



Meeting Agenda

City Council

City Hall
601 4th Avenue E
Olympia, WA 98501

Information: 360.753.8244

Tuesday, December 14, 2021

7:00 PM

Online and Via Phone

Last Meeting of the Year

Register to Attend:

https://us02web.zoom.us/webinar/register/WN_zwCGrxzPT8uGmRBRvUtaGw

1. ROLL CALL

1.A ANNOUNCEMENTS

1.B APPROVAL OF AGENDA

2. SPECIAL RECOGNITION

- 2.A** [21-1217](#) Special Recognition - Accepting the Governor's Smart Communities Award for the Transportation Master Plan

Attachments: [Department of Commerce Smart Communities Webpage](#)
[Transportation Master Plan](#)

- 2.B** [21-1216](#) Special Recognition - Councilmember Renata Rollins

3. PUBLIC COMMENT

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

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

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

COUNCIL RESPONSE TO PUBLIC COMMENT (Optional)

4. CONSENT CALENDAR

4. SECOND READINGS (Ordinances)

- 4.J [21-1157](#) Approval of an Ordinance Amending Olympia Municipal Code Sections 15.16.030 and 15.16.040 Relating to Impact Fees
Attachments: [Ordinance](#)
- 4.K [21-1162](#) Approval of an Ordinance Revising Fees for Engineering, Building and Land Use Permits, and Plan Review
Attachments: [Ordinance](#)
- 4.L [21-1164](#) Approval of an Ordinance Adopting the 2022 Operating, Special Funds, Capital Budget, and Capital Facilities Plan: 2022-2027 Financial Plan
Attachments: [Ordinance](#)
- 4.M [21-1165](#) Approval of an Ordinance Correcting the Historical Record Relating to Utility Services Tax Rates
Attachments: [Ordinance](#)
- 4.N [21-1167](#) Approval of an Ordinance Amending Ordinance 7294 (Fourth Quarter 2021 Budget Amendment)
Attachments: [Ordinance](#)
- 4.O [21-1176](#) Approval of an Ordinance Relating to Utility Fees and Charges and Amending Sections 4.24.010, 13.16.010 and 13.16.090 of the Olympia Municipal Code
Attachments: [Ordinance](#)

4. FIRST READINGS (Ordinances)

- 4.P [21-1220](#) Approval of an Ordinance Relating to Utility Services Tax Rates and Amending Olympia Municipal Code Chapter 5.84 Entitled "Utility Services Tax."
Attachments: [Ordinance](#)

5. PUBLIC HEARING - NONE

6. OTHER BUSINESS

- 6.A [21-1130](#) Approval of the 2022 Grants to Arts and Culture Organizations
Attachments: [Indigenous Performance Productions](#)
[Olympia Artspace Alliance](#)
[Olympia Family Theater](#)
[Window Seat Media](#)
[Harlequin Productions](#)

6.B [21-1212](#) Review and Approve the Draft 2022 Legislative Agenda

Attachments: [Draft 2022 Legislative Agenda](#)

6.C [21-1213](#) Approval of the 2022 City Council Retreat Agenda

Attachments: [Draft Retreat Agenda](#)

6.D [21-1210](#) 2021 Year-End Highlights

7. CONTINUED PUBLIC COMMENT - None

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

8. COUNCIL INTERGOVERNMENTAL/COMMITTEE REPORTS AND REFERRALS

9. CITY MANAGER'S REPORT AND REFERRALS

10. ADJOURNMENT

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



City Council

Special Recognition - Accepting the Governor's Smart Communities Award for the Transportation Master Plan

Agenda Date: 12/14/2021
Agenda Item Number: 2.A
File Number:21-1217

Type: recognition **Version:** 1 **Status:** Recognition

Title

Special Recognition - Accepting the Governor's Smart Communities Award for the Transportation Master Plan

Recommended Action

Committee Recommendation:

Not referred to a committee.

City Manager Recommendation:

Recognize that the City's Transportation Master Plan received the Governor's Smart Communities Award in the Smart Climate Change Strategies category.

Report

Issue:

Whether to recognize that the City's Transportation Master Plan received the Governor's Smart Communities Award in the Smart Climate Change Strategies category.

Staff Contact:

Sophie Stimson, Planning and Engineering Supervisor, Public Works Transportation, 360.753.8497

Presenter(s):

Sophie Stimson, Planning and Engineering Supervisor
Dave Andersen, Director of Growth Management Services, Washington State Department of Commerce

Background and Analysis:

The Governor's Smart Communities Awards program recognizes local governments for exceptional work in implementing the state's Growth Management Act to shape future growth, economic vitality, and quality of life in communities across Washington. This year, Olympia's Transportation Master Plan (TMP) was selected for the Smart Climate Change Strategies Award.

Olympia's TMP helps us realize the Comprehensive Plan's vision of "complete streets that move people, not just cars." The TMP lists 20 years' worth of projects that will keep our community moving,

and increase the number of trips made by walking, biking, and riding the bus.

The TMP is consistent with the Thurston Climate Mitigation Plan, which includes a greenhouse gas (GHG) reduction target of 45% of 2015 levels by 2030. Because the transportation sector is the second largest source of GHG emissions in Thurston County, making it easier for people to walk, bike, or take the bus is a key strategy to achieve that target.

City staff will introduce a representative from the Department of Commerce who will present the award.

Neighborhood/Community Interests (if known):

Olympia's TMP helps keep our community moving, and increase the number of trips made by walking, biking, and riding the bus.

Options:

1. Recognize that the City's Transportation Master Plan received the Governor's Smart Communities Award in the Smart Climate Change Strategies category.
2. Do not recognize that the City's Transportation Master Plan received the Governor's Smart Communities Award in the Smart Climate Change Strategies category.
3. Recognize that the City's Transportation Master Plan received the Governor's Smart Communities Award in the Smart Climate Change Strategies category at another time.

Financial Impact:

There is no financial impact in accepting the award.

Attachments:

Department of Commerce Smart Communities Webpage
Transportation Master Plan



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2020-21 Governor's Smart Communities Award Winners

Key Topics

- [Growth Management](#)
- [Governor's Smart Communities Awards Program](#)
- [GMA Laws and Rules](#)
- [GMA Periodic Update](#)
- [Growth Management Grants](#)
- [Growth Management Topics](#)
- [Guidebooks and Resources](#)
- [Civilian-Military Compatibility](#)
- [Defense Community Compatibility](#)
- [Regional Planners' Forums](#)
- [Short Course on Local Planning](#)
- [Submitting Materials to the State for Review](#)

Need help?

Valerie Smith, AICP

Senior Planner

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(360) 259-0487

The following 11 communities are the 2020-2021 GSCA winners, listed by category:

Smart Vision Award – for a Comprehensive Plan, Subarea Plan or Countywide Planning Policies

City of Airway Heights: City of Airway Heights Downtown Sub-Area Plan.

This plan aims to enhance the housing and mixed-use development in the downtown and along US Highway 2. The judges noted that the updated commercial zoning guide and development standards clearly show that this plan will benefit the rapidly growing community. Airway Heights is a small city transitioning into a large city and this plan smartly adds missing-middle housing, sets realistic expectations, and builds on existing plans, which is a model for other rapidly growing communities.



City of Kent: Rally the Valley – Kent Valley Manufacturing/Industrial Center Subarea Plan.

Rally the Valley seeks to address the effects of evolving technology, transformations in industry, outdated land use policies, and fiscal constraints on the Kent Valley through goals, policies, projects and programs that steer toward the Community's Vision. The city's vision is that, "the Kent Valley is recognized as a thriving, economically resilient industrial ecosystem, a center for productive business, and a healthy desirable place to work."

Smart Projects Award – for Project implementing a Comprehensive Plan

North Bend: Downtown Form-Based Code.

The North Bend Downtown Commercial Zone project included a new Form-Based Code with the intention of helping redevelopment fit the character of the community and provide more housing options. The project will enhance the downtown area and secure its future as a social, cultural, and entertainment destination. A form-based code is an innovative land development regulation that fosters predictable built results and a high-quality public realm by using physical form, rather than separation of uses, as the organizing principle for the code.

Lake Stevens: Downtown Lake Stevens Subarea Plan.

This ongoing project, with support from elected officials, staff, consultants, and members of the community, identifies 'fundamental concepts' to create a dynamic and transformational downtown that honors the past and looks to the future. Through deliberate actions, the city started implementing the subarea plan in 2017 and state that it has been a "Labor of love" to revitalize the downtown into the civic hub and community gathering place residents and visitors enjoy today. The judges noted that the projects listed in the Downtown Lake Stevens Subarea Plan continue to receive priority through funding and local commitment, instead of depending on grants and this is one reason it received the 2020-2021 Governor's Smart Projects Award.

Chelan Co and the Cities of Wenatchee, Chelan, Cashmere, Entiat, Leavenworth: Chelan County Hazardous Waste Facility & Solid Waste and Hazardous Waste Plans.

This project was coordinated with all the cities and the county, as well as the state departments of Ecology and Commerce. Businesses also participated in the development, including the waste haulers and recyclers. Judges noted that the reuse part of the plan was “really neat!” Chelan County has many beautiful streams, mountains and desert areas for abundant recreation and tourism. By safely diverting this material to safe disposal and reuse, we also educate people of the harm toxic waste can cause if dumped into the environment. Prevention is much less costly than cleaning up a brownfield site. After developing the Chelan County Comprehensive Solid Waste and Hazardous Waste Plan, other jurisdictions have requested to use this plan as a model in their communities.

Smart Partnership Award – for a Joint Public Project that Implements a Comprehensive Plan

City of Renton: Willowcrest Townhomes.

This project is recognized as innovative for its partnerships, financing, and design. In collaboration with Homestead Community Land Trust, Renton Housing Authority, and JP Morgan Chase Bank foundation, the City of Renton, created the first multifamily net-zero energy and permanently affordable homeownership development in King County, and implements the 2016 Sunset Area Transformation Plan. This submittal was also highlighted by the judges as a model for others looking to begin climate-focused projects and environmental justice work.



Smart Housing Strategies Award – for creative Plans, Policies, Programs and/or Actions



City of Lacey: Pre-Approved Accessory Dwelling Unit Plans.

The purpose of providing free pre-approved accessory dwelling unit (ADU) plans to Lacey residents is to make it faster and cheaper to build them. Developed by an architect, the free plans are available for anyone to use, including other jurisdictions seeking to streamline ADU development. Of note is the work the city completed with local lending institutions to share information and knowledge about the pre-approved designs to allow them time to determine how they can best provide financing for interested residents. This demonstrates opportunities for infill development in existing neighborhoods, and clearly carries out the goals and requirements of the GMA as well as local objectives. Adding ADUs to older neighborhoods provides for gentle densification, maintenance of neighborhood character, and access to commercial services nearby. Providing a variety of housing types near transit, schools, and services is a key goal in the city’s Housing Element. The added benefits of pre-approved plans are tangible savings to money and time. Permit review time decreased significantly since the focus is on site plan review. Building and energy code review is minimal because the plans have those requirements designed into them with a few selectable options. Design costs can be up to 10% of a project’s costs, which homeowners and builders can now either save or put into construction costs.

Jamestown S’Klallam Tribe: Jamestown S’Klallam Tribe Housing Solutions Study.

This study determined housing requirements for the Tribe’s elders, families, transitional households, and casino and resort workforce. The study conducted extensive outreach identifying housing preferences and priorities for the development of a multigenerational community respecting Tribal cultural sites and aesthetics while allowing for non-Tribal member residents. The judges noted the housing marketplace as an innovative idea for other jurisdictions. The Tribe invited three very different developers of cottage, modular, and cargo container housing to discuss their innovative products’ suitability, quality, and cost to meet community needs.

Subsequently they created housing and site development concepts, cost, and potential funds for six of the Tribe's properties using the results gathered from the focus groups, the working groups, the household survey, and the housing marketplace. This housing study is already providing a community benefit resulting in four strategic actions identified for immediate initiation by the Tribe and opening up opportunities for funding and resources.

***NEW* Smart Climate Change Strategies Award – for Plans, Policies, Programs and/or Actions Addressing Community Climate Impacts**

City of Olympia: Olympia Transportation Master Plan.

Olympia is growing, and the community needs to plan a transportation system that will keep everyone moving. The Transportation Master Plan bridges the goals and policies of their Comprehensive Plan and annual Capital Facilities Plan. This city's Transportation Planning Team led this three-year process. The plan also explores the technological changes on the horizon that may alter how we get around, from delivery robots on sidewalks to autonomous vehicles. It examines our maintenance practices, which greatly affect people's experience with the transportation system. It considers the connections between transportation and social equity and seeks ways for the system to enhance service to the most vulnerable. Because of this innovative approach, the judges' awarded Olympia with the *NEW* Smart Climate Change Strategies Award.



Judges' Merit Award

Puget Sound Regional Council: VISION 2050, A Plan for the Central Puget Sound Region.



Adopted by the regional council's General Assembly in October 2020, after a three-year long planning process, VISION 2050 includes multicounty planning policies, actions, and a regional growth strategy to guide how and where the region grows through 2050. VISION 2050 ambitiously guides the central Puget Sound region's growth of more than 1.5 million people over the next 30 years with a vision and specific implementation actions to become a more prosperous, sustainable, and equitable region. The region's cities, counties, Tribes, ports, agencies, businesses, and communities worked together to adopt VISION 2050 to prepare for this growth and serve as a guide for sustaining a healthy environment, thriving communities, and a strong economy.

City of Kirkland: Village at Totem Lake.

The judges were extremely impressed with this project, noting that it is the "transformation of '70s era mall into transit-oriented mixed-use village," and a substantial joint public-private partnership investment project. The project, consisting of 336,707 square feet of commercial space and 851 dwelling units, realizes the vision for the Totem Lake Urban Center from the Totem Lake Plan adopted in 2002. The Totem Lake project is an excellent example of the implementation of a long-range community plan.

2019 Governor's Smart Communities Award Winners Announced

Governor Jay Inslee has announced the winners of the 2019 Smart Communities Awards. Now in its 14th year,

the program recognizes achievements by local leaders who promote smart growth planning and projects that contribute to thriving communities, a prosperous economy, and sustainable infrastructure in Washington. This year's honorees include the first winners in a new category focuses on creative solutions to address affordable housing development.

"Creativity, collaboration and public engagement are key to ensuring that communities are successful in meeting future growth and prosperity goals," said Gov. Inslee. "This year's award-winning plans and projects exemplify some of the reasons why Washington is consistently ranked one of the best states in America."

Commerce Director Dr. Lisa Brown said, "This year's Smart Communities Award Winners recognize that effective growth planning cultivates strong communities by supporting good jobs, affordable housing, reliable infrastructure and innovation for a clean, health future. These are some of the key attributes that give Washington its unique sense of place and quality of life."

— City of Tukwila and Partners - Smart Partnership Award

Tukwila Village. "This is the definition of a successful Public Private Partnership!"-Judge's comment. The Tukwila Village project is a new multicultural and multigenerational community and neighborhood center. The tangible benefits are already visible in the form of commercial spaces, high-density residential housing, shared parking, a new public library, and a new public space for community events and gatherings. The "pieces of the project" fit together and smoothly transition from one use to another. The design requires an ongoing partnership, so the City and its partners took an innovative approach and agreed to jointly form the Tukwila Village Community Development Association (TVCDA). The mission of TVCDA is to improve the social welfare of the local community and residents of Tukwila Village by promoting arts, economic development, education, health, and community building.

+ City of Bellingham - Smart Projects Award

+ City of Blaine - Smart Choices Award

+ City of Bonney Lake - Judges' Merit Award

+ City of Colville and Partners - Smart Partnership Award

+ Intercity Transit - Smart Projects Award

+ Island County - Smart Housing Strategies Award

+ Island County - Smart Choices Award

+ City of Lakewood - Smart Vision Award

+ City of Prosser - Smart Vision Award

+ City of Tacoma - Smart Housing Strategies Award

- + City of Vancouver - Smart Choices Award
- + City of Walla Walla and Partners - Smart Partnership Award

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Transportation Master Plan

City of Olympia



February 2021



Prepared by:

City of Olympia Public Works Transportation with support from Fehr and Peers

Adopted by Olympia City Council February 23, 2021.

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

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Chapter 1: Introduction



Initially incorporated as a town in 1859, Olympia's physical development is similar to that of many western cities founded in the 19th century. Our geographic center is a historic downtown of tightly gridded streets, surrounded by older neighborhoods, also on a dense street grid.

Beyond this older core, Olympia expands into areas characterized by typical post-war development: big, busy streets that are spaced far apart, with fewer local access streets. Residential subdivisions were built disconnected from one another, with many streets ending in cul-de-sacs. Areas developed in the 1990s and later

returned to the type of development that characterizes the core: smaller blocks, sidewalks with street trees, and a tighter street grid.

Olympia's westside connects to the rest of the city via two critical bridges where the Deschutes River flows into Budd Inlet. Many streams, wetlands, and lakes make our city beautiful, and they define the street system we have built around them.

Thurston County has a strong transit system that serves many worksites, and it connects Olympia to neighboring cities and colleges. In addition to being home

to state government, Olympia is also a regional employment and medical hub. Due in part to our history, Olympia has a distinct identity and sense of place, which contributes to community support for local businesses, arts, and schools.

Olympia's current population of about 54,150 is growing, with an estimated 18,000 more people expected to live in the City and Urban Growth Area by 2040. The decisions we make about our streets, which will affect people's ability to safely and comfortably move around our city, are critical to the future of Olympia.

The [Olympia Comprehensive Plan](#) provides the overarching guidance for the development of our city for the next 20 years, with goals and policies relating to parks, utilities, land use, public safety, and transportation, to name a few. This Transportation Master Plan (TMP) advances the vision of the Olympia Comprehensive Plan: to build a street system that supports walking, biking, and riding the bus, as well as driving.

In addition to the guidance of our comprehensive plan, Olympia works with regional partners in implementing the [Regional Transportation Plan](#)

(RTP). A key directive from the RTP is a reduction in vehicle miles travelled and greenhouse gas emissions. This master plan will help us reach those targets.

Because our transportation system for vehicles is more complete than the system that supports walking, biking, and transit, the focus of this TMP is to build new infrastructure to support these modes, while maintaining the motor vehicle network. The ultimate goal is to increase the number of trips by walking, biking, and transit.

Olympia Comprehensive Plan Transportation Chapter

What Olympia Values

Olympians want a transportation system that can move people and goods through the community safely while conserving energy and with minimal environmental impacts. We want it to connect to our homes, businesses, and gathering spaces and promote healthy neighborhoods.

Our Vision for the Future: complete streets that move people, not just cars

Olympia's future transportation system will focus on moving

people, not just cars. Our ability to create vibrant urban areas, reduce our environmental impact, and conserve our financial and energy resources will depend on an increase in walking, biking, and transit.

Our future streets will work for all modes of transportation - thanks to our investment in sidewalks, bike lanes, trees, and safe crossings. We will build streets that are human scale, for people, as well as cars. A more connected grid of smaller streets will shorten trips for people walking, biking, and

driving, and allow trucks, buses, and emergency vehicles to have direct and efficient routes.

As Olympia grows, we are learning to use a range of tools that will help us to both respond to growth and provide people with more choices. It won't eliminate congestion, but with the help of involved citizens, our future system will provide safe and inviting ways for us to walk, bike, and use public transit.



Role of this plan

This is the first Transportation Master Plan for the City of Olympia. This TMP will help people see the larger scope of what we plan for our streets and how our investments in the transportation system are connected to the vision in the Comprehensive Plan.

Before this TMP, the City used several smaller plans and programs to identify projects. Programs for different types of improvements were developed independent of one another. Some of those programs were designed to be responsive to requests made by the public, which had the unintended result of directing transportation investments unevenly – and sometimes unfairly – across the City. Other programs emphasized widening roads in response to congestion, which conflicts with many comprehensive plan goals.

Here are the ways this plan guides the future development of our street system:

Links investments to the comprehensive plan vision

To meet the vision of the comprehensive plan, we need to rebalance the street system that has historically prioritized motor vehicles. To increase trips by walking, biking, and transit, we need to increase our investments in improvements for those modes. That starts with defining the needs more clearly.



Defines our street system needs

This TMP identifies long-term prioritized projects for a range of improvements. You will see these in Chapter 4. For every type of project – sidewalks, bike lanes, or roundabouts, for example – we have defined a system target that describes what we need to build in order to have a more complete transportation system. This is the first time we took such a broad and complete look at the needs we have on our street system.

Invests fairly throughout the city

We prioritized the project lists using criteria such as proximity to destinations and how busy and fast the street is. For example, we prioritized building sidewalks near bus stops on busy streets over building them on quiet residential streets with no bus stops. Prioritization methodologies are important, because they are a clear and fair way to address needs throughout our city. Because the scope of the improvements we identified is large, we need to be as fair as possible in how we make investments.

Evaluates revenue needs

By describing the street improvements we want in the future, we can better articulate our long-term funding needs. This is the first comprehensive look at our current transportation revenue sources. We were able to compare our current revenue levels to the needs we defined. We share our analysis in Chapter 5, along with some potential new revenue sources.

Looks to the future

While the project lists in Chapter 4 are the core of this TMP, we also considered some of the changes on the horizon that will affect transportation. Those can be found in Chapter 7, which outlines some of the issues the city is likely to face in the future. Chapter 7 can help guide our policy work in the coming years.

The future of our street system is more than the new asphalt and concrete infrastructure we build. Everyday people’s experiences on our streets are affected by maintenance and operations practices. Chapter 8 reviews those practices, issues we face, and considerations for the future.

This TMP will be updated every six to eight years. The update process will be the opportunity to add new projects, adjust priorities, and respond to emerging policy and funding issues.



Developing this plan

As mentioned, the project lists are the core of this plan. We used Geographic Information Systems (GIS) extensively to inventory and evaluate our street system. We also used GIS to do many analysis steps, such as applying the criteria to develop prioritized project lists.

As we developed this plan, City staff worked with a steering committee that included City land use planners, staff from the Thurston Regional Planning Council, Intercity Transit, and the consulting firm Fehr and Peers. The Bicycle and Pedestrian Advisory Committee, a community advisory committee to the City Council, played an important role in developing the bicycle and pedestrian elements of this plan.

City Council Committees, the Olympia Planning Commission, the Coalition of Neighborhood Associations, and the Transportation Policy Board of the Thurston Regional Planning Council were all briefed on the development of this plan throughout the process.

We asked the public to help us shape the plan through two online story maps, which were an alternative to in-person open houses. We hoped we would get more people involved if we used an online tool, and the results were successful. The information gathered through surveys in the story maps influenced many aspects of the development of this plan, from criteria to policy issues. You can read more about public engagement in the following section.

Public Engagement

We developed two online story maps to share information with the public and seek input on the development of this TMP. Story maps are a GIS-based tool for presenting maps and other graphic information, along with text. The user scrolls at their own pace through the material, reading and exploring maps as they go. In both story maps, we included surveys to ask viewers for their feedback.

The first story map in the fall of 2018 asked people about the kinds of projects that should be included in the plan, and how to prioritize them. We used that feedback to guide the development of ranking criteria, which we then used to prioritize projects. Once we had made prioritized project

lists, we shared them with the public in the second story map in the fall of 2019. In that story map, we asked people if they supported the project rankings and what their priorities would be for future funding.

Online engagement was very effective for the development of this plan. The first story map was viewed over 1,700 times, and the second story map was viewed about 2,400 times. The surveys in each story map were available for just over a month. For both surveys, over 300 people responded to at least one of the questions, and many people offered narrative responses. We reference the surveys throughout this document.



The 2018 story map was viewed over 1,700 times.



The 2019 story map was viewed 2,400 times.



Over 300 people responded to surveys in each story map.



Next Steps

Capital Facilities Plan (CFP) updates

The TMP will be implemented through the CFP. Projects from this TMP will be added to the CFP each year when the CFP is updated. Once in the CFP, funding for a project is identified and a target construction year defined. Each year the public can review and comment on the CFP before it is adopted by the City Council. Chapter 10 proposes metrics to gauge our progress in building the projects in this TMP.

Concurrency and impact fee programs

These programs are tools authorized by the state's Growth Management Act to help build the transportation system to support new growth. Our concurrency program demonstrates that we are building new capacity on our street system to serve the growth that is coming to our community. Impact fees are a tool we can use to fund infrastructure improvements to serve the new trips on our streets.

The community and City Council have been interested in updating these two programs to include walking, biking, and transit projects, rather than focusing solely on vehicle trips. This TMP sets the stage for updating these programs and making them more multimodal. You can learn more in Chapter 6 of this plan.

Funding decisions

In the coming years, we will need to make some tough funding decisions about transportation, which will be framed by larger funding needs within the City. As City staff draft this TMP, we are in the midst of a pandemic that is taking a toll on the local, state, and national economy. Like most of the west coast, Olympia faces rising housing costs and an increasing population of people experiencing homelessness.

Through the public engagement done as part of this TMP, people indicated that they would like to see more funding for infrastructure that will help people walk and bike. These are some of the complex factors that will likely influence the coming discussion about funding.

Comprehensive plan update

Information we have learned from developing this TMP will inform the comprehensive plan update, expected in 2025. That update will be an opportunity to further link our land use and transportation policies.

The way we develop land affects our travel patterns. Ensuring that new development mixes residential and commercial uses is one way we can make it easier for people to get their needs met without having to travel very far. When trips are short, they are easier to make by walking and biking.

Land use decisions should build from the investments we have already made in the transit system. Olympia's Urban Corridors, as defined in the comprehensive plan, generally coincide with where we have frequent transit service. Directing more housing, commercial activity, services, and employment along our Urban Corridors and in downtown allows more people to take advantage of the existing bus service. As densities increase, we will need to retrofit our streets to serve more people, particularly those who are walking, biking, and riding the bus. Lastly, the street grid needs to be connected as land is developed or redeveloped. A connected street grid allows for shorter trips and makes it easier to walk, bike, and access bus stops.

Issues we see in the future

Among the many issues we face in the future are the need for greater social equity, the need to address climate change, and the impact of new technology on our transportation system. Improving our streets to make it easy to walk, bike, and ride the bus is an important step towards a more fair transportation system. Cars are expensive for people to own and maintain. Many people in our community have no choice but to walk, bike, and take the bus to their destinations. Making it easier to get around without a car is a significant step towards achieving greater equity in our community. As new technology changes the way we use our streets, we will keep the safety and mobility of all people in focus. Making streets human scale and safe for people walking and biking will remain our priority.

In a region where transportation is a major contributor to greenhouse gases, reducing our dependence on fossil fuels is essential to lessening our impact on the climate. We can do that by replacing gas-powered vehicle trips with trips made by walking, biking, transit, or electric vehicles.

Equity in Transportation

This plan will help make our transportation system more fair by:

- Building infrastructure that makes it easier to walk, bike, or ride the bus.
- Prioritizing projects near the essential places people need to go.
- Making it easier to live in Olympia without owning a car.

Learn more about equity and transportation in Chapter 7.

Chapter 2: Who we are and how we get around

Cities are places in motion. At any time of day or night, people are moving around Olympia. The sum total of our movements is the result of thousands of decisions people make each day. Those decisions are influenced, in turn, by thousands of other considerations: do I have access to a car? Is it raining? How far away is the bus stop? How often does the bus come? Is there a place to safely park my bike? Do I need to give someone a ride? Can I afford to pay for parking? These are just a few questions that influence how, where, and why we go places.

