



# City of Olympia

City Hall  
601 4th Avenue E  
Olympia, WA 98501

Information: 360-753-8447

## Meeting Agenda City Council

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**Tuesday, November 26, 2013**

**7:00 PM**

**Council Chambers**

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**1. ROLL CALL**

**1.A SWEARING IN CEREMONY FOR COUNCILMEMBER HANKINS**

**\* \* \* Short Reception Honoring Councilmember Hankins \* \* \***

**1.B ANNOUNCEMENTS**

**1.C APPROVAL OF AGENDA**

**2. SPECIAL RECOGNITION**

**3. PUBLIC COMMUNICATION**

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

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

**4. CONSENT CALENDAR**

*(Items of a Routine Nature)*

**4.A [13-0992](#) Approval of November 19, 2013 City Council Meeting Minutes**

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

**4.B PULLED BY STAFF - Approval of Ruth Milroy Quiet Title Action Regarding an Unopened Street**

- 4.C [13-0981](#) Approval of Interlocal Agreement with Thurston County to Coordinate the Annual Homeless Connect Event  
**Attachments:** [Interlocal Homeless Connect Event](#)  
[2006-2013 PIT Chart](#)
- 4.D [13-0987](#) Approval of Interlocal Agreement with Thurston County to Produce the County's "2014 Thurston County Point-in-Time (PIT) Count of Homeless Persons"  
**Attachments:** [Interlocal Homeless Census](#)  
[2006-2013 PIT Chart](#)

### SECOND READINGS

- 4.E [13-0941](#) Approval of Ad Valorem Tax Ordinance  
**Attachments:** [Ordinance for Ad Valorem Tax](#)  
[Estimated 2014 General Fund Revenue by Type](#)

### FIRST READINGS - None

## 5. PUBLIC HEARING

- 5.A [13-0978](#) PUBLIC HEARING - High Density Corridor Interim Ordinance Extension  
**Attachments:** [Ordinance Extending Duration of Ord 6820](#)  
[Ordinance 6820](#)

## 6. OTHER BUSINESS

- 6.A [13-0985](#) Approval of Section 108 Loan Public Comment and Hearing Process  
**Attachments:** [Section 108 Project Description - alley lighting and sidewalks](#)  
[Alley Lighting Proposal \(11-19-13\)](#)  
[Section 108 project - State Avenue Sidewalk map](#)
- 6.B [13-0983](#) Continued Discussion on the 2014 Operating Budget and 2014-2019 Capital Facilities Plan (CFP), to Conclude with Balancing of the Operating Budget  
**Attachments:** [General Fund Adjustments](#)  
[CFP Adjustments](#)  
[CFP Project Summaries](#)  
[Planning Commission Letter on School District CFP](#)  
[Link to Budget 365 webpage](#)

**7. CONTINUED PUBLIC COMMUNICATION**

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

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

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



# City of Olympia

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601 4th Avenue E  
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## Meeting Minutes - Draft City Council

Information: 360-753-8447

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**Tuesday, November 19, 2013**

**7:00 PM**

**Council Chambers**

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### 1. ROLL CALL

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

**Excused:** 1 - Councilmember Karen Rogers

### 1.A ANNOUNCEMENTS

City Manager Steve Hall introduced Paul Simmons as the new Parks, Arts & Recreation Director. Mr. Simmons briefly addressed the Council and highlighted what a great city Olympia is.

### 1.B APPROVAL OF AGENDA

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

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

### 2. SPECIAL RECOGNITION - None

### 3. PUBLIC COMMUNICATION

Mr. Gurinder Sodhi, 420 Sherman St SW, congratulated Councilmembers who were recently elected and thanked Councilmember Rogers for her service.

Ms. Patty Mosqueda spoke on behalf of the Rachel Corrie Leadership Project and introduced Mahmoud Mansour, a guest from Rafah Palestine.

Mr. Mahmoud Mansour, from Gaza Strip Palestine, spoke about life there and his appreciation of being able to come to America.

Interfaith Works Shelter Coordinator Meg Martin shared information on shelter services this week and said she is concerned about how quickly the shelter is filling up this early in the cold weather season.

Partners in Prevention Education representative (PiPE) Sammy Harvell, 6065 61st Ave SE, Lacey, discussed violence against transgender people and invited the Council to attend the Transgender Day of Remembrance at Sylvester Park tomorrow at 4:00 p.m.

Mr. Allen Miller, 1617 Sylvester St SW, thanked the Council for the purchase of the isthmus properties for a park and recounted some of the history of the State Capitol Campus view corridor.

Ms. Kayla Peirez also invited the Council to the Transgender Day of Remembrance tomorrow.

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

Councilmembers thanked citizens for comments and welcomed Mr. Mansour to Olympia.

## **4. CONSENT CALENDAR**

- 4.A 13-0959** Approval of November 12, 2013 Minutes for the Special Meeting for the Groundbreaking Ceremony for Family Shelter and Affordable Housing Project

Mayor Buxbaum proposed amending the minutes to add the remarks he read at the event. The Council agreed to the change.

**The minutes were adopted as amended.**

- 4.B 13-0972** Approval of November 12, 2013 City Council Meeting Minutes

Councilmember Roe asked that the minutes reflect her request for more information from the Library regarding a breakdown of who goes to the library and what services are being provided. The Council agreed to the change.

**The minutes were adopted as amended.**

- 4.C 13-0914** Special Tax Valuation for 2020 Water Street SW

**The contract was adopted.**

- 4.D 13-0938** Approval of Interlocal Agreement with Intercity Transit for Safe Routes to School Grant

**The contract was adopted.**

- 4.E 13-0947** Approval of Woodbury Crossing Phase I Re-Plat

**The decision was adopted.**

- 4.F 13-0949** Approval of Interlocal Agreement with Thurston County Superior

Court for Jury Trial Services

**The contract was adopted.**

**SECOND READINGS**

**4.G 13-0629** Adoption of Ordinance Annexing the Division Street Area (County Island)

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

**4.H 13-0894** Approval of Appropriation Ordinance in the Amount of \$1,076,000 for the 22nd Avenue Sidewalk Project

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

**FIRST READINGS**

**4.I 13-0941** Approval of Ad Valorem Tax Ordinance

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

**Approval of the Consent Agenda**

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

**Aye:** 6 - Mayor Buxbaum, Mayor Pro Tem Jones, Councilmember Cooper, Councilmember Hankins, Councilmember Langer and Councilmember Roe

**Excused:** 1 - Councilmember Rogers

**5. PUBLIC HEARING - None**

**6. OTHER BUSINESS**

**6.A 13-0964** Continued Discussion on the 2014 City of Olympia Operating Budget

Mayor Buxbaum provided, and the Council agreed to, a proposal for moving through tonight's discussion as follows:

1. Planning Commission recommendatation regarding school impact fees
2. Staff updates on revenue, police budget, CP&D plans examiner
3. Finance Committee report/recommendations
4. Final questions/proposals for next week

**Planning Commission Recommendation regarding School Impact Fees**

**Discussion:**

- Appreciation for the valuable input and work of the Planning Commission.
- Agree with the Planning Commission recommendation that the School District work more closely with the City on impact fees.,
- Need greater consistency with the Comprehensive Plan.
- Appreciate work and input with City advisory committees.
- Need to improve the relationship with the School District.
- Agree with Planning Commission transparency comments.
- Ask the School District if they can take a different approach to identifying and approving school impact fees and whether implementation can be deferred by a year while they work on the impact fee formula.
- Contact the School District regarding opportunities for joint meetings next year to discuss impact fees.
- Acknowledge the Olympia Master Builders correspondence and note their request to leave school impact fees at the current rate instead of increasing as proposed.

**Staff Updates on Revenue, Police Budget, CP&D Plans Examiner Discussion:****Revenue:**

Administrative Services Director Jane Kirkemo highlighted components of the preliminary 2014 operating budget revenues and compared Olympia to other similar-sized cities' revenue. City Manager Steve Hall indicated there will be approximately \$27,800 unallocated for consideration at next week's budget discussion.

**Police Budget:**

Police Department Administrative Services Manager Laura Wohl reviewed the proposed use of the public safety tax measure that passed in 2012, which includes fully staffing police officers, updating technology and equipment, and refining enforcement options.

**Discussion:**

- Consider asking the School District to fully fund the School Resource Officers (SROs).
- Consider using SROs downtown during summer months.
- Refinement work in 2014 about who is being held in Olympia jail and for what reasons.
- Request presentation to go on website.
- Request more information for the future about implications of technology bottleneck in operations, want comparative information as to whether should make an investment to catch up.

**CP&D Plans Examiner:**

Mr. Hall proposed adding a plans examiner. This was a position that was cut in 2010 and the work has been done out of class. He indicated the funding is available to add the position back in.

**Discussion:**

- Where are we at with staffing for tree hazards? There is currently a .5 urban forester

position. Recent tree grants are work specific (e.g., tree plantings) and will not create capacity for dealing with hazard trees in 2014.

- Adding the plans examiner position back into the budget makes sense.

**Finance Committee Report/Recommendations Discussion:**

Mayor Buxbaum reported on Finance Committee recommendations for consideration in the 2014 budget regarding revenue options, advisory board responses and a Bicycle and Pedestrian Advisory Committee (BPAC) bike corridors and way finding pilot project.

Revenue Options:

- Concerned with continued underfunding of building repair and replacement.
- Recommend not taking revenue enhancement actions now, but include in next year's Finance Committee work plan an evaluation of City revenues by the end of March or first week in April.
- After evaluation of City revenues, recommend to the Council whether to consider Council manic or voter approved actions to increase taxes.

Advisory Board Responses:

- Work with staff to provide a written response to advisory committee letters to the Council regarding the budget.
- Recommend staging formal meetings with advisory committees as an early part of next year's budget building process.
- Thanks to the advisory committees for detailed responses on the budget.
- Accolades for level of information getting back from advisory committees and value of relationships, also with Coalition of Neighborhood Associations (CNA).

BPAC Bike Corridors and Way Finding Pilot Project:

- Recommendation to fund a pilot project in 2014.
- Suggest asking staff to bring forward an alternative to fund the 2014 pilot at a \$100,000 level.
- Consider using the additional \$27,800 in revenue identified by staff and the balance of 2013 Council goal money.

**Final Questions/Proposals for next week's Discussion:**

- Options to fund increasing the number of meetings and staffing for advisory committees to help complete work plans. Tie the work plans to the number of meetings.
- Options to fund training for advisory committees again next year (e.g., Jurassic Parliament).
- Options to fund more clean-up efforts downtown (e.g., tree trimming for areas of blocked lighting).
- Options to fund the Tree Program. Consider adding .25 to the current .5 urban forester position; then in 2015 bring the position back to full time.
- Delay additional funding for downtown clean-up efforts to see how effective current efforts are working (e.g., alcohol impact area, increased walking patrol, downtown alley lighting).

- Consider moving the tree program to the stormwater utility. Look at UAC recommendations on this topic. Ensure tree work continues to be aligned with good arborist practices.
- Options for funding subarea planning.

Following discussion on the proposals raised, the Council provided the following staff direction for next week's meeting:

- Funding options for a .25 urban forester position, and other means of support and long-term enhancement of urban forestry.
- Funding options for the Finance Committee's recommendation on the BPAC pilot program proposal.
- Adding the plans examiner position back into the budget.

Mr. Hall summarized other Council proposals discussed tonight as follows:

- As part of the General Government Committee's work on advisory committee work plans next year, the Committee will consider number of meetings, staff support, training, and scoping of liaison roles and relationships.
- CDBG funding will be used for the Downtown Ambassador clean-up program for now, but will look longer-term on how to expand that program.
- Continue areas of emphasis for downtown improvements.
- The subarea planning dialogue is continuing, recommendations are still to come from the Land Use and Environment Committee, and the timing of moving forward will occur at the retreat.

**The discussion was completed.**

## **7. CONTINUED PUBLIC COMMUNICATION**

## **8. REPORTS AND REFERRALS**

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

Councilmember Roe deferred her reports to next week. She noted she will not be at the December 10 Council meeting.

Mayor Pro Tem Jones reported he attended the 75th anniversary celebration for the Thurston Public Utilities District (PUD).

Councilmember Hankins reported highlights from the Coalition of Neighborhood Associations (CNA) Steering Committee meeting she attended.

Councilmember Cooper reported highlights from National League of Cities (NLC) conference he attended. He also distributed the 2012 HOME Consortium annual report.

Councilmember Langer reported highlights from the LOTT Clean Water Alliance meeting he attended.

Mayor Buxbaum reported highlights from the Department of Enterprise Services 1063 Capitol Way block replacement project meeting, ribbon cutting at the Library for the solar panels, and Planning Commission meeting to report on the Community Renewal Area (CRA) efforts.

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

Mr. Hall reported the Washington Center will remove scaffolding and construction materials this week. The contractor will be back in January to finish up the brick and stone work.

#### **9. ADJOURNMENT**

The meeting was adjourned at 10: 55 p.m.

# City of Olympia

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

## City Council

### Approval of Interlocal Agreement with Thurston County to Coordinate the Annual Homeless Connect Event.

Agenda Date: 11/26/2013

Agenda Number: 4.C

File Number: 13-0981

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**File Type:** contract

**Version:** 1

**Status:** Consent Calendar

**..Title**

Approval of Interlocal Agreement with Thurston County to Coordinate the Annual Homeless Connect Event.

**..Recommended Action**

**Committee Recommendation:**

Not referred to a committee.

**City Manager Recommendation:**

Move to authorize the Mayor to sign an Interlocal Agreement with Thurston County to coordinate the annual "2014 Point In Time Homeless Connect Event".

**..Body**

**Issue:**

Should Olympia work with Thurston County to administer the annual "2014 PIT Homeless Connect Event"?

**Staff Contact:**

M. Anna Schlecht, Housing Program Manager, 360.753.8183

**Presenter(s):**

None. Consent calendar item.

**Background and Analysis:**

The Thurston County Homeless Coordinator has been working with the City of Olympia and other stakeholders to develop plans for the County's "2014 Point-in-Time Count of Homeless Persons". Last year the January 2013 Homeless Census featured a "Homeless Connect Event" as the primary methodology to connect with unsheltered homeless people. This year, the Homeless Coordinator decided to separate the two events in order to maximize the effectiveness of both.

Thurston County is entering year nine (9) of a 10-Year Plan to reduce homelessness in Thurston County by half. This plan started in 2006 and will end in 2015. The Homeless Census Report provides the data that determines the level of progress made in this effort.

The goal is for the County to build upon the success of the past four years' partnerships with the City of Olympia through key direction from the Homeless

**Agenda Date: 11/26/2013**

**Agenda Number: 4.C**

**File Number: 13-0981**

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Coordinator, new ideas from the community and continued administration of the work by the City's Housing Program. The Homeless Coordinator will provide overall guidance to ensure that these two events will support County goals to reduce homelessness through better coordination of resources.

1) Homeless Connect Event

As directed by the Homeless Coordinator, the 2014 Homeless Census will be preceded by the Thurston County "PIT Homeless Connect Event". (Please note: The Interlocal refers to this as the "2014 Homeless Connect Event" when in fact it will be held on December 7, 2013.) This event will serve as a one-day homeless resource fair that will provide services and survival resources for homeless families, unaccompanied youth and single adults in Thurston County. The "PIT Homeless Connect Event" is a community-wide effort that mobilizes non-profit organizations, local governments, faith community volunteers and others to work together to:

1. Offer tangible goods and services to homeless and street dependent people.
2. Provide referrals for services, shelter and housing.
3. Promote the upcoming January 2014 Point-in-Time Census.

The "2014 PIT Homeless Connect Event" will be held on December 7, 2013.

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

N/A

**Options:**

1. Move to authorize the Mayor to sign an Interlocal Agreement with Thurston County to coordinate the annual "2014 PIT Homeless Connect Event".
2. Do not move to authorize the Mayor to sign an Interlocal Agreement with Thurston County to coordinate the annual "2014 PIT Homeless Connect Event".

**Financial Impact:**

1. The \$4,000 contract from Thurston County will fund City staff and additional professional service contractors to coordinate the annual Homeless Connect Event.

**INTERLOCAL AGREEMENT**  
**Between**  
**THE CITY OF OLYMPIA AND THURSTON COUNTY**  
**For the**  
**2014 PIT HOMELESS CONNECT EVENT**

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

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

NOW, THEREFORE, in consideration of the mutual promises contained herein, the City of Olympia (**OLYMPIA**) and Thurston County (**THURSTON**) agree as follows:

**I. Purpose/Objective**

The purpose of this Agreement is to allow **OLYMPIA** to enter into a technical services contract with Public Health and Social Services, Housing and Community Renewal of **THURSTON** for the following purposes:

Work with the Thurston County Homeless Coordinator to coordinate the 2014 Thurston County Homeless Connect Event and to compile and deliver an outcome report to Thurston County.

**II. Definitions**

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

“**Homeless people**” will mean those individuals who reside in emergency shelters, transitional housing, in vehicles or out of doors. Please note that other individuals without a secure place of residence may also be included in designated section of the final report.

“**Community Partners**” will mean all local non-profit organizations and representatives thereof, local faith based organizations and representatives thereof, government officials and other individuals who are involved directly or indirectly with service, shelter or transitional housing provision for homeless individuals.

**III. Scope of Agreement/Work**

The full scope of agreement/work is attached as **EXHIBIT A**. A summary of key responsibilities for **OLYMPIA** and **THURSTON** follows:

A. Responsibilities of **THURSTON** shall be as follows:

- Provide direction and coordination from the County Homeless Coordinator;
- Provide programmatic knowledge and availability of staff from various County departments;
- Provide data from the Department of Commerce Homeless Management Information Systems (HMIS);
- Provide a prompt review of all **OLYMPIA** work products to stay current on project timeline;
- General project management and oversight; and,
- Make payment(s) as requested to **OLYMPIA** for services provided.

