel the Training, notice to the City must be received at least seven (7) days prior to the scheduled Training except for instances of Greater Alarm Calls or disasters. User recognizes that without proper notice of cancellation, the City may be unable to schedule another event in the area that was to be used for the Training. **Should User cancel without the required notice, the availability of future training reservations will be at the sole discretion of the City depending on the circumstances.**



City Council

Approval to Launch Public Participation Process to Amend Community Development Block Grant (CDBG) Program Years 2014, 2015 and 2019

Agenda Date: 10/13/2020
Agenda Item Number: 4.C
File Number:20-0763

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

Title

Approval to Launch Public Participation Process to Amend Community Development Block Grant (CDBG) Program Years 2014, 2015 and 2019

Recommended Action

Committee Recommendation:

Not referred to committee. Discussed CDBG allocations in response to Coronavirus with General Government Committee on April 22, 2020.

City Manager Recommendation:

Move to approve the launch of the public participation process to amend Community Development Block Grant (CDBG) Program Years 2014, 2015 and 2019

Report

Issue:

Whether to authorize staff to receive public comments on amendments to CDBG prior program year funds.

Staff Contact:

Jessica Pollett, CDBG Grant Coordinator, Community Planning and Development, 360.280.8951

Presenter(s):

None - Consent Calendar Item

Background and Analysis:

As required by the US Department of Housing and Urban Development and the City's CDBG Consolidated Plan, the City must hold a public participation process when there is a change in a Community Development Block Grant (CDBG) project's national objective, the project fund increases more than 30 percent, or a project moves locations. Based on these requirements, the City must begin a minimum five-day public participation period (October 14, 2020 - October 20, 2020) to allow opportunity for public comment on:

- the reallocation of prior year program funds (Program Years 2014, 2019), and
- on the Change of Use of CDBG acquired property (Program Year 2015).

Please see attached background summary for full reallocation/change of use details.

Council will hold three public hearings on these items on October 20, 2020.

Neighborhood/Community Interests (if known):

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

Options:

1. Approve launch of public participation process to amend Community Development Block Grant Program Years 2014, 2015 and 2019
2. Modify the dates for the public participation process to amend Community Development Block Grant Program Years 2014, 2015 and 2109
3. Do not approve launch of public participation process to amend Community Development Block Grant Program Years 2014, 2015 and 2019

Financial Impact:

The proposed public process would allow public comment on the proposed reallocation of \$60,728 from Program Year 2014 to Program Year 2019 economic development and public service Coronavirus response; and the reallocation of \$40,000 from Program Year 2019 mitigation hygiene project to the homeless coordinator position. The mitigation hygiene project was completed using other non-CDBG funds.

Attachments:

PY 2014, 2015, 2019 Amendment Summary

Community Development Block Grant (CDBG) Program Years 2014, 2015, 2019 Amendments

CDBG Program Year 2014 Amendment Summary

In program year 2014 (9/1/2014 – 8/31/2015), the City entered a Section 108 Loan agreement (\$325,000) to begin an economic development project that would focus on crime prevention through environmental design. During the same program year, the City allocated \$64,000 in federal CDBG entitlement funds to satisfy our first repayment of this Section 108 loan.

After guidance from the US Department of Housing and Urban Development (HUD), it was determined the City could not make its first Section 108 payment until program year 2015 (9/1/2015 – 8/31/2016); however, the City did not amend its PY2014 Action Plan to reallocate these funds.

The City now intends to reallocate \$60,000 in program year 2014 funds to COVID-19 response through Economic Development and Public Service activities, and \$728 to the City's final Section 108 loan payment. These reallocation proposals were approved by Council on May 12, 2020, but the City did not inform the community of the specific details of the PY2014 reallocation. For this reason, the City must allow the community opportunity to comment on the specific reallocation of these funds. Please see chart on page 2 for specific reallocation details.

CDBG Program Year 2015 Amendment Summary

During program year 2015 (9/1/2015 – 8/31/2016), the City acquired a blighted building located at 308 4th Avenue East (vicinity map on page 3) using City general funds (\$150,000) and federal CDBG entitlement funds (\$150,000) with the intention of clearing blight through an affordable housing project. The City now intends to change the use of the property to a demolition project in order to clear the blight. The building will be demolished in the future with other City funds to be determined.

Since this property was acquired with some federal CDBG entitlement funds, the property must benefit low-moderate-income families and individuals until disposed of by the City. If the City disposes of the property, it must be sold at fair market value rate with all federal CDBG entitlement funds used in acquisition returned to HUD. When/if the property is disposed, the property must continue to benefit low-moderate-income families and individuals for at least 5 years after expiration of the sale agreement. The City must hold a public participation process when any change of use occurs.

CDBG Program Year 2019 Amendment Summary

On May 12, 2020, City Council approved to allocate \$481,000 in unspent prior year federal CDBG entitlement funds to COVID-19 response through economic development and public service. These funds were available for reallocation due to an increase of program income during program years 2015-2019. The City allocated \$40,000 of those funds to install a hygiene unit at the City's mitigation site. During project review, it was determined CDBG funds were not the appropriate source of funds as there are Davis-Bacon labor standards that must be followed during labor and construction projects, and hygiene was an urgent matter. City staff utilized other funding and completed the project.

The City will reallocate these funds (\$40,000) to the Homeless Response Coordinator position. The Homeless Response Coordinator is currently funded with CDBG-CV (\$70,160), PY2014 (\$19,000), PY2018 (\$20,310) federal CDBG entitlement funds. This additional funding will allow the position to extend beyond April 2021 to continue supporting the homeless population during the pandemic.

PROGRAM YEAR 2014 REALLOCATION:

PROGRAM YEAR	RECIPIENT	PROJECT	HUD OBJECTIVE	FUNDING
2014	US Department of Housing & Urban Development	Section 108 Loan Repayment	N/A	\$64,000
2019	NEW: Recipient to be determined	Small Business Support Program – Economic Development	Low-moderate-income jobs	\$41,000
2019	NEW: City of Olympia	Homeless Response Coordinator – Public Service	Low-moderate-income limited clientele	\$19,000
2019	NEW: US Department of Housing & Urban Development	Section 108 Loan Final Payment	N/A	\$728*
			TOTAL	\$60,728**

**Section 108 final loan payment totaled \$56,000. Payment made with PY2014 funds (\$728) and PY2016 funds (\$55,272). PY2016 funds were available for reallocation as all remaining funds in PY2016 were a result of program income received and all PY2016 projects were completed.*

***Remaining funds (\$3,272) were expended in PY2014, but did not constitute a substantial amendment to the PY2014 Action Plan.*

308 4th Avenue East, Olympia, WA 98501





City Council

Approval of an Ordinance Amending Olympia Municipal Code Section 18.51.040 Related to the Permitted Hours of Operation for State Licensed Retail Marijuana Establishments

Agenda Date: 10/13/2020
Agenda Item Number: 4.D
File Number:20-0753

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

Title

Approval of an Ordinance Amending Olympia Municipal Code Section 18.51.040 Related to the Permitted Hours of Operation for State Licensed Retail Marijuana Establishments

Recommended Action

Committee Recommendation:

Not referred to committee.

City Manager Recommendation:

Move to approve the Ordinance Amending Olympia Municipal Code Section 18.51.040 Related to the Permitted Hours of Operation for State Licensed Retail Marijuana Establishments on second reading.

Report

Issue:

Whether to extend the permitted hours of operation of state licensed retail marijuana establishments to align with the operational hours permitted by WAC 314-55-147.

Staff Contact:

Mark Barber, City Attorney, Legal, 360.753.8338

Presenter(s):

None - Consent Calendar Item.

Background and Analysis:

Background and analysis have not changed from first to second reading.

Olympia Municipal Code (OMC) Section 18.51.040 currently provides for hours of operation of state licensed retail marijuana establishments between the hours of 8:00 a.m. to 9:00 p.m. This limit on hours of operation differs from that permitted by Washington Administrative Code (WAC) 314-55-147, which permits retail marijuana establishments to operate between the hours of 8:00 a.m. and 12:00 a.m.

The proposed ordinance will amend the OMC to permit hours of operation to align with the operational hours permitted by WAC 314-55-147 and will remove a competitive barrier to retail marijuana establishments located in the City of Olympia from other similar retail establishments operating outside the City's municipal boundaries.

Neighborhood/Community Interests (if known):

None known.

Options:

1. Move to approve the Ordinance Amending Olympia Municipal Code Section 18.51.040 Related to the Permitted Hours of Operation for State Licensed Retail Marijuana Establishments
2. Direct staff to modify the Ordinance as to the hours of operation to times other than currently permitted by the OMC, but that are within the permissible times set forth in WAC 314-55-147.
3. Do not approve the Ordinance.

Financial Impact:

None known.

Attachments:

Ordinance

Ordinance No. _____

AN ORDINANCE OF THE CITY OF OLYMPIA, WASHINGTON, AMENDING OLYMPIA MUNICIPAL CODE SECTION 18.51.040 RELATED TO THE HOURS OF OPERATION OF STATE LICENSED MARIJUANA RETAIL ESTABLISHMENTS OPERATING WITHIN THE CITY OF OLYMPIA

WHEREAS, the Olympia Municipal Code currently provides for hours of operation of retail state licensed marijuana establishments between the hours of 8:00 a.m. to 9:00 p.m.; and

WHEREAS, since the commencement of state licensed retail marijuana establishments in the City of Olympia, there have not been reports or concerns of negative impacts related to their operation; and

WHEREAS, the Washington State Liquor and Cannabis Board (the "WSLCB") has established permitted hours of operation for state licensed retail marijuana establishments between the hours of 8:00 a.m. to 12:00 a.m. as provided by WAC 314-55-147, and it is reasonable for the City to align its permitted hours of retail operation of with those hours of operation permitted by the WSLCB;

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

Section 1. Amendment of OMC 18.51.040. Olympia Municipal Code Section 18.51.040 is hereby amended to read as follows:

18.51.040 State-Licensed Marijuana Producer, Processor and Retailer Requirements

A. General requirements.

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

B. Premises Requirements.

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

1. From a public right-of-way, there shall be no exterior display of marijuana or marijuana cultivation visible outside of the premises.
2. The marijuana of a retailer, producer, or processor shall be entirely within a permanent enclosed structure with a roof. The structure shall comply with all applicable code requirements.
3. Areas where marijuana is grown, stored, or dispensed must be provided with ventilation systems so that no odors are detectable off the premises.
4. All premises must comply with the noise control requirements of the Olympia Municipal Code.

5. No minors shall be permitted on marijuana producer, processor, or retailer premises unless accompanied by a parent or guardian.
6. Consumption of marijuana, products containing marijuana or alcohol on the premises is prohibited, as are any other associated uses such as a smoking room, dance or performance space, private club, open-to-the-public nightclub, cabaret, tavern, or similar establishment.
7. All premises must have an operating security and alarm system that is monitored twenty-four (24) hours a day and that includes a video recording system that monitors production, storage, and point of sale areas. All video recordings must be continuously recorded twenty-four (24) hours a day and must be kept for a minimum of forty-five (45) days on the licensee's recording device. All videos are subject to inspection by the Olympia Police Department upon request.
8. A recreational retailer may be open only between the hours of 8 a.m. and ~~9 p.m.~~ 12:00 a.m. or as otherwise permitted by rule or regulation of the Washington State Liquor and Cannabis Board.

C. City Zoning

1. State-Licensed Marijuana Retailers

- i. No person may conduct business within the City of Olympia as a state-licensed marijuana retailer unless they are located within a HCD3, HDC4, MS or GC Zone in accordance with OMC Title 18, Unified Development Code and licensed under this chapter.
- ii. No state-licensed marijuana retailer shall be permitted within five hundred (500) feet of the perimeter of the grounds of a recreation center or facility, child care center, public park, public transit center, or library, or any game arcade admission to which is not restricted to persons aged twenty-one (21) years or older, with the exception of the elementary schools, secondary schools, and playgrounds, for which uses the distance shall remain at one thousand (1,000) feet.
- iii. Waste products must be disposed of in a secure manner that would prevent exposure to the public or create a nuisance.
- iv. A retailer is required to obtain a conditional use permit approved by the Hearing Examiner pursuant to chapter 18.48 OMC.

2. State-Licensed Marijuana Producers and Processors

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

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

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

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

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

MAYOR

ATTEST:

CITY CLERK

APPROVED AS TO FORM:

Mark Barber
CITY ATTORNEY

PASSED:

APPROVED:

PUBLISHED:



City Council

Approval of an Ordinance Amending Olympia Municipal Code Chapter 2.100 Related to the Home Fund Advisory Board

Agenda Date: 10/13/2020
Agenda Item Number: 4.E
File Number:20-0759

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

Title

Approval of an Ordinance Amending Olympia Municipal Code Chapter 2.100 Related to the Home Fund Advisory Board

Recommended Action

Committee Recommendation:

Not referred to a committee.

City Manager Recommendation:

Move to approve the Ordinance Amending Olympia Municipal Code Chapter 2.100 Related to the Home Fund Advisory Board on second reading.

Report

Issue:

Whether to add the Home Fund Advisory Board to Olympia Municipal Code Chapter 2.100.

Staff Contact:

Cary Retlin, Home Fund Program Manager, 360.570.3956

Presenter(s):

None - Consent Calendar Item.

Background and Analysis:

Background and analysis have not changed from first to second reading.

On October 24, 2017, the Olympia City Council adopted Resolution No. M-1912 authorizing submission to the qualified voters of the City a proposition authorizing an additional sales and use tax of not more than one-tenth of one percent for the Olympia Home Fund for supportive housing and housing-related purposes, including mental and behavioral health-related facilities ("Proposition No. 1").

After approval, passage, and certification of Proposition No. 1 in February 2018, the Olympia City Council enacted Ordinance No. 7127 imposing the additional sales and use tax at a rate of one-tenth

of one percent of the selling price in the case of a sales tax, or value of the article used, in the case of a use tax. The tax became effective on the earliest practicable date consistent with RCW 82.14.055 following enactment of the Ordinance.

On or about February 5, 2019, the Olympia City Council adopted and approved a Home Fund Charter for the purpose of creating the charter Home Fund Advisory Board, established to ensure that the expenditures of the Olympia Home Fund dollars and other resources are invested based upon the priorities and commitments made by the City to voters. The initial Home Fund Advisory Board would consist of a broad based group of citizens, residents and affected partners who could advise the City Council on how best to invest limited housing and related social service dollars to meet the most urgent community needs as permitted by relevant statutes and ordinances. Legal staff has recommended that the Home Fund Advisory Board be added to Olympia Municipal Code Chapter 2.100, so it is codified along with the other citizen-member advisory boards, commission and committees appointed by the City Council.

Neighborhood/Community Interests (if known):

None known.

Options:

1. Approve the Ordinance Amending Olympia Municipal Code Chapter 2.100 Related to the Home Fund Advisory Board.
2. Direct staff to modify the ordinance.
3. Do not approve the ordinance.

Financial Impact:

None.

Attachments:

Ordinance

Ordinance No. _____

AN ORDINANCE OF THE CITY OF OLYMPIA, WASHINGTON, ESTABLISHING THE HOME FUND ADVISORY BOARD AND ADDING A NEW ARTICLE VIII TO CHAPTER 2.100 OF THE OLYMPIA MUNICIPAL CODE

WHEREAS, on October 24, 2017, the Olympia City Council adopted Resolution No. M-1912 (the "Ballot Resolution") authorizing submission to the qualified voters of the City a proposition authorizing an additional sales and use tax of not more than one-tenth of one percent for the Olympia Home Fund for supportive housing and housing-related purposes, including mental and behavioral health-related facilities ("Proposition No. 1"); and

WHEREAS, Proposition No. 1 was approved by the requisite number of voters at the election held on February 13, 2018, and its passage was certified by the Thurston County Auditor on February 23, 2018; and

WHEREAS, the Olympia City Council enacted Ordinance No. 7127 imposing the additional sales and use tax at a rate of one-tenth of one percent of the selling price in the case of a sales tax, or value of the article used, in the case of a use tax. The tax became effective on the earliest practicable date consistent with RCW 82.14.055 following enactment of the Ordinance; and

WHEREAS, Ordinance No. 7127 provided that the additional sales and use tax receipts provided by RCW 82.14.530 shall be used for low income housing and housing-related services, including mental and behavioral health programs and facilities as required by RCW 82.14.530 and that a minimum of sixty percent (60%) of the monies collected under RCW 82.14.530 shall be used for the housing and housing-related purposes as defined in RCW 82.14.530(2)(a)(i), (ii), and (iii), and the remainder of the monies collected shall be used for the operation, delivery, or evaluation of mental and behavioral health treatment programs and services or housing-related services as required by RCW 82.14.530(2)(c); and

WHEREAS, the Olympia City Council created the Home Fund Advisory Board for the purpose of creating a broad based group of Olympia citizens and residents and affected partners to advise the Olympia City Council on how best to invest limited housing and related social service dollars to meet the most urgent community needs for low income housing and shelter facilities for those persons experiencing homelessness consistent with RCW 82.14.530 and other applicable laws and ordinances; and

WHEREAS, through Ordinance No. 7135, the Olympia City Council created a fund to be known as the Home Fund, and through Ordinance No. 7150, the Council created a fund to be known as the Home Fund Capital Fund; and

WHEREAS, OMC 3.04.142 provides that monies shall be deposited in the Home Fund from sales and use tax authorized by RCW [82.14.530](#) and interest thereon, and other funds as determined by the City Council to support the purposes of the Home Fund; and

WHEREAS, OMC 3.04.142 further provides that a maximum of forty (40) percent of the monies collected under RCW [82.14.530](#) shall be used for the operation, delivery, or evaluation of mental and behavioral health treatment. Other funds deposited in the Home Fund shall be used for purposes similar in nature to the above, as determined by the City Council; and

WHEREAS, the Olympia City Council adopted and approved a Home Fund Charter on or about February 5, 2019, for the purpose of creating the charter Home Fund Advisory Board to ensure that the expenditures of the Olympia Home Fund dollars and other resources are invested based upon the

priorities and commitments made by the City to voters and that the initial Home Fund Advisory Board would consist of a broad based group of citizens, residents and affected partners who could advise the City Council on how best to invest limited housing and related social service dollars to meet the most urgent community needs as permitted by relevant statutes and ordinances;

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

Section 1. Amendment of OMC 2.100.000. Olympia Municipal Code Section 2.100.000 is hereby amended to read as follows:

Chapter 2.100
CITIZEN-MEMBER ADVISORY BOARDS, COMMISSIONS AND ADVISORY
COMMITTEES

2.100.000 Chapter Contents

Sections:

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

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

Article II. ARTS COMMISSION

- 2.100.100 Established - Purpose.
- 2.100.110 Duties of Commission.
- 2.100.120 Budget.
- 2.100.130 Public Art –Purpose.
- 2.100.140 Public Art--Duties of Commission.
- 2.100.150 Public Art--Allocation of Municipal Funds.
- 2.100.160 Public Art--Definitions.
- 2.100.170 Public Art--Funds for Public Art.
- 2.100.180 Public Art--Municipal Art Fund.
- 2.100.190 Public Art--Administrative Guidelines –Public Art, Art Programs and Services.

- 2.100.200 Public Art--Maintenance and Conservation of Public Art.
- 2.100.210 Donations for Community Art Programs and Services; City Manager Authorized to Accept.
- 2.100.220 Donations for Community Art Programs and Services; Application of Ordinance.
- 2.100.230 Donations for Community Art Programs and Services; Community Arts Account Established.
- 2.100.240 Appropriation of Donations for Art Programs and Services.

Article III. BICYCLE AND PEDESTRIAN ADVISORY COMMITTEE

- 2.100.250 Established -- Purpose.
- 2.100.270 Duties.

Article IV. LODGING TAX ADVISORY COMMITTEE

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

Article V. PARKS AND RECREATION ADVISORY COMMITTEE

- 2.100.320 Established--Purpose.
- 2.100.340 Duties.

Article VI. PLANNING COMMISSION

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

Article VII. UTILITY ADVISORY COMMITTEE

- 2.100.420 Established –Purpose.
- 2.100.440 Powers and Duties.

Article VIII. HOME FUND ADVISORY BOARD

- 2.100.450 Established – Purpose.
- 2.100.460 Powers and Duties.

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

Section 2. Amendment of OMC 2.100. Olympia Municipal Code Chapter 2.100, Article I, is hereby amended to read as follows:

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

2.100.010 Purpose

The purpose of this chapter is to create specific citizen-member ~~committees~~ advisory boards, commissions and committees appointed by the City Council, and provide uniform policies for the boards, commissions and committees enabled herein, to the extent possible.

2.100.020 Boards, Commissions and Committees Established

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

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

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

- A. Arts Commission (See OMC 2.100.100 - 2.100.240)
- B. Bicycle and Pedestrian Advisory Committee (See OMC 2.100.250 - 2.100.270)
- C. Design Review Board (See OMC 18.76)
- D. Heritage Commission (See OMC 18.12)
- E. Lodging Tax Advisory Committee (See OMC 2.100.280 - 2.100.310)
- F. Parks and Recreation Advisory Committee (See OMC 2.100.320 - 2.100.340)
- G. Planning Commission (See OMC 2.100.350 - 2.100.410)
- H. Utility Advisory Committee (See OMC 2.100.420 - 2.100.440)
- I. Home Fund Advisory Board (See OMC 2.100.450 - 2.100.480)

2.100.040 Members

A. Number of Members. Except as may be otherwise be provided by ordinance, each board, commission or committee shall consist of nine (9) members appointed by the City Council.

B. Residency. Except as may be otherwise provided in the Olympia Municipal Code regarding a specific board, commission or committee, the majority of members on each board, commission and committee shall reside within the corporate limits of the City of Olympia or the City of Olympia Urban Growth Area.

1. This provision shall not apply to a board, commission or committee member when there is a member vacancy during a term of office resulting in less than a majority of the remaining members residing within the corporate limits of the City of Olympia or the Urban Growth Area. In this case, the residency requirement may be suspended for the remainder of the term that was vacated.

C. Compensation. All board, commission and committee members shall serve without compensation, except as determined by the Olympia City Council.

D. Appointment.

1. Members are appointed by majority vote of the Olympia City Council in an open public meeting.
2. Members serve at the discretion of the City ~~Council, and~~ Council and may be removed from office for any reason by majority vote of the City Council in a public meeting.
3. City employees are not eligible for appointment to a board, commission or committee during the term of their employment with the City.

E. Recruitment. The City Council's General Government Committee shall develop and implement a public process to recruit potential board, commission and committee members.

F. Diversity. Given the applicant pool and qualifications at the time of member recruitment, the City Council shall strive, to the best of its ability, to achieve diversity in geographic residence within the City, gender, age, profession, race and ethnicity on each board, commission and committee. ~~Except as may otherwise be provided by ordinance, n~~ No geographic, gender, age, profession, race nor ethnicity restrictions shall be placed on applicant eligibility.

G. Non-Partisan. All board, commission and committee positions are non-partisan.

2.100.050 Term of Office

A. The term of office for board, commission and committee positions shall be three (3) years, except as modified by the City Council, and such terms shall commence on April 1.

B. The terms shall be staggered so that as near as possible one-third of each board's, commission's and committee's membership shall expire each year.

C. Terms shall be limited to three (3) full terms, nine (9) years, on any one board, commission or committee (except for the Design Review Board and the Heritage Commission). Partial terms will not be counted toward the number of terms considered. Citizens or residents who have reached the term limit on any one board, commission or -committee remain eligible to apply and serve on a different board, commission or committee. Upon a motion properly made and seconded, the City Council may waive a term limit restriction upon a vote of a majority of the City Council.

2.100.060 Vacancies

A. Vacancies on boards, commissions or committees occurring during the term of office shall be filled based upon on a timeline determined by the City Council's General Government Committee.

B. Any person appointed to fill a vacancy shall be appointed for the remainder of the unexpired term.

2.100.070 Rules of Procedure and Bylaws

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

2.100.080 Annual Work Plan

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

2.100.090 Staff Liaison Support

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

Section 3. Amendment of OMC 2.100. A NEW Article VIII, Home Fund Advisory Board, is hereby added to Olympia Municipal Code Chapter 2.100 to read as follows:

2.100.450 Established – Purpose

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

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

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

2.100.480 Duties

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

A. Priority Setting.

1. To review the overall housing needs of vulnerable populations within the City.

2. To coordinate with other stakeholders, City boards, commissions and committees, government funders and other public and private partners to develop categories of need and priority projects to meet those needs consistent with statutory limitations on use of Home Fund dollars; and

3. To make recommendations to the City Council concerning appropriate low income housing projects and housing and mental health related services.

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

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

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

- Thurston County Five-Year Plan
- Olympia's CDBG Annual Plan and Five-Year Plan
- The Regional Housing Council
- Housing Action Team
- Thurston County Housing Authority
- Continuum of Care
- Housing Finance Commission
- Housing Trust Fund

Section 3. Corrections. The City Clerk and codifiers of this Ordinance are authorized to make necessary corrections to this Ordinance, including the correction of scrivener/clerical errors, references, ordinance numbering, section/subsection numbers and any references thereto.

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

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

Section 6. Effective Date. This Ordinance shall take effect thirty (30) days after publication, as provided by law.

MAYOR

ATTEST:

CITY CLERK

APPROVED AS TO FORM:

Mark Barber
CITY ATTORNEY

PASSED:

APPROVED:

PUBLISHED:



City Council

Emergency Approval of an Ordinance Adding a New Chapter 5.82 to Title 5 of the Olympia Municipal Code regarding Tenant Protections Related to COVID-19 - First and Final Reading

Agenda Date: 10/13/2020
Agenda Item Number: 4.F
File Number:20-0749

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

Title

Emergency Approval of an Ordinance Adding a New Chapter 5.82 to Title 5 of the Olympia Municipal Code regarding Tenant Protections Related to COVID-19 - First and Final Reading

Recommended Action

Committee Recommendation:

On September 17, 2020, the Land Use & Environment Committee recommended City Council take emergency action to adopt the ordinance on first and final reading as soon as possible.

City Manager Recommendation:

Move to approve the ordinance adding a new Chapter 5.82 to Title 5 of the Olympia Municipal Code regarding tenant protections related to COVID-19 on first and final reading.

Report

Issue:

Whether to approve an ordinance to protect tenants who have fallen behind in rent due to the COVID-19 pandemic.

Staff Contact:

Keith Stahley, Assistant City Manager, Executive, 360.753.8227

Presenter(s):

Keith Stahley, Assistant City Manager

Background and Analysis:

The ordinance under consideration would create a Rental Housing Code in the Olympia Municipal Code (OMC) Chapter 5.82. It would establish temporary protections for tenants who have fallen behind in rent due to the COVID-19 pandemic.

King County adopted a similar ordinance in June 2020. The King County ordinance extends COVID-19 protections to renters in King County until March 1, 2021. The ordinance for Olympia recommended by the Land Use and Environment Committee would extend protections until July 1,

2021.

The ordinance authorizes a defense that a tenant may assert in court during a show cause hearing as to why the landlord should not be granted a writ of restitution restoring the landlord to the rental premises and evicting the tenant. It also provides a defense if a landlord refuses a tenant's request to enter into an installment repayment plan for unpaid rent due to the COVID-19 pandemic. The tenant has until October 1, 2021 or the sunset date of the ordinance, whichever occurs first, to pay the landlord in full for back rent.

In the initial draft ordinance, late fees, interest and other charges are suspended and do not accrue commencing on the effective date of the ordinance until its sunset date. On October 6, 2020, during discussion of the proposed ordinance, Councilmember Cooper made a motion to revise the language relating to late fees, interest and other charges to provide that once a tenant has entered into a reasonable written installment repayment plan with a landlord, any default by the tenant for any reason other than due to COVID-19 as set forth in the seven factors in OMC 5.82.030.D, the tenant shall be responsible for late fees, interest or other charges from and after the date of default in the repayment plan and to bring the revised ordinance back before Council on October 13, 2020. The motion passed and the proposed ordinance has been revised to add the requested language.

The seven factors in the ordinance that provide a defense to a tenant's failure to pay rent due to circumstances occurring as a result of the COVID-19 pandemic are:

1. The tenant's illness;
2. Loss or reduction of income;
3. Loss of employment;
4. Reduction in compensated hours of work;
5. Business or office closure;
6. A need to miss work to care for a family member or child, where that care is uncompensated; or
7. Other similar loss of income due to the COVID-19 pandemic.

Repayment of rent owed is subject to the following conditions:

- a. The plan does not require the tenant to pay more than one-third of the overdue rent per month unless agreed to by the tenant in writing; and
- b. All rental debt accumulated resulting from the reasons in subsections A and C of OMC 5.82.030 shall be paid in full to the landlord by October 1, 2021, or the sunset date of the ordinance, whichever occurs first; and
- c. Late fees, interest or other charges due to late payment of rent shall not accrue from the commencement of the effective date of this ordinance until this ordinance sunsets as provided in OMC 5.82.030.B, except that once a tenant has entered into a reasonable written installment repayment plan with a landlord, any default by the tenant for any reason other than due to COVID-19 as set forth in subsection D, the tenant shall be responsible for late fees, interest or other charges from and after the date of default in the repayment plan.

The Land Use & Environment Committee previously added language to the ordinance to express a

legislative intent that the tenant's financial circumstances be considered in any reasonable repayment plan. The language added in OMC 5.82.030.E.2 is as follows: "A reasonable written installment repayment plan shall be based on the tenant's individual financial, health and other circumstances, including the tenant's income, and shall be negotiated between the landlord and residential tenant in good faith . . ."

ADOPTION AND ENFORCEMENT

In order to pass as an emergency measure, this ordinance must be adopted by a majority plus one of the full Council per RCW 35A.13.190. This ordinance will sunset one year after its effective date, unless legislatively extended by Council. The ordinance would be enforceable by the courts. The City of Olympia would not be involved in enforcement.

OTHER PROTECTIONS IN PLACE

The Washington State Governor's Proclamation 20-19.3, Evictions and Related Housing Practices, which protects tenants from eviction due to inability to pay rent due to COVID-19, was extended on July 24, 2020 until October 15, 2020.

On September 1, 2020, the federal Center for Disease Control (CDC) enacted a moratorium on evictions. This moratorium remains in effect until December 31, 2020.

Rental assistance is available through the Community Action Council (CAC). The program targets residents at or below 50 percent median income who have missed rent and meet other eligibility requirements. The program is funded with \$3.1 million by the CARES Act, having flowed through the State Department of Commerce and Thurston County to the CAC. Also, since March, the City of Olympia has provided \$400,000 in funding for rental assistance administered by the CAC.

Rental assistance for young adults, aged 18-24, who are most likely to become homeless or to suffer severe health consequences if evicted is also available through Community Youth Services (CYS). The program is funded with \$360,000 by the CARES Act, having flowed through the State Department of Commerce to CYS.

Landlords and tenants can learn more about these programs on the City of Olympia's web page (www.Olympiawa.gov <<http://www.Olympiawa.gov>>) or by connecting directly with the Community Action Council of Lewis Mason Thurston Counties (www.caclmt.org <<http://www.caclmt.org>>) or Community Youth Services (<<https://communityyouthservices.org>>).

Neighborhood/Community Interests:

Rental properties are spread throughout the City. Fifty-four percent of the residential properties in Olympia are renter occupied.

Eleven people provided comments at the Land Use Committee meeting, with a majority in favor of the ordinance. Several public comments - both opposed and supportive of the ordinance and including renters and landlord/property owners - have been submitted to the City Council. Council received public comments in support and opposition to the proposed ordinance during its business meeting on October 6, 2020.

Options:

1. Move to approve the ordinance as an emergency measure on first and final reading, as amended by Councilmember Cooper's motion.
2. Consider the proposed amended ordinance and provide feedback and direction to staff and return to the Land Use Committee for further consultation.
3. Consider the amended ordinance and take no action.

Financial Impact:

No direct financial impacts to the City are anticipated.

Attachments:

Ordinance

King County Ordinance

Center for Disease Control's Order

Proclamation 20-19.3

CAC Rent Assistance Program flyer

CYS Rent Assistance Program flyer

Ordinance No. _____

**AN ORDINANCE OF THE CITY OF OLYMPIA, WASHINGTON, ADDING A
NEW CHAPTER 5.82 TO TITLE 5 OF THE OLYMPIA MUNICIPAL CODE
REGARDING A CITY OF OLYMPIA RENTAL HOUSING CODE**

WHEREAS, earlier this year, the World Health Organization announced that novel coronavirus (COVID-19) is officially a global pandemic; and

WHEREAS, on January 31, 2020, the United States Department of Health and Human Services Secretary Alex Azar declared a public health emergency because of COVID-19; and

WHEREAS, the Washington Governor also declared a State of Emergency due to new cases of COVID-19; and

WHEREAS, on March 24, 2020, the Olympia City Council passed Ordinance No. 7233 declaring a state of public health emergency in the City of Olympia. The Olympia City Council declared it will take all actions within its powers and resources to protect the public peace, health, safety and welfare of the residents and businesses of the City of Olympia due to the growing public health impacts of COVID-19; and

WHEREAS, on April 14, 2020, the Olympia City Council adopted Resolution No. M-2114 calling on Governor Jay Inslee to use the Governor's emergency powers to impose an immediate moratorium on residential and commercial rent payments, such that no resident of the City of Olympia or the State of Washington should be required to pay rent during the declared public health emergency or to suffer the accumulation of debt for unpaid rent, among other matters; and

WHEREAS, the impacts of the emerging public health crisis on the economy, employment, job retention, child care and businesses have resulted in and might continue to result in workers being unable to go to work because of illness; the need to care for children home from day care or school or for other family members without paid sick or vacation time; and reduced hours due to reduced demand, furlough or unemployment as businesses struggle during the state of the public health emergency; and

WHEREAS, pursuant to provisions of the Washington State Residential Landlord-Tenant Act, Chapter 59.18 RCW, an owner may not evict residential tenants without a court order, which under RCW 59.18.380 may be issued by a court only after the tenant has an opportunity in a show cause hearing to contest the eviction. Providing an additional defense to eviction for certain causes resulting from the COVID-19 pandemic within the City of Olympia is necessary to protect public health to support stable housing, decrease the likelihood that individuals and families will fall into homelessness and decrease exposure while the COVID-19 emergency exists; and

WHEREAS, in addition to the public health emergency caused by the COVID-19 pandemic, the Olympia City Council finds that the pandemic's effects have resulted in economic harm within the City of Olympia due to job loss or reduction of available work, lack of or inability to locate child care or care for family members, and that these unique challenges adversely affect and impact the ability of the City's residents to timely pay residential rent. The Olympia City Council further finds that it is appropriate to establish regulations supporting the issues of increasing housing security and enforcement mechanisms as they relate to rental housing within the municipal boundaries of the City of Olympia; and

WHEREAS, the Centers for Disease Control and Prevention (CDC) announced on September 1, 2020, a nationwide moratorium on residential evictions through the end of 2020 to prevent further spread of the coronavirus by publication in the Federal Register of an Agency Order under Section 361 of the Public Health Service Act; and

WHEREAS, it is the intent of the Olympia City Council to continue its commitment to maintain healthy, vibrant and diverse neighborhoods within the City of Olympia, while balancing the needs of landlords and tenants during the COVID-19 pandemic;

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

Section 1. NEW CHAPTER 5.82. A NEW CHAPTER 5.82, Rental Housing Code, is hereby added to Title 5 of the Olympia Municipal Code to read as follows:

CHAPTER 5.82

Rental Housing Code

5.82.000 Chapter Contents

Sections:

5.82.010 Purpose and Intent.

5.82.020 Definitions.

5.82.030 Temporary COVID-19 rental enforcement restrictions.

5.82.010 Purpose and Intent.

The purpose of this chapter is to establish regulations supporting housing security to reduce homelessness and to establish standards and enforcement mechanisms as they relate to rental housing within the municipal boundaries of the City of Olympia. It is the intent of the Olympia City Council to continue its long-term commitment to maintain healthy, vibrant and diverse neighborhoods within the City of Olympia. The regulations contained in this chapter balance the needs of the landlord, tenant, and the City of Olympia to ensure safe, healthy, and thriving rental housing within the City's municipal boundaries. The City recognizes that the renting of residential property is a commercial venture where owners and landlords must evaluate risk, profit, and loss. Providing housing for Olympia's residents directly impacts quality of life at the most basic level, and therefore requires regulations to ensure that this commercial venture is equitably undertaken. This chapter ensures housing security for current and future residents within the City of Olympia.

5.82.020 Definitions.

Unless the context clearly requires otherwise, the definitions in this section apply throughout this chapter:

A. "Days" means calendar days unless otherwise provided.

B. "Dwelling unit" means a structure or part of a structure used as a home, residence, or sleeping place by one or more persons maintaining a common household, including, but not limited to, single-family residences and units of multiplexes, apartment buildings, mobile homes, and rooms for which occupancy is authorized by a written or oral rental agreement.

C. "Landlord" means a landlord as defined in and within the scope of RCW 59.18.030 and RCW 59.18.040 of the Residential Landlord Tenant Act of 1973 ("RLTA") in effect at the time the rental agreement is executed or occurs. As of the effective day of this Ordinance, the RLTA defines "landlord" as "the owner, lessor, or sub-lessor of the dwelling unit or the property of which it is a part, and in addition means any person designated as representative of the owner, lessor, or sub-lessor including, but not limited to, an agent, a resident manager, or a designated property manager."

D. "Occupancy" means the formal designation of the primary purpose of the building structure or portion thereof.

E. "Owner" means the owner of record as shown on the last Thurston County tax assessment roll or such owner's authorized agent.

F. "Rent" or "rental amount" means recurring and periodic charges identified in the rental agreement for the use and occupancy of the premises, which may include charges for utilities. These terms do not include nonrecurring charges for costs incurred due to late payment, damages, deposits, legal costs, or other fees, including attorneys' fees. PROVIDED, however, that if, at the commencement of the tenancy, the landlord has provided an installment payment plan for nonrefundable fees or deposits for the security of the tenant's obligations and the tenant defaults in payment, the landlord may treat the default payment as rent owing.

G. "Rental agreement" means all agreements which establish or modify the terms, conditions, rules, regulations, or any other provisions concerning the use and occupancy of a dwelling unit.

H. "Tenant" means any person who is entitled to occupy a dwelling unit primarily for living or dwelling purposes under a rental agreement.

5.82.030 Temporary COVID-19 rental enforcement restrictions.

A. During the term of the public health emergency Proclamations issued by the Governor related to the COVID-19 pandemic, including the Governor's Proclamation 20-05, and any amendments and extensions thereto, landlords, property owners, and property managers are prohibited from treating any unpaid rent or other charges related to a dwelling or parcel of land occupied as a dwelling as an enforceable debt or obligation that is owing or collectable, where such non-payment was as a result of the COVID-19 pandemic and its adverse economic impacts, and where it occurred on or after February 29, 2020, the date when the initial State of Emergency was proclaimed in all counties in Washington State. This includes attempts to collect, or threats to collect through a collection agency, by filing an unlawful detainer or other judicial action, withholding any portion of a security deposit, billing or invoicing, reporting to credit bureaus, or by any other means. This prohibition does not apply to a landlord, property owner, or property manager who demonstrates by a preponderance of the evidence to a court that the resident was offered, and refused or failed to comply with, a re-payment plan that was reasonable based on the individual financial, health, and other circumstances of that resident and tenant. The enforcement restrictions set forth herein shall only apply to rental payment amounts during the time the Governor's Emergency Proclamation 20-05, and any amendments and extensions thereto that are in effect.

B. OMC Section 5.82.030 shall automatically expire and shall be repealed without any other action by the Olympia City Council one year after the effective date of this Ordinance, unless extended by legislative action.

C. Where an unlawful detainer action is based on any reason enumerated in OMC Chapter 5.82, it is a defense to eviction if the eviction was initiated because of a failure to pay rent due before or by July 1, 2021. The defense is available only where the reason for termination of the tenancy is based on:

1. The tenant's failure to comply with a fourteen-day notice to pay rent or vacate under RCW 59.12.030(3); or
2. The tenant's habitual failure to comply with the material terms of the rental agreement to pay rent that causes the owner to serve a notice to comply or vacate or a notice to pay rent or vacate three or more times in a twelve-month period.

D. To assert the defense under subsection A of this section, the residential tenant must prove by a preponderance of the evidence that the failure to pay rent was due to the following circumstances occurring as a result of the COVID-19 pandemic:

1. The tenant's illness;
2. Loss or reduction of income;
3. Loss of employment;
4. Reduction in compensated hours of work;
5. Business or office closure;
6. A need to miss work to care for a family member or child, where that care is uncompensated; or
7. Other similar loss of income due to the COVID-19 pandemic.

E. A tenant who fails to pay rent due before or by July 1, 2021, may elect to pay the overdue rent in installments if the failure to pay was due to one or more reasons in subsections C and D of this section. If an unlawful detainer action is based on the circumstances enumerated in subsections A and C of this section, it is a defense to eviction that the landlord refused a request by a tenant to enter into a reasonable repayment plan.

1. The reasons for which a landlord shall allow residential tenants to pay overdue rent on a repayment plan shall be due to one or more of the following circumstances occurring as a result of the COVID-19 pandemic as set forth in subsection D above.

2. A reasonable written installment repayment plan shall be based on the tenant's individual financial, health and other circumstances, including the tenant's income, and shall be negotiated between the landlord and residential tenant in good faith, which shall include the following provisions:

- a. The plan does not require the tenant to pay more than one-third of the overdue rent per month unless agreed to by the tenant in writing; and

- b. All rental debt accumulated resulting from the reasons in subsections A and C of this section shall be paid in full to the landlord by October 1, 2021, or the sunset date of this Ordinance, whichever occurs first; and

- c. Late fees, interest or other charges due to late payment of rent shall not accrue from the commencement of the effective date of this Ordinance until this Ordinance sunsets as provided in OMC 5.82.030.B, except that once a tenant has entered into a reasonable written installment repayment plan with a landlord, any default by the tenant for any reason other than due to COVID-19 as set forth in subsection D above, the tenant shall be responsible for late fees, interest or other charges from and after the date of default in the repayment plan.

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

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

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

Section 5. Effective Date. The Olympia City Council finds as a fact and declares that an emergency exists and that this Ordinance is necessary for the immediate preservation of public peace, health, safety, and welfare for the City's residents, therefore this Ordinance shall take immediate effect upon adoption, as provided by law.

MAYOR

ATTEST:

CITY CLERK

APPROVED AS TO FORM:

Mark Barber

CITY ATTORNEY

PASSED:

APPROVED:

PUBLISHED:

19 employment in essential business services, or both, until April 6, 2020. On April 2, 2020,
20 Governor Inslee extended the "Stay Home - Stay Healthy" proclamation to May 4, 2020.
21 On April 27, 2020, Governor Inslee adjusted and extended the "Stay Home – Stay
22 Healthy" proclamation to May 31, 2020.

23 E. Public health - Seattle & King County has recommended that people at higher
24 risk of severe illness stay home and away from large groups of people as much as
25 possible. People at higher risk include people: over sixty years old; with underlying
26 health conditions, including heart disease, lung disease or diabetes; with weakened
27 immune systems; and who are pregnant.

28 F. Public health - Seattle & King County has recommended that employers take
29 steps to make it more feasible for their employees to work in ways that minimize close
30 contact with large numbers of people, including maximizing telecommuting options and
31 maximizing flexibility in sick leave benefits for those who are ill or at high risk.

32 G. Persons with underlying health conditions are at greater risk of fatality if they
33 contract COVID-19, and preventing individuals from becoming higher-risk patients will
34 protect the public health, safety and welfare of the region.

35 H. The impacts of the emerging public health crisis on the economy,
36 employment, job retention, child care and businesses have resulted in and might continue
37 to result in: workers being unable to go to work because of illness; the need to care for
38 children home from day care or school or for other family members without paid sick or
39 safe time; and reduced hours due to reduced demand, furlough or unemployment as
40 businesses struggle during the state of emergency.

41 I. The impacts of the forced closure of businesses will be felt most by small
42 businesses and nonprofits, which typically have smaller profit margins, smaller cash
43 reserves, and less access to capital than larger for-profit businesses.

44 J. Those risks are compounded especially for workers without paid sick or safe
45 time, those in the "gig economy" and others without protections that help stabilize
46 income. Historically disadvantaged populations are already at greater risk of eviction.
47 Compounding existing risk with the impacts from the COVID-19 emergency may
48 increase the likelihood of exposure, spread and contraction of the virus.

49 K. Pursuant to provisions of the Washington state Residential Landlord-Tenant
50 Act, chapter 59.18 RCW, an owner may not evict residential tenants without a court
51 order, which under RCW 59.18.380 may be issued by a court only after the tenant has an
52 opportunity in a show cause hearing to contest the eviction. Providing an additional
53 defense to eviction for certain causes resulting from the COVID-19 pandemic is
54 necessary to protect public health to support stable housing, decrease the likelihood that
55 individuals and families will fall into homelessness and decrease exposure while the
56 COVID-19 emergency exists.

57 L. On March 18, 2020, Governor Inslee issued Proclamation 20-19 prohibiting
58 eviction actions based on nonpayment of rent until April 17, 2020, which was extended
59 until June 4, 2020, with additional tenant protections. Under the emergency
60 proclamation, renters are still obligated to pay landlords, resulting in potentially
61 significant accumulated debt for those who defer payments.

62 M. The King County regional affordable housing task force report included
63 census data showing that more than 124,000 low-income households in King County are

64 severely cost burdened. Of these, 88 percent, or 109,700 households, earn 50 percent or
65 less of area median income, meaning the county's poorest residents struggle most with
66 housing costs. The report found that communities of color and renters are
67 disproportionately likely to be severely cost burdened, paying more than half of their
68 income toward housing costs. The report also included a recommended strategy of
69 adopting ordinances to expand tenant protection and provide implementation support.
70 The King County council declared through Motion 15372 that recommendations
71 contained therein represent the policy of the council.

72 SECTION 2. The definitions in this section apply throughout this ordinance
73 unless the context clearly requires otherwise.

74 A. "Housing unit" means a structure or that part of a structure that is used as a
75 home, residence or sleeping place by one or more persons maintaining a common
76 household, including, but not limited to, single-family residences and units of
77 multiplexes, apartment buildings and mobile homes and for which occupancy is
78 authorized by a rental agreement.

79 B. "Occupancy" means the formal designation of the primary purpose of the
80 building structure or portion thereof.

81 C. "Owner" means one or more persons, jointly or severally, in whom is vested:

82 1. All or any part of the legal title to property; or

83 2. All or part of the beneficial ownership, and a right to present use and
84 enjoyment of the property.

85 D. "Rental agreement" means all agreements that establish or modify the terms,
86 conditions, rules, regulations or any other provisions concerning the use and occupancy

87 of a housing unit.

88 E. "Small commercial tenant" means a business entity, including a sole

89 proprietorship, corporation, partnership or other legal entity, that:

90 1. Is owned and operated independently from all other businesses. A franchisee
91 with five or fewer franchise units shall be considered owned and operated independently
92 from its franchisor;

93 2. Has fifty or fewer employees per establishment or premises;

94 3. Has either been forced to close due to an emergency order issued by the
95 Governor or has gross receipts from the previous calendar month of 2020 that are less
96 than seventy percent of its gross receipts for the same month in 2019; and

97 4. Is neither a general sales and service business with ten or more
98 establishments in operation located anywhere in the world nor an entertainment use
99 business with five or more establishments in operation located anywhere in the world.

100 SECTION 3. A. Where an unlawful detainer action is based on any reason
101 enumerated in this section, it is a defense to eviction if the eviction were initiated because
102 of a failure to pay rent due before or by March 1, 2021. The defense is available only
103 where the reason for termination of the tenancy is based on:

104 1. The tenant's failure to comply with a fourteen-day notice to pay rent or vacate
105 under RCW 59.12.030(3); or

106 2. The tenant's habitual failure to comply with the material terms of the rental
107 agreement to pay rent that causes the owner to serve a notice to comply or vacate or a
108 notice to pay rent or vacate three or more times in a twelve-month period.

109 B. To assert the defense under subsection A. of this section, the residential tenant

110 must prove that the failure to pay rent was due to the following circumstances occurring
111 as a result of the COVID-19 pandemic:

- 112 1. The tenant's illness;
- 113 2. Loss or reduction of income;
- 114 3. Loss of employment;
- 115 4. Reduction in compensated hours of work;
- 116 5. Business or office closure;
- 117 6. A need to miss work to care for a family member or child, where that care is
118 uncompensated; or
- 119 7. Other similar loss of income due to the COVID-19 pandemic.

120 C. A tenant who fails to pay rent due before or by March 1, 2021, may elect to
121 pay the overdue rent in installments if the failure to pay was due to one or more reasons
122 in subsection A.1. of this section. If an unlawful detainer action is based on the
123 circumstances enumerated in subsection A. of this section, it is a defense to eviction that
124 the landlord refused a request to enter into a repayment plan that meets the following
125 requirements:

- 126 1. The reasons for which the landlord allowed residential tenants to pay overdue
127 rent on a repayment plan is due to one or more of the following circumstances occurring
128 as a result of the COVID-19 pandemic:
 - 129 a. the tenant's illness;
 - 130 b. loss or reduction of income;
 - 131 c. loss of employment;
 - 132 d. reduction in compensated hours of work;

- 133 e. business or office closure;
- 134 f. a need to miss work to care for a family member or child, where that care is
135 uncompensated; or
- 136 g. Other similar loss of income due to the COVID-19 pandemic;
- 137 2. A written installment repayment plan shall be negotiated between the
138 landlord and residential tenant, which shall include the following provisions:
- 139 a. the plan does not require the tenant to pay more than one-third of the
140 overdue rent per month unless agreed to by the tenant; and
- 141 b. all rental debt accumulated resulting from the reasons in subsection A.1. of
142 this section shall be paid in full to the landlord by September 1, 2021; and
- 143 3. Late fees, interest or other charges due to late payment of rent shall not
144 accrue during or by March 1, 2021.

145 SECTION 4. A. A small commercial tenant that fails to pay rent due before or
146 by March 1, 2021, may elect to pay its overdue rent in installments by September 1,
147 2021, during that period on a repayment schedule.

148 B. A written installment repayment schedule under subsection A. of this section
149 shall be negotiated between the lessor and the small commercial tenant for the payment
150 of rent in arrears, and:

- 151 1. The schedule may not require the small commercial tenant to pay, in addition
152 to rent due for the month or period, more than one-third of late rent within any month or
153 period following the month or period for which full rent was not paid unless agreed by
154 the tenant; and
- 155 2. Rent in arrears shall be paid in full to the lessor no later than September 1,

156 2021.

157 C. Late fees, interest or other charges due to late payment of rent shall not accrue
158 before or by March 1, 2021.

159 SECTION 5. Severability. If any provision of this ordinance or its application to
160 any person or circumstance is held invalid, the remainder of the ordinance or the
161 application of the provision to other persons or circumstances is not affected.

162 SECTION 6. The county council finds as a fact and declares that an emergency
163 exists and that this ordinance is necessary for the immediate preservation of public peace,
164 health or safety or for the support of county government and its existing public
165 institutions."

166

167 **EFFECT: Makes technical corrections recommended by the PAO and the code**
168 **reviser; changes the sunset date of the provisions from September 1, 2020 to March**
169 **1, 2021.**

DEPARTMENT OF HEALTH AND HUMAN SERVICES

Centers for Disease Control and Prevention

Temporary Halt in Residential Evictions To Prevent the Further Spread of COVID-19

AGENCY: Centers for Disease Control and Prevention (CDC), Department of Health and Human Services (HHS).

ACTION: Agency Order.

SUMMARY: The Centers for Disease Control and Prevention (CDC), located within the Department of Health and Human Services (HHS) announces the issuance of an Order under Section 361 of the Public Health Service Act to temporarily halt residential evictions to prevent the further spread of COVID-19.

DATES: This Order is effective September 4, 2020 through December 31, 2020.

FOR FURTHER INFORMATION CONTACT: Nina Witkofsky, Acting Chief of Staff, Centers for Disease Control and Prevention, 1600 Clifton Road NE, MS H21-10, Atlanta, GA 30329; Telephone: 404-639-7000; Email: cdreregulations@cdc.gov.

SUPPLEMENTARY INFORMATION:

Background

There is currently a pandemic of a respiratory disease (“COVID-19”) caused by a novel coronavirus (SARS-COV-2) that has now spread globally, including cases reported in all fifty states within the United States plus the District of Columbia and U.S. territories (excepting American Samoa). As of August 24, 2020, there were over 23,000,000 cases of COVID-19 globally resulting in over 800,000 deaths; over 5,500,000 cases have been identified in the United States, with new cases being reported daily and over 174,000 deaths due to the disease.

The virus that causes COVID-19 spreads very easily and sustainably between people who are in close contact with one another (within about 6 feet), mainly through respiratory droplets produced when an infected person coughs, sneezes, or talks. Some people without symptoms may be able to spread the virus. Among adults, the risk for severe illness from COVID-19 increases with age, with older adults at highest risk. Severe illness means that persons with COVID-19 may require hospitalization, intensive care, or a ventilator to help them breathe, and may be fatal. People of any age with certain underlying medical conditions, such as cancer, an

immunocompromised state, obesity, serious heart conditions, and diabetes, are at increased risk for severe illness from COVID-19.¹

COVID-19 presents a historic threat to public health. According to one recent study, the mortality associated with COVID-19 during the early phase of the outbreak in New York City was comparable to the peak mortality observed during the 1918 H1N1 influenza pandemic.² During the 1918 H1N1 influenza pandemic, there were approximately 50 million influenza-related deaths worldwide, including 675,000 in the United States. To respond to this public health threat, the Federal, State, and local governments have taken unprecedented or exceedingly rare actions, including border closures, restrictions on travel, stay-at-home orders, mask requirements, and eviction moratoria. Despite these best efforts, COVID-19 continues to spread and further action is needed.

In the context of a pandemic, eviction moratoria—like quarantine, isolation, and social distancing—can be an effective public health measure utilized to prevent the spread of communicable disease. Eviction moratoria facilitate self-isolation by people who become ill or who are at risk for severe illness from COVID-19 due to an underlying medical condition. They also allow State and local authorities to more easily implement stay-at-home and social distancing directives to mitigate the community spread of COVID-19. Furthermore, housing stability helps protect public health because homelessness increases the likelihood of individuals moving into congregate settings, such as homeless shelters, which then puts individuals at higher risk to COVID-19. The ability of these settings to adhere to best practices, such as social distancing and other infection control measures, decreases as populations increase. Unsheltered homelessness also increases the risk that individuals will experience severe illness from COVID-19.

Applicability

Under this Order, a landlord, owner of a residential property, or other person³ with a legal right to pursue

eviction or possessory action, shall not evict any covered person from any residential property in any jurisdiction to which this Order applies during the effective period of the Order. This Order does not apply in any State, local, territorial, or tribal area with a moratorium on residential evictions that provides the same or greater level of public-health protection than the requirements listed in this Order. Nor does this order apply to American Samoa, which has reported no cases of COVID-19, until such time as cases are reported.

In accordance with 42 U.S.C. 264(e), this Order does not preclude State, local, territorial, and tribal authorities from imposing additional requirements that provide greater public-health protection and are more restrictive than the requirements in this Order.

This Order is a temporary eviction moratorium to prevent the further spread of COVID-19. This Order does not relieve any individual of any obligation to pay rent, make a housing payment, or comply with any other obligation that the individual may have under a tenancy, lease, or similar contract. Nothing in this Order precludes the charging or collecting of fees, penalties, or interest as a result of the failure to pay rent or other housing payment on a timely basis, under the terms of any applicable contract.

Renter’s or Homeowner’s Declaration

Attachment A is a Declaration form that tenants, lessees, or residents of residential properties who are covered by the CDC’s order temporarily halting residential evictions to prevent the further spread of COVID-19 may use. To invoke the CDC’s order these persons must provide an executed copy of the Declaration form (or a similar declaration under penalty of perjury) to their landlord, owner of the residential property where they live, or other person who has a right to have them evicted or removed from where they live. Each adult listed on the lease, rental agreement, or housing contract should likewise complete and provide a declaration. Unless the CDC order is extended, changed, or ended, the order prevents these persons from being evicted or removed from where they are living through December 31, 2020. These persons are still required to pay rent and follow all the other terms of their lease and rules of the place where they live. These persons may also still be evicted for reasons other than not paying rent or making a housing

partnerships, societies, and joint stock companies, as well as individuals.

¹ CDC, *People with Certain Medical Conditions*, <https://www.cdc.gov/coronavirus/2019-ncov/need-extra-precautions/people-with-medical-conditions.html> (accessed August 26, 2020).

² Faust JS, Lin Z, del Rio C. Comparison of Estimated Excess Deaths in New York City During the COVID-19 and 1918 Influenza Pandemics. *JAMA New Open*. 2020;3(8):e2017527. doi:10.1001/jamanetworkopen.2020.17527.

³ For purposes of this Order, “person” includes corporations, companies, associations, firms,

payment. Executed declarations should not be returned to the Federal Government.

Centers for Disease Control and Prevention, Department of Health and Human Services

Order Under Section 361 of the Public Health Service Act (42 U.S.C. 264) and 42 CFR 70.2

Temporary Halt in Residential Evictions To Prevent the Further Spread of COVID-19

Summary

Notice and Order; and subject to the limitations under “Applicability”: Under 42 CFR 70.2, a landlord, owner of a residential property, or other person⁴ with a legal right to pursue eviction or possessory action, shall not evict any covered person from any residential property in any jurisdiction to which this Order applies during the effective period of the Order.

Definitions

“Available government assistance” means any governmental rental or housing payment benefits available to the individual or any household member.

“Available housing” means any available, unoccupied residential property, or other space for occupancy in any seasonal or temporary housing, that would not violate Federal, State, or local occupancy standards and that would not result in an overall increase of housing cost to such individual.

“Covered person”⁵ means any tenant, lessee, or resident of a residential property who provides to their landlord, the owner of the residential property, or

other person with a legal right to pursue eviction or a possessory action, a declaration under penalty of perjury indicating that:

(1) The individual has used best efforts to obtain all available government assistance for rent or housing;

(2) The individual either (i) expects to earn no more than \$99,000 in annual income for Calendar Year 2020 (or no more than \$198,000 if filing a joint tax return),⁶ (ii) was not required to report any income in 2019 to the U.S. Internal Revenue Service, or (iii) received an Economic Impact Payment (stimulus check) pursuant to Section 2201 of the CARES Act;

(3) the individual is unable to pay the full rent or make a full housing payment due to substantial loss of household income, loss of compensable hours of work or wages, a lay-off, or extraordinary⁷ out-of-pocket medical expenses;

(4) the individual is using best efforts to make timely partial payments that are as close to the full payment as the individual’s circumstances may permit, taking into account other nondiscretionary expenses; and

(5) eviction would likely render the individual homeless—or force the individual to move into and live in close quarters in a new congregate or shared living setting—because the individual has no other available housing options.

“Evict” and “Eviction” means any action by a landlord, owner of a residential property, or other person with a legal right to pursue eviction or a possessory action, to remove or cause the removal of a covered person from a residential property. This does not include foreclosure on a home mortgage.

“Residential property” means any property leased for residential purposes, including any house, building, mobile home or land in a mobile home park, or

similar dwelling leased for residential purposes, but shall not include any hotel, motel, or other guest house rented to a temporary guest or seasonal tenant as defined under the laws of the State, territorial, tribal, or local jurisdiction.

“State” shall have the same definition as under 42 CFR 70.1, meaning “any of the 50 states, plus the District of Columbia.”

“U.S. territory” shall have the same definition as under 42 CFR 70.1, meaning “any territory (also known as possessions) of the United States, including American Samoa, Guam, the Northern Mariana Islands, the Commonwealth of Puerto Rico, and the U.S. Virgin Islands.”

Statement of Intent

This Order shall be interpreted and implemented in a manner as to achieve the following objectives:

- Mitigating the spread of COVID-19 within congregate or shared living settings, or through unsheltered homelessness;
- mitigating the further spread of COVID-19 from one U.S. State or U.S. territory into any other U.S. State or U.S. territory; and
- supporting response efforts to COVID-19 at the Federal, State, local, territorial, and tribal levels.

Background

There is currently a pandemic of a respiratory disease (“COVID-19”) caused by a novel coronavirus (SARS-COV-2) that has now spread globally, including cases reported in all fifty states within the United States plus the District of Columbia and U.S. territories (excepting American Samoa). As of August 24, 2020, there were over 23,000,000 cases of COVID-19 globally resulting in over 800,000 deaths; over 5,500,000 cases have been identified in the United States, with new cases being reported daily and over 174,000 deaths due to the disease.

The virus that causes COVID-19 spreads very easily and sustainably between people who are in close contact with one another (within about 6 feet), mainly through respiratory droplets produced when an infected person coughs, sneezes, or talks. Some people without symptoms may be able to spread the virus. Among adults, the risk for severe illness from COVID-19 increases with age, with older adults at highest risk. Severe illness means that persons with COVID-19 may require hospitalization, intensive care, or a ventilator to help them breathe, and may be fatal. People of any age with certain underlying medical conditions, such as cancer, an

⁴ For purposes of this Order, “person” includes corporations, companies, associations, firms, partnerships, societies, and joint stock companies, as well as individuals.