In general, when planning the transportation system, planners tend to focus on the number of cars using the system, because:

- Cars take up a lot of space relative to the number of people they transport
- They are the most common way people get around
- Unchecked growth in car traffic leads to poorer quality of life, due to traffic congestion, increased air and water pollution, and people getting less daily activity
- We have regional goals to reduce vehicle miles traveled and greenhouse gas emissions

Because previous generations invested so heavily in a transportation system to move cars, our focus for the next 20 years is to invest in a system that makes it easier for people to walk, bike, and take the bus. We will maintain the existing transportation system we inherited from previous generations – and which powers our local economy – while we build a new, more inclusive transportation system for future generations.

To manage and plan for a transportation system, planners look at broad indicators to get a high-level sense of how the community uses the system and what it will need in the future. In Olympia, a few indicators stand out that help inform how we should plan the transportation system to meet our needs for the next 20 years.

Population and Employment Indicators

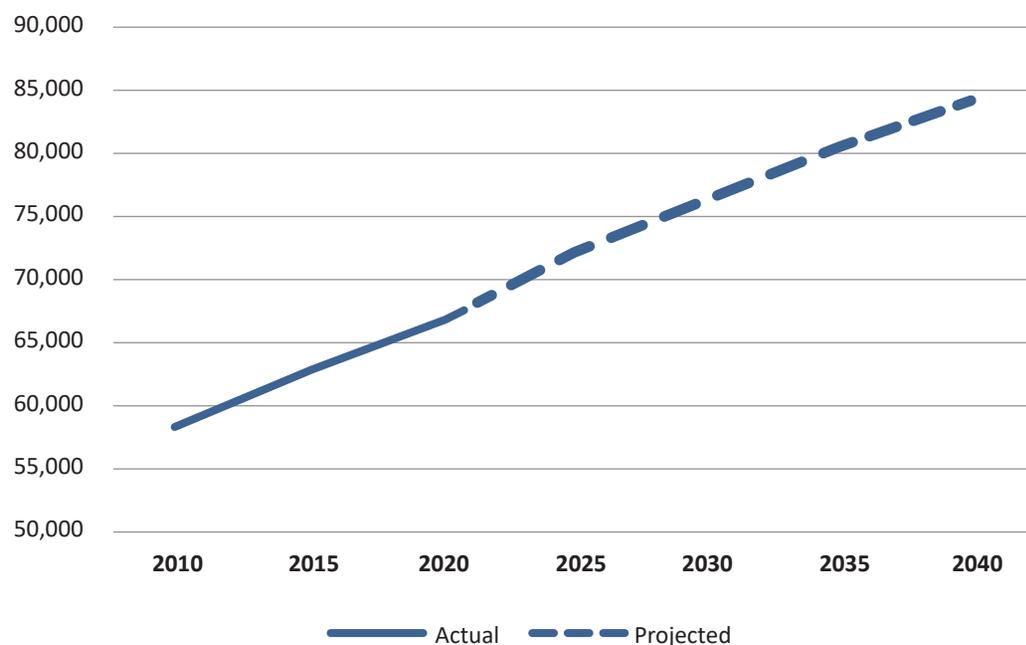
Olympia is growing, and we estimate about 18,000 more people will live here by 2040. The 2020 population of Olympia and its Urban Growth Area is estimated at 66,790, and we expect that the population in 2040 will be about 84,400.¹

Projections for job growth indicate that downtown, the Capitol Campus, and the medical district on Lilly Road are likely to continue to be the biggest employment centers in Thurston County. More people work in Olympia than live here, so this means the pattern of many people commuting to work in Olympia from elsewhere will continue. Of those who worked here in 2017, 84 percent lived in another community.²

Of those who lived in Olympia and were working from 2015 through 2019, about half worked within the city, and the other half traveled outside.³

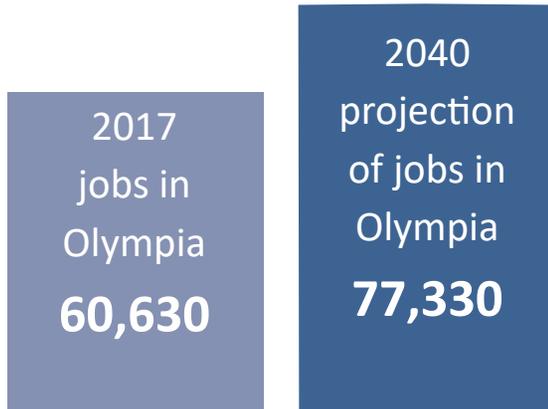
We do not yet know how many of those workers will continue to telework after the threat of COVID-19 passes, but it seems likely that a higher percentage of workers will continue teleworking. It is also possible that teleworkers from the Central Puget Sound region may choose to move here, where the cost of housing is lower. Either way, demand on our streets seems likely to decrease during morning and evening peak commute times, and it may increase during off-peak times.

Population Forecast
City of Olympia and Urban Growth Area



Source: Thurston Regional Planning Council. (2020, July). Population, Housing & Employment Data Tables. Retrieved from Thurston Regional Planning Council on July 21, 2020 at <https://www.trpc.org/480/Population-Housing-Employment-Data>.

Job Projections

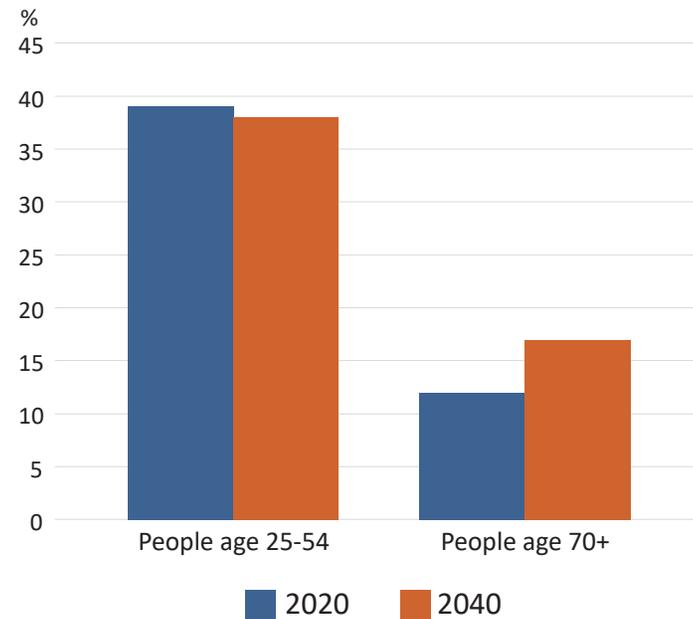


Source: Thurston Regional Planning Council. (2019, September). The Profile: Thurston County Statistics and Information. Retrieved from Thurston Regional Planning Council on July 21, 2020 at <https://www.trpc.org/391/The-Profile-Thurston-County-Statistics-D>. Additional data processing by City staff.

In addition to more people living and working in Olympia, we expect the population to age as well. As people age, some become less able to drive, walk, or bike, and they may need to rely on transit or paratransit to get around. Most people in Olympia currently live within a half mile of a transit route. This means that those people who can walk about ten minutes can get to a bus stop. If they have a disability that prevents them from getting to a bus stop, they may qualify for paratransit services.

As is the case in communities across the country, paratransit is very costly. On average, one paratransit trip on Intercity Transit costs \$51.57, whereas a fixed-route bus trip costs \$7.35.⁴ As our population ages, it may become more difficult to fund paratransit services even as demand may increase, because the tax base will likely decrease. This is because a greater share of Thurston County’s population will be over 70 in 2040, relative to the percentage of people age 25 to 54, which is generally considered peak working age.

Change in Peak Working Age to Retired Population (Thurston County)



Source: Thurston Regional Planning Council. (2019, September). The Profile: Thurston County Statistics and Information. Retrieved from Thurston Regional Planning Council on July 21, 2020 at <https://www.trpc.org/391/The-Profile-Thurston-County-Statistics-D>

People in Olympia live in smaller households than elsewhere in Thurston County, and we expect that trend to continue to 2040. This is important, because in the aggregate it means there will be more trips on our system. For example, two people sharing a home often share other resources, like groceries, which means one person may make a trip to the grocery store to buy food for two people. When those two people live separately, both make trips to the grocery store.

Average number of people per household

	2020	2040
Olympia	2.1	1.9
Thurston County	2.5	2.3

Source: Thurston Regional Planning Council. (2019, September). The Profile: Thurston County Statistics and Information. Retrieved from Thurston Regional Planning Council on July 24, 2020 at <https://www.trpc.org/391/The-Profile-Thurston-County-Statistics-D>



Race and Ethnicity Indicators

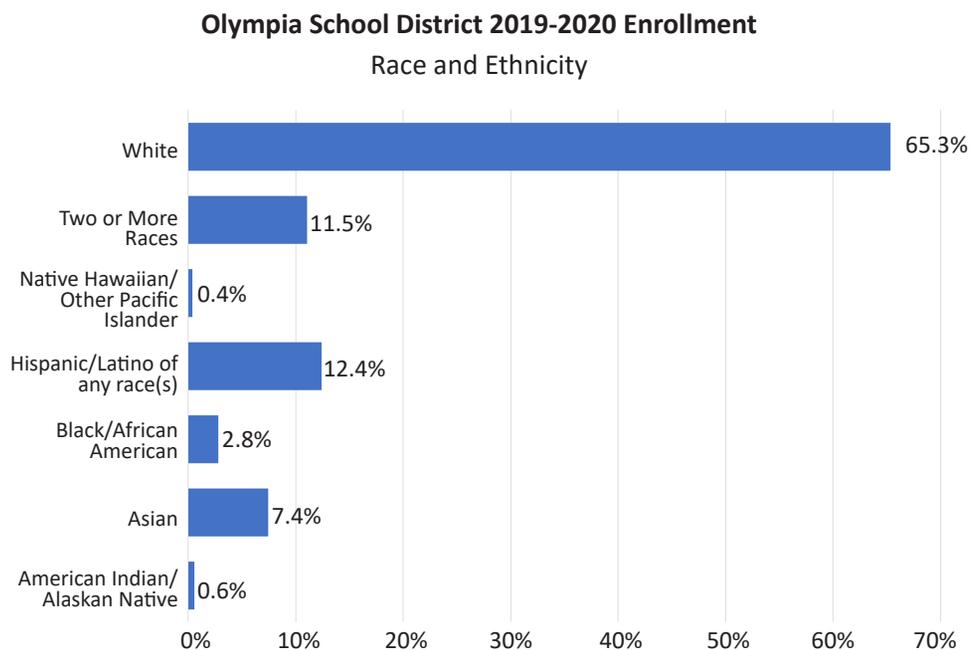
Like the rest of the United States, Olympia's racial and ethnic make-up is changing. In the table below, you can see Olympia's current racial and ethnic breakdown and how it compares to neighboring communities and the state.

	Olympia	Lacey	Tumwater	Washington State
White alone, not Hispanic	76.5%	64.8%	81.7%	67.5%
Black or African American alone	2.8%	5.9%	1.7%	4.4%
American Indian and Alaska Native alone	1.1%	1.4%	0.5%	1.9%
Asian alone	7.3%	9.1%	4%	9.6%
Native Hawaiian and Other Pacific Islander alone	0.4%	1.7%	0.6%	0.8%
Two or more races	4.5%	7.8%	6.6%	4.9%
Hispanic	8.4%	11%	6.7%	13%

Source: US Census Bureau. (2020). QuickFacts. Retrieved from United States Census Bureau on July 24, 2020 at <https://www.census.gov/quickfacts/fact/table/US/PST045219>

We do not have projections for racial and ethnic population distributions in Thurston County. However, we can get a sense of what our future demographic breakdown may be by looking at the current school age population.

For the 2019-2020 school year, about 65 percent of children in the Olympia School District identified as white. We cannot compare this directly to the percentage of people who identify as “white alone, not Hispanic” in the above table, because some of the children who identify as white may also identify as Hispanic. Regardless, Olympia school children are more racially and ethnically diverse than the overall population.



Source: Washington Office of Superintendent of Public Instruction. (2020). Data Portal. Retrieved from Washington Office of Superintendent of Public Instruction on July 24, 2020 at <https://www.k12.wa.us/data-reporting/data-portal>

This mirrors trends seen at the state and national level, too. As children get older, our city is likely to become more racially and ethnically diverse. The implications of this demographic shift for transportation in our region are not well researched or known.

Income, Poverty, and Car Ownership Indicators

In Olympia the median household income is about \$58,606, which is lower than the state average and the neighboring jurisdictions of Lacey and Tumwater. However, the median income may be disguising an income divide. In Olympia, the two largest sectors of our local economy are those who work in the service sector and those who work in government. In 2017, 19 percent of Olympia workers were in the restaurant, accommodations, and retail sector, and 23.7 percent of workers were in professional services or public administration jobs.⁵

While we do not have wage data that directly correlates to the percentages of people working in each sector, we did find that in 2019, the average yearly salary of people working in the restaurant and retail sector in our region was about \$35,500, whereas those who worked in the professional services sector earned on average \$82,300.⁶

This indicates that many people in our city are likely spending a much higher percentage of their income on car ownership, among other expenses, than others. If we can make it easier for people to get around Olympia without a car, it could remove a source of economic stress for those who struggle to afford one.

Even in today's transportation system, about 10 percent of households in Olympia do not have a car, which is higher than the state average of 6.9 percent, and much higher than Lacey and Tumwater (see the table to the right). Without access to a vehicle, these households depend on transit, walking, friends and family for rides, and some likely bike, too.

Olympia's poverty rate is about 16.7 percent, also higher than the state average and that of neighboring cities. Olympia also has a higher percentage of people under age 65 with disabilities. Some people with disabilities are not able to drive, while others likely find driving the most feasible way to get around.

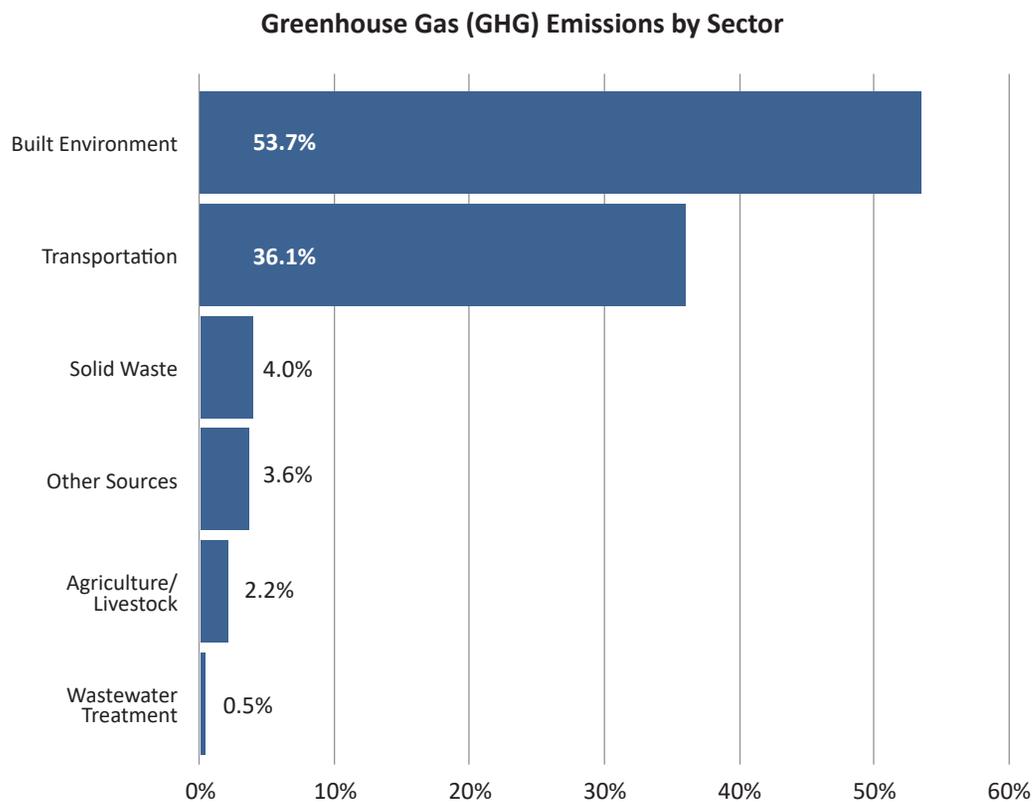
Here is a summary of our findings:

	Olympia	Lacey	Tumwater	State
Median annual income	\$58,606	\$66,675	\$65,167	\$70,116
% of households w/no vehicle available	10%	5.9%	5.6%	6.9%
Poverty rate	16.7%	10.0%	9.6%	10.3%
% of people under age 65 w/ disabilities	9.2%	8.3%	7.3%	8.8%

Sources: US Census Bureau. (2020). QuickFacts. Retrieved from United States Census Bureau on July 24, 2020 at <https://www.census.gov/quickfacts/fact/table/US/PST045219>; US Census Bureau. (2020). 2014-2018 American Community Survey 5-Year Estimates. Retrieved from United States Census Bureau on July 24, 2020 at <https://data.census.gov/>

Greenhouse Gas Emissions and Vehicle Miles Traveled Indicators

The Thurston region has greenhouse gas (GHG) reduction targets, defined in the [Thurston Climate Mitigation Plan](#). In Thurston County, the transportation sector is second only to the built environment (energy use in homes and commercial buildings) for GHG emissions.



Source: Thurston Regional Planning Council. (2020). Sustainable Thurston Report Card. Retrieved from Thurston Regional Planning Council on July 23, 2020 at <https://www.trpc.org/689/Becoming-Carbon-Neutral>





The GHG emissions targets for our region are to:

- Achieve 45 percent reduction of 2015 levels by 2030
- Achieve 85 percent reduction of 2015 levels by 2050

As of 2017, the region was trending up instead of down.⁷

In addition to the regional goals, in 2019, the City Council worked with local youth to adopt a Climate Inheritance Resolution. This Resolution sets a goal of achieving net-zero emissions by 2040.

For this plan, we are concentrating on making it easier for people to walk, bike, or ride the bus. Greater numbers of people getting around without a car will result in fewer GHG emissions. We will also need to consider policies that encourage people to switch to electric vehicles, such as supporting more charging stations, and policies that encourage people to avoid making a trip at all, such as teleworking. You can learn more in Chapter 7.

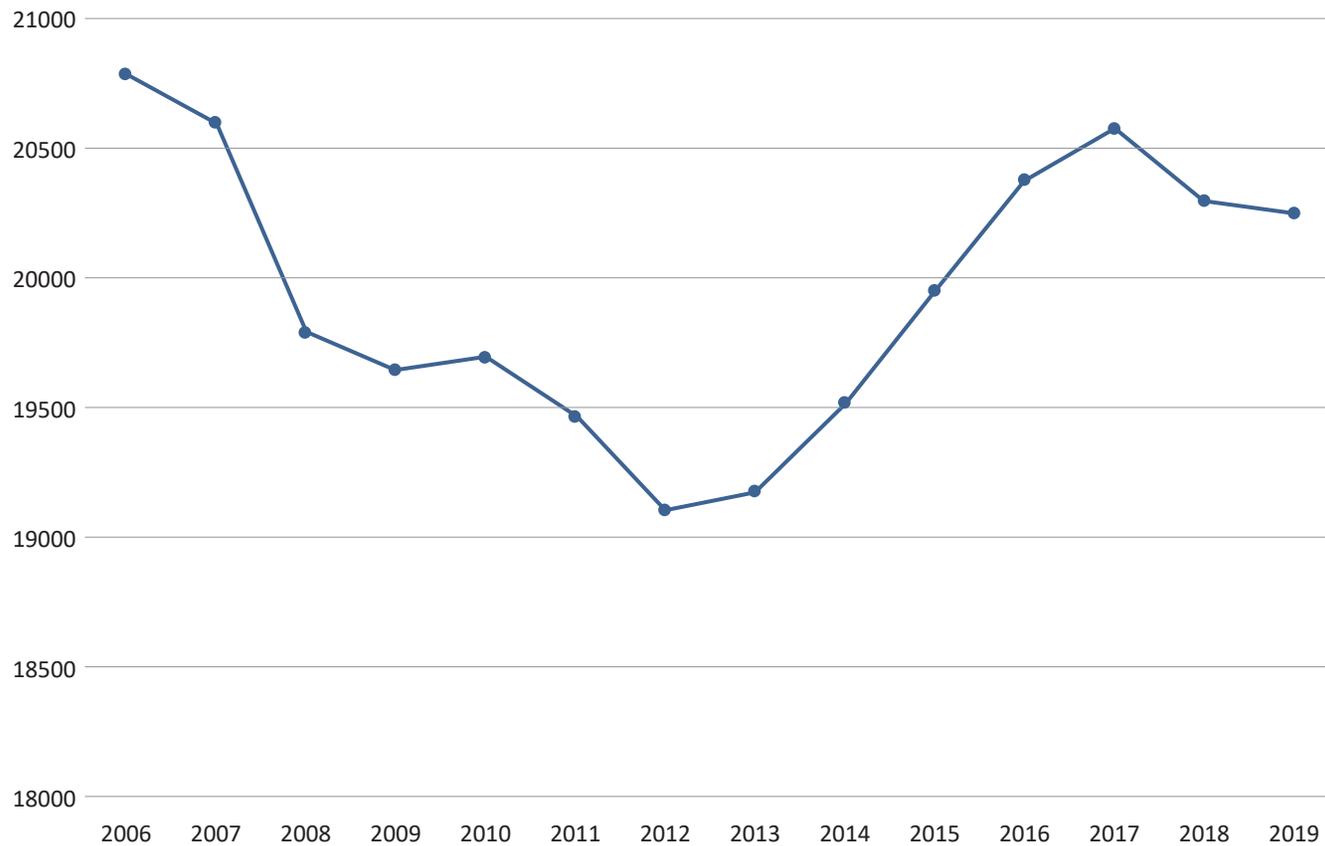
Our region also has targets for reducing per capita vehicle miles traveled, which are outlined in the [Thurston Regional Transportation Plan](#). Those goals are to reach:

- 1990 levels by 2020
- 30 percent below 1990 levels by 2035
- 50 percent below 1990 levels by 2050⁸

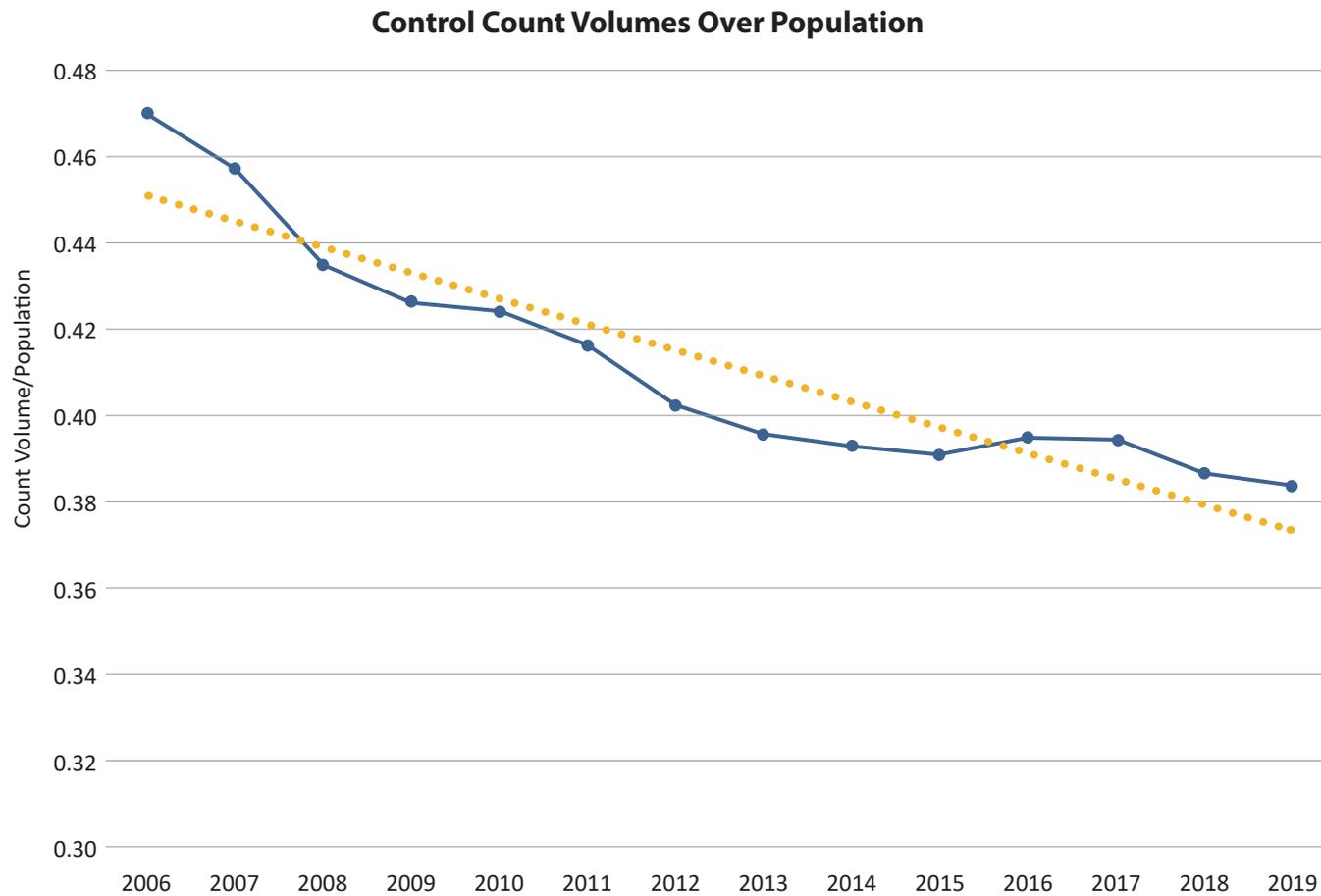
Since 2006, the City has been monitoring vehicle traffic at nine locations each month, which we call "control counts." We count the number of vehicles that pass through those spots for three days, Tuesday through Thursday, and the average of those three days becomes our estimated "average daily traffic" there.

At the end of each year, we average the number of vehicles counted throughout the year to estimate the annual average daily traffic at those locations. Then we average them again across the nine locations, and we use that result to get a pulse on how the system is being used. The below graph of that annual average indicates that vehicle trips initially declined from 2006 to 2012, and they have been increasing since the economy began recovering from the last recession in 2012.

Vehicle Counts: Annual Combined Average at Control Count Locations



Our population has also been growing, and when you relate that to the number of vehicle trips at these nine locations, our volumes relative to population growth are actually decreasing. In the graph below, the ratio itself, shown on the y axis, is less meaningful than the change over time the graph shows.



This indicates that we are moving in the right direction, although we need to do more to reach the regional per capita VMT reduction goals.

Land Use Indicators

Where we live and where we go to work, shop, or access services has a big impact on how we get around. To achieve our reduction targets for both GHG and VMT, we will need to think about how close together all these things are, and this is influenced by land use patterns.