B. Responsibilities of **OLYMPIA** shall be as follows:

- Work with the County Homeless Coordinator to provide overall Homeless Connect Event administrative coordination;
- Schedule, facilitate and conduct community-wide organizational meetings to plan a Homeless Connect Event;
- Identify community partners & conduct a series of planning meetings to develop an event plan (activities; resources; roles; services; location) ;
- Market the Homeless Connect Event through flyer distribution, news releases, direct communication, and banners;
- Secure and supervise staff and volunteers;
- Set up and tear down of all facilities;
- Evaluate the Homeless Connect Event and provide an outcome report and;
- Submit invoices to **THURSTON** for work performed.

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

A. **THURSTON** agrees to pay **OLYMPIA** for services rendered through the execution of this contract in an amount **not to exceed \$4,000**. Invoice(s) submitted by **OLYMPIA** will itemize services rendered and costs incurred to be paid.

**V. Method of Payment**

A. **OLYMPIA** will invoice **THURSTON** upon completion of all work, with invoice(s) clearly itemizing contract activities and work products delivered.

B. Upon completion of the work set forth in the invoice, payment will be made by **THURSTON** within thirty (30) days of receipt of a final invoice from **OLYMPIA** upon completion of work.

**VI. Indemnification & Insurance**

A. **THURSTON** agrees to defend, indemnify and hold **OLYMPIA**, its officers, officials, employees and volunteers harmless from any and all claims, injuries, damages, losses or suits including reasonable attorney fees, arising out of or in connection with **THURSTON's** performance of the Agreement, except to the extent such injuries and damages are caused by the negligence of **OLYMPIA**.

B. **OLYMPIA** agrees to defend, indemnify and hold the **THURSTON**, its officers, officials, employees and volunteers harmless from any and all claims, injuries, damages, losses or suits including reasonable attorney fees, arising out of or in connection with **OLYMPIA's** performance of this Agreement, except to the extent such injuries and damages are caused by the negligence of **THURSTON**.

**VII. Joint Board**

This Agreement creates no Joint Board and no separate legal entity.

**VIII. Duration of Agreement**

This Agreement shall be effective from the date of last authorizing signature hereto until January 15, 2014 unless otherwise terminated in the manner described under the termination section of this Agreement.

**IX. Administrative Changes and Modifications**

The County and the City may make administrative changes to specific portions of the "Scope of Work" regarding deadlines and specific tasks if such changes do not materially affect the County's ability to meet State reporting deadlines. Such amendments must make specific reference to this Agreement and be executed in writing, signed by the County Community Housing Program Manager and the City Housing Program Manager who are the designated representatives of the County and the City. Such amendments shall not invalidate this Agreement or relieve or release either the County or the City from its obligations under this Agreement

**X. Termination of Agreement**

This Agreement may be terminated upon sixty (60) days notice to the other party using the method of notice provided for in this Agreement. Payment shall be made for all services rendered up until the effective date of termination.

**XI. Entire Agreement**

This Agreement sets forth all terms and conditions agreed upon by **OLYMPIA** and **THURSTON** and supersedes any and all prior agreements oral or otherwise with respect to the subject matter addressed herein.

**XII. Recording**

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

**XIII. Notice**

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

CITY OF OLYMPIA

Attn: Anna Schlecht, Housing Program Manager, City of Olympia

Re: Interlocal Agreement – Point in Time Count of Homeless Persons, *aka* Homeless Census

P.O. Box 1967

Olympia, WA 98507-1967

THURSTON COUNTY PUBLIC HEALTH & SOCIAL SERVICES

Attn: Gary Aden, Housing Program Manager

Re: Interlocal Agreement – Point in Time Count of Homeless Persons *aka* Homeless Census

412 Lilly Road NE

Olympia, WA 98506

**XIII. Interpretation and Venue**

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

**XIV. Effective Date**

This Agreement shall take effect on the date of the last authorizing signature affixed hereto.

**CITY OF OLYMPIA**

**THURSTON COUNTY**

\_\_\_\_\_  
Mayor

  
\_\_\_\_\_  
Don Sloma, Director  
Public Health and Social Services

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

Date: 11/7/13

Approved as to form:

Approved as to form:  
Jon Tunheim, County Prosecutor

Darren Nienaber  
\_\_\_\_\_  
~~Assistant~~ City Attorney  
Deputy

By   
\_\_\_\_\_  
Scott Cushing Deputy Prosecutor

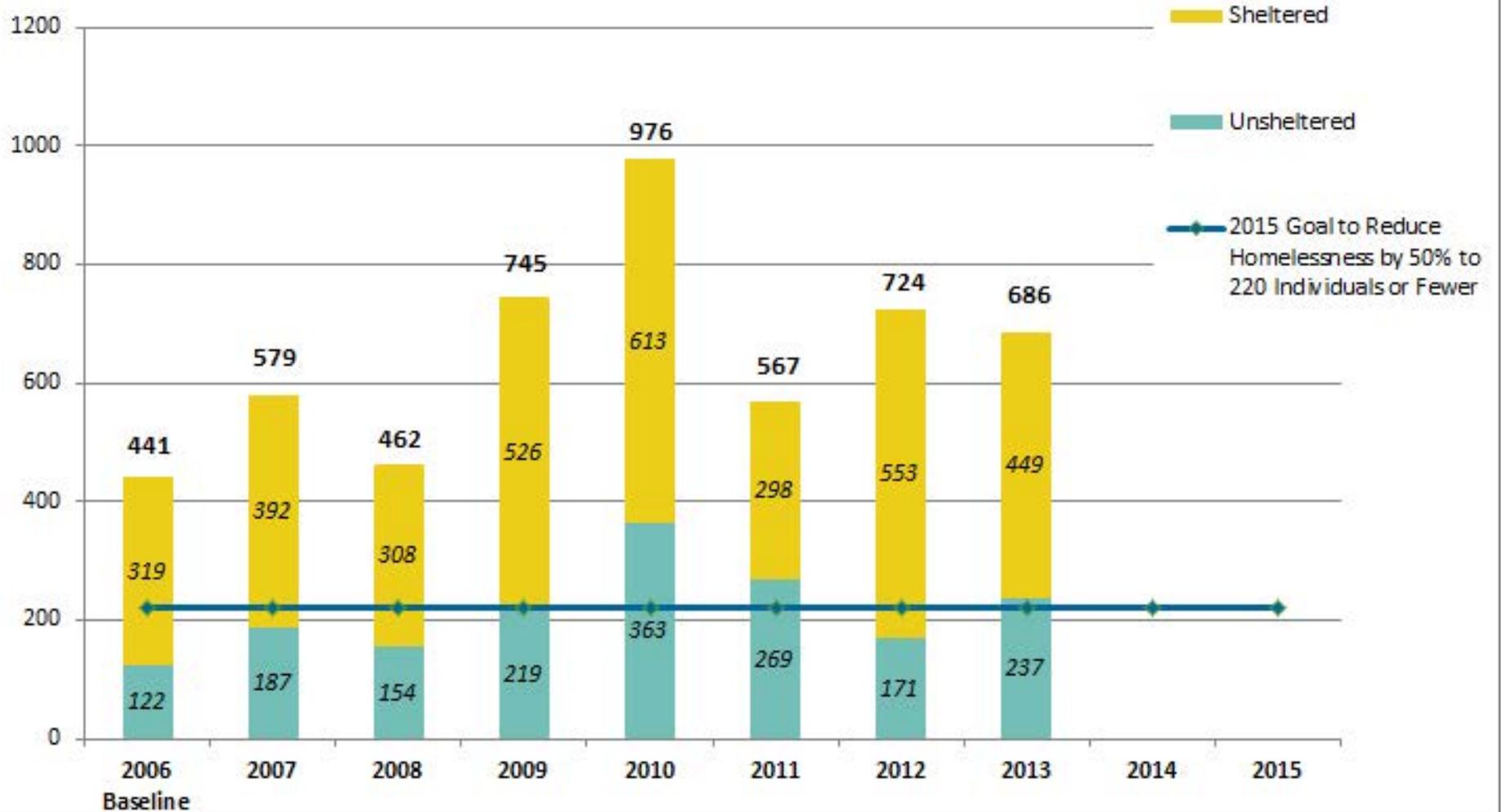




### 2006 - 2013 County Point-in-Time Count

Goal: Reduce Homelessness by 50% to 220 homeless people by July 2015

Reality: Homelessness increased by 56% since 2006.



The annual Point-in-Time Census (PIT) occurs every year at the end of January, and presents a snapshot of homelessness in Thurston County.

On January 24, 2013, 686 individuals were counted.

# City of Olympia

City Hall  
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360-753-8447

## City Council

### Approval of Interlocal Agreement with Thurston County to produce the County's "2014 Thurston County Point-in-Time (PIT) Count of Homeless Persons".

Agenda Date: 11/26/2013

Agenda Number: 4.D

File Number: 13-0987

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**File Type:** contract

**Version:** 1

**Status:** Consent Calendar

**..Title**

Approval of Interlocal Agreement with Thurston County to produce the County's "2014 Thurston County Point-in-Time (PIT) Count of Homeless Persons".

**..Recommended Action**

**Committee Recommendation:**

Not referred to a committee.

**City Manager Recommendation:**

Move to authorize the Mayor to sign an Interlocal Agreement with Thurston County to produce the County's "2014 Thurston County Point-in-Time (PIT) Count of Homeless Persons".

**..Body**

**Issue:**

Should Olympia work with Thurston County to administer the "2014 Point-in-Time (PIT) Count of Homeless Persons"?

**Staff Contact:**

M. Anna Schlecht, Housing Program Manager, 360.753.8183

**Presenter(s):**

None. Consent calendar item.

**Background and Analysis:**

The Thurston County Homeless Coordinator has been working with the City of Olympia and other stakeholders to develop plans for the County's "2014 Point-in-Time (PIT) Count of Homeless Persons". Last year the January 2013 Homeless Census featured a "Homeless Connect Event" as the primary methodology to connect with unsheltered homeless people. This year, the Homeless Coordinator decided to separate the two events in order to maximize the effectiveness of both.

Thurston County is entering year nine (9) of a 10-Year Plan to reduce homelessness in Thurston County by half. This plan started in 2006 and will end in 2015. The Homeless Census Report provides the data that determines the level of progress made in this effort.

The goal is for the County to build upon the success of the past four years'

**Agenda Date: 11/26/2013**

**Agenda Number: 4.D**

**File Number: 13-0987**

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partnerships with the City of Olympia through key direction from the Homeless Coordinator, new ideas from the community and continued administration of the work by the City's Housing Program. The Homeless Coordinator will provide overall guidance to ensure that these two events will support County goals to reduce homelessness through better coordination of resources.

1) 2014 Homeless Census

Each January, Thurston County mobilizes citizens, non-profit staffers, government staffers, elected officials and others to help count homeless citizens. The results of this census are compiled into the County's annual "Point-in-Time Count of Homeless Persons Report," often referred to as the annual "Homeless Census Report". This report serves to:

1. Provide the most **accurate census** of homeless people, the causes of their homelessness and other demographic information;
2. **Quantifies needs** based on numbers of homeless people, which in turn brings in Federal and State dollars to provide homeless shelter, transitional housing and other services;
3. Provides an **accurate assessment of current available resources**; and
4. Allows for the **analysis of needs and resources** to serve as the basis for local strategic responses to homelessness.

The Homeless Census Report provides guidance for the HOME Consortium funding allocations for housing programs in Thurston County. The report data is also heavily used by social service agencies and other local bodies of government seeking State and Federal funding to address homeless and related needs.

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

N/A

**Options:**

1. Move to authorize the Mayor to sign an Interlocal Agreement with Thurston County to produce the County's "2014 Thurston County Point-in-Time (PIT) Count of Homeless Persons".
2. Do not move to authorize the Mayor to sign an Interlocal Agreement with Thurston County to produce the County's "2014 Thurston County Point-in-Time (PIT) Count of Homeless Persons".

**Financial Impact:**

1. The \$25,000 contract from Thurston County will fund City staff and additional professional service contractors to conduct the 2014 Point-in-Time Census and to produce the County's "Point-in-Time Count of Homeless Persons" report.

**Agenda Date: 11/26/2013**  
**Agenda Number: 4.D**  
**File Number: 13-0987**

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**INTERLOCAL AGREEMENT**  
**Between**  
**THE CITY OF OLYMPIA AND THURSTON COUNTY**  
**For Producing the**  
**THURSTON COUNTY 2014 POINT IN TIME HOMELESS CENSUS REPORT**

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

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

NOW, THEREFORE, in consideration of the mutual promises contained herein, the City of Olympia (**OLYMPIA**) and Thurston County (**THURSTON**) agree as follows:

**I. Purpose/Objective**

The purpose of this Agreement is to allow **OLYMPIA** to enter into a technical services contract with Public Health and Social Services, Housing and Community Renewal of **THURSTON** for the following purposes:

Work with the Thurston County Homeless Coordinator to coordinate the 2014 Thurston County Point in Time Homeless Census and to compile the results into the “2014 Homeless Census Report for Thurston County” and further clarified by State Department of Commerce’s “State Guidelines Point in Time Homeless Census” (**EXHIBIT B**).

**II. Definitions**

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

“**Point in Time Count of Homeless Persons**” will mean the annual Thurston County census of homeless people, and will also be referred to as “the Homeless Census” and “the Point in Time Census.”

“**Homeless people**” will mean those individuals who reside in emergency shelters, transitional housing, in vehicles or out of doors at the time of the Point in Time Census. Please note that other individuals without a secure place of residence may also be included in designated section of the final report.

“**Community Partners**” will mean all local non-profit organizations and representatives thereof, local faith based organizations and representatives thereof, government officials and other individuals who are involved directly or indirectly with service, shelter or transitional housing provision for homeless individuals.

“**2014 Point in Time Count of Homeless Persons**” will mean the count that occurs on or about January 23, 2014. If the count is held on a different date, **THURSTON** will need to be notified to request prior approval from the Department of Commerce.

### **III. Scope of Agreement/Work**

The full scope of agreement/work is attached as **EXHIBIT A**. A summary of key responsibilities for **OLYMPIA** and **THURSTON** follows:

A. Responsibilities of **THURSTON** shall be as follows:

- Provide direction and coordination from the County Homeless Coordinator;
- Provide programmatic knowledge and availability of staff from various County departments;
- Provide data from the Department of Commerce Homeless Management Information Systems (HMIS);
- Provide a prompt review of all **OLYMPIA** work products to stay current on project timeline;
- General project management and oversight; and,
- Make payment(s) as requested to **OLYMPIA** for services provided.

B. Responsibilities of **OLYMPIA** shall be as follows:

- Work with the County Homeless Coordinator to provide overall homeless census administrative coordination;
- Mobilize broad based participation through conducting a series of community meetings and transmit community partner communications in a timely fashion;
- Directly coordinate the participation of all homeless service, shelter and transitional housing providers; all local jurisdictions, and other organizational participants;
- Provide training for all homeless census participants;
- Provide a signed “confidentiality statement form” from all persons involved in the homeless census to **THURSTON**. All personal information collected in

the census is confidential, and anyone that receives this information shall take all necessary steps to protect the identity and confidentiality of each person counted as provided by law;

- Provide the **preliminary unsheltered report to the County on or before March 31, 2014**, and provide subsequent written analysis and table production;
- Provide the **preliminary homeless census results report to the County on or before March 31, 2014**, and provide subsequent written analysis and table production;
- Produce and present the **2014 Homeless Census PIT Report** to the HOME Consortium and Thurston County Commission on or before March 31, 2014;
- Organize the annual **2014 Homeless Census Forum** for the HOME Consortium, the HOME Citizens Advisory Committee and other community stakeholders on or before March 31, 2014; and,
- Submit invoices to **THURSTON** for work performed.

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

A. **THURSTON** agrees to pay **OLYMPIA** for services rendered through the execution of this contract in an amount **not to exceed \$25,000**. Invoice(s) submitted by **OLYMPIA** will itemize services rendered and costs incurred to be paid.

#### **V. Method of Payment**

A. **OLYMPIA** will invoice **THURSTON** upon completion of all work, with invoice(s) clearly itemizing contract activities and work products delivered.

B. Upon completion of the work set forth in the invoice, payment will be made by **THURSTON** within thirty (30) days of receipt of a final invoice from **OLYMPIA** upon completion of work.

#### **VI. Indemnification & Insurance**

A. **THURSTON** agrees to defend, indemnify and hold **OLYMPIA**, its officers, officials, employees and volunteers harmless from any and all claims, injuries, damages, losses or suits including reasonable attorney fees, arising out of or in connection with **THURSTON's** performance of the Agreement, except to the extent such injuries and damages are caused by the negligence of **OLYMPIA**.

B. **OLYMPIA** agrees to defend, indemnify and hold the **THURSTON**, its officers, officials, employees and volunteers harmless from any and all claims, injuries, damages, losses or suits including reasonable attorney fees, arising out of or in connection with

OLYMPIA's performance of this Agreement, except to the extent such injuries and damages are caused by the negligence of THURSTON.

**VII. Joint Board**

This Agreement creates no Joint Board and no separate legal entity.

**VIII. Duration of Agreement**

This Agreement shall be effective from the date of last authorizing signature hereto until June 30, 2014 unless otherwise terminated in the manner described under the termination section of this Agreement.

**IX. Administrative Changes and Modifications**

The County and the City may make administrative changes to specific portions of the "Scope of Work" regarding deadlines and specific tasks if such changes do not materially affect the County's ability to meet State reporting deadlines. Such amendments must make specific reference to this Agreement and be executed in writing, signed by the County Community Housing Program Manager and the City Housing Program Manager who are the designated representatives of the County and the City. Such amendments shall not invalidate this Agreement or relieve or release either the County or the City from its obligations under this Agreement.