⁵ This definition is based on factors that are known to contribute to evictions and thus increase the need for individuals to move into close quarters in new congregate or shared living arrangements or experience homelessness. Individuals who suffer job loss, have limited financial resources, are low income, or have high out-of-pocket medical expenses are more likely to be evicted for nonpayment of rent than others not experiencing these factors. See Desmond, M., Gershenson, C., *Who gets evicted? Assessing individual, neighborhood, and network factors*, Social Science Research 62 (2017), 366–377, <http://dx.doi.org/10.1016/j.ssresearch.2016.08.017>, (identifying job loss as a possible predictor of eviction because renters who lose their jobs experience not only a sudden loss of income but also the loss of predictable future income). According to one survey, over one quarter (26%) of respondents also identified job loss as the primary cause of homelessness. See 2019 San Francisco Homeless Point-in-Time Count & Survey, page 22, available at: https://hsh.sfgov.org/wp-content/uploads/2020/01/2019HIRDReport_SanFrancisco_FinalDraft-1.pdf.

⁶ According to one study, the national two-bedroom housing wage in 2020 was \$23.96 per hour (approximately, \$49,837 annually), meaning that an hourly wage of \$23.96 was needed to afford a modest two bedroom house without spending more than 30% of one’s income on rent. The hourly wage needed in Hawaii (the highest cost U.S. State for rent) was \$38.76 (approximately \$80,621 annually). See National Low-Income Housing Coalition, *Out of Reach: The High Cost of Housing 2020*, available at: <https://reports.nlihc.org/oor>. As further explained herein, because this Order is intended to serve the critical public health goal of preventing evicted individuals from potentially contributing to the interstate spread of COVID-19 through movement into close quarters in new congregate, shared housing settings, or through homelessness, the higher income thresholds listed here have been determined to better serve this goal.

⁷ An extraordinary medical expense is any unreimbursed medical expense likely to exceed 7.5% of one’s adjusted gross income for the year.

immunocompromised state, obesity, serious heart conditions, and diabetes, are at increased risk for severe illness from COVID-19.⁸

COVID-19 presents a historic threat to public health. According to one recent study, the mortality associated with COVID-19 during the early phase of the outbreak in New York City was comparable to the peak mortality observed during the 1918 H1N1 influenza pandemic.⁹ During the 1918 H1N1 influenza pandemic, there were approximately 50 million influenza-related deaths worldwide, including 675,000 in the United States. To respond to this public health threat, the Federal, State, and local governments have taken unprecedented or exceedingly rare actions, including border closures, restrictions on travel, stay-at-home orders, mask requirements, and eviction moratoria. Despite these significant efforts, COVID-19 continues to spread and further action is needed.

In the context of a pandemic, eviction moratoria—like quarantine, isolation, and social distancing—can be an effective public health measure utilized to prevent the spread of communicable disease. Eviction moratoria facilitate self-isolation by people who become ill or who are at risk for severe illness from COVID-19 due to an underlying medical condition. They also allow State and local authorities to more easily implement stay-at-home and social distancing directives to mitigate the community spread of COVID-19. Furthermore, housing stability helps protect public health because homelessness increases the likelihood of individuals moving into close quarters in congregate settings, such as homeless shelters, which then puts individuals at higher risk to COVID-19.

Applicability

This Order does not apply in any State, local, territorial, or tribal area with a moratorium on residential evictions that provides the same or greater level of public-health protection than the requirements listed in this Order. In accordance with 42 U.S.C. 264(e), this Order does not preclude State, local, territorial, and tribal authorities from imposing additional requirements that provide greater public-health protection and are more

⁸ CDC, *People with Certain Medical Conditions*, <https://www.cdc.gov/coronavirus/2019-ncov/need-extra-precautions/people-with-medical-conditions.html> (accessed August 26, 2020).

⁹ Faust JS, Lin Z, del Rio C. Comparison of Estimated Excess Deaths in New York City During the COVID-19 and 1918 Influenza Pandemics. *JAMA New Open*. 2020;3(8):e2017527. doi:10.1001/jamanetworkopen.2020.17527.

restrictive than the requirements in this Order.

Additionally, this Order shall not apply to American Samoa, which has reported no cases of COVID-19, until such time as cases are reported.

This Order is a temporary eviction moratorium to prevent the further spread of COVID-19. This Order does not relieve any individual of any obligation to pay rent, make a housing payment, or comply with any other obligation that the individual may have under a tenancy, lease, or similar contract. Nothing in this Order precludes the charging or collecting of fees, penalties, or interest as a result of the failure to pay rent or other housing payment on a timely basis, under the terms of any applicable contract.

Nothing in this Order precludes evictions based on a tenant, lessee, or resident: (1) Engaging in criminal activity while on the premises; (2) threatening the health or safety of other residents; (3) damaging or posing an immediate and significant risk of damage to property; (4) violating any applicable building code, health ordinance, or similar regulation relating to health and safety; or (5) violating any other contractual obligation, other than the timely payment of rent or similar housing-related payment (including non-payment or late payment of fees, penalties, or interest).

Eviction and Risk of COVID-19 Transmission

Evicted renters must move, which leads to multiple outcomes that increase the risk of COVID-19 spread. Specifically, many evicted renters move into close quarters in shared housing or other congregate settings. According to the Census Bureau American Housing Survey, 32% of renters reported that they would move in with friends or family members upon eviction, which would introduce new household members and potentially increase household crowding.¹¹ Studies show that COVID-19 transmission occurs readily within households; household contacts are estimated to be 6 times more likely to become infected by an

¹⁰ Individuals who might have COVID-19 are advised to stay home except to get medical care. Accordingly, individuals who might have COVID-19 and take reasonable precautions to not spread the disease should not be evicted on the ground that they may pose a health or safety threat to other residents. See *What to Do if You are Sick*, available at <https://www.cdc.gov/coronavirus/2019-ncov/if-you-are-sick/steps-when-sick.html>.

¹¹ United States Census Bureau. American Housing Survey, 2017. <https://www.census.gov/programs-surveys/ahs.html>.

index case of COVID-19 than other close contacts.¹²

Shared housing is not limited to friends and family. It includes a broad range of settings, including transitional housing, and domestic violence and abuse shelters. Special considerations exist for such housing because of the challenges of maintaining social distance. Residents often gather closely or use shared equipment, such as kitchen appliances, laundry facilities, stairwells, and elevators. Residents may have unique needs, such as disabilities, cognitive decline, or no access to technology, and thus may find it more difficult to take actions to protect themselves from COVID-19. CDC recommends that shelters provide new residents with a clean mask, keep them isolated from others, screen for symptoms at entry, or arrange for medical evaluations as needed depending on symptoms.¹³ Accordingly, an influx of new residents at facilities that offer support services could potentially overwhelm staff and, if recommendations are not followed, lead to exposures.

Congress passed the Coronavirus Aid, Relief, and Economic Security (CARES) Act (Pub. L. 116-136) to aid individuals and businesses adversely affected by COVID-19. Section 4024 of the CARES Act provided a 120-day moratorium on eviction filings as well as other protections for tenants in certain rental properties with Federal assistance or federally related financing. These protections helped alleviate the public health consequences of tenant displacement during the COVID-19 pandemic. The CARES Act eviction moratorium expired on July 24, 2020.¹⁴ The protections in the CARES Act supplemented temporary eviction moratoria and rent freezes implemented by governors and local officials using emergency powers.

Researchers estimated that this temporary Federal moratorium provided relief to a material portion of the nation's roughly 43 million renters.¹⁵

¹² Bi Q, Wu Y, Mei S, et al. *Epidemiology and transmission of COVID-19 in 391 cases and 1286 of their close contacts in Shenzhen, China: a retrospective cohort study*. *Lancet Infect Dis* 2020. [https://doi.org/10.1016/S1473-3099\(20\)30287-5](https://doi.org/10.1016/S1473-3099(20)30287-5).

¹³ See CDC COVID-19 Guidance for Shared or Congregate Housing, available at: <https://www.cdc.gov/coronavirus/2019-ncov/community/shared-congregate-house/guidance-shared-congregate-housing.html>.

¹⁴ Because evictions generally require 30-days' notice, the effects of housing displacement due to the expiration of the CARES act are not expected to manifest until August 27, 2020.

¹⁵ See Congressional Research Service, *CARES Act Eviction Moratorium*, (April 7, 2020) available at: <https://crsreports.congress.gov/product/pdf/IN/IN11320>.

Approximately 12.3 million rental units have federally backed financing, representing 28% of renters. Other data show more than 2 million housing vouchers along with approximately 2 million other federally assisted rental units.¹⁶

The Federal moratorium, however, did not reach all renters. Many renters who fell outside the scope of the Federal moratorium were protected under State and local moratoria. In the absence of State and local protections, as many as 30–40 million people in America could be at risk of eviction.¹⁷ A wave of evictions on that scale would be unprecedented in modern times.¹⁸ A large portion of those who are evicted may move into close quarters in shared housing or, as discussed below, become homeless, thus contributing to the spread of COVID-19.

The statistics on interstate moves show that mass evictions would likely increase the interstate spread of COVID-19. Over 35 million Americans, representing approximately 10% of the U.S. population, move each year.¹⁹ Approximately 15% of moves are interstate.²⁰

Eviction, Homelessness, and Risk of Severe Disease From COVID-19

Evicted individuals without access to housing or assistance options may also contribute to the homeless population, including older adults or those with underlying medical conditions, who are more at risk for severe illness from COVID-19 than the general population.²¹ In Seattle-King County, 5–15% of people experiencing homelessness between 2018 and 2020 cited eviction as the primary reason for becoming homeless.²² Additionally,

some individuals and families who are evicted may originally stay with family or friends, but subsequently seek homeless services. Among people who entered shelters throughout the United States in 2017, 27% were staying with family or friends beforehand.²³

People experiencing homelessness are a high-risk population. It may be more difficult for these persons to consistently access the necessary resources in order to adhere to public health recommendations to prevent COVID-19. For instance, it may not be possible to avoid certain congregate settings such as homeless shelters, or easily access facilities to engage in handwashing with soap and water.

Extensive outbreaks of COVID-19 have been identified in homeless shelters.²⁴ In Seattle, Washington, a network of three related homeless shelters experienced an outbreak that led to 43 cases among residents and staff members.²⁵ In Boston, Massachusetts, universal COVID-19 testing at a single shelter revealed 147 cases, representing 36% of shelter residents.²⁶ COVID-19 testing in a single shelter in San Francisco led to the identification of 101 cases (67% of those tested).²⁷ Throughout the United States, among 208 shelters reporting universal diagnostic testing data, 9% of shelter clients have tested positive.²⁸

CDC guidance recommends increasing physical distance between beds in homeless shelters.²⁹ To adhere to this guidance, shelters have limited the number of people served throughout the United States. In many places, considerably fewer beds are available to

individuals who become homeless. Shelters that do not adhere to the guidance, and operate at ordinary or increased occupancy, are at greater risk for the types of outbreaks described above. The challenge of mitigating disease transmission in homeless shelters has been compounded because some organizations have chosen to stop or limit volunteer access and participation.

In the context of the current pandemic, large increases in evictions could have at least two potential negative consequences. One is if homeless shelters increase occupancy in ways that increase the exposure risk to COVID-19. The other is if homeless shelters turn away the recently homeless, who could become unsheltered, and further contribute to the spread of COVID-19. Neither consequence is in the interest of the public health.

The risk of COVID-19 spread associated with unsheltered homelessness (those who are sleeping outside or in places not meant for human habitation) is of great concern to CDC. Over 35% of homeless persons are typically unsheltered.³⁰ The unsheltered homeless are at higher risk for infection when there is community spread of COVID-19. The risks associated with sleeping and living outdoors or in an encampment setting are different than from staying indoors in a congregate setting, such as an emergency shelter or other congregate living facility. While outdoor settings may allow people to increase physical distance between themselves and others, they may also involve exposure to the elements and inadequate access to hygiene, sanitation facilities, health care, and therapeutics. The latter factors contribute to the further spread of COVID-19.

Additionally, research suggests that the population of persons who would be evicted and become homeless would include many who are predisposed to developing severe disease from COVID-19. Five studies have shown an association between eviction and hypertension, which has been associated with more severe outcomes from COVID-19.³¹ Also, the homeless

¹⁶ See HUD, A Picture of Subsidized Households General Description of the Data and Bibliography, available at: <https://www.huduser.gov/portal/datasets/assths/statedata98/descript.html>.

¹⁷ See Emily Benfer, et al., *The COVID-19 Eviction Crisis: An Estimated 30–40 Million People in America are at Risk*, available at: <https://www.aspeninstitute.org/blog-posts/the-covid-19-eviction-crisis-an-estimated-30-40-million-people-in-america-are-at-risk/>.

¹⁸ As a baseline, approximately 900,000 renters are evicted every year in the United States. Princeton University Eviction Lab. National Estimates: Eviction in America. <https://evictionlab.org/national-estimates/>.

¹⁹ See U.S. Census Bureau, CPS Historical Migration/Geographic Mobility Tables, available at: <https://www.census.gov/data/tables/time-series/demo/geographic-mobility/historic.html>.

²⁰ *Id.*

²¹ See CDC, Coronavirus Disease 2019 (COVID-19), People Who Are at Increased Risk for Severe Illness, available at <https://www.cdc.gov/coronavirus/2019-ncov/need-extra-precautions/people-at-increased-risk.html> (accessed August 26, 2020).

²² Seattle-King County, Point in Time Count, <https://regionalhomelessnessystem.org/wp-content/>

[uploads/2020/07/Count-Us-In-2020-Final_7.29.2020.pdf](https://www.cdc.gov/coronavirus/2019-ncov/need-extra-precautions/people-at-increased-risk.html)

²³ United States Department of Housing and Urban Development. The 2017 Annual Homeless Assessment Report (AHAR) to Congress: Part 2. Available at: <https://files.hudexchange.info/resources/documents/2017-AHAR-Part-2.pdf>

²⁴ Mosites E, et al, *Assessment of SARS-CoV-2 Infection Prevalence in Homeless Shelters—Four U.S. Cities, March 27–April 15, 2020*. MMWR 2020 May 1;69(17):521–522.

²⁵ Tobolowsky FA, et al. *COVID-19 Outbreak Among Three Affiliated Homeless Service Sites—King County, Washington, 2020*. MMWR 2020 May 1;69(17):523–526.

²⁶ Baggett TP, Keyes H, Sporn N, Gaeta JM. *Prevalence of SARS-CoV-2 Infection in Residents of a Large Homeless Shelter in Boston*. JAMA. 2020 Apr 27;323(21):2191–2. Online ahead of print.

²⁷ Imbert E, et al. *Coronavirus Disease 2019 (COVID-19) Outbreak in a San Francisco Homeless Shelter*. Clin Infect Dis. 2020 Aug 3.

²⁸ National Health Care for the Homeless Council and Centers for Disease Control and Prevention. Universal Testing Data Dashboard. Available at: <https://nhchc.org/cdc-covid-dashboard/>.

²⁹ Centers for Disease Control and Prevention. Interim Guidance for Homeless Service Providers to Plan and Respond to COVID-19. <https://www.cdc.gov/coronavirus/2019-ncov/community/homeless-shelters/plan-prepare-respond.html>.

³⁰ In January 2018, 552,830 people were counted as homeless in the United States. Of those, 194,467 (35 percent) were unsheltered, and 358,363 (65 percent) were sheltered. See, Council of Economic Advisors, *The State of Homelessness in America* (September 2019), available at <https://www.whitehouse.gov/wp-content/uploads/2019/09/The-State-of-Homelessness-in-America.pdf>.

³¹ Hugo Vasquez-Vera, et al. *The threat of home eviction and its effects on health through the equity*

often have underlying conditions that increase their risk of severe outcomes of COVID-19.³² Among patients with COVID-19, homelessness has been associated with increased likelihood of hospitalization.³³

These public health risks may increase seasonally. Each year, as winter approaches and the temperature drops, many homeless move into shelters to escape the cold and the occupancy of shelters increases.³⁴ At the same time, there is evidence to suggest that the homeless are more susceptible to respiratory tract infections,³⁵ which may include seasonal influenza. While there are differences in the epidemiology of COVID-19 and seasonal influenza, the potential co-circulation of viruses during periods of increased occupancy in shelters could increase the risk to occupants in those shelters.

In short, evictions threaten to increase the spread of COVID-19 as they force people to move, often into close quarters in new shared housing settings with friends or family, or congregate settings such as homeless shelters. The ability of these settings to adhere to best practices, such as social distancing and other infection control measures, decreases as populations increase. Unsheltered homelessness also increases the risk that individuals will experience severe illness from COVID-19.

Findings and Action

Therefore, I have determined the temporary halt in evictions in this Order constitutes a reasonably necessary measure under 42 CFR 70.2 to prevent the further spread of COVID-19 throughout the United States. I have further determined that measures by states, localities, or U.S. territories that

do not meet or exceed these minimum protections are insufficient to prevent the interstate spread of COVID-19.³⁶

Based on the convergence of COVID-19, seasonal influenza, and the increased risk of individuals sheltering in close quarters in congregate settings such as homeless shelters, which may be unable to provide adequate social distancing as populations increase, all of which may be exacerbated as fall and winter approach, I have determined that a temporary halt on evictions through December 31, 2020, subject to further extension, modification, or rescission, is appropriate.

Therefore, under 42 CFR 70.2, subject to the limitations under the "Applicability" section, a landlord, owner of a residential property, or other person with a legal right to pursue eviction or possessory action shall not evict any covered person from any residential property in any State or U.S. territory in which there are documented cases of COVID-19 that provides a level of public-health protections below the requirements listed in this Order.

This Order is not a rule within the meaning of the Administrative Procedure Act ("APA") but rather an emergency action taken under the existing authority of 42 CFR 70.2. In the event that this Order qualifies as a rule under the APA, notice and comment and a delay in effective date are not required because there is good cause to dispense with prior public notice and comment and the opportunity to comment on this Order and the delay in effective date. See 5 U.S.C. 553(b)(3)(B). Considering the public-health emergency caused by COVID-19, it would be impracticable and contrary to the public health, and by extension the public interest, to delay the issuance and effective date of this Order.

A delay in the effective date of the Order would permit the occurrence of evictions—potentially on a mass scale—that could have potentially significant consequences. As discussed above, one potential consequence would be that evicted individuals would move into close quarters in congregate or shared living settings, including homeless shelters, which would put the individuals at higher risk to COVID-19. Another potential consequence would be if evicted individuals become

homeless and unsheltered, and further contribute to the spread of COVID-19. A delay in the effective date of the Order that leads to such consequences would defeat the purpose of the Order and endanger the public health. Immediate action is necessary.

Similarly, if this Order qualifies as a rule under the APA, the Office of Information and Regulatory Affairs has determined that it would be a major rule under the Congressional Review Act (CRA). But there would not be a delay in its effective date. The agency has determined that for the same reasons, there would be good cause under the CRA to make the requirements herein effective immediately.

If any provision of this Order, or the application of any provision to any persons, entities, or circumstances, shall be held invalid, the remainder of the provisions, or the application of such provisions to any persons, entities, or circumstances other than those to which it is held invalid, shall remain valid and in effect.

This Order shall be enforced by Federal authorities and cooperating State and local authorities through the provisions of 18 U.S.C. 3559, 3571; 42 U.S.C. 243, 268, 271; and 42 CFR 70.18. However, this Order has no effect on the contractual obligations of renters to pay rent and shall not preclude charging or collecting fees, penalties, or interest as a result of the failure to pay rent or other housing payment on a timely basis, under the terms of any applicable contract.

Criminal Penalties

Under 18 U.S.C. 3559, 3571; 42 U.S.C. 271; and 42 CFR 70.18, a person violating this Order may be subject to a fine of no more than \$100,000 if the violation does not result in a death or one year in jail, or both, or a fine of no more than \$250,000 if the violation results in a death or one year in jail, or both, or as otherwise provided by law. An organization violating this Order may be subject to a fine of no more than \$200,000 per event if the violation does not result in a death or \$500,000 per event if the violation results in a death or as otherwise provided by law. The U.S. Department of Justice may initiate court proceedings as appropriate seeking imposition of these criminal penalties.

Notice to Cooperating State and Local Officials

Under 42 U.S.C. 243, the U.S. Department of Health and Human Services is authorized to cooperate with and aid State and local authorities in the enforcement of their quarantine and

lens: A systematic review, *Social Science and Medicine*. 175 (2017) 199e208.

³² Fazel S, Geddes JR, Kushel M. *The health of homeless people in high-income countries: descriptive epidemiology, health consequences, and clinical and policy recommendations*. *Lancet*. 2014;384(9953):1529–1540.

³³ Hsu HE, et al. *Race/Ethnicity, Underlying Medical Conditions, Homelessness, and Hospitalization Status of Adult Patients with COVID-19 at an Urban Safety-Net Medical Center—Boston, Massachusetts, 2020*. *MMWR* 2020 Jul 10;69(27):864–869. Historically, African Americans and Hispanic Americans are disproportionately represented in evictions compared to other races. They are more likely to experience severe outcomes of COVID-19. *Id.*

³⁴ See, generally, the Annual Homeless Assessment Report to Congress (2007), available at: <https://www.huduser.gov/Publications/pdf/ahar.pdf> (acknowledging the seasonality of shelter bed use).

³⁵ Ly TDA, Edouard S, Badiaga S, et al. *Epidemiology of respiratory pathogen carriage in the homeless population within two shelters in Marseille, France, 2015–2017: Cross sectional 1-day surveys*. *Clin Microbiol Infect*. 2019; 25(2):249.e1–249.e6.

³⁶ In the United States, public health measures are implemented at all levels of government, including the Federal, State, local, and tribal levels. Publicly-available compilations of pending measures indicate that eviction moratoria and other protections from eviction have expired or are set to expire in many jurisdictions. Eviction Lab, *COVID-19 Housing Policy Scorecard*, available at: <https://evictionlab.org/covid-policy-scorecard/>.

other health regulations and to accept State and local assistance in the enforcement of Federal quarantine rules and regulations, including in the enforcement of this Order.

Notice of Available Federal Resources

While this order to prevent eviction is effectuated to protect the public health, the States and units of local government are reminded that the Federal Government has deployed unprecedented resources to address the pandemic, including housing assistance.

The Department of Housing and Urban Development (HUD) has informed CDC that all HUD grantees—states, cities, communities, and nonprofits—who received Emergency Solutions Grants (ESG) or Community Development Block Grant (CDBG) funds under the CARES Act may use these funds to provide temporary rental assistance, homelessness prevention, or other aid to individuals who are experiencing financial hardship because of the pandemic and are at risk of being evicted, consistent with applicable laws, regulations, and guidance.

HUD has further informed CDC that:

HUD's grantees and partners play a critical role in prioritizing efforts to support this goal. As grantees decide how to deploy CDBG—CV and ESG—CV funds provided by the CARES Act, all communities should assess what resources have already been allocated to prevent evictions and homelessness through temporary rental assistance and homelessness prevention, particularly to the most vulnerable households.

HUD stands at the ready to support American communities take these steps to reduce the spread of COVID-19 and maintain economic prosperity. Where gaps are identified, grantees should coordinate across available Federal, non-Federal, and philanthropic funds to ensure these critical needs are sufficiently addressed, and utilize HUD's technical assistance to design and implement programs to support a coordinated response to eviction prevention needs. For program support, including technical assistance, please visit www.hudexchange.info/program-support. For further information on HUD resources, tools, and guidance available to respond to the COVID-19 pandemic, State and local officials are directed to visit <https://www.hud.gov/coronavirus>. These tools include toolkits for Public Housing Authorities and Housing Choice Voucher landlords related to housing stability and eviction prevention, as well as similar guidance for owners and renters in HUD-assisted multifamily properties.

Similarly, the Department of the Treasury has informed CDC that the funds allocated through the Coronavirus Relief Fund may be used to fund rental assistance programs to prevent eviction. Visit <https://home.treasury.gov/policy->

issues/cares/state-and-local-governments for more information.

Effective Date

This Order is effective upon publication in the **Federal Register** and will remain in effect, unless extended, modified, or rescinded, through December 31, 2020.

Attachment

Declaration Under Penalty of Perjury for the Centers for Disease Control and Prevention's Temporary Halt in Evictions to Prevent Further Spread of COVID-19

This declaration is for tenants, lessees, or residents of residential properties who are covered by the CDC's order temporarily halting residential evictions (not including foreclosures on home mortgages) to prevent the further spread of COVID-19. Under the CDC's order you must provide a copy of this declaration to your landlord, owner of the residential property where you live, or other person who has a right to have you evicted or removed from where you live. Each adult listed on the lease, rental agreement, or housing contract should complete this declaration. Unless the CDC order is extended, changed, or ended, the order prevents you from being evicted or removed from where you are living through December 31, 2020. You are still required to pay rent and follow all the other terms of your lease and rules of the place where you live. You may also still be evicted for reasons other than not paying rent or making a housing payment. This declaration is sworn testimony, meaning that you can be prosecuted, go to jail, or pay a fine if you lie, mislead, or omit important information.

I certify under penalty of perjury, pursuant to 28 U.S.C. 1746, that the foregoing are true and correct:

- I have used best efforts to obtain all available government assistance for rent or housing;³⁷

- I either expect to earn no more than \$99,000 in annual income for Calendar Year 2020 (or no more than \$198,000 if filing a joint tax return), was not required to report any income in 2019 to the U.S. Internal Revenue Service, or received an Economic Impact Payment (stimulus check) pursuant to Section 2201 of the CARES Act;

- I am unable to pay my full rent or make a full housing payment due to substantial loss of household income, loss of compensable hours of work or

wages, lay-offs, or extraordinary³⁸ out-of-pocket medical expenses;

- I am using best efforts to make timely partial payments that are as close to the full payment as the individual's circumstances may permit, taking into account other nondiscretionary expenses;

- If evicted I would likely become homeless, need to move into a homeless shelter, or need to move into a new residence shared by other people who live in close quarters because I have no other available housing options.³⁹

- I understand that I must still pay rent or make a housing payment, and comply with other obligations that I may have under my tenancy, lease agreement, or similar contract. I further understand that fees, penalties, or interest for not paying rent or making a housing payment on time as required by my tenancy, lease agreement, or similar contract may still be charged or collected.

- I further understand that at the end of this temporary halt on evictions on December 31, 2020, my housing provider may require payment in full for all payments not made prior to and during the temporary halt and failure to pay may make me subject to eviction pursuant to State and local laws.

I understand that any false or misleading statements or omissions may result in criminal and civil actions for fines, penalties, damages, or imprisonment.

Signature of Declarant Date

Authority

The authority for this Order is Section 361 of the Public Health Service Act (42 U.S.C. 264) and 42 CFR 70.2.

Dated: September 1, 2020.

Nina B. Witkofsky,

Acting Chief of Staff, Centers for Disease Control and Prevention.

[FR Doc. 2020-19654 Filed 9-1-20; 4:15 pm]

BILLING CODE 4163-18-P

³⁸ An "extraordinary" medical expense is any unreimbursed medical expense likely to exceed 7.5% of one's adjusted gross income for the year.

³⁹ "Available housing" means any available, unoccupied residential property, or other space for occupancy in any seasonal or temporary housing, that would not violate Federal, State, or local occupancy standards and that would not result in an overall increase of housing cost to you.

³⁷ "Available government assistance" means any governmental rental or housing payment benefits available to the individual or any household member.

JAY INSLEE
Governor



STATE OF WASHINGTON
OFFICE OF THE GOVERNOR
P.O. Box 40002 • Olympia, Washington 98504-0002 • (360) 902-4111 • www.governor.wa.gov

**PROCLAMATION BY THE GOVERNOR
EXTENDING AND AMENDING
PROCLAMATIONS 20-05 AND 20-19, et seq.**

20-19.3

Evictions and Related Housing Practices

WHEREAS, on February 29, 2020, I issued Proclamation 20-05, proclaiming a State of Emergency for all counties throughout the state of Washington as a result of the coronavirus disease 2019 (COVID-19) outbreak in the United States and confirmed person-to-person spread of COVID-19 in Washington State; and

WHEREAS, as a result of the continued worldwide spread of COVID-19, its significant progression in Washington State, and the high risk it poses to our most vulnerable populations, I have subsequently issued amendatory Proclamations 20-06 through 20-53 and 20-55 through 20-63, exercising my emergency powers under RCW 43.06.220 by prohibiting certain activities and waiving and suspending specified laws and regulations; and

WHEREAS, the COVID-19 disease, caused by a virus that spreads easily from person to person which may result in serious illness or death and has been classified by the World Health Organization as a worldwide pandemic, continues to broadly spread throughout Washington State; and

WHEREAS, the COVID-19 pandemic is causing a sustained global economic slowdown, and an economic downturn throughout Washington State with unprecedented numbers of layoffs and reduced work hours for a significant percentage of our workforce due to substantial reductions in business activity impacting our commercial sectors that support our state's economic vitality, including severe impacts to the large number of small businesses that make Washington State's economy thrive; and

WHEREAS, many of our workforce expected to be impacted by these layoffs and substantially reduced work hours are anticipated to suffer economic hardship that will disproportionately affect low and moderate income workers resulting in lost wages and potentially the inability to pay for basic household expenses, including rent; and

WHEREAS, the inability to pay rent by these members of our workforce increases the likelihood of eviction from their homes, increasing the life, health and safety risks to a significant percentage of our people from the COVID-19 pandemic; and

WHEREAS, tenants, residents, and renters who are not materially affected by COVID-19 should and must continue to pay rent, to avoid unnecessary and avoidable economic hardship to landlords, property owners, and property managers who are economically impacted by the COVID-19 pandemic; and

WHEREAS, under RCW 59.12 (Unlawful Detainer), RCW 59.18 (Residential Landlord-Tenant Act), and RCW 59.20 (Manufactured/Mobile Home Landlord-Tenant Act) residents seeking to avoid default judgment in eviction hearings need to appear in court in order to avoid losing substantial rights to assert defenses or access legal and economic assistance; and

WHEREAS, on May 29, 2020, in response to the COVID-19 pandemic, the Washington Supreme Court issued Amended Order No. 25700-B-626, and ordered that courts should begin to hear non-emergency civil matters. While appropriate and essential to the operation of our state justice system, the reopening of courts could lead to a wave of new eviction filings, hearings, and trials that risk overwhelming courts and resulting in a surge in eviction orders and corresponding housing loss statewide; and

WHEREAS, the Washington State Legislature has established a housing assistance program in RCW 43.185 pursuant to its findings in RCW 43.185.010 “that it is in the public interest to establish a continuously renewable resource known as the housing trust fund and housing assistance program to assist low and very low-income citizens in meeting their basic housing needs;” and

WHEREAS, it is critical to protect tenants and residents of traditional dwellings from homelessness, as well as those who have lawfully occupied or resided in less traditional dwelling situations for 14 days or more, whether or not documented in a lease, including but not limited to roommates who share a home; long-term care facilities; transient housing in hotels and motels; “Airbnbs”; motor homes; RVs; and camping areas; and

WHEREAS, a temporary moratorium on evictions and related actions throughout Washington State at this time will help reduce economic hardship and related life, health, and safety risks to those members of our workforce impacted by layoffs and substantially reduced work hours or who are otherwise unable to pay rent as a result of the COVID-19 pandemic; and

WHEREAS, a temporary moratorium on evictions and related actions will reduce housing instability, enable residents to stay in their homes unless conducting essential activities, employment in essential business services, or otherwise engaged in permissible activities, and will promote public health and safety by reducing the progression of COVID-19 in Washington State; and

WHEREAS, when I issued Proclamation 20-19.2 on June 2, 2020, the Department of Health indicated there were approximately 22,157 cases of COVID-19 in Washington State with 1,129 deaths; and now, as of July 23, 2020, there are 50,009 cases and 1,482 deaths, demonstrating the ongoing, present threat of this lethal disease; and

WHEREAS, I issued Proclamations 20-25, 20-25.1, 20-25.2, and 20-25.3 (Stay Home – Stay Healthy), and I subsequently issued Proclamation 20-25.4 (“Safe Start – Stay Healthy” County-By-County Phased Reopening), wherein I amended and transitioned the previous proclamations’ “Stay Home – Stay Healthy” requirements to “Safe Start – Stay Healthy” requirements, prohibiting all people in Washington State from leaving their homes except under certain circumstances and limitations based on a phased reopening of counties as established in Proclamation 20-25.4, et seq., and according to the phase each county was subsequently assigned by the Secretary of Health; and

WHEREAS, when I issued Proclamation 20-25.4 on May 31, 2020, I ordered that, beginning on June 1, 2020, counties would be allowed to apply to the Department of Health to move forward to the next phase of reopening more business and other activities; and by July 2, 2020, a total of five counties were approved to move to a modified version of Phase 1, 17 counties were in Phase 2, and 17 counties were in Phase 3; and

WHEREAS, on July 2, 2020, due to increased COVID-19 infection rates across the state, I ordered a freeze on all counties moving forward to a subsequent phase, and that freeze remains in place while I work with the Department of Health and other epidemiological experts to determine appropriate strategies to mitigate the recent increased spread of the virus, and those strategies may include dialing back business and other activities; and

WHEREAS, on July 23, 2020, in response to the statewide increased rates of infection, hospitalizations, and deaths, I announced an expansion of the Department of Health’s face covering requirements and several restrictions on activities where people tend to congregate; and

WHEREAS, the worldwide COVID-19 pandemic and its progression in Washington State continue to threaten the life and health of our people as well as the economy of Washington State, and remain a public disaster affecting life, health, property or the public peace; and

WHEREAS, the Washington State Department of Health (DOH) continues to maintain a Public Health Incident Management Team in coordination with the State Emergency Operations Center and other supporting state agencies to manage the public health aspects of the incident; and

WHEREAS, the Washington State Military Department Emergency Management Division, through the State Emergency Operations Center, continues coordinating resources across state government to support the Washington State Department of Health and local health officials in alleviating the impacts to people, property, and infrastructure, and continues coordinating with the Department of Health in assessing the impacts and long-term effects of the incident on Washington State and its people.

NOW, THEREFORE, I, Jay Inslee, Governor of the state of Washington, as a result of the above-noted situation, and under Chapters 38.08, 38.52 and 43.06 RCW, do hereby proclaim that a State of Emergency continues to exist in all counties of Washington State, that Proclamation 20-05 and all amendments thereto remain in effect, and that Proclamations 20-05 and 20-19, et seq., are amended to temporarily prohibit residential evictions and temporarily impose other related prohibitions statewide until 11:59 p.m. on October 15, 2020, as provided herein.

I again direct that the plans and procedures of the *Washington State Comprehensive Emergency Management Plan* be implemented throughout State government. State agencies and departments are directed to continue utilizing state resources and doing everything reasonably possible to support implementation of the *Washington State Comprehensive Emergency Management Plan* and to assist affected political subdivisions in an effort to respond to and recover from the COVID-19 pandemic.

I continue to order into active state service the organized militia of Washington State to include the National Guard and the State Guard, or such part thereof as may be necessary in the opinion of The Adjutant General to address the circumstances described above, to perform such duties as directed by competent authority of the Washington State Military Department in addressing the outbreak. Additionally, I continue to direct the Washington State Department of Health, the Washington State Military Department Emergency Management Division, and other agencies to identify and provide appropriate personnel for conducting necessary and ongoing incident related assessments.

ACCORDINGLY, based on the above noted situation and under the provisions of RCW 43.06.220(1)(h), and to help preserve and maintain life, health, property or the public peace, except where federal law requires otherwise, effective immediately and until 11:59 p.m. on October 15, 2020, I hereby prohibit the following activities related to residential dwellings and commercial rental properties in Washington State:

- Landlords, property owners, and property managers are prohibited from serving or enforcing, or threatening to serve or enforce, any notice requiring a resident to vacate any dwelling or parcel of land occupied as a dwelling, including but not limited to an eviction notice, notice to pay or vacate, notice of unlawful detainer, notice of termination of rental, or notice to comply or vacate. This prohibition applies to tenancies or other housing arrangements that have expired or that will expire during the effective period of this Proclamation. This prohibition applies unless the landlord, property owner, or property manager (a) attaches an affidavit attesting that the action is necessary to respond to a significant and immediate risk to the health, safety, or property of others created by the resident; or (b) provides at least 60 days' written notice of intent to (i) personally occupy the premises as a primary residence, or (ii) sell the property.
- Landlords, property owners, and property managers are prohibited from seeking or enforcing, or threatening to seek or enforce, judicial eviction orders involving any dwelling or parcel of land occupied as a dwelling, unless the landlord, property owner, or property manager (a) attaches an affidavit attesting that the action is necessary to respond

to a significant and immediate risk to the health, safety, or property of others created by the resident; or (b) shows that at least 60 days' written notice were provided of intent to (i) personally occupy the premises as a primary residence, or (ii) sell the property.

- Local law enforcement are prohibited from serving, threatening to serve, or otherwise acting on eviction orders affecting any dwelling or parcel of land occupied as a dwelling, unless the eviction order clearly states that it was issued based on a court's finding that (a) the individual(s) named in the eviction order is creating a significant and immediate risk to the health, safety, or property of others; or (b) at least 60 days' written notice were provided of intent to (i) personally occupy the premises as a primary residence, or (ii) sell the property. Local law enforcement may serve or otherwise act on eviction orders, including writs of restitution, that contain the findings required by this paragraph.
- Landlords, property owners, and property managers are prohibited from assessing, or threatening to assess, late fees for the non-payment or late payment of rent or other charges related to a dwelling or parcel of land occupied as a dwelling, and where such non-payment or late payment occurred on or after February 29, 2020, the date when a State of Emergency was proclaimed in all counties in Washington State.
- Landlords, property owners, and property managers are prohibited from assessing, or threatening to assess, rent or other charges related to a dwelling or parcel of land occupied as a dwelling for any period during which the resident's access to, or occupancy of, such dwelling was prevented as a result of the COVID-19 outbreak.
- Except as provided in this paragraph, landlords, property owners, and property managers are prohibited from treating any unpaid rent or other charges related to a dwelling or parcel of land occupied as a dwelling as an enforceable debt or obligation that is owing or collectable, where such non-payment was as a result of the COVID-19 outbreak and occurred on or after February 29, 2020, and during the State of Emergency proclaimed in all counties in Washington State. This includes attempts to collect, or threats to collect, through a collection agency, by filing an unlawful detainer or other judicial action, withholding any portion of a security deposit, billing or invoicing, reporting to credit bureaus, or by any other means. **This prohibition does not apply to a landlord, property owner, or property manager who demonstrates by a preponderance of the evidence to a court that the resident was offered, and refused or failed to comply with, a re-payment plan that was reasonable based on the individual financial, health, and other circumstances of that resident; failure to provide a reasonable re-payment plan shall be a defense to any lawsuit or other attempts to collect.**
- Landlords, property owners, and property managers are prohibited from increasing, or threatening to increase, the rate of rent for any dwelling or parcel of land occupied as a dwelling. Except as provided below, this prohibition also applies to commercial rental property if the commercial tenant has been materially impacted by the COVID-19, whether personally impacted and is unable to work or whether the business itself was deemed non-essential pursuant to Proclamation 20-25 or otherwise lost staff or customers

due to the COVID-19 outbreak. This prohibition does not apply to commercial rental property if rent increases were included in an existing lease agreement that was executed prior to February 29, 2020 (pre-COVID-19 state of emergency).

- Landlords, property owners, and property managers are prohibited from retaliating against individuals for invoking their rights or protections under Proclamations 20-19 et seq., or any other state or federal law providing rights or protections for residential dwellings. Nothing in this order prevents a landlord from seeking to engage in reasonable communications with tenants to explore re-payment plans in accordance with this order.
- The preceding prohibitions do not apply to operators of facilities licensed or certified by the Department of Social and Health Services to prevent them from taking action to transfer or discharge a resident for health or safety reasons in accordance with the laws and rules that apply to those facilities.

Terminology used in these prohibitions shall be understood by reference to Washington law, including but not limited to RCW 49.60, RCW 59.12, RCW 59.18, and RCW 59.20. For purposes of this Proclamation, a “significant and immediate risk to the health, safety, or property of others created by the resident” (a) is one that is described with particularity, and cannot be established on the basis of the resident’s own health condition or disability; (b) excludes the situation in which a resident who may have been exposed to, or contracted, the COVID-19, or is following Department of Health guidelines regarding isolation or quarantine; and (c) excludes circumstances that are not urgent in nature, such as conditions that were known or knowable to the landlord, property owner, or property manager pre-COVID-19 but regarding which that entity took no action.

FURTHERMORE, it is the intent of this order to prevent a potential new devastating impact of the COVID-19 outbreak – that is, a wave of statewide homelessness that will impact every community in our state. To that end, this order further acknowledges, applauds, and reflects gratitude to the immeasurable contribution to the health and well-being of our communities and families made by the landlords, property owners, and property managers subject to this order.

ADDITIONALLY, I want to thank the vast majority of tenants who have continued to pay what they can, as soon as they can, to help support the people and the system that are supporting them through this crisis. The intent of Proclamation 20-19, et seq., is to provide relief to those individuals who have been impacted by the COVID-19 crisis. Landlords and tenants are expected to communicate in good faith with one another, and to work together, on the timing and terms of payment and repayment solutions that all parties will need in order to overcome the severe challenges that COVID-19 has imposed for landlords and tenants alike. I strongly encourage landlords and tenants to avail themselves of the services offered at existing dispute resolution centers to come to agreement on payment and repayment solutions.

Eviction Rent Assistance Program (ERAP)

Rental assistance for those most likely to become homeless after an eviction, to suffer severe health consequences if evicted and to promote equity for groups of people disproportionately impacted by COVID-19 in Thurston County.

Eligible households:

This program is for people renting a home or room from a property management company, landlord, friend or family in Thurston County.

Eligible applicants will:

- Have current income (over last 60 days) at or below 50% Area Median Income
- Have at least one month of rent not paid or partially paid since March 2020

And meet one or more of the following:

- 50% or more of current monthly income is needed to pay rent
- Previously homeless within last five years
- Eviction history within the last seven years
- Housing disrupted due to household member's race, ethnicity, gender identity, sexual orientation or religion
- At risk of severe illness (62 or older, underlying health condition)
- Disability of any household member (includes: physical, developmental, mental or emotional impairment, impairments caused by alcohol or drug abuse, person with HIV/AIDS)

Applicants are *not* required to provide immigration status.

How to Make an Appointment

Call Community Action Council to make an appointment.

(360) 438-1100

Press 8 for Housing, then 7 for ERAP

or visit their website

www.caclmt.org

Questions? Not sure if you qualify?

Please contact us.

We believe everyone should have a safe and affordable place to live and call home.

(360) 438-1100

Press 8 for Housing, then 7 for ERAP

www.caclmt.org



Community Action Council
of Lewis, Mason & Thurston Counties

Referral organizations

[CIELO \(Centro Integral Educativo Latino de Olympia\)](#)

[COFA Alliance Network of Washington \(CANN-WA\)](#)

[Community Youth Services](#)

[Family Support Center of South Sound](#)

[Innovations Human Trafficking Collaborative](#)

More referral organizations listed on the ERAP web page at www.caclmt.org.

To become a referral organization email: info@caclmt.org

Eviction Rent Assistance Program (ERAP)

How much of my rent will this program help pay for?

The Eviction Rent Assistance Program can cover up to three months of unpaid rent at 80% or Fair Market Rent for whichever amount is higher.

Examples

If one month of unpaid rent is \$1,800 for a 3-bedroom unit, 80% is \$1,440 and Fair Market Rent is \$1,689 for a 3-bedroom. So the program would cover up to \$1,689 a month for three months.

If one month of unpaid rent is \$2,200 for a 3-bedroom unit, 80% is \$1,760 and Fair Market Rent is \$1,689 for a 3-bedroom. So the program would cover up to \$1,760 a month for three months.

If your landlord accepts rent payments through this program, they must forgive any remaining unpaid rent between March 1, 2020 through the months paid for by this program.

Questions? Not sure if you qualify?

Please contact us.

We believe everyone should have a safe and affordable place to live and call home.

(360) 438-1100

Press 8 for Housing, then 7 for ERAP

www.caclmt.org



Community Action Council
of Lewis, Mason & Thurston Counties

Do I meet the income requirement?

An eligible household's annual income is at 50% or less of Area Median Income (AMI), based on the last 60 days at the time of application.

Number of household members	50% of AMI (Thurston County)
1	\$30,350
2	\$34,700
3	\$39,050
4	\$43,350
5	\$46,850
6	\$50,300
7	\$53,800
8	\$57,250

What do I need to apply?

Applicants will be asked about the following:

- o Name and address
- o Landlord contact information
- o Household characteristics & demographics
- o Household income
- o The amount of unpaid rent
- o History of housing stability
- o Household member vulnerabilities and health risks
- o If applicant is 24 years old or younger

Documentation is requested, but not required.

Landlords must agree to participate in the program, complete the Landlord Payment Agreement Form, provide a W-9 form and accept rent payments from the Community Action Council.



Thurston County Public Health & Social Services
Office of Housing & Homeless Prevention
thomas.webster@co.thurston.wa.us. (360) 280-6265

Eviction Rent Assistance Program (ERAP) for Young Adults, ages 18-24

Rental assistance for young adults most likely to become homeless after an eviction, to suffer severe health consequences if evicted and to promote equity for groups of people disproportionately impacted by COVID-19 in Thurston County.

Eligible households

This program is for young adults (ages 18-24) renting a home or room from a property management company, landlord, friend or family in Thurston County.

Eligible applicants will:

- Have current income (over last 60 days) at or below 50% Area Median Income
- Have at least one month of rent not paid or partially paid since March 2020

And meet one or more of the following:

- 50% or more of current monthly income is needed to pay rent
- Previously homeless within last five years
- Eviction history within the last seven years
- Housing disrupted due to household member's race, ethnicity, gender identity, sexual orientation or religion
- At risk of severe illness (62 or older, underlying health condition)
- Disability of any household member (includes: physical, developmental, mental or emotional impairment, impairments caused by alcohol or drug abuse, person with HIV/AIDS)

Applicants are *not* required to provide immigration status.

How to Make an Appointment

Contact Rhonda Ayers at
Community Youth Services
to make an appointment

(360) 280-8114

rentsupport@communityyouthservices.org

Questions?

Not sure if you qualify?

Please contact us.

We believe young adults should have a safe and affordable place to live and call home.

(360) 280-8114

rentsupport@communityyouthservices.org

communityyouthservices.org



Eviction Rent Assistance Program for ages 25 and over

Schedule an appointment with the Community Action Council [online](#) or by phone
(360) 438-1100 Press 8 for Housing, then 7 for ERAP.

www.caclmt.org

Eviction Rent Assistance Program (ERAP) for Young Adults, ages 18-24

How much of my rent will this program help pay for?

The Eviction Rent Assistance Program can cover up to three months of unpaid rent at 80% or Fair Market Rent for whichever amount is higher.

Examples

If one month of unpaid rent is \$1,800 for a 3-bedroom unit, 80% is \$1,440 and Fair Market Rent is \$1,689 for a 3-bedroom. So, the program would cover up to \$1,689 a month for three months.

If one month of unpaid rent is \$2,200 for a 3-bedroom unit, 80% is \$1,760 and Fair Market Rent is \$1,689 for a 3-bedroom. So, the program would cover up to \$1,760 a month for three months.

If your landlord accepts rent payments through this program, they must forgive any remaining unpaid rent between March 1, 2020 through the months paid for by this program.

Questions? Not sure if you qualify?

Please contact us.

We believe young adults should have a safe and affordable place to live and call home.

(360) 280-8114

rentsupport@communityyouthservices.org

communityyouthservices.org



Do I meet the income requirement?

An eligible household's annual income is at 50% or less of Area Median Income (AMI), based on the last 60 days at the time of application.

Number of household members	50% of AMI (Thurston County)
1	\$30,350
2	\$34,700
3	\$39,050
4	\$43,350
5	\$46,850
6	\$50,300
7	\$53,800
8	\$57,250

What do I need to apply?

Applicants will be asked about the following:

- Name and address
- Landlord contact information
- Household characteristics & demographics
- Household income
- The amount of unpaid rent
- History of housing stability
- Household member vulnerabilities and health risks
- If applicant is 24 years old or younger

Documentation is requested, but not required.

Landlords must agree to participate in the program, complete the Landlord Payment Agreement Form, provide a W-9 form and accept rent payments from Community Youth Services.



City Council

Approval of an Ordinance Amending Chapter 3.16 of the Olympia Municipal Code Related to Contracts

Agenda Date: 10/13/2020
Agenda Item Number: 4.G
File Number:20-0794

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

Title

Approval of an Ordinance Amending Chapter 3.16 of the Olympia Municipal Code Related to Contracts

Recommended Action

Committee Recommendation:

Not referred to a committee.

City Manager Recommendation:

Move to approve the ordinance amending Chapter 3.16 of the Olympia Municipal Code related to contracts on first reading and forward to second reading.

Report

Issue:

Whether to approve the ordinance amending Chapter 3.16 of the Olympia Municipal Code related to contracts.

Staff Contact:

Josh Klika, Contracts and Procurement Specialist, Executive, 360.753.8067

Presenter(s):

None - Consent Calendar Item.

Background and Analysis:

The Washington State Senate passed a bill that addresses local government procurement. The bill impacts Chapter 3.16 of the Olympia Municipal Code. The proposed amendments to the Olympia Municipal code align with the updates made by the State.

Highlights of changes to 3.16:

- Small works roster limits increased from \$300,000 to \$350,000.
- Limited public works projects increased from \$35,000 to \$50,000.
- Limited public works process may be used to solicit and award small works roster contracts to

mini-businesses and micro-businesses as defined under RCW 39.26.010 that are registered contractors.

- City Council approval limit increased for any contract, agreement, or other document from \$300,000 to \$350,000.

Neighborhood/Community Interests (if known):

There are no known neighborhood and/or community concerns.

Options:

1. Move to approve the ordinance on first reading and move to second reading. Approving the amendments aligns the City code with the State law.
2. Direct staff to modify the ordinance and approve on first reading and forward to second reading.
3. Take no action. The impact would be that city code is not in alignment with State law.

Financial Impact:

N/A

Attachments:

Ordinance

Ordinance No. _____

AN ORDINANCE OF THE CITY OF OLYMPIA, WASHINGTON, RELATING TO CONTRACTS, AMENDING CHAPTER 3.16 OF THE OLYMPIA MUNICIPAL CODE UPDATING IT FOR CONSISTENCY WITH STATE LAW

WHEREAS, the City regularly constructs capital projects and, therefore, has an interest in the efficient administration of public works contracting; and

WHEREAS, the criteria governing emergencies and waiver of competitive bid requirements is set forth in state law, and the City uses that criteria in making determinations regarding such issues; and

WHEREAS, City staff reviews the Olympia Municipal Code from time to time to ensure its accuracy; and

WHEREAS, the state legislature updated RCW 39.04.155 changing certain requirements in public works bidding that must be updated in the Olympia Municipal Code;

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

Section 1. Amendment of OMC Chapter 3.16. Olympia Municipal Code Chapter 3.16 is hereby amended to read as follows:

Chapter 3.16
CONTRACTS

3.16.000 Chapter Contents

Sections:

- 3.16.010 Purpose.
- 3.16.020 City Council Approval.
- 3.16.030 City Manager Approval.
- 3.16.040 City Manager Authorized to Delegate Certain Execution Authority.
- 3.16.050 City Manager Authority--Rules and Regulations for Contracting.
- 3.16.055 Documents to be Filed with the City Clerk.
- 3.16.060 Small Works Roster Established.
- 3.16.070 Method of Establishment of Small Works Roster.
- 3.16.080 Procedure for Utilization of Small Works Roster.
- 3.16.090 Posting of Small Works Roster Awards.
- 3.16.100 Public Works Construction Contracts--Change Order Level of Authority.
- 3.16.110 Level of Funding Required for Project Award.

3.16.010 Purpose

The purpose of this chapter is to establish a uniform practice for approval and execution of City of Olympia contracts, ensure City Council review of important and legally required contracts and other legal instruments, provide for efficient, streamlined preparation and execution of other contracts not requiring Council review, while also ensuring accountability by limiting the number of individuals authorized to execute contracts on the City's behalf. In addition, the purpose is to delegate to the City Manager authority to establish rules for

competitive bidding where required by law and the acquisition of goods, services, and materials so long as such rules are with sound management practices and designed to secure the best quality for a fair price. The final purpose is to provide procedures for the creation and operation of a small works roster.

3.16.020 City Council Approval

The following documents and instruments shall be presented to the City Council for approval prior to their execution by the City Manager:

- A. Interlocal agreements: All contracts, agreements, memoranda of understanding, or other documents between the City of Olympia and any other governmental agency or agencies that are entered into pursuant to the supplemental authority for the City to contract in Chapter 39.34 RCW.
- B. Instruments pertaining to real property: any contract, agreement, lease, easement, bill of sale, or other instrument pertaining to the City's use, disposition, conveyance, or acquisition of real property.

Exceptions:

- (1) An acceptance by the City in its regulatory capacity of a dedication from a development is not subject to Council approval.
 - (2) Temporary construction licenses are not subject to Council approval.
 - (3) The City Manager is authorized to sign the following without further City Council approval: All instruments pertaining to the City's use, disposition, conveyance, or acquisition of real property by whatever method, provided that such transaction is associated with a capital improvement project that has been previously approved by Council.
- C. Any contract, agreement, or other document with a cost over ~~\$300,000~~ \$350,000.

3.16.030 City Manager Approval

- A. The City Manager or the City Manager's designee, is authorized to approve and execute on behalf of the City of Olympia any contract, agreement, or document not otherwise subject to OMC Section 3.16.020.
- B. The City Manager or the City Manager's designee, is authorized to:
 - 1. declare any public work an emergency, if it meets the criteria outlined under RCW 39.04.280. A written finding of the emergency must be filed with the City Clerk no later than two weeks following contractor award of such work.
 - 2. make written policies governing the waiver of competitive bidding requirements, provided the purchase or project qualifies for waiver under RCW 39.04.280, or other state or local law. Immediately following contract award, the contract and the factual basis for the exemption from public bidding must be recorded and open for public inspection.
 - 3. make a final decision to deem a contractor not-responsible and/or to reject bids for any public works project that falls within the City Manager's contract authority under this chapter.

3.16.040 City Manager Authorized to Delegate Certain Execution Authority

The City Manager is authorized, but not required, to delegate to a department director or the director's designee the authority to approve and execute on behalf of the City of Olympia any contract, agreement or document not otherwise subject to OMC Section 3.16.020 and with an amount of less than \$150,000.

3.16.050 City Manager Authority--Rules and Regulations for Contracting

The City Manager is authorized to establish written rules and regulations for the construction/acquisition of public works, and the procurement of goods, services, and materials by the City. Such rules and regulations shall be governed by sound management practices designed to secure the best quality at a fair price. As such rules and regulations are established, copies shall be sent to the City Council; provided, however, that inadvertent failure to send such rules and regulations to the City Council shall not be grounds to invalidate any action by the City Manager or the City Manager's designee which is otherwise lawful. The City Manager is authorized to revise the rules and regulations from time to time as circumstances change or as the City Manager may, in the City Manager's discretion, deem appropriate.

3.16.055 Documents to be Filed with the City Clerk

One (1) original of any document governed by OMC Sections 3.16.020 through 3.16.040 shall be filed with the City Clerk; provided, however, that failure to so file any such document shall not invalidate or excuse performance of any obligations contained therein.

3.16.060 Small Works Roster Established

The City Engineer or the City Engineer's designee (collectively hereafter Engineer) is authorized and directed to establish a City construction contractor's small works rosters comprised of all contractors who request to be on the rosters and who are, where required by law, properly licensed or registered and bonded to perform contracting work in the State of Washington.

3.16.070 Method of Establishment of Small Works Roster

The small works roster shall be established by either or both of the following:

- A. The Engineer may advertise for consultants in a newspaper of general circulation in order to update the small works roster. The Engineer shall add to the rosters those contractors who respond to the advertisement and request to be included on the rosters. In order to be included on the roster, contractors shall supply information as required by the Engineer.
- B. The City of Olympia may establish the small works roster through contract with the Municipal Research and Services Center of Washington (MRSC) to adopt for City use those statewide electronic databases for small public works rosters developed and maintained by MRSC. At least once per year, on behalf of the City, MRSC shall publish in a newspaper of general circulation within the jurisdiction a notice of the existence of the roster or rosters and solicit the names of contractors for such roster or rosters. Responsible contractors shall be added to appropriate MRSC Roster(s) at any time that they submit a written request and necessary records. The City may require master contracts to be signed that become effective when a specific award is made using a small works roster.

3.16.080 Procedure for Utilization of Small Works Roster

A. The small works roster may be utilized, in lieu of advertising or requesting formal bids, as follows:

1. Whenever the City seeks to construct any public work project, the estimated cost of which, including costs of material, supplies, labor and equipment is ~~\$300,000~~\$350,000 or less or such other amounts as may be authorized by the law.
2. When the small works roster is utilized, the City shall invite written or electronic proposals from all appropriate contractors on the appropriate small works roster. The City Engineer shall establish procedures for securing telephone, written, or electronic quotations.
3. The invitation to the contractor on the small works roster shall include an estimate of the scope and nature of the work to be performed, materials and equipment to be furnished, and time required for completion. However, detailed plans and specifications need not be included in the invitation. This subsection does not eliminate other requirements for architectural or engineering approvals as to quality and compliance with building codes.
4. When awarding a contract for work under the small works roster, the City shall award the contract to the contractor submitting the lowest responsive, responsible proposal; provided, however, that the City reserves its right under applicable law to reject any or all proposals, and to waive procedural irregularities.
5. A contract awarded from a small works roster under this section need not be advertised.
6. Immediately after an award is made, the bid quotations obtained shall be recorded, open to public inspection, and available by ~~telephone inquiry~~ at least one of the following: telephone or electronic request.

B. In lieu of awarding contracts under Subsection (A) of this section, the City may award a contract for work, construction, alteration, repair, or improvement project estimated to cost less than ~~thirty five fifty~~ thousand (~~\$35,000~~\$50,000) dollars or such other amounts as may be authorized by law, using the limited public works process provided under this subsection. Public works projects awarded under this subsection are exempt from the other requirements of the small works roster process provided under subsection (A) of this section and are exempt from the requirement that contracts be awarded after advertisement as provided under RCW 39.04.

For limited public works projects, the City shall solicit electronic or written quotations from a minimum of three (3) contractors from the appropriate small works roster and shall award the contract to the lowest responsive, responsible bidder; provided, however, that the City may reject a quotation or waive procedural irregularities in a quotation and proceed to award. After an award is made, the quotations shall be open to public inspection and available by electronic request. The City ~~shall attempt to~~ must equitably distribute opportunities for limited public works projects ~~equitably~~ among contractors willing to perform in the geographic area of the work. The City shall maintain a list of the contractors contacted and the contracts awarded during the previous twenty-four months under the limited public works process, including the name of the contractor, the contractor's registration number, the amount of the contract, a brief description of the type of work performed, and the date the contract was awarded. The City may waive the payment and performance bond requirements of chapter 39.08 RCW and may waive the retainage requirements of ~~chapter 60.28~~ RCW 60.28.011(1)(a), thereby

assuming the liability for the contractor's nonpayment of laborers, mechanics, subcontractors, materials suppliers, suppliers, and taxes, increases, and penalties imposed under Titles 50, 51, and 82 RCW that may be due from the contractor for the limited public works project, however the City shall have the right of recovery against the contractor for any payments made on the contractor's behalf.

C. The breaking of any project into units or accomplishing any projects by phases is prohibited if it is done for the purpose of avoiding the maximum dollar amount of a contract that may be let using the small works roster process or limited public works process.

D. The City may use the limited public works process to solicit and award small works roster contracts to minibusinesses and microbusinesses as defined under RCW 39.26.010 that are registered contractors.

3.16.090 Posting of Small Works Roster Awards

When the City utilizes the small works roster procedure as established in Section 3.16.080 to award contract for public works projects, the City shall post a list of the contracts awarded under Section 3.16.080. The list shall contain the name of the contractor awarded the contract, the amount of the contract, a brief description of the type of work performed, and the date of the award, and shall be posted on the City's electronic web page.

3.16.100 Public Works Construction Contracts--Change Order Level of Authority

The City Manager or the City Manager's designee is authorized to approve change orders with a cumulative total of ~~\$300,000~~\$350,000 or less for any project. Council approval is required for cumulative change orders totaling over ~~\$300,000~~\$350,000 for a project, except when such approval is deemed "urgent" by the City Manager. An "urgent" change order is defined as one where delay in implementation could cause environmental or property damage or endanger public safety, as determined by the City Manager. An "urgent" determination may also be made when delays are estimated to cost the City of Olympia \$1,000 or more per day.

3.16.110 Level of Funding Required for Project Award

No Public Works contract award will be made on projects bid via the formal bidding process (construction in excess of ~~\$300,000~~\$350,000) unless funds in the amount of at least 110 percent of the bid are available. Similarly, no contract award will be made on projects bid via the Small Works roster bidding process (construction ~~\$300,000~~\$350,000 or less) unless funds in the amount of at least 115 percent of the bid are available.

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

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

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

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

MAYOR

ATTEST:

CITY CLERK

APPROVED AS TO FORM:



DEPUTY CITY ATTORNEY

PASSED:

APPROVED:

PUBLISHED:



City Council

Public Hearing on the Preliminary Capital Facilities Plan and 2021-2026 and Financial Plan

Agenda Date: 10/13/2020
Agenda Item Number: 5.A
File Number:20-0804

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

..Title

Public Hearing on the Preliminary Capital Facilities Plan and 2021-2026 and Financial Plan

Recommended Action

Committee Recommendation:

The Finance Committee reviewed the Preliminary Capital Facilities Plan and 2021-2026 Financial Plan on August 19.

City Manager Recommendation:

Hold a public hearing on the on the Preliminary Capital Facilities Plan and 2021-2026 and Financial Plan.