In 2013, the Olympia City Council accepted [Creating Places and Preserving Spaces: A Sustainable Plan for the Thurston Region](#), often called "Sustainable Thurston." By accepting it, the City uses it as a resource for guiding future actions.

One priority goal from the plan is to create vibrant centers, corridors, and neighborhoods, while accommodating growth. The goal's target is that by 2035, 72 percent of all new and existing households in our cities, towns, and unincorporated urban growth areas will be within a half mile of an urban center, corridor, or neighborhood center. A half mile is about a 10-minute walk. This means that a majority of households can be within a 10-minute walk of shopping and services, and that people can walk and bike to meet some of their daily needs. In Olympia, many of our urban corridors coincide with frequent

transit routes, so that means many people would be also close to bus stops.

In 2019, only 46 percent of households in Lacey, Olympia, and Tumwater were within a half mile of these centers, urban corridors, or neighborhood centers. To move toward this Sustainable Thurston target, we will need to change our land use regulations to help bring a greater mix of commercial and residential uses to these areas. More activity in these areas will also create its own momentum. For

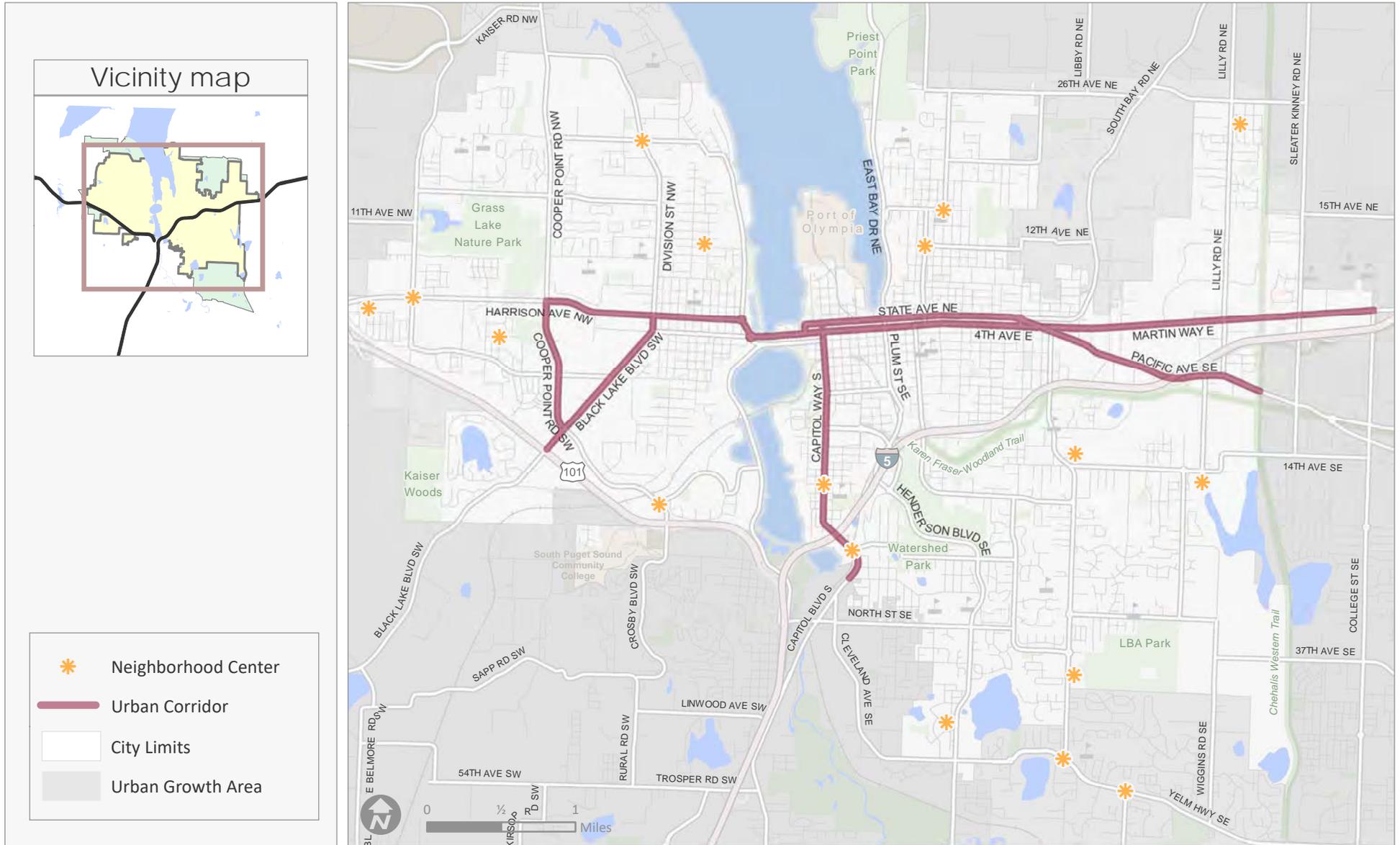
example, more households can attract more businesses, bringing more services within walking distance of residents.

The projects in this TMP will also allow these centers and corridors to function more efficiently. These improvements will increase the safety and ease of people walking, biking, and getting to bus stops in these areas.

You can see Olympia's Urban Corridors and Neighborhood Centers, as defined by the comprehensive plan, on the following map.



Urban Corridors and Neighborhood Centers



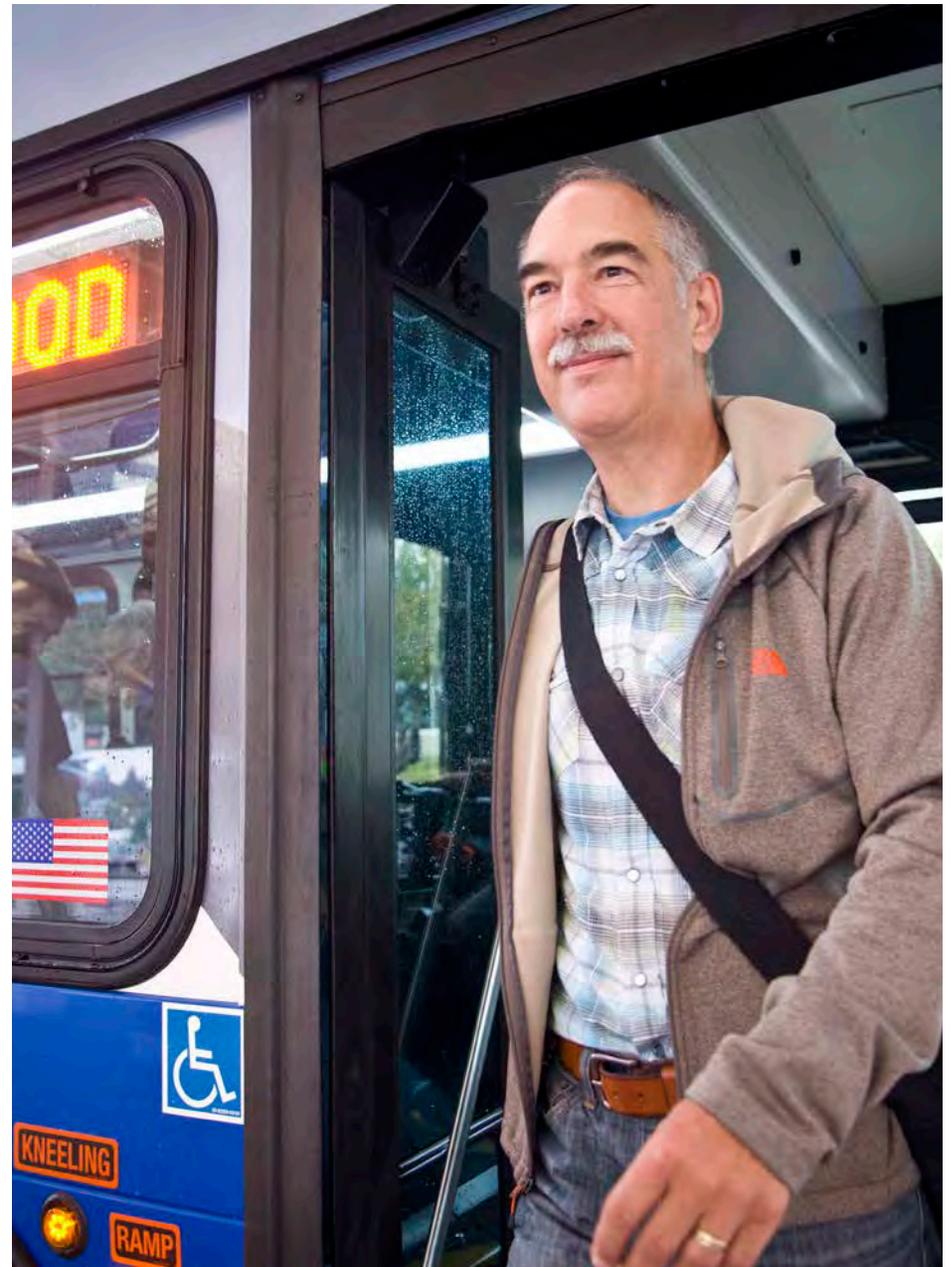
How We Get Around

It is difficult to quantify how people get around in Olympia. Certainly, most people drive to most places, and our vehicle count data shown above reflects that. We can get a sense of how people get to work from Census data, below.

Transportation mode	%	Margin of error
Drove alone	71.7	2.6
Carpooled	11.5	2.1
Took the bus	3.8	1.1
Walked	4.3	0.9
Biked	2.7	1.0
Teleworked	4.8	0.9

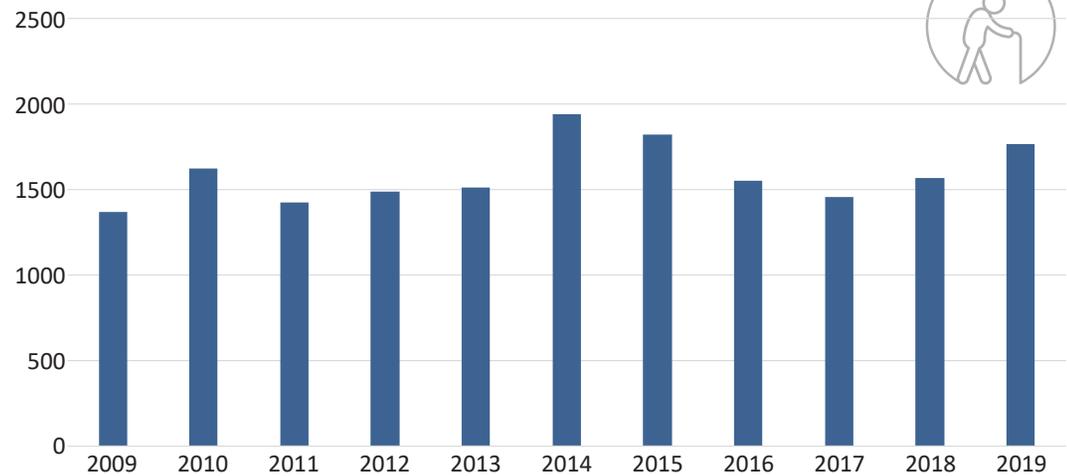
Source: US Census Bureau. (2020). 2014-2018 American Community Survey 5-Year Estimates. Retrieved from United States Census Bureau on July 23, 2020 at <https://data.census.gov/>

However, commute trips typically only make up about 20 percent of all trips, and some evidence shows that people are more likely to walk, bike, or take the bus for non-work trips.



Since 2009, Olympia has counted people walking for six hours of one sample day in March at 11 sites. We add them up to get a total. Starting in 2019, we transitioned to counting on one day in September, and this is what we will continue to track long term. While these counts indicate that people are out walking in Olympia, the sample size is too small for us to draw any conclusions about trends. This chart shows what we found.

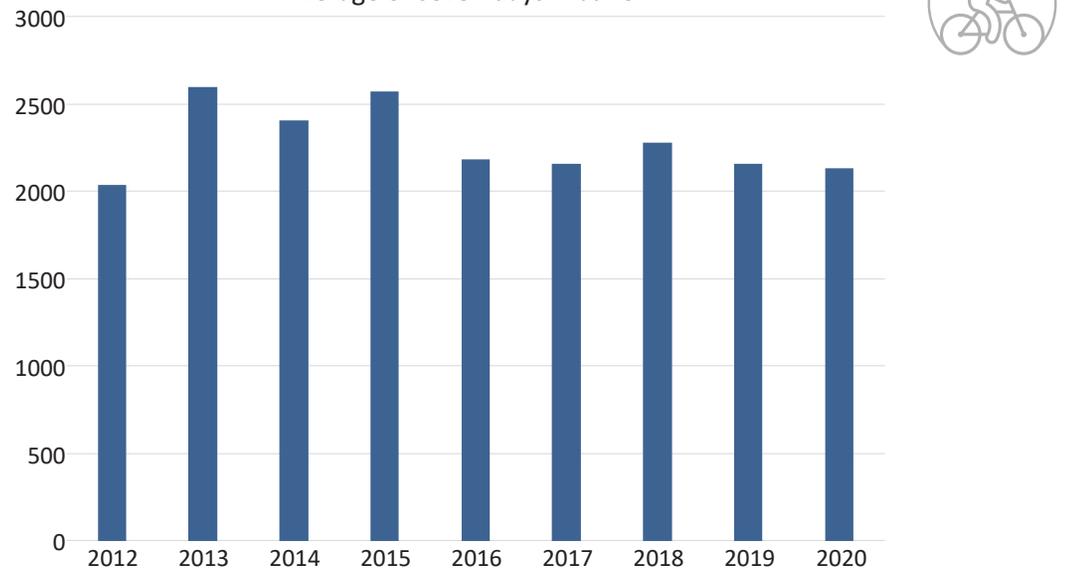
Daily Pedestrian Counts



We have also modified traffic counters in order to count bicycles. Because the counters are designed for vehicles and do not detect bicycles traveling under 10 mph, we know these are undercounting, especially where the counters are uphill. They are at 18 sites throughout the city. We take a 24-hour, seven-day average at each location in June and add them up. As with pedestrian counts, the sample size is too small to draw any conclusions about trends.

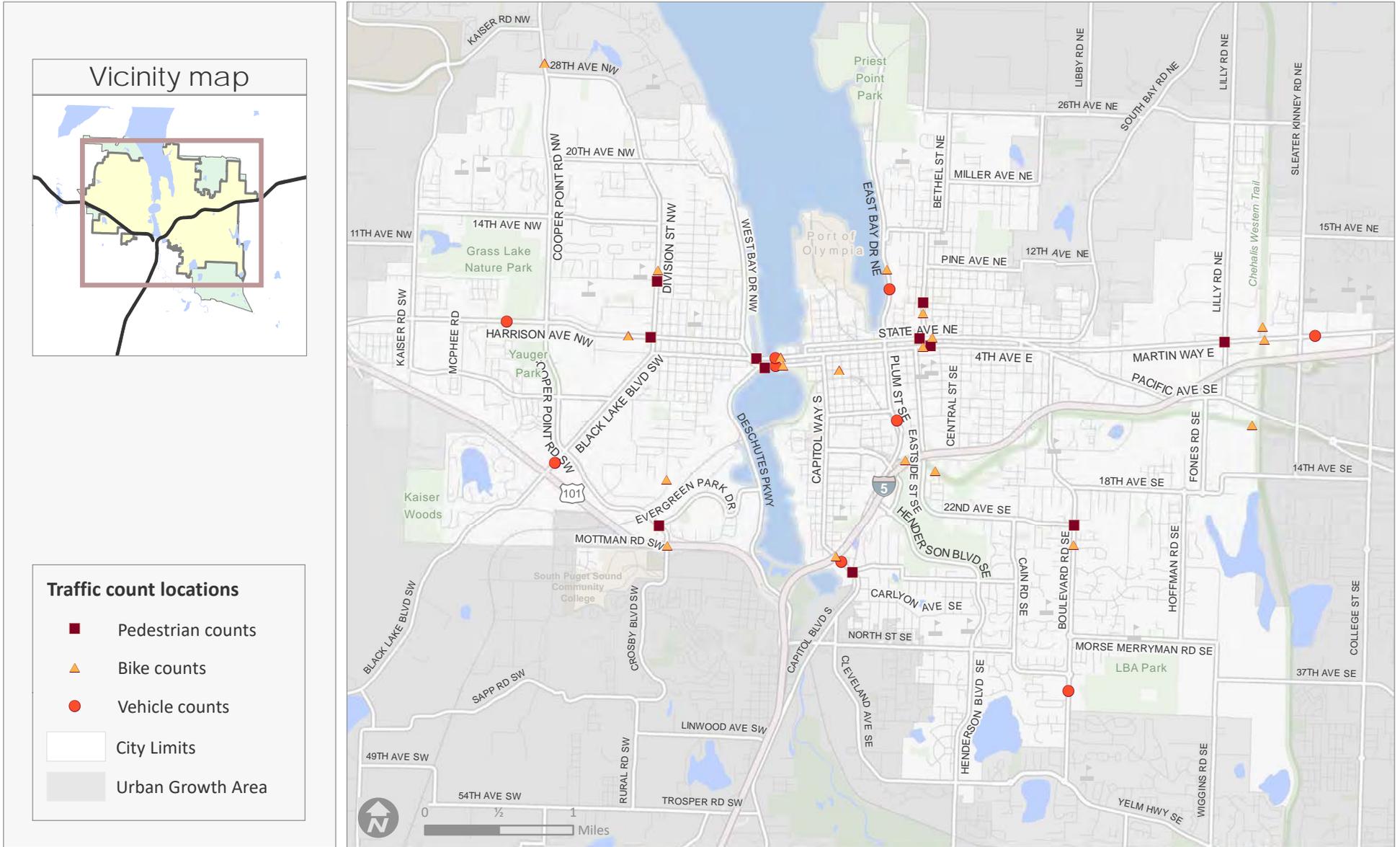
Average Daily Bicycle Counts

Average of seven days in June



Please see the map that follows for locations of where we routinely count pedestrians, bicyclists, and motor vehicles.

Traffic Count Locations

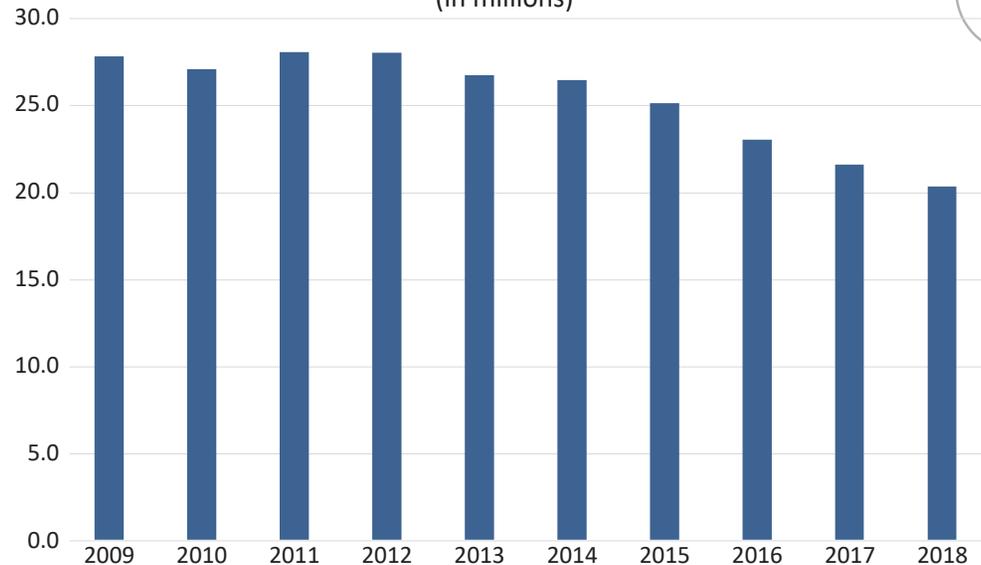


For bus ridership, Intercity Transit reports the number of people who get on a bus each year, which are called “boardings.” Since 2013, transit boardings have been declining in Thurston County. When Intercity Transit began testing zero fare – meaning no one had to pay to ride the bus – in January 2020, ridership increased 15 percent on weekdays and 49 percent on weekends⁹. Ridership continued to increase until the COVID-19 pandemic changed our travel patterns.

Prior to the pandemic, Intercity Transit had just launched a new route with fewer stops that linked the Capital Mall to the Martin Way Park and Ride in Lacey. To support that route, Olympia reconfigured State Avenue in front of the Olympia Transit Center to create a bus-only lane. We also added the region’s first transit-priority traffic signal at the intersection of State Avenue and Washington Street, as well as a boarding platform on 4th Avenue near Washington Street. We will continue to make these types of investments to support Intercity Transit and encourage transit use in our city.

Annual Intercity Transit Fixed Route Boardings

(in millions)



Source: Thurston Regional Planning Council. (2020, July). The Profile: Thurston County Statistics and Information, Transportation, Intercity Transit Ridership. Retrieved from Thurston Regional Planning Council on October 20, 2020 at <https://www.trpc.org/418/Intercity-Transit-Ridership>



Endnotes

- 1 Thurston Regional Planning Council. (2020, July). Population, Housing & Employment Data Tables. Retrieved from Thurston Regional Planning Council: <https://www.trpc.org/480/Population-Housing-Employment-Data>
- 2 US Census Bureau. (2019, August). OnTheMap. Retrieved from Census Bureau, Longitudinal-Employer Household Dynamics Program: <https://onthemap.ces.census.gov/>
- 3 US Census Bureau. (2021). 2015-2019 American Community Survey 5-Year Estimates. Retrieved from United States Census Bureau: <https://data.census.gov>
- 4 Rob LaFontaine, Planning Manager. (2020, October 8). Email. Intercity Transit.
- 5 US Census Bureau. (2019, August). OnTheMap. Retrieved from Census Bureau, Longitudinal-Employer Household Dynamics Program: <https://onthemap.ces.census.gov/>
- 6 Washington State Employment Security Department. (2020, August 3). Employment Security Dept. Retrieved from Occupational Employment Statistics: <https://esd.wa.gov/labormarketinfo/occupations>
- 7 Thurston Regional Planning Council. (2020). Sustainable Thurston Report Card. Retrieved from Thurston Regional Planning Council: <https://www.trpc.org/689/Becoming-Carbon-Neutral>
- 8 Thurston Regional Planning Council. (2020, July). Regional Transportation Plan - What Moves You. Retrieved from Thurston Regional Planning Council: <https://www.trpc.org/662/Regional-Transportation-Plan---What-Move>
- 9 Jessica Gould, Grants Program Administrator. (2020, February 4). Email. Intercity Transit.

Chapter 3: Our Street System

This chapter describes our transportation system as it exists today and explains the new approaches this plan proposes for the future.

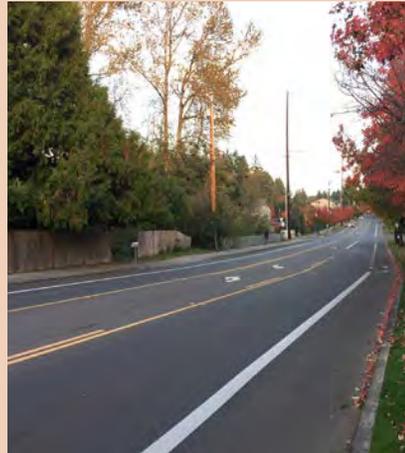
We classify our streets in four categories:

Arterials



The largest streets in our city.

Major Collectors



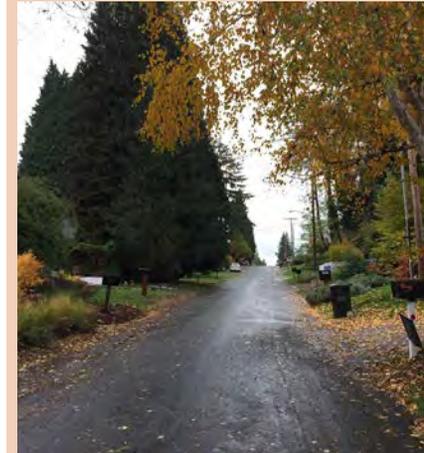
These connect arterials to residential and commercial areas.

Neighborhood Collectors



These provide circulation within and between residential and commercial areas.

Local Access Streets

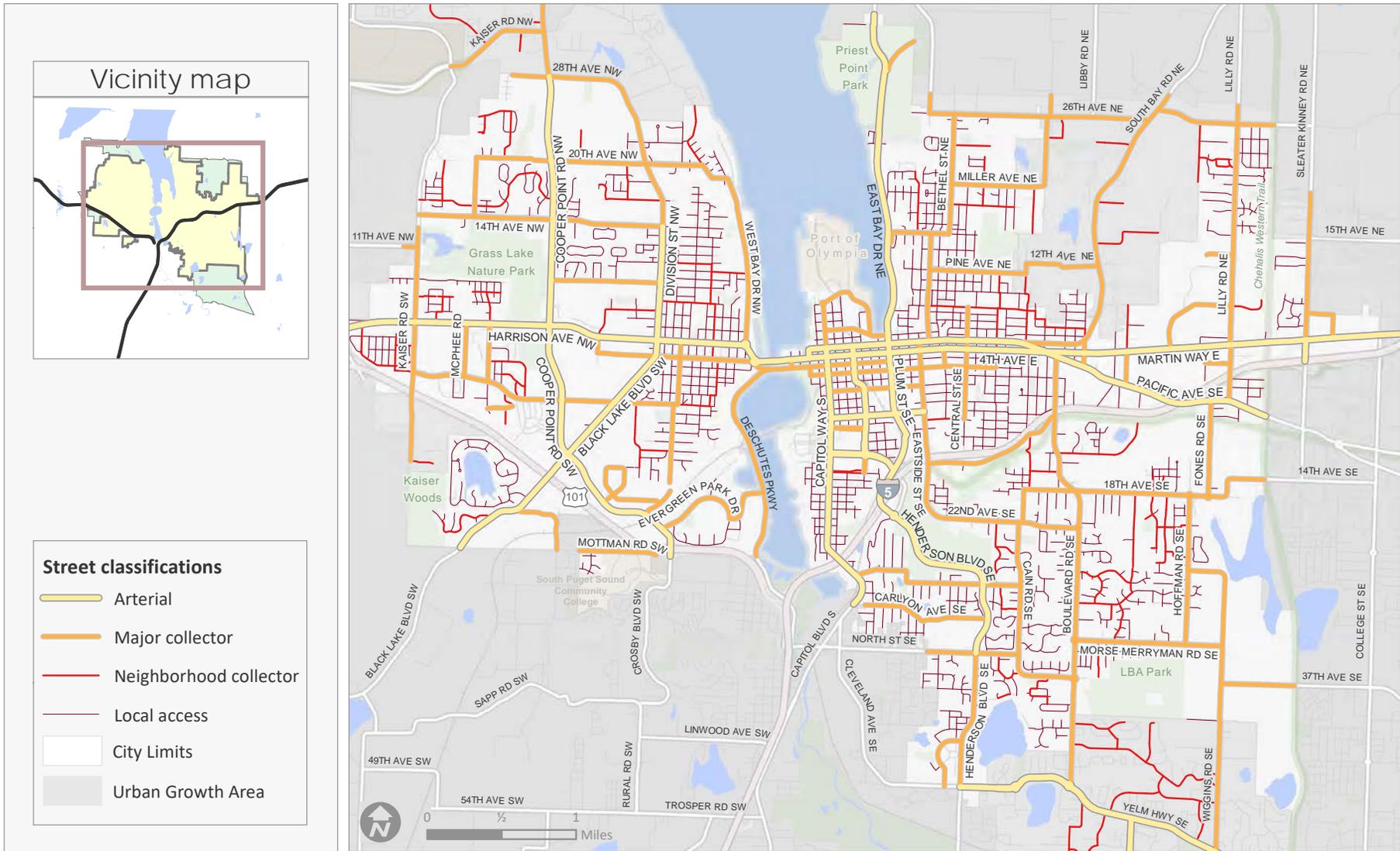


These are the smallest streets in our city. They provide direct connections to properties.