**X. Termination of Agreement**

This Agreement may be terminated upon sixty (60) days notice to the other party using the method of notice provided for in this Agreement. Payment shall be made for all services rendered up until the effective date of termination.

**XI. Entire Agreement**

This Agreement sets forth all terms and conditions agreed upon by OLYMPIA and THURSTON and supersedes any and all prior agreements oral or otherwise with respect to the subject matter addressed herein.

**XII. Recording**

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

**XIII. Notice**

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

CITY OF OLYMPIA

Attn: Anna Schlecht, Housing Program Manager, City of Olympia

Re: Interlocal Agreement – Point in Time Count of Homeless Persons, *aka* Homeless Census

P.O. Box 1967

Olympia, WA 98507-1967

THURSTON COUNTY PUBLIC HEALTH & SOCIAL SERVICES

Attn: Gary Aden, Housing Program Manager

Re: Interlocal Agreement – Point in Time Count of Homeless Persons *aka* Homeless Census

412 Lilly Road NE

Olympia, WA 98506

**XIII. Interpretation and Venue**

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

**XIV. Effective Date**

This Agreement shall take effect on the date of the last authorizing signature affixed hereto.

**CITY OF OLYMPIA**

**THURSTON COUNTY**

\_\_\_\_\_  
Mayor

  
\_\_\_\_\_

Don Sloma, Director  
Public Health and Social Services

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

Date: 11/7/13  
\_\_\_\_\_

Approved as to form:

Approved as to form:  
Jon Tunheim, County Prosecutor

Darren Nienaber DCA  
\_\_\_\_\_  
~~Assistant City Attorney~~  
Deputy

By   
\_\_\_\_\_  
Deputy Prosecuting Attorney

**EXHIBIT A**

**INTERLOCAL AGREEMENT  
BETWEEN  
CITY OF OLYMPIA and THURSTON COUNTY  
SCOPE OF WORK – 2014 PIT HOMELESS CENSUS**

The services to be performed by Olympia under this Agreement, which are described in Section III of the Agreement (SERVICES PROVIDED BY OLYMPIA), are set forth as follows:

**Timeframe: Upon execution of contract through June 30, 2014**

<b>Scope of Work and Budget</b>		
<p>The City of Olympia requests \$25,000 of Homeless Housing Program funds to conduct the <b>2014 Homeless Point-In-Time Census for Thurston County</b>, in conformance with the standards established by the Washington State Department of Commerce, and RCW 43.185C.030 and RCW 43.185C.180. Working at the direction of the County Homeless Coordinator, the City of Olympia will coordinate, conduct, and prepare the 2014 Point-in-Time Homeless Census Report for Thurston County. Funds will pay for all costs in performance of conducting the census survey and producing report(s).</p>		
<b>Project Task</b>	<b>Timeline Dates</b>	<b>Budget</b>
<p><b>CENSUS PREPARATION:</b> Schedule, facilitate and conduct community-wide organizational meetings for the 2014 Point-in-Time Homeless Census to include:</p> <ul style="list-style-type: none"> <li>• <b>Census Planning &amp; Scoping</b> Identify community partners &amp; conduct a series of planning meetings to develop methodologies (activities; locations; mapping; roles; timelines; deliverables) for the 2014 Homeless Census.                             <ul style="list-style-type: none"> <li>○ <b>Community Planning Partners:</b> <ul style="list-style-type: none"> <li>▪ <b>Jurisdictions:</b> HOME representatives &amp; community leaders</li> <li>▪ <b>Service Providers:</b> Street outreach, service, shelter, housing Providers, food banks, faith communities</li> <li>▪ <b>Other Partners:</b> Public, businesses with homeless contact</li> </ul> </li> <li>○ <b>Confirm Site-based Census Location</b> <ul style="list-style-type: none"> <li>▪ Urban Hub</li> <li>▪ Rural Hubs</li> </ul> </li> <li>○ <b>Confirm Methodologies</b> <ul style="list-style-type: none"> <li>▪ Consult literature – Cite references</li> <li>▪ Seek concurrence – Electeds, literature, community partners                                     <ul style="list-style-type: none"> <li>• <b>Sheltered Populations</b> <ul style="list-style-type: none"> <li>○ <b>Provider-based Census (Via HMIS)</b></li> </ul> </li> <li>• <b>Unsheltered Populations</b> <ul style="list-style-type: none"> <li>○ <b>Site-based Census</b> <ul style="list-style-type: none"> <li>▪ <b>Urban Hub(s)</b> Mapping / Staffing</li> <li>▪ <b>Rural Hub(s)</b> Mapping / Staffing</li> </ul> </li> <li>○ <b>Field-based Census</b> <ul style="list-style-type: none"> <li>▪ Street Outreach / Mapping / Staffing</li> <li>▪ Camp Outreach / Mapping / Staffing</li> </ul> </li> </ul> </li> </ul> </li> </ul> </li> </ul> </li></ul>	<p>9/1/13 - 1/20/14</p> <p>9/1/13 – 11/15/13</p> <p>11/1/13 – 12/15/13</p> <p>10/1/13 – 1/1/14</p>	<p>\$25,000</p>

<ul style="list-style-type: none"> <li>● <b>Confirm Administrative Functions</b> <ul style="list-style-type: none"> <li>○ Solicit paid staff and key volunteers</li> <li>○ Provider Census Mobilization</li> <li>○ Community Volunteer Mobilization</li> <li>○ Finalize all census forms &amp; related documents</li> </ul> </li> <li>● <b>Homeless Coordinator's Role:</b> <ul style="list-style-type: none"> <li>○ Provide policy direction for PIT &amp; HEC</li> <li>○ HMIS Capacity Building</li> <li>○ Coordinate Provider HMIS Data Entry</li> <li>○ Co-Coordinate planning efforts</li> <li>○ Participate in data analysis <i>(listed below)</i></li> </ul> </li> </ul>	<p>10/1/13 – 2/22/14</p> <p>9/1/13 - 2/28/14</p>	
<p><b>CENSUS COORDINATION</b></p> <p>Manage the Point in Time Homeless Census on January 23rd, 2014.</p> <ul style="list-style-type: none"> <li>○ <b>Secure Coordinating Center</b> – Obtain location suitable for coordinating the census and hosting all participants.</li> <li>○ <b>Census Mobilization</b> Provide all necessary forms, materials and resources needed to conduct census.</li> <li>○ <b>Provider Surveys – Non-HMIS</b> Coordinate all data collection from outside agencies not participating in the HMIS</li> <li>○ <b>Supervise Census Workers</b> Supervise all census workers</li> <li>○ <b>Data Collection</b> Collect census forms for data entry into HMIS.</li> <li>○ <b>Record Keeping</b> Retain all paper surveys &amp; related documents</li> </ul>	<p>1/10/14 – 1/31/14</p>	
<p><b>CENSUS DATA ANALYSIS</b></p> <p>Facilitate the analysis of homeless census results to include:</p> <ul style="list-style-type: none"> <li>○ <b>Review Data</b> Ensure data is standardized and unduplicated</li> <li>○ <b>Analyze Survey Data</b> Examine 2014 census results, compare with past years and other Washington counties.</li> <li>○ <b>Additional Data</b> Seek related data sources</li> <li>○ <b>Draft Report Narratives</b> Develop written analysis</li> <li>○ <b>Draft Charts</b> Develop explanatory charts and tables</li> <li>○ <b>Photographs</b> Obtain photographs or drawings that illustrate the data and enhance the readability of the report.</li> </ul>	<p>2/1/14 - 2/28/14</p>	
<p><b>CENSUS REPORT PRODUCTION (All Related 2014 Homeless Census Reports)</b></p> <p>Develop and produce the 2014 Homeless Census Report, incorporating census data, public school census data and other relevant information.</p> <ul style="list-style-type: none"> <li>○ <b>Unsheltered Report</b> Submit unsheltered data to the County</li> <li>○ <b>Final Homeless Census Report</b> Submit Final Point in Time Census Report to the county</li> <li>○ <b>Homeless Census De-Brief Report</b> Develop a final evaluation report on the effectiveness of the 2014 PIT Homeless Census Report</li> <li>○</li> </ul> <ul style="list-style-type: none"> <li>● <b>ALL WORK COMPLETE – 2014 PIT HOMELESS CENSUS</b></li> </ul>	<p>2/28/14 - 3/31/14</p> <p><i>(Based on timely release of data from State Commerce)</i></p> <p>6/30/2014</p>	
	<p><b>TOTAL PAYMENT</b></p>	<p><b>\$25,000</b></p>

**EXHIBIT B**  
**INTERLOCAL AGREEMENT**  
**BETWEEN**  
**CITY OF OLYMPIA and THURSTON COUNTY**  
**2014 PIT HOMELESS CENSUS**

**State Guidelines**  
**Point in Time and Housing Inventory Count**  
**of Homeless Persons**

January 2013



**Department of Commerce**  
Innovation is in our nature.

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## Contact Information

For more information concerning these Guidelines, and the Homelessness Housing and Assistance Act, please contact:

Department of Commerce  
Community Services & Housing Division PO Box  
42525  
Olympia, Washington 98504-2525

(360) 725-3028 [nick.mondau@commerce.wa.gov](mailto:nick.mondau@commerce.wa.gov)

<http://www.commerce.wa.gov/PIT>

## Introduction

The Homelessness Housing and Assistance Act requires an annual count of homeless persons in Washington State. The purpose of these guidelines is to define the common elements required of all local counts, to ensure that data is comparable between counties, and to ensure that confidentiality is protected.

Communities are encouraged to adapt this basic framework to the specific conditions and count infrastructure of their community.

The Act specifically states: RCW

### 43.185C.030

The department shall annually conduct a Washington homeless census or count consistent with the requirements of RCW 43.63A.655. The census shall make every effort to count all homeless individuals living outdoors, in shelters, and in transitional housing, coordinated, when reasonably feasible, with already existing homeless census projects including those funded in part by the United States Department of Housing and Urban Development (HUD) under the McKinney-Vento homeless assistance program. The department shall determine, in consultation with local governments, the data to be collected.

All personal information collected in the census is confidential, and the department and each local government shall take all necessary steps to protect the identity and confidentiality of each person counted.

The department and each local government are prohibited from disclosing any personally identifying information about any homeless individual when there is reason to believe or evidence indicating that the homeless individual is an adult or minor victim of domestic violence, dating violence, sexual assault, or stalking or is the parent or guardian of a child victim of domestic violence, dating violence, sexual assault, or stalking; or revealing other confidential information regarding HIV/AIDS status, as found in RCW 70.24.105. The department and each local government shall not ask any homeless housing provider to disclose personally identifying information about any homeless individuals when the providers implementing those programs have reason to believe or evidence indicating that those clients are adult or minor victims of domestic violence, dating violence, sexual assault, or stalking or are the parents or guardians of child victims of domestic violence, dating violence, sexual assault, or stalking. Summary data for the provider's facility or program may be substituted.

The Washington homeless census shall be conducted annually on a schedule created by the department. The department shall make summary data by county available to the public each year. This data, and its analysis, shall be included in the department's annual updated homeless housing program strategic plan....

### Date of Count

Because the U.S. Department of Housing and Urban Development (HUD) directs Continuums of Care to perform a point in time count (PIT) and housing inventory count (HIC) of homeless persons during the last ten days of January, to avoid duplication the state mandated count will be done on Thursday, January 24, 2013

This date is unlikely to be ideal for every community. Communities are free to conduct additional counts on other dates.

Communities should strive to perform their counts on this date. However, if a particular facility/program that serves homeless persons is not able to collect data on that day, or counting on that day would significantly undercount unique individuals frequenting that location, the count for that specific facility can be done on any day during the last ten days of January, provided efforts are made to ensure that the count is unduplicated.

Example: a food bank that is not open on Thursdays could do a count on Wednesday if they explicitly ask that the form only be filled-out once by respondents, and/or identifiers were collected that could be unduplicated during tabulation.

In special circumstances (such as very rural areas) the count can be performed over the course of several days at particular facilities, provided efforts are made to un-duplicate count data.

### Housing Inventory Count

HUD requires counties to collect information on the number of individuals in each homeless program included in the housing inventory chart. This includes all emergency shelter programs, homeless transitional housing programs, permanent supportive housing programs and rent assistance.

This information is collected during the same week as the point in time count. Counties will be responsible for providing accurate data on the number of individuals staying at each facility either using Commerce HMIS or their own approved methods.

### Protecting Identities of Persons Counted

As per 43.185C.180, personally identifying information (such as names, birthdays, addresses, etc.) cannot be collected unless written consent is obtained from the persons providing the information.

... (2) Information about homeless individuals for the Washington homeless client management information system shall come from the Washington homeless census and from state agencies and community organizations providing services to homeless individuals and families. Personally identifying information about homeless individuals for the Washington homeless client management system may only be collected after having obtained informed, reasonably time limited written consent from the homeless individual to whom the information relates. Data collection shall be done in a manner consistent with federally informed consent guidelines regarding human research which, at

a minimum, require that individuals be informed about the expected duration of their participation, an explanation of whom to contact for answers to pertinent questions about the data collection and their rights regarding their personal identifying information, an explanation regarding whom to contact in the event of injury to the individual related to the homeless client survey, a description of any reasonably foreseeable risks to the homeless individual, and a statement describing the extent to which confidentiality of records identifying the individual will be maintained....

As per the HEARTH ACT, the term 'personally identifying information' means individually identifying information for or about an individual, including information likely to disclose the location of a victim of domestic violence, dating violence, sexual assault, or stalking, including:

(A) a first and last name; (B) a home or other physical address; (C) contact information (including a postal, e-mail or Internet protocol address, or telephone or facsimile number); (D) a social security number; and (E) any other information, including date of birth, racial or ethnic background, or religious affiliation, that, in combination with any other non-personally identifying information, would serve to identify any individual.

Any personally identifying information collected by the count must be protected from release to persons not directly involved in the count process. Steps should be taken to ensure that only persons that must view personally identifying information as part of the counting process have access to that information. Persons collecting and handling personally identifying information must be explicitly instructed that the information must remain confidential, and steps must be taken to ensure that personally identifying information contained on paper forms and databases is secured from unauthorized access.

Written consent forms authorizing the collection of personally identifying information must explicitly state: how the information will be used, that persons being surveyed are under no obligation to provide personally identifying information, and the potential risks of providing information.

**Important Note:** No personally identifying information should be collected as part of the count from persons who are 1) in a DV agency; 2) currently fleeing or in danger from a domestic violence, dating violence, sexual assault or stalking situation or 3) has HIV/AIDS.

**Information Collected in Count**

Each community must be able to derive counts of each of the following data elements from their count. Communities are free to collect additional information. Specific required wording is provided for questions where subtle differences in how the question is asked and/or defined could lead to results that are not comparable between communities.

It is understood and expected that specific details about some unsheltered persons will be difficult or impossible to collect (i.e., substance use problems, disabilities). The most important information regarding unsheltered persons is the total count. The importance of accurate information collection descends by the order listed below.

	<i>Information</i>	<i>Notes</i>
1	Persons (all household types)	
2	Persons by gender	
3	Single persons	
4	Households (all household types)	
5	Households with minor children accompanied by an adult(s)	
6	Minor children in households, accompanied by an adult(s)	
7	Persons under age 18 unaccompanied by an adult	
8	Households with no minor children	
9	Senior citizens (aged 65 or older)	
10	1-9 above Unsheltered. (In places not meant for human habitation, such as cars, parks, sidewalks, abandoned buildings, on the street)	
11	1-9 above in Emergency Shelter (1-90 day time limits)	
12	1-9 above in Transitional Housing (91 days to 2 years time limit)	

13	Chronically homeless individuals (Homeless more than one year OR more than three times in last three years; with disability)	
14	Chronically homeless families	Families with at least one chronically homeless individual
15	Veterans	A veteran is someone who has served on active duty in the Armed Forces of the United States. This does not include inactive military reserves or the National Guard unless the person was called up to active duty.
16	Mentally disabled	Includes persons with self-reported mental health problems
17	Persons with alcohol and/or other drug problems	Includes persons with formally diagnosed alcohol or other drug abuse problems, and persons who self identify a substance use problem.
18	Physically disabled	Should only include persons with chronic physical problems, as opposed to time-limited physical injuries.
19	Persons with both substance use and mental health problems (formally diagnosed or self identified)	Can be derived via substance use and mental health questions (13 and 14 above)
20	Domestic violence victims	Asked prior to any collection of personal identifiers. If answer is "yes" personally identifying information may not be collected. Only includes individuals and family members of individuals who are in DV shelter or are <u>currently fleeing or in danger</u> from a domestic violence, dating violence, sexual assault or stalking situation.
21	Persons with HIV/AIDS	If answer is "yes" personally identifying information may not be collected.
22	Seasonal agricultural workers	Includes both traditional "farm workers," and others who seasonally derive income from agricultural activities such as collecting decorative forest products.