Report

Issue:

Whether to hold a public hearing on the Preliminary Capital Facilities Plan and 2021-2026 Financial Plan

Staff Contact:

Nanci Lien, Finance Director, 360.753.8465

Presenter(s):

Nanci Lien, Finance Director, 360.753.8465

Background and Analysis:

The Capital Facilities Plan (CFP) is a Chapter in the City's 20-year Comprehensive Plan adopted by Council in 2014. The CFP portion of the Plan is updated annually.

The CFP identifies which capital facilities are necessary to support development and/or growth. Most projects listed are directly related to the applicable master plans or functional plans such as: the Parks, Arts and Recreation Plan, Storm & Surface Water Plan, Transportation Master Plan (draft), Wastewater Management Plan, Water System Plan, and other similar plans. The CFP covers a 20-year time horizon; however, the Preliminary CFP is a six-year financial plan which is required by the

Growth Management Act to specifically identify projects, estimated costs, and the funding sources and strategies to implement the plan.

Some highlights of the updated CFP, 2021-2026 Financial Plan include:

- Yauger Park Backstop Replacements
- Grass Lake Nature Park Trail Improvements
- Kaiser Woods Park Development
- Dog Park Construction
- State Avenue (Pear to Chestnut) Pedestrian & Bicycle Improvements
- Fones Road Improvements (Pacific Avenue to 18th Avenue)
- Timberland Library Improvements
- Elliott Avenue and Fir Street Reservoirs Seismic Retrofits
- Percival Creek Utility Bridge - Sewer re-route
- Old Port 1 and Miller and Ann Lift Station Upgrades
- Fiddlehead Outfall Tide Gate Upgrade

The Planning Commission received a briefing on the CFP and a copy of the Olympia School District's draft 2021-2026 CFP on August 17. On September 21, the Planning Commission held a public hearing.

The City's Preliminary CFP and 2021-2026 Financial Plan also went to the Bicycle and Pedestrian and Advisory Committee (BPAC); Parks and Recreation Advisory Committee (PRAC); and the Utility Advisory Committee (UAC) for review and comment. The Planning Commission, BPAC, PRAC, and UAC prepared comments for Council's consideration and their letters are attached.

Neighborhood/Community Interests (if known):

The Capital Facilities Plan addresses the provisions of essential city services and is of broad community interest. It addresses a wide variety of issues that cover the City of Olympia in its entirety, including: Drinking Water projects; Fire projects, General Capital Facilities Projects; Home Fund Projects; Parks, Arts, and Recreation projects; Storm and Surface Water projects; Transportation projects; and Wastewater projects; and it incorporates projects from other service providers such as the Olympia School District. City staff works with the Bicycle and Pedestrian Advisory Committee; the Parks and Recreation Advisory Committee, and the Utility Advisory Committee to identify and prioritize projects in the CFP.

Options:

1. Hold the public hearing. The Council may close the public hearing tonight and continue to take written testimony until October 16, 2020, at 5:00 p.m.
2. Do not hold a public hearing. Staff will reschedule at a later date.

Financial Impact:

The six-year financial plan outlines investments totaling over \$192 million. Council's approval appropriates funding for projects proposed to be funded in 2021 representing the City's Capital Budget of \$29.3 million, including projects for drinking water, fire, Home Capital Fund, general capital facilities, parks, storm and surface water, transportation, wastewater improvements.

Attachments:

Planning Commission Letter

Bicycle Pedestrian Advisory Committee Letter

Parks and Recreation Advisory Committee Letter

Utility Advisory Committee Letter

[Link to Preliminary CFP and 2021-2026 Financial Plan](#)

October 5, 2020

Mayor Cheryl Selby and
Olympia City Councilmembers

RE: OPC Recommendation – Preliminary Capital Facilities Plan, 2021-2026 Financial Plan

Dear Mayor Selby and Olympia City Councilmembers,

Thank you for the opportunity to review the Preliminary Capital Facilities Plan and 2021-2026 Financial Plan Review (CFP). **We find that the CFP is consistent with the current Comprehensive Plan.** We wish to commend the City staff who have pushed through extraordinary circumstances to prepare this document. We hope the following comments will guide you as you evaluate the CFP.

Changes from Previous Plans

We appreciate the permanent addition of sections for Fire and the Home Fund to the CFP. We also appreciate the inclusion of the 7-20 Year Future Needs project lists in each section. We hope that this will help guide how projects are prioritized and funded in the future.

Transportation

We commend the continued commitment to Comprehensive Plan goal Transportation 1, as demonstrated through continued investments in sidewalks. Proposed projects in this year's plan appear to dovetail well with the recent Transportation Management Plan updates.

Home Fund

While we were pleased to see the two projects listed for the Home Fund, we are concerned about the speed of projects being brought forward. Considering the promises made to the voters of Olympia regarding the Home Fund; Comprehensive Plan goal Public Service 3; the 2018 declaration of homelessness as a public health crisis; and the recent publication of the One Community Plan; **we believe that more projects should be sought out and moved forward faster than the current pace. We hope you will convey these sentiments to the Home Fund advisory committee.**

Thank you again for the opportunity to review the CFP; we look forward to its implementation.

The Planning Commission is honored to serve the Mayor, City Council, and people of Olympia. We look forward to helping Olympia achieve the goals expressed in the Comprehensive Plan.

Sincerely,



Candis Millar, AICP
Chair, Olympia Planning Commission



Kento Azegami
Chair, Planning Finance Subcommittee



To: Mayor Selby and Members of the Olympia City Council
From: Brittany Yunker Carlson, Chair, Bicycle and Pedestrian Advisory Committee (BPAC)
Date: October 6, 2020
Subject: 2021-2026 Preliminary Capital Facilities Plan (CFP); Bicycle/Pedestrian Facilities

Thank you for the opportunity to provide input on the 2021-2026 Preliminary Capital Facilities Plan (CFP).

The CFP continues to propose projects to incorporate alternate forms of transportation and address the multi-modal needs of a growing population. We appreciate the focus on walking and biking facilities in addition to vehicular infrastructure. The challenges of the COVID-19 pandemic have given us a new perspective about the way Olympians find safe recreation options close to home. In addition, with the Olympia School District primarily offering online learning and limited afterschool activities, families more frequently seek safe and accessible outdoor opportunities to maintain mental and physical health. Many of them have turned to biking, walking or hiking. Therefore, we believe the CFP's emphasis should continue to focus on safe and inviting streets, sidewalks and pathways to leverage new interest in car-free travel and make it safe for years to come.

In addition to the community and economic impacts of the pandemic, 2020 brought important social change. BPAC recommends that the City adapt the CFP to prioritize projects in alignment with racial and social equity goals.

The following are our suggestions to the City based on our review of the CFP:

Equity

We believe that equity needs to be integrated into the City's entire decision-making framework, although we acknowledge that is a big, daunting challenge. As we looked at the Comprehensive Plan, the forthcoming Transportation Master Plan, and this year's CFP, we saw a significant need to integrate equity into all of them. We look forward to hearing how you will respond to this need.

Additionally, information specifying how projects support racial equity was notably absent from the CFP. BPAC recommends that City staff clearly define and integrate socioeconomic and racial equity considerations and metrics into all aspects of the CFP. To achieve this, BPAC recommends the City align with other cities including Seattle, Tacoma, and Portland in utilizing a Racial Equity Toolkit (RET) and an equity index to inform the CFP.

An equity index identifies areas of opportunity in the community, and the RET integrates explicit consideration of racial equity into decisions. Examples of both of these tools can be found at the end of this letter. If the City does not currently have the dataset available to publish an equity index, BPAC recommends that the City invest in the timely development of one. In addition, BPAC

recommends that the forthcoming commission that will help address systemic inequity be invited to review and comment on the CFP in the future.

There is also an opportunity to increase equity and foster transparency in the CFP process. As a committee, we wonder how we can influence the projects in this year's CFP when the projects are due from staff in May and our review is not until late summer, early fall. At what point do our comments affect the projects? Including earlier opportunities for feedback from a wide range of groups and individuals would help the CFP be a more flexible and equitable plan.

TMP and CFP

We are disappointed that the CFP projects do not mirror those in the draft Transportation Master Plan. There are some legacy projects that the City is committed to build that do not rank highly according to TMP criteria. We recommend a clear indication of which CFP projects are legacy projects and which ones come directly from the TMP. Noting in the CFP how a project ranked in the TMP would increase transparency. Moving forward, we hope to see better alignment between the TMP and the CFP.

Sidewalk Projects

Sidewalks provide a safe, comfortable space for people walking, using walkers or those using wheelchairs. We strongly support the 22nd Avenue/Eastside Street sidewalk project, as it is a main corridor between downtown and several southeast neighborhoods. It will provide safe walking routes for families and individuals, offer safe access to bus stops and make important connections to the I-5 Trail and Karen Fraser Woodland Trail. This will strengthen our community and support people's health and well-being.

While it is important to add sidewalks to streets that do not have them, there are many existing sidewalks in Olympia that are damaged and unusable. The eastern side of Percival Street Southwest is an example of a sidewalk that is cracked, uneven and unsuitable for pedestrians who use a wheelchair or have limited mobility. We need maintenance and good stewardship of existing sidewalks, particularly for vulnerable users.

Bike Corridors

Given the popularity of biking in recent months, continuing to complete and connect bike corridors throughout the City remains a top priority for BPAC. Bike corridors offer a low-stress option for families and bikers of all abilities to reach common destinations, such as downtown businesses, the Farmers Market, the library or local parks. We support the top three bike corridor projects in the CFP.

Current and future bike corridors should have clear signs and traffic calming measures to encourage drivers to be more vigilant. An example of this is the segment of the eastside bike corridor along 7th Avenue and Edison Street. This area has increased traffic because it is a shortcut around the intersection of Boulevard Road and Pacific Avenue. The route 60 bus stop and Lions Park both draw pedestrians. There are large sections without sidewalks, and many of the sharrows have worn away, creating a dangerous situation for vulnerable road users.

Even with these steps towards a connected bike corridor network, there are still many unsafe areas that are frequent biking routes across town. One example is the bike lane on the 4th Avenue Bridge and the Isthmus. People on bikes riding towards downtown on the 4th Avenue Bridge are

immediately greeted with a disappearing bike lane leading straight into a vehicular lane riddled with potholes. There is often heavy traffic and log trucks on this street during rush hour, creating an unsafe situation for people on bikes. This is next to the brand-new apartments constructed on the Isthmus, begging the question of what the effect of impact fees from that development had on bike infrastructure on the adjacent streets. Revenue from impact fees should provide value and safety for all road users, especially those most vulnerable: people walking, biking, and people with disabilities.

Intersection Safety Improvements

As an adjunct to bicycle corridors and an additional safety measure for pedestrians, BPAC supports the City's plans to prioritize pedestrian improvements, including roundabouts, at key locations such as Cain Road and North Street, or Division Street and Elliott Avenue. Priority should be given to locations where more people travel by public transit, walking or biking, since they may be among the more economically disadvantaged and have no other transportation options.

Pathways

Pathways provide pedestrians a safe way to access major walking paths such as the Chehalis Western Trail or allow school children a comfortable and safe path to school through their neighborhood, such as the proposed pathway from Vista Avenue to Washington Middle School. We wholeheartedly support the pathways planned in the CFP and urge their swift completion.

Land Acquisition

We also support the acquisition and development of Kaiser Woods for mountain bike and walking trails, as well as development of the Grass Lake Nature Trail. Both can serve recreational and commuting purposes. We note the need for better wayfinding signs, both for people walking and biking to find their way to the parks, and for them to find their way within the parks. Providing better pedestrian and bike access to the parks could mitigate concerns from nearby residents about parking. People should be able to safely get to parks by walking and biking and not be in danger on their way to these great destinations.

Motor Traffic Congestion

In conclusion, BPAC would like to encourage the City of Olympia to endorse non-construction-related programs that help reduce motor vehicle traffic, often called "travel demand management." Flex scheduling, telecommuting and incentives for alternative commuting methods has great potential for reducing traffic burdens brought about by a growing population, aging infrastructure, and uncertainties about transit during a time of pandemic. All of these can be part of a long-term strategy intended to decrease rush-hour congestion, degradation of costly vehicle facilities and create a more comfortable street for all users, including those walking and biking.

Sincerely,



Brittany Yunker Carlson
Chair
Bicycle & Pedestrian Advisory Committee

References:

Racial Equity Tool Kit: Portland

<https://www.portlandoregon.gov/oehr/article/592297>

Equity Index: Tacoma:

<https://www.cityoftacoma.org/cms/One.aspx?portalId=169&pageId=175030>

US Dept of Transportation Bicycle and Pedestrian Equity Resources:

<http://pedbikeinfo.org/topics/equity.cfm>

Seattle Bike Master Plan - Excellent example of transparent equity goal integration:

https://www.seattle.gov/Documents/Departments/SDOT/About/DocumentLibrary/BicycleMasterPlan/190613_BMP_Imp_Plan_FINAL.pdf



MEMORANDUM

TO: Olympia City Council
FROM: Maria Ruth, Chair 
Parks and Recreation Advisory Committee (PRAC)
DATE: September 17, 2020
SUBJECT: Preliminary 2021-2026 Capital Facilities Plan (CFP)
PRAC Recommendation to the Planning Commission and City Council

PRAC members have carefully reviewed the list of proposed park projects and have found the projects to align with the plan for capital investments included in the 2016 *Parks, Arts & Recreation Plan*.

At PRAC's September 17, 2020 meeting, PRAC members voted unanimously to approve the Parks Chapter of the *2021-2026 Preliminary Capital Facilities Plan (CFP)*.

We would like to bring your attention to plans for Percival Landing, Program #0136 in the draft 2021-2026 CFP. We would like to emphasize the importance of the requested funding for a consultant to work with the community on a Revisioning Process for Percival Landing. While the draft 2021-2016 CFP includes \$815,878 for routine Percival Landing inspection, repairs, and maintenance, the budget for major Phase 2 renovations, listed in this draft CFP under "Long Term Future Needs" (7-20 years out), is an estimated \$8,175,000. Prior to undertaking Phase 2 renovations, which are based on the 2006 *Concept Plan*, it is imperative to take into account not only the City's 2019 *Sea Level Rise Response Plan*, which revealed significant impacts on rebuilding Percival Landing but also the 2020 *Percival Landing Boardwalk and Docks Facility Condition Assessment Report*.

We would also like to acknowledge how impressed PRAC members have been with the Olympia Parks Department's dedication to thoughtfully improving the quality of our 49 parks and park system. We are especially grateful to Park staff who have worked extra tirelessly and creatively since March when COVID-19 restrictions and budget cuts went into effect. That Olympia's parks and trails were largely kept open for our community's well-being during these challenging times is a testament to the goodwill of Park staff and to the City of Olympia.

Thank you for taking the time to consider our recommendation in the course of your CFP review process. Please feel free to contact me by telephone at (360) 350-8583 or by email at mruth@ci.olympia.wa.us if you would like to discuss PRAC's recommendation.

Cc: Olympia Planning Commission



October 7, 2020

Olympia City Council
PO Box 1967
Olympia, WA 98507-1967

Dear Mayor Selby and Council Members:

SUBJECT: UAC 2021 Utility Rates, GFCs and 2021-2026 CFP Recommendations

Thank you for the opportunity to provide citizen committee recommendations on 2021 City of Olympia utility rates, general facility charges (GFCs) and the 2021-2026 Capital Facilities Plan (CFP). The members of the Utility Advisory Committee (UAC) understand that this work is a fundamental responsibility of our committee. The UAC also understands and supports the important public and environmental health work of the City's four utilities. The UAC believes that City staff work hard to use resources wisely thereby minimizing customer costs. And we realize that rate increases must occur in order to maintain the level of service demanded by the community, to meet regulatory requirements and to account for changes in costs beyond the utilities' control.

When considering usage rates and GFCs, the UAC seriously considers the impact these increases may have on community members. The UAC recognizes that the current coronavirus pandemic is causing financial hardship for many utility customers. When considering GFCs, the UAC also considers analyses provided by staff regarding the financial value of the existing utility infrastructure and the benefits of the infrastructure to new development since GFC charges are imposed at the time of initial development. GFC revenues are dedicated to capital budgets.

Summary of Proposed Rates and GFCs

For budgetary purposes, the City's Water Resources and Waste ReSources utilities assume a growth for 2021 of one-half percent revenue. Due to the coronavirus pandemic, these revenue growth assumptions are estimated to be less than growth rates experienced in recent years. Ongoing growth-related revenue increases help offset rate changes. The proposed rates, along with cash on hand for the Wastewater utility, are expected to cover 2021 expenditures, including a City staff cost-of-living adjustment for union employees.

The UAC recommends the following utility rate increases in 2021:

- Storm and Surface Water 7.5%
- Wastewater 0.00%
- Drinking Water 0.00%
- Waste ReSources 0.00%

We understand that City staff also support these specific increases. In addition, the LOTT Board of Directors has also approved rates and capacity development charges (CDCs) for 2021, which will both increase 3.0 percent.

Including the LOTT rate increase, the combined, weighted rate increase would be approximately 1.85 percent (\$4.64/bi-monthly bill) for a typical single-family residence.

Storm and Surface Water

Utility Rate: 7.5% increase

The Storm and Surface Water utility is responsible for flood mitigation, water quality improvement and aquatic habitat enhancement. The utility anticipates total expenses to increase by about \$495,000 above estimated revenue. This reflects a loss of \$244,000 in revenues from the elimination of roadway fees, the transfer of the street sweeper program from the Transportation line-of-business to the Storm and Surface Water Utility and adjustments to capital funding due to the elimination of funding for Transportation projects and the move of capital-funded staff positions to the operating budget.

The UAC also supports the proposed enhancement to establish the Vegetation Management work section within the Storm and Surface Water utility. The enhancement will provide greater safety and flexibility in managing vegetation at a reduced cost. Requested vehicles will be purchased with cash on hand (resources above reserves).

GFC rate: No change

The UAC supports keeping the Storm and Surface Water GFC at the current rate of \$1,190 in 2021. However, further increases are financially justified and will be considered in future years.

Wastewater

Utility Rate: No change

The Wastewater utility is responsible for safe conveyance of sewage from homes and business to the LOTT (Lacey, Olympia, Tumwater, and Thurston) Clean Water Alliance treatment facility in downtown Olympia. The utility anticipates total expenses to increase by about \$260,000 above estimated revenue. Cash on hand (resources above reserves) will be used to meet increased 2021 expenses.

GFC rate: No change

The UAC supports keeping the Wastewater GFC at the current rate of \$3,442 in 2021. The financial analysis performed for the Wastewater Management Plan (Plan) to be adopted in 2020, justifies increasing the Wastewater GFC to \$4,999. The UAC supports waiting for the adoption of the Plan in 2020 and considering increases to the wastewater GFC in future years.

Drinking Water

Utility Rate: No change

The Drinking Water utility provides and protects healthy drinking water for the community as part of a long-term vision that sustains present and future water supplies for our community while protecting the environment.

The Drinking Water utility anticipates total expenses to be \$150,000 below estimated revenue in 2021. However, the utility has seen reduced revenues in 2020 due to wet weather and diminished commercial water use during the coronavirus pandemic. Cost-saving measures have minimized the impacts of the

reduced revenues. The utility's financial position remains strong, but revenues will need to continue to be closely monitored.

The UAC supports the Drinking Water utility's proposed enhancements:

- Capital funding will be increased to \$1.4M consistent with the rate consultant's recommendations.
- A project-funded Maintenance Worker I position is proposed to be made a permanent position within the utility's operating budget. This position is part of the ongoing meter replacement program, a commitment to the Washington state Department of Health.
- A vehicle (van) is proposed to be added to the operations work section. Operations is often challenged by a shortage of vehicles to shuttle parts and a van will help keep equipment secure and ready for standby without the need to be loaded and unloaded daily like a service truck. Without Fleet funding, the vehicle will be purchased with cash on hand (resources above reserves).

GFC rate: No change

Drinking Water GFCs were consistently increased between 2015 and 2018. An increase is currently not warranted in 2021. Staff is currently developing a new Water System Plan and evaluating substantial capital investments to replace and rehabilitate aging infrastructure is anticipated and will likely justify increasing Drinking Water GFCs.

Waste ReSources

Utility Rate: No change

While projected revenues are down slightly in 2021, revenue is strong in the commercial sector. Overall expenses are up 0.4 percent. And, while expenses are up slightly, revenue is down overall by 1 percent mainly due to volatile recycling commodity markets in the residential sector. Recycle markets have reached historic lows, ultimately impacting the utility financially. However, revenue to expense remains positive by 0.3 percent. The UAC recognizes that reducing contamination in the recycle stream and adjusting the acceptable items list to remove glass and poly-coated products, has improved marketability of materials and reduced processing/trans-hauling expenses.

Based on budget projections the UAC recommends no rate increases in 2021 for Waste ReSources.

Capital Facilities Plan 2021-2026

The UAC supports the proposed 2021 – 2026 Capital Facilities Plan (CFP). The CFP is guided by and consistent with the various utility management plans. In general, the CFP (pertinent to the utilities) anticipates that current projects can be funded with the estimated revenues. However, the UAC is aware of the capital project challenges faced by all the utilities. Financial analyses for the Water Resources utilities justify increasing capital depreciation funding for Wastewater an additional 320 percent, and for Storm and Surface Water an additional 150 percent. Recent discoveries of insufficient wastewater pipe capacities and deteriorating water tank coatings may also result in a future discrepancy between needs and resourcing.

Thank you again for the opportunity to provide our recommendations. These proposals will support the important public health mandates of the four City utilities. The proposed utility rates reflect our responsibility to maintain and improve our essential public infrastructure while remaining cognizant on the impact rate increases may have upon community members.

On behalf of the members of the UAC, please let me know if you have any questions. I can be reached via email at mbuffo@ci.olympia.wa.us

Sincerely,



MIKE BUFFO

Chair

Utility Advisory Committee

ec: UAC Members
Nanci Lien, Fiscal Services Director
Gary Franks, Waste ReSources Director
Eric Christensen, Water Resources Director



Legion Way Improvements

Capital Facilities Plan

2021-2026 Financial Plan



Preliminary Document ■ as of August 11, 2020
City of Olympia's Comprehensive Plan - Volume II

The City 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**
- **Utility Advisory Committee**

The Capital Facilities Plan is Volume II of the Olympia Comprehensive Plan developed in compliance with the Washington State Growth Management Act.

City of Olympia's Comprehensive Plan – Volume II

Prepared by the City of Olympia • Administrative Services Department

P.O. Box 1967, Olympia, WA 98507-1967

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Information & Resources

City Council

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Jessica Bateman, *Mayor Pro Tem*
Jim Cooper
Clark Gilman
Dani Madrone
Lisa Parshley
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Information Resources

- **LOTT Clean Water Alliance:** lottcleanwater.org
- **Olympia Comprehensive Plan:** olympiawa.gov/compplan
- **Olympia bicycle Master Plan:** olympiawa.gov/transportation
- **Transportation Mobility Strategy:** olympiawa.gov/transportation
- **Water System Plan:** olympiawa.gov/drinkingwater

A Message from Jay Burney, *Olympia City Manager*

August 11, 2020

City Council and Citizens of Olympia,

I am pleased to present the *Capital Facilities Plan, 2021-2026 Financial Plan* (CFP). This CFP demonstrates the City's commitment to the community's vision for a vibrant, healthy and beautiful Capital City. In 2014, the Olympia City Council adopted a new and ambitious community vision to guide how the City grows and develops over the next 20 years. This year's capital improvements move us even closer toward our vision.

The capital projects described in this year's CFP have been planned for years in advance. The CFP is the product of many separate but coordinated planning documents or Master Plans, each focusing on a specific type of facility (drinking water, wastewater, stormwater, parks, transportation, etc.). The City's Comprehensive Plan establishes the goals and policies, along with projected population growth and future land uses. Then various Master Plans are developed to identify the specific need, location and timing of future projects.

I want to acknowledge the work and dedication of the City of Olympia's Planning Commission. The Planning Commission is responsible for reviewing the plan, holding a Public Hearing, and providing comments to the City Council.

In 2021-2026, our new and ongoing capital projects support the community's vision as embodied in the City's Comprehensive Plan. I am confident this CFP responsibly addresses and supports the infrastructure needs for Olympia. The projects strike an appropriate balance between building new projects and maintaining existing infrastructure. They incorporate creative and efficient solutions to complex challenges and advance the community's priorities.

Respectfully Submitted,

A handwritten signature in black ink, appearing to read "Jay Burney", with a long, sweeping underline.

Jay Burney
City Manager

Executive Summary

The 2021-2026 plan 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 beyond the current year. 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, part of the City's annual budget process. The capital budget represents the first year of the Capital Facilities Plan. Projects beyond the current year capital budget should not be viewed as a commitment to fund the project, rather instead as an indication that given the information available at the time, the City plans to move forward with the project in the future.

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.

The CFP assumes receipt of outside granting assistance, and if grants are not received, projects may be delayed or pushed out. The CFP is therefore a planning document, not a budget for all estimated expenditures. Prioritization of the projects among programs is difficult; however, prioritization between programs is even 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 and low interest loans
- An acquisition or development of new facilities

2021-2026 CFP Overview

The capital projects described in this year's six-year CFP have been planned for years in advance. The CFP is the product of many separate but coordinated planning documents, each focusing on a specific type of facility (drinking water, wastewater, stormwater, parks, transportation, etc.). The City's Comprehensive Plan establishes the goals and policies along with projected population growth. Then the various Master Plans are developed to identify the specific need, location, and timing of future projects.

The cost of the 2021 CFP projects total \$29,349,986, a seventeen percent increase over 2020. The 2021 increase is primarily related to utility (Drinking Water and Wastewater) and Transportation projects.

The 2021-2026 CFP totals \$192,166,153. This is an increase of twenty-four percent from the 2020 - 2026 plan. The overall increase in the 2021-2026 CFP is mainly due to Drinking Water and Transportation projects and bringing Fire Department projects into the CFP for the first time.

The specific chapters of this document provide more detailed information on each of the sections. Below is a high-level summary of those sections.

2021 CFP Changes

This year's CFP includes several changes to improve communication around project implementation, provide a 20-year project outlook, provide consistency with governmental accounting standards, and incorporate the Fire Department's capital projects.

- Project implementation changes: In previous years, some capital projects were presented in the current year CFP for the purpose of setting aside funds for future year projects. In this year's CFP, all costs identified for 2021 represent capital projects the City plans to continue, or begin work on, in 2021. Also, the CFP now includes a high-level 7-20 year look at long-term project costs.
- Governmental Accounting Standard changes:
 - In 2021, the CFP no longer incorporates debt service as a capital cost. Debt service is an operating cost and therefore included in the City's operating budget. As some CFP-related revenue is used to support debt service, debt service information is included in the CFP narrative sections.
 - The Hazardous Tree Program is not a capital cost and will now appear in the Operating Budget.
- Fire Department: The Fire Department's capital projects related to facilities and large apparatus equipment are now included in the CFP.

Parks

The Olympia Metropolitan Park District (OMPD) generates revenue through a property tax for park land acquisition, development, and improvements. In 2021, two percent of the voter-approved utility tax and one percent of non-voted utility tax (on electric, gas and telephone utilities) is also dedicated to park land acquisition. In 2021, a few highlights of the \$4.6 million Parks capital program include: Lions Park Sprayground, Yauger Park Backstop Replacements and Stevens Field #2 Turf and Lights.

The next Parks Master Plan update is scheduled for 2022.

Transportation

Transportation projects for 2021-2026 improve access and safety for all users of the transportation system and invest in maintain the system's existing infrastructure. Highlights from Transportation's \$7.6 million capital projects include: improvements for Franklin to Legion, Fones Road from Pacific to 18th Avenue and the annual chip sealing projects for pavement preservation.

For 2021, the Transportation capital projects have been categorized to be more consistent with the draft Transportation Master Plan that is scheduled for adoption in 2021.

Drinking Water Utilities

In the Drinking Water Utility, significant investments are planned in the future to develop adequate and redundant water sources and maintain water quality in compliance with Federal and State safe drinking water standards. In 2021, highlights of the \$7.44 million projects include three projects related to developing and maintaining a water reservoir system that provides adequate water storage and "chlorine contact time" in compliance with Federal and Sate safe drinking water standards; Elliot Avenue Reservoir & Seismic Retrofit, Fir Street Reservoir & Valve House Retrofit and the Boulevard Road Reservoir Rehabilitation Construction.

The next Drinking Water Master Plan update is scheduled for 2021.

Stormwater Utility

The Stormwater Utility is responsible for correcting flooding problems, protecting water quality and enhancing aquatic habitat. This CFP includes improving fish passage at Schneider Creek, stabilizing eroding areas along Black Lake Ditch, designing storm ponds at 4th Avenue & Ascension and rehabilitating several City-owned storm ponds.

The next Stormwater Master Plan update is scheduled for 2024.

Wastewater Utility

To reduce the risk of sewage releases, the Wastewater Utility has projects in three main categories: repair and replacement of aging and damaged transmission and collection pipes, rehabilitation of lift stations, and sewer pipe extension projects.

To improve reliability and reduce the potential for sewage releases, the Wastewater Utility plans to rehabilitate at least one lift station every two years. Rehabilitation brings aging lift stations up to current standards, typically by increasing pumping capacity, providing backup power generators and providing emergency bypass pumping capabilities.

In 2021, highlights the 2021 \$6.11 million capital Wastewater projects include projects in each of the three main categories; cured-in pipe replacements; Old Port 1 Lift Station and Percival Creek Utility Bridge.

The next Wastewater Master Plan update is scheduled for 2025.

It is an ongoing challenge to provide a full range of utility services at the level our citizens demand without causing affordability challenges for some customers. We appreciate the citizens who serve on the Utilities Advisory Committee (UAC) and work with us to ensure our rates remain affordable and in balance with the investments needed to deliver quality services.

Waste ReSources Utility

Waste ReSources does provide municipally operated solid waste collection, disposal and diversion services, including education and outreach to residents, businesses and visitors. In 2006, the City Council adopted a Zero Waste Resolution that set forth a new direction for the Utility and guided the development of the Toward Zero Waste: Olympia's Waste ReSources Management Plan.

In the 2021 CFP, Waste ReSources continues the facility planning, design and construction of a new maintenance facility. The facility is currently planned to be located on Carpenter Road within a few miles of the Thurston County Waste and Recovery Center.

The next Waste ReSources Master Plan update is scheduled for 2021.

General Capital Facilities

General government facilities are designed to meet a broad spectrum of needs including City-owned buildings and improvements related to the Americans with Disabilities Act (ADA) Program.

An updated building condition assessment was completed in 2019 and projects were updated for 2020 and 2021. Based on the report, the City's future facility repair and replacement costs are estimated to exceed \$31 million over the next five years. This CFP allocates \$902,743 to address some of the most critical repairs including Timberland Library and both the Main and East Fire Stations.

Fire Department

And this year, the CFP welcomes our own Fire Department. This will be the first year the Fire Department's capital projects are included in the CFP, including both facilities and large fire apparatus equipment. Projects identified for the years 2022 through 2026 include a major remodel to Fire Station 2 and several new or replacement fire trucks and aid units.

Home Fund Capital Fund

In 2018, voters approved raising the sales tax one tenth of one percent for housing and housing-related services. sixty-five percent of the new sales tax revenue is being used to increase housing supply. In 2019, City Council awarded \$1.1 million to a partnership that is planning 60 new shelter beds and 60 new supportive housing apartments at 2828 Martin Way. That partnership is led by Interfaith Works and the Low Income Housing Alliance. They will also be pursuing State Housing Trust Fund dollars and Federal Low Income Housing tax credits to help fund construction. The property for this development was purchased by the Home Fund. This CFP provides just \$1.2 million in sales tax

funding for 2021 to support the last year of debt service on a previously obtained interfund loan and for other affordable housing projects or property acquisition yet to be identified.

Revenues

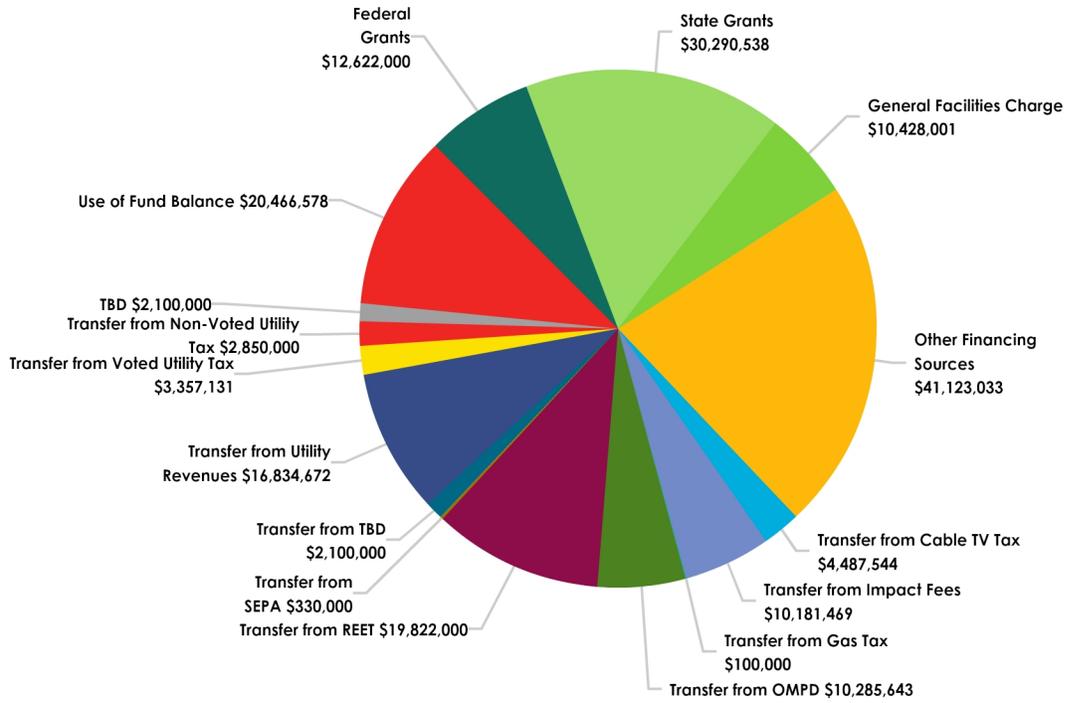
The 2021-2026 Preliminary CFP continues to benefit from the new revenues the City is receiving from the Olympia Metropolitan Park District (OMPD) which started in 2017. Parks is planning to invest over \$10.25 million of OMPD funds in capital projects over the next six years. The CFP also calls for the two percent Voted Utility Tax and one percent of the Non-Voted Utility Tax to cover costs of purchasing new park properties and provide debt service on previously issued bonds. It will also generate funds for future Councils to approve emerging park opportunities.

During the first half of 2020, Olympia's Real Estate Excise Tax (REET) has slowed. For 2021, REET revenue is projected at \$2 million, a six percent reduction over the original 2020 estimate. For 2021, the CFP utilizes \$4.5 million in REET funding to support Transportation projects, including the \$2 million in 2021 projections and the remaining coming from the REET Fund fund balance.

Last November, Washington voters passed Initiative 976 (I-976), aimed at reducing vehicle license tabs to \$30 per year. The initiative is currently being challenged in the court, however if found constitutional, the vehicle license revenue Olympia's Transportation Benefit District has received for over a decade would also be eliminated. No Transportation Benefit District revenue is being projected for 2021.

In 2015, the City started collecting six percent utility tax on cable TV. The revenue is used to address major maintenance on City-owned Buildings, ADA improvements and Hazard Trees. In 2016 and 2017, the new tax generated over \$1 million annually. However, with viewers now finding more and more alternatives to cable TV, this revenue source began trending downward in 2018. In 2020, cable utility tax has somewhat stabilized. For 2021, Cable Tax is projected at \$885,737, a slight increase over the 2020 projection.

2021-2026 CFP Project Funding by Source
\$192,166,153



	Year 2021	Year 2022	Year 2023	Year 2024	Year 2025	Year 2026	Total
Federal Grants	\$289,750	\$1,839,000	\$990,000	\$3,618,250	\$1,293,125	\$4,591,875	\$12,622,000
State Grants	\$1,103,969	\$2,592,687	\$7,560,425	\$4,617,675	\$3,590,216	\$10,825,566	\$30,290,538
General Facilities Charge	\$1,738,000	\$1,738,000	\$1,738,000	\$1,738,000	\$1,738,000	\$1,738,001	\$10,428,001
Other Financing Sources	\$2,360,580	\$4,228,575	\$7,693,475	\$5,794,975	\$14,386,114	\$6,659,314	\$41,123,033
Sales Tax - Home Fund Capital	\$847,000	\$804,650	\$764,418	\$726,197	\$689,887	\$655,392	\$4,487,544
Transfer from Cable TV Tax	\$847,000	\$804,650	\$764,418	\$726,197	\$689,887	\$655,392	\$4,487,544
Transfer from Impact Fees	\$2,809,863	\$2,981,606	\$1,000,000	\$140,000	\$2,150,000	\$1,100,000	\$10,181,469
Transfer From Gas Tax	\$0	\$100,000	\$0	\$0	\$0	\$0	\$100,000
Transfer from OMPD	\$1,973,800	\$837,881	\$908,006	\$951,177	\$3,694,838	\$1,919,941	\$10,285,643
Transfer from REET	\$4,566,000	\$5,481,000	\$525,000	\$2,400,000	\$3,950,000	\$2,900,000	\$19,822,000
Transfer from SEPA	\$40,000	\$0	\$100,000	\$100,000	\$90,000	\$0	\$330,000
Transfer from TBD	\$1,200,000	\$0	\$900,000	\$0	\$0	\$0	\$2,100,000
Transfer from Utility Revenues	\$2,969,674	\$3,279,548	\$3,323,897	\$2,189,822	\$2,423,423	\$2,648,308	\$16,834,672
Transfer from Voted Utility Tax	\$46,200	\$1,146,836	\$1,947,491	\$118,166	\$48,861	\$59,577	\$3,367,131
Transfer from Non-Voted Utility Tax	\$0	\$600,000	\$650,000	\$900,000	\$300,000	\$400,000	\$2,850,000
To be determined	\$0	\$2,400,000	\$0	\$0	\$0	\$0	\$2,400,000
Use of Fund Balance	\$8,558,150	\$5,853,977	\$42,213	\$983,476	\$0	\$5,028,762	\$20,466,578
Total	\$29,349,986	\$34,688,410	\$28,907,343	\$25,003,935	\$35,044,351	\$39,182,128	\$192,176,153

Revenue Sources Available for the 2021-2026 Planning Period

- **Utility Projects**

City Drinking Water, Wastewater, Storm and Surface Water and Waste ReSources utilities are operated like businesses and must be self-sustaining. They do not receive support from the City's General Fund. 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 utility projects. The one Waste ReSources utility project is funded via rates.

- **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), developer contributions, impact fees and Real Estate Excise Tax (REET) (one half of a percent), and Utility taxes. The City is at the statutory limit (six percent) for utility taxes, which may be imposed by the Council without a public vote. Of that six percent, currently, one percent goes directly to the Capital Facilities Plan for general plan support. Another one half of a percent goes to

the General Fund for park maintenance on capital projects. In addition, in September 2004, the voters approved a three percent increase in the Utility Tax above the six percent limit on non-municipal utilities (electric, gas and telephone), bringing the total Utility Tax assessed to nine percent. Of the three percent voter approved increase, two percent is allocated for Parks and one percent for Pathways/Sidewalks.

6% Non-Voted Utility Tax	3% Voter Approved Utility Tax
4.5% General Fund	2.0% Parks
0.5% Parks and Maintenance	1.0% Pathways/Sidewalks
1.0% Capital Facilities	

Voter-Approved Debt

State law limits bonded debt to two and a half percent of Assessed Value (AV) of taxable property. The amount of non-voted debt plus voter-approved debt may not exceed the two and a half percent of assessed value limit.

The City has a calculated total of \$193.5 million in capacity for General Purpose voter-approved bond; bonds paid back through an excess property tax levy. That capacity is reduced by both outstanding voted and outstanding non-voted debt, currently at \$8.1 million and \$60 million, respectively. The adjusted remaining available voter-approved debt capacity is approximately \$125 million.

The City also has capacity for another two and a half percent of AV (or \$193.5) of voter approved debt capacity for open space, park and capital facilities purposes.

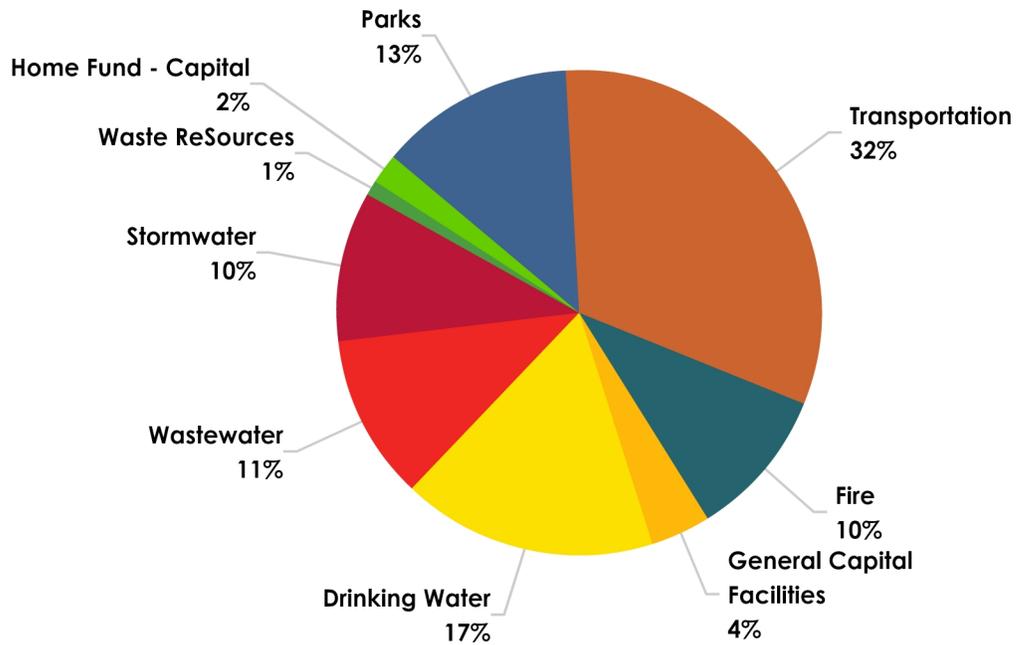
Non-Voted Debt

The City has \$116.1 million in non-voted general obligation bonding capacity (councilmanic) and presently has about \$55.1 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.

Capital Costs of Proposed Projects in the 2021-2026 Financial Plan

Capital project costs for the City's 2021 - 2026 six-year capital facilities planning period total \$190,166,153. The chart below illustrates the percentage of the plan's six-year capital costs attributed to each program category. The table that follows illustrates planned capital costs by program category and the planned year of expenditure.

2021-2026 CFP Project Costs by Program
\$192,166,153



	Year 2021	Year 2022	Year 2023	Year 2024	Year 2025	Year 2026	Total	Total %	2021 %
Parks	\$4,623,961	\$4,444,005	\$955,497	\$1,209,343	\$8,243,699	\$5,069,518	\$24,546,023	13%	16%
Transportation	\$7,366,000	\$12,495,000	\$11,675,000	\$10,150,000	\$4,840,000	\$12,914,500	\$59,440,500	32%	24%
Fire	\$0	\$1,020,000	\$4,485,000	\$3,120,000	\$10,000,000	\$1,150,000	\$19,775,000	10%	0%
Gen. Capital Facilities	\$902,743	\$3,204,650	\$764,418	\$726,197	\$689,887	\$655,392	\$6,943,287	4%	3%
Drinking Water	\$7,447,681	\$5,474,457	\$2,938,110	\$2,966,298	\$5,219,423	\$8,835,071	\$32,881,040	17%	25%
Wastewater	\$6,114,000	\$3,661,000	\$3,622,000	\$3,111,000	\$1,548,000	\$3,816,000	\$21,872,000	11%	21%
Stormwater	\$1,624,858	\$3,216,648	\$3,334,900	\$2,626,900	\$3,445,455	\$5,708,255	\$19,957,016	10%	6%
Waste ReSources	\$368,000	\$368,000	\$368,000	\$368,000	\$368,000	\$368,000	\$2,208,000	1%	2%
Home Fund	\$902,743	\$804,650	\$764,418	\$726,197	\$689,887	\$655,392	\$4,543,287	2%	3%
Total	\$29,349,986	\$34,688,410	\$28,907,343	\$25,003,935	\$35,044,351	\$39,172,128	\$192,166,153	100%	100%

Readers Guide

Executive Summary

Provides a summary of project costs and funding sources included in the 2021-2026 six-year planning window.

Section 1: Introduction

Overview of the Capital Facilities Planning

Defines the purpose of the Capital Facilities Plan (CFP), statutory requirements, and methodologies used to develop the CFP in its entirety.

Comprehensive Plan Goals and Policies

Identify the policy direction for how capital facilities will be provided in the City at adopted Level of Service (LOS) standards and for projected growth.

Frequently Asked Questions

Designed to answer the most commonly asked questions about the CFP, as well as assist the reader in better understanding elements of the Plan.

Section 2: Financial Overview

Long Term Financial Strategies

Key financial principles the City uses when making financial decisions.

Debt Limitations

Explains the amount of money the City of Olympia can legally borrow. This is important because some capital projects are financed with debt resources.

Funding Sources/Dedicated Revenues

Identifies the revenue sources used by the City to finance capital projects. Charted trends on collection of impact fees, Real Estate Excise Taxes and Utility Taxes are provided in this section.

Section 3: New Projects

New Projects

Provides a brief description of all new capital projects and the expected end result of the project. This provides the Council and citizens a way to see how their money is being spent.

Program Sections

These nine sections include the specific projects proposed for the 2021-2026 six-year financial plan. All sections include:

- Introductory Narrative
- Individual Program Information
- Debt Information, if applicable
- Program financial summary table summarizing proposed costs
- Funding sources
- Long Term Needs & Financial Planning

Section 4: Parks, Arts and Recreation

Section 5: Transportation

Section 6: Fire

Section 7: General Capital Facilities

Section 8: Drinking Water

Section 9: Wastewater

Section 10: Storm and Surface Water

Section 11: Waste ReSources

Section 12: Home Fund

Section 13: Miscellaneous Reports

Public Facilities Inventory

Section 14: Glossary

Glossary of terms

Acronyms

Section 15: Olympia School District CFP

The latest published version of the Olympia School District Capital Facility Plan can be accessed online at osd.wednet.edu. The School District's Plan information is included in this document as the City charges and collects impact fees on the District's behalf. Once collected, fees are forwarded onto the District. Any questions regarding the District's projects or school impact fees can be directed to the Olympia School District.

An Overview of Capital Facilities Planning

In 2016, the Council accepted the City's first Action Plan. The Action Plan is organized into five focus areas: Community; Health and Safety; Downtown; Economy; Environment; and Neighborhoods. Each focus area includes strategies and actions to achieve the desired outcomes in the 20-year Comprehensive Plan vision and indicators for tracking and reporting on progress towards that vision.

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 on a daily basis - streets, parks and public buildings like the Timberland Regional Library and Olympia Center. They also include 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 live in the City, you use capital facilities every time you drive, eat, shop, work, or play here. While a CFP does not cover day-to-day maintenance, it does include major renovation and repair projects when our public facilities are damaged or deteriorated to the point that they need to be rebuilt.

The planning period of the CFP is 20 years, the first six years are known as the Six-Year Financial Plan. 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 continually reviewed, evaluated and updated. New information and evolving priorities require frequent review. Each time the review is carried out, it must be done comprehensively and through a public process.

All of these facilities are planned for years in advance to assure they are available and adequate to serve our community. This type of planning involves determining when and where facilities will be needed, how much they will cost, and how they will be paid for. It is important to note that the CFP is a planning document. It includes timeline estimates based on changing dynamics related to growth projections, project schedules, or other assumptions.

To help identify when, where and which projects are needed, the City adopts master plans for the four utilities and Parks, Arts, and Recreation. The master plans provide more detail about the types of facilities needed. The projects listed in these master plans are prioritized. Ideally the timeframe, location and project cost estimates are provided. Projects identified in the master plans inform the CFP six-year financial plan for capital investments.

- Olympia Sea Level Rise Response Plan
- Parks, Arts and Recreation Plan
- Regional Climate Mitigation Plan
- Storm and Surface Water Plan
- Transportation Master Plan (under development)
- Waste ReSources Management Plan
- Wastewater Management Plan
- Water System Plan

These master plans are informed by the Comprehensive Plan in several meaningful ways. For example, the Comprehensive Plan identifies the projected population growth anticipated and the Future Land Use Map shows where certain land uses will be located over time. Additionally, level of service standards are adopted that define the quality of services the community expects the City to provide.

The State Growth Management Act (GMA) and Its Effect on the Capital Facilities Planning Process

The GMA requires that comprehensive plans guide growth and development so they are consistent with the 13 State planning goals, plus a shoreline goal. These goals must be balanced locally.

The GMA requires that Olympia and most other jurisdictions write, adopt and implement local comprehensive plans that guide development activity within their jurisdictions and associated Urban Growth Areas (UGA) over the next 20 years.

Each jurisdiction is required to coordinate its comprehensive plan with the plans of neighboring jurisdictions. Unincorporated areas located within designated UGAs must be planned through a joint process involving both the City and the County.

Consistency with the Remainder of Olympia’s Comprehensive Plan

All chapters within the Comprehensive Plan must be “internally consistent”, meaning all of the chapters must be consistent and support each other. When it comes to the CFP, it must show how the City will provide the capital facilities needed to implement the city’s vision for the future at the adopted levels of service. The consistency requirement extends to the capital budget, which means the city must budget to build the needed capital facilities.

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 as service area population grows. This concept is known as concurrency. Specifically, this means that:

- All public facilities necessary to serve new development and/or a growing service area population must be in place when it is needed. If not, a financial commitment must be made to provide the facilities within six years of the time they are needed; and
- There must be enough facilities to serve the population and/or new development. The facilities must meet an estimated minimum standard. These standards are set at the local level and they are referred to as “Levels of Service.”

Levels of service is how the City measures capacity. For example: acres of park land per capita, vehicle capacity of intersections or water pressure per square inch. Local standards are influenced by citizen input, City Council and Planning Commission recommendations, national standards, federal and state mandates and the standards of neighboring jurisdictions.

If a jurisdiction is unable to provide or finance capital facilities that meet the minimum level of service requirements, it must either: (a) adopt and enforce ordinances which prohibit approval of proposed development, or (b) lower established standards for levels of service. Transportation facilities are reviewed a little bit differently than other public facilities. The GMA requires that transportation

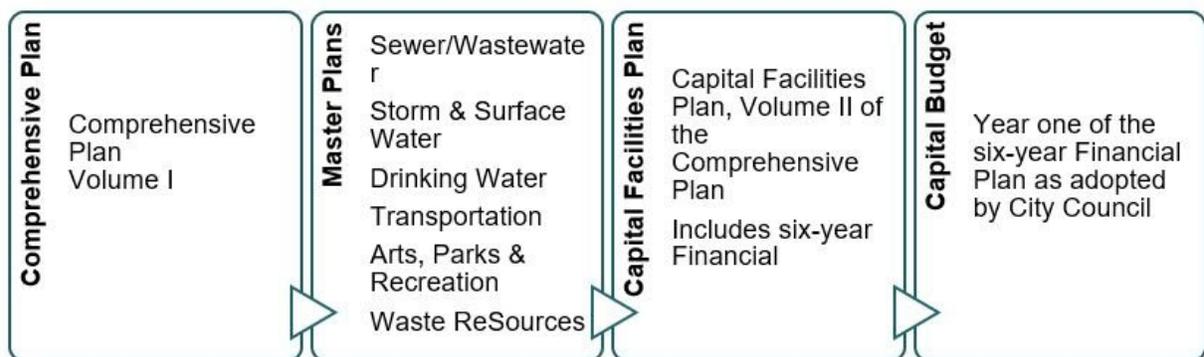
improvements or strategies to address the impacts of proposed development projects need to be made concurrently with land development. “Concurrent with the development” is defined by the GMA to mean that any needed "improvements or strategies are in place at the time of development, or that a financial commitment is in place to complete the improvements or strategies within six years."

Jurisdictions may include concurrency requirements for other types of facilities besides transportation if it is identified in the Comprehensive Plan and currency ordinances are adopted for those facilities. Otherwise, the City is required to reassess its level of service standards at least every eight years during the periodic update of the Comprehensive Plan.

Determining Where, When and How Capital Facilities Will Be Built

In planning for future capital facilities, several factors are 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 than the process to locate a new sewer line. This capital facilities plan is 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. Related plans can also be regional in nature, such as the Regional Urban Trails Plan, Regional Transportation Plan, Sustainable Thurston and the Thurston Climate Mitigation Plan currently under development.

Some capital facilities projects are not included in the Comprehensive Plan because they do not fall into one of the standard growth management chapters. Nonetheless, many of the projects are vital to the quality of life in Olympia. The Farmers Market and City Hall are examples of this. In addition, recommendations from the public, advisory boards, and the Olympia Planning Commission are considered when determining types and locations of projects. The Illustration below shows 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 capacities of capital facilities required.



How Citizens Can Get Involved in the Capital Facilities Plan

The City of Olympia strives to create a CFP which truly responds to the needs of the community. The City encourages citizens, community groups, businesses and other stakeholders to work with staff and the Olympia Planning Commission to merge their suggestions into the various Master Plans. Projects and policies are continually monitored and modified in the long-term plans, like the Comprehensive Plan or the Master Plans. These updates usually include a public process with input from associated City boards and commissions. See the Capital Facilities Plan Calendar of Events on the City website for public hearing dates.

Population Forecasts for Olympia’s Urban Growth Area (UGA)

Comprehensive Plans and CFPs must address projected population growth within a jurisdiction’s UGA. The Thurston Regional Planning Council (TRPC) anticipates Olympia will grow roughly 25 percent between 2015 and 2035, or from 51,020 to 68,460 persons. The fastest growing parts of the City will continue to be the West and Southeast areas.

Joint Projects and Projects by Other Jurisdictions

Several of the projects listed within this document will be coordinated with other jurisdictions or agencies. A stormwater project, for instance, may address a drainage problem that ignores City or UGA boundaries. A transportation project may involve upgrading a roadway that crosses the City Limits. On these types of projects, joint planning and financing arrangements are made and detailed on the individual project’s worksheet.

For example, Thurston County has several “county only” parks or transportation projects planned within Olympia’s unincorporated UGA. Under the joint planning agreement established between the City and Thurston County, initial financing and construction of these projects falls under County coordination. For more detail, please refer to the Thurston County CFP.

Capital Facilities Not Provided by the City

The GMA also requires that jurisdictions plan for and coordinate with other entities, such as schools, solid waste providers, and regional wastewater treatment agencies. These facilities are planned for and provided throughout the UGA by the various school districts, the Thurston County Department of Solid Waste, and the LOTT Wastewater Alliance.

The City of Olympia charges school impact fees on behalf of the Olympia School District. The District’s CFP is included at the end of this document. 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 include information on previously funded capital projects that are still in progress. If the project is currently active and requires additional funding in the future, it is included in this plan.

Routine maintenance operations are included in the City’s operating budget. When new or upgraded facilities are planned, it is important to consider the impact the facilities will have to the operating budget. For example, developing a new park will require construction of improvements such as sidewalks, access and parking, lighting, restrooms, play equipment, and fields and lawn areas, which are funded through the capital budget. The new park will also require on-going maintenance and other expenses like lawn mowing, utility expenses and minor repairs. These types of expenses are funded through the operating budget.

Limitation of Funding Sources

Capital facilities require substantial financial investments. It is important to note that most of the funding sources can only be used on specific types of projects. For example, monies from the water utility cannot be used to build new play equipment in a City park.

Planning Cycles

The City is required to update its Comprehensive Plan at least every eight years. Several of the Master Plans are required to be updated on differing cycles. Balancing these rotating schedules can be challenging. As each plan is updated, it is reviewed for consistency with the other plans, to ensure the City is working to provide the facilities needed to implement the Comprehensive Plan at the adopted levels of service standards.

The bottom line is that the City is working to ensure the capital facilities the community depends on are planned and provided for, understands how much these will cost and has identified how they will be financed.

Planning and Budget Cycles

The City is required to update its Comprehensive Plan every eight years. Several of the Master Plans are required to be updated on different cycles. Balancing these rotating schedules can be challenging. As each plan is updated, it is reviewed for consistency with the other plans, to ensure the city is working to provide the facilities needed to implement the Comprehensive Plan at the adopted levels of service standards.

Comprehensive Plan (2014 - 2034)

Functional (Master Plan) Cycles



Near Term

Years 1 – 6 *Near Term (Capital Improvement Program)*

This time period is the most financially constrained. It represents the annual capital budget and five additional years which represents the six-year Capital Improvement Program.

Long Term

Years 7 – 20 *Long Term*

Scope, cost estimates and revenue projections are less certain for this time period. Anticipated projects along with their estimated costs and likely funding sources are identified. The timing for these projects may be impacted by the pace of growth and other factors.

Key Terms

Capital Facilities Plan (CFP)

A 20-year plan to implement the comprehensive plan vision, showing how the city will provide urban governmental services at adopted levels of service standards for the existing and projected population growth in the City and Urban Growth Area. It includes projected timing, location, costs and funding sources for capital projects. The CFP identifies which capital facilities are necessary to support development/growth. Projects in the CFP are directly related to the applicable master plan or functional plans, such as the Parks, Arts and Recreation Plan, the Storm and Surface Water Plan, and other similar plans. The CFP is an element of the Comprehensive Plan, which is required to be internally consistent with the other chapters of the plan and the City budget.

Six-Year Financial Plan

A six-year financially constrained plan of identified projects, anticipated costs, and proposed funding sources that is part of the Capital Facilities Plan.

Capital Improvement

A project to create, expand or modify a capital facility. The project may include design, permitting, environmental analysis, land acquisition, construction, landscaping, site improvements, initial furnishings and equipment.

Capital Budget

The approved annual budget for capital facilities, as adopted by the City Council. The Capital Budget is “Year one” of the Capital Investment Strategy.

Capital Facilities

A structure, improvement, piece of equipment or other major asset such as land that has a useful life of at least five years. Capital facilities are provided by or for public purposes and services including, but not limited to, the following:

- Bikeway and Disability Access Ramps
- Detention Facilities
- Drinking Water
- Fire and Rescue
- Government Offices
- Law Enforcement
- Libraries
- Open Space
- Parks (Neighborhood and Community)
- Public Health
- Recreational Facilities
- Roads
- Sanitary Sewer
- Sidewalks
- Solid Waste Collection and Disposal
- Stormwater Facilities
- Street Lighting Systems
- Traffic Signals

Additional terms are defined in the Glossary.

CFP Comprehensive Plan Goals and Policies

The CFP is a required element of our 20-year Comprehensive Plan. The following are long-term goals and policies to guide the CFP:

- **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 six-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:
 - a. Coordinate urban services, planning and standards by identifying 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 prior to development. Acquire sites for these facilities in a timely manner and as early as possible in the overall development of the area.
 - b. Assure adequate capacity in all modes of transportation, public and private utilities, municipal services, parks and schools.
 - c. 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 2.5**
When planning for public facilities, consider expected future economic activity.
 - **Policy 2.6**
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:
 - a. Collecting impact fees for transportation, parks and open space, and schools.
 - b. Allocating sewer and water connection fees primarily to capital improvements related to urban expansion.
 - c. 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:
 - a. Increase general revenues, rates, or user fees; change funding source(s).
 - b. Decrease level of service standards in the Comprehensive Plan and reprioritize projects to focus on those related to concurrency.
 - c. Change project scope to decrease the cost of selected facilities or delay construction.
 - d. 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.
 - e. 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 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.

Frequently Asked Questions

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. Examples of capital projects include public streets, City parks and recreation facilities, public buildings such as libraries, fire stations and community centers, public water systems and sanitary sewer systems. While capital projects do not cover day-to-day maintenance, it can include major repairs or reconstruction like a roof repair on a City-owned building.

There are a lot of projects in the CFP. How does the City decide which projects are a priority?

The projects in the CFP are identified because they meet the goals of the 20-year Comprehensive Plan and are reflected in the applicable master plan. The City uses several criteria to prioritize, including:

- Public health and safety
- Regulatory requirements
- Available funding, including State and Federal grants
- Council and Community priorities
- Public health and safety

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 on-going maintenance needs are considered for capital improvements, as these annual expenses impact the City's operating budget.

Can money from the various funds be used on any capital facility?

No. Certain funding sources have restrictions on how they can be used. For example, revenue collected from the Olympia Metropolitan Park Fund can only be used to fund Park projects.

What is the Utility Tax and what projects does it fund?

The City Council has authority to approve, without voter approval, up to a six percent utility tax on private utilities. Five percent of the utility tax collected goes to the General Fund Operating Budget and one percent goes to fund Capital Projects.

In addition, in 2004 the City presented Olympia residents with a ballot measure to raise the utility tax to from six to nine percent. This Voted Utility Tax was approved and provides an additional two percent funding for Parks and one percent funding for Transportation to fund pathways and sidewalks.

Once a project has been approved and funded, can any part of the money be used for another project?

Yes. The City Council can, by simple majority, vote to appropriate funds to a different project. However, they are limited by the funding source and any restrictions. For example, utility funds cannot be used to build park improvement projects. In most cases, this happens when the City needs money to match a State or Federal grant. Leveraging State and Federal grants helps the City implement more capital projects for the community.

If a project was identified in the CFP and funded, will it continue to be listed until the project is completed?

It depends. If the project is in-progress and fully funded, it won't be listed in future CFPs. If the project is in progress and continues to need funding, it will be listed. For example, some projects require funding for design. Once the design is funded and complete, the project continues to be in the CFP because money is needed for construction.