Depending on the classification, we require that a street be built a certain way. For example, all new arterials and major collectors must have bike lanes, and we require sidewalks on all new streets, regardless of classification. On most streets, we also require a planter strip between the travel lane and the sidewalk to buffer people walking from traffic.

Many of our streets were built in a previous era when those requirements did not exist. Therefore, those streets are missing sidewalks, bike lanes, and stormwater treatment, among other features that we now consider essential. Much of the work described in this plan is to retrofit our streets, so they will serve everyone, whether it is by walking, biking, riding the bus, or driving a car.

Street Classifications



Olympia has:

-  526 lane miles of streets
-  12,000+ signs
-  7,000+ pavement markings
-  96 traffic signals
-  4,000+ streetlights (over 2,500 maintained by City crews)
-  12 roundabouts
-  82 lane miles of bike lanes
-  188+ enhanced crosswalks
-  137 linear miles of sidewalks on major streets
-  63 neighborhood pathways
-  4,300+ curb ramps
-  10 miles of paved trails for walking and biking

Public Input About Today's Streets

In the fall of 2018, we included a survey about our current transportation system in the first story map about this plan. Respondents could rate conditions as: 1 for poor, 2 for needs improvement, 3 for OK, 4 for good, and 5 for excellent. As you'll see below, driving rated the best, and biking needs the most improvement.

Here's how people responded:

What's it like to get around by car in Olympia?



What's it like to ride the bus in Olympia?



What's it like to walk in Olympia?



What's it like to bike in Olympia?





Walking Network

Walking is important to people in Olympia. In 2004, voters approved an increased tax on private utilities to fund sidewalk and pathway construction. In 2016, a random sample of people surveyed about the City budget said that funding infrastructure to support walking was their highest priority. That type of infrastructure includes sidewalks, enhanced crosswalks, curb ramps, trails, and pathways.

In this plan, "walking" and "pedestrian" are terms that include people who use canes, wheelchairs, other walking aids, or strollers.





Sidewalks

Many of our streets were initially built without sidewalks. Since 2004, we have been working toward building sidewalks on at least one side of our major streets – arterials, major collectors and neighborhood collectors. Once we have sidewalks on one side of all these larger streets, we'll add sidewalks to the other side. This plan continues to focus sidewalk construction on our major streets.

We prioritized the sidewalk projects based on how close they were to destinations like schools, parks, and transit stops. We also took into account how busy and fast the street is, and whether it is in a dense area or not. Of the 101 centerline miles of major streets in Olympia, currently 57 miles of them have a sidewalk on both sides, 23 miles have a sidewalk on one side, and 21 miles do not have a sidewalk on either side. To meet the goal of having a sidewalk on both sides of every major street, we will need to build another 65 miles of sidewalks.

Enhanced crosswalks

Busy streets with fast moving traffic are a barrier to people walking, which is why we plan to add enhanced crosswalks on major streets within 300 feet of common places pedestrians need to go. Enhanced crosswalks are more than a crosswalk marking on the pavement. They may have flashing beacon systems, refuge islands, or bulb-outs. Today, there are 188 enhanced crosswalks on our streets, which we built either as part of street reconstruction projects, or in response to a public request. This plan identifies over 350 places where we need enhanced crosswalks, using similar criteria that we used to prioritize sidewalks.



Pathways

Pathways are shortcuts for people walking and biking. These connect a street to another street, a park, trail, or a major destination, like a school or shopping area. There are currently 63 formal pathways in our city. In developing this plan, we identified pathways that are informal and should be improved. We also used Geographic Information Systems (GIS) to pinpoint locations where we need to build new pathways. This plan identifies 57 pathways that need to be improved and 24 new ones that need to be built.



Curb ramps and accessible devices

Adding curb ramps and accessible devices to traffic signals or beacons helps people with disabilities get around. Curb ramps make it easier for people using walking aids to get off and on a sidewalk. Adding accessible devices to traffic signals or beacons helps people with visual or hearing disabilities know when it is safe to cross the street.

The Americans with Disabilities Act (ADA) governs how we serve people with hearing, vision, and ambulatory disabilities. The City is developing an *ADA Transition Plan*,

which will address how to make the city more accessible to people with disabilities. We prioritized curb ramps the same way in both this TMP and the *ADA Transition Plan*.

The City currently has over 5,600 locations that need a curb ramp in order for the sidewalk to be accessible. Of those locations, about 1,700 have curb ramps that are compliant with the current standard. About 2,700 of those locations have curb ramps that are compliant with a previous standard and need to be upgraded. About 1,300 do not have a

curb ramp at all. We will build or upgrade curb ramps as we do other work, such as building sidewalks. The prioritized list of curb ramps provides guidance about what should be built when curb ramps are built as stand-alone projects, separate from other projects.

The City has 96 traffic signals, and 18 have accessible devices. We are planning to add accessible devices to traffic signals and beacons when we upgrade them.



Biking Network

People in Olympia have a strong interest in bicycling both for transportation and recreation. Thurston County has hosted an annual Bicycle Commute Challenge for 32 years. Each May, this challenge has drawn over a thousand participants. They are people who bike to work and school, or people just running errands by bike. To date, Olympia has 32 miles of bike lanes, 10 miles of paved trails, and a 1.5 mile-long bike corridor.

This plan introduces a new approach to improving our streets for people bicycling, the “low-stress bike network.” We are planning bicycle infrastructure that appeals to a wider range of people, both in age and ability. Many people want to bike, but they find riding near traffic in standard bike lanes stressful and a deterrent. The low-stress bicycle network is designed to minimize interactions between people on bikes and car traffic. We planned the routes to be on half mile intervals, so everyone is within a quarter mile of a route.

The low-stress bicycle network includes bike corridors, enhanced bike lanes, trails, and pathways.



Bike corridors

Bike corridors are on local access streets that have slow speeds and few vehicles on them. We add signs and pavement markings, and we change the intersections with busy streets, so they are easier to cross. We have built one bike corridor, about a mile and a half long, from Lions Park to Sylvester Park. This plan identifies 34 miles of bike corridors to build.

Enhanced bike lanes

When the low-stress bike network must be routed on to busier or faster streets, we will need to build enhanced bike lanes. Enhanced bike lanes are standard 5-foot bike lanes that are enhanced with vertical separation, like bollards, planter boxes, curbs, or parked cars. They may also be separated by a painted buffer, which is a minimum of 2 to 3 feet wide. This plan identifies 52 miles of enhanced bike lanes we will need to build.

In addition to the streets we have identified as needing enhanced bike lanes to be part of the low-stress bicycle network, we will also reconfigure other major streets to include at least standard bike lanes. Ultimately, our goal is that all arterials and major collectors have a standard or enhanced bike lane.

Trails

The low-stress bike network is further knit together by using new and existing trails and pathways. Ten miles of paved trails pass through Olympia: the Karen Fraser Woodland Trail, the I-5 Bike Trail, and the Chehalis Western Trail. This plan recommends priorities for future trail expansion, based on the transportation benefits those future trails will provide and their role in connecting the low-stress bike network.

Trails are typically built and managed by the Parks, Arts, and Recreation Department. We will share trail priorities identified in this planning process with the Parks Department to consider when it updates its master plan.

Pathways

Sometimes a small connection can make a long length of a bike route complete and more accessible to more people. The low-stress bicycle network also identifies key pathways. Like trails, pathways also serve pedestrians.





Street Network

Retrofitting our streets

Compared with past planning for cars and trucks, this plan is less focused on reducing vehicle congestion, and instead addresses vehicle speeds, vehicle flow, and safety for everyone using the street. Traditionally, we widened streets to respond to traffic congestion. But widening does not always work to reduce congestion in the long term. Widening is costly, has negative effects on adjacent properties, and makes the street even less safe and inviting for walking and biking. Moving forward, widening to add capacity will be the last option to respond to vehicle congestion issues.

“Slow flow” is the concept we will apply to the future vehicle improvements on our streets. This means streets will be designed so that cars operate more slowly, but traffic will flow with less stopping and starting. We will build roundabouts at intersections, change the timing of traffic signals, add center turn lanes and medians, or change the way we use existing lanes. Because there will be less stopping and waiting at traffic signals, this approach can also reduce vehicle emissions.

Vehicle speeds are a risk factor in many of the collisions on Olympia’s streets. Reducing speeds is key to safer streets, because the faster a person drives, the slower their response is to something in their path, and the more severe the resulting injury if there is a collision. On streets in an urban area with more intersections and driveways and more people walking and biking, there is a greater chance a driver will need to respond to something quickly. More than speed limits, the design of a street influences how a person drives. This plan emphasizes redesigning our streets to slow vehicles and increase safety.



Maintaining street surfaces

Pavement is the single largest asset the City must maintain, and it needs more frequent maintenance than other types of infrastructure. Maintaining our street surfaces is the biggest expense in Olympia's transportation budget.

To guide our decisions about which street to resurface and when, we rate the pavement condition on every public street in the City. We also calculate an average rating for the whole system, which helps guide broader funding decisions about resurfacing. We work to keep the average system-wide rating at a target level. We will continue to rate pavement conditions and use the ratings to inform investment and to plan projects.

When we resurface a street, we will look for opportunities to reuse street space more efficiently by reconfiguring the lanes. Reconfigurations may narrow or remove lanes in order to reduce speeds and improve safety. Reconfigurations can also make space for enhanced bike lanes, medians, crossing islands, and sometimes sidewalks.





Intersections

Intersections are a big part of how well our street system functions. Our street system has more than 1,600 intersections. 96 of them have traffic signals, and 12 have roundabouts. We have found many collisions occur at signalized intersections, especially collisions involving people walking and biking. We are proposing 52 roundabouts in this plan in order to increase safety, manage speeds, and maintain flow at intersections. In some places we are proposing roundabouts – whether compact or full scale – instead of adding turn lanes or a traffic signal.

Because roundabouts move cars more efficiently through an intersection, they may allow us to remove lanes that were needed only to stack cars as they waited at a traffic signal. Roundabouts are also a safer intersection design than traffic signals.

At the intersections where we will continue to use traffic signals, we will improve how the signals work. For example, we will use cameras to detect when a vehicle or bicycle is present, which is more reliable than the wire loops in the pavement we currently use at most of our signals. We can also program signals to help transit move more efficiently through intersections, allowing buses to stay on time.

To learn more about why roundabouts are safer than signalized intersections, see <https://wsdot.wa.gov/Safety/roundabouts/benefits.htm>

Major street reconstruction

We plan to do eight major reconstruction projects on some of our largest streets in the next 20 years. These are the biggest and most costly projects in this plan. Like reconfiguration, street reconstruction projects are typically triggered because we need to resurface the street, which presents an opportunity to make other changes. The reconstruction projects in this plan may include adding bike lanes, sidewalks, enhanced crosswalks, lighting, and landscaping, as well as upgrading water lines, sewer lines, and stormwater facilities.

Chapter 4 of this plan describes how we identified all the projects mentioned above, how we prioritized them for construction, and how many we can build in 20 years at our current funding levels.

New street connections

Connecting our street grid is important as our City grows. This means connecting dead end streets and building new streets as land develops. New street connections distribute traffic and provide more route options. This is important for reducing greenhouse gas emissions and improving emergency responses. Also, a grid of smaller streets and shorter blocks is especially important for making it easier to walk, bike, and get to bus stops.

Street connections have typically been built by new private development. When a private development project occurs, the builder or developer complies with many City standards about what new infrastructure is needed, and street connections may be part of those requirements.

To see the location of future major streets, refer to the [Comprehensive Plan](#). To see the definition of how far apart new local access should be built with new development, see the City's [Engineering Design and Development Standards](#).

This plan does not include specific changes to street connection policy, but it recognizes the importance of street connections in achieving the goals outlined here and in our comprehensive plan. In Chapter 4, we suggest having a future policy discussion about street connections.

Freight

The City of Olympia has worked with the Port of Olympia to define a freight route that connects Interstate 5 with the Port of Olympia's marine terminal. The route is about a mile long and directs trucks from Exit 104 on I-5 to Plum Street, Olympia Avenue, and Marine Drive, which leads to the marine terminal entry gates.

Many major streets in Olympia are designated as truck routes, meaning heavy trucks are directed to these streets instead of other parts of the network. This TMP does not change any freight or truck routes. We will continue to safely accommodate large vehicles in the planning of street reconstruction, reconfiguration, and intersection improvements.



Safety

Olympia's first [Street Safety Plan](#) was created in 2019. This safety plan shows the results of our evaluation of collisions on our street system from 2014-2018. The plan focuses on collisions that were fatal or resulted in a serious injury, as well as all collisions involving people walking and biking. The safety improvement projects identified in the Street Safety Plan are described in Chapter 4.

The safety analysis we did for the Street Safety Plan identified several risk factors that are causing collisions on our streets. Those risk factors include signalized intersections and streets with more than one lane in each direction. The street reconfiguration and roundabout projects proposed in this TMP will help address these risk factors and prevent future collisions.

The enhanced crosswalks, sidewalks, and projects in the low-stress bicycle network proposed in this TMP will also improve the safety on our streets.



2019 Intercity Transit at a glance:

- 118 buses
- 234 vanpools
- 47 Dial-a-Lift vans
- 2 transit centers
- 983 bus stops
- 301 shelters
- 3 park-and-ride lots



Transit

Intercity Transit has been Thurston County's transit service provider since 1981. Intercity Transit is governed by an Authority, a nine-member board of directors. An Olympia City Council member serves on this board. In nearly 40 years, Intercity Transit's system of bus routes, vanpools, and dial-a-lift services have grown to serve a large part of Thurston County. In 2019, the 21 "fixed" bus routes provided 3.76 million trips, and 180 vanpools made 520,843 commute trips. For people with a disability that prevents them from using a fixed bus route, Intercity Transit provides a dial-a-lift van service.

Intercity Transit also supports people bicycling, by providing bike racks on many buses and operating the annual Thurston County Bicycle Commuter Challenge. Intercity Transit also supports kids walking and biking to school through its Walk N Roll program.

Intercity Transit is implementing a *Short- and Long-Range Plan*, adopted in 2016. Among the projects that will be implemented in our community is Bus Rapid Transit. These are bus routes that operate like a light rail line, with a greater frequency of buses, less frequent stops, a longer route, priority at transit signals, and sometimes dedicated lanes on a street.

As we grow, we will need to find ways to help keep buses moving, operating on time, and remaining predictable for riders. This plan identifies way we can partner with Intercity Transit to help buses operate efficiently on our streets.

Rail

Two freight rail lines pass through Olympia. One goes to the Port of Olympia, and the other serves the Mottman Industrial Park. Increasing freight rail is a priority in the *Regional Transportation Plan* for efficiency and safety, among other reasons.¹ Should either rail line be decommissioned, we support converting it to a bicycle/ pedestrian trail, which is consistent with the *Thurston Regional Trails Plan*.

The nearest Amtrak station in Thurston County is about eight miles from downtown Olympia. Amtrak trains provide service to Portland, Seattle, and beyond. Intercity Transit provides bus service to the Amtrak station. Sound Transit's Sounder provides weekday commute-oriented service from Lakewood, 22 miles north of downtown Olympia, to Tacoma or Seattle. By 2036, Sound Transit estimates that the Sounder may provide service to DuPont, 13 miles north of downtown Olympia.

Through the surveys conducted as part of developing this TMP, people said they wanted more options to travel to Seattle by rail. The *Regional Transportation Plan* includes a policy to continue efforts to

position the region for commuter rail. This work will be led by the Thurston Regional Planning Council. This TMP does not address rail service in Olympia.

System of the future

In the next twenty years, the way we work, buy goods, and use services will change our transportation system. So, too, will new technology. Chapter 7 of this plan describes the transportation changes we expect to face in the future and lays out some ways we can respond to them.

¹ <https://www.trpc.org/DocumentCenter/View/7964/Chapter-3-Guiding-Principles-Goals-and-Policies>

Chapter 4: Project Lists

This chapter shows the 20-year planned project lists for several kinds of transportation projects. Having long-term project lists provides transparency and predictability about the work we have ahead. By using criteria to prioritize the order in which to build the projects, we can better balance everyone's needs, while distributing resources more fairly throughout the city.

To develop these lists, we assumed that our current levels of revenue would be about the same as they have been recently. Chapter 5 describes those assumptions in more detail.

We made these project lists in three steps:

1. We established targets for each type of project, meaning we defined what a reasonably complete network of projects would look like
2. We identified the projects we need to build to reach those targets
3. We developed ranking criteria to prioritize the order in which to build the projects

The result was a “full network” list for each type of project. From this larger list, we narrowed it down to a 20-year project list, based on what we could afford with current revenue levels.



The full networks are what it will take to provide an acceptable level of service for people, whether they are walking, biking, driving, or riding transit. If additional revenue is secured, more of the full network projects can be built sooner.

Our current street system does not adequately serve people walking, biking, and riding the bus. This plan emphasizes projects that will retrofit our streets to better serve these transportation modes.

This chapter includes project lists for:

- Enhanced crosswalks, sidewalks, and curb access ramps for people walking
- Pathways for people walking and biking
- Bike corridors and enhanced bike lanes for people biking

Many projects will improve streets for multiple modes of transportation, such as those for:

- Street resurfacing
- Major street reconstruction
- Intersection improvements
- Safety improvements

While the City of Olympia does not operate the transit system, we will build projects that help buses stay on time and operate efficiently. Traffic congestion can impact transit's reliability, which makes it harder for people to rely on the bus. As Intercity Transit implements its [Short- and Long-Range Plan](#), Olympia will support their efforts by partnering on capital projects. Additionally, the bike and pedestrian projects we are planning will help people get to and from bus stops.

System Targets

The table below outlines the system targets we used to develop project lists. The table also summarizes the system we have today, what we need to build to have a full network, and the number of projects we can build in 20 years.

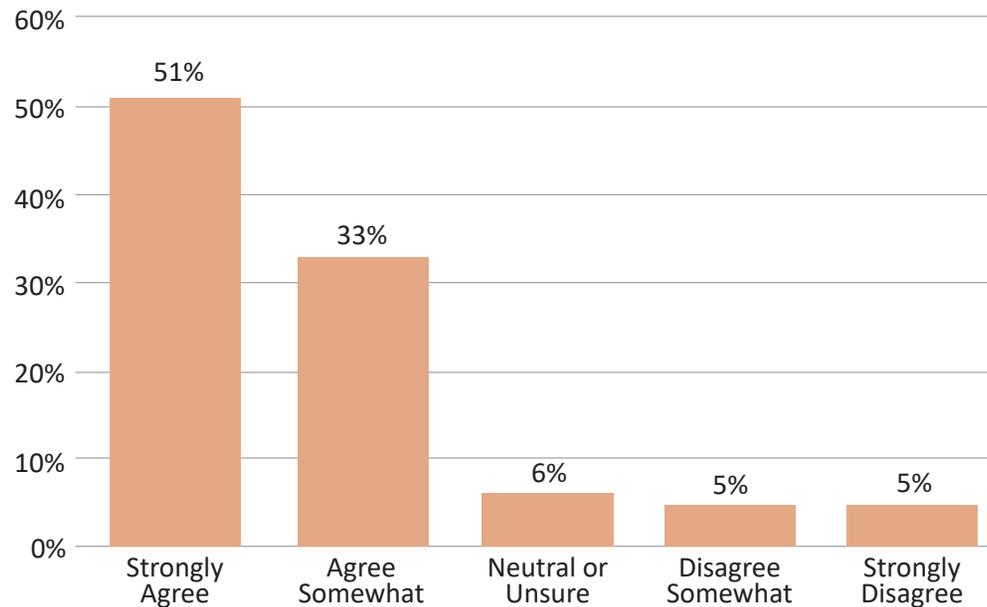
Type of facility	System target	Existing inventory	Full network list	20 year project list
Sidewalks	There will be sidewalks on both sides of our largest streets: arterials, major collectors and neighborhood collectors. The first priority is to have a sidewalk on at least one side of every major street, then both sides.	137 miles	65 miles	8 miles
Pathways	Existing informal pathways will be improved, followed by building pathways in locations where they are needed.	62	81	15
Enhanced crosswalks	There will be an enhanced crosswalk within 300 feet of major destinations on arterials and major collectors.	188	350	16
Curb ramps	Add or upgrade curb ramps on all sidewalks to comply with current federal standards	1,586 curb ramps are compliant with the current standards	4,014 curb ramps are missing or need to be upgraded	Typically, curb ramps are added or upgraded as part of other projects
Accessible signals	Add accessible devices to all traffic signals	18 audible signals	79 signals need accessible devices	Typically, accessible signals are added when signals are upgraded
Bike corridors	The low-stress bike network provides a route on a ½ mile spacing, so no one is more than ¼ mile from one.	1.5 miles of bike corridors	34 miles of bike corridors	10 miles of bike corridors
Enhanced bike lanes	The low-stress bike network provides a route on a ½ mile spacing, so no one is more than ¼ mile from one.	0 miles of enhanced bike lanes	52 miles of enhanced bike lanes	4.5 miles of enhanced bike lanes through resurfacing, and 2.5 miles as part of major street reconstruction
Intersections	Intersection improvements are built as needed for safety and function at major intersections.	12 roundabouts 97 signals	52 roundabouts	12 roundabouts
Safety projects	Improve the safety of our streets based on a routine analysis of collisions.	NA	56 current projects; ongoing need	23 projects
Resurfacing	Streets surfaces will be in good condition, with an average system rating of 75. (A rating of 100 is excellent.)	Our current system rating is 67	Not yet identified; ongoing need	69 miles in 6 years (20-year project list not defined)

Public Input

As we developed the project lists, we asked the public for input. We made two story maps and included surveys in both. We shared the first story map online in fall 2018. The survey in that story map asked several questions about the kinds of projects we should include in the plan and how to prioritize them.

In the project lists that follow, you'll see the relevant survey questions and a score that shows the average rating. For the survey questions, respondents used a rating system, with 1 being "strongly disagree," 2 being "somewhat disagree," 3 being "neutral or unsure," 4 being "agree somewhat" and 5 being "strongly agree."

We used the responses from the survey in the first story map to develop the ranking criteria to prioritize the projects. In fall 2019, we made a second online story map, which shared the results of the prioritization process, as well as which projects we could build in 20 years. One survey question in that story map asked, "In general, do you agree with what we are proposing here?" 84 percent of the 286 respondents did.



Prioritization

The criteria we used to prioritize the projects varied, depending on the type of project. The prioritization methods are described before each project list in the sections that follow. These are some of the considerations that went into the prioritization methodologies:

Comprehensive plan land use goals

Urban Corridors, Bus Corridors and Neighborhood Centers are planning concepts from the comprehensive plan. Urban Corridors and Neighborhood Centers were factors in ranking sidewalks and curb ramps projects. Many of the Urban Corridors also coincide with Bus Corridors, where the planned pedestrian and bus improvements will complement each other and make the land use envisioned for those areas more viable.

Street characteristics

For many types of projects, we also considered street characteristics in the prioritization. For example, busy, fast streets with multiple lanes, such as arterials, ranked higher for sidewalks and enhanced crosswalks. For intersection and transit improvements, we considered congestion.

Technical analyses

Resurfacing projects are ranked based on the pavement condition rating, a process that is done on every two years. Safety projects are ranked based on an analysis of collisions and their associated risk factors, which are detailed in the [Street Safety Plan](#).

Destinations

Projects near common destinations such as schools, parks, trails, medical facilities, some public buildings, and grocery stores factored into the ranking for sidewalks, curb ramps, and enhanced crosswalks. Schools, trails, and the downtown were important in planning the pathways and the low-stress bicycle network.

Density

Projects in areas with dense housing or employment ranked higher for sidewalks and curb ramps. Since more people walk in those areas, more people can benefit from pedestrian infrastructure.

Pedestrian projects make up a large part of this plan and have the most complex prioritization. After explaining in the first story map the criteria we wanted to use when prioritizing pedestrian projects, we asked, “Do you agree that common destinations and dense areas are the most important consideration when planning for pedestrians?” The average of the responses was 4.3, with 4 being “agree somewhat” and 5, “strongly agree.”

This plan presents projects in prioritized lists. However, we may need to adjust the order in which we build projects. Some of the reasons include:

- Changes to a street or destinations: if the inputs we used to prioritize projects change, then so, too, will the rankings. For example, if a transit route changes, a new park entrance opens, or a new school is built, we may need to reprioritize projects.
- Constructability: we may combine different projects on the same street for construction efficiencies, which saves money.
- Funding opportunities: state or federal grants have their own criteria, and sometimes to get the funding needed to build a project, we need to move it up the list.

When we need to change the project prioritization, we will propose the changes either as we update the *Capital Facilities Plan* each year, or as we update this TMP every six to eight years. Both planning processes will include opportunities for members of the public to share their thoughts on the proposed changes.

Projects in this chapter

-  Enhanced crosswalks
-  Sidewalks
-  Curb ramps
-  Pathways
-  Low-stress bike network
-  Resurfacing
-  Major street reconstruction
-  Intersection improvements
-  Safety improvements

Project Lists

The next several pages show projects lists for nine types of transportation projects. Before each project list you will see the system target and prioritization methodology we used to develop the list, as well as public input we received in the process.

Maps after each project list show the projects planned in 20 years and sometimes the full network of needs. Some projects in the Urban Growth Area are shown because, over time, these areas may become part of the City through annexation.



Enhanced Crosswalks

A street with intimidating traffic can be a barrier for a pedestrian, preventing them from crossing to get to their destination. To lower the barrier, we want to build enhanced crosswalks in strategic places on major streets. An enhanced crosswalk may include bulb-outs, a crossing island, or flashing beacons, among other features.

In the first story map, we asked, “Do you agree that destinations and street characteristics are the most important consideration when planning for enhanced crosswalks?” The average score of the responses was 4.4, with 4 meaning “agree somewhat” and 5, “strongly agree.”

System Target

On all arterials and major collectors, there should be a safe crossing opportunity within 300 feet of a major destination, which includes parks, schools, public buildings, medical facilities, grocery stores, and transit stops.

Identification

Using GIS, we identified sections of arterials and major collectors that were within 300 feet of a destination. Then we removed the segments of these streets that already had an enhanced crosswalk or traffic signal within 300 feet. What remained were locations where an enhanced crosswalk is needed.