**Who is counted in the annual homeless count?**

**For the point in time count, persons living in emergency shelters (including motel/hotel vouchers), transitional housing, or unsheltered (in places not meant for human habitation, such as cars, parks, sidewalks, abandoned buildings, on the street) should be counted. Persons living in a dwelling lacking any of the following should be considered homeless: drinking water, restroom, heat, ability to cook hot food, or ability to bathe.**

**Persons living temporarily with family or friends due to loss of housing, economic hardship, or a similar reason (often referred to as "doubled-up" or "couch surfing") do not meet the HUD definition of homeless. There is no requirement to count these individuals; however this data is useful in identifying the need for housing and services.**

**For the purposes of this count, transitional housing refers to housing with a 2 year stay limit where being homeless is a prerequisite for eligibility and case management services are required as part of the program. Persons in transitional housing programs that allow them to permanently continue living in housing after a transition period ("transition in place") are not considered homeless if participation in case management is not a condition of their residency.**

**Counts do not need to conduct rigorous screening of persons to determine whether they are homeless. Generally persons who self identify as homeless should be counted, unless they obviously do not fit the criteria. Instructions to surveyors and survey forms should include the definition of who is considered homeless, as appropriate.**

#### **Requirements to Minimize Count Duplication**

**Counts must strive to limit double-counting persons by employing the following strategies:**

- **Conduct the count during one day (minor exceptions allowed as described previously).**
- **Obtain written consent to collect personal identifiers that allow un-duplication during count tally.**
- **Explicitly ask person being surveyed whether they have been counted previously.**

#### **Locations of Persons Counted**

- **All homeless persons in emergency or transitional housing must be counted.**
- **Persons living outside, in cars, in tents, encampments and other “unsheltered” places should also be counted.**

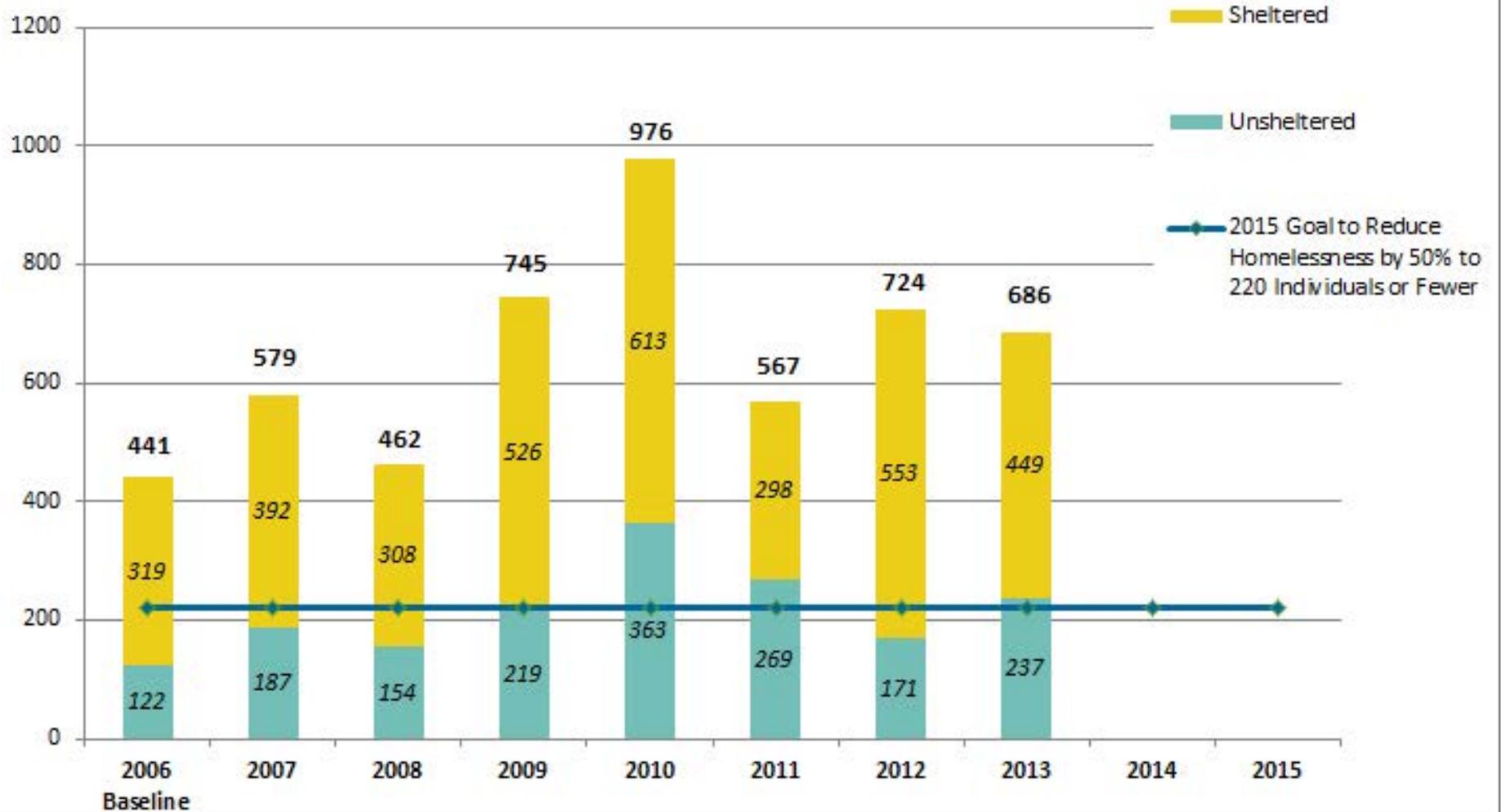
**Under no circumstances should count surveyors risk collecting count information in ways that pose a significant safety risk. Persons such as experienced outreach workers and currently/formally homeless persons with relationships with existing homeless persons may be able to safely enter isolated homeless encampments to collect count information.**

**Count activities can be funded by revenue collected as part of the Homelessness Housing and Assistance Act. Local governments must spend enough Act funds to count people throughout the county.**

### 2006 - 2013 County Point-in-Time Count

Goal: Reduce Homelessness by 50% to 220 homeless people by July 2015

Reality: Homelessness increased by 56% since 2006.



The annual Point-in-Time Census (PIT) occurs every year at the end of January, and presents a snapshot of homelessness in Thurston County.

On January 24, 2013, 686 individuals were counted.

# City of Olympia

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

## City Council

### Approval of Ad Valorem Tax Ordinance

**Agenda Date: 11/26/2013**

**Agenda Number: 4.E**

**File Number: 13-0941**

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**File Type:** ordinance

**Version:** 3

**Status:** Second Reading

**..Title**

Approval of Ad Valorem Tax Ordinance

**..Recommended Action**

**Committee Recommendation:**

Not referred to a committee.

**City Manager Recommendation:**

Move to approve the Ad Valorem Tax Ordinance on second reading.

**..Report**

**Issue:**

Approval of ordinance to set the Ad Valorem Tax for 2013 collections.

**Staff Contact:**

Dean Walz, Fiscal Services Director, Administrative Services Department,  
360.753.8465

**Presenter(s):**

N/A

**Background and Analysis:**

***[Same Background and Analysis as November 12 and 19, 2013 meetings]***

The City is required to adopt a property tax levy ordinance and file a levy certification with the County by November 30, 2013. If no certification is filed, the County will levy the lesser of the amount levied for 2013 or any other legal limit which may be applied to the levy.

A public hearing on General Fund revenues sources, including property tax, is required prior to the adoption of the property tax levy (RCW 84.55.120). Schedule of proposed 2014 General Fund revenues is attached. Notice of the hearing was published on October 29th and November 5, 2013. A public hearing was held on November 12, 2013.

The 2014 general levy is based on a 1% increase over the 2013 levy excluding the 2013 refund levy, plus estimated amounts for new construction, a contingency, and a refund levy to be collected in 2014. To increase the levy beyond these limits requires voter approval (levy lid lift).

**Agenda Date: 11/26/2013**  
**Agenda Number: 4.E**  
**File Number: 13-0941**

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A contingency is included because the final values and changes in State assessed properties (utilities) are not known at this time. The maximum the City can collect in property taxes is limited to the lessor of the legal limit or the amount specified in the authorizing ordinance.

Once a levy is set there may be adjustments made which lower the amount of taxes to be collected, e.g. lower assessed valuations. The amount not collected due to adjustments can be added to the next year's levy as a refund levy .

The estimated regular levy for 2014 collections is \$13,223,328 including a refund levy and contingency. The estimated rate per \$1,000 of assessed valuation is \$2.4853. The current rate is \$2.5567. The decrease in rate is due to an assessed value increase of 5.14% and an increase of 1.98% in taxes including new construction, refund levy and the contingency. Assessed value for 2014 tax collections is estimated at \$5.32 billion an increase of \$260 million. Preliminary estimated increase in assessed valuation from new construction (included in above) is \$72.28 million.

The maximum regular levy rate is \$3.325, assuming the Timberland Library District levied its full levy capacity of \$0.50 per \$1,000 of assessed value. The current levy rate of the District is \$0.415.

Additionally, the city will collect property tax to pay debt service on bonds issued with voter approval (2008) to fund fire facilities and equipment. This levy for 2014 will be \$1,214,903, estimated levy rate is \$0.2283. The 2013 levy for the fire bonds is \$0.2420. The tax levy to pay the debt service on the fire bonds is not part of the public hearing.

The ordinance approving the levy must include the amount and percentage of change compared to the prior year (2013). The comparison is based on the 2013 levy less the refund levy when calculating the 1% increase, but includes the refund levy when calculating the dollar and percent of change.

\$12,938,026.26	2013 levy
<u>Less (99,609.17)</u>	refund portion of the levy
\$12,838,417.09	amount to which the 1% is applied
\$ 12,966,801.26	101% of above
<u>Less 12,938,026.26</u>	2013 levy including refund levy
\$ 28,775.00	increase over 2013 levy 0.2224%

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

N/A

**Options:**

- 1) Move to approve the ordinance on second reading. This ordinance would allow

**Agenda Date: 11/26/2013**

**Agenda Number: 4.E**

**File Number: 13-0941**

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for the maximum property tax collections.

- 2) Move the ordinance to second reading with changes as identified by the Council.
- 3) Do not pass the ordinance. The County would levy property taxes at the same level as 2013.

**Financial Impact:**

Financial impact below is based on information in the preliminary budget plus, refund levy and contingency. The ordinance is based on the most recent information from the County Assessor's Office and is \$235 less than the information below.

Levy Calculations:

\$12,966,801	1% increase over 2013 levy, excluding the 2013 refund levy.
\$ 184,804	New construction
\$ 46,723	Refund levy
<u>\$ 25,000</u>	Contingency pending final values from the County.
\$13,223,328	

Proposed allocation of the regular levy:

\$ 9,811,770	General Fund, Preliminary Budget
\$ 1,686,055	Debt Service, City Hall Bonds
\$ 565,921	Debt Service, Public Works Trust Fund, 4th/5th Avenue Corridor Loans
\$ 1,134,582	Firemen's Pension Fund
<u>\$ 25,000</u>	General Fund, contingency
\$ 13,223,328	

AN ORDINANCE setting the ad valorem tax amount and amount of increase for the budget year 2014.

WHEREAS, the Olympia City Council held a public hearing on November 12, 2013, to consider the City of Olympia ad valorem tax levy for 2014 collections; and

WHEREAS, the City Council, after the hearing and after duly considering all relevant evidence and testimony presented, has determined that the City of Olympia requires an increase in property tax revenue from the previous year, in addition to the increase resulting from additions of new construction and improvements to property, areas added by annexation, and any increase in the value of state-assessed property, in order to discharge the expected expenses and obligations of the City in its best interest; and

WHEREAS, the City must identify in the ad valorem tax ordinance the amount and percentage increase compared to the previous year; and

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

WHEREAS, the City of Olympia has been advised by the Thurston County Treasurer that the City of Olympia is eligible for a refund levy of \$46,722.55; and

WHEREAS, final assessed values are not yet available, a contingency of \$25,000 is included in the General Levy; and

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

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

**Section 1.** A \$28,775 increase in the regular property tax levy is hereby authorized for the 2014 levy, which is an increase of 0.2224 percent from the previous year.

This is exclusive of additional revenue resulting from new construction, improvements to property, any increase in the value of state assessed property, and any annexations that have occurred and refunds made.

**Section 2.** There is hereby fixed as the amount of property tax collections necessary to raise an amount equal to the estimated expenditures less the total estimated revenue from all sources other than ad valorem taxation, the following sum:

OLYMPIA	AMOUNT
General Levy (Regular Property Tax Levy)	\$13,176,369.97
Excess Levy (Fire Station Bonds)	1,214,903.00
Administrative Refund Levy	46,722.55
	\$14,437,995.52

**Section 3.** On or before the 30<sup>th</sup> day of November, 2013, the City Clerk shall file with the Clerk of the Thurston County Board of Commissioners a certified estimate of the total amount to be raised by the ad valorem tax levied herein on property within the City of Olympia.

ADOPTED THIS \_\_\_\_\_ day of November, 2013.

\_\_\_\_\_  
MAYOR

\_\_\_\_\_  
MAYOR PRO-TEM

\_\_\_\_\_  
COUNCILMEMBER

\_\_\_\_\_  
COUNCILMEMBER

\_\_\_\_\_  
COUNCILMEMBER

\_\_\_\_\_  
COUNCILMEMBER

\_\_\_\_\_  
COUNCILMEMBER

**ATTEST:**

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

**APPROVED AS TO FORM:**

  
\_\_\_\_\_  
ASSISTANT CITY ATTORNEY

Passed:

Approved:

Published:

## SCHEDULE OF PRELIMINARY ESTIMATED 2014 GENERAL FUND REVENUE BY TYPE

Property Tax	\$9,811,770	15.7%
Sales Taxes	17,989,980	28.7%
Business Taxes	4,666,000	7.5%
Utility Tax, Private	5,054,750	8.1%
Utility Tax, Municipal	4,061,900	6.5%
Licenses & Permits	2,964,087	4.7%
Intergovernmental	4,482,405	7.2%
Charges for Service	10,294,094	16.4%
Fines & Forfeits	907,900	1.4%
Other Revenue	<u>2,385,178</u>	3.8%
Total Revenue	\$62,618,064	

A contingency of \$25,000 is proposed to be included in the actual levy ordinance to be presented to the Council. The contingency will allow the city to collect the full amount available if there are increases in new construction values or valuation of utilities which is provide by the State but is not currently available.

# City of Olympia

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

## City Council

### PUBLIC HEARING - High Density Corridor Interim Ordinance Extension

**Agenda Date: 11/26/2013**

**Agenda Number: 5.A**

**File Number: 13-0978**

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**File Type:** public hearing

**Version:** 1

**Status:** Public Hearing

**..Title**

PUBLIC HEARING - High Density Corridor Interim Ordinance Extension

**..Recommended Action**

**City Manager Recommendation:**

Hold public hearing.

Following the hearing, move to adopt on first reading and forward to second reading an Ordinance extending the duration of Ordinance 6820 for a total of 540 days.

**..Report**

**Issue:**

Whether to extend effective period of interim development code limiting height of new high density corridor buildings, particularly adjacent to single-family housing.

**Staff Contact:**

Todd Stamm, Principal Planner, 360.753.8597

**Presenter:**

Todd Stamm, Principal Planner

**Background and Analysis:**

On December 11, 2012, the Olympia City Council adopted an emergency ordinance (attached) changing building height regulations in all of the City's High Density Corridor zones (HDC-1; HDC-2; HDC-3; and HDC-4). The Council's action responded to public concerns about a development known as the Bing Street Apartments proposed near single-family housing northwest of the intersection of Harrison Avenue and Division Street. Effective for one year, Ordinance 6820 requires that, in any of the four High Density Corridor zones, any new buildings within 100 feet of a single-family lot shall not exceed a height of 35 feet. It also states any buildings on property adjacent to single-family housing or a residential zone or along a public street shall have eight-foot step-backs at every third floor, i.e., upper floors must be setback further than the first two floors.

The Council adopted this ordinance following a public hearing on February 5, 2013. The Council referred this matter to the Planning Commission for a recommendation on the appropriate long-term means of addressing this issue, including whether or not to amend the development code. As a result of the Commission's workload, the Commission was not briefed on this matter until August 19, 2013. The Commission opened a public hearing on October 21, 2013, regarding the regulations adopted by

**Agenda Date: 11/26/2013**

**Agenda Number: 5.A**

**File Number: 13-0978**

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the Council and alternatives. About a dozen parties commented on the proposal. The Commission concluded its deliberation on November 18, 2013, and recommended an alternative code amendment.

Unless extended by the City Council, the interim regulation will expire on December 11, 2013. To provide sufficient time for the Council to evaluate the implications of the Planning Commission's recommendation or an alternative measure as a permanent regulation, staff proposes that the effective period of Ordinance 6820 be extended for approximately six months. Note that Council may repeal this interim ordinance concurrent with adopting a permanent regulation earlier in 2014.

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

About a dozen parties have commented to the Planning Commission. Notice of this Ordinance-extension hearing was provided to those parties.

**Options:**

The Council may:

1. Extend Ordinance 6820.
2. Not extend Ordinance 6820.
3. Adopt and extend a revised version of the interim ordinance.

**Financial Impact:**

Cost of process included in base budget.

ORDINANCE NO. \_\_\_\_\_

AN ORDINANCE OF THE CITY OF OLYMPIA, WASHINGTON, EXTENDING THE DURATION OF ORDINANCE NO. 6820.