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 20 years. Only expenditures and revenues proposed for the first year of the program are incorporated into the Annual 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 the availability of fiscal resources. Therefore, project cost estimates and timelines may change.

What happens if a project does not receive the anticipated funding over the next six years?

To address a funding shortfall, the City may delay the project, re-scope or phase the project to help reduce the cost, lower the adopted level of service standards, or reassess the land use element of the Comprehensive Plan. Such decisions are made in a public process.

Are all projects in the listed in CFP completed within six years?

No. The Capital Facilities Plan is a financial plan. The City uses it to verify that resources are available to build the facilities needed to achieve our 20-year comprehensive plan vision. Capital facilities fluctuate based on population growth, existing deficiencies, major facility maintenance and repair needs, internal operations, and Council and Community priorities. The plan is reviewed and updated annually.

What is the difference between State Environmental Policy Act (SEPA) mitigation fees and Olympia impact fees?

SEPA mitigation fees may be required for new, major developments to cover their direct impact on the natural or built environment. The specific impacts are identified in an environmental analysis completed for the project. Transportation and parks SEPA mitigation fees for developments proposed within the Urban Growth Area are the most common sources. These fees are collected from specific

development projects in or outside of the City that are likely to have an impact on facilities in the City of Olympia, and the funds can only be spent on the identified projects need to address impacts from the project.

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" for transportation or park projects. 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. Olympia does collect impact fees on behalf of the Olympia School District based on the District's Capital Facilities Plan and forwards the fees on to the District.

Can the City collect impact fees in the Urban Growth Area?

No, the City of Olympia may not collect impact fees for projects in the Urban Growth Area.

When Olympia annexes an area where the County has a 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.

Calendar of Key CFP Events

Event	Month
Proposed CFP Projects due from departments	May
Present Preliminary CFP to Council	August 11
Planning Commission Public Hearing on Preliminary CFP (City and School District)	September 21
City Council Public Hearing and Discussion on Preliminary CFP	October 13
First Reading of Capital Budget	December 8
Second and Final Reading of Operating and Capital Budgets	December 15

Annual Capital Facilities Plan/Capital Budget Development and Review Process

Project Steps	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
Prioritize CFP Projects based on Master Plans												
Estimate Revenues by Funding Source												
Advisory Committees Review Projects												
Distribute Preliminary CFP and 6 Year Financial Plan												
Public Involvement and Communication												
City Council Adopts CFP 6-year Financial Plan & Capital Budget												
Public Involvement and Communication	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
City Internet												
Public Hearing												
Public Meeting												
Stakeholders	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
City Council												
City Council Finance Committee												
Planning Commission												
Utility Advisory Committee												
Bicycle and Pedestrian Advisory Committee												
Parks and Recreation Advisory Committee												
Media												

Long Term Financial Strategy

The Long Term Financial Strategy is an approach to sustaining high quality services, setting priorities and making them happen. The purpose of the Long-term Financial Strategy is to look forward five to six years and provide guidance to the annual budget process.

Key Financial Principles

Make Trade-Offs

Do not initiate major new services without either:

- Ensuring that revenue to pay for the service can be sustained over time, or
- Making trade-offs of existing services.

Do It Well

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

Focus Programs on Olympia Residents and Businesses

However, do not exclude others from participating in these programs as well.

Preserve Physical Infrastructure

Give priority to maintaining existing infrastructure.

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

One-time revenues or revenues above projections will be used strategically to fund prioritized capital projects. The City will also consider additional costs such as increased operations and maintenance.

Invest in Employees

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

Pursue Innovative Approaches to Service Delivery

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

Contract In/Contract Out

Consider alternative service delivery to maximize efficiency and effectiveness.

Maintain Capacity to Respond to Emerging Community Needs

Pursue Entrepreneurial Initiatives

Address Unfunded Liabilities

Selectively Recover Costs

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

Recognize the Connection Between the Operating Budget and the Capital Budget

Continuous Improvement

At All Times, Maximize Efficiencies While Achieving Community Values

Involve Citizens in Financial Decisions

Update the Long Term Financial Strategy Annually

Guidelines

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

- Increase operating cost recovery (user fees)
- Pursue cost sharing

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

- Assess the situation
- Maintain adequate reserves (10 percent General Fund)
- 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 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

What Should the Council Consider Before Increasing Taxes?

- Will the increase result in programs or services that will have a quantifiable public benefit?
- Is the tax source related and connected to the services that are to be supported by the new revenue?
- Is the increase fully justifiable in terms of need?
- Has every effort to educate citizens about the tax been taken in advance of the increase?
- Are the services that are intended to be supported by the new revenue supportable into the foreseeable future?

What Should the Council Consider Before Asking Residents to Increase Taxes?

- Have efforts to educate residents about the tax been made?
- Has there been ample time for residents to debate and discuss the issue?
- Has the council taken the time to listen to residents' concerns?
- Do our residents understand what the results will be following implementation of the new tax?

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. Councilmembers 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 two and a half percent of assessed value of taxable property. Of this limit, up to one and a half percent of assessed value of taxable property may be non-voter approved debt (councilmanic bonds). However, the amount of non-voted, plus voter-approved debt, may not exceed the two and a half percent of assessed value limit.

January 1, 2020

Taxable Assessed Value as of January 1, 2019	\$7,741,414,390
General Indebtedness without a Vote of the People:	
Legal Limit, 1.5% of Property Value:	\$116,121,216
G.O. Bond Liabilities	(\$60,953,145)
Remaining Non-Voted Debt Capacity	\$55,168,071

General Indebtedness with a Vote of the People:	
Legal Limit, 2.5% of Property Value:	\$193,535,360
Outstanding Voted Debt	(\$8,110,000)
Outstanding Non-voted Debt	(\$60,953,145)
Remaining Voted Debt Capacity	\$124,472,215

In addition to the above limits, the City has debt authority with a vote of the people of two and a half percent each for parks and utility purposes. Olympia has not accessed this authority.

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 2020-2025 is:

CFP Funding Sources

Current Revenue

- Wastewater Rates
- Drinking Water Rates
- Storm & Surface Water Rates
- General Facilities Charges
- Non-Voted Utility Tax (one percent of gross revenue)
- Voted Utility Tax (three percent of gross revenue)
- Motor Vehicle Fuel Tax
- Interest
- Real Estate Excise Tax (REET) (half of a percent of real estate sales)
- Cable TV Tax (six percent of gross revenue)
- Public Facilities District Reserves
- Maintenance Center Rental Rates

Debt Instruments

- General Obligation Bonds
- Utility Revenue Bonds
- Loans from State of Washington agencies
- Private placement loans and other debt instruments

Grants

- Federal Surface Transportation Program Funds
- State Transportation Improvement Board Funds
- Federal Community Development Block Grant
- Federal Highways Administration

- Washington State Department of Transportation
- State Recreation Conservation Office

Other

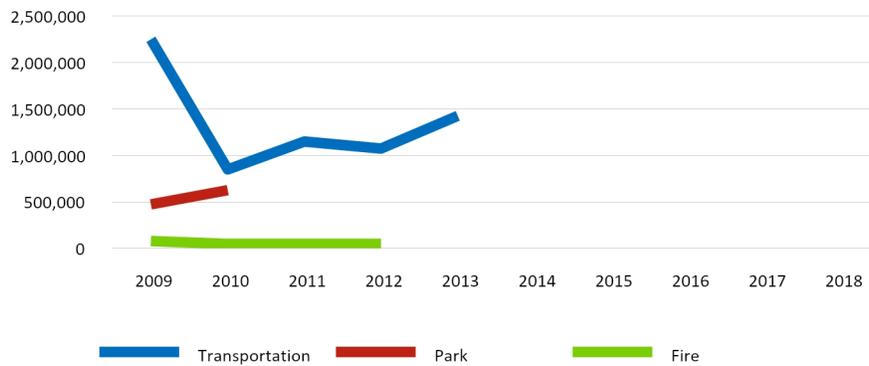
- Impact Fees (OMC 15.16)
- Transportation Benefit District (TBD) fees (OMC 3.04.128)
- State Environmental Policy Act (SEPA) Mitigation Fees (3.04.130)
- Olympia Metropolitan Park District (OMPD)
- Olympia Home Fund - Capital - (OMC 3.04.318)
- Economic Development Program

Revenues Dedicated to the CFP

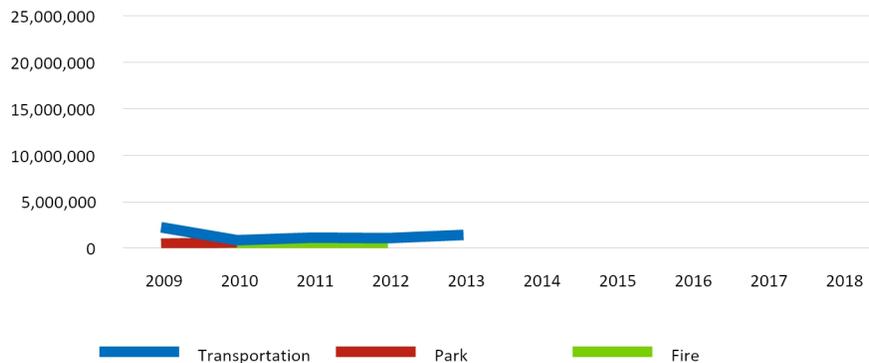
Impact Fee Revenue

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 can be assessed and dedicated primarily for the provision of additional roads and streets (transportation), parks, schools and fire protection facilities. The City collects and uses both park and transportation impact fees. The City also collects school impacts fees on behalf of the Olympia School District, then forwards them on to the school district for school capital purposes. Currently, the City does not collect fire impact fees.

Annual Impact Fee Collections
10 Year Period - 2009 to 2018



Cumulative Impact Fee Collections
10 Year Period - 2009 to 2018



Impact Fee Rates for Single Family Home

City										
Year	2010	2011	2012	2013	2014	2015	2016	2017	2018	2019
Parks	\$4,012	\$4,941	\$5,068	\$4,950	\$5,090	\$5,334	\$5,437	\$5,446	\$5,581	\$5,581
Transportation	\$2,775	\$2,716	\$2,592	\$2,608	\$2,654	\$2,688	\$2,913	\$3,498	\$3,450	\$3,213

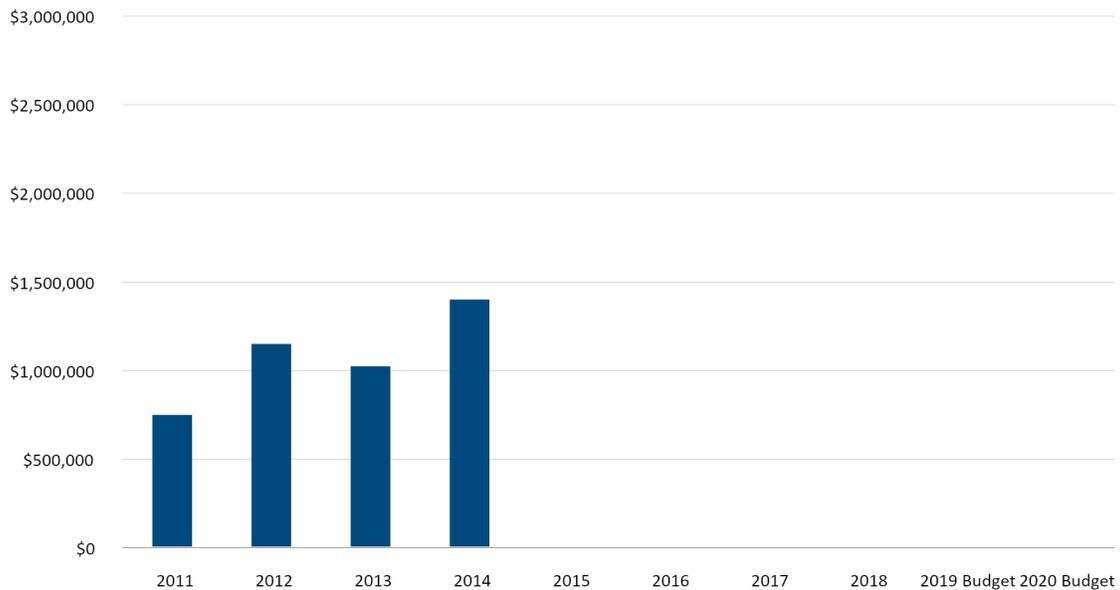
Schools										
Year	2010	2011	2012	2013	2014	2015	2016	2017	2018	2019
Single Family	\$2,753	\$659	\$2,969	\$5,179	\$5,895	\$4,978	\$5,298	\$5,298	\$5,350	\$4,972
Multi Family	\$1,156	\$1,152	\$235	\$0	\$1,749	\$1,676	\$2,498	\$2,520	\$2,621	\$2,575

Real Estate Excise Tax (REET) Revenue

REET is a tax upon the sale of all residential and commercial property that occurs within the City of Olympia. It is collected in two parts; each part equates to one-quarter of one percent of the purchase price of the property sale. The tax is restricted by state law (see below), and Olympia allocates this revenue to fund transportation capital projects.

- **REET 1:** RCW 82.46.010 requires REET 1 must be spent solely on capital projects listed in the Capital Facilities Plan (CFP) element of the Comprehensive Plan. REET 1 capital projects are defined as: transportation, drinking and wastewater, parks and recreational, law enforcement, fire protection, trails, libraries, administrative and judicial facilities.
- **REET 2:** RCW 82.46.035 requires REET 2 be spent on capital projects defined as: transportation, drinking and wastewater and parks public works projects. Acquisition of land for parks is not an outright permitted use of REET II, although it is a permitted use for transportation, drinking and wastewater projects.

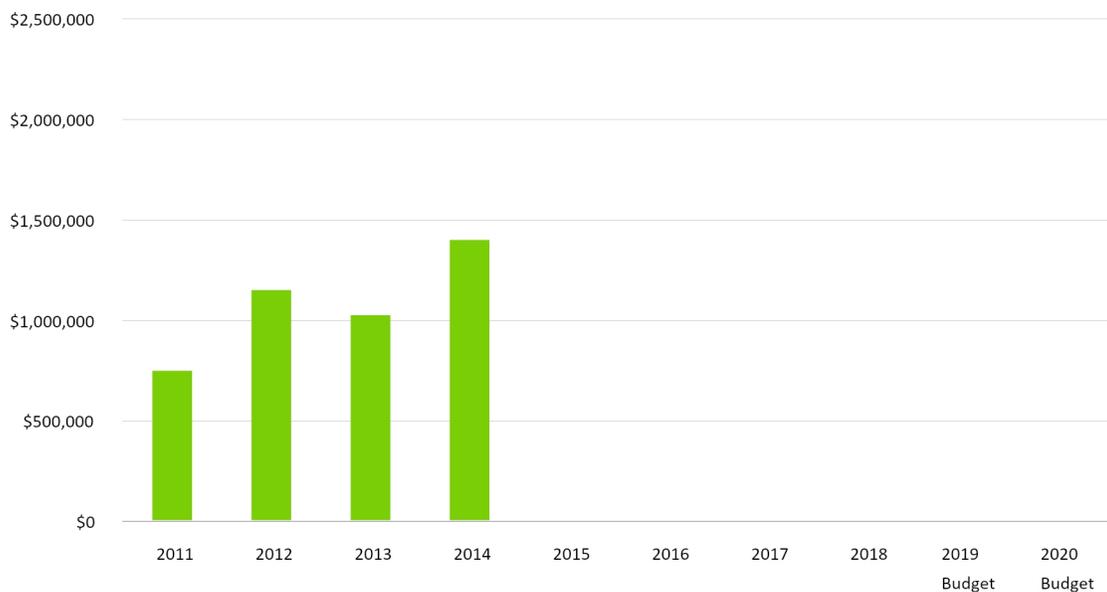
Real Estate Excise Tax - REET 1 & 2
10 Year Period (2011 - 2020)



Utility Tax Revenue

Of the six percent Non-Voted Utility Tax upon electric, natural gas and telecommunications utilities, 1/6 (or one percent) of the tax has historically been allocated by Council to the CFP. In addition, all of the non-voted utility tax on cable TV is dedicated to the CFP. The chart below presents tax on the gross revenues of the three utilities referenced above. This tax is a general revenue and can be used for any purpose determined by the Council.

**Non-Voted Utility Tax
10 Year Period (2011 - 2020)**

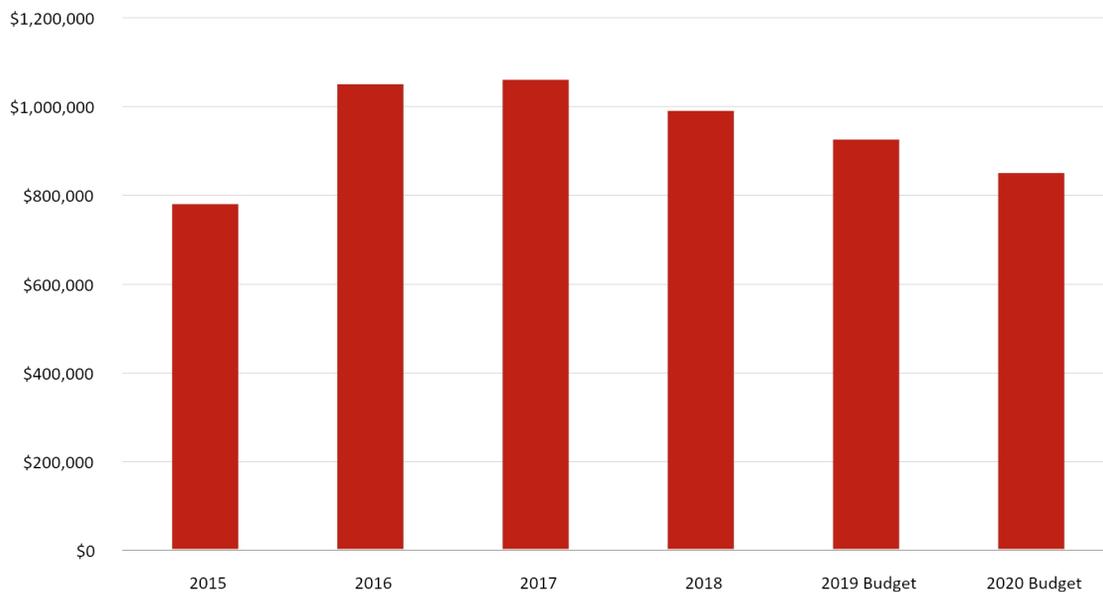


Cable TV Tax Revenue

The City began assessing the six percent utility tax on cable TV revenues in 2015. The revenue is used to fund major maintenance on City-owned buildings, ADA improvements, and the Hazard Trees program. In 2016 and 2017, the new tax generated over \$1 million, annually. After peaking in 2017, the tax began to trend downward, with a six to seven percent drop in 2018 through 2019. In 2020, the tax appears to be stabilizing. For 2021, Cable Tax is projected at \$885,737, a two percent increase over the 2020 budget.

It should be noted that Cable TV tax applies only to the TV component of the cable revenue, not the internet service. As technology has improved, particularly over just the last three years, consumers are being offered a wider range of alternatives such as streaming video services, and a growing number of viewers are opting to “cut the cord,” and discontinue using cable as a means of providing TV access. In addition, starting last year, wireless telephone providers began offering 5G (fifth generation cellular networks) service to several cities in the U.S. This new technology will allow for faster transfers of data via the mobile internet infrastructure with speeds significantly faster than cable. Users will be able to download entire movies within seconds, making it another popular alternative to cable TV. While any new service takes time to be tested by consumers and considered mainstream, all indicators point to the Cable TV Utility tax revenue continuing its downward trend.

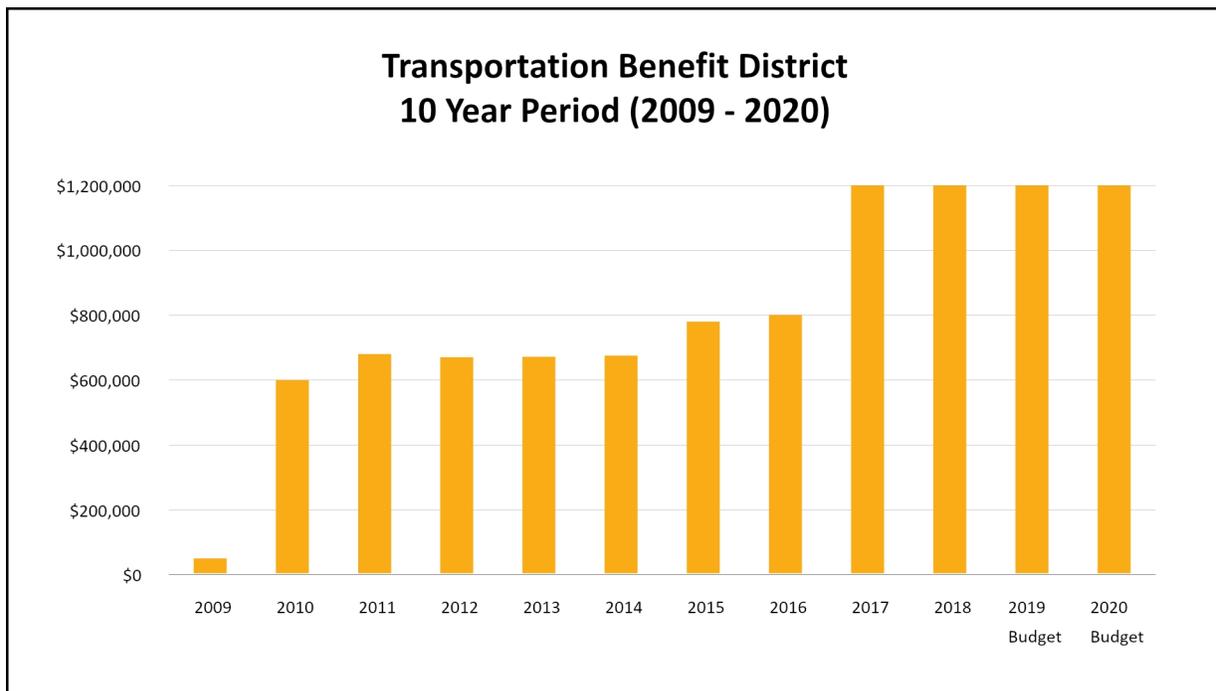
Cable TV Tax
6 Year Period (2015 - 2020)



Transportation Benefit District (TBD) Revenue

In December 2008, the City Council adopted an ordinance creating the Olympia Transportation Benefit District (TBD). Starting in 2009, the TBD began collecting \$20 per vehicle licensed in the City. In 2017, the fee increased from \$20 to \$40 per vehicle. The chart below presents the TBD revenues collected since inception of the District. Each year approximately \$10,000 is appropriated for operating expenses (audit, insurance, etc.), with the remaining funds dedicated to the CFP for transportation projects.

In 2019, Washington voters passed Initiative 976 (I-976), the result of which was to reduce vehicle license fees. The initiative also eliminated the ability of TBDs to impose any car tab fees. An injunction was filed and upheld by the state Supreme Court while several jurisdictions challenge the initiative's constitutionality. Until such time as the courts render a final decision, TBD revenues are continuing to be collected. The City has been segregating TBD fees collected since the passage of I-976 in the event the fees are required to be refunded. None of these funds are being used to support transportation expenditures. Therefore, the City is not including any TBD revenue in the 2021 CFP.



Summary of 2021 Projects by Focus Area

In 2014, the Olympia City Council adopted a new community vision to guide how the City grows and develops over the next 20 years. We have taken that vision and identified five focus areas that help us organize, track and share our progress: Community, Safety and Health; Downtown; Economy; Environment; and Neighborhoods.

The construction, renovation and repair of capital facilities is a critical and highly visible way in which we invest in achieving our community vision. Listed below by focus area are examples of capital projects the City has made a financial commitment for planning, designing, or constructing in the next year.

Community, Safety and Health

- Inclusive, Respectful Civic Participation
- A Safe and Prepared Community
- Health and Wellness
- Adequate Food and Shelter
- A Quality Education

2021 CFP Projects Supporting this Focus Area

Parks

- Yelm Highway Park Design & Permitting
- Yauger Park Backstops Replacement

General Capital Facilities

- Fire Training Center - replace safety railing on tower
- Maintenance Center - replace steel supports to Waste ReSources vehicle canopy

Fire

- Station 2 Remodel
- Station 5 Construction
- Fire Apparatus - Replacement
- Fire Apparatus - Additional
- State Avenue safety project
- State Ave bike safety

Downtown

- A Vibrant, Attractive Urban Destination
- A Safe and Welcoming Downtown for All
- A Mix of Urban Housing Options
- A Variety of Businesses
- Connections to Our Cultural and Historic Fabric
- Engaging Arts and Entertainment Experiences

2021 CFP Projects Supporting this Focus Area

Parks

- Percival Landing Revisioning Process

Economy

- Abundant Local Products and Services
- A Thriving Arts and Entertainment Industry
- Sustainable Quality Infrastructure
- A Stable Thriving Economy

2021 CFP Projects Supporting this Focus Area

General Capital Facilities

- Timberland Library - repair exterior brick, pressure wash and reseal
- Timberland Library - replace domestic water system valves and fittings within building
- Fire STation 1 (Main) - replace flooring with cleanable material
- Fire Station 2 (Westside) - replacing plumbing fixtures
- Fire Training Center - replace safety railing on tower
- Maintenance Center - replace steel supports to Waste ReSources vehicle canopy

Wastewater

- Phase II CityWorks Implementation

Environment

- Clean Water and Air
- A Daily Connection to Nature
- Preserved, Quality Natural Areas
- A Toxin-Free Community
- A Waste-Free Community

2021 CFP Projects Supporting this Focus Area

Wastewater

- Percival Creek Utility Bridge - Sewer

Neighborhoods

- Distinctive Places and Gathering Spaces
- Nearby Goods and Services
- Neighborhoods that are Engaged in Community Decision Making
- Safe and Welcoming Places to Live

2021 CFP Projects Supporting this Focus Area

New Projects

Parks, Arts and Recreation

Percival Landing Revising Process

- **Focus Area:** Downtown
- **Anticipated Result:** Work with community to re-revision the next phase of Percival Land Reconstruction

Yelm Highway Park Design & Permitting

- **Focus Area:** Community Health & Safety
- **Anticipated Result:** Begin the design of Phase 1 improvements at the park

Yauger Park Backstops Replacement

- **Focus Area:** Community Health & Safety
- **Anticipated Result:** Remove and replace the backstops at Yauger Park

Transportation

State Avenue Safety Project

- **Focus Area:** Community Health & Safety
- **Anticipated Result:** Improve safety from Pear to Chestnut for bikes and pedestrians

City-wide Plastic Striping

- **Focus Area:** Economy
- **Anticipated Result:** Replace paint striping with plastic

State Avenue Bike Safety

- **Focus Area:** Community Health & Safety
- **Anticipated Result:** Improve bike safety from Tullis to Puget

General Capital Facilities

Timberland Library - Repair exterior brick, pressure wash and reseal

- **Focus Area:** Economy
- **Anticipated Result:** Improve exterior

Timberland Library - Replace domestic water system valves and fittings

- **Focus Area:** Economy
- **Anticipated Result:** Improve domestic water service

Fire Station 1 (Main) - Replace Flooring with cleanable materials

- **Focus Area:** Economy
- **Anticipated Result:** Easily cleanable flooring

Fire Station 2 (Westside) - replacing plumbing fixtures

- **Focus Area:** Economy
- **Anticipated Result:** No leaking plumbing fixtures

Fire Training Center - Replace safety railing on tower

- **Focus Area:** Economy
- **Anticipated Result:** Install durable safety railings

Maintenance Center - Replacement steel supports to Waste ReSources Canopy

- **Focus Area:** Economy
- **Anticipated Result:** Damaged supports replaced

Drinking Water

Wastewater

Percival Creek Utility Bridge - Sewer

- **Focus Area:** Environment
- **Anticipated Result:** Re-routing sewer for increased reliability

Phase II Cityworks Implementation

- **Focus Area:** Economy
- **Anticipated Result:** Enhanced asset management

Storm and Surface Water

Parks, Arts and Recreation Capital Projects



The 2021-2026 Financial Plan for Parks, Arts and Recreation is based on the Capital Investment Strategy adopted as part of the 2016 Parks, Arts and Recreation Plan. This strategy includes proposed projects and funding sources reviewed by the community and approved by City Council. Pulling projects from this road map of investments is a crucial first step in developing the capital budget. Work is currently underway to update the Parks Plan, including prioritizing park development projects by the community to include in an updated Capital Investment Strategy. The new plan will be completed by March 1, 2022, the State mandated deadline for grant eligibility.

Another critical step is to review the current project inventory in the Capital Asset Management Program (CAMP). Annually, one-third of the park system infrastructure is inspected, and the condition of facilities is scored. Based on the scoring, projects are then submitted for funding in the CFP.

Capital Project Funding Sources

Park capital projects are funded primarily by six sources:

1. Park impact fees
2. State Environmental Policy Act (SEPA) mitigation fees

3. Non-voted utility tax
4. Voted utility tax revenue from the Parks and Pathways Funding Measure
5. Olympia Metropolitan Park District (OMPD)
6. Grants

The general direction in the CFP is that new park development is funded through Park Impact fees, SEPA mitigation fees, Metropolitan Park District Funds, and grants. Land acquisition is funded primarily through the Voted Utility Tax and Non-voted Utility Tax.

Major maintenance and Americans with Disabilities Act (ADA) upgrades are funded through the Metropolitan Park District. Percival Landing annual inspections and maintenance reserves are also funded using Metropolitan Park District revenue.

Base Programs

The Parks, Arts and Recreation Chapter of the Capital Facilities Plan consists of seven program categories:

1. American with Disabilities Act Facility Upgrades
2. Capital Asset Management Program
3. Community Park Development
4. Neighborhood Park Development
5. Open Space Development
6. Percival Landing Major Maintenance and Reconstruction
7. Park Land Acquisition

Levels of Service Standards

Levels of Service Standards 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 Voted Utility Tax, OMPD revenue, Park Impact fees, SEPA mitigation fees, grants and donations.

The following table presents the existing and target levels of service standards from the 2016 Parks, Arts and Recreation (PAR) Plan. It shows that additional park land and development are needed if the target levels of service standards are to be met. In the category of Open Space, the existing ratio of parks to population is slightly higher than the target ratio. While this would appear to indicate no additional open space acquisition is needed, this is not the case; substantial population growth is projected during the plan's 20-year horizon. In order to meet the target level of service standard, the open space inventory will need to be substantially increased.

Existing & Target Levels of Service Standards for Parks*

2016 Parks, Arts & Recreation Plan			
Park Type	Existing Developed Acres	Existing Ratio Acres/1,000	Target Ratio Acres/1,000
Neighborhood Parks	46.71	.72	0.71
Community Parks	145.55	2.23	2.25
Open Space	853.38	13.03	12.97

*For levels of service standard calculations, only developed parks are included.

Debt Service

In 2011, the City of Olympia issued 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. Final payment of the 2013 bonds will be in 2021.

In 2019, the City issued Limited-Term General Obligation (LTGO) bonds to refinance \$14 million used to purchase park land and an additional \$2 million for future park land purchases and/or capital development. The \$14 million was used to purchase 132.89 acres known as LBA Woods, 69 acres known as Kaiser Woods, 1.61 acres known as West Bay Woods and 83 acres known as the Yelm Highway parcel. This effort has been critical in helping the City achieve the goal of acquiring 500 new acres of park land. To date, the City has acquired 447 acres towards this 20-year goal, which was established as a component of the 2004 Voted Utility Tax ballot measure.

In 2021, the fourth installment payment of \$1,000,000 for the Yelm Highway Community Park property will be paid, with the final payment of \$700,000 due in 2022.

The costs identified in the two tables below represent debt service for those previous capital projects and/or acquisitions that were financed with debt. Debt service is an operational cost and is included in the City's Operating Budget. The debt service information is presented here in the CFP for informational purposes only.

Park Debt Service Costs - Property	2021	2022	2023	2024	2025	2026	Total
2013 Bond – Percival Landing	\$241,500	\$0	\$0	\$0	\$0	\$0	\$241,500
Yelm Highway Community Park Acquisition	\$1,000,000	\$700,000	\$0	\$0	\$0	\$0	\$1,700,000
2020 Bond – Refinance BAN	\$1,008,263	\$1,012,513	\$1,005,263	\$1,007,013	\$1,012,263	\$1,005,763	\$6,051,078
Total	\$2,249,763	\$1,712,513	\$1,005,263	\$1,007,013	\$1,012,263	\$1,005,763	\$7,992,578

Funding for Debt Service Costs	2021	2022	2023	2024	2025	2026	Total
Voted Utility Tax	\$1,736,234	\$1,712,513	\$1,005,263	\$1,007,013	\$1,012,263	\$1,005,763	\$7,479,049
Non-Voted Utility Tax	\$272,029	\$0	\$0	\$0	\$0	\$0	\$272,029
OMPD Fund	\$241,500	\$0	\$0	\$0	\$0	\$0	\$241,500
Total	\$2,249,763	\$1,712,513	\$1,005,263	\$1,007,013	\$1,012,263	\$1,005,763	\$7,992,578

ADA Facility Upgrades (Program #0137)

Where is this project happening?

Southeast Olympia

Are there other CFP projects that impact this project?

N/A

Description

Many of Olympia's parks and associated facilities were constructed before the Americans with Disabilities Act (ADA) passed in 1990. In 2017, the City conducted an ADA assessment of its parks system. The assessment identified the various components within the parks that do not comply with current ADA regulations. The assessment reviewed all the park facilities, parking and access pathways and identified the modifications necessary to bring the components into compliance with ADA. These upgrades were prioritized, and an improvement plan was developed.

Project List

In 2021, funding is allocated for the following projects:

- **Parking and Path Improvements - Evergreen Park**
Create a dedicated ADA parking stall and improve the pathways within the park.
- **Stevens Field Benches**
Install ADA compliant benches in coordination with the Stevens Field #2 Synthetic Turf and Lighting project (Community Park Development).
- **Yauger Park Path**
Improve the pathways at Yauger Park in coordination with the Yauger Park Backstops Replacement project (CAMP).

Why is this project a priority?

ADA regulations prohibit discrimination against individuals on the basis of disability and require local governments to make their facilities accessible for all. These requirements focus on providing accessibility by addressing and eliminating structural barriers associated with park facilities.

Is there a level of service standard or measurable outcome?

N/A

What Comprehensive Plan goals and policies does this project address?

This CFP reflects the goals and policies of the 2016 Parks, Arts and Recreation Plan and the following policy of the Olympia Comprehensive Plan:

- **Policy Public Health, Parks, Arts, and Recreation 10.1**
Enhance recreation opportunities for the Olympia area’s physically and mentally disabled populations.

ADA Facility Upgrades

Capital Cost:	Year 2021	Year 2022	Year 2023	Year 2024	Year 2025	Year 2026	Total
ADA Facility Upgrades							
Evergreen ADA Parking and Paths	\$103,229	\$0	\$0	\$0	\$0	\$0	\$103,229
Stevens Field Complaint Benches	\$21,771	\$0	\$0	\$0	\$0	\$0	\$21,771
Yauger Park Paths	\$75,000	\$0	\$0	\$0	\$0	\$0	\$75,000
Lions Park Upgrades	\$0	\$29,939	\$0	\$0	\$0	\$0	\$29,939
LBA Upper Restroom Upgrade	\$0	\$44,854	\$0	\$0	\$0	\$0	\$44,854
ADA Parking Improvements	\$0	\$148,601	\$108,324	\$0	\$0	\$0	\$256,925
McGrath Woods ADA Parking and Pathway Improvements	\$0	\$0	\$43,195	\$0	\$0	\$0	\$43,195
Striping and Signage Improvements	\$0	\$0	\$37,560	\$0	\$0	\$0	\$37,560
Yauger Restroom and Concession Upgrade	\$0	\$0	\$0	\$31,926	\$0	\$0	\$31,926
Restroom Remodels	\$0	\$0	\$0	\$117,996	\$0	\$0	\$117,996
LBA Park Pathways Improvements	\$0	\$0	\$0	\$0	\$250,245	\$200,000	\$450,245
Total	\$200,000	\$223,394	\$189,079	\$149,922	\$250,245	\$200,000	\$1,212,640
Funding Sources:							
Transfer from OMPD	\$200,000	\$223,394	\$189,079	\$149,922	\$250,245	\$200,000	\$1,212,640
Total	\$200,000	\$223,394	\$189,079	\$149,922	\$250,245	\$200,000	\$1,212,640

Community Park Development (Program #0310)

Where is this project happening?

Various locations Citywide

Are there other CFP projects that impact this project?

N/A

Description

Community parks are places for large-scale community use. Community parks include facilities such as athletic fields, picnic shelters, tennis courts, water access and other facilities.

Project List

In 2021, funding is requested for the following projects:

- **Aquatic Facility Feasibility Study**
This project is a continuation of work that began in 2020 to conduct a regional aquatic facility feasibility study. This project includes facilitation of community input, facility needs assessment, identifying potential partners, evaluating operating models and costs and identifying preferred facility components.
- **LBA Woods Interim Improvements**
This project will enhance the existing trail network, add signage and trail connections, add a materials storage area and improve access to and through the park.
- **Stevens Field #2 Synthetic Turf and Lights**
This project includes installing synthetic turf, new lights and scoreboard, and other park improvements at Stevens Field #2. This project was partially funded by a \$350,000 Recreation and Conservation Office (RCO) Youth Athletic Facilities grant. Construction began in fall 2020 and will be completed in 2021.
- **2022 Parks, Arts & Recreation Plan Development**
This project funds development of the 2022 Parks, Arts and Recreation Plan. Required to be updated every six years, the Parks Plan is a State requirement for grant eligibility. A major component of the plan includes developing a Capital Investment Strategy that outlines capital projects and their estimated costs, funding sources and timelines.
- **Dog Park Construction**
This project will construct three off-leash dog areas at Evergreen Park, Ward Lake parcel and the McLane school property. Construction began in 2020 and will be finished in early 2021.
- **Yelm Highway Community Park Design & Permitting**
The Master Plan was completed in 2020. This project will begin the design of Phase 1 improvements at the park. Phase 1 improvements could include soccer fields, parking areas, restrooms, and other compatible improvements such as a playground, dog park and/or sport courts. Grants will be pursued to help fund the construction phase in 2025.

Is there a level of service standard or measurable outcome?

- Target level of service standard (2016 Parks, Arts and Recreation Plan): 2.25 acres/1,000 population
- Existing Ratio (2016 Parks, Arts and Recreation Plan): 2.23 acres/1,000 population

What Comprehensive Plan goals and policies does this project address?

This CFP reflects the goals and policies of the 2016 Parks, Arts and Recreation Plan and the following policies of the Olympia Comprehensive Plan:

- **Policy Public Health, Parks, Arts, and Recreation 1.3**
Be responsive to emerging needs for programs, facilities and community events.
- **Policy Public Health, Parks, Arts, and Recreation 2.5**
Search for opportunities for mixed-use facilities and public/private partnerships.
- **Policy Public Health, Parks, Arts, and Recreation 9.2**
Provide programs and facilities that stimulate creative and competitive play for all ages.

Community Park Development

Capital Cost:	Year 2021	Year 2022	Year 2023	Year 2024	Year 2025	Year 2026	Total
Yelm Highway Park Master Plan Design	\$330,000	\$330,000	\$0	\$140,000	\$0	\$0	\$800,000
Stevens Field #2 Turf and Lights	\$569,326	\$0	\$0	\$0	\$0	\$0	\$569,326
LBA Woods Interim Improvements	\$44,961	\$0	\$0	\$0	\$0	\$0	\$44,961
Aquatic Facility Feasibility Study	\$50,000	\$0	\$0	\$0	\$0	\$0	\$50,000
Yelm Highway Park Phase I Construction	\$0	\$0	\$0	\$0	\$7,000,000	\$3,000,000	\$10,000,000
2022 Parks, Arts and Recreation Plan	\$65,000	\$0	\$0	\$0	\$0	\$0	\$65,000
Dog Park Construction	\$23,000	\$0	\$0	\$0	\$0	\$0	\$23,000
Total	\$1,082,287	\$330,000	\$0	\$140,000	\$7,000,000	\$3,000,000	\$11,552,287
Funding Sources:							
State Grants	\$0	\$0	\$0	\$0	\$2,350,000	\$1,500,000	\$3,850,000
Transfer from Impact Fees	\$502,689	\$330,000	\$0	\$140,000	\$2,150,000	\$500,000	\$3,622,689
Transfer from OMPD	\$445,500	\$0	\$0	\$0	\$2,500,000	\$1,000,000	\$3,945,500
Use of Fund Balance	\$134,098	\$0	\$0	\$0	\$0	\$0	\$134,098
Total	\$1,082,287	\$330,000	\$0	\$140,000	\$7,000,000	\$3,000,000	\$11,552,287

Capital Asset Management Program (CAMP) (Program #0132)

Where is this project happening?

Various locations Citywide

Are there other CFP projects that impact this project?

- Citywide Asset Management Program

Description

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 the community is assured uninterrupted access to its inventory of public recreation facilities.

The Capital Asset Management Program (CAMP) incorporates a systematic inspection and criteria-based prioritization process for fixing park infrastructure. One-third of all park infrastructure is inspected annually by a City staff engineer and Park maintenance staff person.

With voter approval of the Olympia Metropolitan Park District and the Parks, Arts and Recreation Plan, funding for CAMP is targeted at \$750,000 per year. This stable and predictable funding source provides the foundation to schedule and make repairs. With new repair needs identified every year, the steady revenue source will improve the park Facility Condition Index (FCI) over time.

Project List

In 2021, funding is allocated for the following projects:

- **Yauger Park Backstops Replacement**
This project will remove and replace the backstops at Yauger Park. The design was completed in 2020 and construction will begin in early 2021.
- **CAMP Program Administration**
This project funds the administration of the CAMP program to include annual inspections of park infrastructure and prioritization of projects.

Why is this project a priority?

CAMP is the maintenance backbone of Olympia's park system. Funding maintenance is not glamorous, but it is essential to responsibly maintain public assets. CAMP 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 unsafe conditions, closed facilities or additional maintenance costs.

Is there a level of service standard or measurable outcome?

N/A

What Comprehensive Plan goals and policies does this project address?

This CFP reflects the goals and policies of the 2016 Parks, Arts and Recreation Plan and the Olympia Comprehensive Plan.

- **Goal Public Health, Parks, Arts, and Recreation 6**
Olympia's parks, arts and recreation system investments are protected.
 - **Policy Public Health, Parks, Arts, and Recreation 6.1**
Continue to implement and refine the Citywide Asset Management Program to make sure the City's public facilities remain functional and safe for as long as they were designed for.
 - **Policy Public Health, Parks, Arts, and Recreation 6.5**
Establish a strategy for funding maintenance and operation of new park facilities before they are developed.

Capital Asset Management Program (CAMP)

Capital Cost:	Year 2021	Year 2022	Year 2023	Year 2024	Year 2025	Year 2026	Total
CAMP Program Administration	\$10,300	\$10,609	\$10,927	\$11,255	\$11,593	\$11,941	\$66,625
Trail Repair	\$25,000	\$0	\$0	\$25,000	\$0	\$15,000	\$65,000
Yauger Park Backstops Replacement	\$770,000	\$0	\$0	\$0	\$0	\$0	\$770,000
LBA Park Ballfield #2 Renovation	\$0	\$900,000	\$0	\$0	\$0	\$0	\$900,000
LBA Backstops Replacement	\$0	\$0	\$700,000	\$0	\$0	\$0	\$700,000
Yauger Park Shelter Replacement	\$0	\$0	\$0	\$350,000	\$0	\$0	\$350,000
LBA Park Shelter Replacement	\$0	\$0	\$0	\$350,000	\$0	\$0	\$350,000
Priest Point Park Restroom #1 Upgrade	\$0	\$0	\$0	\$0	\$350,000	\$0	\$350,000
Priest Point Park Restroom #2 Upgrade	\$0	\$0	\$0	\$0	\$350,000	\$0	\$350,000
Priest Point Park Maintenance Facility Repairs	\$0	\$0	\$0	\$25,000	\$0	\$470,000	\$495,000
Playground Fall Protection	\$0	\$25,000	\$0	\$0	\$25,000	\$200,000	\$250,000
Yauger Park Irrigation Repairs	\$0	\$0	\$0	\$0	\$0	\$15,000	\$15,000
Total	\$805,300	\$935,609	\$710,927	\$761,255	\$736,593	\$711,941	\$4,661,625
Funding Sources:							
State Grants	\$0	\$350,000	\$0	\$0	\$0	\$0	\$350,000
Transfer from OMPD	\$805,300	\$585,609	\$710,927	\$761,255	\$736,593	\$711,941	\$4,311,625
Total	\$805,300	\$935,609	\$710,927	\$761,255	\$736,593	\$711,941	\$4,661,625

Neighborhood Park Development (Program #0111)

Where is this project happening?

East Olympia

Are there other CFP projects that impact this project?

N/A

Description

Neighborhood parks are an integral part of implementing the urban design strategy for Olympia's neighborhoods. Neighborhood parks are a common gathering place for families and children, and are a high priority for expanding Olympia's park system.

Project List

In 2021, funding is allocated for the following project:

- **Lions Park Sprayground**
Construction for the City's second sprayground will begin in 2021 at Lions Park. This project is partially funded by a \$500,000 State Recreation and Conservation Office (RCO) grant and neighborhood park impact fees collected since 2018. This project will include the sprayground and mechanical building, modifications to the existing park shelter, accessible walkways, parking improvements, implementation of stormwater infrastructure and pedestrian lighting.

Is there a level of service standard or measurable outcome?

- Target level of service standard (2016 Parks, Arts and Recreation Plan): 0.71 acres/1,000 population
- Existing Ratio (2016 Parks, Arts and Recreation Plan): .72 acres/1,000 population

What Comprehensive Plan goals and policies does this project address?

This CFP reflects the goals and policies of the 2016 Parks, Arts and Recreation Plan and the following goals and policies of the Olympia Comprehensive Plan:

- **Goal Public Health, Parks, Arts, and Recreation 1**
Unique facilities, public art, events and recreational programming encourage social interaction, foster community building and enhance the visual character and livability of Olympia.
 - **Policy Public Health, Parks, Arts, and Recreation 1.3**
Be responsive to emerging needs for programs, facilities and community events.

- **Policy Public Health, Parks, Arts, and Recreation 10.6**
Provide convenient, safe, active, outdoor recreation experiences suited for families.

Neighborhood Park Development

Capital Cost:	Year 2021	Year 2022	Year 2023	Year 2024	Year 2025	Year 2026	Total
Lions Park Sprayground	\$1,441,114	\$0	\$0	\$0	\$0	\$0	\$1,441,114
Neighborhood Park Development (location TBD)	\$0	\$0	\$0	\$0	\$0	\$1,100,000	\$1,100,000
Total	\$1,441,114	\$0	\$0	\$0	\$0	\$1,100,000	\$2,541,114
Funding Sources:							
State Grants	\$500,000	\$0	\$0	\$0	\$0	\$500,000	\$1,000,000
Transfer from Impact Fees	\$941,114	\$0	\$0	\$0	\$0	\$600,000	\$1,541,114
Total	\$1,441,114	\$0	\$0	\$0	\$0	\$1,100,000	\$2,541,114

* Specific projects beyond 2022 will be identified in the upcoming 2022 Parks, Arts and Recreation Plan.

Open Space Development (Program #0114)

Where is this project happening?

West Olympia

Are there other CFP projects that impact this project?

N/A

Description

Open space is property acquired to protect the special natural character of Olympia's landscape. Open Space includes trail corridors, forests, streams, wetlands and other natural features. Facility development includes trails and trailhead facilities that may include parking, restrooms, information kiosks and environmental education and interpretation facilities.

Project List

In 2021, funding is allocated for the following project:

- **Grass Lake Nature Park Trail Improvements**
 In 2021, the City will continue the design of an asphalt multi-use trail through Grass Lake Nature Park from Kaiser Road to a gravel City of Olympia maintenance road that leads to Harrison Avenue. The project will include a trailhead on Kaiser Road to encourage and enhance access to this 172-acre park. Construction will begin in 2022. This trail construction will be the first segment of the Capitol to Capitol Trail which is envisioned to connect Capitol Forest with the Washington State Capitol Campus. A \$467,990 State Recreation and Conservation Office grant was awarded for this project.
- **Grass Lake Nature Park Trail 14th Avenue Trail Connection**
 This project will construct a new soft surface walking trail in Grass Lake Nature Park near the Road Sixty-five intersection in the north side of the park. This work will coincide with new crossing improvements at 14th Avenue and Road Sixty-five.
- **Kaiser Woods Park**
 This project will transform the currently undeveloped 68-acre parcel into an open space park for the community. The park will likely include dedicated mountain bike trails, walking trails, and a paved parking lot trailhead. Currently Olympia does not have any dedicated mountain bike trails in its park system. The City will apply for a Recreation and Conservation Office matching grant.
- **West Bay park Environmental Clean-Up Phase II**
 The City received a Department of Ecology grant in 2006 to fund environmental clean-up at West Bay Park. When the first phase of the park was constructed in 2010, clean-up actions were completed within the construction area. This project focuses on the remaining undeveloped portions of the park and will continue work with a consultant and the Department of Ecology to complete a Remedial Investigation Feasibility Study report.

Is there a level of service standard or measurable outcome?

- Target level of service standard (2016 Parks, Arts and Recreation Plan): 12.97 acres/1,000 population
- Existing Ratio (2016 Parks, Arts and Recreation Plan): 13.06 acres/1,000 population

What Comprehensive Plan goals and policies does this project address?

This CFP reflects the goals and policies of the 2016 Parks, Arts and Recreation Plan and the following goals and policies of the Olympia Comprehensive Plan:

- **Goal Public Health, Parks, Arts, and Recreation 4**
An urban trails system interconnects parks, schools, neighborhoods, open spaces, historical settings, neighboring jurisdictions' trails systems, important public facilities and employment centers via both on and off-street trails.
 - **Policy Public Health, Parks, Arts, and Recreation 4.1**
Coordinate with adjacent jurisdictions and State agencies to build a regional trail network and coordinated trail signage program that is consistent with the *Thurston Regional Trails Plan*.

Open Space Acquisition and Development

Capital Cost:	Year 2021	Year 2022	Year 2023	Year 2024	Year 2025	Year 2026	Total
Grass Lake Nature Park Trail Improvement	\$361,820	\$229,152	\$0	\$0	\$0	\$0	\$2,653,348
West Bay Cleanup (Phase 2)	\$40,000	\$0	\$0	\$0	\$0	\$0	\$40,000
Kaiser Woods Bike Park	\$84,240	\$587,760	\$0	\$0	\$0	\$0	\$672,000
Grass Lake Nature Park 14th Ave Trail Connection	\$40,000	\$0	\$0	\$0	\$0	\$0	\$40,000
Total	\$526,060	\$2,879,288	\$0	\$0	\$0	\$0	\$3,405,348
Funding Sources:							
State Grants	\$20,000	\$1,160,862	\$0	\$0	\$0	\$0	\$1,180,862
Transfer from Impact Fees	\$466,060	\$751,606	\$0	\$0	\$0	\$0	\$1,217,666
Transfer from SEPA	\$40,000	\$0	\$0	\$0	\$0	\$0	\$40,000
Use of Fund Balance	\$0	\$966,820	\$0	\$0	\$0	\$0	\$966,820
Total	\$526,060	\$2,879,288	\$0	\$0	\$0	\$0	\$3,405,348

* Specific projects beyond 2022 will be identified in the upcoming 2022 Parks, Arts and Recreation Plan.

Park Land Acquisition (Program #0135)

Where is this project happening?

Various locations Citywide

Are there other CFP projects that impact this project?

N/A

Description

The 2016 Parks, Arts & Recreation Plan identified acquisition of additional areas for Community Parks, Neighborhood Parks, and Open Space as important steps to providing adequate park and recreation spaces for a growing Olympia. Land acquisition funds are also used for pre-purchase investigations, as well as minimal actions necessary to make the property safe for public access and to protect sensitive areas on the property.

As directed in the 2016 Parks, Arts Recreation plan, Olympia Parks, Arts and Recreation Department (OPARD) has been very effective in using a combination of long-term debt, cash, donations, and grants to acquire 447 acres of new park land. These properties will play a critical role in meeting the needs of a growing population and will provide new opportunities for neighborhood parks, community parks and open space. The benefit of using long-term debt is that we are able to preserve the land now, while it is still available. The draw-back of this approach is that the City will be using nearly half of the Voted Utility Tax for Parks to pay the debt service for the next 20 years.

The park land acquisition program uses the one percent Non-Voted Utility Tax and the two percent Voted Utility Tax as primary funding sources. Estimated revenues available for land acquisition, after debt payments, are:

	Year 2021	Year 2022	Year 2023	Year 2024	Year 2025	Year 2026
Non-Voted Utility Tax*	\$566,283	\$830,454	\$818,178	\$806,453	\$795,251	\$367,484
Voted Utility Tax	-	-	\$702,267	\$679,412	\$654,313	\$660,813

More information on land acquisition debt, can be found in the introduction section of the Parks chapter.

Project List

In 2021, funding is allocated for the following:

- Park Land Appraisals**
 This project will fund appraisals and Environmental Site Assessments for potential park land properties.
- Park Land Site Stabilization Plans**
 This project will pay for minor costs associated with newly purchased park land to ensure it is

safe for public use. Work includes items such as: hazard tree evaluation and removal, boundary surveying, noxious weed inventory and removal and other minor improvements.

Why is this project a priority?

Additional park land is needed to meet the target outcome ratios established for parks.

Is there a level of service standard or measurable outcome?

A goal was set in the 2004 Voted Utility Tax ballot measure to acquire 500 acres of park land within twenty years. To date, we have purchased 447 acres.

What Comprehensive Plan goals and policies does this project address?

This CFP reflects the goals and policies of the 2016 Parks, Arts and Recreation Plan and the following policies of the Olympia Comprehensive Plan:

- **Policy Public Health, Parks, Arts, and Recreation 3.1**
Provide parks in close proximity to all residents.
- **Policy Public Health, Parks, Arts, and Recreation 3.4**
Identify and acquire future park and open space sites in the Urban Growth Area.
- **Policy Public Health, Parks, Arts, and Recreation 7.2**
Provide urban green spaces that are in people’s immediate vicinity and can be enjoyed or viewed from a variety of perspectives.
- **Policy Natural Environment 1.4**
Conserve and restore natural systems, such as wetlands and stands of mature trees, to contribute to solving environmental issues.
- **Policy Natural Environment 2.1**
Acquire and preserve land by a set of priorities that considers environmental benefits, such as stormwater management, wildlife habitat or access to recreation opportunities

Park Land Acquisition

Capital Cost:	Year 2021	Year 2022	Year 2023	Year 2024	Year 2025	Year 2026	Total
Park Land Appraisals	\$21,200	\$21,836	\$22,491	\$23,166	\$23,861	\$24,577	\$137,131
Yelm Hwy Property Tenant Relocation	\$0	\$0	\$0	\$70,000	\$0	\$0	\$70,000
Park Land SSPs	\$25,000	\$25,000	\$25,000	\$25,000	\$25,000	\$25,000	\$150,000
Total	\$46,200	\$46,836	\$47,491	\$118,166	\$48,861	\$49,577	\$357,131
Funding Sources:							
Transfer from Voted Utility Tax	\$46,200	\$46,836	\$47,491	\$118,166	\$48,861	\$49,577	\$357,131
Total	\$46,200	\$46,836	\$47,491	\$118,166	\$48,861	\$49,577	\$357,131

Percival Landing Major Maintenance and Reconstruction (Program #0136)

Where is this project happening?

Port Plaza southward along the shoreline of Budd Inlet to its southern terminus at the 4th Avenue Bridge

Are there other CFP projects that impact this project?

N/A

Description

Percival Landing is one of the most popular destinations in the region, drawing a wide range of visitors to the waterfront and downtown. Percival Landing was constructed in three phases in the 1970s and 1980s and is exhibiting the effects of years of exposure to the harsh marine environment.

In 2004, the City began managing Percival Landing in two ways. The first is to maintain the boardwalk in a safe manner, until it can be replaced, and the second is to plan for its complete replacement.

To maintain the Landing, walk-through assessments of the Landing are conducted on an annual basis and every five years a complete assessment is performed. The five-year, in-depth assessments identify deficiencies needing repair and form the scope of work for the Percival Landing repair projects. The annual assessments monitor the Landing to make sure it is safe and operational.

Efforts to replace Percival Landing began in 2004. In 2007, a concept plan was completed for the entire length of Percival Landing. Phase I rehabilitation was the first section of the Landing to be replaced. Phase I was dedicated in August 2011 and extends from Water Street to Thurston Avenue. In 2019, a new bulkhead was installed in the area near 4th Avenue and Water Street. Also, the Sea Level Rise Response Plan was completed in 2019 and will have significant impacts on rebuilding Percival Landing, which will likely spur a need to redesign the future reconstruction of Percival Landing.

Project List

In 2021, funding is allocated for the following:

- **Annual Inspection**
Each year a consultant is hired to inspect the condition of the boardwalk to ensure it is safe and accessible to the public. The inspection will be completed in fall, 2021.
- **5-Year Inspection and Repairs**
Every 5 years a consultant is hired to prepare an in-depth assessment to identify deficiencies needing repair and form a scope of work for repair projects. The inspection was completed in 2019 and the repairs will be completed in 2021.
- **Revisioning Process**
The City will hire a consultant to work with the community to re-vision the next phases of Percival Landing reconstruction. The 2019 Sea Level Rise Response Plan revealed significant impacts on rebuilding Percival Landing.

Is there a level of service standard or measurable outcome?

The repair and replacement of the Percival Landing boardwalk is necessary to ensure public safety and will not affect the target outcome ratios.

What Comprehensive Plan goals and policies does this project address?

This CFP reflects the goals and policies of the 2016 Parks, Arts and Recreation Plan and the following policies of the Olympia Comprehensive Plan:

- **Goal Public Health, Parks, Arts, and Recreation 5**
A lively public waterfront contributes to a vibrant Olympia.
 - **Policy Public Health, Parks, Arts, and Recreation 5.1**
Complete Percival Landing reconstruction and West Bay Park construction.

Percival Landing Major Maintenance and Reconstruction

Capital Cost:	Year 2021	Year 2022	Year 2023	Year 2024	Year 2025	Year 2026	Total
Percival Landing Mitigation Monitoring	\$0	\$20,878	\$0	\$0	\$0	\$0	\$20,878
2019 Percival Landing Repairs	\$240,000	\$0	\$0	\$40,000	\$200,000	\$0	\$480,000
Percival Landing Annual Inspection	\$8,000	\$8,000	\$8,000	\$0	\$8,000	\$8,000	\$40,000
Percival Landing Re-visioning	\$275,000	\$0	\$0	\$0	\$0	\$0	\$275,000
Total	\$523,000	\$28,878	\$8,000	\$40,000	\$208,000	\$8,000	\$815,878
Funding Sources:							
Transfer from OMPD	\$523,000	\$28,878	\$8,000	\$40,000	\$208,000	\$8,000	\$815,878
Total	\$523,000	\$28,878	\$8,000	\$40,000	\$208,000	\$8,000	\$815,878

We deleted small the capital projects program. We do not have a project identified in the next 6 years.

Long Term Needs & Financial Planning

The following table lists future capital projects expected to occur in 7 - 20 years. The projects identified are needed to meet anticipated growth or to replace existing infrastructure that is beyond its useful life.

The scope, costs, and revenue projections are estimates. Timing for these projects may be impacted by the pace of growth and other factors. The projects are listed in the Parks, Art and Recreation Master Plan and are not in priority order.

7-20 Year Future Needs

Description	Cost	Probable Funding
Open Space/Trail Acquisitions	\$34,000,000	Voted Utility Tax, Non-Voted Utility Tax, OMPD, Grants
Arts Center Development	\$1,500,000	Voted Utility Tax, Non-Voted Utility Tax, Grants
Athletic Field Park Phase 2 Development	\$3,500,000	Voted Utility Tax, Non-Voted Utility Tax, Grants
Karen Fraser Woodland Trail Phase III (Eastside to Henderson)	\$4,500,000	Voted Utility Tax, Non-Voted Utility Tax, Grants
West Bay Park and Trail Phase II	\$5,000,000	Voted Utility Tax, Non-Voted Utility Tax, Grants
Sunrise Park Shelter	\$200,000	Voted Utility Tax, Non-Voted Utility Tax, Grants
Percival Landing Phase 2	\$8,175,000	OMPD, Grants
Neighborhood Park Development	\$6,900,000	Impact Fees, Voted Utility Tax, Non-Voted Utility Tax, Grants
Upgrades to Existing Athletic Fields	\$700,000	OMPD, Grants
Neighborhood Park Acquisitions	\$2,000,000	OMPD, Grants
Community Center Feasibility Study	\$300,000	Impact Fees
Chambers Lake Development	\$2,000,000	Impact Fees, Grants
Watershed Park Trailhead	\$500,000	Impact Fees, Grants
Off-street Walking Connections	\$350,000	Impact Fees, Voted Utility Tax

Transportation Projects



The CFP brings the vision of the Olympia Comprehensive Plan to reality. The Comprehensive Plan is the blueprint for the development of our transportation system. The goals and policies emphasize building complete streets to support walking, biking, transit use, as well as automobile and freight movement.

Types of Projects

Our transportation system is comprised of more than 526 lane miles of streets along with signs, markings, signals, streetlights, roundabouts, bike lanes, sidewalks, and trees. A project is included in this plan because it either maintains the condition of a street or improves the function and safety of a street.