Prioritization

Potential crossing locations were scored according to this method:

Traffic volume: 1 point for every 1,000 ADT*	Up to 30 points
Transit route	20 points
4 lanes	15 points
3 lanes	10 points
Actual speeds exceed 30 mph**	20 points
Actual speeds exceed 25 mph**	15 points

**Average Daily Travel = an average number of cars that travel on a street*

***Wherever possible, we used actual speeds. Where that was not available, we used the posted speed limit.*



Enhanced crosswalk project list

Pacific Avenue

between Weir Street and the Chehalis Western Trail

Cooper Point Road

between Capitol Mall Drive and Black Lake Boulevard (potentially two locations)

Cooper Point Road

between Mall Loop Drive and Capitol Mall Drive

Lilly Road

north of Mary Elder Drive (near Johanns Medical Park)

Harrison Avenue

between Yauger Way and Safeway driveways (possibly two locations)

Pacific Avenue

in the area of Poplar Street and Weir Street (possibly two locations)

Cooper Point Road

between Safeway driveways

Cooper Point Road

northwest of Caton Way (possibly two locations)

Pacific Avenue

between Steele Street and Dehart Drive (possibly three locations)

Harrison Avenue

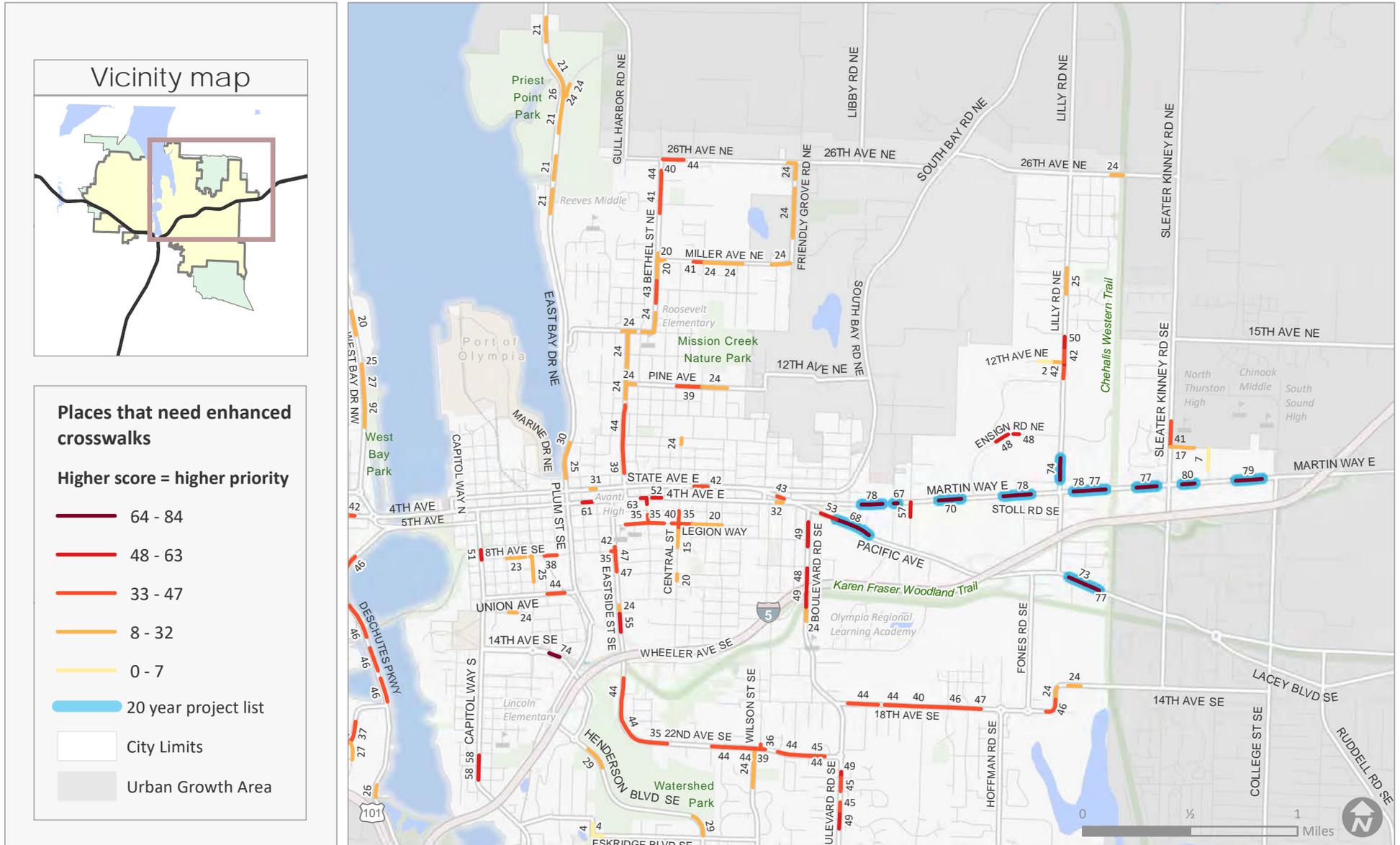
between Kenyon Street and existing crossing island (possibly three locations)

The Pacific Avenue crossing near Weir Street is also identified in the Street Safety Plan as a priority.

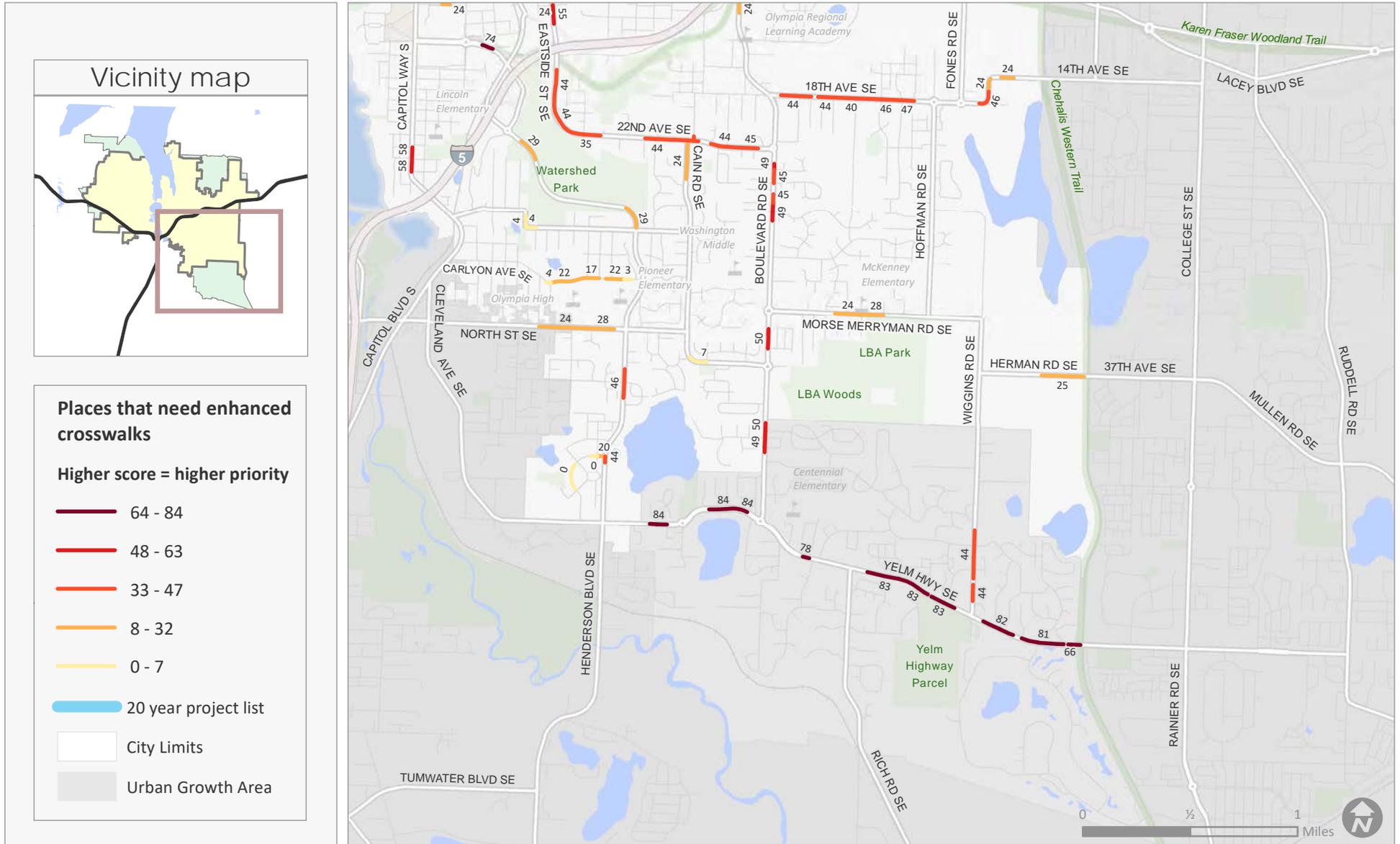
Approximately eleven high scoring projects on Martin Way do not appear in the project list shown here, because they will be addressed through the Martin Way project shown on the major street reconstruction list on pages.

The following maps show the projects planned for the 20-year timeframe and the full network of projects we identified. The full network is over 350 projects.

Enhanced Crosswalks | Northeast



Enhanced Crosswalks | Southeast



Sidewalks

Sidewalks give people a place to walk with minimal interactions with cars. They are a flat, hard, predictable surface to walk, push a stroller, or use a walking aid, like a cane or wheelchair. Many streets in Olympia were originally built without sidewalks. The focus of this program is to build sidewalks on streets with the busiest, fastest traffic, rather than on local access, or neighborhood, streets.

In the first story map, we asked, “Do you agree that City sidewalk construction should focus on major streets and not local access streets?” The average score of the responses was 4, (4 was “somewhat agree.”)



System target

To have sidewalks on both sides of our largest streets: arterials, major collectors, and neighborhood collectors. The first priority is to have a sidewalk on at least one side of every major street, then both sides.

Identification

The City maintains a GIS inventory of sidewalks on arterials, major collector and neighborhood collectors.

Prioritization

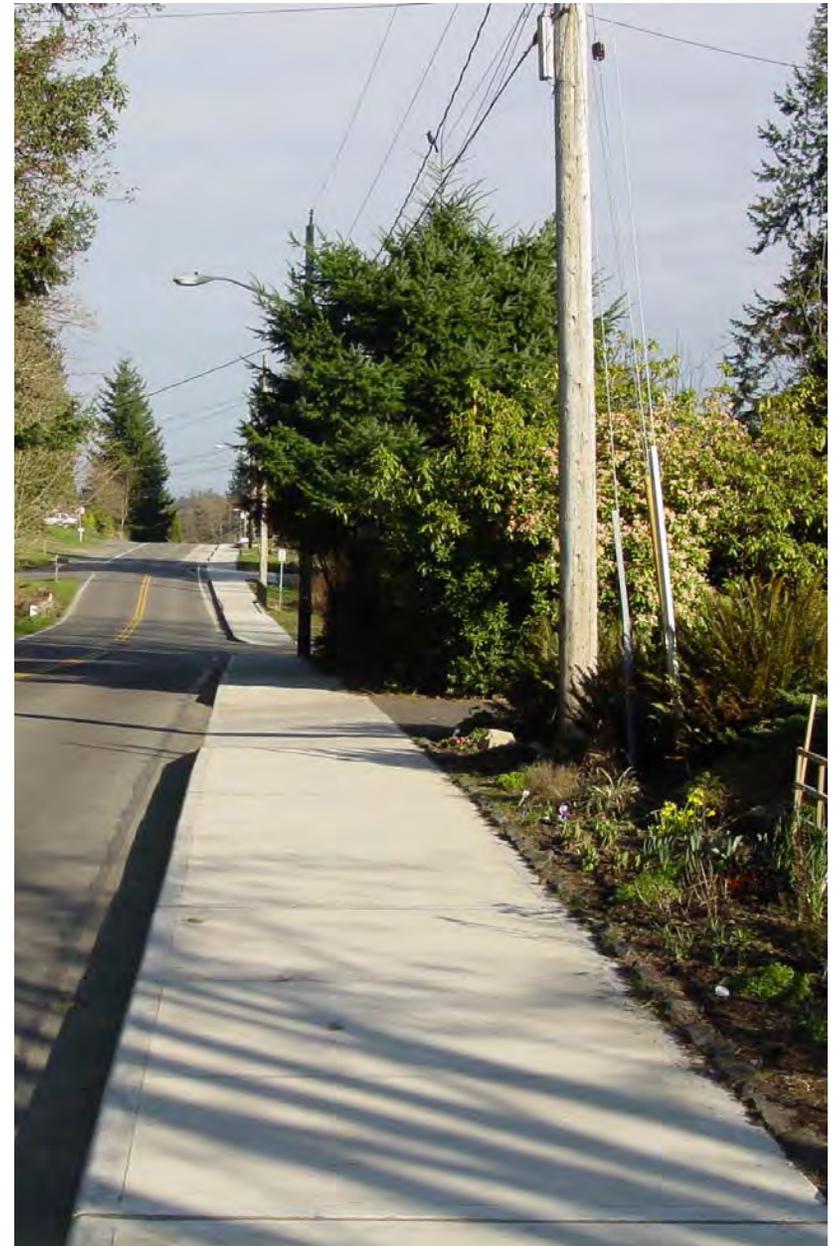
Points are awarded to missing sidewalk segment as follows:

If the segment is within:

½ mile of a school	20 points
½ mile of a park	10 points
¼ mile of a public building or grocery store	10 points
¼ mile of a Neighborhood Center	5 points
Either: On an Urban Corridor In an area of dense housing In an area of dense employment	15 points

If the segment is on a street that is:

A transit route	20 points
An arterial, major collector, or neighborhood collector	20/15/5 points
Missing a bike lane	10 points
Missing a sidewalk on both sides	Double the subtotal of score



Sidewalk project list:

4th Avenue

from Sawyer Street to Phoenix Street

Fir Street

from Bigelow Avenue to Pine Avenue

Division Street

from Walnut Road to 28th Avenue

Cooper Point Road

from Conger Avenue to 28th Avenue

Martin Way

from Phoenix Street to Devoe Street

Martin Way

from Pattison Street to Lilly Road

28th Avenue

from Cooper Point Road to Division Street

Mottman Road

from Mottman Court to SPSCC

Boulevard Road

from 15th Avenue to 18th Avenue

Boulevard Road

from Log Cabin Road to 41st Way

Kaiser Road

from Harrison Avenue to 5th Way

McPhee Road

from Harrison Avenue to Capitol Mall Drive

Eastside Street

from 18th Avenue to 22nd Avenue

18th Avenue

from Wilson Street to Steele Street

Stoll Road

from Stoll Road to Lilly Road

Elliott Avenue

from Division Street to Bing Court

Thurston Avenue

from Washington Street to Franklin Street

Wilson Street

from 22nd Avenue to 18th Avenue

20th Avenue

from Cooper Crest Street to Cooper Point Road

14th Avenue

from Kaiser Road to Cooper Point Road

Morse Merryman

from Hoffman Road to Wiggins Road

Fones Road

from Detray's to 17th Way

22nd Avenue

from Eastside Street to Fir Street

26th Avenue

from Freeman Lane to Friendly Grove

Pine Avenue

from Fir Street to Edison Street

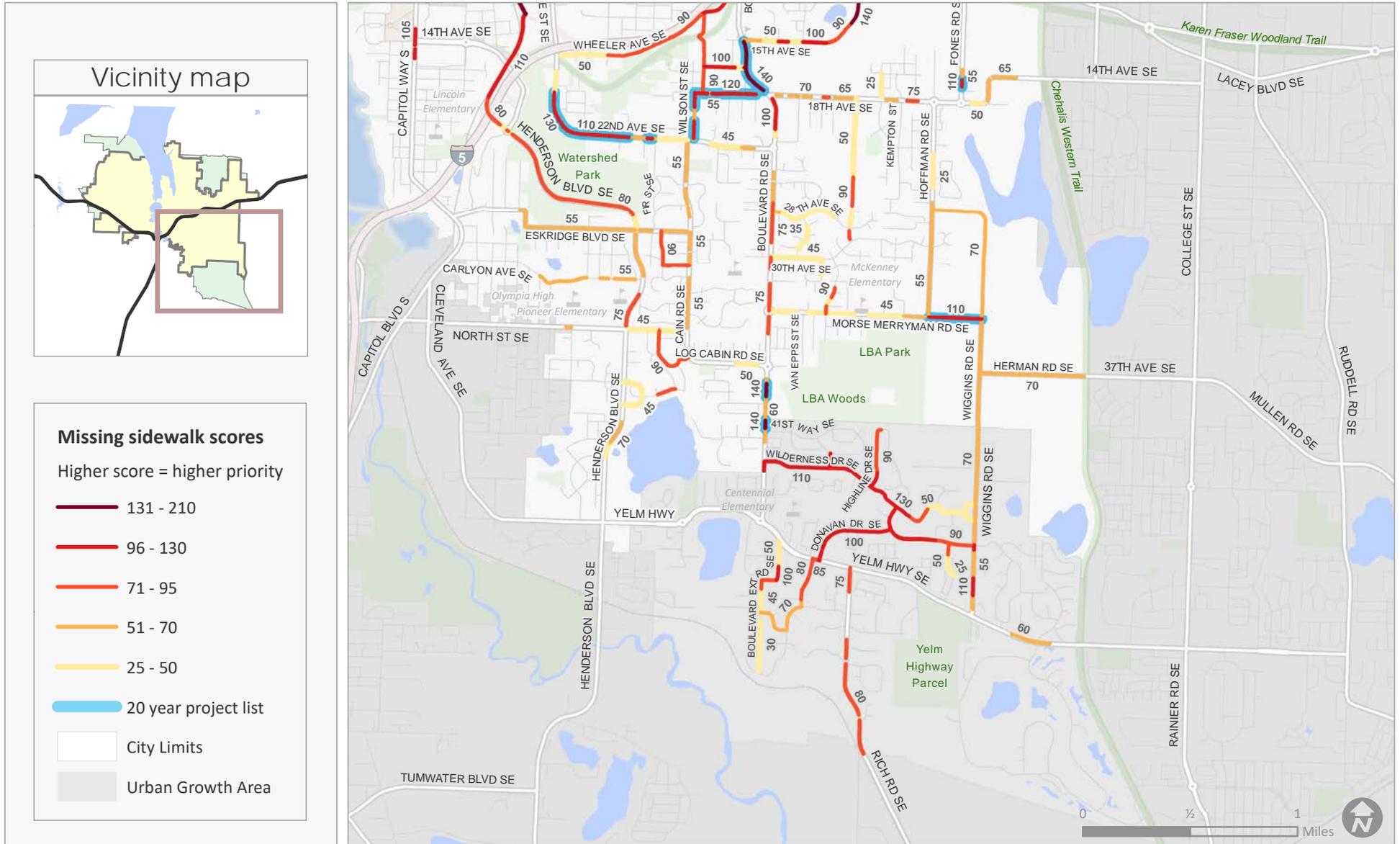
Walnut Road

from Ethel Street to Division Street

The following maps show the full network of projects we identified, with those we can build in 20 years highlighted. The full network is 65 miles of sidewalks. The sidewalks we need to build on 4th Avenue E, Martin Way, Mottman Road, and Fones Road will be built as part of the major street reconstruction projects.

There are some high-scoring projects we are not planning to build in 20 years, due to unique conditions. These include a segment on Plum Street that leads to a freeway on-ramp, and a segment parallel to a trail on Wheeler Avenue.

Sidewalks | Southeast





Curb Access Ramps

Curb ramps help people with wheelchairs, walking aids, or strollers get on and off a sidewalk. Curb ramps built today must meet current federal design standards. Many older ramps need to be rebuilt to meet those standards. This prioritized list of curb ramps is consistent with the City's draft *Americans with Disabilities Act Transition Plan*.

System target

Add or upgrade curb ramps to comply with current federal design standards.

Identification

The City maintains a GIS inventory of curb ramps, including those that are missing or not compliant with current standards.

Prioritization

We used a methodology that considers how close a curb ramp is to a public building, grocery store, transit route, park, or school. Curb ramps within 250 feet got more points than those within 550 feet, which got more points than curb ramps within 800 feet.

We also awarded points if the curb ramp is in an area of dense employment or housing, on an Urban Corridor, and based on the classification of the street. Because curb ramps are typically at intersections, we used the term “intersection” to describe the location of curb ramps.

The prioritization methodology is as follows:

If the intersection is within 250 feet of:	
Public building or grocery store	22 points
Transit route	17 points
Park	12 points
School	12 points

If the intersection is in an area of dense employment:	
High density	17 points
Medium/high density	16 points
Medium/lower density	15 points
Lower density	14 points

If the intersection is within 550 feet of:	
Public building or grocery store	20 points
Transit route	15 points
Park	10 points
School	10 points

If the intersection is in an area of dense housing:	
High density	17 points
Medium/high density	16 points
Medium/lower density	15 points
Lower density	14 points

If the intersection is within 800 feet of:	
Public building or grocery store	18 points
Transit route	13 points
Park	8 points
School	8 points

If the intersection is on:	
An arterial	15 points
A major collector	10 points
A neighborhood collector	5 points
If the crossing is on an Urban Corridor	15 points

Curb access ramp project list

The full network project list for curb ramps includes over 4,000 locations. Because of its size, the list is challenging to include in this document. The following maps show the locations of curb ramp needs.

We usually build or upgrade curb ramps as part of other construction projects, such as sidewalks, enhanced crosswalks, safety projects, major street reconstruction, and resurfacing projects. Should dedicated funding be identified to build curb ramps as stand-alone projects in the future, the full network project list is a guide for how to prioritize their construction.



Pathways

Pathways are shortcuts for bicyclists and pedestrians that link streets to parks, schools, trails, shopping areas, and other streets. Pathways give bicyclists and pedestrians safer and more direct routes. Olympia has many existing pathways. Some are formal, or paved and have signs, and some are informal, or dirt paths with no signs. Our approach to pathways is to:

- Improve existing informal pathways, and
- Identify where we need new pathways.

In the first story map, we asked, “How important do you think pathways are for people walking and biking?” The average score of the responses was 4.2. (4 was “somewhat agree” and 5 was “strongly agree.”)



System target

Existing informal pathways will be improved, followed by building pathways in locations where they are needed (based on a route directness measure).

Identification

The City maintains a GIS inventory of all known existing pathways. We filtered for those that do not have a hard surface, meaning it would be difficult to use the pathways with a walking aid or a stroller.

To identify new pathways that need to be built, we used GIS to analyze whether a pedestrian would have to walk very far out of their way to get to their destination. The result was a “route directness index” (RDI), which we show as a heat map. Places where a pedestrian can walk fairly directly to their destination are blue, and places where a pedestrian has to detour very far out of their way are red. By looking at the red areas of the map, we can see where we need new pathways.

Prioritization

We scored the existing informal pathways and the potential new ones as follows:

Within 2000 feet of a school	35 points
Within 800 feet of a trail	20 points
In a disconnected area (based on RDI)	up to 25 points



Pathways project list

San Mar Drive pathway

from San Mar Drive to the Chehalis Western Trail

Coulter Street pathway

from Coulter Street to the Chehalis Western Trail

Bing Street pathway

from Jackson Avenue to Harrison Avenue commercial area

Vista Avenue pathway

from Vista Avenue to Washington Middle School

Orange Street pathway

from Orange Street to Hazard Lake Place

Morse Road pathway

from Morse Road to Washington Middle School

Shelburne Court pathway

from Shelburne Court to Rejoice Way

Langridge Loop pathway

North from Langridge Loop (north segment) to Ethel Street Pathway

Langridge Loop pathway

South from Fox Run Drive to Langridge Loop (north segment)

Raintree Court pathway

from Raintree Court to Nut Tree Loop Pathway South

Nut Tree Loop pathway

South from Nut Tree Loop to Raintree Court

Nut Tree Loop pathway

North from Nut Tree Loop to Raintree Court

Walnut Loop pathway

from Ethel Street Pathway to Walnut Loop (west segment)

Sherwood Drive pathway

East from Sherwood Drive to Washington Middle School

Sherwood Drive pathway

West from Sherwood Drive to Washington Middle School

Capital High pathway

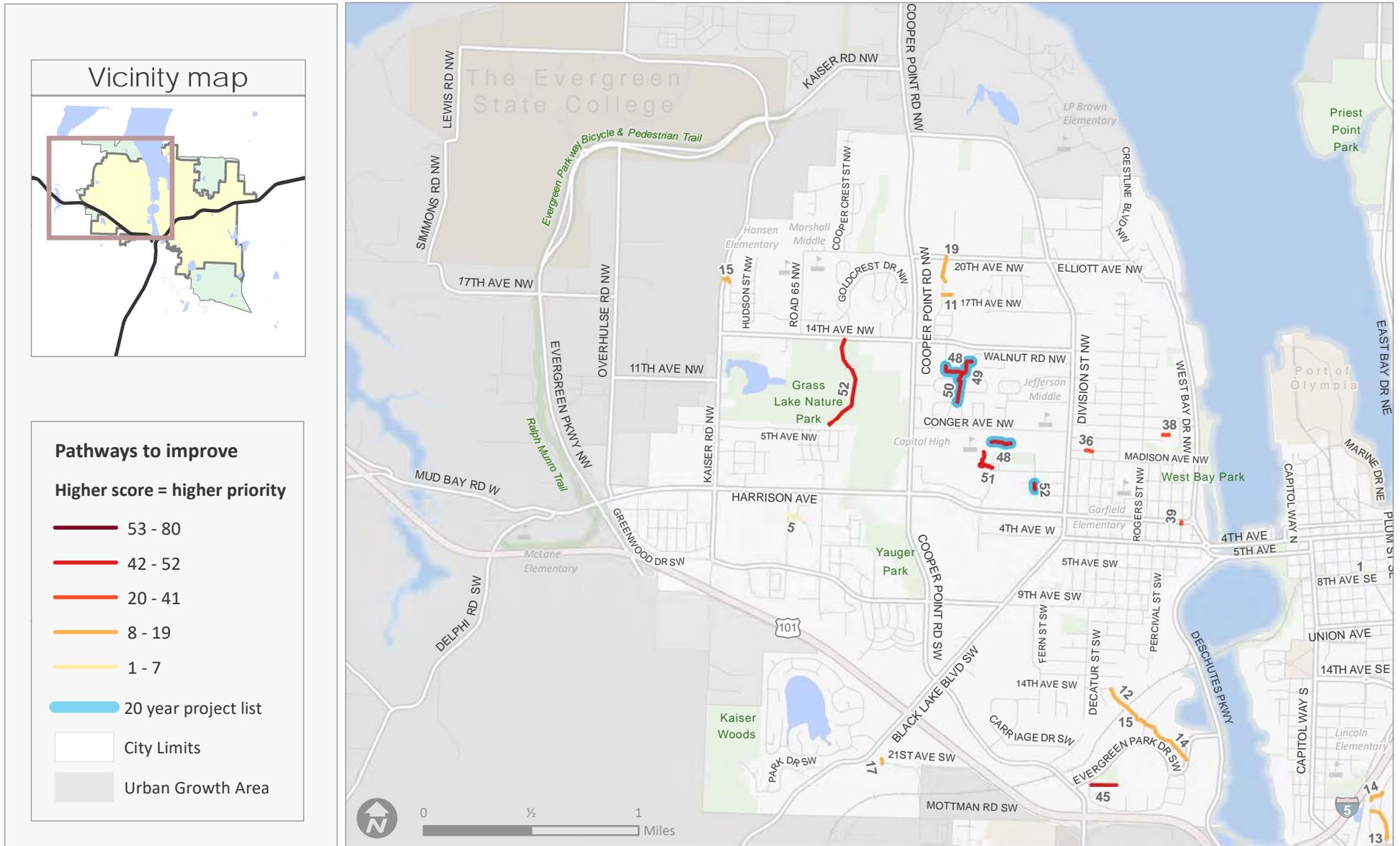
from Capital High School to Evergreen Villages Apartments

The first set of maps shows the existing pathways we identified as needing to be improved, with those on the 20-year list highlighted.