WHEREAS, the City of Olympia established High Density Corridor Commercial zoning districts (the HDC zones); and

WHEREAS, certain properties within the HDC zones adjoin single family zoning districts and properties developed for single family uses; and

WHEREAS, the Olympia Comprehensive Plan promotes higher densities and intensities within the HDC zones subject to higher levels of development regulations and design review; and

WHEREAS, the development regulations in place do not require additional setback from single family dwellings located in the Residential Multiple Family 18 and 24 Zoning Districts; and

WHEREAS, the development regulations in place only require a single step back for buildings greater than 35 feet in height; and

WHEREAS, the City, through its development review process, has analyzed the impacts of the existing regulations and have found that they do not fully protect adjoining single family development; and

WHEREAS, the City Council has heard testimony and public comments from numerous City residents about the impacts that tall buildings with small setbacks and limited step backs can have on adjoining properties and neighborhoods; and

WHEREAS, the City Council has determined that there is a need for interim regulations until the Council has the opportunity to determine appropriate permanent regulations to ensure appropriate future development; and

WHEREAS, a final decision on new development regulations cannot be reached by the Council in a time frame that would ensure that no new development applications are submitted under the present zoning regulations; and

WHEREAS, interim regulations providing for enhanced setbacks and building step backs within the HDC zones would ensure sufficient regulation during the period of time required to conduct adequate review and analysis and to ensure public and Planning Commission participation in review of potential long-term plans and regulations; and

WHEREAS, this Ordinance is supported by the staff report, attachments, documents and prior public comment and testimony on file with the City of Olympia; and

WHEREAS, this interim zoning control is authorized by RCW 35A.63.220, RCW 36.70A.390 and Article 11, Section 11 of the Washington State Constitution; and

WHEREAS, as required by RCW 35A.63.220 and RCW 36.70A.390, the Olympia City Council held a public hearing on November 26, 2013; and

WHEREAS, based on the foregoing, the City Council has determined that it is in the City's interest to extend the interim zoning regulations for an additional six months;

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

**Section 1. Recitals.** The recitals above are adopted as findings of fact in support of this Ordinance.

**Section 2. Interim Zoning Regulations Extended.** Section 3 of the interim zoning regulations set forth in Ordinance No. 6820 is hereby amended to read as follows:

Section 3. Duration. The interim zoning regulations set forth in this Ordinance shall be in effect for ~~one (1) year~~ 540 days following the effective date of this Ordinance, unless extended by the City Council pursuant to state law.

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

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

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

\_\_\_\_\_  
MAYOR

**ATTEST:**

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

**APPROVED AS TO FORM:**

*Darren Nienaber*

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DEPUTY CITY ATTORNEY

**PASSED:**

**APPROVED:**

**PUBLISHED:**

ORDINANCE NO. 6820

AN ORDINANCE OF THE CITY OF OLYMPIA, WASHINGTON, AMENDING OLYMPIA MUNICIPAL CODE SECTION 18.06.080, TABLE 6.02, BUILDING HEIGHT AND ADDITIONAL DISTRICT-WIDE DEVELOPMENT STANDARDS FOR THE HIGH DENSITY CORRIDOR ZONING DISTRICTS AND DIRECTING THE SETTING OF A PUBLIC HEARING.

WHEREAS, the City of Olympia established High Density Corridor Commercial zoning districts (the HDC zones); and

WHEREAS, certain properties within the HDC zones adjoin single family zoning districts and properties developed for single family uses; and

WHEREAS, the Olympia Comprehensive Plan promotes higher densities and intensities within the HDC zones subject to higher levels of development regulations and design review; and

WHEREAS, the development regulations in place do not require additional setback from single family dwellings located in the Residential Multiple Family 18 and 24 Zoning Districts; and

WHEREAS, the development regulations in place only require a single step back for buildings greater than 35 feet in height; and

WHEREAS, the City, through its development review process, has analyzed the impacts of the existing regulations and have found that they do not fully protect adjoining single family development; and

WHEREAS, the City Council has heard testimony and public comments from numerous City residents about the impacts that tall buildings with small setbacks and limited step backs can have on adjoining properties and neighborhoods; and

WHEREAS, the City Council has determined that there is a need for interim regulations until the Council has the opportunity to determine appropriate permanent regulations to ensure appropriate future development; and

WHEREAS, a final decision on new development regulations cannot be reached by the Council in a time frame that would ensure that no new development applications are submitted under the present zoning regulations; and

WHEREAS, interim regulations providing for enhanced setbacks and building step backs within the HDC zones would ensure sufficient regulation during the period of time required to conduct adequate review and analysis and to ensure public and Planning Commission participation in review of potential long-term plans and regulations; and

WHEREAS, it is therefore necessary that OMC Section 18.06.080, Table 6.02, which currently provides for a 100-foot setback in the HDC zones for buildings greater than 35 feet in height where the project adjoins the R4, R4-8, R6-12 Zoning Districts, be amended to also require the 100-foot set back where a project adjoins property with a single family home and to provide for an 8-foot building step back between the second and third stories and for each additional two stories thereafter for properties in the HDC zones; and

WHEREAS, this Ordinance is supported by the staff report, attachments, documents and prior public comment and testimony on file with the City of Olympia; and

WHEREAS, this interim zoning control is authorized by RCW 35A.63.220, RCW 36.70A.390 and Article 11, Section 11 of the Washington State Constitution; and

WHEREAS, as required by RCW 35A.63.220 and RCW 36.70A.390, the Olympia City Council will hold a public hearing within sixty (60) days of the passage of this Ordinance;

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

**Section 1. Recitals. The recitals above are adopted as findings of fact in support of this Ordinance.**

**Section 2. Amendment of the OMC 18.06. Olympia Municipal Code Section 18.06.080, Table 6.02, is hereby amended to read as follows:**

**TABLE 6.02  
COMMERCIAL DISTRICTS' DEVELOPMENT STANDARDS**

STANDARD	NR	PO/RM	GC	HDC-1	HDC-2	HDC-3	HDC-4 and HDC-4 Capital Mall	ADDITIONAL REGULATIONS
MINIMUM LOT SIZE	7,200 Sq. Ft.	No minimum, except 1,600 = cottage 3,000 = zero lot 1,600 sq. ft. minimum 2,400 sq. ft. average = townhouse 6,000 sq. ft. = duplex 7,200 sq. ft. = multifamily 4,000 = other	No minimum, except 1,600 sq. ft. minimum 2,400 sq. ft. average = townhouse	No minimum, except 1,600 = cottage 3,000=zero lot 1,600 sq.ft. minimum 2,400 sq.ft average = townhouse 6,000 sq.ft. = duplex 7,200 sq.ft. = multifamily 4,000=other	No minimum, except 1,600=cottage 3,000=zero lot 1,600 sq.ft. minimum 2,400 sq.ft average = townhouse 6,000 sq.ft. = duplex 7,200 sq.ft. = multifamily 4,000 = other	No minimum, except 1,600 sq.ft. minimum 2,400 sq. ft. average = townhouse	No minimum, except 1,600 sq.ft minimum 2,400 sq.ft. average = townhouse.	See also 18.06.100(D) for regulations on existing undersized lots of record.
FRONT YARD SETBACK	See City- Wide Design Guideline: "Building Design - Orientation & Form of Commercial & Public Buildings," 18.20.090.	10' maximum, if located in a High Density Corridor; 10' minimum otherwise.	5' minimum for residential otherwise none.	0-10' See 18.06A.180	0-10' See 18.06A.180	0-10' See 18.06A.180	0-10' See 18.06A.180	1. 50' minimum from property line for agriculture buildings (or structures) which house animals other than pets. 2. Must comply with clear sight triangle requirements, Section 18.40.060(C). 3. Must comply with site design standards, Chapter 18.06A.180.
REAR YARD SETBACK	15' minimum.	10' minimum; Except: 1. Next to an	10' minimum; Except: 1. Next to	10' minimum; Except: 1. Next to an R4, R4-8,	10' minimum; Except: 1. Next to An	10' minimum; Except: 1. Next to	10' minimum; Except: 1. Next to	1. 50' minimum from property line for agriculture buildings (or

**TABLE 6.02  
COMMERCIAL DISTRICTS' DEVELOPMENT STANDARDS**

STANDARD	NR	PO/RM	GC	HDC-1	HDC-2	HDC-3	HDC-4 and HDC-4 Capital Mall	ADDITIONAL REGULATIONS
		R 4, R 4-8, or R 6-12 district = 15' minimum + 5' for each bldg. floor above 2 stories. 2. Next to MR 7-13, MR 10-18, RM-18, RM-24 or RMH district = 10' minimum + 5' for each bldg. floor above 2 stories.	single-family use or an R 4, R 4-8, or R 6-12 district = 15' minimum + 5' for each bldg. floor above 2 stories. 2. Next to MR 7-13, MR 10-18, RM-18, RM-24 or RMH district (refer to 1 above if adjacent use is single-family) = 10' minimum + 5' for each bldg. floor above 2 stories.	or R6-12 district = 15' minimum + 5' for each bldg. floor above 2 stories; 10 ft. where an alley separates HDC-1 from the above residential district. 2. Next to MR7-13, MR 10-18, RM-18, RM-24 or RMH district = 10' minimum + 5' for each bldg. floor above 2 stories.	R4, R4-8, or R6-12 district = 15' minimum + 5' for each bldg. floor above 2 stories; 10 ft. where an alley separates HDC-2 from the above residential district. 2. Next to MR7-13, MR 10-18, RM-18, RM-24, or RMH district = 10' minimum + 5' for each bldg. floor above 2 stories.	single-family use or an R4, R4-8, or R6-12 district = 15' minimum + 5' for each bldg. floor above 2 stories. 2. Next to MR7-13, MR10-18, RM-18, RM-24 or RMH district (refer to 1 above if adjacent use is single-family) = 10' minimum + 5' for each bldg. floor above 2 stories.	single-family use or an R4, R4-8, or R6-12 district - 15' minimum + 5' for each bldg. floor above 2 stories. 2. Next to MR7-13, Mr10-18, RM-18, RM-24 or RMH district (refer to 1 above if adjacent use is single-family) = 10' minimum + 5' for each bldg. floor above 2 stories.	structures) which house animals other than pets. 2. Must comply with site design standards, Chapter 18.06A.180.
SIDE YARD SETBACK	15' minimum.	No minimum on interior, 10' minimum on flanking street; Except: 1. Next to R 4, R 4-8, or R 6-12 district	No Minimum; Except: 1. Next to R 4, R 4-8, or R 6-12 district = 15' minimum + 5' for each building floor above 2 stories.	No minimum on interior, 10' minimum on flanking street; Except: 1. Next to R4, R4-8, or R6-12 district = 15' minimum + 5'	No minimum on interior, 10' minimum on flanking street; Except: 1. Next to R4, R4-8, or R6-12 district = 15' minimum + 5'	No Minimum; Except: 1. Next to R4, R4-8, or R6-12 district = 15' minimum + 5' for each building floor above 2	No Minimum; Except: 1. Next to R4, R4-8, or R6-12 district = 15' minimum + 5' for each building floor above 2 stories.	1. 50' minimum from property line for agriculture buildings (or structures) which house animals other than pets. 2. Must comply with clear sight triangle requirements, Section

**TABLE 6.02  
COMMERCIAL DISTRICTS' DEVELOPMENT STANDARDS**

STANDARD	NR	PO/RM	GC	HDC-1	HDC-2	HDC-3	HDC-4 and HDC-4 Capital Mall	ADDITIONAL REGULATIONS
		= 15' minimum + 5' for each building floor above 2 stories. 2. Next to MR 7-13, MR 10-18, RM-18, RM-24 or RMH district = 10' minimum + 5' for each bldg. floor above 2 stories. 3. Residential excluding mixed use structures: 5' except 6' on one side of zero lot.	2. Next to MR 7-13, MR 10-18, RM-18, RM-24 or RMH district = 10' minimum + 5' for each bldg. floor above 2 stories. 3. Residential excluding mixed use structures: 5' except 6' on one side of zero lot.	for each building floor above 2 stories. 2. Next to MR7-13, MR10-18, RM-18, RM-24 or RMH district = 10' minimum + 5' for each bldg. floor above 2 stories. 3. Residential excluding mixed use structures: 5' except 6' on one side of zero lot.	for each building floor above 2 stories. 2. Next to MR7-13, MR10-18, RM-18, RM-24 or RMH district = 10' minimum + 5' for each building floor above 2 stories. 3. Residential excluding mixed use structures: 5' except 6' on one side of zero lot.	stories. 2. Next to MR7-13, MR10-18, RM-18, RM-24 or RMH district = 10' minimum + 5' for each bldg. floor above 2 stories. 3. Residential excluding mixed use structures; 5' except 6' on one side of zero lot.	2. Next to MR7-13, MR10-18, RM-18, RM-24 or RMH district = 10' minimum + 5' for each bldg. floor above 2 stories. 3. Residential excluding mixed use structures; 5' except 6' on one side of zero lot.	18.40.060(C). 3. Residential sideyards can be reduced consistent with 18.04.080(H)(5). 4. Must comply with site design standards, Chapter 18.06A.180.
MAXIMUM BUILDING HEIGHT	Up to 35', whichever is less.	Up to 35', if any portion of the building is within 100' of R 4, R 4-8, or R 6-12 district; Up to 60'	Up to 35', if any portion of the building is within 100' of R 4, R 4-8, or R 6-12 district; Up to 60' otherwise; or up	Up to 35', if any portion of the building is within 100' of R4, R4-8, or R6-12 district <u>or any lot with a built single</u>	Up to 35' if any portion of the building is within 100' of R4, R4-8, or R6-12 district <u>or any lot with a built single</u>	Up to 35', if any portion of the building is within 100' of R4, R4-8, or R6-12 district <u>or any lot with a built single</u>	Up to 35', if any portion of the building is within 100' of R4, R4-8, or R6-12 district <u>or any lot with a built single</u>	1. Not to exceed height limit set by State Capitol Group Height District, 18.10.060, for properties near the State Capitol Campus. 2. Must comply with site design standards,

**TABLE 6.02  
COMMERCIAL DISTRICTS' DEVELOPMENT STANDARDS**

STANDARD	NR	PO/RM	GC	HDC-1	HDC-2	HDC-3	HDC-4 and HDC-4 Capital Mall	ADDITIONAL REGULATIONS
		otherwise.	to 70', if at least 50% of the required parking is under the building; or up to 75', if at least one story is residential.	<u>family home</u> ; Up to 60' otherwise. Provided that one additional story may be built for residential development only.	<u>family home</u> ; Up to 60' otherwise. Provided that one additional story may be built for residential development only.	<u>family home</u> ; Up to 60' otherwise; or up to 70', if at least 50% of the required parking is under the building; or up to 75', if at least one story is residential.	<u>family home</u> ; Up to 60' otherwise; or up to 70', if at least 50% of the required parking is under the building; or up to 75', if at least one story is residential. See 18.06A.251(4) Significant Building Entry tower exemption (allows an additional 30' for a tower element at Capital Mall). Up to 75' for HDC-4 zoned properties where the proposed project provides for the development of replacement dwelling units in	Chapter 18.06A.180. 3. HDC-1 and HDC-2 additional story must comply with OMC 18.06.100.A.6.

**TABLE 6.02  
COMMERCIAL DISTRICTS' DEVELOPMENT STANDARDS**

STANDARD	NR	PO/RM	GC	HDC-1	HDC-2	HDC-3	HDC-4 and HDC-4 Capital Mall	ADDITIONAL REGULATIONS
							a development agreement and the project site is all or part of an area of 40 acres or more that was in contiguous common ownership in 2009.	
MAXIMUM BUILDING COVERAGE	45%	70%, except 55% for residential only structures	70%; or 85% if at least 50% of the required parking is under the building.	70% for all structures	70% for all structures	70% for all structures, 85% if at least 50% of the required parking is under the building.	70% for all structures. 85% of the site if at least 50% of the required parking is under the building. On redeveloped sites, 85% if at least 50% of new required parking is under the building or in a structured parking form. 85% for HDC-4 zoned properties where the proposed	Must comply with site design standards, Chapter 18.06A.180.

**TABLE 6.02  
COMMERCIAL DISTRICTS' DEVELOPMENT STANDARDS**

STANDARD	NR	PO/RM	GC	HDC-1	HDC-2	HDC-3	HDC-4 and HDC-4 Capital Mall	ADDITIONAL REGULATIONS
							project provides for the development of replacement dwelling units in a development agreement and the project site is all or part of an area of 40 acres or more that was in contiguous common ownership in 2009.	
MAXIMUM DEVELOPMENT COVERAGE	60%	85%, except 75% for residential only structures	85%	85% for all structures	Must comply with site design standards, Chapter 18.06A.180.			
ADDITIONAL DISTRICT-WIDE DEVELOPMENT STANDARDS	Maximum building size (gross sq. ft.): 3,000 for single use; 6,000 for mixed use.	Building floors above 3 stories which abut a street or residential district must be stepped back a minimum of 8 feet (see	Building floors above 3 stories which abut a street or residential district must be stepped back a minimum of 8 feet (see	<del>Buildings floors above 3 stories which abut a street or residential district must be stepped back a minimum of 8 feet (see</del>	<del>Buildings floors above 3 stories which abut a street or residential district must be stepped back a minimum of 8 feet (see</del>	<del>Buildings Floors above 3 stories which abut a street or residential district must be stepped back a minimum of 8 feet (see</del>	<del>Buildings floors above 3 stories which abut a street or residential district must be stepped back a minimum of 8 feet (see</del>	For properties in the vicinity of the Downtown, also see Pedestrian Streets Overlay District, Chapter 18.16. For retail uses over 25,000 square feet in gross floor area, see Section 18.06.100(G)

**TABLE 6.02  
COMMERCIAL DISTRICTS' DEVELOPMENT STANDARDS**

STANDARD	NR	PO/RM	GC	HDC-1	HDC-2	HDC-3	HDC-4 and HDC-4 Capital Mall	ADDITIONAL REGULATIONS
		18.06.100(D) and Figure 6-3).		that abut a street or residential district or a lot that has a built single family home shall provide an 8 foot building step back between the second and third stories and for each additional 2 stories thereafter.	that abut a street or residential district or a lot that has a built single family home shall provide an 8 foot building step back between the second and third stories and for each additional 2 stories thereafter.	<del>18.06.100(D))</del> that abut a street or residential district or a lot that has a built single family home shall provide an 8 foot building step back between the second and third stories and for each additional 2 stories thereafter.	that abut a street or residential district or a lot that has a built single family home shall provide an 8 foot building step back between the second and third stories and for each additional 2 stories thereafter.	Large Scale Retail Uses. EXCEPTION: Section <del>18.06.100</del> 18.06.100(G) shall not apply to motor vehicle sales.