Projects in this chapter are grouped into six programs:

1. Access and Safety includes curb access ramps, enhanced crosswalks and safety improvements.
2. Bicycle Improvements describes bike corridors and bike lane projects.
3. Intersection Improvements lists planned roundabouts and signals.
4. Major Street Reconstruction are streets that will be rebuilt with a broad range of multimodal improvements.

5. Sidewalks and Pathways lists planned sidewalks and bicycle and pedestrian short-cuts, or “pathways.”
6. Street Repair and Maintenance describes chip seal and asphalt overlay street resurfacing projects.

Project Planning and Prioritization

The projects shown in these programs come from several sources, but primarily the draft Transportation Master Plan.

In late 2020, it is anticipated that the City Council will accept the Transportation Master Plan (TMP). This master plan will define the transportation system we hope to build in the next 20 years, identifying prioritized projects for a range of transportation improvements. The projects in the plan will implement the goals and policies of the Olympia Comprehensive Plan and move us towards building a more multimodal transportation system. The TMP will be updated every six to eight years.

The projects in this CFP reflect the draft TMP. Ranking criteria was used to prioritize projects. In 2018 and 2019, the ranking methodology and resulting draft project lists were shared with the public through a series of online interactive maps. Input was collected with survey questions.

In addition to ranking methodologies, various other factors influence what projects are added to the CFP. Corridor studies evaluate issues and identify improvements in a specific area. Projects that result from these area-specific evaluations are typically added to the Major Street Reconstruction Program. A study of Martin Way is an example. Olympia, along with neighboring jurisdictions, is engaged in a study in 2020-2021 that will identify the improvements to Martin Way that are needed in Olympia, Lacey and Thurston County.

The Street Safety Plan is a system-wide evaluation of the causes of collisions on our street system. The first Street Safety Plan was documented in 2019/2020 and is expected to be updated every two years. Projects that address common risk factors are added to the CFP in the Access and Safety Program.

The City’s Pavement Management Program evaluates the condition of street pavement every two to four years. Based on the condition of the street, repair work such as chip sealing or crack sealing is scheduled. Some streets need more costly reconstruction and this work is coordinated with other needs along the street such as sidewalks.

Funding

Transportation projects in the CFP are funded by the City’s General Fund revenues, grants, the State Shared Gas Tax, a tax on private utilities, impact fees, and Real Estate Excise Taxes (REET). This CFP assumes about \$20 million in grant funding to complete the projects in the 6-year timeframe. Revenue generated by vehicle licensing fees, through Olympia’s Transportation Benefit District (TBD), may be eliminated as a result of the 2019 voter Initiative 976. The use of these license fees is pending a legal decision.

One of the largest ongoing transportation-related expenses in the CFP is pavement management. Street repair, maintenance and reconstruction is typically funded with revenues from the gas tax, REET, grants and potentially vehicle license fees.

Another area of significant funding is sidewalk construction. In 2004, Olympia voters approved the Parks and Recreation Facilities funding measure. The funding measure, referred to as “Parks and Pathways” is the primary source of funds for sidewalks. This revenue comes from the private utility tax levied on utilities such as electricity, telephones and natural gas. The tax is referred to as Voted Utility Tax (VUT).

Transportation Concurrency and Impact Fees

The Washington State Growth Management Act (GMA) requires that cities plan for growth and provides two tools to help cities respond to increased residential and commercial transportation needs.

The GMA requires the City to plan for its share of growth by developing a Transportation Concurrency Program. The term “concurrency” means that as the city grows, the transportation system must be expanded concurrent with that growth. Our concurrency program evaluates the commercial and residential growth we expect to come to Olympia and estimates the number of trips that growth will generate. We then identify 20-years’ worth of transportation improvements that will help serve that growth. This process ensures that we are addressing the impacts of the new trips in our community by building transportation projects.

Olympia’s proposed new Transportation Concurrency Program recognizes that as more people live and work in Olympia, we need to increase the share of trips made by walking, biking and transit. Our street system needs to be improved in ways that will support the use of these modes. Concurrency projects increase the multi-modal function of our street system by adding bike lanes, sidewalks, roundabouts and transit improvements.

Concurrency projects are paid for by several sources, including impact fees, General Fund revenues, grants and other sources. Transportation impact fees are collected as private development occurs. These fees help pay for projects that are needed to expand our system to serve anticipated new growth. The revenues collected are dependent on the amount and type of new construction in Olympia. The use of impact fees is shown in the funding tables for each program.

Debt Service

In May 2009, the Council agreed to fund a stimulus package for Harrison Avenue, Harrison Avenue Extension, Boulevard and Log Cabin roundabout and 18th Avenue from Hoffman Road to Fones Road. Funding was also needed to pay for a portion of the City’s Yelm Highway project. In 2010, the City issued non-voted debt for approximately \$6 million to complete 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 were issued for a 20-year term with the annual debt service payment being funded with impact fees. Debt service is an operational cost and is therefore included in the City’s Operating Budget. For 2021, the annual debt service is \$436,813. The debt service information presented here in the CFP is for informational purposes only.

Access and Safety Improvements (Program #0633)

Where is this project happening?

Various locations Citywide

Are there other CFP projects that impact this project?

All other Transportation Programs

Description

The purpose of this program is to improve accessibility and safety for all users of the transportation system:

- Safety projects improve safety performance on street sections or intersections. Design treatments or “countermeasures” are determined based on an analysis of collisions.
- Enhanced crosswalks help pedestrians cross major streets. Improvements include bulb-outs, crossing islands, and/or flashing crosswalk beacons, among other treatments.
- Street accessibility projects remove barriers on walkways for persons with disabilities. Projects may include curb access ramps or audible pedestrian signals.

Project List

- **Safety Projects**
 - State Avenue from Pear Street to Chestnut Street pedestrian and bicycle improvements
 - City-wide plastic striping project
 - State Avenue bike safety markings from Tullis Street to Puget Street
 - Lilly Road corridor safety and speed management study

Minor enhancements to our streets can improve safety and may be funded through this program. This work is typically done with paint, curbing and flexible plastic posts.

- **Enhanced Crosswalk Projects**
 - Pacific Avenue between Weir Street and the Chehalis Western Trail
- **Street Accessibility Projects**

New and upgraded access ramps will be built as part of sidewalks, enhanced crosswalks, safety projects and asphalt overlays identified in this CFP. Of the over 5,600 access ramps throughout the City, 4,014 are missing or in need of being upgraded. These projects are prioritized and can be addressed as stand-alone projects as funds are available.

Of the City’s 92 traffic signals, 17 have audible function for the visually impaired. As the remaining signals are replaced or upgraded, the audible function will be added.

Why is this project a priority?

Safety projects are identified through collision analysis and reflect the Street Safety Plan developed in 2019/2020.

Enhanced crosswalks are needed to make walking safer and more inviting and were identified and prioritized in the draft Transportation Master Plan planning process. See the TMP Webpage for more background.

Street accessibility projects are needed to provide access to people with disabilities and to comply with Federal Accessibility Standards. A prioritized list of street access ramps was developed as part of the draft Transportation Master Plan planning process and has been integrated with the City's draft American Disabilities Act (ADA) Transition Plan.

Is there a level of service standard or measurable outcome?

None at this time.

What Comprehensive Plan goals and policies does this project address?

This CFP reflects the goals and policies of the Olympia Comprehensive Plan.

- **Goal Transportation 1**
All streets are safe and inviting for pedestrians and bicyclists. Streets are designed to be human scale, but also can accommodate motor vehicles, and encourage safe driving.
 - **Policy Transportation 1.6**
Build intersections that are safe for pedestrians, bicyclists and motor vehicles. Use minimum dimensions (narrow lanes and crossings) for a human-scale environment, while maintaining vehicle access and safety.
- **Goal Transportation 23**
Pedestrian crossing improvements remove barriers for walkers on major streets, especially wide streets with high vehicle volumes.
 - **Policy Transportation 23.1**
Build new streets and retrofit existing streets with crossing islands and “bulb-outs” to increase pedestrian safety.
 - **Policy Transportation 23.2**
Raise driver awareness of pedestrians at crosswalks on wide, high-volume streets using blinking lights, flags, signs, markings and other techniques.
 - **Policy Transportation 23.3**
Add safe, mid-block crossings for pedestrians to new and existing streets. This is especially important on major streets that have long distances between stoplights and those with high-frequency transit service.
 - **Policy Transportation 23.6**
Consider the needs of the elderly and disabled in all crosswalk design and signal timing.

Access and Safety Improvements

Capital Cost:	Year 2021	Year 2022	Year 2023	Year 2024	Year 2025	Year 2026	Total
Safety - State Ave from Pear to Chestnut pedestria	\$100,000	\$790,000	\$0	\$0	\$0	\$0	\$890,000
Safety - Citywide plastic striping project	\$50,000	\$250,000	\$0	\$0	\$0	\$0	\$300,000
Enhanced Crosswalks - Pacific Ave between Weir St	\$0	\$0	\$0	\$50,000	\$50,000	\$400,000	\$500,000
State Ave bike safety markings (Tullis, Puget Quin	\$50,000	\$130,000	\$0	\$0	\$0	\$0	\$180,000
Lilly Road Corridor safety and speed management im	\$0	\$75,000	\$75,000	\$0	\$0	\$0	\$150,000
Total	\$200,000	\$1,245,000	\$75,000	\$50,000	\$50,000	\$400,000	\$2,020,000
Federal Grants	\$0	\$714,000	\$0	\$0	\$0	\$0	\$714,000
Transfer from REET	\$200,000	\$531,000	\$75,000	\$50,000	\$50,000	\$400,000	\$1,306,000
Total	\$200,000	\$1,245,000	\$75,000	\$50,000	\$50,000	\$400,000	\$2,020,000

Long Term Needs & Financial Planning (Program #0633)

The following table lists future capital projects expected to occur in 7 - 20 years. The projects identified are needed to meet anticipated growth or to replace existing infrastructure that is beyond its useful life.

Timing for these projects may be impacted by the pace of growth and other factors. The projects are listed in the draft Transportation Master Plan and Street Safety Plan.

The following projects were identified through our recently developed Transportation Master Plan in 2020. Planning level estimates and probable funding sources will be determined over the coming years.

7-20 Year Future Needs

Description	Cost	Probable Funding
Harrison Avenue and Kenyon Street pedestrian safety improvements		
Boulevard Road and I-5 Bike Trail crossing improvement		
Harrison Avenue and Division Street pedestrian safety improvements		
Cooper Point Road and Harrison Avenue protected bike intersection improvements		
4th Avenue and Plum Street bike and pedestrian safety improvements		
Plum Street and 5th Avenue pedestrian safety improvement		
Plum Street and 8th Avenue bike and pedestrian safety improvements		
Lilly Road and Ensign Road pedestrian improvements		
Division Street and Conger Avenue bike and pedestrian safety improvements		
Henderson Boulevard and North Street safety improvements; roundabout		
Herman Road and Chehalis Western Trail crossing improvement		
14th Avenue/Road 65/20th Avenue speed management and corridor safety improvements		
Bethel Street speed management and corridor safety improvements		
Lilly Road and Martin Way pedestrian and bike safety improvements		

7-20 Year Future Needs

Description	Cost	Probable Funding
State Avenue and Columbia Street pedestrian and bike safety improvements		
4th Avenue and Columbia Street pedestrian safety improvements		
Adams Street and Legion Way intersection improvements		
8th Avenue and Jefferson Street intersection improvements		
Cooper Point Road between Capitol Mall Drive and Black Lake Boulevard (potentially two locations)		
Cooper Point Road between Mall Loop Drive and Capitol Mall Drive		
Cooper Point Road between Black Lake Boulevard and Westhills Office Park Driveway		
Lilly Road south of Mary Elder Drive (near Johanns Medical Park)		
Harrison Avenue between Yauger Way and Safeway driveways (possibly two locations)		
Pacific Avenue in the area of Poplar Street and Weir Street (possibly two locations)		
Cooper Point Road between Safeway driveways		
Cooper Point Road northwest of Caton Way (possibly two locations)		
Martin Way between Pattison Street and Ensign Road		
Pacific Avenue between Steele Street and Dehart Drive (possibly three locations)		
Harrison Avenue between Kenyon Street and existing crossing island (possibly three locations)		
Martin Way between Devoe Street and Pattison Street		

Bicycle Improvements (Program #0200)

Where is this project happening?

Various locations Citywide

Links to Other Projects or Facilities

All other Transportation Programs

Description

The purpose of this program is to complete elements of the bicycle network:

- Bike corridors are low-volume neighborhood streets improved for bicycle travel.
- Bike lanes and enhanced bike lanes are five-foot wide lanes, on major streets, sometimes enhanced with a buffer or barrier.

Projects

The draft Transportation Master Plan (TMP) informs the project lists shown here. These projects were identified and prioritized through the TMP planning process.

- **Bike Corridor projects:**
 - South Downtown to I-5 Trail bike corridor
 - Northwest Neighborhood bike corridor
 - Southwest Neighborhood bike corridor
- **Bike Lane Projects:**
 - Lakeridge Drive restriping for enhanced bike lanes and roundabout at Deschutes Parkway
 - Division Street and 28th Avenue widening for bike lanes

Why is this project a priority?

A bike lane network on major streets provides bicyclists direct access to destinations. Bike corridors and enhanced bike lanes are part of a network of low-stress streets that serve bicyclists of all ages and abilities. See the TMP Webpage for more background.

Is there a level of service standard or measurable outcome?

We are monitoring the percentage of arterials and major collectors that are “complete streets,” providing bike lanes and sidewalks. Currently 59 percent of these streets have bike lanes.

What Comprehensive Plan goals and policies does this project address?

This CFP reflects the goals and policies of the 2009 Bicycle Master Plan and the Olympia Comprehensive Plan.

- **Goal Transportation 25**
Bicycling is safe and inviting, and many people use their bikes to both travel and stay active.
 - **Policy Transportation 25.1**
Retrofit streets to provide safe and inviting bicycle facilities. Use the Bicycle Master Plan (2009) to guide facilities development but look for other opportunities to provide bicycle facilities where possible.
- **Goal Transportation 1**
All streets are safe and inviting for pedestrians and bicyclists. Streets are designed to be human scale, but also can accommodate motor vehicles, and encourage safe driving.
 - **Policy Transportation 1.1**
Retrofit major streets to be human scale and include features to make walking, biking and transit use safe and inviting.
- **Goal Transportation 2**
As new streets are built and existing streets are reconstructed, add multimodal features as specified in the City of Olympia Engineering Design and Development Standards.
 - **Policy Transportation 2.1**
Build arterial streets to serve as primary routes connecting urban centers and the regional transportation network. Include bike lanes, sidewalks, planter strips, pedestrian-crossing features and other amenities that support pedestrian comfort and safety.
 - **Policy Transportation 2.2**
Build major collector streets to connect arterials to residential and commercial areas. Include bike lanes, sidewalks, planter strips and pedestrian-crossing features.

Bike Improvements

Capital Cost:	Year 2021	Year 2022	Year 2023	Year 2024	Year 2025	Year 2026	Total
Bike Corridor - South Downtown to I-5 Trail	\$100,000	\$0	\$0	\$0	\$500,000	\$0	\$600,000
Bike Corridor - NW Neighborhood	\$0	\$100,000	\$0	\$0	\$0	\$400,000	\$500,000
Bike Corridor - SW Neighborhood	\$0	\$100,000	\$0	\$0	\$0	\$200,000	\$300,000
Lakeridge Dr Protected Bike Lane	\$500,000	\$0	\$0	\$0	\$0	\$0	\$500,000
Division/28th Bike Lane	\$0	\$0	\$200,000	\$600,000	\$0	\$0	\$800,000
Total	\$600,000	\$200,000	\$200,000	\$600,000	\$500,000	\$600,000	\$2,700,000
Funding Sources:							
State Grants	\$0	\$0	\$0	\$0	\$500,000	\$600,000	\$1,100,000
Transfer from REET	\$600,000	\$200,000	\$200,000	\$600,000	\$0	\$0	\$1,600,000
Total	\$600,000	\$200,000	\$200,000	\$600,000	\$500,000	\$600,000	\$2,700,000

Long Term Needs & Financial Planning (Program #0200)

The following table lists future capital projects expected to occur in 7 - 20 years. The projects identified are needed to meet anticipated growth or to replace existing infrastructure that is beyond its useful life.

Timing for these projects may be impacted by the pace of growth and other factors. The projects are listed in the draft Transportation Master Plan and Street Safety Plan.

The following projects were identified through our recently developed Transportation Master Plan in 2020. Planning level estimates and probable funding sources will be determined over the coming years.

7-20 Year Future Needs

Description	Cost	Probable Funding
Olympia-Prospect bike corridor		
Reeves Middle School bike corridor		
Pear Street bike corridor connection		
Eskridge Boulevard bike corridor		
Union Avenue bike corridor		
Kempton Street bike corridor		
McKenny Elementary bike corridor		

Intersection Improvements (Program #0420)

Where is this project happening?

Various locations Citywide

Links to Other Projects or Facilities

All other Transportation Programs

Description

These projects improve the safety and function of intersections for people walking, biking and driving. Projects may include roundabouts or traffic signals. Projects may address improved access and priority for transit, such as queue jump lanes or bus-only signals. Projects will typically include curb access ramps and may include sidewalk and bike lane connections, lighting, and landscaping consistent with City standards. Traffic signal upgrades will include audible devices for the visually impaired. A range of technological improvements for traffic signals may be funded through this program such as fiber optic installation, new controllers, or detection cameras.

Projects

In this six-year period, design will begin on the following projects:

- Wiggins Road and Herman Street roundabout
- Cain Road and North Street roundabout
- Division Street and Elliott Avenue roundabout

Why is this project a priority?

Projects are identified through the development of the draft Transportation Master Plan. See the TMP Webpage for more background.

Is there a level of service standard or measurable outcome?

No measurable outcome has been identified for intersections.

What Comprehensive Plan goals and policies does this project address?

This CFP reflects the goals and policies of the Olympia Comprehensive Plan.

- **Policy Transportation 1.6**
Build intersections that are safe for pedestrians, bicyclists and motor vehicles. Use minimum dimensions (narrow lanes and crossings) for a human-scale environment, while maintaining vehicle access and safety.
- **Policy Transportation 8.5**
Consider roundabouts instead of signals at intersections to maintain traffic flow.

- **Policy Transportation 23.4**
Design intersections to make pedestrian crossing safety a priority: minimize width, increase pedestrian visibility and reduce curb radii (sharper corners instead of broad sweeping curves).
- **Policy Transportation 28.1**
Make it a high funding priority to enhance the operational efficiency of the City's transportation system.

Intersection Improvements

Capital Cost:	Year 2021	Year 2022	Year 2023	Year 2024	Year 2025	Year 2026	Total
Wiggins and Herman - Design Only	\$0	\$0	\$100,000	\$100,000	\$0	\$0	\$200,000
Cain and North - Design Only	\$0	\$0	\$0	\$0	\$90,000	\$0	\$90,000
Division and Elliott - Design Only	\$0	\$100,000	\$0	\$0	\$0	\$0	\$100,000
Total	\$0	\$100,000	\$100,000	\$100,000	\$90,000	\$0	\$390,000
Funding Sources:							
Transfer from Gas Tax	\$0	\$100,000	\$0	\$0	\$0	\$0	\$100,000
Transfer from SEPA	\$0	\$0	\$100,000	\$100,000	\$90,000	\$0	\$290,000
Total	\$0	\$100,000	\$100,000	\$100,000	\$90,000	\$0	\$390,000

Long Term Needs & Financial Planning

The following table lists future capital projects expected to occur in 7 - 20 years. The projects identified are needed to meet anticipated growth or to replace existing infrastructure that is beyond its useful life.

Timing for these projects may be impacted by the pace of growth and other factors. The projects are listed in the draft Transportation Master Plan and Street Safety Plan.

The following projects were identified through our recently developed Transportation Master Plan in 2020. Planning level estimates and probable funding sources will be determined over the coming years.

7-20 Year Future Needs

Description	Cost	Probable Funding
4th Avenue and Pacific Avenue roundabout		
Boulevard Road and Pacific Avenue roundabout		
9th Avenue and Black Lake Boulevard roundabout		
9th Avenue and Fern Street roundabout		
Eastside Street and Union Avenue roundabout		
Henderson Boulevard and North Street roundabout		

Major Street Reconstruction (Program #0600)

Where is this project happening?

Various locations Citywide

Links to Other Projects or Facilities

All other Transportation Programs

Description

These are multimodal improvement projects with many elements, typically including bike lanes, sidewalks, pedestrian crossing improvements, access ramps, intersection improvements, resurfacing, landscaping and lighting. These projects draw from many funding sources and are significant in scope. By combining many elements, the City can address multiple transportation goals at once and achieve economies of scale in construction.

Projects

- **Franklin Street from Legion Way to State Avenue.** Scope includes concrete reconstruction of street, curbs and sidewalks, adding new landscaping, lighting, street furniture and public art. Planned for 2021 construction. Scope based on 2018/2019 Downtown Street Improvement Project scoping.
- **Fones Road from Pacific Avenue to 18th Avenue.** Scope includes enhanced bike lanes, sidewalks, planter strips and or stormwater swales, new lighting, crosswalk enhancements, trail crossing improvement, compact roundabout, asphalt overlay, lane reconfiguration and medians. Planned for 2023 construction. Scope based on 2018/2019 Fones Road predesign study.
- **Mottman Road from Mottman Court to South Puget Sound Community College (SPSCC).** Scope includes sidewalk and lighting on one side, bike lanes on both sides, and asphalt overlay. This is a partnership with the City of Tumwater and includes legislatively approved Connecting Washington funding.
- **US 101/West Olympia Access Project.** Scope includes new access ramps to US 101 at Kaiser Road and at Yauger Way. The initial funding for this project will complete the design, environmental permit and mitigation work and right-of-way acquisition. Scope based on 2010 West Olympia Access Study.

Why is this project a priority?

These projects reflect overlapping needs identified in the draft Transportation Master Plan and the City's Pavement Management Program. See the TMP Webpage for more background.

Is there a level of service standard or measurable outcome?

No measurable outcome has been identified for Major Street Reconstruction Projects.

What Comprehensive Plan goals and policies does this project address?

This CFP reflects the goals and policies of the Olympia Comprehensive Plan.

- **Goal Transportation 1**

All streets are safe and inviting for pedestrians and bicyclists. Streets are designed to be human scale, but also can accommodate motor vehicles and encourage safe driving.

- **Policy Transportation 1.1**

Retrofit major streets to be human scale and include features to make walking, biking and transit use safe and inviting.

- **Goal Transportation 2**

As new streets are built and existing streets are reconstructed, add multimodal features as specified in the City of Olympia Engineering Design and Development Standards.

- **Policy Transportation 2.1**

Build arterial streets to serve as primary routes connecting urban centers and the regional transportation network. Include bike lanes, sidewalks, planter strips, pedestrian-crossing features and other amenities that support pedestrian comfort and safety.

- **Policy Transportation 2.2**

Build major collector streets to connect arterials to residential and commercial areas. Include bike lanes, sidewalks, planter strips and pedestrian-crossing features.

- **Goal Transportation 16**

Streets are public space, where people want to be.

- **Policy Transportation 16.1**

Design streets to enhance the sense of place of a neighborhood or district.

Major Street Reconstruction

Capital Cost:	Year 2021	Year 2022	Year 2023	Year 2024	Year 2025	Year 2026	Total
Franklin from Legion to State	\$4,000,000	\$0	\$0	\$0	\$0	\$0	\$4,000,000
Fones Road from Pacific Ave to 18th Ave	\$900,000	\$6,000,000	\$8,000,000	\$0	\$0	\$0	\$14,900,000
Mottman Rd from Mottman Ct to SPSCC	\$100,000	\$0	\$900,000	\$1,000,000	\$3,000,000	\$5,714,500	\$10,714,500
Wiggins Road	\$0	\$0	\$0	\$0	\$0	\$1,500,000	\$1,500,000
US 101/West Olympia Access Project	\$0	\$1,000,000	\$1,000,000	\$4,000,000	\$0	\$0	\$6,000,000
Total	\$5,000,000	\$7,000,000	\$9,900,000	\$5,000,000	\$3,000,000	\$7,214,500	\$37,114,500
Funding Sources:							
State Grants	\$400,000	\$0	\$6,100,000	\$4,000,000	\$0	\$5,714,500	\$16,214,500
Transfer from Impact Fees	\$900,000	\$1,900,000	\$1,000,000	\$0	\$0	\$0	\$3,800,000
Transfer from REET	\$3,700,000	\$4,000,000	\$0	\$1,000,000	\$3,000,000	\$1,500,000	\$13,200,000
Transfer from TBD	\$0	\$0	\$900,000	\$0	\$0	\$0	\$900,000
Transfer from Voted Utility Tax	\$0	\$1,100,000	\$1,900,000	\$0	\$0	\$0	\$3,000,000
Total	\$5,000,000	\$7,000,000	\$9,900,000	\$5,000,000	\$3,000,000	\$7,214,500	\$37,114,500

Long Term Needs & Financial Planning

The following table lists future capital projects expected to occur in 7 - 20 years. The projects identified are needed to meet anticipated growth or to replace existing infrastructure that is beyond its useful life.

Timing for these projects may be impacted by the pace of growth and other factors. The projects are listed in the draft Transportation Master Plan and Street Safety Plan.

The following projects were identified through our recently developed Transportation Master Plan in 2020. Planning level estimates and probable funding sources will be determined over the coming years.

7-20 Year Future Needs

Description	Cost	Probable Funding
Martin Way from Phoenix Street to Lilly Road. Tentative scope will include enhanced bike lanes, sidewalks, planter strips and or stormwater swales, new lighting, crosswalk enhancements and medians. 2020/2021 Martin Way Corridor Study will identify improvements.		
Wiggins Road. Tentative scope includes relocating ditch or underground stormwater conveyance and adding sidewalk and bike lane or shared use path to at least one side of the street. This is a cooperative project with the Stormwater Utility.		
Capitol Way from State Avenue to Union Avenue. Tentative scope includes lane removal, lane reconfiguration, widened sidewalks and or pedestrian zone, upgraded landscaping, crosswalk enhancements, and bus stop enhancements. Scope based on 2018/2019 Downtown Street Improvement Project scoping and 2016 Greening Capitol Way Study.		
Washington Street from Legion Way to Marine Drive. Scope includes lane removal, enhanced bike lanes, curb and sidewalk reconstruction and new landscaping. Scope based on 2018/2019 Downtown Street Improvement Project scoping.		

Sidewalks and Pathways (Program #0626)

Where is this project happening?

Various Locations Citywide

Links to Other Projects or Facilities

All other Transportation Programs

Description

The purpose of this program is to:

- Construct new sidewalks on at least one side of arterials, major collectors and neighborhood collectors.
- Construct pathways for pedestrians and bicyclists. Pathways are non-motorized short-cuts that link streets to parks, schools, trails and other streets.
- Maintain and repair sidewalks and pathways.

The draft Transportation Master Plan (TMP) informs the project lists shown here. These projects were identified and prioritized through the TMP planning process.

Project List

- Sidewalk Projects
 - Elliott Avenue from Division Street to Crestline Avenue
 - Boulevard Road from 15th Avenue to 22nd Avenue and between Log Cabin Road and Boulevard Heights Loop
 - Eastside Street/22nd Avenue from Fir Street to I-5
- Pathways Projects
 - San Mar Drive Pathway from San Mar Drive to the Chehalis Western Trail
 - Coulter Street Pathway from Coulter Street to the Chehalis Western Trail
 - Bing Street Pathway from Jackson Avenue to Harrison Avenue commercial area
 - Vista Avenue Pathway from Vista Avenue to Washington Middle School

Why are these projects a priority?

Pathways provide bicyclists and pedestrians more safe and direct off-street routes within neighborhoods. By completing sidewalks on major streets people are safer and more comfortable walking for transportation and recreation. Sidewalk and pathway repair and maintenance is needed to ensure the safety and function of these facilities. See the TMP Webpage for more background.

Is there a level of service standard or measurable outcome?

We are monitoring the percentage of arterials and major collectors that are “complete streets,” providing sidewalks and bike lanes. Currently 76 percent of these streets have sidewalks on at least one side. Our target is 100 percent. There is no measurable outcome for pathways.

What Comprehensive Plan goals and policies does this project address?

This CFP reflects the goals and policies of the 2004 Sidewalk Program and the Olympia Comprehensive Plan.

- **Goal Transportation 6**
Pathways enhance the transportation network by providing direct and formal off-street routes for bicyclists and pedestrians.
 - **Policy Transportation 6.1**
Establish and improve pathways in existing built areas.
- **Goal Transportation 21**
Walking is safe and inviting, and more people walk for transportation.
 - **Policy Transportation 21.3**
Build new streets and retrofit existing streets to be more inviting for walking with sidewalks, crossing improvements and streetscape enhancements.
- **Goal Transportation 22**
Sidewalks make streets safe and inviting for walking.
 - **Policy Transportation 22.2**
Focus City sidewalk construction on major streets, where heavy traffic volumes and speeds make it difficult for walkers to share space with motor vehicles. Prioritize sidewalk construction projects based upon street conditions, transit routes and the proximity to destinations such as schools.

Sidewalks and Pathways

Capital Cost:	Year 2021	Year 2022	Year 2023	Year 2024	Year 2025	Year 2026	Total
Elliott Ave Sidewalk from Division to Crestline	\$300,000	\$2,400,000	\$0	\$0	\$0	\$0	\$2,700,000
Sidewalks - Boulevard Rd from 15th to 22nd and bet	\$0	\$200,000	\$150,000	\$3,250,000	\$0	\$0	\$3,600,000
Sidewalks - Eastside Street/22nd from Fir St to I-	\$0	\$0	\$0	\$0	\$300,000	\$2,700,000	\$3,000,000
Pathways - San Mar Dr Pathway from SAn Mar Dr to t	\$0	\$50,000	\$250,000	\$0	\$0	\$0	\$300,000
Pathways - Coulter St Pathway from Coulter St to t	\$0	\$0	\$50,000	\$250,000	\$0	\$0	\$300,000
Pathways - Bing St Pathway from Jackson ave to Har	\$0	\$50,000	\$150,000	\$0	\$0	\$0	\$200,000
Pathways - Vista Ave Pathway from Vista Ave to Was	\$0	\$0	\$50,000	\$150,000	\$0	\$0	\$200,000
Total	\$300,000	\$2,700,000	\$650,000	\$3,650,000	\$300,000	\$2,700,000	\$10,300,000
Funding Sources:							
Federal Grants	\$0	\$0	\$0	\$2,750,000	\$0	\$2,300,000	\$5,050,000
Non-Voted Utility Tax	\$0	\$600,000	\$650,000	\$900,000	\$300,000	\$400,000	\$2,850,000
Use of Fund Balance	\$300,000	\$2,100,000	\$0	\$0	\$0	\$0	\$2,400,000
Total	\$300,000	\$2,700,000	\$650,000	\$3,650,000	\$300,000	\$2,700,000	\$10,300,000

Long Term Needs & Financial Planning

The following table lists future capital projects expected to occur in 7 - 20 years. The projects identified are needed to meet anticipated growth or to replace existing infrastructure that is beyond its useful life.

Timing for these projects may be impacted by the pace of growth and other factors. The projects are listed in the draft Transportation Master Plan and Street Safety Plan.

The following projects were identified through our recently developed Transportation Master Plan in 2020. Planning level estimates and probable funding sources will be determined over the coming years.

7-20 Year Future Needs

Description	Cost	Probable Funding
Fir Street from Bigelow Avenue to Pine Avenue		
Division Street from Walnut Road to 28th Avenue		
Cooper Point Road from Conger Avenue to 28th Avenue		
Martin Way from Pattison Street to Lilly Road		
28th Avenue from Cooper Point Road to Division Street		
Kaiser Road from Harrison Avenue to 5th Avenue		
McPhee Road from Harrison Avenue to Capitol Mall Drive		
Eastside Street from 18th Avenue to 22nd Avenue		
18th Avenue from Wilson Street to Steele Street		
Stoll Road from Stoll Road to Lilly Road		
Thurston Avenue from Washington Street to Franklin Street		
Wilson Street from 22nd Avenue to 18th Avenue		
Wheeler Avenue from Fredrick Street to Boulevard Road		
20th Avenue from Cooper Crest Street to Cooper Point Road		
14th Avenue from Kaiser Road to Cooper Point Road		

7-20 Year Future Needs

Description	Cost	Probable Funding
Orange Street Pathway from Orange Street to Hazard Lake Place		
Morse Road Pathway from Morse Road to Washington Middle School		
Shelburne Court Pathway from Shelburne Court to Rejoice Way		
Langridge Loop Pathway North from Langridge Loop (north segment) to Ethel Street Pathway		
Langridge Loop Pathway South from Fox Run Drive to Langridge Loop (north segment)		
Raintree Court Pathway from Raintree Court to Nut Tree Loop Pathway South		
Nut Tree Loop Pathway South from Nut Tree Loop to Raintree Court		
Nut Tree Loop Pathway North from Nut Tree Loop to Raintree Court		
Walnut Loop Pathway from Ethel Street Pathway to Walnut Loop (west segment)		
Sherwood Drive Pathway East from Sherwood Drive to Washington Middle School		
Sherwood Drive Pathway West from Sherwood Drive to Washington Middle School		
Capital High Pathway from Capital High School to Evergreen Villages Apartments		

Street Repair and Reconstruction (Program #0599)

Where is this project happening?

Various locations Citywide

Are there other CFP projects that impact this project?

All other Transportation Programs

Description

This program addresses street repair and maintenance projects that preserve the condition of our streets by sealing cracks, resurfacing with a chip seal and asphalt overlays. Major Reconstruction projects also include asphalt overlays but are listed in a separate program.

Project List

- **Crack seal projects:** Various streets, identified annually
- **Chip Seal Projects:**
 - 11th Avenue from Capitol Way to Jefferson Street
 - Jefferson Street from 11th Avenue to 7th Avenue
 - Puget Street from Yew Avenue to San Francisco Avenue
 - Pacific Avenue from Phoenix Street to City Limits
 - Sleater Kinney Road, full length within City Limits
 - Central Street from 11th Avenue to 4th Avenue
 - 4th Avenue from McCormick Street to Fredrick Street
 - Capitol Way from State Avenue to City Limits
- **Asphalt Overlay Projects:**
 - State Avenue from Central Street to Wilson Street

Why is this project a priority?

The City uses a pavement condition rating system to evaluate the condition of our street surfaces. Depending upon the level of deterioration, a project may require minor preservation work or full reconstruction. The emphasis in this program is to preserve the condition of a street before it deteriorates to a point that more costly full reconstruction is needed.

Is there a level of service standard or measurable outcome?

The pavement condition is rated on every street in the City, ranging from 0-100 (with 0 being the worst and 100 being the best). A segment of street with a rating of 49 or below is poor; 50-69 is fair; 70-100 is good. The average pavement condition-rating target is 75. The current system rating is 67.

What Comprehensive Plan goals and policies does this project address?

This CFP reflects the goals and policies of the Olympia Comprehensive Plan.

- **Goal Transportation 29**

The transportation system is maintained at the lowest life-cycle cost to maximize the City's investment in its infrastructure.

- **Policy Transportation 29.1**

Schedule regular maintenance of the City's transportation system for efficiency and greater predictability, and to reduce long-term cost.

- **Policy Transportation 29.2**

Protect street pavement by resurfacing streets with low-cost treatments before they deteriorate to a point that requires major reconstruction.

Street Repair and Reconstruction

Capital Cost:	Year 2021	Year 2022	Year 2023	Year 2024	Year 2025	Year 2026	Total
Harrison Strom Retrofit Curb Replacement	\$16,000	\$0	\$0	\$0	\$0	\$0	\$16,000
Annual Chip Seal	\$1,000,000	\$1,000,000	\$500,000	\$500,000	\$500,000	\$500,000	\$4,000,000
Annual Crack Seal	\$250,000	\$250,000	\$250,000	\$250,000	\$250,000	\$250,000	\$1,500,000
Asphalt Overlay - State Ave from Central to Wilson	\$0	\$0	\$0	\$0	\$150,000	\$1,250,000	\$1,400,000
Total	\$1,266,000	\$1,250,000	\$750,000	\$750,000	\$900,000	\$2,000,000	\$6,916,000
Funding Sources:							
State Grants	\$0	\$500,000	\$500,000	\$0	\$0	\$1,000,000	\$2,000,000
Transfer from REET	\$66,000	\$750,000	\$250,000	\$750,000	\$900,000	\$1,000,000	\$3,716,000
Transfer from TBD	\$1,200,000	\$0	\$0	\$0	\$0	\$0	\$1,200,000
Total	\$1,266,000	\$1,250,000	\$750,000	\$750,000	\$900,000	\$2,000,000	\$6,916,000

Long Term Needs & Financial Planning (Program #0599)

The following table lists future capital projects expected to occur in 7 - 20 years. The projects identified are needed to meet anticipated growth or to replace existing infrastructure that is beyond its useful life.

Timing for these projects may be impacted by the pace of growth and other factors. The projects are listed in the draft Transportation Master Plan and Street Safety Plan.

The following projects were identified through our recently developed Transportation Master Plan in 2020. Planning level estimates and probable funding sources will be determined over the coming years.

7-20 Year Future Needs

Description	Cost	Probable Funding
Henderson Boulevard from Eskridge Boulevard to I-5 Roundabout		
Harrison Avenue from Yauger Way to Division Street		
Cooper Point Road from Harrison Avenue to 14th Avenue		
Cooper Point Road from Black Lake Boulevard to Harrison Avenue		
9th Avenue from Black Lake Boulevard to Decatur Street		
Olympic Way full length		
Columbia Street from State Avenue to Corky Street		
Franklin Street from Thurston Avenue to Market Street		
East Bay Drive from Olympia Avenue to Mission Avenue		
Plum Street from Henderson Avenue to State Avenue		
Henderson Avenue from North Street to Eskridge Boulevard		
Carlyon Avenue from Capitol Way to Henderson Avenue		
Eastside Street from 22nd Avenue to north of I-5 bridge		
22nd Avenue from Eastside Street to Wilkins Street		
18th Avenue from Wilson Street to Boulevard Road		

7-20 Year Future Needs

Description	Cost	Probable Funding
Hoffman Avenue from Morse-Merryman Road to 18th Avenue		
9th Avenue from Columbia Street to Adams Street		
10th Avenue from Columbia Street to Cherry Street		
Union Avenue from Columbia Street to Plum Street		
7th Avenue from Capitol Way to Adams Street		
4th Avenue from 4th Avenue bridge to Plum Street		
8th Avenue from Capitol Way to Chestnut Street		
Conger Avenue from Cooper Point Road to Division Street		
4th Avenue from substation to Sherman Street		
Decatur Street from 9th Avenue to Harrison Avenue		
5th Avenue from Decatur Street to Sherman Street		
Elliott Avenue from Division Street to Crestline Boulevard		
Franklin Street from 11th Avenue to Legion Way		
Wheeler Avenue from Eastside Street to Boulevard Road		
Washington Street from 11th Avenue to 7th Avenue		
Eastside Street from 22nd Avenue to north of I-5 bridge		
22nd Avenue from Eastside Street to Wilkins Street		

Fire Department Projects



The mission of the Olympia Fire Department (OFD) is to respond rapidly, with highly trained professionals to mitigate emergencies for our community. We are dedicated to reducing risk through prevention, fire and medical education and disaster preparedness. Influencing capital projects and equipment identified in the Capital Facilities Plan is our commitment to the following:

- To be good stewards of the resources entrusted to us
- To continually invest in safety and long-term well-being of our Firefighters
- To provide vital information, education and training
- To leverage equipment and technology for increased efficiency
- To critically review and improve our service delivery

This year's Capital Facilities Plan is focused on Fire Stations and major equipment. Strategically placed fire station facilities serve the important function of housing fire and Emergency Medical Service (EMS) response personnel, vehicles and equipment to serve defined portions of the City of Olympia. The City currently has four fire stations and one fire training center. Anticipating the annexation of the southeast urban growth management area, a fifth station will be needed to cover the area southeast of Station 3 (2525 22nd Avenue Southeast).

Emergency response vehicles are typed by function. The core of the Olympia Fire Department's deployment is centered around the fire engine pumper. Each station houses a fire engine pumper. The

Headquarters station is strategically located near the center of the city and in addition to the fire engine, houses a ladder truck and technical rescue truck. Stations 2 and 4 each house a Thurston County Medic One, Olympia Fire Department advanced life support, paramedic transport unit.

Fire Station 2 Facility Remodel Project

Where is this project happening?

Olympia Fire Station 2 is located at 330 Kenyon Street Northwest

Are there other CFP projects that impact this project?

- A new aid unit vehicle will be acquired to address the increased demand for EMS responses within Fire Station 2's response area.

Description

Olympia Fire Station 2 serves Olympia's Westside of the City. The Westside has seen added commercial and residential growth. With this growth, comes increase demand for emergency services.

The current Fire Station 2 was constructed in 1991 and needs additional space to accommodate an additional aid unit vehicle and dorm room facilities to house two additional Firefighters.

Why is this project a priority?

As Station 2's area continues to develop and become more populated, call volume will continue to increase. Adding an aid unit will bring capacity to the department, improved response times, improved patient outcomes and reduced property damage.

Is there a level of service standard or measurable outcome?

OFD Response times, Washington State Rating Bureau (WSRB), CPR Save Rate

What Comprehensive Plan goals and policies does this project address?

This CFP reflects the following goals and policies of the Olympia Comprehensive Plan.

- **Goal Public Services 21**
City of Olympia is a model sustainable city.
 - **Policy Public Services 21.1**
Use energy-efficient designs and environmentally responsible materials and techniques in City facilities and construction projects. Work to reduce energy usage in existing City facilities.
- **Goal Public Services 13**
The community has a high level of fire protection, emergency medical services and disaster management services, equal to or exceeding industry standard.
 - **Policy Public Services 13.1**
Continue to manage fire protection functions, paramedic services and City emergency services by planning, organizing, directing and controlling the resources available.

- **Policy Public Services 13.2**
Continue to provide highly skilled and adequately staffed fire fighting force to respond to fire, medical and hazardous material emergencies, and to protect life and property.
- **Goal Land Use and Urban Design 9**
Built and natural environmental designs discourage criminal behavior.
 - **Policy Land Use 9.2**
Modify public facilities and properties to enhance crime prevention.
- **Goal Economy 4**
The City achieves maximum economic, environmental and social benefit from public infrastructure.
 - **Policy Economy 4.1**
Plan our investments in infrastructure with the goal of balancing economic, environmental and social needs, supporting a variety of potential economic sectors and creating a pattern of development we can sustain into the future.
 - **Policy Economy 4.3**
Make decisions to invest in public infrastructure projects after analysis determining their total costs over their estimated useful lives, and their benefit to environmental, economic and social systems.

Fire Station 2 Facility Remodel Project

Capital Cost:	Year 2021	Year 2022	Year 2023	Year 2024	Year 2025	Year 2026	Total
Fire Station 2 Remodel	\$0	\$0	\$2,000,000	\$0	\$0	\$0	\$2,000,000
Total	\$0	\$0	\$2,000,000	\$0	\$0	\$0	\$2,000,000
Funding Sources:							
Other Financing Sources	\$0	\$0	\$2,000,000	\$0	\$0	\$0	\$2,000,000
Total	\$0	\$0	\$2,000,000	\$0	\$0	\$0	\$2,000,000

Fire Station 5 Facility Construction

Where is this project happening?

City-owned property (Athletic Field Park Property) on Yelm Highway in unincorporated Thurston County

Are there other CFP projects that impact this project?

- A new fire engine pumper will need to be acquired for Fire and EMS response from this new fire station.

Description

With the annexation of the southeast urban growth management area, a fifth station will be needed to provide the fire protection and medical services for this expanded portion of the City.

Why is this project a priority?

A newly constructed Fire Station 5 is vital to the health, safety and well-being of our community. Strategically placed fire stations are foundational to serving the citizen's public safety needs.

Is there a level of service standard or measurable outcome?

OFD Response time, WSRB Rating and CPR Save Rate

What Comprehensive Plan goals and policies does this project address?

This CFP reflects the following goals and policies of the Olympia Comprehensive Plan.

- **Goal Public Services 21**
City of Olympia is a model sustainable city.
 - **Policy Public Services 21.1**
Use energy-efficient designs and environmentally responsible materials and techniques in City facilities and construction projects. Work to reduce energy usage in existing City facilities.
- **Goal Public Services 13**
The community has a high level of fire protection, emergency medical services and disaster management services, equal to or exceeding industry standard.
 - **Policy Public Services 13.1**
Continue to manage fire protection functions, paramedic services and City emergency services by planning, organizing, directing and controlling the resources available.
 - **Policy Public Services 13.2**
Continue to provide highly skilled and adequately staffed fire fighting force to respond to fire, medical and hazardous material emergencies, and to protect life and property.

- **Goal Land Use and Urban Design 9**

Built and natural environmental designs discourage criminal behavior.

- **Policy Land Use 9.2**

Modify public facilities and properties to enhance crime prevention.

- **Goal Economy 4**

The City achieves maximum economic, environmental and social benefit from public infrastructure.

- **Policy Economy 4.1**

Plan our investments in infrastructure with the goal of balancing economic, environmental and social needs, supporting a variety of potential economic sectors and creating a pattern of development we can sustain into the future.

- **Policy Economy 4.3**

Make decisions to invest in public infrastructure projects after analysis determining their total costs over their estimated useful lives, and their benefit to environmental, economic and social systems.

Debt Service

OFD's capital facility projects, and associated new fire apparatus, will require the issuance of general obligation debt via voter-approved property tax levies. With a voter approved property tax levy, each year, property taxes are levied only for the cost of the annual debt service.

The tables below summarize recommended debt issues, the associated annual debt service costs and the estimated change in property tax rate per \$1,000 of assessed value. Debt service is an operational cost and is included in the City's Operating Budget. The debt service information is presented here in the CFP for informational purposes only.

OFD Capital Cost - Debt Financed with Voted-Debt - CFP (2012-2026)							
Debt Issues	2021	2022	2023	2024	2025	2026	Total
Voted Debt Issues	-	-	\$4,485,000		\$10,000,000		\$14,485,000
Number of Years of Debt Issued			20		20		

OFD Capital Cost - Debt Service Amortization Table for Voted Issues (2012-2026)							
Debt Service Costs	2021	2022	2023	2024	2025	2026	Total
Annual Debt Service			\$298,484	\$298,484	\$964,002	\$964,002	\$2,524,972
Est Change in Prop Tax Rate			0.038	0.035	0.124	0.124	

Fire Station 5 Facility Construction

Capital Cost:	Year 2021	Year 2022	Year 2023	Year 2024	Year 2025	Year 2026	Total
Fire Station 5 Construction	\$0	\$0	\$0	\$0	\$10,000,000	\$0	\$10,000,000
Total	\$0	\$0	\$0	\$0	\$10,000,000	\$0	\$10,000,000
Funding Sources:							
Other Financing Sources	\$0	\$0	\$0	\$0	\$10,000,000	\$0	\$10,000,000
Total	\$0	\$0	\$0	\$0	\$10,000,000	\$0	\$10,000,000

Fire Apparatus - Fire Engines, Ladder Trucks, Aid Units, Brush Truck and Technical Rescue Vehicle (Fund #331)

Where is this project happening?

The City of Olympia has four fire stations and a fire training center strategically located throughout the City. Each fire station houses a primary fire engine and a reserve fire engine, as well as command cars and business cars to execute the daily operations of the Fire Department. The City also houses a primary and reserve ladder truck, an aid unit, a brush truck and a technical rescue vehicle strategically located at the Fire Department's Headquarters fire station.

Are there other CFP projects that impact this project?

- The Fire Station 2 remodel project will require a new aid unit vehicle to address the increasing EMS call responses within this portion of the City.
- The new Fire Station 5 project will require a new fire engine pumper vehicle to address the fire & EMS responses in this portion of the City when this area is annexed.

Descriptions of Equipment

- *A fire engine pumper* combines a fire suppression unit, an aid unit and a rescue unit into one multi-function response unit.
- *A fire ladder truck* is like a fire engine except without a water tank, pump and hose. A fire ladder truck combines an aerial fire suppression unit and an aid response vehicle into one multi-function response unit and a rescue unit. The fire ladder truck carries ladders, forcible entry tools and the Jaws of Life.
- *An aid unit* is a transport capable ambulance specifically designed to respond to emergency medical responses.
- *Brush trucks* are light-weight, smaller fire response truck that can operate off-road to address both small and large vegetation fires.
- *The technical rescue vehicle* carries the equipment required to conduct rope rescue, confined space, trench collapse and structural collapse. Technical rescue tools and equipment require a specific apparatus, as these tools take up a lot of space and will not fit on a fire engine or fire ladder truck.

Descriptions of Equipment to be Replaced 2021 - 2026

- **Fire Engine Pumper - Replacement for 1990 Pumper**
Equipment for replacement Fire Engine Pumper
- **Technical Rescue Special Operations Rescue Team (SORT) Vehicle - New Equipment**
Equipment for new Technical Rescue SORT Vehicle
- **Fire Engine Pumper - New for New Station 5**
Equipment for New Fire Engine Pumper for New Station 5

- **Fire Engine Pumper - Replacement for 1995 Pumper**
Equipment for replacement Fire Engine Pumper
- **Aid Unit - New for Station 2 Add-On Remodel**
Equipment for New Aid Unit for Station 2 Add-On Remodel
- **Aid Unit - Replacement for 2003 Aid Unit**
Equipment for replacement Aid Unit

Why is this project a priority?

Safe, functional and accessible fire apparatus are vital to achieving the mission of the Fire Department. The fire apparatus are utilized 24 hours a day, seven days a week and serve the critical function of responding to and operating at fire & EMS call response. Failure to replace fire apparatus on lifecycle schedule can result in failing equipment or can restrict the ability to provide critical services when the need arises.

Currently the Fire Department has no consistent funding source for fire apparatus.

Is there a level of service standard or measurable outcome?

OFD worked to ensure that the replacement schedules are verifiable against the Standards of the Industry to include; the National Fire Protection Association (NFPA), the Washington Survey and Rating Bureau (WSRB), the State of Washington Firefighter Safety standards and related manufactures association's recommendations. The NFPA is a United States trade association that creates and maintains private, copyrighted standards and codes for usage and adoption by local governments. This includes publications from model building codes to the many on equipment utilized by firefighters while engaging in firefighting, hazardous material (hazmat) response and rescue response.

The standards referenced for Fire Apparatus are the following:

- NFPA 1901- Fire Apparatus: Engines, Ladder Trucks, Aid Units, Brush Trucks and Technical Rescue Vehicles
- Washington Survey Rating Bureau (WSRB), OFD Evaluation
- Fire Apparatus Manufacturer's Association (FAMA), Fire Apparatus Duty Cycle White Paper

What Comprehensive Plan goals and policies does this project address?

This CFP reflects the goals and policies of the 2017-2022 OFD Strategic Plan and the Olympia Comprehensive Plan.

- **Goal 8**
To establish a resource management equipment repair and replacement (ER&R) plan for the Regional Fire Training Center (FTC), apparatus, fleet and additional capital equipment.
- **Goal Public Services 13**
The community has a high level of fire protection, emergency medical services and disaster management services, equal to or exceeding industry standard.

– **Policy Public Services 13.6**

Model best practices in the local fire service community in areas like fire safety, command practices, training and equipment maintenance.

Debt Service

OFD's capital facility projects, and associated new fire apparatus, will require the issuance of general obligation debt via voter-approved property tax levies. With a voter approved property tax levy, each year, property taxes are levied only for the cost of the annual debt service.

The tables below summarize recommended debt issues, the associated annual debt service costs and the estimated change in property tax rate per \$1,000 of assessed value. Debt service is an operational cost and is included in the City's Operating Budget. The debt service information is presented here in the CFP for informational purposes only.

OFD Capital Replacement Equipment Cost - Debt Financed - CFP (2012-2026)							
Non-Voted Debt Issues	2021	2022	2023	2024	2025	2026	Total
Non-Voted Debt	-	\$1,020,000	-	\$312,000	-	\$1,150,000	\$2,482,000
Number of Years of Debt Issued	-	15		15		15	

OFD - Annual Debt Services for Non-Voted Debt Issues (Replacement Equipment Only) (2021-2026)							
	2021	2022	2023	2024	2025	2026	Total
Annual Debt Service	-	\$84,527	\$84,527	\$110,383	\$110,383	\$205,683	\$595,503

Fire Apparatus

Capital Cost:	Year 2021	Year 2022	Year 2023	Year 2024	Year 2025	Year 2026	Total
Replace Fire Engine Pumper		\$900,000					\$900,000
Fire Engine Pumper Equipment		\$120,000					\$120,000
Technical Rescue SORT Vehicle			\$966,000				\$966,000
Technical Rescue SORT Vehicle Equipment			\$100,000				\$100,000
Station 5 Fire Engine Pumper			\$985,000				\$985,000
Station 5 Fire Engine Pumper Equipment			\$131,000				\$131,000
Station 2 Aid Unit			\$200,000				\$200,000
Station 2 Aid Unit Equipment			\$103,000				\$103,000
Aid Unit				\$206,000			\$206,000
Aid Unit Equipment				\$106,000			\$106,000
Fire Engine Pumper						\$1,015,000	\$1,015,000
Fire Engine Pumper Equipment						\$135,000	\$135,000
Total	\$0	\$1,020,000	\$2,485,000	\$312,000	\$0	\$1,150,000	\$4,967,000
Funding Sources:							
Other Financing Sources	\$0	\$1,020,000	\$2,485,000	\$312,000	\$0	\$1,150,000	\$4,967,000
Total	\$0	\$1,020,000	\$2,485,000	\$312,000	\$0	\$1,150,000	\$4,967,000

General Capital Facilities Projects



General government facilities are designed to meet a broad spectrum of needs. This Chapter includes projects related to City-owned buildings, the Americans with Disabilities Act (ADA) Program and Economic Development Projects.

General Government facilities are unique. These projects require large capital investments. The need is determined either through a professional condition assessment which includes a lifecycle analysis or community need. Specific Levels of Service are not defined. Although, several projects may not be explicitly included in the City's Comprehensive Plan, it is important to include them in this document because of the amount of the investment along with the vital role they play in ensuring our community's quality of life.

The projects included in this chapter address project feasibility assessments, accessibility improvements at City-owned facilities and major maintenance and repair for the City-owned buildings.

Building Repair and Replacement (Program #029)

Where is this project happening?

- City Hall
- Court Services
- Family Support Center
- Hands on Children’s Museum
- Lee Creighton Justice Center
- Maintenance Center-Public Works
- 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 – Firing Range
- The Olympia Center
- Timberland Regional Library
- Washington Center for the Performing Arts

Are there other CFP projects that impact this project?

N/A

Description

This program covers major maintenance to building interior and exterior, as well as equipment replacement at the 16 locations listed above. Below is a list of planned projects for 2021. The list also includes \$50,000 in funding for unforeseen emergency projects.

Building	Project	Estimated Cost
Timberland Library	Low pressure wash and reseal brick	\$259,740
OFD Main	Replace upper level pedestrian area flooring	\$163,613
OFD Main	Replace domestic water system	\$210,600
OFD Eastside	Replace all plumbing fixtures	\$70,200
OFD Training Center	Replace railing and flashing	\$43,290
Maintenance Center	Replace 15 steel columns at Waste ReSources lot	\$105,300
Miscellaneous Projects		\$50,000
Grand Total Building and Replacement		\$902,743

Why is this project a priority?

An update to the 2013 building condition assessment was done in 2019. The purpose was to evaluate the state of the major systems and equipment, identify repair and replacement needs, prioritize high and medium identified needs and develop planning level cost estimates. Based on the final 2019 report, the City's facility repair and replacement average estimated cost is \$3.6 million per year over the next six years, which leaves a funding gap of \$ 21.4 million.

Is there a level of service standard or measurable outcome?

N/A

What Comprehensive Plan goals and policies does this project address?

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.

General Revenues to Support General Facilities

In the past several years, General Facilities projects were supported primarily by Cable TV tax and an annual contribution from the General Fund. From 2017 through 2019, Cable Tax has been declining two to five percent. In 2020, Cable Tax has somewhat leveled off and for 2021 we are projecting a two percent increase in Cable Tax over our 2020 original revenue projection.

CFP General Revenue Sources	2021 Revenues
Cable TV Tax	\$847,000

Building Repair and Replacement

Capital Cost:	Year 2021	Year 2022	Year 2023	Year 2024	Year 2025	Year 2026	Total
Timberland Library - Low Pressure Wash & Reseal Brick	\$259,740	\$0	\$0	\$0	\$0	\$0	\$259,740
OFD Main - Replace Upper Level Pedestrian Area Flooring	\$163,613	\$0	\$0	\$0	\$0	\$0	\$163,613
OFD Main - Replace Domestic Water System	\$210,600	\$0	\$0	\$0	\$0	\$0	\$210,600
OFD Eastside - Replace all plumbing fixtures	\$70,200	\$0	\$0	\$0	\$0	\$0	\$70,200
OFD Training Center - Replace railing & flashing	\$43,290	\$0	\$0	\$0	\$0	\$0	\$43,290
Maintenance Center - Replace 15 steel columns at Waste ReSources Lot	\$105,300	\$0	\$0	\$0	\$0	\$0	\$105,300
Miscellaneous Projects	\$50,000	\$0	\$0	\$0	\$0	\$0	\$50,000
Projects to be determined	\$0	\$804,650	\$764,418	\$726,197	\$689,887	\$655,392	\$3,640,544
Total	\$902,743	\$804,650	\$764,418	\$726,197	\$689,887	\$655,392	\$4,543,287
Funding Sources:							
Cable TV Tax	\$847,000	\$804,650	\$764,418	\$726,197	\$689,887	\$655,392	\$4,487,544
Use of Fund Balance	\$55,743	\$0	\$0	\$0	\$0	\$0	\$55,743
Total	\$902,743	\$804,650	\$764,418	\$726,197	\$689,887	\$655,392	\$4,543,287

Debt Service

In 2013, the City issued \$6.345 million in General Obligation bonds for various City capital projects. Of the total bonds issued, \$3.195 million was for exterior repairs to the Washington Center for the Performing Arts (WCPA). The WCPA-related bonds were issued for a 20-year term with the annual debt service payment being funded from Building Repair & Maintenance resources. Debt service is an operational cost and is therefore included in the City's Operating Budget. For 2021, the annual debt service is \$234,275. The debt service information presented here in the CFP is for informational purposes only.

Debt Services							
	2021	2022	2023	2024	2025	2026	Total
2013 LTGO Bonds - WA Performing Arts Center	\$234,275	\$236,775	\$233,775	\$232,175	\$235,375	\$233,175	\$1,405,550

Lee Creighton Justice Center Reconstruction (Program #8011)

Where is this project happening?

Lee Creighton Justice Center Campus (900 Plum Street)

Are there other CFP projects that impact this project?

Not at this time

Description

This program covers the facility planning, design and construction of a newly reconstructed Justice Center facility on City property at 900 Plum Street. The current Lee Creighton Justice Center is home to Olympia's Justice System. Key programs and services include municipal court, community court, jury services, probation services, municipal holding facility, city prosecutor, public defense, victim assistance and the DUI victim impact panel.

The current Justice Center facility was constructed in 1965 and needs a major reconstruction. A 2019 Building Condition Assessment concluded that "full replacement of the facility" was recommended based on the age of the facility, and the extent and cost of deficiencies noted.

For 2020, the City appropriated \$100,000 for a feasibility study and preliminary design of a reconstructed Justice Center. The preliminary design will consider the programming needs, site constraints, and outline a cost estimate and schedule to build a new Justice Center. Two options will be evaluated: (1) Co-locating with Thurston County in a Regional Courthouse and (2) Building a new City-owned Justice Center at the existing location. The City has contracted with KMB to complete a feasibility study, however, due to COVID-19, this project is currently on hold. In 2021, an additional \$69,000 will be appropriated to complete the feasibility study with funding coming from the Building Repair & Replacement Fund.

Why is this project a priority?

The Lee Creighton Justice Center is the home of Olympia's Justice System - vital to the health, safety and well-being of the community. Safe and accessible public facilities are foundational to serving Olympia's public safety and justice needs. Failure to address the failing facility infrastructure at the Justice Center could restrict or eliminate the ability provide the services currently housed there.

Is there a level of service standard or measurable outcome?

N/A

What Comprehensive Plan goals and policies does this project address?

- **Goal Public Services 21**
City of Olympia is a model sustainable city.
 - **Policy Public Services 21.1**
Use energy-efficient designs and environmentally responsible materials and techniques in City facilities and construction projects. Work to reduce energy usage in existing City facilities.
- **Goal Land Use and Urban Design 1**
Land use patterns, densities and site designs are sustainable and support decreasing automobile reliance.
 - **Policy Land Use 1.2**
Focus development in locations that will enhance the community and have capacity and efficient supporting services, and where adverse environmental impacts can be avoided or minimized.
- **Goal Land Use and Urban Design 9**
Built and natural environmental designs discourage criminal behavior.
 - **Policy Land Use 9.2**
Modify public facilities and properties to enhance crime prevention.
- **Goal Economy 4**
The City achieves maximum economic, environmental and social benefit from public infrastructure.
 - **Policy Economy 4.1**
Plan our investments in infrastructure with the goal of balancing economic, environmental and social needs, supporting a variety of potential economic sectors and creating a pattern of development we can sustain into the future.
 - **Policy Economy 4.3**
Make decisions to invest in public infrastructure projects after analysis determining their total costs over their estimated useful lives, and their benefit to environmental, economic and social systems.