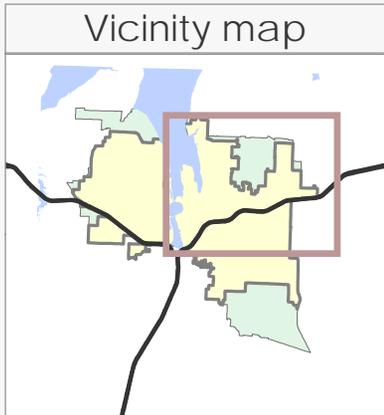
The second set of maps shows the potential future pathway locations we identified from the RDI analysis, all of which scored lower than the existing pathways on the 20-year list. These will be addressed after existing informal pathways have been improved, or as opportunities arise. The full network, both the existing pathways and the locations of potential future pathways, is over 81 projects.

The Raintree Court and Nut Tree Loop pathways are also priorities in the low-stress bicycle network.

Pathways | West

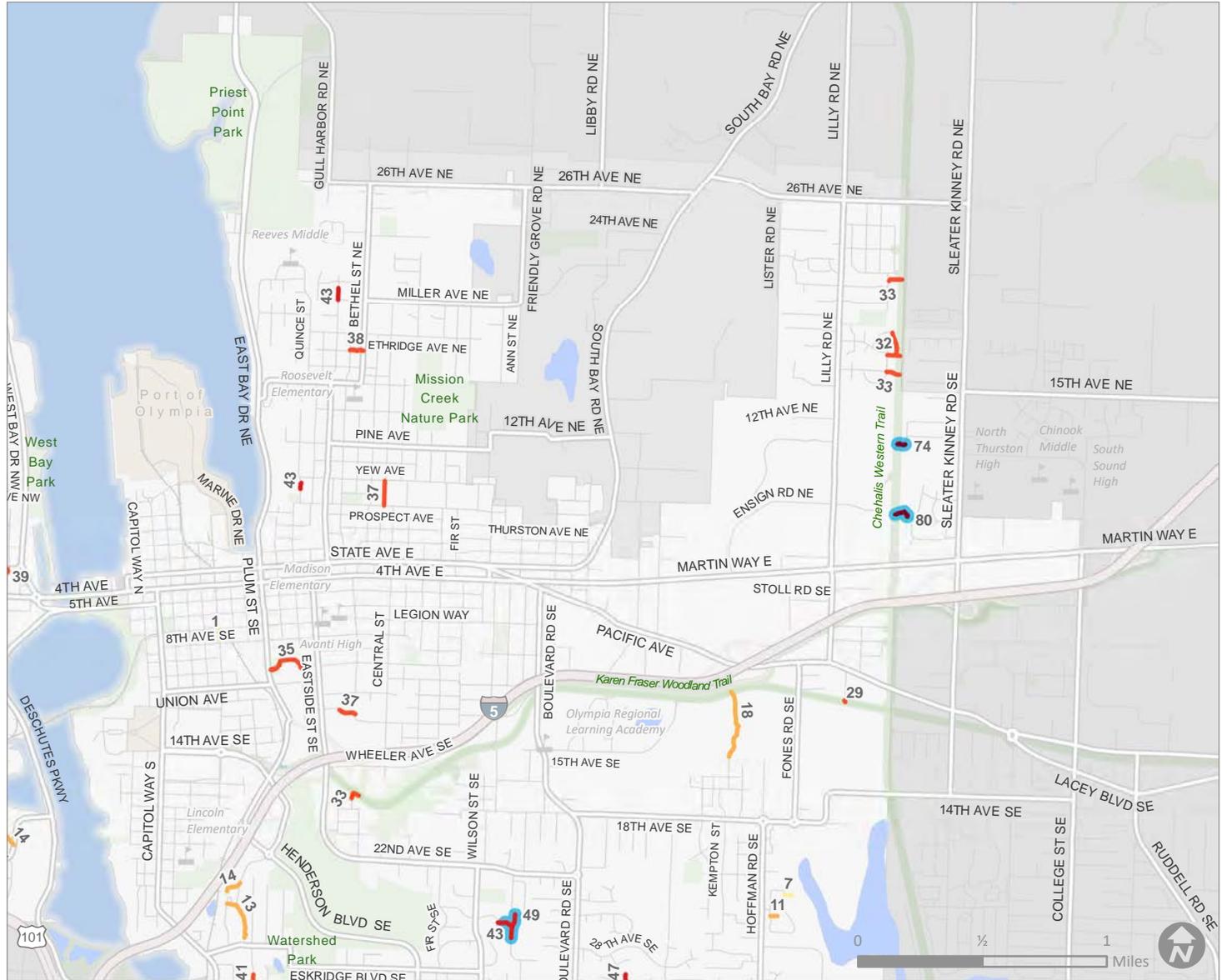


Pathways | Northeast

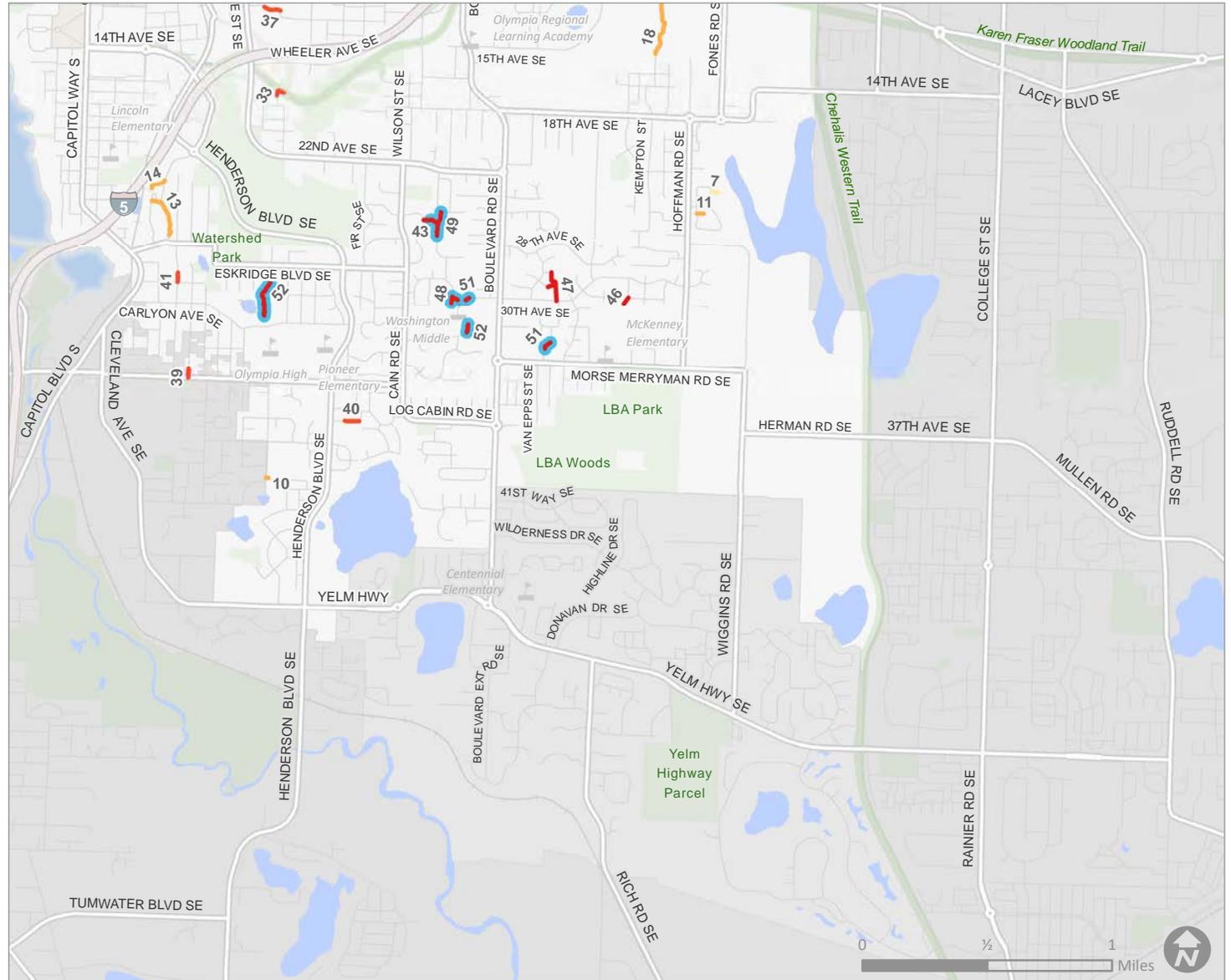
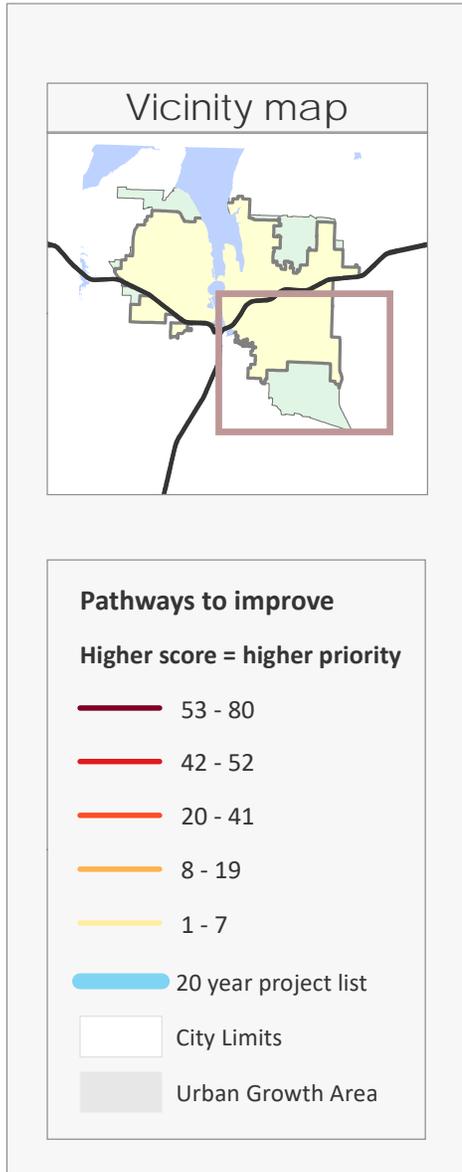


Pathways to improve
Higher score = higher priority

- 53 - 80
- 42 - 52
- 20 - 41
- 8 - 19
- 1 - 7
- 20 year project list
- City Limits
- Urban Growth Area



Pathways | Southeast



Low-Stress Bike Network Projects

The low-stress bike network is for people who want to bike but prefer minimal interactions with cars.

In the first story map, we explained what a low-stress bicycle network is and asked, “Do you agree that it is important to build a low-stress bike network?” The average score of the responses was 4.5. (A score of 4 is “somewhat agree” and a score of 5 is “strongly agree.”)



System target

The low-stress bike network provides a route every half mile, so that no one is more than a quarter mile from one.

Identification

A few types of projects make up the low stress bike network:

Bike corridors are on low-volume, low-speed neighborhood streets. We add signs and pavement markings, and we change intersections with busy streets to make them easier to cross. Not every part of Olympia has a grid of low-volume streets that lend themselves to being bike corridors, so we cannot build them every half mile. We need to complement them with other types of bicycle facilities.

Enhanced bike lanes are planned on major streets to link up bike corridors and knit the network together. Enhanced bike lanes are primarily built in coordination with resurfacing projects, when lane reconfiguration can be done. They are also built as part of major street reconstruction projects.

Paved trails separate people biking from traffic. They are typically identified and built by the City's Parks, Arts and Recreation Department. City Transportation staff will communicate the trails that are part of the low stress bike network to the Parks Department to consider in its trail planning.

Pathways and other site-specific improvements are critical links in the network. We will add them to bike corridor and enhanced bike lane projects for construction efficiency.

Prioritization

There is no strict set of prioritization criteria applied to these projects. Considerations for implementation will include:

- **Destinations:** connecting to schools, downtown, and the existing trail network.
- **Network spacing:** while half mile spacing will not be achieved in the 20-year timeframe, we evenly distributed the routes throughout the city.
- **Coordination opportunities:** we will build many enhanced bike lanes with resurfacing and reconstruction projects.

Bike corridor project list:

South Downtown to I-5 Trail bike corridor

Northwest Neighborhood bike corridor

Southwest Neighborhood bike corridor

5th Avenue SW bike corridor

Olympia-Prospect-Fir NE bike corridor

Tullis-Quince-Reeves Middle School bike corridor

Pear Street bike corridor connection

Eskridge-Lybarger bike corridor

10th-Union-Wilson bike corridor

Kempton Street bike corridor

McKenny Elementary bike corridor

7th Avenue SE bike corridor connection

Boundary Street bike corridor connection

Fir-Forest Hill bike corridor

Brown-Beacon-16th bike corridor

Morse-30th bike corridor

Nut Tree-Brown bike corridor

Priest Point Park-26th bike corridor

Alta Street bike corridor





Photo Credit/source: <https://www.flickr.com/photos/nacto>

Enhanced bike lane projects

Lakeridge Drive
restriping for enhanced bike lanes

22nd Avenue
from Boundary to Fir

18th Avenue
from Frederick Street to Boulevard Road

9th Avenue
from Black Lake Boulevard to Fern Street

Olympia Avenue/Thurston Avenue
from East Bay Drive to Washington Street

Enhanced bike lanes with proposed lane reconfiguration

Eastside Street
from Legion Way to Wheeler Avenue

Evergreen Park Drive
full loop

Capital Mall Drive
from Cooper Point Road to Black Lake Boulevard

7th Avenue
from Kaiser Road to Cooper Point Road

Fern Street
from 9th to 11th Avenue

Henderson Boulevard
from North Street to Lake Cove Loop

Henderson Boulevard
from I-5 to North Street (proposed with Resurfacing project)

State Avenue
from Central Street to Wilson Street (proposed with Resurfacing project)

4th Avenue
from McCormick Street to Frederick Street
(proposed with Resurfacing project)

Capitol Way
from Maple Park to City Limits (standard bike lanes proposed with Resurfacing project)

East Bay Drive
from Olympia Avenue to Howard Avenue
(proposed with Resurfacing project)



Photo Credit/source: <https://www.flickr.com/photos/nacto>

Enhanced bike lanes with proposed major street reconstruction projects

Fones Road
from Pacific Avenue to 18th Avenue

Mottman Road
from Mottman Court to South Puget Sound
Community College

Washington Street
from Legion to Marine Drive

Martin Way
from Phoenix to Lilly Road



Trail projects

Grass Lake Trail

Yauger Park Trail

Pathways project list

Cain Road pathway

from Cain Road to Morse Road

Onyx Street pathway

from Onyx Street to the I-5 Trail

Garfield Avenue pathway

from Perry Street to Thomas Street

Sherwood Drive South pathway

from Sherwood Drive to Washington Middle School

Boundary Street pathway

from Boundary Street to the Karen Fraser Woodland Trail

Carlyon Avenue pathway

from Henderson Boulevard to Centerwood Drive

McCormick Street pathway

from Centerwood Drive to McCormick Street

Kings Way pathway

from 28th Avenue to Kings Way

Raintree Court pathway

from Raintree Court to Nut Tree Loop Pathway south

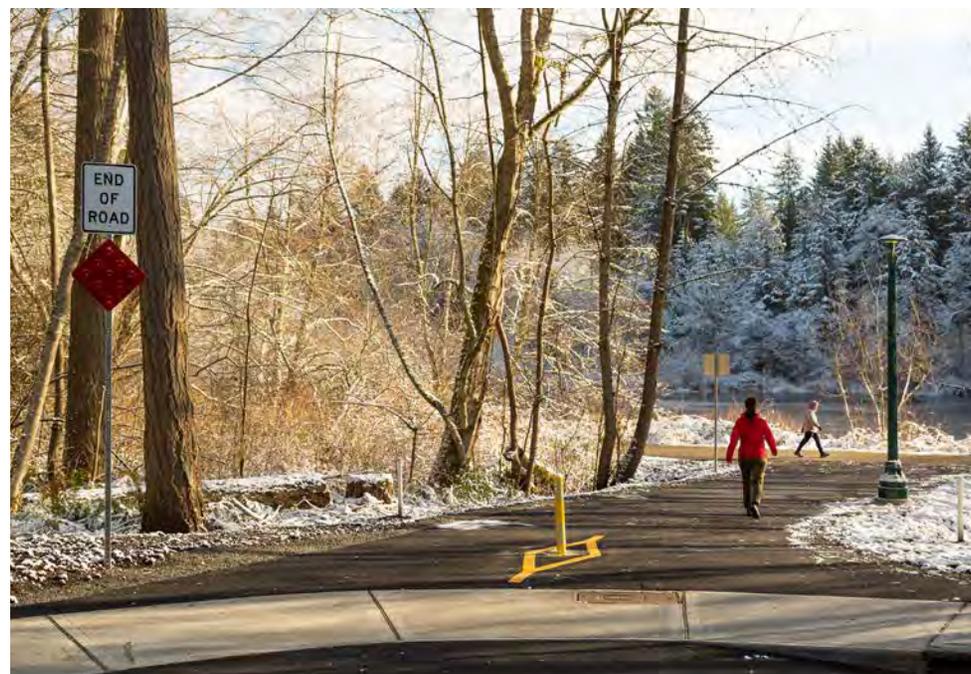
Nut Tree Loop pathway south

from Nut Tree Loop to Raintree Court

Nut Tree Loop pathway north

from Nut Tree Loop to Raintree Court

The Raintree Court and Nut Tree Loop pathways are also priorities in the pathways project list.



Other improvements

Alley improvements

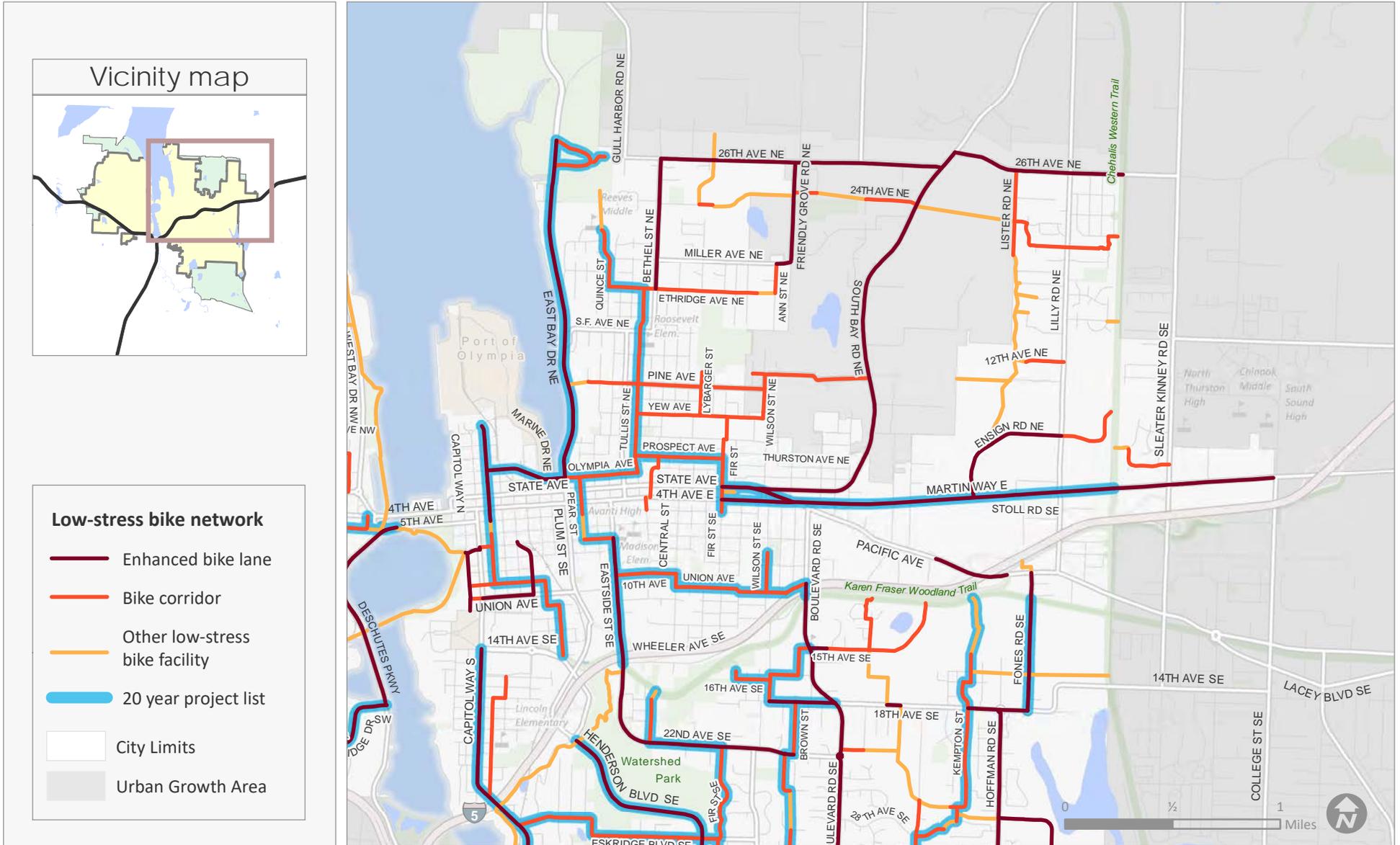
from Fir Street bike corridor to Ralph's Thriftway commercial area

4th and 5th Avenue isthmus

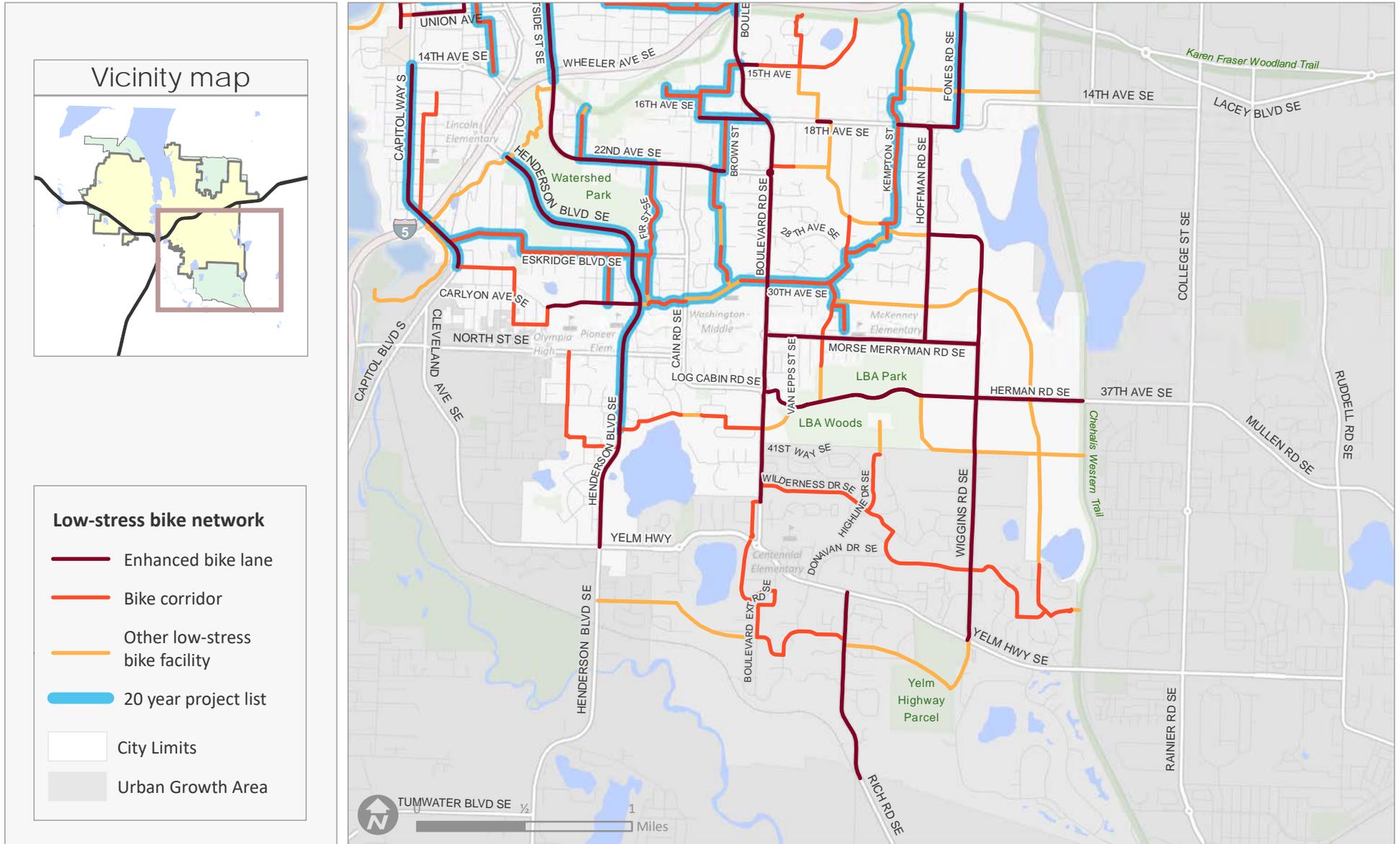
Connectivity within the isthmus and to the westside. The isthmus is the area roughly from Columbia Street in the downtown to Sherman Street on the westside. See also Chapter 9.

McKenny Elementary bike corridor

Low-Stress Bike Network | Northeast



Low-Stress Bike Network | Southeast



Major Street Reconstruction

Street reconstruction projects are projects that combine many elements, such as bike lanes, sidewalks, enhanced crosswalks, curb ramps, intersection improvements, resurfacing, landscaping, and lighting. These projects draw from many funding sources and are significant in scope and cost.





System target

To get an economy of scale by combining many needs on a street into one project.

Identification

These are streets that need resurfacing, sidewalks, enhanced crosswalks, bike lanes, improvements to vehicle safety or flow, and sometimes new utilities under the street.

Prioritization

A range of factors influence the priority of these projects. Many projects are driven by the condition of the pavement, some are driven by the compounded need for additional features such as sidewalks and bike lanes, and some are driven by safety concerns. The US 101/West Olympia Access Project is driven by congestion and US 101 access needs.

Major street reconstruction projects

Franklin Street from Legion Way to State Avenue

The scope of this project includes concrete reconstruction of the street, curbs and sidewalks, adding new landscaping, lighting, street furniture, and public art. Planned for 2021 construction. This project was defined during the 2018/2019 Downtown Street Improvement Project scoping process.