**TABLE 6.02  
COMMERCIAL DEVELOPMENT STANDARDS**

STANDARD	MS	UW	UW-H	DB	CS-H	AS	ADDITIONAL REGULATIONS
MINIMUM LOT AREA	7,200 Sq. Ft.	No minimum.	No minimum.	No minimum.	7,200 Sq. Ft. if bldg. height is 35' or less. 12,500 Sq. Ft. if bldg. height is over 35'.	No minimum.	

**TABLE 6.02  
COMMERCIAL DEVELOPMENT STANDARDS**

<b>STANDARD</b>	<b>MS</b>	<b>UW</b>	<b>UW-H</b>	<b>DB</b>	<b>CS-H</b>	<b>AS</b>	<b>ADDITIONAL REGULATIONS</b>
FRONT YARD SETBACK	10' maximum.	No minimum; however, see Chapter 18.100 for design guidelines for pedestrian access and view corridors.	No minimum.	No minimum.	No minimum.	30' minimum for buildings; 15' for other structures except signs	1. 50' minimum from property line for agriculture buildings (or structures) which house animals other than pets. 2. Must comply with clear sight triangle requirements, Section 18.40.060(C). 3. See Design Guidelines, Chapter 18.100.
REAR YARD SETBACK	15' minimum; If next to a residential zone, 15' minimum plus 5' for every story over 3 stories.	No minimum; however, see Chapter 18.100 for design guidelines for pedestrian access and view corridors.	No minimum.	No minimum.	5' minimum if building has 1 or 2 stories. 10' minimum if building has 3 or more stories.	15' minimum.	50' minimum from property line for agriculture buildings (or structures) which house animals other than pets.
SIDE YARD SETBACK	10' minimum; 15' minimum plus 5' for every story over 3 stories if next to a residential zone.	No minimum; however, see Chapter 18.100 for design guidelines for pedestrian access and view corridors.	No minimum.	No minimum.	5' minimum if building has 1 or 2 stories. 10' minimum if building has 3 or more stories; AND the sum of the 2 side yards shall be no less than 1/2	5' minimum 30' minimum for buildings and 15' minimum for other structures from flanking streets.	1. 50' minimum from property line for agriculture buildings (or structures) which house animals other than pets. 2. Must comply with clear sight

**TABLE 6.02  
COMMERCIAL DEVELOPMENT STANDARDS**

STANDARD	MS	UW	UW-H	DB	CS-H	AS	ADDITIONAL REGULATIONS
					the building height.		triangle requirements, Section 18.40.060(C). 3. See Design Guidelines, Chapter 18.100.
MAXIMUM BUILDING HEIGHT	75'; except hospitals, which may exceed that height.	See Figure 6-2, Urban Waterfront District Height Limits Exceptions: 1) In the portion of the area Downtown with a height limit of 65', two additional residential stories may be built. See 18.06.100(A)(2)(b). 2) In the portion of the area on West Bay Drive with a height limit of 42' to 65', the taller height limit is conditioned upon the provision of certain waterfront amenities. See 18.06.100(A)(2)(c).	Refer to Figure 6-2 and 6-2B for specific height and building configurations required on specific blocks.	75'; PROVIDED, however, that two additional stories may be built, if they are residential. There are also restrictions around Sylvester Park. For details, see 18.06.100(C)(6) Height, Downtown Business District.	75' Exception: Up to 100' may be allowed with conditional approval by the City Council, upon recommendation of the Hearing Examiner. For details, see 18.06.100(C)(5), Height, Commercial Services-High Density.	40' accessory building limited to 20'.	Not to exceed height limit set by State Capitol Group Height District, 18.10.060, for properties near the State Capitol Campus.
MAXIMUM BUILDING COVERAGE	50%	60% for properties between the shoreline and the nearest upland street. 100% for properties not between the shoreline and the nearest upland	100%	No requirement.	No requirement.	85%	

**TABLE 6.02  
COMMERCIAL DEVELOPMENT STANDARDS**

<b>STANDARD</b>	<b>MS</b>	<b>UW</b>	<b>UW-H</b>	<b>DB</b>	<b>CS-H</b>	<b>AS</b>	<b>ADDITIONAL REGULATIONS</b>
		street. See also Chapter 18.100 for design guidelines for pedestrian access and view corridors.					
MAXIMUM DEVELOPMENT COVERAGE	65%	100% development coverage.	100%	100%	100%	85%	
ADDITIONAL DISTRICT-WIDE DEVELOPMENT STANDARDS	Building floors above 3 stories which abut a street or residential district must be stepped back a minimum of 8 feet (see 18.06.100(F). Residential uses (Section 5 of Table 6.01) may not be constructed within 600 feet of Lilly Road except in upper stories of mixed use building; all other development standards are the same as for	Street ends abutting the water shall be preserved to provide views of and public access to the water, pursuant to Section 12.16.050(D) OMC. See also Chapter 18.100 for Downtown design guidelines for Pedestrian Access and View Corridors and Waterfront Public Access; Chapter 18.100 for Port Peninsula design guidelines for Pedestrian Connections and View Corridors; Section 18.06.100(A)(2)(c) for West Bay Drive building height and view blockage limits; and Chapter 18.100 for West Bay Drive view corridors. See	Street ends abutting the water shall be preserved to provide views of and public access to the water, pursuant to OMC Section 12.16.050(D).		Residential uses must comply with High Rise Multi-family (RM-H) development standards.	6' of sight-screening buffer shall be provided along north, east, and west district boundaries. See Olympia Park Replat covenants for access, and other standards applicable to replat lots.	For properties in the vicinity of the Downtown, also see Pedestrian Streets Overlay District, Chapter 18.16. For retail uses over 25,000 square feet in gross floor area, see Section 18.06.100 (G) Large Scale Retail Uses. EXCEPTION: Section 18.06.100 (G) shall not apply to motor vehicle sales.

**TABLE 6.02  
COMMERCIAL DEVELOPMENT STANDARDS**

STANDARD	MS	UW	UW-H	DB	CS-H	AS	ADDITIONAL REGULATIONS
	commercial uses.	also Chapter 18.100 for Downtown design guidelines for Pedestrian Access and View Corridors and Waterfront Public Access; Chapter 18.100 for Port Peninsula design guidelines for Pedestrian Connections and View Corridors; Section 18.06.100(A)(2)(c) for West Bay Drive building height and view blockage limits; and Chapter 18.100 for West Bay Drive view corridors.					

**LEGEND**

MS = Medical Services

CS-H = Commercial Services - UW = Urban Waterfront

DB = Downtown Business

High Density

UW-H = Urban Waterfront-Housing

AS=Auto Services

**Section 3. Duration.** The interim zoning regulations set forth in this Ordinance shall be in effect for one (1) year, unless extended by the City Council pursuant to state law.

**Section 4. Public Hearing.** Pursuant to RCW 35A.63.220 and 36.70A.390, a public hearing will be held by February 8, 2013.

**Section 5. Work Plan.** The City Council adopts the following Work Plan. City staff shall identify and study various options to address the issues that led to this ordinance. Staff shall then forward this Ordinance along with the staff's analysis to the Olympia Planning Commission for their consideration and recommendation. The Planning Commission currently has an unusually busy work load in conducting a comprehensive review and update to the City's Comprehensive Plan. The Planning Commission shall examine and further study whether the approach taken in this Ordinance appropriately addresses the concerns raised or whether the Planning Commission would recommend a different approach to address the issues. The Planning Commission shall then forward its recommendation for a permanent ordinance to the City Council.

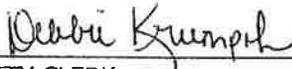
**Section 6. Codification.** This Ordinance shall not be codified. *Interim Ordinance - no Codification required*

**Section 7. Ratification.** Any act consistent with the authority and prior to the effective date of this Ordinance is hereby ratified and affirmed. *Dh 12/31/12*

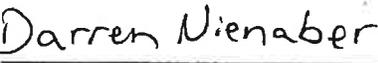
**Section 8. Effective Date.** This Ordinance is designated as a public emergency ordinance necessary for the protection of public health, safety, property and peace and therefore shall take effect immediately upon adoption by the City Council.

  
MAYOR

**ATTEST:**

  
CITY CLERK

**APPROVED AS TO FORM:**

  
DEPUTY CITY ATTORNEY

**PASSED:** *December 11, 2012*  
**APPROVED:** *December 11, 2012*  
**PUBLISHED:** *December 14, 2012*

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SUMMARY OF ORDINANCE NO. 6820

On December 11, 2012, the Olympia City Council passed ordinance 6820 –

AN ORDINANCE OF THE CITY OF OLYMPIA, WASHINGTON, AMENDING OLYMPIA MUNICIPAL CODE SECTION 18.06.080, TABLE 6.02, BUILDING HEIGHT AND ADDITIONAL DISTRICT-WIDE DEVELOPMENT STANDARDS FOR THE HIGH DENSITY CORRIDOR ZONING DISTRICTS AND DIRECTING THE SETTING OF A PUBLIC HEARING.

The full text of Ordinance No. 6820 may be obtained for a fee at Olympia City Hall, 601 E 4<sup>th</sup> Avenue or will be mailed upon request for a fee. Call (360) 753-8325 or write to City of Olympia, P.O. Box 1967, Olympia, WA 98507-1967.

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Do not publish below this line

PUBLISH: Friday, December 14, 2012

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# City of Olympia

## City Council

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

### Approval of Section 108 Loan Public Comment and Hearing Process

**Agenda Date: 11/26/2013**

**Agenda Number: 6.A**

**File Number: 13-0985**

---

**File Type:** decision

**Version:** 1

**Status:** Other Business

**..Title**

Approval of Section 108 Loan Public Comment and Hearing Process

**..Recommended Action**

**Committee Recommendation:**

The Community Renewal Area Ad Hoc Committee recommends directing staff to schedule public comment period and public hearing for amendment of 2013 Community Development Block Grant (CDBG) Action Plan to include the proposed Section 108 loan for downtown alley lighting and pedestrian improvements.

**City Manager Recommendation:**

Move to direct staff to schedule the required public comment period and public hearing to occur in December for amendment of the 2013 CDBG Action Plan to include the proposed Section 108 loan for downtown alley lighting and pedestrian improvements.

**..Report**

**Issue:**

Should the city amend its CDBG Action Plan to include the proposed Section 108 loan for downtown alley lighting and pedestrian improvements project?

**Staff Contact:**

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

**Presenter(s):**

Leonard Bauer, Deputy Director, CPD

**Background and Analysis:**

The City created a Section 108 Loan Program in 2012. The HUD Section 108 loan guarantee program enables local governments to obtain federally guaranteed loans by pledging their current and future CDBG allocations as security for low-interest loans. The City may also provide Section 108 loan funds to private parties for eligible activities. Under this program, communities can borrow up to five times their most recent CDBG award for eligible projects that meet the national CDBG objectives. Unlike annual CDBG awards, these Section 108 loans must be repaid within 20 years.

HUD has approved Olympia's Section 108 Loan Guarantee Fund in the amount of \$1,756,000. The city may access the Section 108 fund for eligible activities pursuant to 24 CFR 570.703, including land acquisition, clearance, demolition, removal, site preparation, housing rehabilitation eligible under 570.202, economic development

**Agenda Date: 11/26/2013**

**Agenda Number: 6.A**

**File Number: 13-0985**

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activities, or public facilities. Olympia's first loan must be completed by April 30, 2014, for the City to remain eligible to continue its Section 108 Loan Guarantee Fund.

The Section 108 Loan Guarantee Fund will continue to be available through September 30, 2018, or until all funds are expended. City Council approval of a project for the first Section 108 loan is needed by the end of November to provide sufficient time to complete the loan by April 30, 2014, the deadline for the City's first Section 108 loan to be completed.

Staff investigated numerous potential projects for Section 108 loan. Attached is a summary of the proposed project recommended by the Community Renewal Area Ad Hoc Committee for downtown alley lighting and pedestrian improvements. The project is located entirely within a census block that is predominantly low/moderate income residents. The project would improve public safety, ADA accessibility, pedestrian travel, and access to the Olympia Center and Family Support Center.

The total estimated project cost is \$325,000 and the Section 108 loan would be for that amount. Repayment of the loan would be pledged from the City's future CDBG federal allocations.

**Public Review/Comment Requirements.**

As Olympia identifies project-specific loan proposals to be funded, each project must undergo a full financial underwriting and public review in accordance with the city's Citizen Participation Plan prior to submittal of an application to the local HUD office. The public review process includes a 30-day public comment period and a public hearing to consider whether the proposed loan should be included in the city's CDBG Action Plan.

Staff requests City Council approval to schedule the public comment period and public hearing during December. Following the public comment period, final consideration of the Section 108 loan proposal will be scheduled in early January

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

The CDBG Action Plan includes projects of interest community-wide.

**Options:**

1. Move to direct staff to schedule public comment period and public hearing for amendment to 2013 CDBG Action Plan to include the proposed Section 108 loan project.
2. Move to direct staff to schedule public comment period and public hearing for amendment to 2013 CDBG Action Plan to include another proposed Section 108 loan project.
3. Do not to recommend any projects for Section 108 funds, and decline to continue eligibility for Section 108 loan funds in Olympia.

**Agenda Date: 11/26/2013**

**Agenda Number: 6.A**

**File Number: 13-0985**

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**Financial Impact:**

\$ 325,000 in Section 108 loan funds would be awarded to the City for this public project. Repayment of the loan would be pledged from future federal allocations of CDBG funds to the City, and will be backed by the full faith and credit of the City of Olympia. More details on proposed loan terms will be presented at the city council's meeting.

# City of Olympia

## Section 108 Project Description

### Downtown Olympia Alleyway Lighting Improvements

Downtown Olympia features dozens of historic alleyways commonly used as pedestrian pathways. Due to inadequate lighting and line-of-sight issues, the community has experienced an increase of vandalism and nuisance behavior in the alleys. The City proposes to install LED lighting in our alleyways, consistent with city policies supporting the principles of Crime Prevention Through Environmental Design (CPTED). This project would light up the 13 most used alleyways in the core of downtown. The owners of the buildings with the proposed lighting improvements have agreed to pay for the monthly cost of electricity (which, in many cases, will be reduced due to installing more efficient bulbs). This project serves a predominately Low/Moderate Income population within the ½ mile radius service area.

Project Sub-Total Cost = \$50,000

### State Avenue ADA Access and Sidewalk Improvements

The City proposes to construct pedestrian improvements along the west half of the south side of State Avenue between Capitol Way and Columbia Street. Proposed improvements include a new bulb-out with ADA access ramps on the southeast corner of State and Columbia, as well as street tree removal and replacement. In addition, if sufficient funds are available, new ADA access ramps at the southwest and/or northwest corners of the intersection of State Avenue and Columbia Street will be installed. This project serves a predominately Low/Moderate Income population within the ½ mile radius service area, as well as direct pedestrian access to the Olympia Center, the city's community center and senior center, and The Family Support Center, which provides supportive services to predominantly Low/Moderate Income families.

Project Sub-Total Cost = \$275,000

+ Alley Lighting Sub-Total = \$50,000

**Project Total Cost = \$325,000**



100 Block of State Avenue NW  
Sidewalk, Street Tree and ADA Ramp Improvements

The Olympia Center

Family Support Center

200

Additive

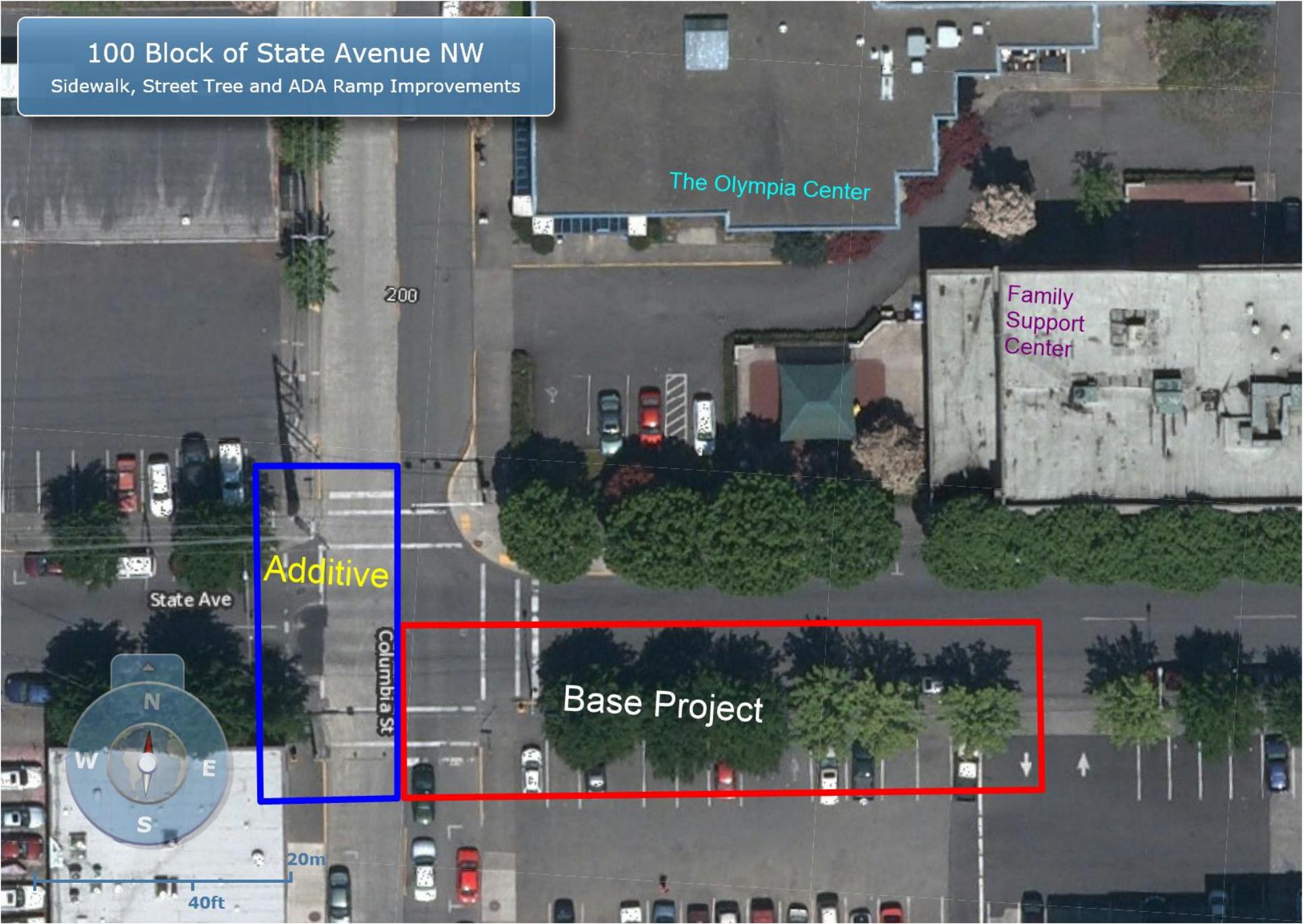
Base Project

State Ave

Columbia St



40ft  
20m



# City of Olympia

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

## City Council

### Continued Discussion on the 2014 Operating Budget and 2014-2019 Capital Facilities Plan (CFP), to Conclude with Balancing of the Operating Budget

Agenda Date: 11/26/2013

Agenda Number: 6.B

File Number: 13-0983

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File Type: recommendation

Version: 1

Status: Other Business

#### ..Title

Continued Discussion on the 2014 Operating Budget and 2014-2019 Capital Facilities Plan (CFP), to Conclude with Balancing of the Operating Budget

#### ..Recommended Action

##### Committee Recommendation:

Finance Committee recommendations were to fund an additional Plans Examiner position and bike corridor proposal in the CFP.