Parks and Public Works Maintenance Center Reconstruction (Program #8081)

Where is this project happening?

Current Public Works Maintenance Center site at 1401 Eastside Street

Are there other CFP projects that impact this project?

Waste ReSources Maintenance Facility Construction

Description

This program covers the facility planning, design and reconstruction of the City's Maintenance Center at 1401 Eastside Street. Due to undersized and aging maintenance facilities for both the Public Works (current Maintenance Center) and Parks Departments (Priest Point Park), this project will construct a facility on the current Maintenance Center site that is capable of housing the operation and maintenance functions of both departments.

The current Maintenance Center facility was constructed in 1976 and needs major reconstruction. A 2019 Building Condition Assessment concluded that "full replacement of the facility" was recommended based on the age of the facility, as well as the extent and cost of deficiencies noted. The facility is also over capacity and unable to handle expansion of staff and equipment as the City continues to grow.

The current Parks Maintenance Facility at Priest Point Park was constructed in the 1940s, and is also in need of major reconstruction. The facility is similarly over capacity and unable to handle expansion of staff and equipment as the City and the Metropolitan Parks District needs grow.

In 2017, the City completed a maintenance center feasibility study that evaluated the needs of both Public Works and Parks and evaluated potential property for a newly constructed facility. The study concluded that the existing Maintenance Center site was the preferred location for a combined facility. Due to limited space, however, the study also concluded that the Waste ReSources Utility should be moved to a new maintenance facility located on Carpenter Road within a few miles of the Thurston County Waste and Recovery Center. Relocating Waste ReSources was identified as a first phase and key to freeing up space for a future combined maintenance facility for Parks and the remainder of Public Works.

The 2017 study estimated the cost to co-locate Parks and Public Works at the existing Maintenance Center to be approximately \$95 million. The project is not projected to begin for at least 10 years and therefore goes beyond the CFP's 6-year planning window. Funding considerations include debt financing via bonds supported with utility rates and General Fund revenues.

Why is this project a priority?

A safe, functional and accessible maintenance facility is vital to the operations functions of both Public Works and Parks. The facilities are accessed 24 hours a day, seven days a week and serve as critical bases of operations during small and large-scale emergencies. Failure to address the failing facility infrastructure at the Maintenance Center and Priest Point Park could severely restrict or eliminate the ability to provide the critical services currently housed there.

Is there a level of service standard or measurable outcome?

N/A

What Comprehensive Plan goals and policies does this project address?

- **Goal Public Services 21**
City of Olympia is a model sustainable city.
 - **Policy Public Services 21.1**
Use energy-efficient designs and environmentally responsible materials and techniques in City facilities and construction projects. Work to reduce energy usage in existing City facilities.
- **Goal Land Use and Urban Design 1**
Land use patterns, densities and site designs are sustainable and support decreasing automobile reliance.
 - **Policy Land Use 1.2**
Focus development in locations that will enhance the community and have capacity and efficient supporting services, and where adverse environmental impacts can be avoided or minimized.
- **Goal Land Use and Urban Design 9**
Built and natural environmental designs discourage criminal behavior.
 - **Policy Land Use 9.2**
Modify public facilities and properties to enhance crime prevention.
- **Goal Economy 4**
The City achieves maximum economic, environmental and social benefit from public infrastructure.
 - **Policy Economy 4.1**
Plan our investments in infrastructure with the goal of balancing economic, environmental and social needs, supporting a variety of potential economic sectors and creating a pattern of development we can sustain into the future.
 - **Policy Economy 4.3**
Make decisions to invest in public infrastructure projects after analysis determining their total costs over their estimated useful lives, and their benefit to environmental, economic and social systems.

West Olympia Commercial Property (Program #0211)

Where is this project happening?

1305 Cooper Point Rd SW Olympia, WA 98502

Are there other CFP projects that impact this project?

No

Description

Since October 2017, under an Agreed Order with the Department of Ecology, the City has completed a remedial investigation and an interim action plan for the former West Olympia Landfill site. Although more work remains to complete Ecology's requirements for site development, the property can now be marketed for sale. Therefore, in 2020 the City plans to retain a marketing broker to identify a development partner to purchase the property and initiate Ecology approved site cleanup actions. Most likely clean up activity and expense will occur when the site is being developed. Site development and site cleanup would be most likely to occur in 2021-2022.

Total estimated cleanup costs are \$3,800,000 with some of the cleanup expense being shared by both the City and the future developer. It is estimated that the City's clean up expense would be around \$2,400,000. This would be a onetime expense.

Funding would come from Economic Development Capital Program. The sales proceeds are expected to exceed the City portion of clean up expense. The City does not have a current appraisal determining costs.

Why is this project a priority?

In 2013 the City initiated an economic development planning process to provide an assessment of the broader real estate market. This process resulted in the preparation of the "Investment Strategy: Olympia's Opportunity Areas". This report identified six specific areas to focus for redevelopment opportunity. The westside commercial property, formerly identified as the Olympia Landfill, was one of the six identified sites. This report is routinely referenced in the Economy chapter of the Comprehensive Plan.

The property was first investigated for commercial development in the mid-1980s. Since the discovery of low levels of environmental contamination at that time, the vacant site has remained an underutilized brownfield site.

Remediating and developing the property will restore the site to active use, providing revenue in the form of sales proceeds from eventual disposition of the property plus Sales Tax and B&O Tax from future commercial uses onsite.

Is there a level of service standard or measurable outcome?

Completing Ecology's Model Toxics Cleanup Act (MTCA) program requirement.

What Comprehensive Plan goals and policies does this project address?

- **Goal Economy 4**
The City achieves maximum economic, environmental and social benefit from public infrastructure.
 - **Policy Economy 4.6**
Collaboration with other partners maximizes economic opportunity.

West Olympia Commercial Property

Capital Cost:	Year 2021	Year 2022	Year 2023	Year 2024	Year 2025	Year 2026	Total
West Olympia Commercial Property	\$0	\$2,400,000	\$0	\$0	\$0	\$0	\$2,400,000
TOTAL	\$0	\$2,400,000	\$0	\$0	\$0	\$0	\$2,400,000
Funding Sources:							
TBD	\$0	\$2,400,000	\$0	\$0	\$0	\$0	\$2,400,000
TOTAL	\$0	\$2,400,000	\$0	\$0	\$0	\$0	\$2,400,000

4th and Columbia Mixed Use Project Feasibility (Program #0211)

Where is this project happening?

4th and Columbia

Are there other CFP projects that impact this project?

- 112 and 116 4th Ave Property Acquisition

Description

This program covers the feasibility analysis, stakeholder involvement, architectural modeling, and private partner solicitation for a perspective mixed use development on City owned property at the corner of 4th and Columbia. In its current state the property is predominately being used as surface parking.

The project will have feasibility expenses for site characterization such as environmental review, soil testing, geotech analysis and land survey as well as financial feasibility which includes financial analysis and proforma modeling.

Stakeholder involvement would encompass public outreach and participation, communications and partner engagement. Some specific partners to engage will be the Heritage Commission and business representatives to the Parking and Business Improvement Area Board (PBIA).

Architectural modeling would include preliminary design work and cost projections.

Private partner solicitation relates to Request for Proposal drafting, marketing and selection guidance for any private sector component to the project.

Funding for this project was appropriated in 2019. No new funding is required for 2020.

Why is this project a priority?

The Downtown Strategy goal LU.7 specifically states that city owned surface parking lots be examined for redevelopment to higher and better uses. Additionally Comprehensive Plan goal PL11.5 discusses the support of parking structures downtown and along urban corridors.

Is there a level of service standard or measurable outcome?

N/A

What Comprehensive Plan goals and policies does this project address?

- **(Downtown Strategy) Goal Land Use 7**

Explore how City-owned properties could be redeveloped through public/private partnerships to meet public goals.

- **(Comprehensive Plan) Policy Land Use and Urban Design 11.5**

Encourage the efficient use and design of commercial parking areas; reduce parking space requirements (but avoid significant overflow into residential areas); support parking structures, especially downtown and in urban corridors; and designate streets for on-street parking where safe.

ADA Program

Where is this project happening?

Various City-owned buildings and facilities

Are there other CFP projects that impact this project?

- Transportation and Parks currently includes ADA modifications in their programs. This project focuses on non-transportation or Parks related projects

Description

Modification of existing buildings/facilities to ensure accessibility.

Why is this project a priority?

Compliance with American with Disabilities Act (ADA) provides accessibility to City buildings and facilities. Preliminary estimates of ADA deficiencies associated with Public Works managed buildings is \$2.8 million. For 2021, \$150,000 in funding will be transferred from the General Fund. No specific projects have been identified at time of publication.

Is there a level of service standard or measurable outcome?

N/A

What Comprehensive Plan goals and policies does this project address?

This CFP reflects the goals and policies of the Olympia Comprehensive Plan.

Long Term Needs & Financial Planning

The following table lists future capital projects expected to occur in 7 - 20 years. The projects identified are needed to meet anticipated growth or to replace existing infrastructure that is beyond its useful life.

The scope, costs and revenue projections are estimates. Timing for these projects may be impacted by the pace of growth and other factors. The projects are listed in the draft Facilities Master Plan and are not in priority order.

The Long-Term Building Repair and Replacement costs are based on the 2019 Building Condition Assessment predicted renewals. The predicted renewal costs are the theoretical cost projections generated by cost modelling and factors such as: expected useful life, industry standard normal useful life, condition score and the last major renewal. Funding for these projects will be a mix of cable television tax revenues, Maintenance Center rent, Public Facilities District funds and General Fund year-end savings. The predicted renewal costs are based upon 2019 market cost for facilities and building systems in the Puget Sound market.

7-20 Year Future Needs

Description	Cost	Probable Funding
City Hall	\$10.6 million	TBD
Community Court	\$174,132	TBD
Family Support Center	\$2.1 million	TBD
OFD Main	\$4.9 million	TBD
OFD Westside	\$2.5 million	TBD
OFD Eastside	\$950,000	TBD
OFD Stoll Road	\$1.7 million	TBD
Mark Nobel Fire Training Center	\$510,000	TBD
Hands on Childrens Museum	\$3.3 million	TBD
Justice Center	\$6.3 million	TBD
Parks & PW Maintenance Center Reconstruction	\$95 million	TBD
Olympia Center	\$8.7 million	TBD
Timberland Library	\$3.5 million	TBD
Washington Center for Performing Arts	\$11 million	TBD

Drinking Water Projects



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:

- **Regulation/Compliance**
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.
- **Adopted Sustainability Philosophy**
Manage the water in sustainable ways and develop integrated solutions that solve more than one problem at a time.
- **Growth**
Accommodate growth as defined by Olympia's Comprehensive Plan and continue to provide and improve service to existing customers.
- **Operational and System Delivery Strategies**
Manage water as a limited resource, meet water regulation objectives using approaches that limit human influence on the naturally good quality of water Olympia 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). Low interest state 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. An update of the 2015-2020 Water System Plan will be completed by year-end 2021 for Department of Health approval in early 2022.

Growth-Related Projects

Projects that fall under this category are associated with work needed to accommodate new development and are funded by 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.

Project	% Growth Related
Distribution System Oversizing	100%
Briggs Well Construction	100%
Briggs Well Design	100%
Eastside St & Henderson Blvd Water Main Ext. Design	25%
Eastside St & Henderson Blvd Water Main Ext. Construction	25%
Fones Road Water Main Construction	25%
Hoffman Well Treatment Design	100%

Level of Service (LOS) Determinations

- **Level of Service I**

The first level of service (LOS I) involves maintaining the current system as-is and addressing the need to remain in regulatory compliance for water quality and quantity requirements.

- Meet minimal standards for water pressure (30 psi) and UFC fireflow criteria.
- Addressing new State and Federal Safe Drinking Water Act requirements.
- Addressing existing system deficiencies due to growth or infrastructure failure.

- **Level of Service II**

The second level of service (LOS II) focuses on more proactive system maintenance and anticipating future regulatory needs.

- Anticipates future water quality regulations and develops facilities that will accommodate the increased requirements prior to the system becoming deficient.
- Goes beyond the required minimum of 30 psi average water pressure for residents and strives to improve the minimum to 40 psi. The higher standard is the most cost-effective approach to anticipating and meeting system growth needs. LOS II also strives to eventually eliminate areas within the system that do not meet UFC fireflow criteria.

- **Level of Service III**

The final level of service (LOS III) recognizes Olympia's commitment to sustainability and to the approach of managing water as a limited resource. LOS III projects and programs address DOH regulations to a further extent, with the underlying driver to be a responsible water steward and purveyor.

- To comply with DOH regulations, there must be some form of conservation activity within an adopted Water Plan. The degree to which the City of Olympia approaches a conservation program is a component of managing a limited resource.

Capital Facilities Projects by Level of Service

LOS I

- Asphalt Overlay Adjustments

LOS II

- Small Diameter Water Pipe Replacement
- Transmission and Distribution Projects
- Water Source Development and Protection
- Water System Planning
- Water Storage Systems

LOS III

- Groundwater Protection/Land Acquisition
- Infrastructure Pre-Design and Planning
- Reclaimed Water

Level of Service Standards

Municipal utilities in the United States and elsewhere commonly use LOS standards to evaluate whether the physical systems or operations are functioning to an adequate level. LOS can be defined in terms of the customer's experience of utility service and/or technical standards based on the professional expertise of Utility staff.

These LOS standards can help guide investments in maintenance 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
- Customer and community focus
- Quantifiable and measurable
- Relatively simple to understand and apply
- Available budget constraints 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 wintertime demands (inside use only) with the loss of our largest water source (McAllister Wellfield). 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 business hours and within one hour outside business 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, maintenance costs for repairs, replacements and cleaning are minimal. As the infrastructure ages, maintenance costs will increase.

Annual Operations and Maintenance Costs	
Repair service leak (3/4"–1")	\$ 1,200 per repair
Install service (meter) on a 3/4" –1" line	\$ 2,500 per install
Install small main (2" line)	\$ 130 per linear foot
Install 6" or larger main	\$ 180 per linear foot
Main line valve installation and replacement	\$ 6,000 per install
Main line (2"–8" line) leak repair	\$ 4,500 per repair
Fire hydrant installation or replacement	\$ 6,000 per install
Fire hydrant repair	\$ 1,000 per repair
Reservoir maintenance (e.g. Meridian)	\$ 37,500 annually
Pump station maintenance	\$ 57,000 per station

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, maintenance holes, 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.

Asphalt Overlay Adjustments—Water (Program #9021)

Where is this project happening?

Various locations Citywide

Are there other CFP projects that impact this project?

- Street Repair and Reconstruction Projects—Transportation section
- Asphalt Overlay Adjustments—Wastewater section

Description

Make necessary adjustments to raise water system components to street level in conjunction with the annual asphalt overlay/street reconstruction process. This is a pass-through amount that is used by the Transportation Street Repair and Reconstruction Project for water facilities.

Project List

Year	Project Description	Cost Estimated
2021-2026	Asphalt Overlay Adjustments. Funds adjustments to water system components required as a result of street repair and reconstruction projects.	\$84,000

Why is this project a priority?

Asphalt overlay and street reconstruction projects require the adjustment of water system structures and equipment (e.g., castings, maintenance holes, inlets, and covers) during construction as part of the paving process.

Is there a level of service standard or measurable outcome?

LOS I – See program overview for LOS definitions.

What Comprehensive Plan goals and policies does this project address?

This CFP reflects the goals and policies of the Olympia Comprehensive Plan.

- **Goal Utilities 3**
Utilities are developed and managed efficiently and effectively.
 - **Policy Utilities 3.1**
Utilities are developed and managed efficiently and effectively.
 - **Policy Utilities 7.7**
Develop and maintain adequate storage, transmission and distribution facilities.

Asphalt Overlay Adjustments - Water

Capital Cost:	Year 2021	Year 2022	Year 2023	Year 2024	Year 2025	Year 2026	Total
Asphalt Overlay Adjustments	\$14,000	\$14,000	\$14,000	\$14,000	\$14,000	\$14,000	\$84,000
Total	\$14,000	\$14,000	\$14,000	\$14,000	\$14,000	\$14,000	\$84,000
Funding Sources:							
Transfer from Utility Revenues	\$3,093	\$10,786	\$14,000	\$14,000	\$14,000	\$3,261	\$59,140
Use of Fund Balance	\$10,907	\$3,214	\$0	\$0	\$0	\$10,739	\$24,860
Total	\$14,000	\$14,000	\$14,000	\$14,000	\$14,000	\$14,000	\$84,000

Long Term Needs & Financial Planning (Program #9021)

The following table lists future capital projects expected to occur in 7 - 20 years. The projects identified are needed to meet anticipated growth or to replace existing infrastructure that is beyond its useful life.

The scope, costs and revenue projections are estimates. Timing for these projects may be impacted by the pace of growth and other factors. The projects are listed in the 2015-2020 Water System Plan for years 2027 - 2034, reflect 2014 dollars and are not in priority order.

The Water Utility is currently updating its Water System Plan for submittal to the Washington State Department of Health in mid-2021. The 2021-2026 Water System Plan will include an updated 20-year capital facilities plan as required by State law.

7-20 Year Future Needs

Description	Cost*	Probable Funding
Asphalt Overlay Adjustments	\$80,000	Rates

* Planning Level Estimate

Infrastructure Pre-Design and Planning–Water (Program #9903)

Where is this project happening?

City water service area

Are there other CFP projects that impact this project?

N/A

Description

Perform pre-design evaluation and analysis of water project alternatives in order to recommend projects identified in the Water System Plan and support other City project planning requirements that occur outside of the annual CFP process.

Project List

Year	Project Description	Cost Estimated
2021-2026	Pre-Design and Planning. Project provides funding for pre-design evaluation of capital projects.	\$900,000

Why is this project a priority?

The City's Water System Plan and six-year Financial 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 update. 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.

Is there a level of service standard or measurable outcome?

LOS III – See program overview for LOS definitions.

What Comprehensive Plan goals and policies does this project address?

This project reflects the following goals and policies of the Olympia Comprehensive Plan.

- **Goal Utilities 7**

The drinking water system is reliable and is operated and maintained so that high quality drinking water is delivered to customers.

- **Policy Utilities 7.3**

Design Olympia's water supply system to achieve the most favorable and practical fire insurance rating, consistent with adopted service levels.

– **Policy Utilities 7.7**

Develop and maintain adequate storage, transmission and distribution facilities.

Infrastructure Pre-Design and Planning - Water

Capital Cost:	Year 2021	Year 2022	Year 2023	Year 2024	Year 2025	Year 2026	Total
Pre-Design & Planning	\$150,000	\$150,000	\$150,000	\$150,000	\$150,000	\$150,000	\$900,000
Total	\$150,000	\$150,000	\$150,000	\$150,000	\$150,000	\$150,000	\$900,000
Funding Sources:							
Transfer from Utility Revenues	\$33,139	\$115,559	\$150,000	\$150,000	\$150,000	\$34,940	\$633,638
Use of Fund Balance	\$116,861	\$34,441	\$0	\$0	\$0	\$115,060	\$266,362
Total	\$150,000	\$150,000	\$150,000	\$150,000	\$150,000	\$150,000	\$900,000

Long Term Needs & Financial Planning (Program #9903)

The following table lists future capital projects expected to occur in 7 - 20 years. The projects identified are needed to meet anticipated growth or to replace existing infrastructure that is beyond its useful life.

The scope, costs and revenue projections are estimates. Timing for these projects may be impacted by the pace of growth and other factors. The projects are listed in the 2015-2020 Water System Plan for years 2027 - 2034, reflect 2014 dollars and are not in priority order.

The Water Utility is currently updating its Water System Plan for submittal to the Washington State Department of Health in mid-2021. The 2021-2026 Water System Plan will include an updated 20-year capital facilities plan as required by State law.

7-20 Year Future Needs

Description	Cost	Probable Funding
Infrastructure Planning & Pre-Design	\$210,000	Rates

Reclaimed Water–Water (Program #9710)

Where is this project happening?

Various Locations Citywide. See Project List.

Are there other CFP projects that impact this project?

N/A

Description

This program is targeted towards delivery of reclaimed water. Reclaimed water is delivered through a 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.

Project List

Year	Project Description	Cost Estimated
N/A	No projects planned for 2021-2026	N/A

Why is this project a priority?

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 Reclaimed Water Plant and Martin Way Reclaimed Water Plant to help meet Federal and State water quality discharge standards to protect Budd Inlet. Water treated at the Budd Inlet Reclaimed Water Plant is now being used for irrigation at the Port of Olympia, the City’s Percival Landing Park, and the State’s Heritage and Marathon Parks.

Is there a level of service standard or measurable outcome?

LOS III – See program overview for LOS definitions.

What Comprehensive Plan goals and policies does this project address?

This project reflects the following goals and policies of the Olympia Comprehensive Plan.

- **Goal Utilities 4**
Use Olympia’s water resources efficiently to meet the needs of the community, reduce demand on facilities, and protect the natural environment.

- **Policy Utilities 4.1**
Encourage and allow re-use techniques including rainwater collection, greywater systems and use of Class A reclaimed water as alternatives to use of potable water, in order to enhance stream flows or recharge aquifers, while also protecting water quality.
- **Policy Utilities 4.6**
Advance the use of reclaimed water as defined in Council-adopted policies.

Long Term Needs & Financial Planning (Program #9710)

The following table lists future capital projects expected to occur in 7 - 20 years. The projects identified are needed to meet anticipated growth or to replace existing infrastructure that is beyond its useful life.

The scope, costs and revenue projections are estimates. Timing for these projects may be impacted by the pace of growth and other factors. The projects are listed in the 2015-2020 Water System Plan for years 2027 - 2034, reflect 2014 dollars and are not in priority order.

The Water Utility is currently updating its Water System Plan for submittal to the Washington State Department of Health in mid-2021. The 2021-2026 Water System Plan will include an updated 20-year capital facilities plan as required by State law.

7-20 Year Future Needs

Description	Cost	Probable Funding
Reclaimed Water Filling Stations	\$134,000	Rates

Small Diameter Water Pipe Replacement (Program #9408)

Where is this project happening?

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.

Are there other CFP projects that impact this project?

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

Location Street	From	To
7th Avenue	Central Street	Boundary Street
Boundary Street	9th Avenue	8th 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
Union Avenue	Central Street	Fir Street
7th Avenue	Boundary Street	Central Street
Thurston Avenue	Tullis Street	Puget Street
Amhurst Street	18th Avenue	20th Avenue
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

Project List

Year	Project Description	Cost Estimated
2021-2026	Small Diameter Water Mains. This project funds replacement of substandard small diameter pipes in locations but not limited to, those described above. Funds from this project are often combined with aging water main replacement funds.	\$3,136,350

Why is this project a priority?

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 2015-2020 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.

Is there a level of service standard or measurable outcome?

LOS II – See program overview of LOS definitions.

What Comprehensive Plan goals and policies does this project address?

This CFP reflects the goals and policies of the Olympia Comprehensive Plan.

- **Goal Utilities 7**

The drinking water system is reliable and is operated and maintained so that high quality drinking water is delivered to customers.

- **Policy Utilities 7.3**

Design Olympia's water supply system to achieve the most favorable and practical fire insurance rating, consistent with adopted service levels.

- **Policy Utilities 7.7**

Develop and maintain adequate storage, transmission and distribution facilities.

Small Diameter Water Pipe Replacement

Capital Cost:	Year 2021	Year 2022	Year 2023	Year 2024	Year 2025	Year 2026	Total
Small Diameter Water Mains	\$522,725	\$522,725	\$522,725	\$522,725	\$522,725	\$522,725	\$3,136,350
Total	\$522,725	\$522,725	\$522,725	\$522,725	\$522,725	\$522,725	\$3,136,350
Funding Sources:							
Other Financing Sources	\$0	\$0	\$0	\$394,427	\$242,762	\$0	\$637,189
Transfer from Utility Revenues	\$115,484	\$402,705	\$522,725	\$128,298	\$279,963	\$121,760	\$1,570,935
Use of Fund Balance	\$407,241	\$120,020	\$0	\$0	\$0	\$400,965	\$928,226
Total	\$522,725	\$522,725	\$522,725	\$522,725	\$522,725	\$522,725	\$3,136,350

Long Term Needs & Financial Planning (Program #9408)

The following table lists future capital projects expected to occur in 7 - 20 years. The projects identified are needed to meet anticipated growth or to replace existing infrastructure that is beyond its useful life.

The scope, costs and revenue projections are estimates. Timing for these projects may be impacted by the pace of growth and other factors. The projects are listed in the 2015-2020 Water System Plan for years 2027 - 2034, reflect 2014 dollars and are not in priority order.

The Water Utility is currently updating its Water System Plan for submittal to the Washington State Department of Health in mid-2021. The 2021-2026 Water System Plan will include an updated 20-year capital facilities plan as required by State law.

7-20 Year Future Needs

Description	Cost	Probable Funding
Small Diameter Water Mains	\$4,000,000	Rates

Transmission and Distribution Projects—Water (Program #9609)

Where is this project happening?

Various locations within the existing system as service complaints and operation and maintenance records indicate. See Project List.

Are there other CFP projects that impact this project?

- Sewer Pipe Extensions—Sewer Program
- Fones Road—Transportation Impact Fee section
- Thurston County CFP

Description

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 installing new transmission mains to connect new key facilities to the system.

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.

Project List

Year	Project Description	Cost Estimate
2021-2023	Fones Road Water Main Construction. This project installs a new water main to replace an existing AC water main in Fones Road from Pacific Avenue to 18th Avenue, to be coordinated with a planned roadway reconstruction. This project is partially funded by GFCs.	\$2,735,000
2021-2026	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.	\$310,000
2021	Cross Country Mains. This project will identify water mains that are located outside of roadways and cross through neighborhoods. The project will determine if the water mains have easements and if they should be relocated to areas that have easier access for maintenance.	\$32,960

Year	Project Description	Cost Estimate
2021-2026	Distribution System Oversizing. This project funds oversizing of distribution pipeline projects associated with development-related improvement to provide additional capacity to meet anticipated future needs that may be greater than at the time of development. This project is funded by GFCs.	\$175,000
2021-2026	Security and Remote Systems Program. This project will provide enhancements to the security and remote monitoring systems of Drinking Water Utility sites.	\$300,000
2021-2026	Aging Pipe Replacement. This is an annual project to replace substandard pipe throughout the City. Each year based on maintenance records and asset scores, the City will choose which pipes to replace based on age and material. The primary focus is on Asbestos Cement (AC) pipe. Currently 40% of the City's water system is comprised of AC pipe which is prone to leaking and breaks.	\$3,136,350
2021-2026	Distribution and Transmission 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
2024, 2025	Eastside Street and Henderson Boulevard Water Main Extension Design. This project will design a new 16-inch water main to replace an existing 10-inch pipe that presents a bottleneck in the Zone 264 distribution system. The replacement line will connect to an existing 16-inch main at Eastside Street, where it originates as a tap off of the 36-inch transmission main near the Fir Street Storage Tanks. The new line will then extend approximately 3,500 feet through the City's Maintenance Center property and across Henderson Boulevard, terminating at an existing 12-inch main that feeds a portion of Zone 264 west of Henderson. This project is partially funded by GFCs.	\$326,510
2025, 2026	Eastside Street and Henderson Boulevard Water Main Extension Construction. This project will construct a new 16-inch water main to replace an existing 10-inch pipe that presents a bottleneck in the Zone 264 distribution system.	\$1,300,890
2021, 2022	Drinking Water PRV Telemetry. This project will install radio-based telemetry instrumentation in PRV vaults. The project will improve system operation and efficiency by increasing the ability to monitor flows through PRVs. This improves understanding of system operation and provides detailed water usage data to calibrate the hydraulic model.	\$46,694
2021	Franklin Street Overlay - Water Main Replacement. This project will replace water mains and appurtenances in association with the Franklin Street overlay project between State Avenue and Legion Way.	\$275,000
2021	Capital Village Shopping Center - Aging Water Main Replacement. The project replaces an aging water main in the 400 block of Cooper Point Road.	\$20,000

Year	Project Description	Cost Estimate
2021	Percival Creek Pedestrian Bridge Repairs. This project will repair or replace drinking water utilities damaged by a fallen tree at the Percival Creek Pedestrian Bridge during a wind event. The project has received a FEMA emergency grant and a Public Works Board emergency loan. A longer-term solution to the use of the Percival Creek Bridge as a utility bridge will be investigated.	\$28,000
2021-2023	Elliot Ave Water Main. This project will replace a water main on Elliot Ave in conjunction with a sidewalk construction project.	\$860,000
2023-2024	South Bay Water Main Extension. This project will install 3,000 lineal feet of water main to help supplement the demand in the South Bay portion of our water service area.	\$1,584,410

Why is this project a priority?

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 installing new transmission mains to connect new critical source and storage facilities to the water system.

Is there a level of service standard or measurable outcome?

LOS II – See program overview of LOS definitions.

What Comprehensive Plan goals and policies does this project address?

This Project reflects the following goals and policies of the Olympia Comprehensive Plan.

- **Goal Utilities 7**
The drinking water system is reliable and is operated and maintained so that high quality drinking water is delivered to customers.
 - **Policy Utilities 7.3**
Design Olympia’s water supply system to achieve the most favorable and practical fire insurance rating, consistent with adopted service levels.
 - **Policy Utilities 7.4**
Continue and improve maintenance management, including preventive maintenance, repairs and replacements.
 - **Policy Utilities 7.6**
Continue to improve operations and maintenance program management, including safety, asset management and meter replacement.
 - **Policy Utilities 7.7**
Develop and maintain adequate storage, transmission and distribution facilities.

Transmission and Distribution Projects - Water

Capital Cost:	Year 2021	Year 2022	Year 2023	Year 2024	Year 2025	Year 2026	Total
Cross-Country Water Mains	\$32,960	\$0	\$0	\$0	\$0	\$0	\$32,960
Drinking Water PRV Telemetry	\$23,347	\$23,347	\$0	\$0	\$0	\$0	\$46,694
Security and Remote Systems Program	\$50,000	\$50,000	\$50,000	\$50,000	\$50,000	\$50,000	\$300,000
Asset Management Program	\$51,667	\$51,667	\$51,667	\$51,667	\$51,667	\$51,667	\$310,002
Aging Water Main Replacement	\$522,725	\$522,725	\$522,725	\$522,725	\$522,725	\$522,725	\$3,136,350
Fones Road Water Main Replacement	\$112,000	\$2,428,000	\$195,000	\$0	\$0	\$0	\$2,735,000
Franklin Street Overlay - Water Main Replacement	\$275,000	\$0	\$0	\$0	\$0	\$0	\$275,000
Aging Water Main Replacement - Capital Village Sho	\$20,000	\$0	\$0	\$0	\$0	\$0	\$20,000
Distribution Main Assessment	\$25,000	\$25,000	\$25,000	\$25,000	\$25,000	\$25,000	\$150,000
Percival Creek Pedestrian Bridge Repairs	\$28,000	\$0	\$0	\$0	\$0	\$0	\$28,000
Elliott Avenue Water Main	\$258,000	\$516,000	\$86,000	\$0	\$0	\$0	\$860,000
Distribution System Oversizing	\$29,183	\$29,183	\$29,183	\$29,183	\$29,183	\$29,183	\$175,098
Eastside St and Henderson Blvd Water Main Extensio	\$0	\$0	\$0	\$163,255	\$163,255	\$0	\$326,510
South Bay Water Main Extension	\$0	\$0	\$300,000	\$1,284,410	\$0	\$0	\$1,584,410
Eastside St and Henderson Blvd Water Main Extensio	\$0	\$0	\$0	\$0	\$433,630	\$867,260	\$1,300,890
Total	\$1,427,882	\$3,645,922	\$1,259,575	\$2,126,240	\$1,275,460	\$1,545,835	\$11,280,914

Funding Sources:							
Federal Grants	\$21,000	\$0	\$0	\$0	\$0	\$0	\$21,000
General Facilities Charges	\$674,000	\$674,000	\$674,000	\$674,000	\$674,000	\$674,000	\$4,044,000
Other Financing Sources	\$7,000	\$648,190	\$585,575	\$1,452,240	\$0	\$0	\$2,693,005
Transfer from Utility Revenues	\$160,366	\$403,129	\$0	\$0	\$601,460	\$203,079	\$1,368,034
Use of Fund Balance	\$565,516	\$1,920,603	\$0	\$0	\$0	\$668,756	\$3,154,875
Total	\$1,427,882	\$3,645,922	\$1,259,575	\$2,126,240	\$1,275,460	\$1,545,835	\$11,280,914

Long Term Needs & Financial Planning (Program #9609)

The following table lists future capital projects expected to occur in 7 - 20 years. The projects identified are needed to meet anticipated growth or to replace existing infrastructure that is beyond its useful life.

The scope, costs and revenue projections are estimates. Timing for these projects may be impacted by the pace of growth and other factors. The projects are listed in the 2015-2020 Water System Plan for years 2027 - 2034, reflect 2014 dollars and are not in priority order.

The Water Utility is currently updating its Water System Plan for submittal to the Washington State Department of Health in mid-2021. The 2021-2026 Water System Plan will include an updated 20-year capital facilities plan as required by State law.

7-20 Year Future Needs

Description	Cost	Probable Funding
Distribution Main Oversizing	\$200,000	GFCs
Indian Summer Extension to Rich Road	\$600,000	GFCs, Rates
Booster Station Upgrades	\$1,200,000	Rates
Aging Pipe Replacements	\$5,000,000	Rates
Distribution Main Condition Assessment	\$2,400,000	Rates
On-site Generator Replacement	\$225,000	Rates
Asset Management Program	\$500,000	Rates
Corrosion Control Tower Condition Assessment and Upgrades	\$250,000	Rates

Water Source Development and Protection (Program #9700)

Where is this project happening?

Various locations Citywide.

Are there other CFP projects that impact this project?

N/A

Description

The overall goal of this program 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. Specific project types include water source reliability, water quality and treatment, water system structures, and equipment.

Project List

Year	Project Description	Cost Estimate
2021	Olympia Brewery Water Engineering Analysis. This project continues work to develop this new source in conjunction with Tumwater and Lacey. This project will develop a Wellhead Protection Plan and Water Rights Re-Perfection Strategy, as well as decommission existing tanks and wells. This project is funded by GFCs.	\$400,000
2021	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. Reforestation of a riparian zone along the Deschutes River will improve fish habitat. This project is partially funded by GFCs.	\$100,000
2026	Hoffman Well Treatment Design. This project will design hypo-chlorination and iron/manganese removal treatment facilities for the Hoffman Well 3, needed to provide high quality water from this source. This project is funded by GFCs.	\$338,870
2023	Briggs Well Design. The City previously purchased and transferred water rights to the Briggs well. This project will design a new groundwater supply well in the Briggs Urban Village Area to supply Zone 338 with an additional anticipated 1,100 gallons per minute of source capacity, enhancing supply redundancy and reliability for Zones 417 and 338. Drilling was originally scheduled for 2008, but the project was delayed primarily due to the need for costly iron and manganese treatment. The City obtained approval to extend the water rights development schedule until 2019 and hopes to negotiate additional extensions as needed. This project is funded by GFCs.	\$100,000

Year	Project Description	Cost Estimate
2021	Deschutes Watershed Restoration. This project will provide financial support to the Budd/Deschutes Watershed Environmental Stewardship Coalition consistent with the Utility's McAllister Wellfield Mitigation Agreement. Payment is pending formation of the coalition.	\$166,000
2021	Indian Summer Chlorination System. This project will design and construct hypo-chlorination facilities for the Indian Summer Well 20 to replace the existing on-site chlorine generation system. The project will transition treatment away from on-site facilities which have been problematic for utility operations.	\$100,000
2021	McAllister Domestic Replacement Well. This project replaces a domestic well located on Nisqually Indian Tribe property.	\$80,000
2023	Hoffman Well Treatment Construction. This project will construct hypo-chlorination and iron/ manganese removal treatment facilities for the Hoffman Well 3, needed to provide high quality water from this source. This project is funded by GFCs.	\$1,354,450

Why is this project a priority?

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.

The 2015–2020 Water System Plan calls for additional source water quality treatment in various areas of the City to meet State drinking water requirements.

Is there a level of service standard or measurable outcome?

LOS II – See program overview of LOS definitions.

What Comprehensive Plan goals and policies does this project address?

This Project reflects the following goals and policies of the Olympia Comprehensive Plan.

- **Goal Utilities 5**

Adequate supplies of clean drinking water are available for current and future generations and instream flows and aquifer capacity are protected.

- **Policy Utilities 5.1**

Reserve water supply rights for at least 50 years in advance of need, so that supplies can be protected from contamination and they are not committed to lower priority uses.

- **Policy Utilities 5.2**

Develop and maintain multiple, geographically-dispersed sources of water supply to increase the reliability of the system.

- **Goal Utilities 7**

The drinking water system is reliable and is operated and maintained so that high quality drinking water is delivered to customers.

- **Policy Utilities 7.2**

Maintain 100 percent compliance with all State and Federal requirements, and continually improve our water quality management program.

- **Policy Utilities 7.3**

Design Olympia's water supply system to achieve the most favorable and practical fire insurance rating, consistent with adopted service levels.

- **Policy Utilities 7.7**

Develop and maintain adequate storage, transmission and distribution facilities.

Water Source Development and Protection

Capital Cost:	Year 2021	Year 2022	Year 2023	Year 2024	Year 2025	Year 2026	Total
Brewery Water Engineering Analysis	\$400,000	\$0	\$0	\$0	\$0	\$0	\$400,000
Deschutes Ranch Restoration Construction	\$100,000	\$0	\$0	\$0	\$0	\$0	\$100,000
Indian Summer Chlorination System	\$100,000	\$0	\$0	\$0	\$0	\$0	\$100,000
McAllister Domestic Replacement Well	\$80,000	\$0	\$0	\$0	\$0	\$0	\$80,000
Briggs Well Design	\$0	\$0	\$100,000	\$0	\$0	\$0	\$100,000
Deschutes Watershed Restoration	\$166,666	\$0	\$0	\$0	\$0	\$0	\$166,666
Total	\$846,666	\$0	\$100,000	\$0	\$0	\$0	\$946,666
Funding Sources:							
Other Financing Sources	\$0	\$0	\$22,615	\$0	\$0	\$0	\$22,615
Transfer from Utility Revenues	\$187,051	\$0	\$77,385	\$0	\$0	\$0	\$264,436
Use of Fund Balance	\$659,615	\$0	\$0	\$0	\$0	\$0	\$659,615
Total	\$846,666	\$0	\$100,000	\$0	\$0	\$0	\$946,666

Long Term Needs & Financial Planning (Program #9700)

The following table lists future capital projects expected to occur in 7 - 20 years. The projects identified are needed to meet anticipated growth or to replace existing infrastructure that is beyond its useful life.

The scope, costs and revenue projections are estimates. Timing for these projects may be impacted by the pace of growth and other factors. The projects are listed in the 2015-2020 Water System Plan for years 2027 - 2034, reflect 2014 dollars and are not in priority order.

The Water Utility is currently updating its Water System Plan for submittal to the Washington State Department of Health in mid-2021. The 2021-2026 Water System Plan will include an updated 20-year capital facilities plan as required by State law.

7-20 Year Future Needs

Description	Cost	Probable Funding
Briggs Well Design	\$620,000	GFCs
Briggs Well Construction, Treatment and Corrosion Control	\$2,798,900	GFCs
Hoffman Well Treatment Design	\$338,870	GFCs
Hoffman Well Treatment Construction	\$1,354,450	GFCs

Water Storage Systems (Program #9610)

Where is this project happening?

Various locations Citywide.

Are there other CFP projects that impact this project?

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 Description	Cost Estimate
2021	Elliot Reservoir Seismic Retrofit Construction. 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. A State Revolving Fund loan has been received for this project.	\$1,280,850
2021	Fir Street #1 and #2 Reservoirs Seismic Retrofit Construction. This project will complete recommended seismic retrofits to Fir Street Reservoirs. Improvements will include the addition of perimeter walls with reinforcing cables, the addition of collars on the interior columns, and upgrades to the McCormick Valve house. A State Revolving Fund loan has been received for this project.	\$1,896,150
2021, 2022, 2023	Boulevard Road Reservoir Rehabilitation Construction. This project will rehabilitate the Boulevard Road Reservoir to address deficiencies in interior/exterior coating systems and structural components, as well as complete recommended seismic retrofits. The project will prolong service life and enhance system reliability.	\$2,555,430
2024, 2025, 2026	Storage Reservoir Coatings. This project will provide for cleaning and interior/exterior recoating for the City’s drinking water reservoirs.	\$460,000

Year	Project Description	Cost Estimate
2025, 2026	Hoffman Court Reservoir Rehabilitation Construction. This project will rehabilitate the Hoffman Court Reservoir to address deficiencies in interior/exterior coating systems and structural components, as well as complete recommended seismic retrofits. The project will prolong service life and enhance system reliability.	\$6,207,810
2026	Eastside Reservoir (tank) Rehabilitation Construction. This project will rehabilitate the Eastside Reservoir to address deficiencies. The project will prolong service life and enhance system reliability.	\$1,551,953

Why is this project a priority?

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 2015-2020 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.

Is there a level of service standard or measurable outcome?

LOS II – See program overview of LOS definitions.

What Comprehensive Plan goals and policies does this project address?

This Project reflects the following goals and policies of the Olympia Comprehensive Plan.

- **Goal Utilities 7**
The drinking water system is reliable and is operated and maintained so that high quality drinking water is delivered to customers.
 - **Policy Utilities 7.3**
Design Olympia’s water supply system to achieve the most favorable and practical fire insurance rating, consistent with adopted service levels.

Water Storage Systems

Capital Cost:	Year 2021	Year 2022	Year 2023	Year 2024	Year 2025	Year 2026	Total
Boulevard Road Reservoir Rehabilitation Constructi	\$851,810	\$851,810	\$851,810	\$0	\$0	\$0	\$2,555,430
Elliot Ave Reservoir Seismic Retrofit	\$1,280,850	\$0	\$0	\$0	\$0	\$0	\$1,280,850
Hoffman Court Reservoir Rehabilitation Constructio	\$0	\$0	\$0	\$0	\$3,103,905	\$3,103,905	\$6,207,810
Hoffman Well Treatment Facility Construction	\$0	\$0	\$0	\$0	\$0	\$1,354,450	\$1,354,450
Storage Reservoir Coatings (Interior/ Exterior)	\$0	\$0	\$0	\$153,333	\$153,333	\$153,333	\$459,999
Eastside Reservoir (tank) Rehabilitation Construct	\$0	\$0	\$0	\$0	\$0	\$1,551,953	\$1,551,953
Hoffman Well Treatment Facility Design	\$0	\$0	\$0	\$0	\$0	\$338,870	\$338,870
Fir Street Reservoir Seismic & Valve House Retrofi	\$1,896,150	\$0	\$0	\$0	\$0	\$0	\$1,896,150
Total	\$4,028,810	\$851,810	\$851,810	\$153,333	\$3,257,238	\$6,502,511	\$15,645,512
Funding Sources:							
Other Financing Sources	\$1,515,000	\$851,810	\$851,810	\$153,333	\$3,257,238	\$3,200,000	\$9,829,191
Transfer from Utility Revenues	\$555,366	\$0	\$0	\$0	\$0	\$769,262	\$1,324,628
Use of Fund Balance	\$1,958,444	\$0	\$0	\$0	\$0	\$2,533,249	\$4,491,693
Total	\$4,028,810	\$851,810	\$851,810	\$153,333	\$3,257,238	\$6,502,511	\$15,645,512

Long Term Needs & Financial Planning (Program #9760)

The following table lists future capital projects expected to occur in 7 - 20 years. The projects identified are needed to meet anticipated growth or to replace existing infrastructure that is beyond its useful life.

The scope, costs and revenue projections are estimates. Timing for these projects may be impacted by the pace of growth and other factors. The projects are listed in the 2015-2020 Water System Plan for years 2027 - 2034, reflect 2014 dollars and are not in priority order.

The Water Utility is currently updating its Water System Plan for submittal to the Washington State Department of Health in mid-2021. The 2021-2026 Water System Plan will include an updated 20-year capital facilities plan as required by State law.

7-20 Year Future Needs

Description	Cost	Probable Funding
Storage Tank Coatings	\$2,400,000	Rates
Eastside Reservoir Rehabilitation Construction	\$3,103,906	Rates, Loans

Water System Planning (Program #9906)

Where is this project happening?

N/A (Planning Activities).

Are there other CFP projects that impact this project?

N/A

Description

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. Work on the 2015-2020 Water System Plan began in 2013 and the plan was adopted in 2015. Work on the 2021 - 2026 Water System Plan began in 2020 and will be completed in 2021. Other smaller-scale planning efforts to evaluate project alternatives may also be conducted under this program. This program is partially funded by GFCs.

Project List

Year	Project Description	Cost Estimate
2020	Update of six-year water system plan. This project is partially funded by GFCs	\$225,000

Why is this project a priority?

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 2015-2020 Water System Plan also included a 50-year planning horizon for water demand and water supply.

Is there a level of service standard or measurable outcome?

LOS II – See program overview of LOS definitions.

What Comprehensive Plan goals and policies does this project address?

This program implements the following Olympia Comprehensive Plan goals and policies:

- **Policy Utilities 3.2**
Regularly revise the Olympia Municipal Code and Engineering Development and Design Standards to give detailed guidance on how utility services should be delivered and paid for in accordance with the principles established in this Comprehensive Plan.
- **Policy Utilities 3.3**
Update all utility master plans regularly and in accordance with State law.
- **Policy Utilities 7.1**
Maintain and update the Water System Plan, Engineering Design and Development Standards and Olympia Municipal Code to ensure drinking water utility facilities meet the requirements of the Growth Management Act, North Thurston County Coordinated Water System Plan, Washington State Department of Health, and Olympia Fire Code.

Water System Planning

Capital Cost:	Year 2021	Year 2022	Year 2023	Year 2024	Year 2025	Year 2026	Total
Update of 6-year Water System Plan	\$222,598	\$0	\$0	\$0	\$0	\$100,000	\$322,598
Total	\$222,598	\$0	\$0	\$0	\$0	\$100,000	\$322,598
Funding Sources:							
Transfer from Utility Revenues	\$49,178	\$0	\$0	\$0	\$0	\$23,293	\$72,471
Use of Fund Balance	\$173,420	\$0	\$0	\$0	\$0	\$76,707	\$250,127
Total	\$222,598	\$0	\$0	\$0	\$0	\$100,000	\$322,598

Long Term Needs & Financial Planning (Program #9606)

The following table lists future capital projects expected to occur in 7 - 20 years. The projects identified are needed to meet anticipated growth or to replace existing infrastructure that is beyond its useful life.

The scope, costs and revenue projections are estimates. Timing for these projects may be impacted by the pace of growth and other factors. The projects are listed in the 2015-2020 Water System Plan for years 2027 - 2034, reflect 2014 dollars and are not in priority order.

The Water Utility is currently updating its Water System Plan for submittal to the Washington State Department of Health in mid-2021. The 2021-2026 Water System Plan will include an updated 20-year capital facilities plan as required by State law.

7-20 Year Future Needs

Description	Cost	Probable Funding
Water System Plan Update	\$600,000	Rates

Groundwater Protection (Program #9701)

Where is this project happening?

In drinking water (wellhead) protection areas (which overlie portions of Olympia city limits, the UGA, and neighboring local jurisdictions including Thurston County) and other various locations Citywide.

Are there other CFP projects that impact this project?

- Critical Habitat Land Acquisition-Storm and Surface Water section
- Open Space Expansion-Parks, Arts and Recreation section

Description

The purpose of this program is to protect the groundwater that Olympia relies on for its drinking water supply through monitoring groundwater levels and quality, purchasing land or easements and implementing other prevention-based activities within wellhead protection areas.

Project List

Year	Project Description	Cost Estimate
2021, 2022, 2023	Wellhead Protection Area. This project will fund the installation of groundwater monitoring wells within the municipal drinking water well capture zones and an evaluation of the accuracy of current wellhead protection area delineations.	\$565,000

Why is this project a priority?

Maintaining groundwater monitoring wells within the municipal drinking water well capture zones provides advance warning of any water quality issues that could impact the City's drinking water supplies. Accurately delineating wellhead protection areas ensures protective measures are implemented in appropriate areas of the broader region of shared water resources.

Is there a level of service standard or measurable outcome?

LOS III - See program overview of LOS definitions.

What Comprehensive Plan goals and policies does this project address?

This Project reflects the following goals and policies of the Olympia Comprehensive Plan.

- **Goal Utilities 6**
Groundwater in the City's Drinking Water (Wellhead) Protection Areas is protected from contamination so that it does not require additional treatment.

- **Policy Utilities 6.1**
Monitor groundwater quality to detect contamination, evaluate pollution reduction efforts and to understand risks to groundwater.
- **Policy Utilities 5.3**
Monitor water levels in aquifers and maintain numerical groundwater models.

Groundwater Protection

Capital Cost:	Year 2021	Year 2022	Year 2023	Year 2024	Year 2025	Year 2026	Total
Wellhead Protection Area	\$235,000	\$290,000	\$40,000	\$0	\$0	\$0	\$565,000
Total	\$235,000	\$290,000	\$40,000	\$0	\$0	\$0	\$565,000
Funding Sources:							
Other Financing Sources	\$0	\$0	\$40,000	\$0	\$0	\$0	\$40,000
Transfer from Utility Revenues	\$51,918	\$223,415	\$0	\$0	\$0	\$0	\$275,333
Use of Fund Balance	\$183,082	\$66,585	\$0	\$0	\$0	\$0	\$249,667
Total	\$235,000	\$290,000	\$40,000	\$0	\$0	\$0	\$565,000

Long Term Needs & Financial Planning (Program #9701)

The following table lists future capital projects expected to occur in 7 - 20 years. The projects identified are needed to meet anticipated growth or to replace existing infrastructure that is beyond its useful life.

The scope, costs and revenue projections are estimates. Timing for these projects may be impacted by the pace of growth and other factors. The projects are listed in the 2015-2020 Water System Plan for years 2027 - 2034, reflect 2014 dollars and are not in priority order.

The Water Utility is currently updating its Water System Plan for submittal to the Washington State Department of Health in mid-2021. The 2021-2026 Water System Plan will include an updated 20-year capital facilities plan as required by State law.

7-20 Year Future Needs

Description	Cost	Probable Funding
TBD		

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, infrastructure ages 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 wastewater infrastructure.

Capital facility funding is important to the heavily infrastructure-dependent Wastewater Utility. The public system maintained by Olympia is comprised of approximately 187 miles of gravity pipe and 31 regional lift stations. The Utility is also responsible for the operation and maintenance of approximately 1,775 residential and 25 commercial Septic Tank Effluent Pumping (STEP) systems that use individual effluent pumps at residences and 27.5 miles of associated STEP pressure mains. Additionally, the continued use of over 4,225 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, material and structural integrity. Ongoing work to systematically inspect 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 2020. The 2020 Wastewater Management 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 plan evaluates wastewater needs for a 20-year planning horizon. The plan will be reviewed and revised in 2025 as the plan is on a six-year revision cycle.

The projects contained in the Wastewater CFP are funded annually through Utility rates and General Facilities Charges. State low-interest loans and grants are pursued as needed. The 2020 Wastewater Management Plan includes a financial strategy that relies primarily on cash financing of capital projects.

Through the use of a computer model, sewer pipe capacities were evaluated to develop the 2020 Wastewater Management Plan. The model identified areas of the wastewater system that are projected to be over capacity by the year 2050, using projected buildout for the City. Capacity upgrade projects have been incorporated into this CFP.

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.

Asphalt Overlay Adjustments—Sewer (Program #9021)

Where is this project happening?

Citywide as determined by the Transportation Program's six-year Transportation Improvement Program (TIP)

Are there other CFP projects that impact this project?

- Street Repair and Reconstruction Projects-Transportation Section
- Asphalt Overlay Adjustments-Drinking Water and Storm and Surface Water Sections

Description

The work of the City's annual overlay and street reconstruction projects includes replacing and adjusting wastewater utility castings within streets. These wastewater funds are passed through to transportation street repair and reconstruction projects for incidental wastewater upgrades.

Why is this project a priority?

Asphalt overlay and street reconstruction projects often require the adjustment/replacement of wastewater system structures (e.g., maintenance hole 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.

What Comprehensive Plan goals and policies does this project address?

This CFP reflects the goals and policies of the Olympia Comprehensive Plan.

- **Goal Utilities 3**
Utilities are developed and managed efficiently and effectively.
 - **Policy Utilities 3.1**
Utilities are developed and managed efficiently and effectively.

Asphalt Overlay Adjustments - Sewer

Capital Cost:	Year 2021	Year 2022	Year 2023	Year 2024	Year 2025	Year 2026	Total
Asphalt Overlay Adjustments	\$11,000	\$11,000	\$11,000	\$11,000	\$11,000	\$11,000	\$66,000
Total	\$11,000	\$11,000	\$11,000	\$11,000	\$11,000	\$11,000	\$66,000
Funding Sources:							
Transfer from Utility Revenues	\$11,000	\$11,000	\$11,000	\$11,000	\$11,000	\$4,195	\$59,195
Use of Fund Balance	\$0	\$0	\$0	\$0	\$0	\$6,805	\$6,805
Total	\$11,000	\$11,000	\$11,000	\$11,000	\$11,000	\$11,000	\$66,000

Long Term Needs & Financial Planning (Program #9021)

The following table lists future capital projects expected to occur in 7 - 20 years. The projects identified are needed to meet anticipated growth or to replace existing infrastructure that is beyond its useful life.

The scope, costs and revenue projections are estimates. Timing for these projects may be impacted by the pace of growth and other factors. The projects are listed in the 2020 Wastewater Management Plan and are not in priority order.

7-20 Year Future Needs

Description	Cost	Probable Funding
Asphalt Overlay Adjustments	\$154,000	Rates

Infrastructure Pre-Design and Planning—Sewer (Program #9903)

Where is this project happening?

City sewer service area

Are there other CFP projects that impact this project?

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 Description	Cost Estimated
2021-2026	Pre-Design and Planning. Develops project scopes and cost estimates. Responds to emergencies.	\$651,000

Why is this project a priority?

The City's Wastewater Management Plan and six-year Financial 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.

Is there a level of service standard or measurable outcome?

Not listed

What Comprehensive Plan goals and policies does this project address?

This Program reflects the following goals and policies of the Olympia Comprehensive Plan.

- **Goal Utilities 8**

The City and its growth area are served by a City-owned wastewater collection and transmission system that is designed to minimize leakage, overflows, infiltration and inflows so as to provide sufficient capacity for projected demand.

- **Policy Utilities 8.8**

Evaluate the structural integrity of aging wastewater facilities, and repair and maintain as needed.

Infrastructure Pre-Design and Planning - Sewer

Capital Cost:	Year 2021	Year 2022	Year 2023	Year 2024	Year 2025	Year 2026	Total
Pre-Design and Planning	\$105,000	\$105,000	\$105,000	\$105,000	\$105,000	\$105,000	\$630,000
Phase II CityWorks Implementation	\$21,000	\$0	\$0	\$0	\$0	\$0	\$21,000
Total	\$126,000	\$105,000	\$105,000	\$105,000	\$105,000	\$105,000	\$651,000
Funding Sources:							
Transfer from Utility Revenues	\$126,000	\$105,000	\$105,000	\$105,000	\$105,000	\$40,039	\$586,039
Use of Fund Balance	\$0	\$0	\$0	\$0	\$0	\$64,961	\$64,961
Total	\$126,000	\$105,000	\$105,000	\$105,000	\$105,000	\$105,000	\$651,000

Long Term Needs & Financial Planning (Program #9903)

The following table lists future capital projects expected to occur in 7 - 20 years. The projects identified are needed to meet anticipated growth or to replace existing infrastructure that is beyond its useful life.

The scope, costs and revenue projections are estimates. Timing for these projects may be impacted by the pace of growth and other factors. The projects are listed in the 2020 Wastewater Management Plan and are not in priority order.

7-20 Year Future Needs

Description	Cost	Probable Funding
Pre-Design and Planning	\$1,470,000	Rates

Lift Stations—Sewer (Program #9806)

Where is this project happening?

Various Locations Citywide. See Project List.

Are there other CFP projects that impact this project?

N/A

Description

Aging pumps and associated systems in our lift stations need to be upgraded or reconstructed in order to provide dependable service while meeting increasing wastewater flows. Projects may include providing needed increased pumping capacity, installing new force mains, providing backup power generators, and upgrading facilities to current Department of Ecology sewage pumping system standards.

Project List

Year	Project Description	Cost Estimated
2021	Old Port 1 Lift Station Upgrade Construction. Upgrade existing lift station and install new force main to enhance system reliability for existing and future flows.	\$3,003,000
2021	Ken Lake Grinder Pump Replacement. Funds the closeout of a project for replacement of a grinder pump to enhance system reliability.	\$10,000
2022	Miller and Ann Lift Station Upgrade Design. Design of upgrades to the existing lift station to enhance system reliability for current and future flows. This project is partially funded by GFCs.	\$116,000
2023	Miller and Ann Lift Station Upgrade Construction. Upgrade existing lift station for existing and future flows. This project is partially funded by GFCs.	\$478,000
2023	Rossmoor Lift Station Upgrade Design. Design of upgrades to the existing lift station and new force main to enhance system reliability for current and future flows. This project is partially funded by GFCs.	\$240,000
2024	Rossmoor Lift Station Upgrade Construction. Upgrade existing lift station and install new force main to enhance system reliability for current and future flows. This project is partially funded by GFCs.	\$996,000
2025	Old Port II Lift Station Upgrade Design. Design of upgrades to the existing lift station and new force main to enhance system reliability for current and future flows. This project is partially funded by GFCs.	\$372,000
2026	Old Port II Lift Station Upgrade Construction. Upgrade the existing lift station and install new force main for existing and future flows. This project is partially funded by GFCs.	\$1,549,000

Why is this project a priority?

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.

Is there a level of service standard or measurable outcome?

None listed

What Comprehensive Plan goals and policies does this project address?

This Program reflects the following goals and policies of the Olympia Comprehensive Plan.

- **Goal Utility 8**
The City and its growth area are served by a City-owned wastewater collection and transmission system that is designed to minimize leakage, overflows, infiltration and inflows so as to provide sufficient capacity for projected demand.
 - **Policy Utility 8.1**
Extend the wastewater gravity collection system through both public and private development projects.
 - **Policy Utility 8.8**
Evaluate the structural integrity of aging wastewater facilities and repair and maintain as needed.

Lift Stations - Sewer

Capital Cost:	Year 2021	Year 2022	Year 2023	Year 2024	Year 2025	Year 2026	Total
Miller & Central Lift Station Improvements	\$755,000	\$0	\$0	\$0	\$0	\$0	\$755,000
Old Port 1 Lift Station	\$3,003,000	\$0	\$0	\$0	\$0	\$0	\$3,003,000
Ken Lake Grinder Pump Replacement	\$10,000	\$0	\$0	\$0	\$0	\$0	\$10,000
Miller & Ann Lift Station Design	\$0	\$116,000	\$0	\$0	\$0	\$0	\$116,000
Miller and Ann Lift Station Upgrade Construction	\$0	\$0	\$478,000	\$0	\$0	\$0	\$478,000
Rossmoor Lift Station Upgrade Design	\$0	\$0	\$240,000	\$0	\$0	\$0	\$240,000
Rossmoor Lift Station Upgrade Construction	\$0	\$0	\$0	\$996,000	\$0	\$0	\$996,000
Old Port II Lift Station Upgrade Design	\$0	\$0	\$0	\$0	\$372,000	\$0	\$372,000
Old Port II Lift State Upgrade Construction	\$0	\$0	\$0	\$0	\$0	\$1,549,000	\$1,549,000
Total	\$3,768,000	\$116,000	\$718,000	\$996,000	\$372,000	\$1,549,000	\$7,519,000
Funding Sources:							
General Facilities Charges	\$750,512	\$28,220	\$207,454	\$282,351	\$233,818	\$74,421	\$1,576,776
Other Financing Sources	\$0	\$0	\$0	\$0	\$0	\$1,000,000	\$1,000,000
Transfer from Utility Revenues	\$485,010	\$87,780	\$510,546	\$713,649	\$138,182	\$180,970	\$2,116,137
Use of Fund Balance	\$2,532,478	\$0	\$0	\$0	\$0	\$293,609	\$2,826,087
Total	\$3,768,000	\$116,000	\$718,000	\$996,000	\$372,000	\$1,549,000	\$7,519,000

Long Term Needs & Financial Planning (Program #9806)

The following table lists future capital projects expected to occur in 7 - 20 years. The projects identified are needed to meet anticipated growth or to replace existing infrastructure that is beyond its useful life.

The scope, costs and revenue projections are estimates. Timing for these projects may be impacted by the pace of growth and other factors. The projects are listed in the 2020 Wastewater Management Plan and are not in priority order.