Fones Road from Pacific Avenue to 18th Avenue

The scope of this project includes enhanced bike lanes, sidewalks, planter strips, stormwater swales, new lighting, enhanced crosswalks, a trail crossing improvement, a compact roundabout, an asphalt overlay, lane reconfiguration, and medians. Planned for 2023 construction. The scope of this project is based on the 2018/2019 Fones Road predesign study.

Mottman Road from Mottman Court to South Puget Sound Community College

The scope of this project includes sidewalk and lighting on one side, bike lanes on both sides, and an asphalt overlay. This is a partnership with the City of Tumwater and includes legislatively approved Connecting Washington funding (anticipated 2023-2027).

Martin Way from Phoenix Street to Lilly Road

The tentative scope of this project includes enhanced bike lanes, sidewalks, planter strips, stormwater facilities, new lighting, transit improvements, enhanced crosswalks, and medians. The 2020/2021 Martin Way Corridor Study will further define the needed improvements.

Wiggins Road from 27th Avenue to south City Limits

The tentative scope of this project includes relocating the ditch or building underground stormwater conveyance, and adding sidewalk and bike lanes or a shared use path to at least one side of the street. This is a cooperative project with the City's stormwater utility.

Capitol Way from State Avenue to Union Avenue

The tentative scope of this project includes lane removal and reconfiguration, widened sidewalks or making a pedestrian zone, upgraded landscaping, enhanced crosswalks, and improved bus stops. This scope is based on the 2016 Greening Capitol Way Study and the 2018/2019 Downtown Street Improvement Project scoping process.

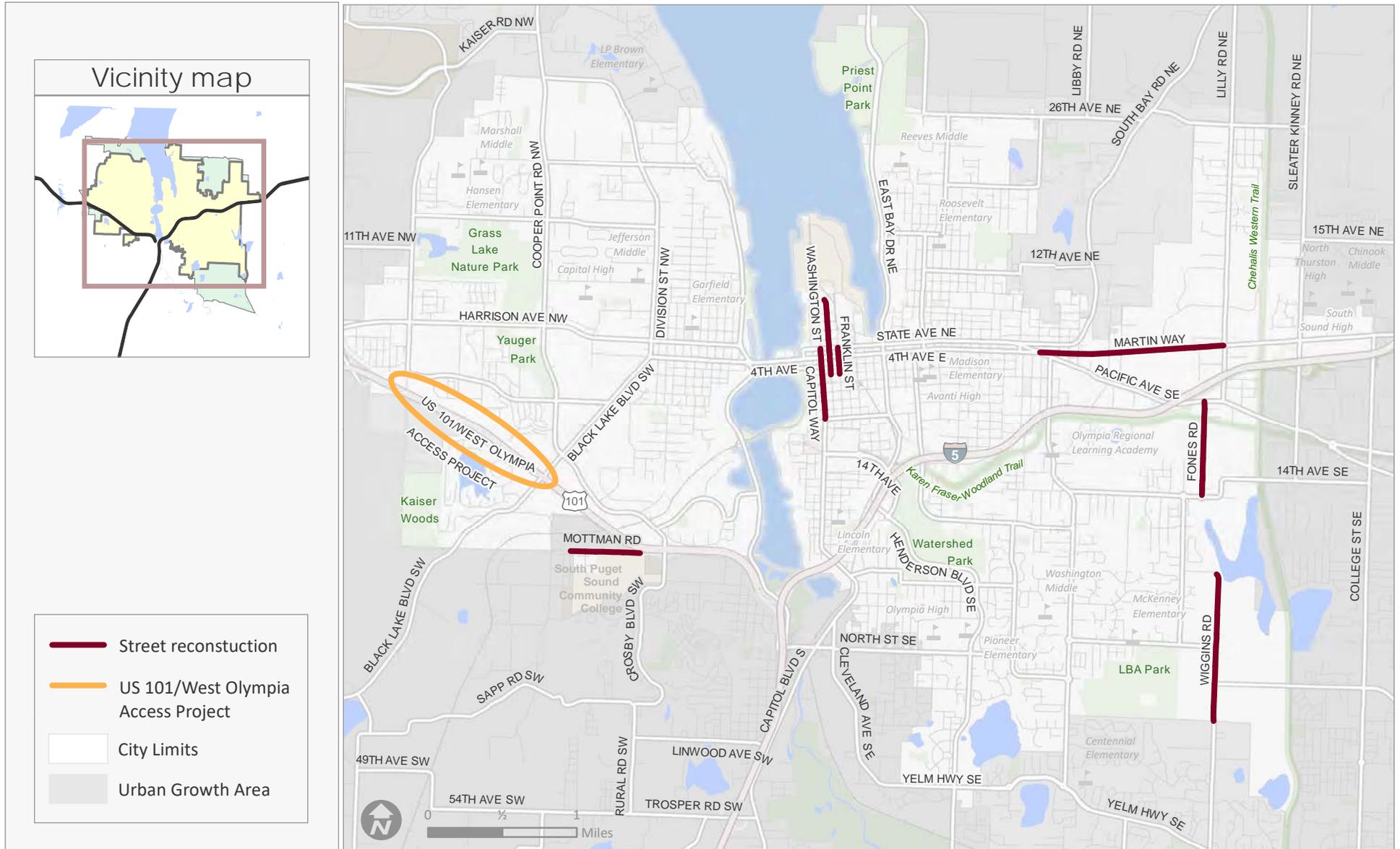
Washington Street from Legion Way to Market Street

The scope of this project includes lane removal and reconfiguration, enhanced bike lanes, curb and sidewalk reconstruction, and new landscaping. The street is proposed to be one lane, one way northbound, with special accommodation of transit buses near the Olympia Transit Center. This project was defined during the 2018/2019 Downtown Street Improvement Project scoping process.

US 101/West Olympia Access Project

Scope includes new access ramps to US 101 at Kaiser Road and Yauger Way. The first phase of this project will complete the design, environmental permit and mitigation work, and right-of-way acquisition. The final project will include a new westbound off-ramp from US 101 to Kaiser Road and an eastbound on-ramp from Kaiser Road to US 101. The project will also construct a new westbound off-ramp from US 101 to Yauger Way via an at-grade connection through the existing interchange at US 101 and Black Lake Boulevard.

Major Reconstruction | Citywide



Resurfacing Projects

We maintain the condition of our streets by resurfacing them with chip seal or asphalt. Chip seal resurfacing is a layer of tar followed by an application of rock that becomes compacted over time. Asphalt overlays are an application of hot asphalt mix which is spread and compacted into place. Chip seals are less costly and less disruptive to apply than asphalt, but they do not last as long.

When we resurface a street, we can also reconfigure the lanes when we paint them back on. Sometimes we can add features such as bike lanes, enhanced crosswalks, wider sidewalks, or bus-only lanes. Below, we propose reconfiguring several street segments when we resurface them, but we will need to do further analysis before pursuing them.

With limited right-of-way and buildings and curbs already built along a street, widening for new features is not always an option. This is one of the reasons repurposing the street space we have is important. Reconfiguration is one way to rebalance the street system to serve more people.



System target

Our current average pavement condition rating on the whole street system is 67, and the target is 75. A rating of 100 means all our streets are in excellent condition. Unlike other projects in this plan that have finite needs, the need for resurfacing projects is ongoing.

Identification

We use the pavement condition rating system to evaluate the condition of the street surfaces. Depending on the level of deterioration, a street may require a chip seal or an asphalt overlay.

Prioritization

We prioritized the projects based on pavement condition ratings. We will adjust resurfacing priorities annually, as pavement conditions can change quickly. Each year, we will update the *Capital Facilities Plan (CFP)* to reflect the near-term projects.

While we list the chip seal projects here before asphalt projects, they are not a higher priority. In any given year, we may do some chip seal and some asphalt projects, as needed.



Resurfacing projects

Chip seal resurfacing projects:

11th Avenue
from Capitol Way to Jefferson Street

Puget Street
from Yew Avenue to San Francisco Avenue

Sleater Kinney Road
full length within City Limits

Central Street
from 11th Avenue to 4th Avenue

Harrison Avenue
from Yauger Way to Division Street

Cooper Point Road
from Harrison Avenue to 14th Avenue

Cooper Point Road
from Black Lake Boulevard to Harrison Avenue

Olympic Way
full length

Columbia Street
from State Avenue to Corky Street

Franklin Street
from Thurston Avenue to Market Street

Plum Street
from Henderson Avenue to State Avenue

Carlyon Avenue
from Capitol Way to Henderson Avenue

Eastside Street
from 22nd Avenue to I-5 bridge

22nd Avenue
from Eastside Street to Wilkins Street

18th Avenue
from Wilson Street to Boulevard Road

Hoffman Avenue
from Morse-Merryman Road to 18th Avenue

9th Avenue
from Columbia Street to Adams Street

10th Avenue
from Columbia Street to Cherry Street

7th Avenue
from Capitol Way to Adams Street

Pacific Avenue
from Phoenix Street to City Limits

9th Avenue
from Black Lake Boulevard to Decatur Street

Jefferson Street
from 11th Avenue to 7th Avenue with possible reconfiguration for bike lanes or a sidewalk buffer and on-street parking expansion

4th Avenue
from McCormick Street to Fredrick Street, with possible reconfiguration from Fir Street to Phoenix for bike lanes

Capitol Way
from State Avenue to City Limits, with possible reconfiguration from Maple Park Drive to City Limits for bike lanes

Henderson Boulevard
from I-5 Roundabout to North Street, with possible reconfiguration from I-5 Roundabout to Lake Cove Drive for enhanced bike lanes

East Bay Drive
from Olympia Avenue to Mission Avenue, with possible reconfiguration from Olympia Avenue to Howard Avenue for enhanced bike lanes

Union Avenue
from Columbia to Plum Street, with possible reconfiguration from Capitol Way to Jefferson Street for bike lanes

Asphalt resurfacing projects

4th Avenue
from 4th Avenue Bridge to Plum Street

8th Avenue
from Capitol Way to Chestnut Street

Conger Avenue
from Cooper Point Road to Division Street

4th Avenue
from substation to Sherman Street

Decatur Street
from 9th Avenue to Harrison Avenue

5th Avenue
from Decatur Street to Sherman Street

Elliott Avenue
from Division Street to Crestline Boulevard

Franklin Street
from 11th Avenue to Legion Way

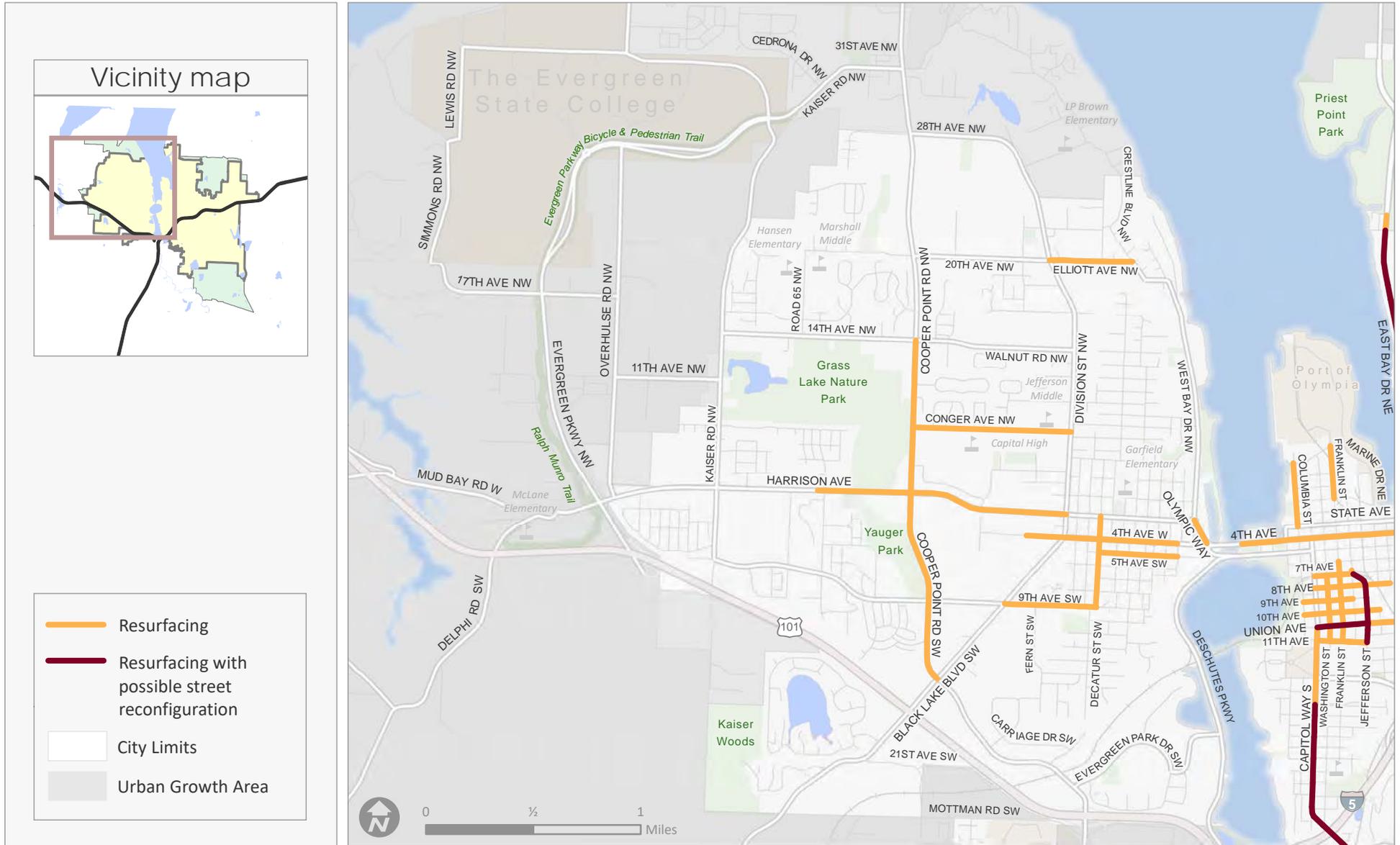
Wheeler Avenue
from Eastside Street to Boulevard Road

Washington Street
from 11th Avenue to 7th Avenue

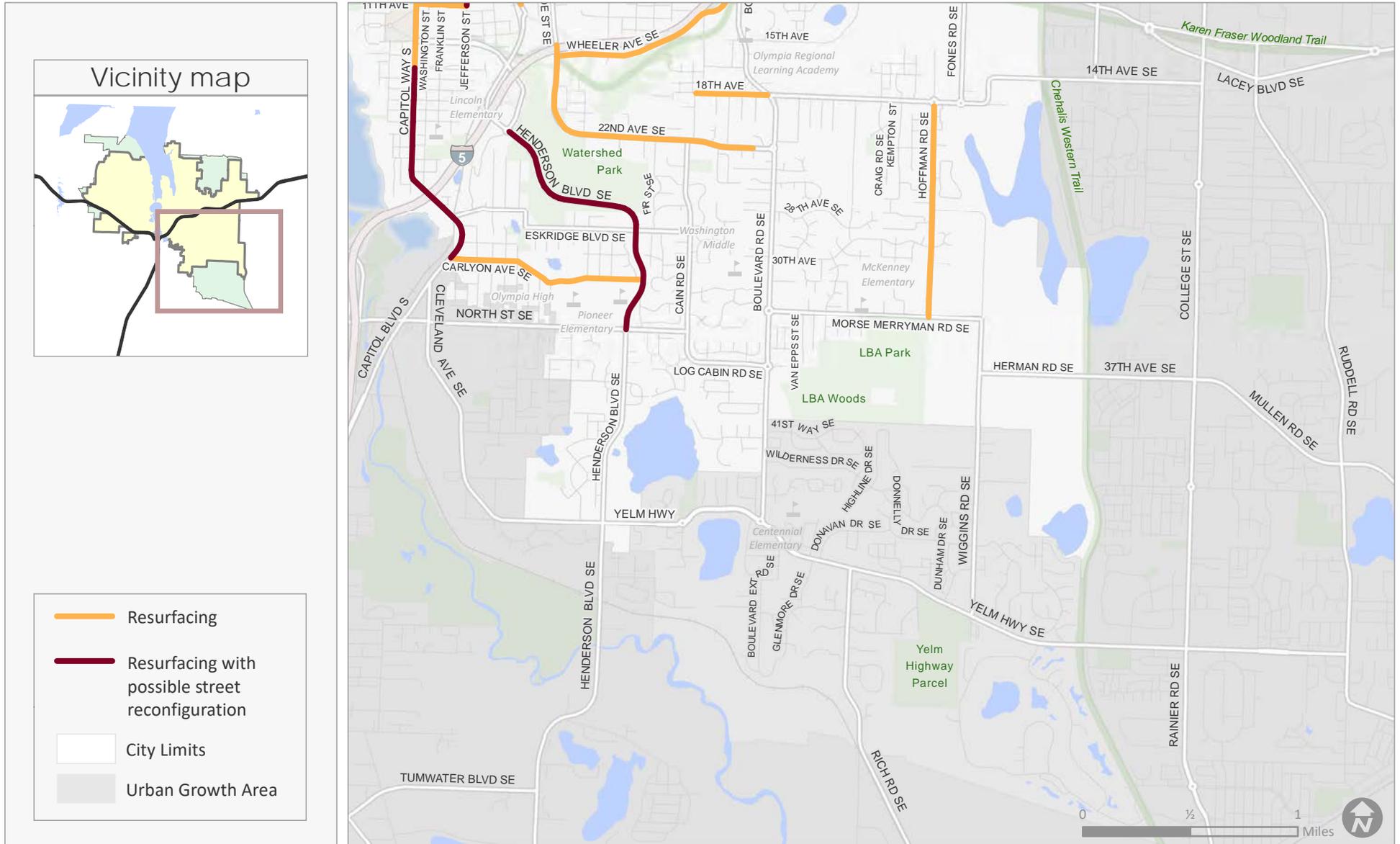
State Avenue
from Central Street to Wilson Street, with possible reconfiguration from Fir Street to Pacific Avenue for enhanced bike lanes



Resurfacing/Reconfiguration Projects | West



Resurfacing/Reconfiguration Projects | Southeast





Intersection Improvements

Intersection improvement projects may be either roundabouts or signals. In the 20-year list, we are only proposing roundabouts. Roundabouts are safer and move traffic more efficiently than signalized intersections.

Another possible intersection improvement will be to modify some existing traffic signals to improve transit operations. At some places, we may also add queue jump lanes or bus-only signals.

At traffic signals, we will include accessible devices for people with visual or hearing disabilities when we upgrade them. Accessible signals make a chirping sound, play a recording, or vibrate to tell a pedestrian when they can cross the street.

System target

To improve the safety and function of major intersections for people walking, biking, and driving, and for transit efficiency.

Identification

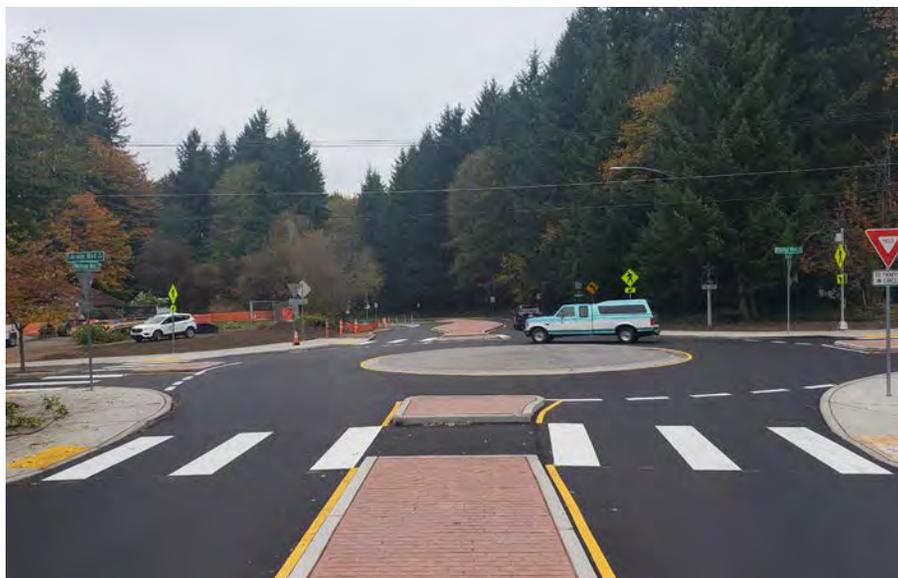
Intersections needing improvement were identified through an evaluation of:

- Safety issues
- Future vehicle volumes
- Areas of current and future congestion
- Potential street reconfigurations
- Transit routing needs

Prioritization

No formal criteria were used. Projects that address multiple needs or that are coordinated with other work were given higher priority.





Roundabout projects

Fones Road and South Home Depot driveway roundabout

Lakeridge Drive and Deschutes Parkway roundabout

Wiggins Road and Herman Road roundabout

Cain Road and North Street roundabout

Division Street and Elliott Avenue roundabout

4th Avenue and Pacific Avenue roundabout

Boulevard Road and Pacific Avenue roundabout

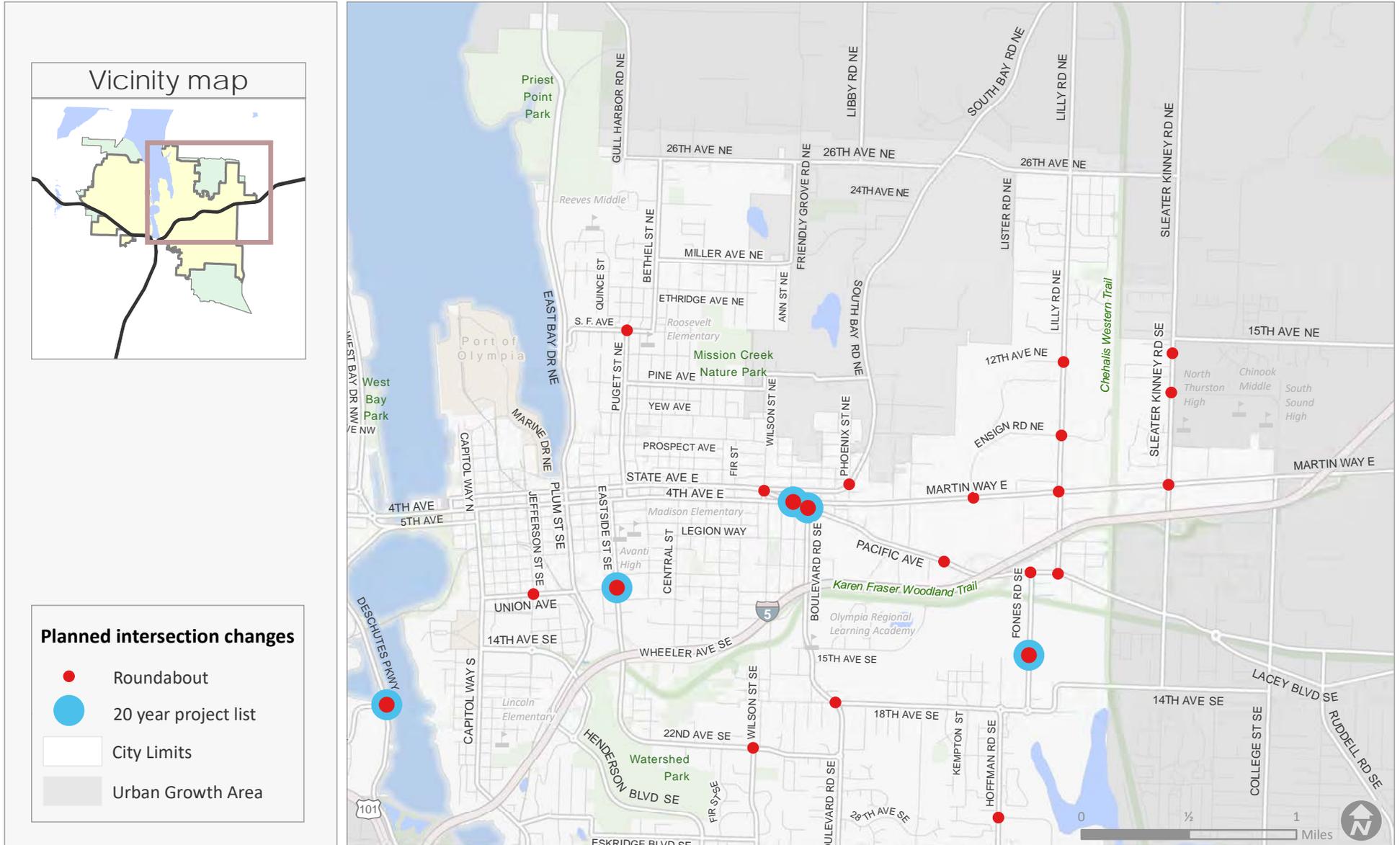
9th Avenue and Black Lake Boulevard roundabout

9th Avenue and Fern Street roundabout

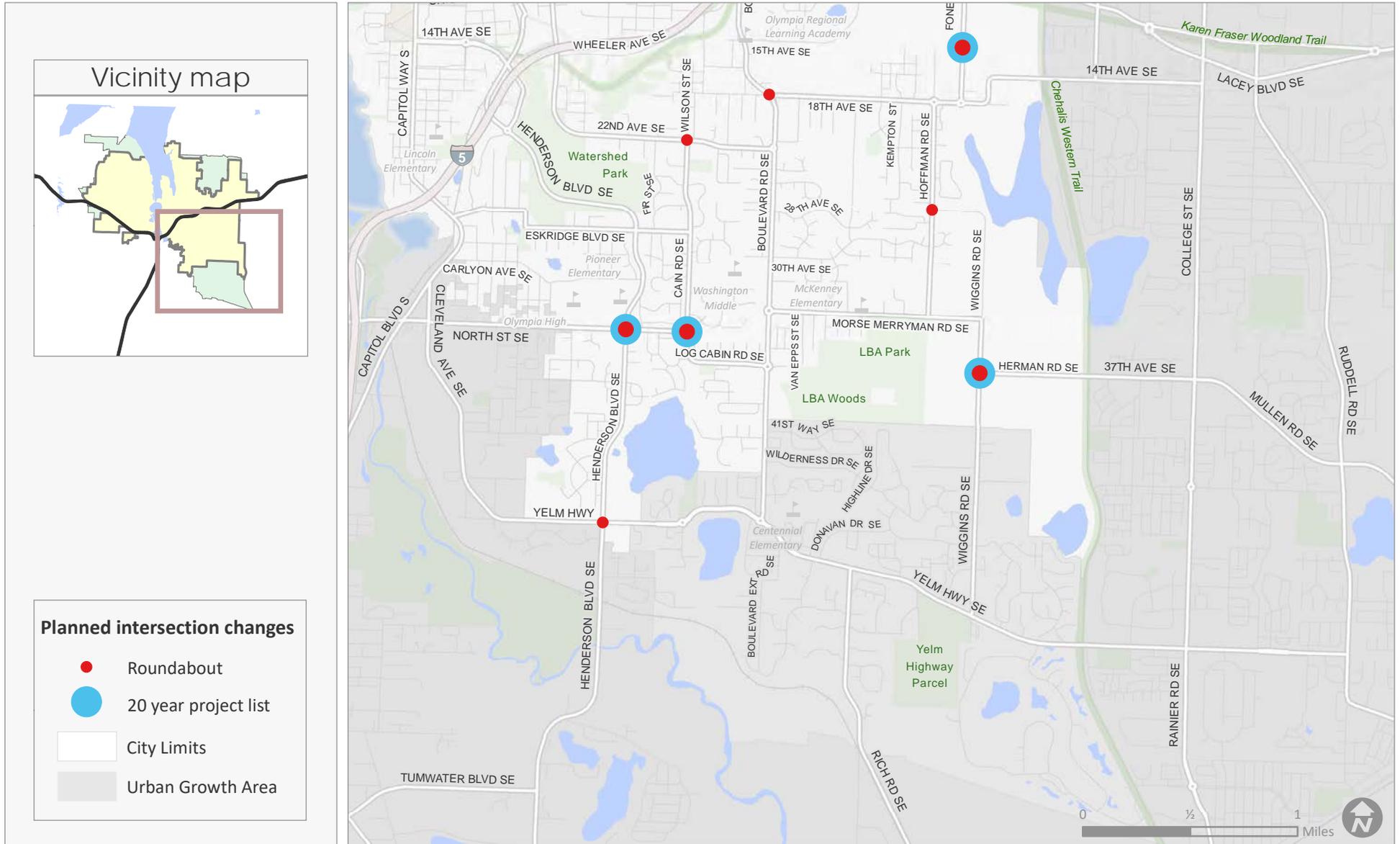
Eastside Street and Union Avenue roundabout

Henderson Boulevard and North Street roundabout

Intersection Improvement Projects | Northeast



Intersection Improvement Projects | Southeast



Safety Projects

While safety is a major emphasis for all projects in this plan, the following are included to address safety at specific locations. These projects are drawn from the [Street Safety Plan](#).