##### City Manager Recommendation:

Accept the proposed recommendations outlined on Attachment #1, and direct staff to prepare the necessary ordinances for the December 10th meeting.

#### ..Report

##### Issue:

This is an opportunity for the Council to ask questions, request information, and make changes to the Operating and/or Capital Budget.

##### Staff Contact:

Jane Kirkemo, Administrative Services Director, 360-753-8499

##### Presenter(s):

- Council will discuss Finance Committee recommendations and proposals from the November 19th meeting.
- Department directors will be available to answer questions or provide information.

##### Background and Analysis:

Changes discussed by Council are outlined on attachment #1.

The 2014 Operating Budget was presented on October 22nd. The Council held a Public Hearing on November 12th. The Finance Committee discussed their concerns/recommendation and input from advisory committees and public hearing comments on the 2014 Budget at their November 18th meeting. Council made the following recommendations during the November 19th budget deliberations:

- Fund Building Plans Examiner (from revenue increase)
- Fund BPAC Bike Corridor Proposal (from funds available from 2014 budget plus 2013 Council goal money. This will appear in the CFP as a use of fund

**Agenda Date: 11/26/2013**

**Agenda Number: 6.B**

**File Number: 13-0983**

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balance).

- Support one additional member of the Clean Team through CDBG funding
- Support section 108 loan program proposal for downtown sidewalk repair and alley lighting
- Evaluate financial impact of sub-area planning as a part of the public process on the Comprehensive Plan next year
- As a part of building advisory committee work plans next year, evaluate the need for additional meetings/staff time
- Have staff propose funding option for .25 FTE for Urban Forestry (\$25,000)
- Review long-term revenue options early in 2014 for capital and operating needs

Staff is hoping to finalize budget balancing at this meeting to provide time to prepare documents for Council review and consideration on the following schedule:

First Reading on the Budget	Dec 10
Finance Committee Meeting	Dec 12
Adoption of Operating Budget	Dec 17

### **Budget 365 Approach**

One of the Council's 2013 goals was to adopt a sustainable budget. A part of that goal was to increase public awareness/understanding of the City's budget. The Finance Committee has discussed various aspects of the budget/process at each of its meetings this year. Over the course of the year, staff and the committee have:

- Met with the Coalition of Neighborhoods (CNA) twice to discuss the process, how to get involved, and the 2014 budget
- Developed and implemented *Budget 365* on the City's website. *Budget 365* allows anyone, at any time, to get an understanding of the City budget and process. It offers videos on the budget, a "How to Get Involved" page that includes a *Volunteer Opportunities and Neighbors helping Neighbors* section. *Budget 365* shows comparative data for the City pre-, during, and post-recession (2007-2013). Also included within *Budget 365* are:
  - *Budget Saving Practices*. This section shows our accomplishments, efficiencies, reorganizations and cuts from 2007 to 2013 and also what we did for the 2014 budget development.
  - *Shared/Regional Services* page which lists services that Olympia shares, responsibility, coordinates or contracts with other government agencies to provide the more cost effective/regional services
  - *Interagency Boards/Committees* a list of interagency boards and commissions that Olympia joins to share costs and talents.
  - Expanded the budget dashboard page allowing citizens the opportunity to quickly see how our major revenues are performing
- Made a black and white version available for easier printing

**Agenda Date: 11/26/2013**

**Agenda Number: 6.B**

**File Number: 13-0983**

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- Printed a 2013 and 2014 Budget Summary
- Developed a Performance Report Card for Council goals and posted this information to *Budget 365*
- Increased the amount of time between presentation of the Preliminary Operating Budget and the Public Hearing

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

N/A

**Options:**

1) Accept the proposed recommendations and direct staff to prepare the necessary ordinances for the December 10th meeting.

2) Make additional changes and then direct staff to make necessary changes and prepare ordinances for December 10th meeting.

**Financial Impact:**

Depends on the changes made.

## General Fund Adjustments

### REVENUES

Property Tax	
New Construction	(270)
Refund Levy	46,723
Sequestration set aside	11,022
Liquor Excise Tax	43,630
Safety Program transfer	(125,860)
Maintenance Center Rent	<u>32,322</u>
Total Revenue Changes	\$7,567

### EXPENDITURES

Animal Services	(4,768)	
eCIVIS website license	9,500	
Safety Program Transfer	(125,897)	Direct charge to Worker's comp
NLC membership	(462)	
1 Building Plans Examiner FTE	100,485	Development fees were increased \$365,000. FTE needed to cover increased workload (salary & benefits)
<hr/>		
Total Expenditure Changes	\$ (21,142)	
Balance Available (needed)	\$ 28,709	
Transfer to CFP	\$(26,333)	This plus remaining council goal money funds the BPAC recommendation
.25 FTE Urban Forester	\$(25,000)	
Balance Available (needed)	\$(22,624)	A use of fund balance - 2013 year end savings

## Capital Facilities Plan

### REVENUES

Use of fund balance	\$100,000	(Transfer from 2013 council goal money and remaining balance from 2014 budget)
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### EXPENDITURES

BPAC Bike corridor proposal	\$100,000
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Balance Available (needed)	-0-
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2014-2019 Capital Facilities Plan  
Changes Since Printing of Preliminary CFP

	Preliminary 2014	Preliminary 2015-2019	Preliminary Total	Changes 2014	Changes 2015-2019	Changes Total	New 2014	New 2015- 2019	New Total
<b><u>Parks Projects</u></b>									
New: None									
<b>Current Projects:</b>									
Community Park Expansion	\$178,000	\$2,015,000	\$2,193,000	\$349,348	\$0	\$349,348	\$527,348	\$2,015,000	\$2,542,348
<i>Donation and grant received for Isthmus acquisition and building demolition. Of this amount, \$50,000 is currently CDBG Block Grant funds. This is a minimum amount and could be subject to increase based upon CDBG program reconciliation in spring 2014.</i>									
<b>Total Parks Changes/Updates Since Preliminary Printed</b>	<b>\$178,000</b>	<b>\$2,015,000</b>	<b>\$2,193,000</b>	<b>\$349,348</b>	<b>\$0</b>	<b>\$349,348</b>	<b>\$527,348</b>	<b>\$2,015,000</b>	<b>\$2,542,348</b>
<b><u>Transportation Impact Fee Projects</u></b>									
New: None									
<b>Current Projects:</b>									
Boulevard Road Intersection Impvts	\$444	\$6,259,430	\$6,259,874	\$37,518	\$85,479	\$122,997	\$37,962	\$6,344,909	\$6,382,871
Cain Road & North Street Inters Impvts	0	2,587,454	2,587,454	10	92,690	92,700	10	2,680,144	2,680,154
Fones Road	2,048	15,328,478	15,330,526	13,318	76,834	90,152	15,366	15,405,312	15,420,678
Henderson Blvd & Eskridge Blvd Inters Imp	199	3,193,701	3,193,900	7,649	93,652	101,301	7,848	3,287,353	3,295,201
Log Cabin Road Extension	0	3,801,946	3,801,946	10,931	(23,381)	(12,450)	10,931	3,778,565	3,789,496
West Olympia Access Intchg Justif Rpt	0	1,599,806	1,599,806	0	(1,599,806)	(1,599,806)	0	0	0
<i>Funds appropriated in 2013 - project removed from 2014 CFP</i>									
Wiggins Rd & 37th Ave Inters Impvts	247	6,282,809	6,283,056	3,926	94,327	98,253	4,173	6,377,136	6,381,309
<i>All other adjustments are updates to impact fee rates</i>									
<b>Total Transp/Impact Fee Changes/Updates Since Preliminary Printed</b>	<b>\$2,938</b>	<b>\$39,053,624</b>	<b>\$39,056,562</b>	<b>\$73,352</b>	<b>(\$1,180,205)</b>	<b>(\$1,106,853)</b>	<b>\$76,290</b>	<b>\$37,873,419</b>	<b>\$37,949,709</b>

**2014-2019 Capital Facilities Plan  
Changes Since Printing of Preliminary CFP**

<b>Preliminary 2014</b>	<b>Preliminary 2015-2019</b>	<b>Preliminary Total</b>	<b>Changes 2014</b>	<b>Changes 2015-2019</b>	<b>Changes Total</b>	<b>New 2014</b>	<b>New 2015- 2019</b>	<b>New Total</b>
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2014-2019 Capital Facilities Plan  
Changes Since Printing of Preliminary CFP

	Preliminary 2014	Preliminary 2015-2019	Preliminary Total	Changes 2014	Changes 2015-2019	Changes Total	New 2014	New 2015- 2019	New Total
<b>General Capital Facilities Projects</b>									
New:	None								
<b>Current Projects:</b>									
Building Repair and Replacement	\$648,000	\$3,240,000	\$3,888,000	(\$48,000)	(\$240,000)	(\$288,000)	\$600,000	\$3,000,000	\$3,600,000
<i>Major maint fund; large portion of funding that normally goes to this fund went toward debt on WA Center Repairs; debt will be paid out of debt service fund</i>									
WA Ctr for Perf Art Bond Repayment	(236,475)	(1,170,425)	(1,406,900)	236,475	1,170,425	1,406,900	0	0	0
<i>Project removed from 2014 CFP as debt will be paid from debt service fund</i>									
<b>Total General Cap Fac Changes/Updates Since Preliminary Printed</b>	<b>\$411,525</b>	<b>\$2,069,575</b>	<b>\$2,481,100</b>	<b>\$188,475</b>	<b>\$930,425</b>	<b>\$1,118,900</b>	<b>\$600,000</b>	<b>\$3,000,000</b>	<b>\$3,600,000</b>
<b>TOTAL PROJECT CHANGES/UPDATES SINCE PRELIMINARY PRINTED</b>	<b>\$592,463</b>	<b>\$43,138,199</b>	<b>\$43,730,662</b>	<b>\$611,175</b>	<b style="color: red;">(\$249,780)</b>	<b>\$361,395</b>	<b>\$1,203,638</b>	<b>\$42,888,419</b>	<b>\$44,092,057</b>

## PROJECT FUNDING REPORTS - GENERAL GOVERNMENT PROJECTS

### Project Funding Reports - General Government Projects: Parks

PARKS PROJECTS	FUNDING	2014	2015-2019	TOTAL
Community Park Expansion	Impact Fees	\$ 178,000	\$ -	\$ 178,000
	SEPA Fees	\$ -	\$ 15,000	\$ 15,000
	Voted Utility Tax (VUT)	\$ -	\$ 2,000,000	\$ 2,000,000
	Donation	\$ 100,000	\$ -	\$ 100,000
	Grant	\$ 249,348	\$ -	\$ 249,348
Condition Assessment and Major Maintenance Program (CAMMP)	CIP Fund	\$ 170,000	\$ 2,500,000	\$ 2,670,000
Neighborhood Park Acquisition/Develop.	Impact Fees	\$ 50,000	\$ 65,000	\$ 115,000
	SEPA Fees	\$ -	\$ 80,000	\$ 80,000
Parks Bond Issue Debt Service	Voted Utility Tax (VUT)	\$ 1,510,250	\$ 3,950,250	\$ 5,460,500
Percival Landing Phase II Design & Development	Impact Fees	\$ -	\$ 854,000	\$ 854,000
	SEPA Fees	\$ -	\$ 146,000	\$ 146,000
<b>Total Parks</b>		<b>\$ 2,257,598</b>	<b>\$ 9,610,250</b>	<b>\$ 11,867,848</b>

PARKS FUNDING RECAP	FUNDING	2014	2015-2019	TOTAL
	CIP Fund	\$ 170,000	\$ 2,500,000	\$ 2,670,000
	Donation	\$ 100,000	\$ -	\$ 100,000
	Grant	\$ 249,348	\$ -	\$ 249,348
	Impact Fees	\$ 228,000	\$ 919,000	\$ 1,147,000
	SEPA	\$ -	\$ 241,000	\$ 241,000
	Voted Utility Tax (VUT)	\$ 1,510,250	\$ 5,950,250	\$ 7,460,500
<b>Total Parks</b>		<b>\$ 2,257,598</b>	<b>\$ 9,610,250</b>	<b>\$ 11,867,848</b>

This CFP is only a planning document; it does not necessarily represent a budget for expenditures.

## Project Funding Reports - General Government Projects: Transportation

TRANSPORTATION PROJECTS	FUNDING	2014	2015-2019	TOTAL
4th Avenue Bridge Railing Repairs	CIP Fund	\$ -	\$ 399,000	\$ 399,000
Bicycle Facilities (Program #0200)	Grant	\$ -	\$ 600,000	\$ 600,000
	CIP Fund	\$ -	\$ 200,000	\$ 200,000
Capitol Way Sidewalk — Union Avenue to 10th Avenue	Grant	\$ -	\$ 207,000	\$ 207,000
	CIP Fund	\$ -	\$ 138,000	\$ 138,000
Hazard Elimination Safety Projects (Program #0620)	Grant	\$ -	\$ 3,083,290	\$ 3,083,290
	CIP Fund	\$ -	\$ 544,110	\$ 544,110
Parks and Pathways — Neighborhood Pathways	Voted UtilityTax - Parks	\$ 25,000	\$ 125,000	\$ 150,000
	Voted UtilityTax - Pathways/Sidewalks	\$ 100,000	\$ 500,000	\$ 600,000
Parks and Pathways — Sidewalk (Program #0626/Fund #134)	Voted UtilityTax - Pathways/Sidewalks	\$ 900,000	\$ 4,500,000	\$ 5,400,000
	Stormwater Utility Rates	\$ 186,500	\$ 932,500	\$ 1,119,000
Pedestrian Crossing Improvements (Program #0122)	Grant -Federal	\$ -	\$ 40,000	\$ 40,000
	CIP Fund	\$ -	\$ 118,600	\$ 118,600
Sidewalk Construction (Program #0208)	CIP Fund	\$ -	\$ 103,400	\$ 103,400
Street Access Projects — ADA Requirements (Program #0309)	CIP Fund	\$ -	\$ 140,000	\$ 140,000
Street Repair & Reconstruction (Program #0599)	TBD	\$ 620,000	\$ 3,100,000	\$ 3,720,000
	CIP Fund	\$ 954,800	\$ 6,025,000	\$ 6,979,800
	Gas Tax	\$ 275,000	\$ 1,375,000	\$ 1,650,000
Streetlight Conversion to LED	Grant	\$ -	\$ 408,200	\$ 408,200
	<b>Total Transportation</b>	<b>\$ 3,061,300</b>	<b>\$ 22,539,100</b>	<b>\$ 25,600,400</b>

TRANSPORTATION FUNDING RECAP	FUNDING	2014	2015-2019	TOTAL
	CIP Fund	\$ 954,800	\$ 7,668,110	\$ 8,622,910
	Gas Tax	\$ 275,000	\$ 1,375,000	\$ 1,650,000
	Grant	\$ -	\$ 4,298,490	\$ 4,298,490
	Grant- Federal	\$ -	\$ 40,000	\$ 40,000
	Stormwater Utility Rates	\$ 186,500	\$ 932,500	\$ 1,119,000
	TBD	\$ 620,000	\$ 3,100,000	\$ 3,720,000
	Voted UtilityTax - Parks	\$ 25,000	\$ 125,000	\$ 150,000
	Voted UtilityTax - Pathways/Sidewalks	\$ 1,000,000	\$ 5,000,000	\$ 6,000,000
	<b>Total Transportation</b>	<b>\$ 3,061,300</b>	<b>\$ 22,539,100</b>	<b>\$ 25,600,400</b>

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## Project Funding Reports - General Government Projects: Transportation with Impact Fees