7-20 Year Future Needs

Description	Cost	Probable Funding
Roosevelt & Yew Lift Station Upgrade Design	\$307,000	Rates, GFCs
Roosevelt & Yew Lift Station Upgrade Construction	\$1,466,000	Rates, GFCs
Jasper and Eastside Lift Station Upgrade Design	\$278,000	Rates, GFCs
Jasper and East Lift Station Upgrade Construction	\$1,155,000	Rates, GFCs
Woodfield Estates Lift Station Upgrade Design	\$139,000	Rates, GFCs
Woodfield Estates Lift Station Upgrade Construction	\$575,000	Rates, GFCs
East Bay Marina Lift Station Upgrade Design	\$185,000	Rates, GFCs
East Bay Marina Lift Station Upgrade Construction	\$770,000	Rates, GFCs
Holiday Hills Lift Station Upgrade Design	\$394,000	Rates, GFCs
Holiday Hills Lift Station Upgrade Construction	\$1,641,000	Rates, GFCs
Kempton Downs Lift Station Design	\$81,000	Rates, GFCs
Kempton Downs Lift Station Construction	\$299,000	Rates, GFCs
Colonial Estates Lift Station Design	\$139,000	Rates, GFCs

7-20 Year Future Needs

Description	Cost	Probable Funding
Colonial Estates Lift Station Construction	\$512,000	Rates, GFCs
Division & Farwell Lift Station Design	\$128,000	Rates, GFCs
Water Street Lift Station Replacement Design	\$1,111,000	Rates, GFCs
Water Street Lift Station Replacement Construction	\$4,444,000	Rates, GFCs

Onsite Sewer System Conversions—Sewer (Program #9813)

Where is this project happening?

Various locations Citywide.

Are there other CFP projects that impact this project?

N/A

Description

Supporting the conversion of existing onsite sewage systems to municipal sewer services is a City priority. Efforts to pursue conversions rely on both mandatory regulations and financial incentives. This program provides funding for both minor sewer extensions typically along a short section of street and coordinated neighborhood sewer extensions covering larger areas.

Project List

Year	Project Description	Cost Estimated
2021-2026	Neighborhood Sewer Extensions. This project funds extensions of public sewer pipes into neighborhoods. This project is funded by GFCs.	\$2,822,000

Why is this project a priority?

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.

Is there a level of service standard or measurable outcome?

None Listed.

What Comprehensive Plan goals and policies does this project address?

This CFP reflects the goals and policies of the Olympia Comprehensive Plan.

This Program reflects the following goals and policies of the Olympia Comprehensive Plan.

- **Goal Utility 8**

The City and its growth area are served by a City-owned wastewater collection and transmission system that is designed to minimize leakage, overflows, infiltration and inflows so as to provide sufficient capacity for projected demand.

- **Policy Utility 8.1**

Extend the wastewater gravity collection system through both public and private development projects.

- **Policy Utility 8.4**

Encourage septic system owners to connect to the City wastewater system by offering incentives, cost-recovery mechanisms, pipe extensions and other tools.

Onsite Sewer System Conversions - Sewer

Capital Cost:	Year 2021	Year 2022	Year 2023	Year 2024	Year 2025	Year 2026	Total
6th Avenue Sewer Extension	\$11,000	\$0	\$0	\$0	\$0	\$0	\$11,000
Van Epps Street Sewer Extension	\$11,000	\$0	\$0	\$0	\$0	\$0	\$11,000
Neighborhood Sewer Extensions	\$300,000	\$1,200,000	\$100,000	\$1,100,000	\$0	\$100,000	\$2,800,000
Total	\$322,000	\$1,200,000	\$100,000	\$1,100,000	\$0	\$100,000	\$2,822,000
Funding Sources:							
General Facilities Charges	\$121,488	\$562,552	\$57,787	\$589,649	\$0	\$46,010	\$1,377,486
Other Financing Sources	\$17,840	\$43,800	\$0	\$60,000	\$0	\$0	\$121,640
Use of Fund Balance	\$182,672	\$593,648	\$42,213	\$450,351	\$0	\$53,990	\$1,322,874
Total	\$322,000	\$1,200,000	\$100,000	\$1,100,000	\$0	\$100,000	\$2,822,000

Long Term Needs & Financial Planning (Program #9813)

The following table lists future capital projects expected to occur in 7 - 20 years. The projects identified are needed to meet anticipated growth or to replace existing infrastructure that is beyond its useful life.

The scope, costs and revenue projections are estimates. Timing for these projects may be impacted by the pace of growth and other factors. The projects are listed in the 2020 Wastewater Management Plan and are not in priority order.

7-20 Year Future Needs

Description	Cost	Probable Funding
Neighborhood Sewer Extensions	\$6,300,000	GFCs

Pipe Extensions (Program #9809)

Where is this project happening?

Various locations

Description

Supporting efforts to encourage construction of regional sewer infrastructure. This program also funds the replacement of aging asbestos cement (AC) sewer force mains.

Project List

Year	Project Description	Cost Estimated
2021-2023	Percival Creek Utility Bridge. This project will fund the analysis, design and construction of a long-term fix to the Percival Creek Utility Bridge. The sewer main line located on the Percival Creek Utility Bridge, and the bridge itself, was damaged in a windstorm in February 2020. A short-term emergency fix to the bridge and sewer main has occurred. This cost of this project is shared with the Water Utility	\$3,256,000

Why is this project a priority?

Private development typically drives expansion of the City's sewer system. However, this type of growth may not occur in areas where development densities are not as favorable. This program will provide funding to explore options for sewer extensions into these areas. It will provide needed funds for AC force main replacement projects.

Is there a level of service standard or measurable outcome?

None Listed.

What Comprehensive Plan goals and policies does this project address?

This Program reflects the following goals and policies of the Olympia Comprehensive Plan.

- **Goal Utility 8**
The City and its growth area are served by a City-owned wastewater collection and transmission system that is designed to minimize leakage, overflows, infiltration and inflows so as to provide sufficient capacity for projected demand.
 - **Policy Utility 8.1**
Extend the wastewater gravity collection system through both public and private development projects.

– **Policy Utility 8.8**

Evaluate the structural integrity of aging wastewater facilities and repair and maintain as needed.

Pipe Extensions

Capital Cost:	Year 2021	Year 2022	Year 2023	Year 2024	Year 2025	Year 2026	Total
Percival Creek Utility Bridge - Sewer	\$630,000	\$1,313,000	\$1,313,000	\$0	\$0	\$0	\$3,256,000
Total	\$630,000	\$1,313,000	\$1,313,000	\$0	\$0	\$0	\$3,256,000
Funding Sources:							
Other Financing Sources	\$630,000	\$1,000,000	\$1,000,000	\$0	\$0	\$0	\$2,630,000
Transfer from Utility Revenues	\$0	\$313,000	\$313,000	\$0	\$0	\$0	\$626,000
Total	\$630,000	\$1,313,000	\$1,313,000	\$0	\$0	\$0	\$3,256,000

Long Term Needs & Financial Planning (Program #9809)

The following table lists future capital projects expected to occur in 7 - 20 years. The projects identified are needed to meet anticipated growth or to replace existing infrastructure that is beyond its useful life.

The scope, costs and revenue projections are estimates. Timing for these projects may be impacted by the pace of growth and other factors. The projects are listed in the 2020 Wastewater Management Plan and are not in priority order.

7-20 Year Future Needs

Description	Cost	Probable Funding
Gravity Sewer Extensions	\$2,416,000	GFCs
AC Force Main Upgrades, Phase I	\$1,087,000	Rates
AC Force Main Upgrades, Phase II	\$1,087,000	Rates
AC Force Main Upgrades, Phase III	\$1,087,000	Rates

Replacement and Repairs–Sewer (Program #9703)

Where is this project happening?

City sewer service area

Are there other CFP projects that impact this project?

N/A

Description

Provide funds for scheduled repairs, as well as unexpected repairs, replacements and rehabilitation of existing pipe systems and maintenance holes. When possible, trenchless technologies are used to minimize disruptions and costs.

Project List

Year	Project Description	Cost Estimated
2021	Stratford Lane STEP to Gravity Conversion.	\$210,000
2021-2026	STEP to Gravity Conversions. Funds to convert existing STEP systems to gravity service. Future projects to be determined.	\$360,000
2021-2026	Asphalt for Sewer Repairs. Asphalt for roadway restoration after sewer repairs.	\$186,000
2021-2026	Cured-in-place Pipe Rehabilitation. Funds projects that extend the life of pipe through the use of cured-in-place technology.	\$946,000
2020-2025	STEP Rehabilitation. Corrects deficiencies in aging City-owned STEP systems. After 2021, the focus will be on commercial STEP systems.	\$788,000
2021	Side Sewer Repairs. This project will repair City-owned sewer laterals in the right of way.	\$53,000
2021, 2022, 2024 & 2026	Spot Repairs. Repairs and replaces small sections of sewer pipe.	\$313,000
2021 & 2024	Maintenance Hole Repair and Replacement. Address structural deficiencies, leaks, and/or corrosion needs.	\$194,000
2021	SE Area Odor Control. Provides funding for project closeout activities	\$11,000
2021	East Bay Maintenance Hole Repair and Replacement.	\$32,000

Why is this project a priority?

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, maintenance hole repairs, and maintenance hole lining to address corrosion in maintenance holes associated with STEP system effluent gases. Reducing maintenance needs is also a priority.

Is there a level of service standard or measurable outcome?

N/A

Comprehensive Plan and Functional Plan(s) Citations

This program reflects the following goals and policies of the Olympia Comprehensive Plan.

- **Goal Utilities 8**
The City and its growth area are served by a City-owned wastewater collection and transmission system that is designed to minimize leakage, overflows, infiltration and inflows so as to provide sufficient capacity for projected demand.
 - **Policy Utilities 8.8**
Evaluate the structural integrity of aging wastewater facilities and repair and maintain as needed.
- **Goal Utilities 9**
The Utility will facilitate the implementation and use of new technology and management systems.

Replacement and Repairs - Sewer

Capital Cost:	Year 2021	Year 2022	Year 2023	Year 2024	Year 2025	Year 2026	Total
Stratford Lane STEP to Gravity Conversion	\$210,000	\$0	\$0	\$0	\$0	\$0	\$210,000
STEP Rehabilitation Equipment	\$263,000	\$105,000	\$105,000	\$105,000	\$105,000	\$105,000	\$788,000
STEP to Gravity Conversions	\$150,000	\$0	\$105,000	\$0	\$105,000	\$0	\$360,000
Asphalt for Sewer Repairs	\$31,000	\$31,000	\$31,000	\$31,000	\$31,000	\$31,000	\$186,000
Wastewater Maintenance Repair & Replacement East B	\$32,000	\$0	\$0	\$0	\$0	\$0	\$32,000
2018 Sewer Repairs	\$13,000	\$0	\$0	\$0	\$0	\$0	\$13,000
SE Area Odor Control	\$11,000	\$0	\$0	\$0	\$0	\$0	\$11,000
Maintenance Hole Repair and Replacement	\$53,000	\$0	\$0	\$141,000	\$0	\$0	\$194,000
Side Sewer and Tap Repairs	\$53,000	\$0	\$0	\$0	\$0	\$0	\$53,000
Cured-in-place Pipe Rehabilit	\$420,000	\$0	\$53,000	\$420,000	\$0	\$53,000	\$946,000
Sewer Main Repairs	\$0	\$100,000	\$0	\$100,000	\$0	\$100,000	\$300,000
Total	\$1,236,000	\$236,000	\$294,000	\$797,000	\$241,000	\$289,000	\$3,093,000
Funding Sources:							
Transfer from Utility Revenues	\$198,666	\$236,000	\$294,000	\$263,875	\$241,000	\$110,204	\$1,343,745
Use of Fund Balance	\$1,037,334	\$0	\$0	\$533,125	\$0	\$178,796	\$1,749,255
Total	\$1,236,000	\$236,000	\$294,000	\$797,000	\$241,000	\$289,000	\$3,093,000

Long Term Needs & Financial Planning (Program #9703)

The following table lists future capital projects expected to occur in 7 - 20 years. The projects identified are needed to meet anticipated growth or to replace existing infrastructure that is beyond its useful life.

The scope, costs and revenue projections are estimates. Timing for these projects may be impacted by the pace of growth and other factors. The projects are listed in the 2020 Wastewater Management Plan and are not in priority order.

7-20 Year Future Needs

Description	Cost	Probable Funding
Cured-in-Place Pipe Rehabilitation	\$2,576,000	Rates
Spot Repairs	\$1,792,000	Rates
Maintenance Hole Repair and Replacement	\$564,000	Rates
STEP Rehabilitation	\$1,470,000	Rates
STEP to Gravity Conversions	\$753,000	Rates
Asphalt for Sewer Repairs	\$434,000	Rates

Pipe Capacity Upgrades (Program #9810)

Where is this project happening?

City sewer service area

Are there other CFP projects that impact this project?

N/A

Description

To provide funds for projects that address capacity limitations in the gravity sewer system as identified in the 2020 Wastewater Management Plan.

Project List

Year	Project Description	Cost Estimated
2022	4th Ave Sewer Design. This project will fund the design of a capacity deficiency identified in the 2020 Wastewater Management Plan.	\$578,000
2023	4th Ave Sewer Construction. This project will fund the construction of a capacity deficiency identified in the 2020 Wastewater Management Plan.	\$1,050,000
2025	Jefferson Street Sewer (Phase I) Design. This project will fund the design of a capacity deficiency identified in the 2020 Wastewater Management Plan.	\$735,000
2026	Jefferson Street Sewer (Phase II) Construction. This project will fund the construction of a capacity deficiency identified in the 2020 Wastewater Management Plan.	\$1,607,000

Why is this project a priority?

This program provides improvements to the gravity sewer system identified through computer modeling as projected to be over capacity within 20 years. With increased flows into the sewer system from increased population growth or excess Inflow and Infiltration, locations identified as at or near capacity could back up and cause maintenance hole flooding. Protecting public and environmental health is a key priority for the utility.

Is there a level of service standard or measurable outcome?

N/A

What Comprehensive Plan goals and policies does this project address?

This program reflects the following goals and policies of the Olympia Comprehensive Plan.

- **Goal Utilities 8**
The City and its growth area are served by a City-owned wastewater collection and transmission system that is designed to minimize leakage, overflows, infiltration and inflows so as to provide sufficient capacity for projected demand.
 - **Policy Utilities 8.8**
Evaluate the structural integrity of aging wastewater facilities and repair and maintain as needed.
- **Goal Utilities 9**
The Utility will facilitate the implementation and use of new technology and management systems.

Pipe Capacity Upgrades

Capital Cost:	Year 2021	Year 2022	Year 2023	Year 2024	Year 2025	Year 2026	Total
4th Ave Sewer Design	\$0	\$578,000	\$0	\$0	\$0	\$0	\$578,000
4th Ave Sewer Construction	\$0	\$0	\$1,050,000	\$0	\$0	\$0	\$1,050,000
Jefferson St Sewer (Phase 1) Design	\$0	\$0	\$0	\$0	\$735,000	\$0	\$735,000
Jefferson St Sewer (Phase 1) Construction	\$0	\$0	\$0	\$0	\$0	\$1,607,000	\$1,607,000
Total	\$0	\$578,000	\$1,050,000	\$0	\$735,000	\$1,607,000	\$3,970,000
Funding Sources:							
General Facilities Charges	\$0	\$281,228	\$606,759	\$0	\$615,973	\$739,377	\$2,243,337
Transfer from Utility Revenues	\$0	\$296,772	\$443,241	\$0	\$119,027	\$330,849	\$1,189,889
Use of Fund Balance	\$0	\$0	\$0	\$0	\$0	\$536,774	\$536,774
Total	\$0	\$578,000	\$1,050,000	\$0	\$735,000	\$1,607,000	\$3,970,000

Long Term Needs & Financial Planning (Program #9810)

The following table lists future capital projects expected to occur in 7 - 20 years. The projects identified are needed to meet anticipated growth or to replace existing infrastructure that is beyond its useful life.

The scope, costs and revenue projections are estimates. Timing for these projects may be impacted by the pace of growth and other factors. The projects are listed in the 2020 Wastewater Management Plan and are not in priority order.

7-20 Year Future Needs

Description	Cost	Probable Funding
Pre-Design and Planning	\$1,470,000	GFCs
Columbia Street Sewer	\$580,000	GFCs

Sewer System Planning - Sewer (Program #9808)

Where is this project happening?

Within the City's urban growth area

Are there other CFP projects that impact this project?

N/A

Description

Planning and evaluation efforts necessary to address long-term infrastructure and program needs.

Project List

Year	Project Description	Cost Estimated
2022-2026	4th Ave Sewer Design. This project will fund the design of a capacity deficiency identified in the 2020 Wastewater Management Plan.	\$155,000
2021	4th Ave Sewer Construction. This project will fund the construction of a capacity deficiency identified in the 2020 Wastewater Management Plan.	\$21,000
2025-2026	Jefferson Street Sewer (Phase I) Design. This project will fund the design of a capacity deficiency identified in the 2020 Wastewater Management Plan.	\$106,000
2022, 2024, & 2026	Jefferson Street Sewer (Phase II) Construction. This project will fund the construction of a capacity deficiency identified in the 2020 Wastewater Management Plan.	\$93,000
2022, 2024, & 2026	Sewer Force Main Condition Assessment Program. This project provides ongoing funding for collection of force main condition assessment data to support planning of future force main rehabilitation and/or replacement projects.	\$120,000

Why is this project a priority?

Funds are contributed annually for investigation of pipe structural conditions and overall system planning. This work supports the effective management of the wastewater system including repairs of existing infrastructure.

Is there a level of service standard or measurable outcome?

N/A

What Comprehensive Plan goals and policies does this project address?

This program reflects the following goals and policies of the Olympia Comprehensive Plan.

- **Goal Utilities 8**
The City and its growth area are served by a City-owned wastewater collection and transmission system that is designed to minimize leakage, overflows, infiltration and inflows so as to provide sufficient capacity for projected demand.
 - **Policy Utilities 8.8**
Evaluate the structural integrity of aging wastewater facilities and repair and maintain as needed.
- **Goal Utilities 9**
The Utility will facilitate the implementation and use of new technology and management systems.

Sewer System Planning - Sewer

Capital Cost:	Year 2021	Year 2022	Year 2023	Year 2024	Year 2025	Year 2026	Total
Sewer Force Main Condition Assessment Program	\$0	\$40,000	\$0	\$40,000	\$0	\$40,000	\$120,000
Sewer System Televising and Condition Rating Progr	\$0	\$31,000	\$0	\$31,000	\$0	\$31,000	\$93,000
2026 Wastewater Management Plan	\$0	\$0	\$0	\$0	\$53,000	\$53,000	\$106,000
CItect Software Upgrade	\$21,000	\$0	\$0	\$0	\$0	\$0	\$21,000
Asset Management Implementation & Maintenance	\$0	\$31,000	\$31,000	\$31,000	\$31,000	\$31,000	\$155,000
Total	\$21,000	\$102,000	\$31,000	\$102,000	\$84,000	\$155,000	\$495,000
Funding Sources:							
General Facilities Charges	\$0	\$0	\$0	\$0	\$22,209	\$12,193	\$34,402
Transfer from Utility Revenues	\$21,000	\$102,000	\$31,000	\$102,000	\$61,791	\$54,456	\$372,247
Use of Fund Balance	\$0	\$0	\$0	\$0	\$0	\$88,351	\$88,351
Total	\$21,000	\$102,000	\$31,000	\$102,000	\$84,000	\$155,000	\$495,000

Long Term Needs & Financial Planning (Program #9808)

The following table lists future capital projects expected to occur in 7 - 20 years. The projects identified are needed to meet anticipated growth or to replace existing infrastructure that is beyond its useful life.

The scope, costs and revenue projections are estimates. Timing for these projects may be impacted by the pace of growth and other factors. The projects are listed in the 2020 Wastewater Management Plan and are not in priority order.

7-20 Year Future Needs

Description	Cost	Probable Funding
Sewer System Televising and Condition Rating Program	\$217,000	Rates
Sewer Force Main Condition Assessment Program	\$280,000	Rates
Wastewater Management Plan	\$212,000	Rates, GFCs
Asset Management Implementation and Maintenance	\$434,000	Rates

Stormwater Projects



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
- Storm and surface water planning
- Environmental land purchase and stewardship
- Neighborhood stormwater treatment facilities
- Demonstration projects using new technologies
- Riparian forest and wetland revegetation
- Fish passage improvements
- Sea level rise adaptation
- Stream bank stabilization
- Culvert replacements

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 shifted 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, sea level rise adaptation and scheduled replacement of aging pipe systems. The 2018 Storm and Surface Water Plan emphasizes the role of the Utility in environmental protection. The Plan provides guidance on Utility goals, implementation strategies and expected outcomes. Capital projects, in concert with other elements of the Storm and Surface Water program, help meet these Utility goals:

Flooding

Reduce the frequency and severity of flooding so hazards are eliminated, except during major storm events. The Utility will minimize potential flooding associated with new development through regulations for onsite 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 local streams, lakes, wetlands and 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, restoring degraded aquatic habitats, and improving Budd Inlet's shoreline. The relationship between aquatic habitat conditions and land-use impacts in urbanizing basins is scientifically complex and challenging to manage in an urban context. Efforts include protecting high quality habitats while providing tangible improvements to other aquatic systems. Existing aquatic habitats also provide many tangible flood attenuation and water quality improvement functions. Work to quantify opportunities for land acquisition and stewardship that protect and improve aquatic habitat condition and function is ongoing. This work helps 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 upgrades and replacements have become a regular component of the CFP.

Several culverts that are approaching the end of their life expectancy are on fish bearing streams. State and Federal regulations require that those crossings are replaced with fish passable structures. These projects will be prioritized according to need and by the pipe's remaining service life. Fish passage upgrades to existing stream crossings that result in significant habitat gains might qualify for partial grant funding.

Property acquisition projects are focused on preserving intact habitats or acquiring strategic properties that will provide multiple functions for the City and rate payers. For example, it is more cost effective to restore headwater wetlands and floodplain habitats to improve flood attenuation, than it is to use developable lands to build stormwater detention facilities. These projects may be listed in the program

for aquatic habitat improvements, but they also provide water quality and flood storage benefits. The utility is exploring the establishment of a Fee-In-Lieu program that will allow funding for these projects to come from developments paying a Fee-In-Lieu for environmental and stormwater mitigation.

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.

Aquatic Habitat Improvements—Stormwater (Program #9024)

Where is this project happening?

Various Locations Citywide

Are there other CFP projects that impact this project?

- Water Quality Improvements-Storm and Surface Water Section
- Flood Mitigation and Collection - Storm and Surface Water Section
- Open Space Expansion-Parks, Arts and Recreation Section

Description

Implement habitat restoration projects that protect and enhance aquatic and associated terrestrial habitat in Olympia. This work involves preserving and/or restoring shorelines, streams, wetlands and associated buffer habitats. This work may also involve replacing undersized culverts on fish bearing streams with fish passable structures. Collaboration with Olympia Parks, neighborhoods, private landowners and local community organizations allows the Utility to target properties containing aquatic resources and adjacent forested buffer areas across the landscape.

Project List

Year	Project Description	Cost Estimated
2021-2026	Property Acquisition. This project identifies strategic properties to acquire, preserve, or restore aquatic functions and provide additional functions, such as water quality improvement and flood attenuation. This project will be funded mostly through grants and loans.	\$750,000
2021-2023	Ellis Creek/East Bay Drive Fish Passage. This project will replace an undersized culvert with a fish passable structure, located near the estuary in Priest Point Park. This project will be funded mostly through grants and loans.	\$2,000,000
2024-2026	Mission Creek/East Bay Drive Fish Passage. This project will replace an undersized and substandard culvert with a fish passable structure, located near the recently restored estuary in Priest Point Park. This project will be funded mostly through grants and loans.	\$1,400,000
2022	26th Avenue E, Woodland to Woodard Stormwater Reroute. This project involves re-routing stormwater from the Woodland Creek basin to Woodard Creek basin to improve groundwater recharge. The work would construct a stormwater conveyance system along 26th Avenue E. This project will be funded mostly through grants and loans.	\$500,000
2024-2025	Woodard Creek/Woodland Trail Fish Passage. This project would replace an undersized culvert with a fish passable structure and reduce the need for beaver management at this location. This project will be funded mostly through grants and loans.	\$800,000
2023-2024	Indian Creek Fish Passage in the Vicinity of Boulevard Road. This project replaces three of the easier fish passage barriers on Indian Creek and helps to restore the upper wetlands for resident fish. This project will be funded mostly through grants and loans.	\$680,000
2026	Indian Creek Fish Passage in the Vicinity of Wheeler Ave and Central Street. This project replaces a fish passage barrier on Indian Creek. This project will be funded mostly through grants and loans.	\$1,200,000

Why is this project a priority?

The quality of aquatic habitat within Olympia continues to be challenged as land is developed for urban uses. The Storm and Surface Water Utility mission includes a responsibility to 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.

What Comprehensive Plan goals and policies does this project address?

This program implements the following Olympia Comprehensive Plan goals and policies:

- **Goal Natural Environment 6**

Healthy aquatic habitat is protected and restored.

- **Policy Natural Environment 6.1**

Restore and manage vegetation next to streams, with an emphasis on native vegetation, to greatly improve or provide new fish and wildlife habitat.

- **Policy Natural Environment 6.3**

Establish and monitor water quality and aquatic habitat health indicators based on the best scientific information available.

- **Policy Natural Environment 6.6**

Preserve and restore the aquatic habitat of Budd Inlet and other local marine waters.

- **Policy Natural Environment 6.7**

Partner with other regional agencies and community groups to restore aquatic habitat through coordinated planning, funding and implementation.

Aquatic Habitat Improvements - Stormwater

Capital Cost:	Year 2021	Year 2022	Year 2023	Year 2024	Year 2025	Year 2026	Total
Property Acquisition	\$125,000	\$125,000	\$125,000	\$125,000	\$125,000	\$125,000	\$750,000
Ellis Creek/East Bay Drive Fish Passage	\$400,000	\$800,000	\$800,000	\$0	\$0	\$0	\$2,000,000
Mission Creek/East Bay Drive Fish Passage	\$0	\$0	\$0	\$200,000	\$600,000	\$600,000	\$1,400,000
26th Ave E - Woodland to Woodard Stormwater Rerout	\$0	\$500,000	\$0	\$0	\$0	\$0	\$500,000
Woodard Creek/Woodland Trail Fish Passage	\$0	\$0	\$0	\$200,000	\$600,000	\$0	\$800,000
Indian Creek Fish Passage - Vicinity of Boulevard	\$0	\$0	\$170,000	\$510,000	\$0	\$0	\$680,000
Indian Creek Fish Passage - Vicinity of Wheeler Av	\$0	\$0	\$0	\$0	\$0	\$1,200,000	\$1,200,000
Total	\$525,000	\$1,425,000	\$1,095,000	\$1,035,000	\$1,325,000	\$1,925,000	\$7,330,000
Funding Sources:							
Federal Grants	\$268,750	\$943,750	\$696,250	\$651,250	\$868,750	\$1,318,750	\$4,747,500
Other Financing Sources	\$131,250	\$356,250	\$273,750	\$258,750	\$331,250	\$481,250	\$1,832,500
Transfer from Utility Revenues	\$95,706	\$115,689	\$125,000	\$125,000	\$125,000	\$125,000	\$711,395
Use of Fund Balance	\$29,294	\$9,311	\$0	\$0	\$0	\$0	\$38,605
Total	\$525,000	\$1,425,000	\$1,095,000	\$1,035,000	\$1,325,000	\$1,925,000	\$7,330,000

Long Term Needs & Financial Planning (Program #9024)

The following table lists future capital projects expected to occur in 7 - 20 years. The projects identified are needed to meet anticipated growth or to replace existing infrastructure that is beyond its useful life.

The scope, costs and revenue projections are estimates. Timing for these projects may be impacted by the pace of growth and other factors. Most of the projects are listed in the 2019 Stormwater Master Plan and are not in priority order.

7-20 Year Future Needs

Description	Cost	Probable Funding
Habitat Improvement/Stewardship	\$600,000	Rates
Property Acquisition	\$1,750,000	Grants, Rates, Fees
Mission Creek/Bethel Street Fish Passage and Water Quality Retrofit	\$850,000	Grants, Rates, Fees
West Bay Shoreline Improvements (Garfield Creek/Lagoon Reaches)	\$750,000	Grants, Rates, Fees
East Bay Shoreline and Salt Marsh	\$1,250,000	Grants, Rates, Fees
Mission Creek/Etheridge Ave Fish Passage and Water Quality Retrofit	\$700,000	Grants, Rates, Fees
Mission Creek/Pine Ave Fish Passage and Water Quality Retrofit	\$700,000	Grants, Rates, Fees
Woodard Creek/Martin Way Fish Passage	\$3,000,000	Grants, Rates, Fees
Woodard Creek Tributary/Martin Way Fish Passage	\$2,000,000	Grants, Rates, Fees
Woodard Creek/Ensign Road Fish Passage	\$800,000	Grants, Rates, Fees
Indian Creek/Wheeler Avenue Fish Passage (Pipe IDN 4047)	\$700,000	Grants, Rates, Fees
Indian Creek/Woodland Trail Fish Passage (Pipes IDN 4049 and 15863)	\$900,000	Grants, Rates, Fees
Indian Creek/Woodland Trail Fish Passage (Pipe IDN 12645)	\$700,000	Grants, Rates, Fees
Indian Creek/Martin Way Fish Passage	\$1,200,000	Grants, Rates, Fees
Indian Creek/Pacific Avenue Fish Passage	\$1,200,000	Grants, Rates, Fees

Flood Mitigation—Stormwater (Program #9028)

Where is this project happening?

Various Locations Citywide (see project list)

Are there other CFP projects that impact this project?

- Infrastructure Pre-design and Planning—Storm and Surface Water Section

Description

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.

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.

Project List

The following project list and priorities are subject to change. Priority is based on a condition rating system.

Year	Project Description	Cost Estimated
2021-2026	Conveyance Spot Repairs (Pipe Rehabilitation or Replacement, and safety upgrades). This project provides for relatively minor spot repairs to the stormwater conveyance systems at locations prioritized by the condition-rating database. Repairs to the worst portions of storm systems are typically accomplished within two years of problem identification.	\$498,000
2021-2026	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.	\$456,800

Year	Project Description	Cost Estimated
2021-2026	City-Owned Stormwater Pond Rehabilitation. These projects rehabilitate City-owned stormwater facilities including the replacement of failing components, 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.	\$318,000
2021	Fiddlehead Outfall Tide Gate - Safety Upgrades. This project will develop a design to replace a small circular lid with a new hatch cover that will improve inspection and service access for equipment and personnel and improve worker safety by devising a better way to secure the heavy cast iron flap-gate during inspection. Construction will follow with separate project funding when we have a better cost estimate.	\$74,000
2021-2026	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. This project will install tide gates on key stormwater out falls to Budd Inlet thereby preventing tides from flowing up the pipes and discharging to low lying downtown streets.	\$750,000
2022-2023	Ascension and 4th Avenue Pond Construction. This project will construct a stormwater facility 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 in the Schneider Creek basin. This project will be mostly funded by grants and loans.	\$300,000
2022-2023	Wiggins Road Conveyance Modifications. In coordination with the Transportation line of business, this project will reconstruct the stormwater conveyance system along Wiggins Road south of Morse-Merryman Road. This project will improve safety and conveyance capacity. This project will be mostly funded by grants and loans.	\$750,000
2025-2026	Pacific Avenue at Chambers Street Pipe Replacement. This project will replace a failing conveyance pipe located under a busy arterial. This project will be mostly funded by grants and loans.	\$430,000
2026	1400 Block Frederick Street SE/Indian Creek Fish Passage. This project will replace a failing and undersized culvert on Indian Creek with a fish passable culvert at the 1400 block of Frederick Street SE. This project will be mostly funded by grants and loans.	\$300,000

Year	Project Description	Cost Estimated
2024-2025	Ken Lake Flood Conveyance Design. This project will design and construct a stormwater conveyance system which will reduce historical overland flooding associated with the Gruen and Stonewall Swales that are upstream tributaries to Ken Lake. This project is partially funded by GFCs.	\$684,000
2026	Maringo Road and Lorne Street Drainage Improvements. This project will address substandard street drainage on Maringo Road and Lorne Street. This project will be mostly funded by grants and loans.	\$350,000
2026	2300 Block Crestline Blvd Conveyance and Street Improvements. This project will address ditch flooding on Crestline Blvd and improve the downstream conveyance system. This project will be mostly funded by grants and loans.	\$450,000

7-20 Year Future Needs

Description	Cost	Probable Funding
Habitat Improvement/Stewardship	\$600,000	Rates
Property Acquisition	\$1,750,000	Grants, Rates, Fees
Mission Creek/Bethel Street Fish Passage and Water Quality Retrofit	\$850,000	Grants, Rates, Fees
West Bay Shoreline Improvements (Garfield Creek/Lagoon Reaches)	\$750,000	Grants, Rates, Fees
East Bay Shoreline and Salt Marsh	\$1,250,000	Grants, Rates, Fees
Mission Creek/Etheridge Ave Fish Passage and Water Quality Retrofit	\$700,000	Grants, Rates, Fees
Mission Creek/Pine Ave Fish Passage and Water Quality Retrofit	\$700,000	Grants, Rates, Fees
Woodard Creek/Martin Way Fish Passage	\$3,000,000	Grants, Rates, Fees
Woodard Creek Tributary/Martin Way Fish Passage	\$2,000,000	Grants, Rates, Fees
Woodard Creek/Ensign Road Fish Passage	\$800,000	Grants, Rates, Fees
Indian Creek/Wheeler Avenue Fish Passage (Pipe IDN 4047)	\$700,000	Grants, Rates, Fees
Indian Creek/Woodland Trail Fish Passage (Pipes IDN 4049 and 15863)	\$900,000	Grants, Rates, Fees
Indian Creek/Woodland Trail Fish Passage (Pipe IDN 12645)	\$700,000	Grants, Rates, Fees
Indian Creek/Martin Way Fish Passage	\$1,200,000	Grants, Rates, Fees
Indian Creek/Pacific Avenue Fish Passage	\$1,200,000	Grants, Rates, Fees

Why is this project a priority?

The stormwater infrastructure needs repairs and upgrades to prevent flooding and to 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.

Is there a level of service standard or measurable outcome?

Most of the level of service standards are described in Drainage Design and Erosion Control Manual, Volume 1, Appendix 1-F. Some of the more typical standards for flood mitigation are as follows:

- Public roads shall maintain a minimum 12-foot-wide dry travel lane, except for an allowable 0.5 foot ponding depth at sags (low points), during a 10-year storm event.
- Stormwater conveyance pipes shall be sized for a 25-year storm event.
- Fish bearing culverts, bridges and stream channels shall be designed using the Washington State Department of Fish and Wildlife - Stream Simulation criteria and shall be sized to survive a 100-year storm and pass all expected sediment and debris.

What Comprehensive Plan goals and policies does this project address?

This program implements the following Olympia Comprehensive Plan goals and policies:

- **Goal Utilities 10**
The frequency and severity of flooding are reduced, and hazards are eliminated, except during major storm events.
 - **Policy Utilities 10.1**
Improve stormwater systems in areas that are vulnerable to flooding.
 - **Policy Utilities 10.3**
Evaluate the structural integrity of aging stormwater pipes and repair as needed.
 - **Policy Utilities 10.6**
Ensure that private pipe and pond systems are maintained.

Flood Mitigation - Stormwater

Capital Cost:	Year 2021	Year 2022	Year 2023	Year 2024	Year 2025	Year 2026	Total
Downtown Flood Mitigation and Sea Level Rise	\$125,000	\$125,000	\$125,000	\$125,000	\$125,000	\$125,000	\$750,000
Condition Rating for Existing Conveyance	\$148,400	\$148,400	\$40,000	\$40,000	\$40,000	\$40,000	\$456,800
Fiddlehead Outfall Tide Gate - Safety Upgrades	\$74,000	\$0	\$0	\$0	\$0	\$0	\$74,000
Conveyance Spot Repairs	\$83,000	\$83,000	\$83,000	\$83,000	\$83,000	\$83,000	\$498,000
Public Pond Rehabilitation (City Owned Stormwater)	\$53,000	\$53,000	\$53,000	\$53,000	\$53,000	\$53,000	\$318,000
Ascension and 4th Ave Pond	\$0	\$75,000	\$225,000	\$0	\$0	\$0	\$300,000
Ken Lake Flood Conveyance	\$0	\$0	\$0	\$184,000	\$500,000	\$0	\$684,000
Maringo Rd and Lorne St Drainage Improvements	\$0	\$0	\$0	\$0	\$0	\$350,000	\$350,000
Wiggins Road Ditch Reconstruction	\$0	\$250,000	\$250,000	\$250,000	\$0	\$0	\$750,000
Pacific Avenue at Chambers - Pipe Replacement	\$0	\$0	\$0	\$0	\$120,000	\$310,000	\$430,000
1400 Block Frederick St SE - Culvert Replacement	\$0	\$0	\$0	\$0	\$0	\$300,000	\$300,000
2300 Block of Crestline Blvd - Conveyance	\$0	\$0	\$0	\$0	\$112,500	\$337,500	\$450,000
Total	\$483,400	\$734,400	\$776,000	\$735,000	\$1,033,500	\$1,598,500	\$5,360,800
Funding Sources:							
Federal Grants	\$0	\$181,250	\$293,750	\$217,000	\$424,375	\$973,125	\$2,089,500
General Facilities Charges	\$192,000	\$192,000	\$192,000	\$192,000	\$192,000	\$192,000	\$1,152,000
Other Financing Sources	\$0	\$143,750	\$181,250	\$217,000	\$308,125	\$324,375	\$1,174,500
Transfer from Utility Revenues	\$223,110	\$201,206	\$109,000	\$109,000	\$109,000	\$109,000	\$860,316
Use of Fund Balance	\$68,290	\$16,194	\$0	\$0	\$0	\$0	\$84,484
Total	\$483,400	\$734,400	\$776,000	\$735,000	\$1,033,500	\$1,598,500	\$5,360,800

Long Term Needs & Financial Planning (Program #9028)

The following table lists future capital projects expected to occur in 7 - 20 years. The projects identified are needed to meet anticipated growth or to replace existing infrastructure that is beyond its useful life.

The scope, costs and revenue projections are estimates. Timing for these projects may be impacted by the pace of growth and other factors. Most of the projects are listed in the 2019 Stormwater Master Plan and are not in priority order.

Projects that help the City adapt to rising sea levels are listed in the Olympia Sea Level Rise Response Plan and are expected to be cost-shared with others such as the Port of Olympia, the LOTT Clean Water Alliance, and the Washington State Department of Enterprise Services. The City of Olympia, the Port of Olympia and the LOTT Clean Water Alliance will continue to work together to implement the Olympia Sea Level Rise consistent with a joint-interlocal agreement executed in 2020.

7-20 Year Future Needs

Description	Cost	Probable Funding
Conveyance Spot Repairs	\$1,162,000	Rates
Condition Rating Existing Conveyance	\$560,000	Rates
Public Pond Rehabilitation (City Owned Stormwater Facilities)	\$742,000	Rates
Downtown Flood Mitigation and Sea Level Rise	\$1,750,000	Rates
2900 block 28th Avenue NW - Street and Storm Reconstruction	\$200,000	GFCs, Rates, Fees
900 block Poplar St SE/Woodland Trail Swale Closed Depression	\$70,000	GFCs, Rates, Fees
1300 block Kaiser Road at Green Cove Creek Culvert Replacement	\$150,000	GFCs, Rates, Fees
4800 block Harrison Road Closed Depression Emergency Overflow	\$300,000	GFCs, Rates, Fees
Indian Creek Culverts at Plum Street	\$800,000	GFCs, Rates, Fees
Coleman, Bing and Walnut Conveyance	\$320,000	GFCs, Rates, Fees

7-20 Year Future Needs

Description	Cost	Probable Funding
Division and Scammel Conveyance	\$250,000	GFCs, Rates, Fees
North Trunk Line (Sea Level Rise Adaptation)	\$1,600,000	Rates, Fees
North Trunk Line Laterals (Sea Level Rise Adaptation)	\$716,000	Rates, Fees
South Trunk Line (Sea Level Rise Adaptation)	\$2,500,000	Rates, Fees
South Trunk Line Laterals (Sea Level Rise Adaptation)	\$250,000	Rates, Fees
Capitol Lake & Heritage Park Flood Barrier (Sea Level Rise Adaptation)	\$636,000	Grants, Rates, Fees
West Bay Marina Flood Barrier (Sea Level Rise Adaptation)	\$868,000	Grants, Rates, Fees
Yacht Club Peninsula Flood Barrier (Sea Level Rise Adaptation)	\$1,642,000	Grants, Rates, Fees
West Side Peninsula Flood Barrier (Sea Level Rise Adaptation)	\$3,628,000	Grants, Rates, Fees
North Shoreline Port Peninsula Flood Barrier (Sea Level Rise Adaptation)	\$2,205,000	Grants, Rates, Fees
East Shoreline Port Peninsula Flood Barrier (Sea Level Rise Adaptation)	\$915,000	Grants, Rates, Fees
500 cfs Pump Station (Sea Level Rise Adaptation)	\$37,500,000	Grants, Rates, Fees
50 cfs Pump Station (Sea Level Rise Adaptation)	\$563,000	Grantss, Rates, Fees

Infrastructure Pre-Design & Planning—Stormwater (Program #9903)

Where is this project happening?

Various Locations Citywide. See Project List.

Are there other CFP projects that impact this project?

- Flood Mitigation and Collection—Storm and Surface Water Section

Description

This program provides funds for specific pre-design and planning efforts associated with the stormwater system construction, including emergency projects. Additional funding is provided under the program for pervious pavement contingency/repair work. Funding for pre-design is not needed at the present time but could be requested in future CFPs.

Project List

Year	Project Description	Cost Estimated
2021-2026	Infrastructure Pre-design and Planning. This project provides the means for the Storm and Surface Water utility to contract with consultants for professional services such as soils and geotechnical investigations, hydraulic modeling and computer simulations of the storm network, and project feasibility analyses for capital projects.	\$480,000
2021, 2026	Drainage Design and Erosion Control Manual updates. This project will update the City's Drainage Design and Erosion Control Manual to be the technical equivalent of the Washington State Department of Ecology's stormwater manual following their update.	\$130,000
2023	Storm and Surface Water Utility Master Plan Update. This project will update the Storm and Surface Water Utility Master Plan.	\$150,000
2021-2022	Cooper Pt & Black Lake Stormwater Conveyance. This project is developing a design to eliminate or reduce flooding at the intersection of Cooper Point Road and Black Lake Boulevard. Timing of construction of the project will be determined after completion of the design work. Funding for the construction is expected to require bonds.	\$210,000
2021	Wiggins Road Roadway and Storm Drainage. This project is helping to develop better drainage alternatives to the existing Wiggins Road Ditch.	\$48,000
2022	Schneider Creek Fish Passage Design. This project will design a fish passage for Schneider Creek under West Bay Drive and will design a sediment trap and collection facility upstream of the fish passage culvert.	\$130,648
2021-2026	Bioretention Hydrologic Performance Study. This project is part of a regional effort to study the performance of bioretention facilities in Western Washington that were designed using the Department of Ecology guidelines. The project is funded by grants.	\$670,000

Why is this project a priority?

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.

Is there a level of service standard or measurable outcome?

None listed

What Comprehensive Plan goals and policies does this project address?

This program reflects the following goals and policies of the Olympia Comprehensive Plan.

- **Goal Natural Environment 4**
The waters and natural processes of Budd Inlet and other marine waters are protected from degrading impacts and significantly improved through upland and shoreline preservation and restoration.
 - **Policy Utilities 3.9**
Ensure consistent maintenance, asset management and emergency management practices for all utilities.

Infrastructure Pre-Design & Planning - Stormwater

Capital Cost:	Year 2021	Year 2022	Year 2023	Year 2024	Year 2025	Year 2026	Total
Drainage Design and Erosion Control Manual Updates	\$60,000	\$0	\$0	\$0	\$0	\$70,000	\$130,000
Bioretention Hydrologic Performance Study	\$70,000	\$200,000	\$200,000	\$200,000	\$0	\$0	\$670,000
Schneider Creek Fish Passage Design (combine 19200	\$0	\$130,648	\$0	\$0	\$0	\$0	\$130,648
Storm and Surface Water Utility Master Plan Update	\$0	\$0	\$150,000	\$0	\$0	\$0	\$150,000
Infrastructure Pre-Design and Planning	\$80,000	\$80,000	\$80,000	\$80,000	\$80,000	\$80,000	\$480,000
Cooper Pt & Black Lake Stormwater Conveyance	\$130,000	\$80,000	\$0	\$0	\$0	\$0	\$210,000
Wiggins Rd Roadway & Storm Drainage	\$48,000	\$0	\$0	\$0	\$0	\$0	\$48,000
Total	\$388,000	\$490,648	\$430,000	\$280,000	\$80,000	\$150,000	\$1,818,648
Funding Sources:							
State Grants	\$70,000	\$200,000	\$200,000	\$200,000	\$0	\$0	\$670,000
Transfer from Utility Revenues	\$243,476	\$268,997	\$230,000	\$80,000	\$80,000	\$150,000	\$1,052,473
Use of Fund Balance	\$74,524	\$21,651	\$0	\$0	\$0	\$0	\$96,175
Total	\$388,000	\$490,648	\$430,000	\$280,000	\$80,000	\$150,000	\$1,818,648

Long Term Needs & Financial Planning (Program #9903)

The following table lists future capital projects expected to occur in 7 - 20 years. The projects identified are needed to meet anticipated growth or to replace existing infrastructure that is beyond its useful life.

The scope, costs and revenue projections are estimates. Timing for these projects may be impacted by the pace of growth and other factors. Most of the projects are listed in the 2019 Stormwater Master Plan and are not in priority order.

7-20 Year Future Needs

Description	Cost	Probable Funding
Infrastructure Predesign and Planning	\$1,200,000	Rates
Storm and Surface Water Utility Master Plan Update	\$450,000	Rates
Drainage Design and Erosion Control Manual Updates	\$140,000	Rates

Water Quality Improvements (Program #9027)

Where is this project happening?

Various locations Citywide. See project list.

Are there other CFP projects that impact this project?

Aquatic Habitat Improvement Projects

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 Description	Cost Estimated*
2021-2026	Expanded Street Sweeping Program. This project will use grant funding (25 percent match) to purchase and operate a second street sweeper to focus on removing sediment before it enters the City's stormwater conveyance system. The required 25 percent match is expected to be a loan.	\$1,449,568
2021, 2023	Neighborhood Low Impact Development (LID). This project will improve water quality and flow control using low impact development (LID) best management practices such as bioretention, in a West Olympia neighborhood in the vicinity of Hays Avenue and Rogers Street.	\$546,000
2021-2023	Brawne Avenue Basin - Water Quality Retrofit. This project will design and construct a stormwater treatment facility for currently untreated runoff discharged to Budd Inlet from the West Olympia neighborhood that drains to the Brawne Avenue storm system.	\$470,000
2024	Fones Road Swale - Water Quality Retrofit. This project will improve an existing ditch that flows along the Woodland Trail, from Fones Road to I-5. The work would improve bioretention and water quality filtration.	\$200,000
2025-2026	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 a tributary to Capitol Lake and comprises approximately 20 fully developed acres.	\$672,000
2025-2026	Martin Way at Mary Elder - Water Quality Retrofit. The project would construct water quality facilities providing treatment of stormwater runoff on Martin Way from Mary Elder Road to Sleater-Kinney Road. Martin Way is an arterial roadway located in a High-Density Corridor zone. Polluted street runoff from over eight acres of street right-of-way currently flows untreated to Woodard Creek just west of Mary Elder Road.	\$840,000
2024-2025	Corky Ave Water Quality Retrofit	\$500,000
2026	East Bay Drive Water Quality Retrofit	\$650,000

* These projects, if qualified, will be 75% funded with available stormwater grants and loans.

Why is this project a priority?

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 Pollutant Discharge Elimination System) necessitate increased efforts to manage water quality. Street sweeping is a cost-effective strategy for reducing the amount of sediment in treatment facilities and catch basins and the amount of pollution in local streams and Budd Inlet.

Is there a level of service standard or measurable outcome?

None Listed.

What Comprehensive Plan goals and policies does this project address?

This CFP reflects the goals and policies of the Olympia Comprehensive Plan.

- **Goal Natural Environment 4**
The waters and natural processes of Budd Inlet and other marine waters are protected from degrading impacts and significantly improved through upland and shoreline preservation and restoration.
- **Goal Natural Environment 5**
Ground and surface waters are protected from land uses and activities that harm water quality and quantity.
 - **Policy Natural Environment 5.3**
Retrofit existing infrastructure for stormwater treatment in areas with little or no treatment.

Water Quality Improvements

Capital Cost:	Year 2021	Year 2022	Year 2023	Year 2024	Year 2025	Year 2026	Total
Neighborhood LID	\$140,000	\$0	\$406,000	\$0	\$0	\$0	\$546,000
Expanded Street Sweeper Program	\$11,958	\$509,100	\$231,900	\$231,900	\$233,955	\$230,755	\$1,449,568
Brawne Avenue Water Quality Retrofit	\$56,500	\$37,500	\$376,000	\$0	\$0	\$0	\$470,000
Fones Road Swale - Water Quality Retrofit	\$0	\$0	\$0	\$200,000	\$0	\$0	\$200,000
Capitol Way Water Quality Retrofit	\$0	\$0	\$0	\$0	\$168,000	\$504,000	\$672,000
Martin Way at Mary Elder Water Quality Retrofit	\$0	\$0	\$0	\$0	\$210,000	\$630,000	\$840,000
Corky Avenue Water Quality Retrofit	\$0	\$0	\$0	\$125,000	\$375,000	\$0	\$500,000
East Bay Drive Water Quality Retrofit	\$0	\$0	\$0	\$0	\$0	\$650,000	\$650,000
Total	\$208,458	\$546,600	\$1,013,900	\$556,900	\$986,955	\$2,014,755	\$5,327,568
Funding Sources:							
State Grants	\$113,969	\$381,825	\$760,425	\$417,675	\$740,216	\$1,511,066	\$3,925,176
Other Financing Sources	\$59,490	\$164,775	\$253,474	\$139,225	\$246,739	\$503,689	\$1,367,392
Transfer from Utility Revenues	\$26,798	\$0	\$0	\$0	\$0	\$0	\$26,798
Use of Fund Balance	\$8,201	\$0	\$0	\$0	\$0	\$0	\$8,201
Total	\$208,458	\$546,600	\$1,013,899	\$556,900	\$986,955	\$2,014,755	\$5,327,567

Long Term Needs & Financial Planning (Program #9027)

The following table lists future capital projects expected to occur in 7 - 20 years. The projects identified are needed to meet anticipated growth or to replace existing infrastructure that is beyond its useful life.

The scope, costs and revenue projections are estimates. Timing for these projects may be impacted by the pace of growth and other factors. Most of the projects are listed in the 2019 Stormwater Master Plan and are not in priority order.

7-20 Year Future Needs

Description	Cost	Probable Funding
Evergreen Park Drive Treatment Facility	\$800,000	Grants, Rates
Plum Street Water Quality Retrofit	\$580,000	Grants, Rates
South Capitol Combined Sewer/Storm Separation with LID	\$800,000	Grants, Rates
Downtown Outfall Consolidation	\$900,000	Grants, Rates
Arterial Roadway Retrofit	\$1,500,000	Grants, Rates
4th Avenue West Water Quality Retrofit	\$600,000	Grants, Rates
West Bay Drive Water Quality Retrofit (West Bay #17)	\$3,081,000	Grants, Rates
Garfield Creek Water Quality Retrofit (West Bay #13 & #14)	\$1,890,000	Grants, Rates
Giles Facility Upgrade (West Bay #18)	\$1,176,000	Grants, Rates
Union Avenue at Plum Street Water Quality Retrofit	\$800,000	Grants, Rates

Waste ReSources



The mission of the Waste ReSources utility is to lead and inspire our community towards a waste-free future. Waste ReSources accomplishes their mission by providing municipally operated solid waste collection, disposal and diversion services, including education and outreach to residents, businesses and visitors.

In June 2006, the Olympia City Council adopted a Zero Waste Resolution. It set forth a new direction for the Utility and has guided the development of its strategic plans ever since. The Utility is currently operating under a 6-year Waste ReSources Management Plan covering the period of 2015-2020.

The Waste ReSources Management Plan provides the strategic direction for the Utility and contains four goals. Under each goal is a series of objectives and more detailed strategies for how it will implement programs and achieve success. The four goals are:

1. Reduce the quantity of waste generated and disposed in Olympia.
2. Increase the quantity of recyclable and compostable materials diverted from the landfill.
3. Operate collection services safely and efficiently.
4. Manage the utilities finances responsibly, with equitable rates that promote waste reduction and recycling.

Olympia's Waste ReSources plan is not required by any agency, but rather guides the Utility's direction and serves to align its work with the overarching policies in the City's Comprehensive Plan. As a regulatory requirement, the City signs onto the County's Comprehensive Solid Waste Management Plan, which is required by the State. The City's plan helps the City align its waste reduction and recycling education programs, so they are consistent with the County's direction.

The City of Olympia is one of 29 cities in Washington State that operates its own solid waste collection services with municipal crews and equipment. The Utility operates as an enterprise fund and rates are set by the Olympia City Council and has two main programs: the Collections Program and the Waste Prevention and Reduction Programs.

The Collection Program provides garbage, recycling and organics collection services to residents, businesses and the public. It uses various collection methods to include:

- Curbside collection of carts and containers for both residential and commercial customers.
- Drop box service for large quantity generators of garbage, recyclables and organics.

The City utilizes side-load, front-load, rear-load and roll-off solid waste collection vehicles to serve residential and commercial customers, and construction sites. The Waste ReSources Utility also serves the downtown core by providing litter can collection and waste collection for public events.

The utility serves about:

- 15,000 residential households
- 160 multi-family and mixed-use properties for another roughly 9,000 households.
- 1,300 businesses and organizations.

The City also operates a Saturday drop-off site for yard waste, commingled recycling, scrap metal recycling, source separated cardboard and source separated glass.

All solid waste trucks, equipment and containers are funded entirely through utility rates.

The Utility is currently in the early stages of conducting a 30 percent design on a new Waste ReSources Operational Facility to free up space at the Public Works Maintenance Center. The facility may also be an option for the City to provide its own recycle transload and hauling operation.

Waste ReSources Maintenance Facility Construction (Program #8081)

Where is this project happening?

City-owned property (former OPD firing range) on Carpenter Road in unincorporated Thurston County

Are there other CFP projects that impact this project?

Parks and Public Works Maintenance Center Construction

Description

This program covers the facility planning, design and construction of the maintenance facility for the City's Waste ReSources Utility. The facility will be located on Carpenter Road within a few miles of the Thurston County Waste and Recovery Center.

The Waste ReSources Utility Operations is currently housed at the Public Works Maintenance Center at 1401 Eastside Street (PW Maintenance Center). The PW Maintenance Center facility was originally constructed in 1976 as a Public Works/Intercity Transit Maintenance Facility. Since that time Public Works operations and maintenance programs have continued to occupy the facility. It is accessed 24 hours a day, seven days a week and serves as a critical base of operations during small and large-scale emergencies.

Due to lack of available space on the existing PW Maintenance Center property, a 2017 PW Maintenance Center Feasibility Study concluded that the Waste ReSources Utility could be moved and still efficiently operate from a separate facility. The preferred location was determined to be on city-owned property on Carpenter Road in unincorporated Thurston County. This property is within a few miles of the Thurston County Waste and Recovery Center and well located for our solid waste operations.

In 2019, City Council approved a preliminary design contract for a new Waste ReSources Maintenance Facility at the Carpenter Road location. This preliminary design work, including a cost estimate, will be completed in 2020. Funding for the project comes from the Waste ReSources Utility Capital Fund (Fund 463).

Why is this project a priority?

A safe, functional and accessible facility is vital to the operations and maintenance functions of the Waste ReSources Utility. Failure to address the failing facility infrastructure through construction of a new or renovated facility could restrict or eliminate the ability of Waste ReSources to provide safe and efficient service to the community.

Is there a level of service standard or measurable outcome?

N/A

What Comprehensive Plan goals and policies does this project address?

This CFP reflects the goals and policies of the Olympia Comprehensive Plan.

- **Goal Public Services 21**
City of Olympia is a model sustainable city.
 - **Policy Public Services 21.1**
Use energy-efficient designs and environmentally responsible materials and techniques in City facilities and construction projects. Work to reduce energy usage in existing City facilities.
- **Goal Land Use and Urban Design 1**
Land use patterns, densities and site designs are sustainable and support decreasing automobile reliance.
 - **Policy Land Use 1.2**
Focus development in locations that will enhance the community and have capacity and efficient supporting services, and where adverse environmental impacts can be avoided or minimized.
- **Goal Economy 4**
The City achieves maximum economic, environmental and social benefit from public infrastructure.
 - **Policy Economy 4.1**
Plan our investments in infrastructure with the goal of balancing economic, environmental and social needs, supporting a variety of potential economic sectors and creating a pattern of development we can sustain into the future.
 - **Policy Economy 4.3**
Make decisions to invest in public infrastructure projects after analysis determining their total costs over their estimated useful lives, and their benefit to environmental, economic and social systems.

Waste ReSources Maintenance Facility Construction

Capital Cost:	Year 2021	Year 2022	Year 2023	Year 2024	Year 2025	Year 2026	Total
Waste ReSources Carpenter Road Facility Research & Development	\$368,000	\$368,000	\$368,000	\$368,000	\$368,000	\$368,000	\$2,208,000
Total	\$368,000	\$368,000	\$368,000	\$368,000	\$368,000	\$368,000	\$2,208,000
Transfer from Utility Revenues	\$368,000	\$368,000	\$368,000	\$368,000	\$368,000	\$368,000	\$2,208,000
Total	\$368,000	\$368,000	\$368,000	\$368,000	\$368,000	\$368,000	\$2,208,000

Olympia Home Fund Capital Projects



A critical part of addressing homelessness in our community is connecting people to permanent housing solutions.

The Olympia Home Fund was created in 2018 by a sales tax levy approved by Olympia voters. By adding 1/10 of 1% to the sales tax rate, the levy generates over \$2 million in revenue each year for the construction and operation of supportive housing for Olympia's most vulnerable homeless residents. Supportive housing includes wrap-around services related to physical, behavioral or developmental disabilities. Sixty-five percent of Home Fund sales tax dollars are dedicated to the construction of affordable housing and shelter. The remaining thirty-five percent supports operations of homeless and other related programs and program administration.

A Home Fund Advisory Board was established by Council in March 2019. That advisory group is tasked with reviewing annual applications and making recommendations for capital awards. Awards are granted to achieve the following objectives:

- Construct new affordable housing units, shelter beds, or treatment beds in Thurston County.
- Provide housing to households earning no more than 50 percent of area median income (AMI).

- Provide housing, treatment, or shelter for targeted vulnerable household types including:
 - Seniors
 - Single adults who are chronically homeless and have a disability
 - Families with children
 - Unaccompanied youth or young adults
 - Survivors of domestic violence
 - Veterans
- Reduce homelessness to Thurston County’s most vulnerable homeless households through referrals from a Thurston County Coordinated Entry provider.
- Demonstrate readiness to begin construction based on occupancy date and other measures.
- Provide integrated supportive services at the housing, shelter, or treatment facility after construction.
- Demonstrate efficiency in development costs to maximize the impact of City and other public and private fund sources.

Debt Service

In addition to the Capital Awards projects, the Home Fund sales tax revenue also supports the ongoing interfund loan debt service costs for the original purchase of the Martin Way property. Debt services is not a capital expenditure and therefore is presented in the City’s Operating Budget. In 2021, this debt service will be approximately \$456,000.

2828 Martin Way (Fund 318)

Where is this project happening?

2828 Martin Way

Are there other CFP projects that impact this project?

Projects to be determined

Description

On June 18, 2019, City Council awarded \$1.1 million to a partnership that is planning 60 new shelter beds and 60 new supportive housing apartments on Martin Way. Forty of the supportive housing units will serve chronically mentally ill, homeless individuals earning up to thirty percent of AMI, and 20 units will serve individuals earning up to fifty percent of AMI.

The Low Income Housing Alliance will lead the development of that project and Interfaith Works will operate the shelter and provide staffing for the supportive housing. They will also be pursuing state Housing Trust Fund dollars and federal Low Income Housing tax credits to help fund construction. The property for this development was purchased by the Home Fund.

Why is this project a priority?

The Olympia Home Fund was established to assist with the construction of supportive housing for Olympia's most vulnerable homeless citizens. This project is designed to serve individuals with the most complex challenges related to their physical health, mental health and substance use patterns. Studies show this model of supportive housing is an effective solution to ending homelessness for chronically unsheltered individuals. Studies also show supportive housing reduces public costs by reducing the use of publicly-funded crisis services including hospitals, psychiatric centers, jails and prisons.

Is there a level of service standard or measurable outcome?

Reduce the rate of homelessness in Thurston County and the City of Olympia and construct 500 units of supportive housing during the first five years of the fund.

What Comprehensive Plan goals and policies does this project address?

This CFP reflects the goals and policies of the Olympia Comprehensive Plan.

- **Goal Public Services 3**
Affordable Housing is available for all income levels throughout the community.
- **Policy Public Services 5**
Special needs populations (such as people with developmental disabilities, the homeless, the frail elderly, and others who have difficulty securing housing) have adequate, safe, and affordable housing.

Long Term Needs & Financial Planning (Fund 318)

The following table lists future capital projects expected to occur in 7 - 20 years. The projects identified are needed to meet anticipated growth or to replace existing infrastructure that is beyond its useful life.

The scope, costs and revenue projections are estimates. Timing for these projects may be impacted by the pace of growth and other factors. The projects are listed in the 2020 Wastewater Management Plan and are not in priority order.

7-20 Year Future Needs

Description	Cost	Probable Funding
(Available in 2021 Final Capital Facilities Plan)		

Family Support Center (Fund 318)

Where is this project happening?

3524 7th Avenue SW

Are there other CFP projects that impact this project?

Projects to be determined

Description

On June 16, 2020, City Council awarded \$1 million to the Family Support Center (FSC) for the creation of 62 new homes for homeless children and their families as well as survivors of domestic violence. The award is conditioned upon securing additional necessary funding from private and other government sources. The project is the first phase of a multiple-phase housing development on the main campus of the Family Support Center. Half of the units will serve households at or below thirty percent of Area Median Income (AMI) and the other half will serve households at or below fifty percent of AMI. In the first year, it is expected that this project will serve 209 children, parents and survivors of domestic violence. The plan is for the housing to be fully occupied by March 2023. FSC will also be pursuing state Housing Trust Fund dollars to help fund construction.

Why is this project a priority?

The Olympia Home Fund was established to assist with the construction of supportive housing for Olympia's most vulnerable homeless citizens. Homeless families with children, while the least visible, make up a significant portion of the Thurston County unsheltered homeless population. A 2018 report compiled by Thurston County Health and Social Services indicated that 15% of the County's households experiencing homelessness were families with children. While this percentage may not sound high, each household is comprised of multiple family members. Thus, forty-one percent of the total people experiencing homelessness in that report were children and their parents; sleeping in cars, outdoors, or in places not meant for human habitation.

Is there a level of service standard or measurable outcome?

Reduce the rate of homelessness in Thurston County and the City of Olympia and construct 500 units of supportive housing during the first five years of the fund.

What Comprehensive Plan goals and policies does this project address?

This CFP reflects the goals and policies of the Olympia Comprehensive Plan.

- **Goal Public Services 3**
Affordable Housing is available for all income levels throughout the community.

- **Policy Public Services 5**

Special needs populations (such as people with developmental disabilities, the homeless, the frail elderly, and others who have difficulty securing housing) have adequate, safe, and affordable housing.

Other affordable housing projects or property acquisition will be determined in future years.

Long Term Needs & Financial Planning (Fund 318)

The following table lists future capital projects expected to occur in 7 - 20 years. The projects identified are needed to meet anticipated growth or to replace existing infrastructure that is beyond its useful life.

The scope, costs, and revenue projections are estimates. Timing for these projects may be impacted by the pace of growth and other factors. The projects are listed in the 2020 Wastewater Management Plan and are not in priority order.

7-20 Year Future Needs

Description	Cost	Probable Funding
(Available in 2021 Final Capital Facilities Plan)		

Active Status Project Report as of May 31, 2019

General Government CIP Fund (317) – General Government

		Budget 12/31/18	2019 Additions & Adjustments	Total Budget	Pre-2019 Costs	2019 Costs	Total Cost	Balance
0001	Transfers to Other Funds	\$18,231,116	\$ 1,400,000	\$ 19,631,116	\$ 18,231,116	\$ 583,331	\$ 18,814,447	\$ 816,669
0209	Streetscape	362,048	-	361,458	361,458	-	361,458	-
0211	Economic Development CFP Projects	4,447,370	3,261,079	5,418,410	2,157,331	919,027	3,076,358	2,342,052
0214	Neighborhood Street Trees	115,052	-	115,052	115,052	-	115,052	-
0216	2001 Downtown Enhancements	117,159	-	114,962	114,962	-	114,962	-
0217	Artesian Well	68,000	-	67,837	67,837	-	67,837	-
0219	Urban Forestry & Street Trees	983,079	-	928,183	928,183	1,075	929,258	(1,075)
0221	Climate Change	250,000	-	215,855	215,855	-	215,855	-
0222	Fire Training Center-Garage	156,565	-	156,565	156,564	-	156,564	1
0223	Shoreline Restoration	265,000	-	134,318	134,318	-	134,318	-
0305	Library Improvements, 1999 +	37,848	-	37,848	37,848	-	37,848	-
0901	ADA Compliance	623,000	150,000	439,995	289,995	40,267	330,262	109,733
Subtotal General Government		\$ 25,656,237	\$ 4,811,079	\$ 27,621,599	\$ 22,810,519	\$ 1,543,700	\$ 24,354,219	\$ 3,267,380

Active Status Project Report as of May 31, 2019

General Government CIP Fund (317) – Parks

		Budget 12/31/18	2019 Additions & Adjustments	Total Budget	Pre-2019 Costs	2019 Costs	Total Cost	Balance
111	Neigh Park Acq./Develop.	\$ 3,615,512	\$ 401,134	\$ 3,279,070	\$ 2,877,936	\$ 616,456	\$ 3,494,392	\$ (215,322)
114	Open Space	9,667,855	817,437	7,416,126	6,598,689	30,476	6,629,165	786,961
115	Parks/Open Space Planning	72,954	-	72,954	72,954	-	72,954	-
118	Ballfield Expansion	923,624	-	923,624	923,623	-	923,623	1
129	Parks Project Funding	341,317	-	341,317	341,319	-	341,319	(2)
130	Special Use Parks	18,399,392	-	18,399,392	18,399,391	-	18,399,391	1
132	Major Maintenance Program	5,354,998	750,000	4,784,114	4,034,114	550,314	4,584,428	199,686
133	Comm. Park Partnership	4,075,072	-	4,075,072	4,075,072	-	4,075,072	-
134	Small Park Capital Projects	82,242	-	41,534	41,533	-	41,533	1
135	Park Acquisition Account	19,851,098	16,242,928	33,290,989	17,048,061	15,099,786	32,147,847	1,143,142
136	Percival Maintenance and Reconstruction	2,957,488	158,000	516,044	358,044	618,079	976,123	(460,079)
137	Parks DAD Upgrades	149,000	200,000	202,032	2,032	2,451	4,483	197,549
310	Community Parks	4,115,432	1,593,108	4,206,656	2,613,548	69,495	2,683,043	1,523,613
406	Urban Trails	1,006,097	-	1,006,097	1,006,097	-	1,006,097	-
504	Yauger Park	9,679	-	9,679	9,679	-	9,679	-
	Subtotal Parks	\$ 70,621,760	\$ 20,162,607	\$ 78,564,700	\$ 58,402,092	\$ 16,987,057	\$ 75,389,149	\$ 3,175,551

Active Status Project Report as of May 31, 2019

General Government CIP Fund (317) – Transportation

		Budget 12/31/18	2019 Additions & Adjustments	Total Budget	Pre-2019 Costs	2019 Costs	Total Cost	Balance
122	Pedestrian Crossings	\$ 2,815,474	\$ 3,502	\$2,712,619	\$ 2,709,117	\$ -	\$ 2,709,117	3,502
200	Bike Improvements	2,629,602	273,300	2,683,579	2,410,279	1,414	2,411,693	271,886
208	Sidewalk Improvements	3,620,039	-	3,620,039	3,620,039	-	3,620,039	-
442	Mud Bay / Harrison & Kaiser	13,953,283	-	13,935,448	13,935,448	-	13,935,448	-
599	Street Repairs & Reconstruction	41,835,959	3,493,924	38,743,777	35,249,853	1,068,943	36,318,796	2,424,981
616	Log Cabin Road Extension	660,271	-	660,271	660,270	-	660,270	1
619	18th Ave/Elizabeth/14th Ave	12,908,147	-	12,902,388	12,902,388	-	12,902,388	-
621	Street Lighting Improvement	3,255,162	(50,000)	3,002,836	3,052,836	-	3,052,836	(50,000)
622	Olympia Avenue	25,000	-	-	-	-	-	-
623	Fones Road	1,182,396	41,456	1,034,015	992,559	50,019	1,042,578	(8,563)
626	Sidewalks & Pathways	12,147,167	1,170,400	9,779,065	8,608,665	456,968	9,065,633	713,432
627	Yauger Way Interchange	2,092,211	692	1,853,875	1,853,182	-	1,853,182	693
628	Boulevard Road	17,070,039	834,151	15,493,004	14,658,853	186,591	14,845,444	647,560
629	Wiggins & 37th	244,333	9,484	9,484	-	-	-	9,484
630	Henderson & Eskridge	125,639	879,761	879,761	-	70,971	70,971	808,790
631	Cain Road & North Street	20,012	375	375	-	-	-	375
633	Access & Safety Improvement	879,045	200,000	760,608	560,608	17,901	578,509	182,099
634	Pre-Design & Planning	400,000	50,000	193,013	143,012	33,016	176,028	16,985
9309	Signal Improvements	1,178,750	408,978	777,535	368,557	319,511	688,068	89,467
	Subtotal Transportation	\$ 117,042,529	\$ 7,316,023	\$109,041,692	\$101,725,666	\$2,205,334	\$103,931,000	\$5,110,692

Active Status Project Report as of May 31, 2019

Parks and Recreation Sidewalk Utility Tax Fund (134) – Capital and Non Capital

		Budget 12/31/18	2019 Additions & Adjustments	Total Budget	Pre-2019 Costs	2019 Costs	Total Cost	Balance
0	Operating Transfers	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
1	Transfer to Bond Redemption Fund	12,974,172	770,000	13,745,530	12,975,530	66,575	13,042,105	703,425
111	Neighborhood Parks	1,013,305	-	1,013,305	1,013,304	-	1,013,304	1
114	Open Space	394,205	(6,058)	324,351	330,409	-	330,409	(6,058)
129	Parks Project Funding/GGCIP	58,441	-	58,441	58,441	-	58,441	-
130	Special Use Parks	2,438,411	-	2,438,411	2,438,411	-	2,438,411	-
132	Parks projects/Major maint. program	111,056	-	111,056	111,056	-	111,056	-
133	Comm. Park Partnership	1,205,816	-	1,205,816	1,205,816	-	1,205,816	-
135	Capital Improvement Fund 317	4,035,000	1,185,000	4,533,336	3,348,336	1,087,493	4,435,829	97,507
136	Percival Maintenance & Reconstruction	369,180	-	91,628	91,628	13,511	105,139	(13,511)
310	Community Parks	75,455	6,058	81,513	75,455	-	75,455	6,058
626	Recreational Walking Facilities	14,708,281	1,015,000	12,922,010	11,907,010	556,870	12,463,880	458,130
	Capital Total	\$ 37,383,322	\$ 2,970,000	\$ 36,525,397	\$ 33,555,396	\$ 1,724,449	\$ 35,279,845	\$ 1,245,552
7301	Parks Maintenance	\$ 3,179,396	\$ -	\$ 3,179,396	\$ 3,179,396	\$ -	\$ 3,179,396	\$ -
7302	Parks Planning	1,900,661	-	1,900,661	1,900,661	-	1,900,661	-
7303	Park Stewardship	827	(16)	811	811	-	811	-
	Non-Capital Total	5,080,884	(16)	5,080,868	5,080,868	-	5,080,868	-
	Total Fund 134 (Capital and Non-Capital)	\$ 42,464,206	\$ 2,969,984	\$ 41,606,265	\$ 38,636,264	\$ 1,724,449	\$ 40,360,713	\$ 1,245,552

Active Status Project Report as of May 31, 2019

Equipment and Facility Replacement Reserve Fund (029)

		Budget 12/31/18	2019 Additions & Adjustments	Total Budget	Pre-2019 Costs	2019 Costs	Total Cost	Balance
7501	Cultural Arts Services	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
7502	Public Arts Maintenance	-	-	-	-	-	-	-
8001	Major Repair Contingency	369,086	-	-	-	-	-	-
8002	General Energy	61,405	-	33,348	33,348	1,440	34,788	(1,440)
8011	City Hall - Old (Plum St)	1,712,679	460,000	582,678	122,678	18,853	141,531	441,147
8012	Council/Court Chambers	-	-	-	-	-	-	-
8013	City Hall, Annex	2,716	-	2,716	2,716	-	2,716	-
8014	City Hall – New (4th Ave)	77,619	130,000	168,381	38,381	-	38,381	130,000
8021	Family Support Center	255,126	-	12,883	12,883	1,186	14,069	(1,186)
8022	Library	22,132	150,000	50,000	-	-	-	150,000
8023	Washington Center	1,813,286	308,275	2,088,895	1,780,620	-	1,780,620	308,275
8051	OFD Main	433,665	150,000	533,989	383,989	169	384,158	149,831
8052	OFD Station 2 (west)	-	-	-	-	-	-	-
8061	OPD West	310,124	-	203,573	203,573	-	203,573	-
8062	Firing Range	-	-	-	-	-	-	-
8071	Olympia Center	5,546	50,000	50,000	-	-	-	50,000
8081	Maintenance Center	590,713	-	275,162	275,162	34,577	309,739	(34,577)
8117	PW Facilities Operations	65,500	150,000	182,866	32,865	10,158	43,023	139,843
8212	Engineering	237,949	-	3,268	3,268	23,433	26,701	(23,433)
8406	Maintenance & Custodial	-	-	-	-	-	-	-
Total Fund 029		\$ 5,957,546	\$ 1,398,275	\$ 4,287,759	\$ 2,889,483	\$ 89,816	\$ 2,979,299	\$ 1,308,460

Active Status Project Report as of May 31, 2019

Utility and Other Public Works CIP Funds – Water CIP Fund (461)

		Budget 12/31/18	2019 Additions & Adjustments	Total Budget	Pre-2019 Costs	2019 Costs	Total Cost	Balance
908	W/S Bond Reserve Fund	\$ 623,854	\$ -	\$ 623,854	\$ 623,854	\$ -	\$ 623,854	\$ -
8081	Facility Major Repair & Maintenance	100,000	-	36,326	36,326	-	36,326	-
9014	Emergency Preparedness	1,109,525	-	1,083,171	1,083,171	-	1,083,171	-
9021	Upgrades, Overlays, ext. & Oversize	587,969	12,000	578,059	566,059	3,043	569,102	8,957
9408	Water Upgrades (small pipe)	6,263,223	580,000	6,526,759	5,946,759	-	5,946,759	580,000
9609	Distribution System Improvements	34,490,255	2,667,000	29,346,193	26,679,192	636,667	27,315,859	2,030,334
9610	Storage	37,047,468	5,874,569	30,290,500	24,415,931	184,366	24,600,297	5,690,203
9700	Source of Supply	28,498,575	42,000	26,162,465	26,120,465	68,134	26,188,599	(26,134)
9701	McAllister Water Protection	4,444,560	-	3,039,132	3,039,132	-	3,039,132	-
9710	Reclaimed Water Pipe	750,000	-	709,567	709,567	-	709,567	-
9903	Pre-design & Planning	625,656	24,000	503,273	479,273	12,083	491,356	11,917
9906	Water System & Comp Planning	1,875,249	-	1,875,234	1,875,234	-	1,875,234	-
9909	Contingency	13,586	-	-	-	-	-	-
	Total Fund 461	\$ 116,429,920	\$ 9,199,569	\$ 100,774,533	\$ 91,574,963	\$ 904,293	\$ 92,479,256	\$ 8,295,277

Active Status Project Report as of May 31, 2019

Utility and Other Public Works CIP Funds – Sewer CIP Fund (462)

		Budget 12/31/18	2019 Additions & Adjustments	Total Budget	Pre-2019 Costs	2019 Costs	Total Cost	Balance
9021	Upgrades w/ Street Reconstruction	\$ 563,575	\$ 12,000	\$ 364,099	\$ 352,099	\$ 1,728	\$ 353,827	\$ 10,272
9703	Transmission & Collection Projects (1)	17,045,592	807,000	15,266,054	14,459,055	819,648	15,278,703	(12,649)
9801	Westside I&I Reduction	7,684,744	-	7,539,824	7,539,824	-	7,539,824	-
9806	Lift Station Assessment & Upgrades	10,773,143	933,000	10,097,948	9,164,948	79,816	9,244,764	853,184
9808	Sewer System Planning	1,088,020	128,000	1,077,334	949,334	-	949,334	128,000
9809	Pipe Extensions	7,466,000	-	5,892,949	5,892,948	-	5,892,948	1
9810	Pipe Capacity Upgrades	3,926,453	-	3,926,404	3,926,405	-	3,926,405	(1)
9813	On-site Sewage System Conversion	2,179,853	370,000	1,295,078	925,078	192,725	1,117,803	177,275
9903	Pre-design & Planning	605,455	44,000	538,409	494,409	33,104	527,513	10,896
Total Fund 462		\$ 51,332,835	\$ 2,294,000	\$ 45,998,099	\$ 43,704,100	\$ 1,127,021	\$ 44,831,121	\$ 1,166,978

Active Status Project Report as of May 31, 2019

Utility and Other Public Works CIP Funds – Storm and Surface Water CIP Fund (434)

		Budget 12/31/18	2019 Additions & Adjustments	Total Budget	Pre-2019 Costs	2019 Costs	Total Cost	Balance
9001	Transfers Out	\$ 3,719,000	\$ 150,000	\$ 3,053,328	\$ 2,903,328	\$ 70,779	\$ 2,974,107	\$ 79,221
9017	Habitat Land Acquisition	1,151,045	-	1,151,045	1,151,045	-	1,151,045	-
9024	Aquatic Habitat Improvements	5,461,025	273,000	4,125,449	3,852,449	37,932	3,890,381	235,068
9026	Stormwater Fee-In-Lieu Projects	150,000	-	146,412	146,412	-	146,412	-
9027	Stormwater Quality Improvements	6,664,361	1,134,250	4,993,183	3,858,933	18,155	3,877,088	1,116,095
9028	Flood Mitigation & Collections Projects	13,261,879	996,000	11,990,290	10,994,290	100,745	11,095,035	895,255
9811	Emission Reduction & Alt. Power	25,000	-	-	-	-	-	-
9903	Pre-design and planning	1,855,140	586,305	1,694,720	1,108,415	95,887	1,204,302	90,418
9904	Stormwater Plans & Studies	517,048	-	414,332	414,332	-	414,332	-
Total Fund 434		\$ 32,804,498	\$ 3,139,555	\$ 27,568,759	\$ 24,429,204	\$ 323,498	\$ 24,752,702	\$ 2,816,057

Impact Fees (Collection and Usage) Through March 31, 2019

2019 Amount	Fire	Transp.	Transp. Admin. Fee	Neighborhood Parks	Community Parks	Open Space	Ball Parks	Tennis Courts	Urban Trails	Special Use and Unallocated	Total City
Jan	\$ -	\$6,853.32	\$46.68	\$1,780.00	\$6,766.00	\$2,616.00	\$ -	\$ -	\$ -	\$ -	\$18,062.00
Feb	-	-	23.34	890.00	3,383.00	-	-	-	-	-	4,296.34
Mar	-	92,737.53	89.13	23,674.00	89,926.00	36,094.00	-	-	-	-	\$242,520.66
Apr	-	-	-	-	-	-	-	-	-	-	-
May	-	-	-	-	-	-	-	-	-	-	-
Jun	-	-	-	-	-	-	-	-	-	-	-
Jul	-	-	-	-	-	-	-	-	-	-	-
Aug	-	-	-	-	-	-	-	-	-	-	-
Sep	-	-	-	-	-	-	-	-	-	-	-
Oct	-	-	-	-	-	-	-	-	-	-	-
Nov	-	-	-	-	-	-	-	-	-	-	-
Dec	-	-	-	-	-	-	-	-	-	-	-
YTD Total	\$ -	\$99,590.85	\$159.15	\$26,344.00	100,075.00	38,710.00	\$ -	\$ -	\$ -	\$ -	\$264,879.00

By Year (cash basis)

1992-2004	1,432,296.67	6,420,716.52	-	399,101.84	257,771.10	2,159,064.05	724,903.27	70,082.32	268,726.86	-	11,732,662.63
2005	215,846.89	1,270,880.59	-	28,694.00	n/a	335,742.00	80,707.00	8,873.00	44,315.00	-	1,985,058.48
2006	153,028.74	1,086,086.47	-	27,569.00	n/a	322,449.00	77,458.00	8,517.00	42,683.00	-	1,717,791.21

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By Year (cash basis)	Fire	Transp.	Transp. Admin. Fee	Neighborhood Parks	Community Parks	Open Space	Ball Parks	Tennis Courts	Urban Trails	Special Use and Unallocated	Total City
2007	83,416.36	470,652.52	-	16,474.00	n/a	191,883.00	45,862.00	1/5/2000	25,886.00	SpecialUse	839,174.88
2008	95,678.52	1,128,246.29	-	12,329.00	12,932.00	68,360.00	12,155.00	1,329.00	6,811.00	14,151.00	1,351,991.81
2009	53,060.26	2,212,795.16	-	61,426.90	103,980.90	140,091.40	299.00	33.00	163.00	114,925.30	2,686,774.92
2010	639.50	821,416.59	-	106,335.00	176,897.00	196,271.00	-	-	-	184,936.00	1,486,495.09
2011	-	1,124,036.17	-	158,551.00	270,122.00	324,904.00	-	-	-	289,306.00	2,166,919.17
2012	-	1,065,527.73	-	92,875.00	156,379.00	173,983.00	-	-	-	163,461.00	1,652,225.73
2013	-	1,371,693.48	-	288,670.72	1,049,649.40	432,987.58	-	-	-	37,305.50	3,180,306.68
2014	-	1,214,136.15	-	161,956.67	513,477.67	257,151.66	-	-	-	85,447.00	2,232,169.15
2015	-	1,241,584.16	-	178,022.00	676,853.00	261,943.00	-	-	-	467.00	2,358,869.16
2016	-	1,950,920.17	-	261,698.00	993,861.00	387,653.00	-	-	-	-	3,594,132.17
2017	-	876,571.93	3,496.87	98,875.00	375,545.00	141,744.00	-	-	-	-	1,496,232.80
2018	-	757,106.34	7,624.90	131,073.00	496,990.00	192,730.00	-	-	-	852.00	1,586,376.24
2019 (ytd)	-	99,590.85	159.15	26,344.00	100,075.00	38,710.00	-	-	-	-	264,879.00
Total Since Nov 1992	2,033,966.94	23,111,961.12	11,280.92	2,049,995.13	5,184,533.07	5,625,666.69	941,384.27	93,835.32	388,584.86	890,850.80	40,332,059.12
Court Ordered Refunds (fee Portion)	-	(278,075.00)	-	(62,571.00)	-	(174,169.00)	(84,087.00)	(7,857.00)	(25,707.00)	-	(632,466.00)

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2021 PRELIMINARY CAPITAL FACILITIES PLAN

Continued from previous page

Use of Impact Fees (-) = Usage	Fire	Transp.	Transp. Admin. Fee	Neighborhood Parks	Community Parks	Open Space	Ball Parks	Tennis Courts	Urban Trails	Special Use and Unallocated	Total City
1993-2004	(720,493.45)	(5,104,777.21)		(360,127.48)	(263,275.66)	(1,342,702.69)	459,015.24)	(47,375.93)	136,671.04)	-	(8,434,438.70)
2005	(48,373.96)	(179,571.00)	-	(27,470.66)	-	(37,929.17)	(2,851.64)	-	(14,037.30)	-	(310,233.73)
2006	(4,300.00)	(321,895.33)	-	(421.92)	-	(263,541.38)	(212.41)	-	(18,336.71)	-	(608,707.75)
2007	46,048.47)	(73,825.78)	-	73.64	-	(873,335.58)	(136.28)	-	(34,496.85)	-	(,027,769.32)
2008	(646,836.58)	(69,820.75)	-	-	-	(119,644.00)	(1,548.30)	(237.70)	(100,929.99)	-	(939,017.32)
2009	(675,429.69)	(1,063,672.29)	-	(8,227.53)	-	-	-	-	(32,722.70)	-	(1,780,052.21)
2010	(225,581.85)	(3,726,909.86)	-	(84,348.27)	-	(253,191.65)	(76,215.12)	-	(21,201.06)	(119,200.00)	(4,506,647.81)
2011	-	(2,221,697.25)	-	(27,780.98)	(95,000.00)	(515,493.83)	(357,550.12)	(58,131.63)	-	(91,010.92)	(3,366,664.73)
2012	-	(1,204,602.69)	-	(15,278.50)	-	(80,042.21)	(1,138.60)	(33.73)	(9,319.78)	(165.77)	(1,310,581.28)
2013	-	(149,993.94)	-	(120,145.47)	(626,759.87)	-	-	-	(9,749.21)	(289,000.00)	(1,195,648.49)
2014	-	(1,606,447.26)	-	(44,413.92)	(293,336.52)	-	-	-	(4,663.69)	(25,000.00)	(1,973,861.39)
2015	-	(601,309.91)	-	(43,555.41)	(58,414.71)	(177,998.82)	-	-	(13,033.12)	(16,431.45)	(910,743.42)
2016	-	(1,041,789.19)	-	(54,436.97)	(403,424.95)	(299,874.07)	-	-	(0.27)	-	(1,799,525.45)
2017	-	(1,198,547.84)	-	(15,990.52)	(113,791.43)	(57,187.22)	(158,676.35)	-	(14,782.20)	(200,190.02)	(1,759,165.58)
2018	-	(2,835,763.15)	-	(362,119.63)	(408,568.43)	(234,837.31)	-	-	-	(69,546.63)	(3,910,835.15)
2019 (ytd)	-	(2,221,697.25)	-	(35,221.47)	(1,285.76)	(1,102.22)	-	-	-	-	63,465.97
Total Usage	(2,367,064.00)	(21,299,548.03)	-	(1,199,465.09)	(2,263,857.33)	(4,256,880.15)	(1,057,344.06)	(105,778.99)	(409,943.92)	(810,544.79)	(33,770,426.36)

Note: usage is as of process date, if accounting month not closed amount may vary.

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	Fire	Transp.	Transp. Admin. Fee	Neighborhood Parks	Community Parks	Open Space	Ball Parks	Tennis Courts	Urban Trails	Special Use and Unallocated	Total City
Balance	(333,097.06)	1,534,338.09	11,280.92	787,959.04	2,920,675.74	1,194,617.54	(200,046.79)	(19,800.67)	(47,066.06)	80,306.01	5,929,166.76

March 2019

Interest (Net of refunded interest)

Interest	333,097.06	1,137,091.21	-	67,294.69	109,506.17	516,067.79	200,046.79	19,800.67	47,308.04	10,303.32	2,440,515.74
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Fund Bal. w/ interest	-	2,671,429.30	11,280.92	855,253.73	3,030,181.91	1,710,685.33	-	-	241.98	90,609.33	8,369,682.50
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Difference from GMBA Fund Bal.	-	-	-	0.01	(0.07)	-	-	-	-	-	-
	-	3,320,694.13	-	780,320.61	2,747,545.33	1,588,603.36	(0.35)	-	(0.49)	82,178.90	8,519,341.49

Balance Available for Appropriations	-	(649,264.83)	11,280.92	74,933.12	282,636.58	122,081.97	0.35	-	242.47	8,430.43	(149,658.99)
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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, their locations, and capacity. The physical locations of water facilities are kept confidential. This confidentiality is in accordance with City policy to keep the City's water systems secure and protected.

Facility	Location	Date Acquired	Historical or Purchase Cost	Acres / Capacity	Present Condition	Improvements Required	Year Needed	Estimated Cost of Improvement
Olympia Parks	Citywide	Varies	\$67,792,224	1,342.06 Ac	Varies	See Below	See Below	See Below
8th Avenue Park	3000 8th Ave NE	2006	\$580,392	3.99	Undeveloped			
Artesian Commons	415 4th Ave	2013		0.2	Good			
Restroom		2017	\$355,000		Excellent			
Bigelow Park	1220 Bigelow Ave NE	1943	Unknown	1.89				
Shelter/RR (2 unisex)		1949	Unknown		Fair	Replacement	2021	\$330,000
Playground		2005	\$256,500		Good			
Bigelow Springs Open Space	930 Bigelow Ave NE	1994	Unknown	1.3	Good			
Burri Park	2415 Burbank Ave NW	1997	\$230,000	2.32				
Interim Use Improvements		2009	\$25,500		Good			
Chambers Lake Parcel	4808 Herman Rd SE	2003	\$476,000	47.09	Undeveloped			
Cooper Crest Open Space	3600 20th Ave NW	2003	\$232,484	13.37	Good			
Decatur Woods Park	1015 Decatur St SW	1988	\$33,853	6.27				
Restroom (1 unisex)		2004	\$75,000		Excellent			
Shelter		2004	\$25,000		Excellent			
Playground		2004	\$114,000		Good			
East Bay Waterfront Park	313 East Bay Dr NE	1994	Lease	1.86				
East Bay View	613 East Bay Dr NE	2000	N/A		Good			
Edison St Parcel	1400 Block Edison St SE	1997	\$95,974	4.52	Undeveloped			
Evergreen Park	1445 Evergreen Park Dr SW	2008	\$73,867	3.99				
Interim Use Improvements		2008	\$17,000		Good			
Friendly Grove Park	2316 Friendly Grove Dr NE	2002	\$240,000	14.48				
Shelter/RR		2002	\$170,300		Good			
Playground		2002	\$59,000		Good	Replacement	2020	\$370,000
Tennis Court		2002	\$53,000		Excellent			
Basketball		2002	\$11,000		Good			

Facility	Location	Date Acquired	Historical or Purchase Cost	Acres / Capacity	Present Condition	Improvements Required	Year Needed	Estimated Cost of Improvement
Olympia Parks	Citywide	Varies	\$67,792,224	1,342.06 Ac	Varies	See Below	See Below	See Below
Skate Court		2002	\$23,000		Good			
Garfield Nature Trail	701 West Bay Dr NW	1900	Unknown	7.41	Good			
Grass Lake Nature Park	814 Kaiser Rd NW	1990	\$1,800,000	195.34	Undeveloped	Trail Development	2021	\$2,600,000
Harrison Avenue Parcel	3420 Harrison Avenue NW	2011	\$300,334	24	Undeveloped			
Harry Fain's Legion Park	1115 20th Ave SE	1933	Unknown	1.34				
Playground		2005	\$181,250		Good			
Hawthorne Open Space	1870 Yew Ave NE	2016	\$60,880	2.98	Undeveloped			
Heritage Park	330 5th Ave SE	1996	\$1,400,000	1.18				
Fountain		1996	\$610,000		Good			
Isthmus Parcels	505/529 4th Ave W		\$3,100,000	2.34	Good			
Interim Use Improvements		2018	\$500,000					
Kaiser Woods	4300 Park Dr SW	2016	\$1,014,360	67.68	Undeveloped	Bike Park	2020	\$300,000
Kettle View Park	1250 Eagle Bend Dr SE	2007	\$204,836	4.8				
Restroom (1 unisex)		2011	\$216,000		Excellent			
Playground		2011	\$100,000		Excellent			
Tennis Court		2011	\$60,000		Excellent			
Shelter		2013	\$100,000		Excellent			
LBA Park	3333 Morse Merryman Rd SE	1974/2016/ 2017	\$11,561,137	153.74				
Concessions/RR		1974			Fair			
Kitchen		1974			Good			
Lower RR		1974			Good	ADA Upgrades	2020	\$45,000
Maintenance Buildings		1974			Good			
Shelter/RR		1974			Fair			
Playground		2011	\$230,000		Excellent			
Fields (6)					Good			
Tennis					Good			
Lilly Road Parcel	1100 Lilly Rd NE	2018	\$426,000	4.89	Undeveloped			
Lions Park	800 Wilson St SE	1946	Unknown	3.72		Sprayground/ Park Improve.	2020	\$1,600,000
Shelter		2012	\$274,000		Excellent			
Restroom (2 unisex)		2012	\$100,000		Excellent			
Playground		2011	\$130,000		Excellent			

2021 PRELIMINARY CAPITAL FACILITIES PLAN

Facility	Location	Date Acquired	Historical or Purchase Cost	Acres / Capacity	Present Condition	Improvements Required	Year Needed	Estimated Cost of Improvement
Olympia Parks	Citywide	Varies	\$67,792,224	1,342.06 Ac	Varies	See Below	See Below	See Below
Basketball		2010	\$11,500		Excellent			
Fields					Fair			
Tennis Court (2)					Fair			
Log Cabin Parcel	2220 Log Cabin Rd SE	2010	\$673,000	2.35	Undeveloped			
Madison Scenic Park	1600 10th Ave SE	1989	\$144,000	2.21				
Trail		2013	\$9,000		Excellent			
Margaret McKenny Park	3111 21st Ave SE	1999	\$199,203	4.16				
Playground		2018	\$260,000		Excellent			
McGrath Woods Park	2300 Cain Rd SE	1998	\$202,272	4				
Interim Use Improvements		2009	\$32,000		Good			
McRostie 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				
Interim Use Improvements		2009	\$24,000		Good			
Karen Fraser Woodland Trail	1600 Eastside St SE	2017/2018	\$886,245	66.45	Good			
Restroom		2007	\$142,000		Excellent			
Olympic Park	1300 Block Olympic Dr NE	1925		0.6	Undeveloped			
Percival Landing	300 4th Ave W	1970	Unknown	3.38				
D & E Floats		1970			Poor			
North Boardwalk		1970			Fair			
W Restroom (4 unisex)		1988			Fair			
West Boardwalk		1988			Fair			
Harbor House (2 unisex)		2011	\$900,000		Excellent			
NE Pavilion		2011	\$200,000		Excellent			
SE Pavilion		2011	\$200,000		Excellent			
Phase I		2011	\$10,000,000		Excellent			
F Float		2015	\$500,000		Excellent			
Bulkhead		2019	\$3,000,000		Excellent			
Priest Point Park	2600 East Bay Dr NE	1906	Unknown	313.5				
Carpenter Shop		1940s			Poor	Repair	2020	\$25,000
Equip Storage		2004			Good			
Equip Repair		1980s			Fair			
Office/Tool		1940			Poor			

Facility	Location	Date Acquired	Historical or Purchase Cost	Acres / Capacity	Present Condition	Improvements Required	Year Needed	Estimated Cost of Improvement
Olympia Parks	Citywide	Varies	\$67,792,224	1,342.06 Ac	Varies	See Below	See Below	See Below
Restroom 1		1968			Good			
Restroom 2		2019	\$350,000		Excellent			
Restroom 3		1952			Good			
Shelter 1 (Rose Garden)		2016	\$300,000		Excellent			
Shelter 2		2019	\$170,000		Excellent			
Shelter 3		2008	\$87,000		Excellent			
Shelter 4		2015	\$100,000		Excellent			
Shelter 5		1960			Fair			
Shelter 6					Fair			
Shelter 7					Fair			
VIP Building		1950			Fair			
Playground		2008	\$124,000		Good			
Basketball					Good			
E Trails					Good			
W Trails					Good			
South Capitol Lots	2015 Water St SW	1994	Unknown	0.92	Undeveloped			
Springwood Dr Parcel	1500 Springwood Dr NE	2015	\$0	3.2	Undeveloped			
Stevens Field	2300 Washington St SE	1963	Unknown	7.84				
Concession		1986			Good			
Field 1		2018	\$785,000		Excellent			
Field 2					Good	New Synthetic Turf/Lighting	2021	\$1,187,000
Storage/RR		1950s			Fair			
Shelters (3)		1990			Poor			
Tennis (2)					Good			
Sunrise Park	505 Bing St NW	1988	Unknown	5.74				
Restroom (1 unisex)		2011	\$216,000		Excellent			
Playground		2015	\$100,000		Excellent			
Basketball		1994			Good			
Community Garden		2011	\$40,000		Excellent			
Trillium Open Space	900 Governor Stevens Ave SE	1989	Unknown	4.53	Good			
Ward Lake Parcel	2008 Yelm Hwy SE	2007	\$3,575,958	9.14	Undeveloped			
Watershed Park	2500 Henderson Blvd SE	1955	Unknown	153.03	Good			

2021 PRELIMINARY CAPITAL FACILITIES PLAN

Facility	Location	Date Acquired	Historical or Purchase Cost	Acres / Capacity	Present Condition	Improvements Required	Year Needed	Estimated Cost of Improvement
Olympia Parks	Citywide	Varies	\$67,792,224	1,342.06 Ac	Varies	See Below	See Below	See Below
West Bay Park	700 West Bay Dr NW	2006	\$6,600,000	17.04	Excellent			
West Bay Woods	1200 Hays Ave NW	2016	\$98,238	1.14	Undeveloped			
Parcels	West Bay Dr/Farwell Ave	2017	\$194,250	1.61	Undeveloped			
Wildwood Glen Parcel	2600 Hillside Dr SE	1999	\$86,390	2.38	Undeveloped			
Woodruff Park	1500 Harrison Dr NW	1892	\$1	2.46				
Sprayground		2019			Excellent			
Storage/RR		1950			Excellent			
Tennis		1950			Fair	Replace/Add Pickleball Courts	2020	\$750,000
Basketball		1950			Fair			
Volleyball		1950			Fair			
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			Fair			
Athletic Fields		1982			Good			
Skate Court		2000	\$392,000		Good			
Playground		2011	\$267,000		Excellent			
Community Garden		2011	\$40,000		Excellent			
Yelm Highway Parcels	3535 Yelm Hwy SE	2000/2018	\$11,117,500	86.55	Undeveloped			

Facility	Location	Date Acquired	Historical or Purchase Cost	Acres / Capacity	Present Condition	Improvements Required	Year Needed	Estimated Cost of Improvement
Olympia Parks	Citywide	Varies	\$67,792,224	1,342.06 Ac	Varies	See Below	See Below	See Below
Other Jurisdictions' Community Parks				49.86 Ac				
Capitol Campus (Landscaped areas)	416 Sid Snyder Avenue SW			20				
Centennial Park	200 Block Union Ave SE			0.8				
Heritage Park	501 5th Ave SW			24				
Marathon Park	Deschutes Parkway SW			2.1				
Port Plaza	700 Block Columbia St NW			1.2				
Sylvester Park	600 Capitol Way S			1.3				
Ward Lake Fishing Access	4135 Ward Lake Ct SE			0.46				
Other Jurisdictions' Open Space				8.64 Acres				
Chambers Lake Trailhead	3725 14th Ave SE			1.71				
I-5 Trail Corridor	Adjacent to I-5 from Capitol Campus to Lacey City Hall	4.21						
Percival Canyon/West Bay Link	701 4th Ave W			2.72				
Water Pipe								
Water Pipe, 8" and larger, all material types 1,064,200 l.f. (202 miles)	Citywide	Varies			Varies	Maintenance & Repair	Annual	
11 Water Tanks/Reservoirs	Citywide	Varies		31 M gal total cap.	Good			
6 Booster Stations	Citywide	Varies		3.10 Mgd	Excellent - Fair			
Water Pipe								
9 Springs/Wells		Varies		22 Mgd	Good			

2021 PRELIMINARY CAPITAL FACILITIES PLAN

Facility	Location	Date Acquired	Historical or Purchase Cost	Acres / Capacity	Present Condition	Improvements Required	Year Needed	Estimated Cost of Improvement
Pipes - Stormwater								
172 miles of storm pipe	Citywide	Varies		Conveyance	Varies	Spot Repairs	Annual	
Maintenance holes and Catch Basins - Stormwater								
Approx. 8,900 catch basins and maintenance holes	Citywide	Varies		Collection/Conveyance	Varies	Spot Repairs and Cleaning	Annual	
Management Sites Stormwater			\$9,005,000					
5th Avenue Pond	5th Avenue/Olympic Way	2004		Treatment, Storage	Good	None	Not Scheduled	
9th Ave/Milroy Pond	1901 9th Ave	2003		Treatment, Storage	Good	Vegetation Management	Annual	
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	Treatment, Storage	Good	Vegetation Management	Annual	
18th Avenue/ Ellis Street Pond	Between 18th Avenue SE and Ellis Street	2013	\$250,000	Storage, Treatment	Good	Vegetation maintenance,	Annual	
18th Avenue/ Craig Street Pond	Between 18th Avenue SE 3100 Block	2013	\$500,000	Storage, Treatment	Good	Vegetation maintenance,	Annual	
21st/Black Lake Blvd Ponds	21st/Black Lake Blvd	1990		Storage	Good	Vegetation Management	Annual	

Facility	Location	Date Acquired	Historical or Purchase Cost	Acres / Capacity	Present Condition	Improvements Required	Year Needed	Estimated Cost of Improvement
Management Sites Stormwater			\$9,005,000					
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	
Boulevard Rd/22nd Avenue Roundabout Pond	Boulevard Rd/22nd Ave	2014		Treatment, Storage	Good		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	
Division and Farwell Pond	Division St/Farwell Ave	2008		Treatment, Storage	Fair	Vegetation Management	Annual	
Fern St Pond	13th/Fern St SW	1980s		Storage	Good	Soil augmentation, native shrubs	Annual	
Frederick/Thurston	Frederick/Thurston Ave			Infiltration	Good	Vegetation Management	Annual	
Harrison Ave and Kaiser Road Pond	Harrison Ave/Kaiser Rd	2011	\$200,000	Treatment, Storage, Infiltration	Good	Vegetation maintenance	Annual	
Hoffman Road Infiltration Gallery	30th/Hoffman Rd SE	1990s		Infiltration	Good	Cleaning maintenance	Annual	
Indian Creek Treatment Facility	Frederick St/Wheeler Avenue	2001	\$400,000	Water Quality Treatment	Good	Sediment removal all cells, vegetation, trail and wall maintenance	Annual	

2021 PRELIMINARY CAPITAL FACILITIES PLAN

Facility	Location	Date Acquired	Historical or Purchase Cost	Acres / Capacity	Present Condition	Improvements Required	Year Needed	Estimated Cost of Improvement
Management Sites Stormwater			\$9,005,000					
Joy Ave and Quince St Pond	Joy Ave/Quince St		\$150,000	Treatment	Good	Vegetation Management	Annual	
Log Cabin Rd Water Tank Pond	East of Log Cabin/Boulevard Rd	2011	\$200,000	Treatment, Storage, Infiltration	Good	Vegetation Management	Annual	
Mud Bay Road Pond	Harrison Ave/Cooper Pt Road NW	2001		Storage/Treatment	Poor	Compliance with permits, vegetation maintenance	Annual	
North Percival Constructed Wetland	21st/Black Lake Blvd	1995	\$2,300,000	Storage/Treatment	Good	Vegetation/ Public Use Management	Annual	
Oak/Fairview Pond	Oak Avenue/Fairview Street	1990s		Storage	Good	Vegetation Management	Annual	
Pacific Avenue Treatment Facility	Pacific Avenue at Indian Creek	2014	\$650,000	Water Quality Treatment	Good	Vegetation maintenance, hydrodynamic separator cleaning, Storm filter replacement	Annual	
Sleater-Kinney Pond	15th/Sleater-Kinney Road	2002	\$300,000	Storage/Treatment	Good	Vegetation Management	Annual	
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	

Facility	Location	Date Acquired	Historical or Purchase Cost	Acres / Capacity	Present Condition	Improvements Required	Year Needed	Estimated Cost of Improvement
Low Impact Development Facilities - Stormwater			\$30,000					
11th Avenue Bio Swale	11th Avenue SW/Plymouth Street	2006		Treatment, Infiltration, Conveyance	Fair	Vegetation Management	Annual	
Decatur Bio Swale	Decatur St /9th Ave	2009	\$30,000	Treatment	Good	Vegetation Management	Annual	
Division/Bowman Rain Garden	Division St/Bowman Ave	2008		Treatment, Storage	Good	Vegetation Management	Annual	
Hoadly Rain Garden	Hoadly Street/Governor Stevens Avenue			Treatment, Storage, Infiltration	Fair	Vegetation Management	Annual	
Oak/Fir Rain Garden	Oak Avenue/Fir Street	2011		Treatment, Infiltration	Good	Vegetation Management	Annual	
Yelm Highway Bio-Infiltration Swales	Yelm Hwy/Henderson			Treatment, Infiltration	Good	Vegetation Management	Annual	

Treatment Vaults - Stormwater			\$1,060,000					
4th Ave Bridge Treatment Facility	4th Ave Bridge	2004		Water Quality Treatment	Good	Filter Replacement	Bi-Annual	
4th Ave East Treatment Facility	4th Ave/Quince St	2015		Water Quality Treatment	Good	Sediment Removal	Annual	
City Hall Treatment	City Hall	2011	\$40,000	Treatment	Good	Sediment Removal, Filter Replacement	Annual	
Decatur Storm Filter	Decatur St /9th Ave	2009	\$20,000	Water Quality Treatment	Good	Filter replacement and cleaning	Annual	
Fire Station Headquarters Street Treatment	Puget St/4th Ave E			Water Quality Treatment	Good	Filter replacement and cleaning		
Giles Avenue Treatment Vault	Giles Ave/Division St NW	2004	\$300,000	Water Quality Treatment	Good	Sediment removal, primary cell and filter vault	Annual	

2021 PRELIMINARY CAPITAL FACILITIES PLAN

Facility	Location	Date Acquired	Historical or Purchase Cost	Acres / Capacity	Present Condition	Improvements Required	Year Needed	Estimated Cost of Improvement
Treatment Vaults - Stormwater			\$1,060,000					
Hands on Children’s Museum	Marine Drive	2011		Water Quality Treatment	Good	Filter replacement and cleaning	Annual	
Harrison Avenue Treatment	Three vaults on Harrison Avenue west of Kaiser road	2011	\$50,000	Water Quality Treatment	Good	Mulch replacement	Annual	
San Francisco Ave Treatment	San Francisco Ave/Rose St	2009						
Sleater-Kinney / San Mar Treatment	San Mar to Martin Way (Under West Sidewalk)	2003		Treatment	Good	Maintenance cleaning	Annual	
State Avenue Treatment	State Ave, from Plum to Central Street	2015		Water Quality Treatment	New	None	Annual	
West Bay Drive Treatment	West Bay Drive Sidewalk	2015		Water Quality Treatment	New	None	Annual	
Pacific Avenue Treatment Facility	Pacific Avenue at Indian Creek	2014	\$650,000	Water Quality Treatment	Good	Vegetation maintenance, hydrodynamic separator cleaning, Storm filter replace.	Annual	
Percival Landing Treatment Vault	Olympia Ave / Columbia St	2011		Water Quality Treatment	Good	Filter replacement and cleaning	Annual	
Property Maintained - Stormwater Natural Resources Areas								
Schneider Creek Check Dams	Ellion St/Orchard Dr				Poor	Remove/ Replace	Not Scheduled	

Facility	Location	Date Acquired	Historical or Purchase Cost	Acres / Capacity	Present Condition	Improvements Required	Year Needed	Estimated Cost of Improvement
Wastewater Conveyance System								
Wastewater Pipes – Gravity - 187 total linear miles	Citywide	Varies			Good (150 miles) Fair (23 miles) Poor (13 miles) Unknown (1 mile)	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				Residential STEP Equipment Upgrades	Ongoing, as feasible	\$450,000
Wastewater STEP Pressure Mains - 28 total linear miles	Citywide	Varies						
Wastewater Structures (manholes, cleanouts, etc.)	Citywide	Varies				Maintenance hole repair and replacements	2021-2024	\$232,000
Other Jurisdictions Wastewater and Reclaimed Water Facilities (owned by LOTT Clean Water Alliance)								
Capitol Lake Pump Station	Deschutes 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				

2021 PRELIMINARY CAPITAL FACILITIES PLAN

Facility	Location	Date Acquired	Historical or Purchase Cost	Acres / Capacity	Present Condition	Improvements Required	Year Needed	Estimated Cost of Improvement
Creeks								
Indian/Moxie Creek	Various Locations					Water Quality/ Habitat Improvements	Ongoing	
Percival Creek	Between Percival Cove & Hwy 101					Water Quality/ Habitat Improvements	Ongoing	
Schneider Creek	Various Locations					Water Quality/ Habitat Improvements	Ongoing	
Woodard Creek	Various Locations					Water Quality/ Habitat Improvements	Ongoing	

Parking Lots								
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	

Facility	Location	Date Acquired	Historical or Purchase Cost	Acres / Capacity	Present Condition	Improvements Required	Year Needed	Estimated Cost of Improvement
Facilities		Year Built	\$97,425,300			This Section below is currently being updated as part of the Building Condition Assessment Report		
City Hall	601 4th Ave E	2011	\$35,650,000		Excellent			
Community Center/ Olympia Center	222 N Columbia	1987	\$5,301,000		Good			
Court Services Building	909 8th Ave	1975	\$143,000		Fair			
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			

2021 PRELIMINARY CAPITAL FACILITIES PLAN

Facility	Location	Date Acquired	Historical or Purchase Cost	Acres / Capacity	Present Condition	Improvements Required	Year Needed	Estimated Cost of Improvement
Parking Lots								
Fire Station No. 4	3525 Stoll Rd SE	2011	\$7,095,700		Excellent			
Hands on Children’s Museum	401 Jefferson St SE	2012	\$18,500,000		Excellent			
Lee Creighton Justice Center	900 Plum St SE	1967	\$2,432,300		Fair			
Maintenance Center Complex	1401 Eastside St	1976	\$3,849,300		Fair			
Mark Noble Regional Fire Training Center	1305 Fones Rd	2013	\$8,720,800		Excellent			
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			
Olympia Timberland Library	313 8th Ave SE	1981	\$2,743,800		Good			

Facilities Owned by Other Public Entities Within the City of Olympia								
Olympia School District	See the Olympia School District’s Capital Facilities Plan for a facilities inventory list, capacities and map (part of Olympia’s Adopted CFP).							
Port of Olympia	See Port of Olympia Comprehensive Scheme of Harbor Improvements for a Budd Inlet District Map. (http://www.portolympia.com/index.aspx?nid=235)							

Facility	Location	Date Acquired	Historical or Purchase Cost	Acres / Capacity	Present Condition	Improvements Required	Year Needed	Estimated Cost of Improvement
Facilities Owned by Other Public Entities Within the City of Olympia								
South Puget Sound Community College Campus	2011 Mottman Road SW. See SPSCC website for a campus map. (http://spsc.ccc.edu/)		Varies (Olympia campus is about 102 acres; with about 86.5 acres in City of Olympia jurisdiction)					
State of Washington	See campus map on State of Washington Department of Enterprise Services website. (http://des.wa.gov/Pages/default.aspx)							
Thurston County	See inventory list in Thurston County Capital Facilities Plan. (http://www.co.thurston.wa.us/planning/comp_plan/comp_plan_document.htm)							

Bridges			\$39,000,000					
Olympia-Yashiro Friendship Bridge	4th Ave Bridge	1919, Replaced 2004	\$39,000,000		Good			
5th Avenue Bridge	5th Ave	1958, Rebuilt 2004			Good			
Priest Point Park Bridge	2700 Block East Bay Dr	1972			Good			
Percival Creek Bridge	Cooper Point Dr/AutoMall Dr at Evergreen Park Dr SW	1986			Good			
R.W. Johnson Road Culvert	R.W. Johnson Blvd, 700' N of Mottman Rd	2003			Good	Bank Stabilization		

2021 PRELIMINARY CAPITAL FACILITIES PLAN

Facility	Location	Date Acquired	Historical or Purchase Cost	Acres / Capacity	Present Condition	Improvements Required	Year Needed	Estimated Cost of Improvement
Streets								
Arterial Classification- 106 lane miles	Citywide	Varies		Average system condition rating is 66. Target condition rating is 75.		\$48 million (in 2012 dollars)		
Collector Classification- 124 lane miles	Citywide	Varies						
Neighborhood Collector Classification- 42 lane miles	Citywide	Varies						
Local Access Classification- 236 lane miles	Citywide	Varies						
Urban Collector- 17 lane miles	Citywide	Varies						
Wellhead Protection								
Klabo		1998	\$1,000,000	10 Acres				
McAllister Wellfield Vicinity		2003	\$154,788	10 Acres	Unimproved			
Miscellaneous								
Chambers Ditch (Maintained by Chambers Drainage Ditch District)	Southeast, from outlet of Chambers Lake to Yelm Highway	Stormwater Conveyance	\$3,743,000	13.08 Acres				
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			

Glossary of Terms & Acronyms

Allocation:

To set aside or designate funds for specific purposes. An allocation does not authorize the expenditure of funds.

Appropriation:

An authorization made by the City Council for expenditures against the City's Annual Budget. Appropriations are usually made for fixed amounts and are typically granted for a one-year period.

Appropriation Ordinance:

An official enactment by the legislative body establishing the legal authority for officials to obligate and expend resources.

Arterial Street Funds (ASF):

State grants received for the dedicated purpose of improvements to arterials. The source of funding is the state gas tax.

Assessed Value (AV):

The fair market value of both real (land and building) and personal property as determined by the Thurston County Assessor's Office for the purpose of setting property taxes.

Assets:

Property owned by a government which has monetary value.

Bond:

A written promise to pay (debt) a specified sum of money (principal or face value) at a specified future date (the maturity date(s)) along with periodic interest paid at a specified percentage of the principal (interest rate).

Bond Anticipation Notes (BANs):

Short-term interest-bearing notes issued in anticipation of bonds to be issued at a later date. The notes are retired from proceeds of the bond issue to which they are related.

Budget (Operating):

A plan of financial operation embodying an estimate of proposed expenditures for a given period (typically a fiscal year) and the proposed means of financing them (revenue estimates). The term is

also sometimes used to denote the officially approved expenditure ceilings under which a government and its departments operate.

Bulb out:

An extension of the curb that juts out into the roadway, approximately seven feet wide (the width of a parking space).

Capital Budget:

A plan of proposed capital expenditures and the means of financing them. The capital budget may be enacted as part of the complete annual budget including both operating and capital outlays. The capital budget is based on a Capital Facilities Plan (CFP).

Capital Expenditure:

Expenditure resulting in the acquisition of or addition to the City's general fixed assets.

Capital Facilities:

A structure, improvement, piece of equipment or other major asset, including land that has a useful life of at least five years. Capital facilities are provided by or for public purposes and services including, but not limited to, the following:

- Bikeway and Disability Access Ramps
- Detention Facilities
- Drinking Water
- Fire and Rescue
- Government Offices
- Law Enforcement
- Libraries
- Open Space
- Parks (Neighborhood and Community)
- Public Health
- Recreational Facilities
- Roads
- Sanitary Sewer
- Sidewalks, Bikeway, and Disability Access Ramps
- Solid Waste Collection and Disposal
- Stormwater Facilities
- Street Lighting Systems
- Traffic Signals

Capital Facilities Plan (CFP):

A twenty-year plan to implement the comprehensive plan vision, showing how the City will provide urban governmental services at adopted levels of service standards for the existing and projected population growth in the City and Urban Growth Area. It includes projected timing, location, costs, and funding sources for capital projects. The CFP identifies which capital facilities are necessary to support development/growth. Projects in the CFP are directly related to the applicable master plan or functional plans, such as the Parks, Arts and Recreation Plan, the Storm and Surface Water Plan, and other similar plans. The CFP is an element of the Comprehensive Plan, which is required to be internally consistent with the other chapters of the plan and the City budget.

Capital Improvement:

A project to create, expand or modify a capital facility. The project may include design, permitting, environmental analysis, land acquisition, construction, landscaping, site improvements, initial furnishings, and equipment.

Capital Improvement Plan (CIP) Fund:

A fund used to pay for general municipal projects (excludes utilities). The money is derived from the real estate excise tax, interest, utility tax (1%), and the year-end cash surplus.

CFP General Fund Revenues:

These revenues include 1% non-voted utility tax on gas, electric and telephone utilities plus 6% utility tax on Cable TV. In addition to the utility tax, CIP revenues include REET, interest, and contributions from the General Fund.

Concurrency:

In growth management terms, capital facilities must be finished and in place at the time or within a reasonable time period following the impact of development.

Councilmanic:

Debt that is incurred by the City Council. A vote of the people is not required. The funds to repay the debt must come from the City's general revenues.

Debt Capacity:

The amount of money a jurisdiction can legally afford to borrow.

Debt Service:

Payment of interest and principal to holders of a government's debt instruments.

Development Orders and Permits:

Any active order or permit granting, denying, or granting with conditions an application for a land development approval including, but not limited to impact fees, inventory, and real estate excise tax.

Federal Aid to Urban Systems (FAUS):

A grant received for improvements to the City's transportation network.

Fund Balance:

The excess of an entity's assets over its liabilities. The City's policy is to maintain a fund balance of at least 10% of the operating revenues in all funds. This term may also be referred to as Retained Earnings in the Utility funds or yearend surplus in the General Fund.

Gas Tax:

Money received by the City from the State Gas Tax. The funds may only be used for improvements to arterials.

General Facility Charges (GFC):

Payment of monies imposed for development activity as a condition of granting development approval in order to pay for utilities needed to serve new development.

Grant:

A funding source provided by the State or Federal government.

Impact Fees:

A payment of money imposed for development activity as a condition of granting development approval in order to pay for the public facilities needed to serve new growth and development. By state law, impact fees may be collected and spent on roads and streets, parks, schools, and fire protection facilities.

Interim Use and Management Plan (IUMP):

The portion of the Parks Plan that reflects parks/parcels that need minimal property development of the property so that it can be used until the property is further developed for full use by the public.

Inventory:

A listing of City of Olympia's public facilities including location, condition, and future replacement date.

Level of Service (LOS):

A quantifiable measure of the amount of public facility that is provided. Typically, measures of levels of service are expressed as ratios of facility capacity to demand (i.e., actual or potential users).

Local Improvement Districts (LID):

A mechanism to pay for improvements (i.e., streets, sidewalks, utilities) that directly benefit the property owner.

Neighborhood Traffic Management Program (NTMP):

A program to reduce the speed/traffic in neighborhoods. The plan includes the use of traffic circles or islands, speed bumps, improved signage or restriping.

Operation and Maintenance (O&M):

Operation and maintenance expense.

Pervious or Porous Pavement:

A permeable pavement surface with a stone reservoir underneath. The reservoir temporarily stores surface runoff before infiltrating it into the subsoil. Runoff is thereby infiltrated directly into the soil and receives some water quality treatment.

Public Works Trust Fund Loans (PWTF):

Low interest loans from the State of Washington for “public works” projects.

Rates:

The existing rate of the various utilities sufficient to pay for the cost of projects.

Repairs and Maintenance (General):

Building/facility repairs/maintenance up to \$50,000, and with a life expectancy of less than five years. General repairs and maintenance are paid from the City Operating Budget.

Repairs and Maintenance (Major):

Building/facility repairs/maintenance up to \$50,000 or more with a life expectancy of five years or more. Major repairs and maintenance are paid from the Capital Budget.

Real Estate Excise Tax: (REET)

The City of Olympia charges 1/2% tax on all real estate transactions to fund capital improvements.

SEPA Mitigation Fees:

Fees charged to “long plats” or new major developments for their direct impact on the system. SEPA mitigation measures must be related to a specific adverse impact identified in the environmental analysis of a project. The impact may be to the natural or built environment, including public facilities.

Septic Tank Effluent Pump (STEP):

This is an alternative to gravity flow sewage systems. The Council eliminated the use of future STEP systems in 2005.

Six-year Financial Plan:

A six-year financially constrained plan of identified projects, anticipated costs, and proposed funding sources that is part of the Capital Facilities Plan.

Site Stabilization Plan (SSP):

The portion of the Parks Plan that reflects parks/parcels that need additional work to increase safety by putting up fences, gates, or removing debris, etc.

Transportation Benefit District (TBD):

The Olympia City Council makes up the TBD Board, enacted by City Council in 2008. Each vehicle registered within the City of Olympia at the time of renewal is assessed \$40 for transportation improvements in Olympia. The TBD Board currently contracts with the City to fund transportation projects.

Utility Tax:

The City of Olympia charges the statutory limit of 6% on private utilities (electric, gas, telephone and Cable TV). 1% of the amount on gas electric and telephone goes to the Financial Plan. The total 6% tax on Cable TV goes to major maintenance. In 2004, voters approved an additional 3% increase in this tax, for a total of 9%. Of the 3%, 2% is for Parks and 1% is for recreational sidewalks.

Voted Debt:

Voted debt requires the citizens' vote for approval to increase property taxes to pay for the project.

Acronyms	
AC	Asbestos Cement
ADA	Americans with Disabilities Act
AV	Assessed Value
CAMP	Capital Asset Management Program
CFP	Capital Facilities Plan
CIP	Capital Improvement Program
DFW	Department of Fish and Wildlife
DOE	Department of Energy
DOH	Department of Health
EDDS	Engineering Design and Development Standards
EMS	Emergency Medical Services
ENV	Environmental
FF&E	Furniture, Fixtures and Equipment
GFC	General Facilities Charge
GHG	Green House Gases
GMA	State of Washington Growth Management Act
GMP	Guaranteed Maximum Price
GO	General Obligation

Acronyms	
GTEC	Growth and Transportation Efficiency Centers
HES	Hazard Elimination Safety
HOCM	Hands on Children’s Museum
I&I	Inflow and Infiltration
IAC	Interagency Committee for Outdoor Recreation
IPM	Integrated Pest Management
IUMP	Interim Use and Management Plan
LBA	Little Baseball Association
LED	Light Emitting Diodes
LEED	Leadership in Energy and Environmental Design
LID	Local Improvement District
LOS	Level of Service
LOTT	Lacey, Olympia, Tumwater, Thurston County
LTFS	Long Term Financial Strategy
NPDES	National Pollutant Discharge Elimination System
NTMP	Neighborhood Traffic Management Program
O&M	Operations and Maintenance
OPARD	Olympia Parks, Arts and Recreation Department
OMPD	Olympia Metropolitan Park District
OWT	Olympia Woodland Trail
PFD	Public Facilities District
PMMP	Parks Major Maintenance Program
PSI	Pounds per Square Inch
PWTF	Public Works Trust Fund
RCO	Recreation and Conservation Office
REET	Real Estate Excise Tax
RFP	Request for Proposal
SDWA	Federal Safe Drinking Water Act
SEPA	State Environmental Policy Act
SPSCC	South Puget Sound Community College
SSP	Site Stabilization Plan

Acronyms	
STEP	Septic Tank Effluent Pump
TBD	Transportation Benefit District
TIP	Transportation Improvement Program
TOR	Target Outcome Ratios
TRPC	Thurston Regional Planning Council
TSP	Transit Signal Priority
UBIT	Under Bridge Inspection Truck
UFC	Uniform Fire Code
UGA	Urban Growth Area
UGMA	Urban Growth Management Area
WWRF	Washington Wildlife Recreation Fund
WWRP	Washington Wildlife and Recreation Program



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City Council

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