TRANSPORTATION IMPACT FEES PROJECTS	FUNDING	2014	2015-2019	TOTAL
2010 Transportation Stimulus Project Repayment	Impact Fees	\$ 438,213	\$ 2,181,112	\$ 2,619,325
Boulevard Road - Intersection Improvements (Program #0628)	SEPA	\$ 37,962	\$ -	\$ 37,962
	Impact Fees	\$ -	\$ 3,584,064	\$ 3,584,064
	Grant	\$ -	\$ 2,760,845	\$ 2,760,845
Cain Road & North Street - Intersection Improvements	SEPA	\$ 10	\$ -	\$ 10
	Impact Fees	\$ -	\$ 1,513,939	\$ 1,513,939
	Grant	\$ -	\$ 1,166,205	\$ 1,166,205
Fones Road—Transportation Program (Program #0623)	SEPA	\$ 15,366	\$ -	\$ 15,366
	Impact Fees	\$ -	\$ 8,702,035	\$ 8,702,035
	Grant	\$ -	\$ 6,703,277	\$ 6,703,277
Henderson Boulevard & Eskridge Boulevard - Intersection Improvements	SEPA	\$ 7,848	\$ -	\$ 7,848
	Impact Fees	\$ -	\$ 1,856,935	\$ 1,856,935
	Grant	\$ -	\$ 1,430,418	\$ 1,430,418
Log Cabin Road Extension - Impact Fee Collection (Program #0616)	SEPA	\$ 10,931	\$ -	\$ 10,931
	Impact Fees	\$ -	\$ 3,778,565	\$ 3,778,565
Wiggins Road and 37th Ave Intersection Improvements	SEPA	\$ 4,173	\$ -	\$ 4,173
	Impact Fees	\$ -	\$ 3,602,268	\$ 3,602,268
	Grant	\$ -	\$ 2,774,868	\$ 2,774,868
<b>Total Transportation Impact Fees</b>		<b>\$ 514,503</b>	<b>\$ 40,054,531</b>	<b>\$ 40,569,034</b>

TRANSPORTATION WITH IMPACT FEES FUNDING RECAP	FUNDING	2014	2015-2019	TOTAL
	Grant	\$ -	\$ 14,835,613	\$ 14,835,613
	Impact Fees	\$ 438,213	\$ 25,218,918	\$ 25,657,131
	SEPA	\$ 76,290	\$ -	\$ 76,290
<b>Total Transportation Impact Fees</b>		<b>\$ 514,503</b>	<b>\$ 40,054,531</b>	<b>\$ 40,569,034</b>

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## Project Funding Reports - General Government Projects: General Capital Facilities

GENERAL CAPITAL FACILITIES PROJECTS	FUNDING SOURCES:	2014	2015-2019	TOTAL
Building Repair and Replacement (Program # 029)	CIP Fund	\$ 600,000	\$ 3,000,000	\$ 3,600,000
	<b>Total General Capital Facilities</b>	<b>\$ 600,000</b>	<b>\$ 3,000,000</b>	<b>\$ 3,600,000</b>

GENERAL CAPITAL FACILITIES FUNDING RECAP	FUNDING SOURCES:	2014	2015-2019	TOTAL
	CIP Fund	\$ 600,000	\$ 3,000,000	\$ 3,600,000
	<b>Total General Capital Facilities</b>	<b>\$ 600,000</b>	<b>\$ 3,000,000</b>	<b>\$ 3,600,000</b>

## Summary of Funding Sources for General Government Projects

FUNDING SOURCES:	2014	2015-2019	TOTAL
CIP Fund	\$ 1,724,800	\$ 13,168,110	\$ 14,892,910
Donation	\$ 100,000	\$ -	\$ 100,000
Gas Tax	\$ 275,000	\$ 1,375,000	\$ 1,650,000
Grant	\$ 249,348	\$ 19,134,103	\$ 19,383,451
Grant - Federal	\$ -	\$ 40,000	\$ 40,000
Impact Fees	\$ 666,213	\$ 26,137,918	\$ 26,804,131
SEPA	\$ 76,290	\$ 241,000	\$ 317,290
Stormwater Utility Rates	\$ 186,500	\$ 932,500	\$ 1,119,000
TBD	\$ 620,000	\$ 3,100,000	\$ 3,720,000
Voted Utility Tax	\$ 1,510,250	\$ 5,950,250	\$ 7,460,500
Voted UtilityTax - Parks	\$ 25,000	\$ 125,000	\$ 150,000
Voted UtilityTax - Pathways/Sidewalks	\$ 1,000,000	\$ 5,000,000	\$ 6,000,000
<b>Total General Government</b>	<b>\$ 6,433,401</b>	<b>\$ 75,203,881</b>	<b>\$ 81,637,282</b>

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## PROJECT FUNDING REPORTS - UTILITIES PROJECTS

### Project Funding Reports - Utilities Projects: Drinking Water

DRINKING WATER PROJECTS	FUNDING SOURCES	2014	2015-2019	TOTAL
Asphalt Overlay Adjustments-Water (#9021)	Rates	\$ 10,500	\$ 52,500	\$ 63,000
Groundwater Protection/Land Acquisition (#9701)	Rates	\$ 100,000	\$ 500,000	\$ 600,000
Infrastructure Pre-Design and Planning Water Program (#9903)	Rates	\$ 21,000	\$ 105,000	\$ 126,000
Small Diameter Water Pipe Replacement (#9408)	Rates	\$ 450,000	\$ 2,250,000	\$ 2,700,000
Transmission & Distribution Projects Water Program (#9609)	Rates	\$ 737,300	\$ 4,621,100	\$ 5,358,400
	General Facility Charges (GFCs)	\$ -	\$ 181,600	\$ 181,600
Water Storage Systems (#9610)	Rates	\$ 508,000	\$ 4,995,300	\$ 5,503,300
	General Facility Charges (GFCs)	\$ -	\$ 3,980,400	\$ 3,980,400
<b>Total Drinking Water</b>		<b>\$ 1,826,800</b>	<b>\$ 16,685,900</b>	<b>\$ 18,512,700</b>

### Project Funding Reports - Utilities Projects: Wastewater

WASTEWATER PROJECTS	FUNDING SOURCES:	2014	2015-2019	TOTAL
Asphalt Overlay Adjustments - Sewer Program (#9021)	Rates	\$ 10,500	\$ 52,500	\$ 63,000
Infrastructure Predesign and Planning - Sewer Program (#9903)	Rates	\$ 37,200	\$ 186,000	\$ 223,200
Lift Stations—Sewer Program (#9806)	Rates	\$ -	\$ 660,000	\$ 660,000
	General Facility Charges (GFCs)	\$ 1,100,000	\$ 1,900,000	\$ 3,000,000
Sewer Systems Extensions - Sewer Program (#9809)	Rates	\$ -	\$ 750,000	\$ 750,000
Sewer System Planning - Sewer Program (#9808)	Rates	\$ 21,000	\$ 105,000	\$ 126,000
Replacement and Repair Projects - Sewer Program (#9703)	Rates	\$ 515,000	\$ 2,425,000	\$ 2,940,000
Onsite Sewage System Conversions - Sewer Program (#9813)	General Facility Charges (GFCs)	\$ 650,000	\$ 1,250,000	\$ 1,900,000
<b>Total Wastewater</b>		<b>\$ 2,333,700</b>	<b>\$ 7,328,500</b>	<b>\$ 9,662,200</b>

### Project Funding Reports - Utilities Projects: Stormwater

STORMWATER PROJECTS	FUNDING SOURCES:	2014	2015-2019	TOTAL
Aquatic Habitat Improvements - Stormwater (#9024)	Rates	\$ 361,600	\$ 871,100	\$ 1,232,700
Flood Mitigation & Collection - Stormwater (#9028)	Rates	\$ 1,031,200	\$ 4,506,700	\$ 5,537,900
	General Facility Charges (GFCs)	\$ -	\$ 2,015,800	\$ 2,015,800
Infrastructure Pre-Design & Planning - Stormwater (#9903)	Rates	\$ 28,400	\$ 142,000	\$ 170,400
Water Quality Improvements (#9027)	Rates	\$ 346,900	\$ 720,600	\$ 1,067,500
	Stormwater Grants or Loans	\$ 465,000	\$ 2,161,800	\$ 2,626,800
<b>Total Stormwater</b>		<b>\$ 2,233,100</b>	<b>\$ 10,418,000</b>	<b>\$ 12,651,100</b>

Additionally: Included in the Transportation Section are projects funded by transfers from the Stormwater Utility as follows:

PROJECT	2014	2015-2019	TOTAL
Parks and Pathways Sidewalk	\$ 186,500	\$ 932,500	\$ 1,119,000
<b>Total</b>	<b>\$ 186,500</b>	<b>\$ 932,500</b>	<b>\$ 1,119,000</b>

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### Summary of Funding Sources for Utilities Projects

FUNDING SOURCES:	2014	2015-2019	TOTAL
General Facility Charges	\$ 1,750,000	\$ 9,327,800	\$ 11,077,800
Rates	\$ 4,178,600	\$ 22,942,800	\$ 27,121,400
Stormwater Grants or Loans	\$ 465,000	\$ 2,161,800	\$ 2,626,800
<b>Total Utilities</b>	<b>\$ 6,393,600</b>	<b>\$ 34,432,400</b>	<b>\$ 40,826,000</b>

### Combined Summary of Funding Sources for both General Government and Utilities Projects

FUNDING SOURCES:	2014	2015-2019	TOTAL
CIP Fund	\$ 1,724,800	\$ 13,168,110	\$ 14,892,910
Donation	\$ 100,000	\$ -	\$ 100,000
Gas Tax	\$ 275,000	\$ 1,375,000	\$ 1,650,000
General Facility Charges	\$ 1,750,000	\$ 9,327,800	\$ 11,077,800
Grant	\$ 249,348	\$ 19,134,103	\$ 19,383,451
Grant - Federal	\$ -	\$ 40,000	\$ 40,000
Impact Fees	\$ 666,213	\$ 26,137,918	\$ 26,804,131
Rates	\$ 4,178,600	\$ 22,942,800	\$ 27,121,400
SEPA	\$ 76,290	\$ 241,000	\$ 317,290
Stormwater Grants or Loans	\$ 465,000	\$ 2,161,800	\$ 2,626,800
Stormwater Utility Rates	\$ 186,500	\$ 932,500	\$ 1,119,000
TBD	\$ 620,000	\$ 3,100,000	\$ 3,720,000
Voted Utility Tax	\$ 1,510,250	\$ 5,950,250	\$ 7,460,500
Voted UtilityTax - Parks	\$ 25,000	\$ 125,000	\$ 150,000
Voted UtilityTax - Pathways/Sidewalks	\$ 1,000,000	\$ 5,000,000	\$ 6,000,000
<b>Total</b>	<b>\$ 12,827,001</b>	<b>\$ 109,636,281</b>	<b>\$ 122,463,282</b>

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# City of Olympia | Capital of Washington State

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

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November 19, 2013

Olympia City Council  
PO Box 1967  
Olympia, WA 98507

Dear Mayor Buxbaum and City Council Members:

On October 8, 2013, the Olympia Planning Commission submitted to you our review and comments on the draft 2014-2019 Capital Facilities Plan of the City of Olympia. At the time we submitted our review of the City's CFP, the Olympia School District (District) had not submitted its CFP. The District had, however, presented a "Preliminary Capital Facilities Plan" at the August 5<sup>th</sup> meeting of the Planning Commission. The comments in our October 8<sup>th</sup> letter were based on that presentation.

This letter provides the Planning Commission's comments and recommendations on the District's final Capital Facilities Plan, approved by the Olympia School District Board (Board) on November 12, 2013.

In our letter of October 8<sup>th</sup>, we wrote:

"Under provisions of the Growth Management Act, the City collects school impact fees which are then transferred to the Olympia School District (OSD). Because of the role of the City in collecting school impact fees and the extremely important role of schools in achieving the goals of the Comprehensive Plan, the City routinely reviews the Capital Facilities Plan (CFP) of the Olympia School District."

Given the City's role described above, the Planning Commission has focused its review on the clarity and transparency of the methodology used to calculate the impact fees and to matters where the District's CFP might more clearly reference the City's Comprehensive Plan. The Planning Commission believes specific capital facility expenditures of the District and the specific methodology used by the District to calculate impact fees are not appropriate matters for City review.

## Recommendation

The Planning Commission has several concerns regarding the clarity and transparency of the District's Capital Facilities Plan, and some inconsistencies with the Olympia Comprehensive Plan. These items, noted below, were provided to the District, which did not have time to incorporate them into their CFP. The OPC recognizes the importance of impact fees and the limited time available to the District to describe the methodology used in its calculations. In

spite of our concerns, the Planning Commission has determined that the District has met the GMA requirements in RCW 82.02.050(4) and, for that reason, recommends approval of the District's 2014-2019 Capital Facilities Plan.

#### Clarity and Transparency of Impact Fee Information

The District's final proposed impact fees are \$5,895 for single family residences and \$1,749 for multi-family residences. The basis for these estimates is unclear. This, rather than the estimates per se, remains a concern for the Planning Commission and, we believe, the City. The recommended Comprehensive Plan includes a goal that "City decision processes are transparent and enable effective participation of the public" (GP 3). In our judgment, the School District CFP does not achieve this goal.

Following are the Planning Commission's areas of concern with respect to the impact fee calculation:

1. The CFP does not identify the portion of costs for specific projects that are attributable to growth. Neither the list of capital facilities required between 2014 and 2019 (p. 20) nor the specific capital facilities the District attributes to new residential construction (p. 40) include the portion of costs of these facilities upon which impact fees are to be based or the total of these costs.
2. The list of capital facilities to be built by the District includes replacement of portables (p. 20). A specific project to replace portables at Olympia High School is identified (p. 28). The CFP should make clear at this point whether this proposed construction is proposed for funding with impact fees. If the new structure is not funded by impact fees, it appears that a major cost of growth will not be paid by the residential construction generating the need for this capacity but, instead, will be borne by the general public in the District. The District should consider policies and procedures to incorporate into the calculation of school impact fees the future cost of permanent structures required to replace portables that are required to accommodate increases in the student population resulting from growth.
3. The table showing projected revenue sources of \$221,338,104 fails to establish any relation to the funds required to meet the capital facility elements identified in the CFP (p. 38). Again, for the calculation of impact fees, it is necessary to estimate the cost of all capital facilities that are required to accommodate increases due to residential construction.
4. The CFP states "For the purposes of the impact fee calculation included in this Capital Facilities Plan, the District has chosen to use only the construction-related costs of the above projects (rather than the total project costs)" (p.40). It seems appropriate that all capital costs related to the project (land acquisition, engineering, furnishings, etc.) should be included as part of the impact fee calculation.
5. As was noted in the comments submitted to the Council on October 8<sup>th</sup> in response to the District's Preliminary Capital Facility Plan presented to the Commission on August 8<sup>th</sup>, the

significant fluctuation in school impact fees is a matter of concern to the Planning Commission:

“The wide annual variation in impact fees over the most recent years and the significant difference between the fees for single family residences and multi-family residences requires a detailed explanation. ....For example, the single family home fee was \$2,735 in 2010, \$659 in 2011, \$2,969 in 2012, and \$5,179 in 2013.....These very large swings undercut public confidence in the impact fee process and may seem unfair to homeowners and developers who pay the higher amounts.”

The fee adopted in the District’s CFP for 2014 of \$1,749 for multi-family residences varies significantly from the comparable fees in 2013 of \$0. Without a methodology and an explanation of the factors contributing to this variation, individuals required to pay the school impact fee will have compelling questions of both the City and the District.

6. The impact fees adopted by the District show a discount of 15% from the calculated fee (p. 44). There is no explanation for this discount and the amount of the discount. An explanation would increase the credibility of the impact fee setting process.

#### Consistency with Comprehensive Plan

The District’s capital facility investments should be consistent with the objectives in the City’s Comprehensive Plan and the City’s recommended Comprehensive Plan Update to reduce use of cars. While the comment on the location of the iConnect Academy does note the poor bus service at the current site and implies the need for a more central location (p. 26), consideration of new school sites should include the accessibility of proposed sites to public transit.

#### Other Issues

The CFP notes that on-line learning will affect the need for future facilities (p. 29). The future use of on-line learning needs to be addressed in greater detail. All currently planned facilities should be reviewed in relation to the possible use of such on-line learning

Unfortunately, the Board’s adoption of their Capital Facilities Plan on November 12<sup>th</sup> and the City’s schedule for adoption of its CFP do not allow further revision to the District’s CFP for 2014-2019. The lack of time for the District to adequately address concerns raised by the Planning Commission indicates a need to revise the timing of the District’s CFP approval. We recommend that the District review their process and make adjustments so there is enough time for the District to amend its CFP if significant issues are identified by the City.

In the course of the Planning Commission’s review, we provided several comments to the District. The District informed the Planning Commission that it had not had time to incorporate into their final CFP responses to our comments. However, in separate documents, it provided written response to the points raised in our review. These documents, as well as our response to them, provide a basis for an improved CFP and CFP process in future years.

Conclusion

The Planning Commission would like to thank Jennifer Priddy of the District for providing responses to our many questions. We look forward to working with the District on future CFPs.

Sincerely,



**JERRY PARKER, CHAIR**  
Olympia Planning Commission



**ROGER HORN, CHAIR**  
OPC Finance Subcommittee

Cc: Steve Hall, City Manager  
Keith Stahley, Director of Community Planning & Development  
Leonard Bauer, Deputy Director of Community Planning & Development  
Cathie Butler, Communications Manager  
Tom Morrill, City Attorney  
Jane Kirkemo, Director of Administrative Services  
Jennifer Priddy, Olympia School District

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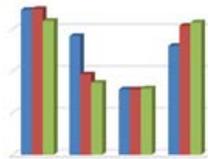
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