System target

Improve the safety of our streets based on a routine analysis of collisions.

Identification

Safety projects are focused on addressing serious and fatal injury collisions, and collisions involving people walking and biking. Every two years, the *Street Safety Plan* will be updated based on an analysis of collisions. Common risk factors will be identified as well as locations of a high number of collisions.

Prioritization

Projects are prioritized based on the risk factors identified either from a systemic safety analysis, or from the number of collisions that have happened at a location.

Safety projects

Pedestrian and bike safety intersection improvements

State Avenue
from Pear Street to Chestnut Street

4th Avenue and Plum Street

Lilly Road and Martin Way

State Avenue and Columbia Street

Division Street and Conger Avenue

Plum Street and 8th Avenue

Trail access/crossing improvements

Boulevard Road and I-5 Bike Trail
access improvement

Herman Road and Chehalis Western Trail
crossing improvement

Bike safety improvements

State Avenue bike safety markings
from Tullis Street to Quince Street

Cooper Point Road and Harrison Avenue
protected bike intersection improvements

Pedestrian safety improvements

Harrison Avenue and Kenyon Street

Harrison Avenue and Division Street

Cooper Point Road and Skate Park

Plum Street and 5th Avenue

Lilly Road and Ensign Road

4th Avenue and Columbia Street

Overall safety improvements

Lilly Road corridor safety and speed
management study

City-wide plastic striping project

Henderson Boulevard and North Street
safety improvements and roundabout

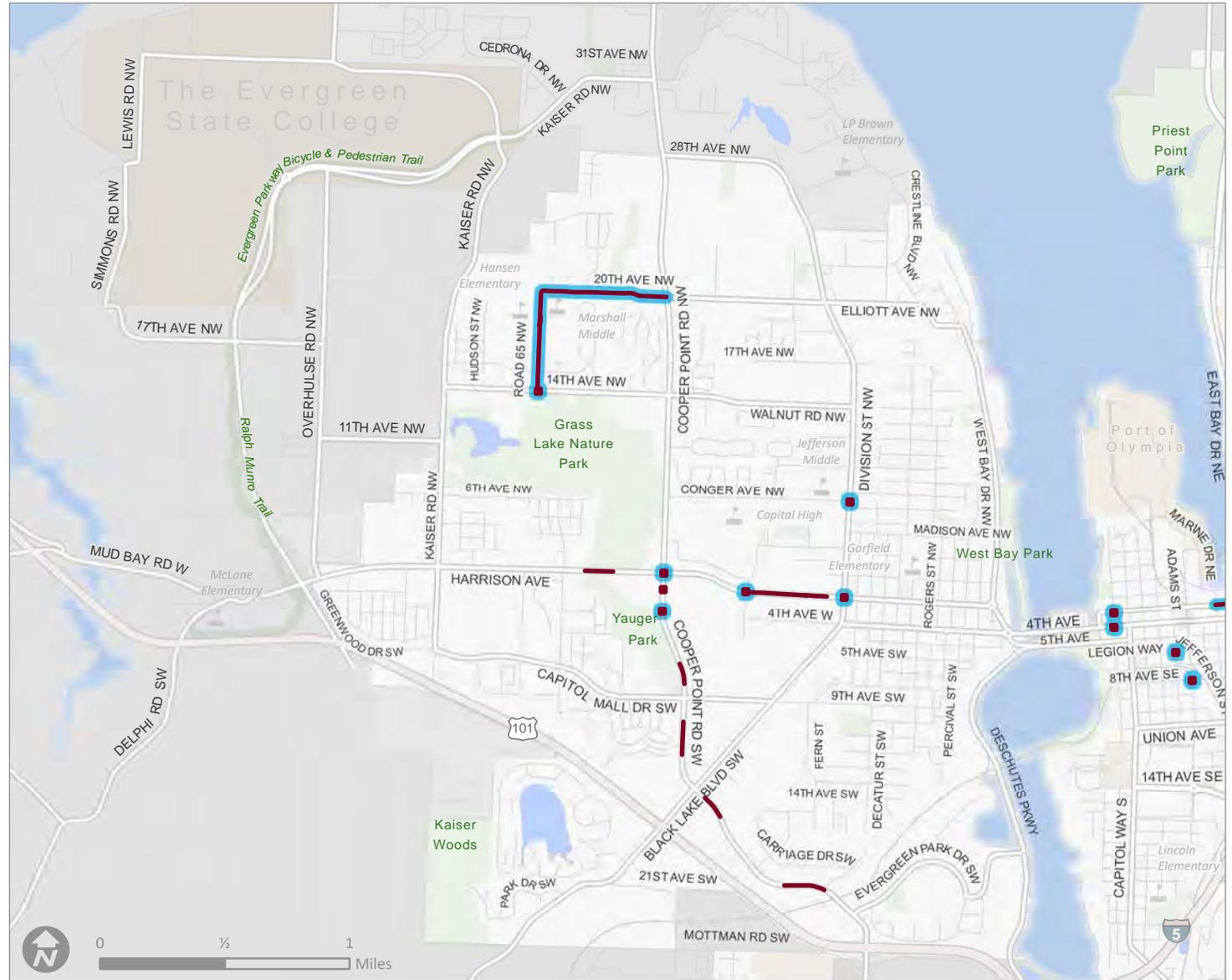
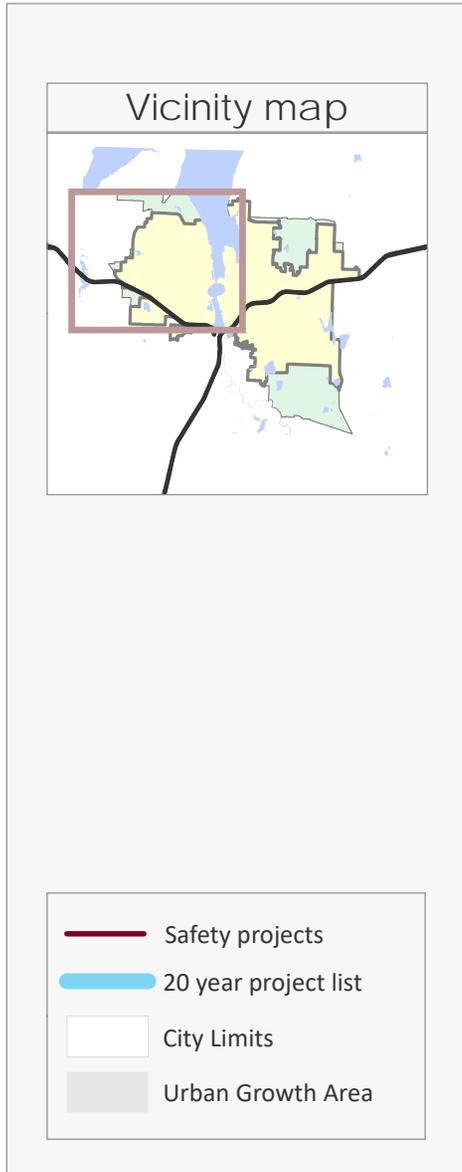
14th Avenue/Road 65/20th Avenue
speed management and corridor safety
improvements

Bethel Street
speed management and corridor safety
improvements

Adams Street and Legion Way
intersection improvements

8th Avenue and Jefferson Street
intersection improvements

Safety Projects | West



Transit Projects

The City can help make transit more reliable and efficient by adding new features on our streets. The types of projects the City can help implement are listed below. Specific locations will be determined through on-going coordination with Intercity Transit as they implement their [Short- and Long-Range Plan](#).

In the first story map, we asked, “Do you agree we should help buses operate more reliably on our streets?” The average score of the responses was 4.4. (A score of 4 is “somewhat agree,” and a score of 5 is “strongly agree.”)



System target

Improve the efficiency of buses so that transit is predictable and convenient.



Identification

We will propose projects along the bus corridors identified in the *Olympia Comprehensive Plan*. They are shown on the following map. As needed, we will evaluate other Intercity Transit routes for improvements.

Prioritization

Locations that are a priority for improvements will be based on:

- Bus corridors as defined in the comprehensive plan
- Congestion or operational barriers that delay transit buses
- High ridership
- The number of buses using the street during the afternoon peak hours of 4pm to 6pm



Transit improvements

Intercity Transit and the City will cooperate to improve streets for better transit operations:

Transit Signal Priority (TSP)

Buses and traffic signals have hardware and software that allows traffic signals to stay green for buses, so they are not caught in congestion. The first project for TSP is along Martin Way and Pacific Avenue, which is partially complete. Future TSP corridors may include Capitol Way, Lilly Road, Harrison Avenue, Cooper Point Road, and Black Lake Boulevard.

Signal timing

A traffic signal timing and optimization study around transit hubs and along key corridors can help identify ways to reduce bus delays. The first project for signal timing modifications are the signals surrounding the Olympia Transit Center. A later priority may be signals surrounding a possible future westside transit center.

Queue jump lanes

These lanes allow buses to get around congested intersections by providing an exclusive traffic signal and lane for buses. The first example of this type of treatment is at State Avenue and Washington Street in the downtown. Locations of possible future queue jump lanes may include Cooper Point and Black Lake, Martin and Lilly, Cooper Point/Crosby and US 101.

Business and transit (BAT) lanes

BAT lanes are in the outside or curb lane of a multi-lane street. They are primarily for buses only, with other vehicles allowed to use them for short distances to turn into businesses.

Transit-only lanes

These are lanes for the exclusive use of buses.

In-lane bus stops

These allow buses to stop in the travel lane, which reduces delay when reentering flow of traffic. In-lane stops extend the sidewalk into the parking lane. In some areas, in lane stops will mean removing bus stop pull-outs. While this may result in some traffic delay, it allows buses to operate more efficiently. Examples of near-term locations for in-lane stops are 4th Avenue East and Martin Way.

Transit islands

Transit islands are in-lane bus stops that have a bike lane between the bus stop and the sidewalk, which reduces bus/bike conflicts. Transit islands may be particularly valuable on corridors with frequent transit and enhanced bike lanes.

In addition to on-street improvements that support transit operations, other projects can help support more efficient routing of buses, including:

Establish a west Olympia transit center

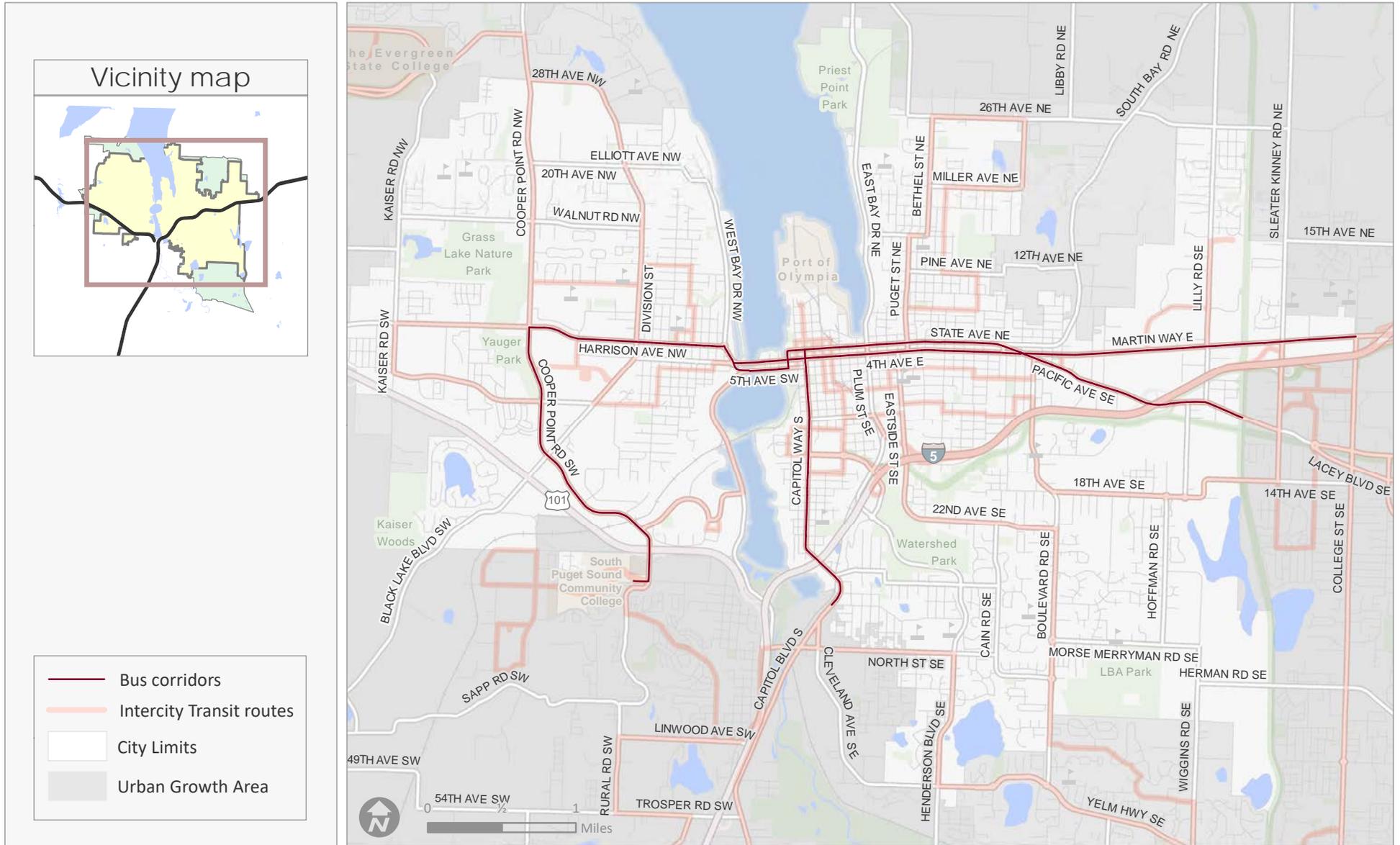
A transit center in west Olympia, which could be an off-street transit center or an on-street area, would serve multiple routes and transfers. A center in west Olympia would provide convenient access for riders and a place for terminating and transitioning routes.

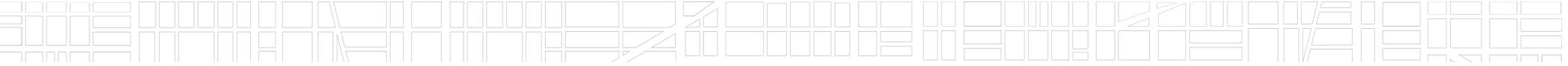
Route circulation

Turn movements, including being able to turn around, are important for transit efficiency. This is particularly true in areas of the city that lack a well-connected street grid. Examples of areas needing improvements so buses can turn include: Black Lake and 9th Avenue, Harrison and Cooper Point, and Lilly Road. Improvements may include roundabouts or street connections.



Bus Corridors | Citywide





Chapter 5: Funding Overview

Current Funding

This chapter describes the current revenue sources we use in transportation, and how many projects we can afford to build in the next 20 years. This chapter also reviews potential new revenue sources.

This plan does not make any recommendations for new sources of revenue. The purpose of this overview is to help prepare the public and policy makers for further discussion of transportation funding. “Funding” in this context means to identify a revenue source or sources to pay for a category of projects.

Each year, the City updates its [Capital Facilities Plan](#) (CFP), which shows the projects we plan to build and the revenue we plan to spend. We will pull projects into the CFP from this plan.

The projects shown in Chapter 4 are an estimate of what we can build within 20 years, assuming our revenue stays about the same. The maps in that chapter show the “full network,” or all the improvements we have identified, for each type of project. These are projects that are beyond what we can afford to build in 20 years. If more funding becomes available, we can build more of this full network.

Revenue Sources

Revenue can come from taxes and fees the City collects, or it can come from the state or federal government as grants. We often combine grants and local revenue to pay for projects.

The City currently has an annual budget of about \$6.5 million for transportation capital projects, the types of projects shown in this plan. This does not include day-to-day operations and maintenance costs, such as pothole repair, signs, paint striping, staff, or supplies, which are covered in the [City’s Operating Budget](#).

The table to the right describes the revenue sources we have been using recently, the typical annual amount from these sources, and what we use them for. This analysis is based on funding from 2012-2018.

There are limitations on how the Transportation Benefit District (TBD), private utility tax, and impact fee revenues can be spent. There is some flexibility in how other revenues can be used.

Funding Source	Typical Annual Revenue	Use Of Revenue
Transportation Benefit District (car tabs)	\$1.5 Million	Street resurfacing
Grants	\$1.2 Million	A variety of projects
Real Estate Excise Tax	\$1.1 Million	A variety of projects
Private Utility Tax	\$1 Million	Sidewalks and pathways
Impact Fees	\$1 Million	Projects that add capacity to streets
General Fund	\$700,000	A variety of projects

Transportation Benefit District (TBD)

In 2008, the City Council enacted a TBD to fund street repair and maintenance. Washington State statute authorizes Olympia's TBD to assess a \$20, \$40 or \$50 annual car tab fee on each vehicle owned by residents of Olympia. The City currently assesses a \$40 fee. Since the creation of the district, TBD fees have generated approximately \$1.5 million per year.

Grants

Grants come from the federal and state government through a variety of programs. Grants are often competitive, which means Olympia competes with other jurisdictions for funding. Grants often require a local match, meaning a certain amount of City funds must also go toward the project. Grant programs change based on the availability of funds, as well as the policy priorities of the state or federal government.

Real estate excise tax (REET)

This is a 0.5 percent tax on real estate transactions, the maximum allowable by law. Historically, Olympia has allocated all REET revenues to transportation capital projects.

Private utility tax

A tax on private utilities generates revenues for a range of uses. Private utilities include electricity, gas, telephone, and cable TV. Olympia charges the statutory limit of six percent on these private utilities. In 2004, Olympia voters approved a three percent increase to the private utility tax to pay for more parks and sidewalks, with two percent for parks and one percent for sidewalks.





Impact fees

These are one-time charges to new development projects, like new homes or commercial buildings. We use impact fees to build new transportation infrastructure to keep pace with the city's growth. The City also collects similar impact fees for parks and schools. See Chapter 6 for how we propose to change the impact fee program.

General fund

These monies are generated by taxes and fees the City collects, primarily sales and property taxes. General fund dollars are also a funding source for services such as fire, parks, police, City administration, and some infrastructure. Compared to other types of large infrastructure, transportation infrastructure relies more on the general fund, because water and sewer infrastructure is largely paid for by utility rates.

The table below summarizes how we distribute funding to projects, based on an analysis from 2012 through 2018. We also pursue grants to help fund these projects, using our local revenue as a grant match:

Type Of Project	Typical Annual Funding	Typical Funding Source
Resurfacing projects	\$3.75 Million	Transportation Benefit District revenues, real estate excise tax, and general fund
Roundabouts, signals, street widening	\$1 Million	Impact fees
Sidewalks	\$900,000	Private utility tax
Bike facilities	\$200,000	General fund and real estate excise tax
Pathways	\$125,000	Private utility tax
Enhanced crosswalks	\$75,000	General fund and real estate excise tax

What We Can Fund in 20 Years

Through this planning process, we identified a long-term list of prioritized projects. We can now estimate how many of these projects we can build based on current levels of funding, which the table shows below. In this analysis, we assume grant revenues in amounts that have been typical in previous years for that type of project.

Project Type	Average Annual Funding With Grants	Expected Construction 20 Years With Current Funding	Full Network Project List
Sidewalks	\$1.2M	8 miles	65 miles
Roundabouts and signals	\$1M	12 intersections	52 intersections
Bike Corridors	\$200,000	10 miles	34 miles
Enhanced Crosswalks	\$157,000	16 projects	350 projects
Pathways	\$125,000	15 projects	81 projects
Enhanced Bike Lanes	unfunded	unknown	52 miles
Safety projects	unfunded	unknown	56 projects

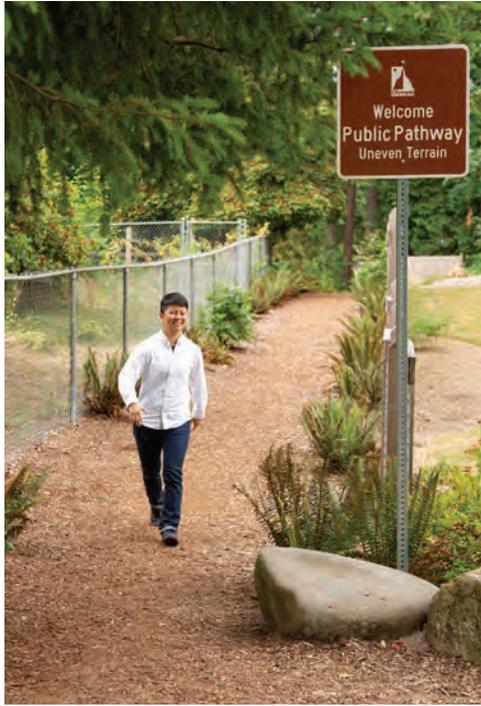
This estimate reflects a general approach to estimating the rate at which we construct projects. We did not estimate the cost of every project on our project lists. Instead, we added up the miles of sidewalks, number of pathways, etc., that we built per year to arrive at a rate of construction. For example, we have built four miles of sidewalks in 10 years, so we estimate we can build eight miles in 20 years. Using this rate of construction and typical annual funding, we roughly determined how many projects we could build in 20 years. Many factors, including inflation, and changes to labor and material costs, will influence our ability to construct at this pace in the future.

Because we do not have a history of building either enhanced bike lanes or stand-alone safety projects, we are not able to estimate how many we can build in the future. Revenue has not been identified for these types of projects.



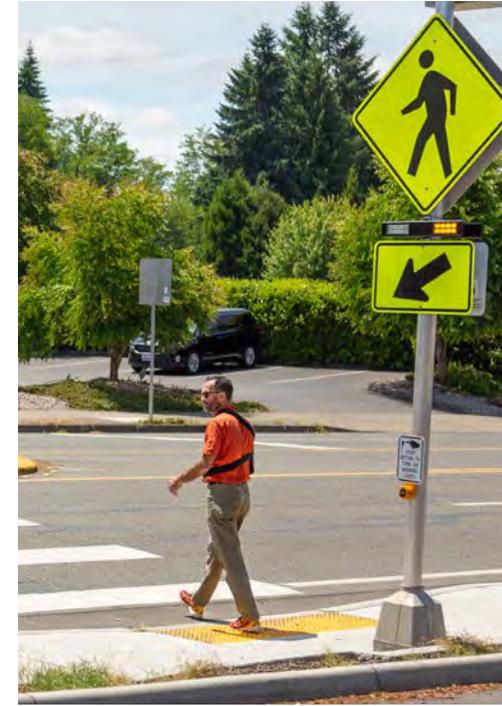
Sidewalks

Our goal is to build sidewalks on both sides of all arterials, major collectors, and neighborhood collectors. We need a total of 65 miles of new sidewalks, and we can build roughly 8 miles in 20 years at current funding levels. At this rate, it would take 161 years to build all the sidewalks we identified on major streets.



Pathways

We have identified and prioritized two kinds of pathways: those that currently exist and need improvement, and new ones we need to build to make some parts of the city more walkable. We have identified 81 projects, and we can build about 15 in 20 years. At this rate, it will take 90 years to build them all.



Enhanced crosswalks

Our goal is to build an enhanced crosswalk within 300 feet of major destinations such as schools, parks, and transit stops on arterials and major collectors. We have identified 350 projects, and we can build about 16 in 20 years at current funding levels. At this rate, it would take over 400 years to build all the enhanced crosswalks we identified.



Bike corridors

We have defined a low-stress bike network on our street system, primarily made up of bike corridors and enhanced bike lanes. This network provides a low-stress bike route about every half mile, so no one is more than a quarter mile from one. We would like to build 34 miles of bike corridors, and we can build about 10 miles in 20 years at current funding levels. At this rate, it would take 68 years to complete all the planned bike corridors.



Enhanced bike lanes

Another piece of the low-stress bike network is enhanced bike lanes, which we plan to build on some high-volume streets. These will link up with the bike corridors, pathways, and trails to create the network. For this analysis we dedicated all the bike program funding to the bike corridor projects. We will build some enhanced bike lanes with street resurfacing or major street reconstruction projects. However, without a dedicated funding source for enhanced bike lanes, it will be challenging to complete the projects identified in this plan.



Bike network — pathways and trails

Many of the trails proposed in the low-stress bike network are projects the Parks, Arts, and Recreation Department has already planned. We are proposing some other trails to complete the low-stress bike network, which are not funded. We are also proposing some pathways for the low-stress bike network that are not funded.



Roundabouts

We need roundabouts at major intersections for capacity and safety. We have identified 52 projects, and we can build about 12 based on our current funding. At this rate, it would take 87 years to build all the roundabouts we identified.

Safety projects

The [Street Safety Plan](#) identified 56 locations where we need safety projects. We have put 23 projects on the 20-year project list. Because the safety plan will be updated approximately every two years, new needs may emerge. Unlike other projects shown here, safety needs are not finite; we will need to address safety well into the future. So far, safety projects are not funded. In the near term, we may use some of the funding for enhanced crosswalks to pay for safety projects.



Resurfacing projects

Resurfacing needs are based on pavement condition ratings. Our current average condition rating is 67, and our target is 75. A condition rating of 100 means our streets are in excellent condition. Pavement resurfacing needs do not end, as we need to continuously maintain our streets. Currently, the City does not fund street resurfacing at the level we need to maintain the current condition rating. Therefore, we expect the backlog of resurfacing projects to increase over the coming years.

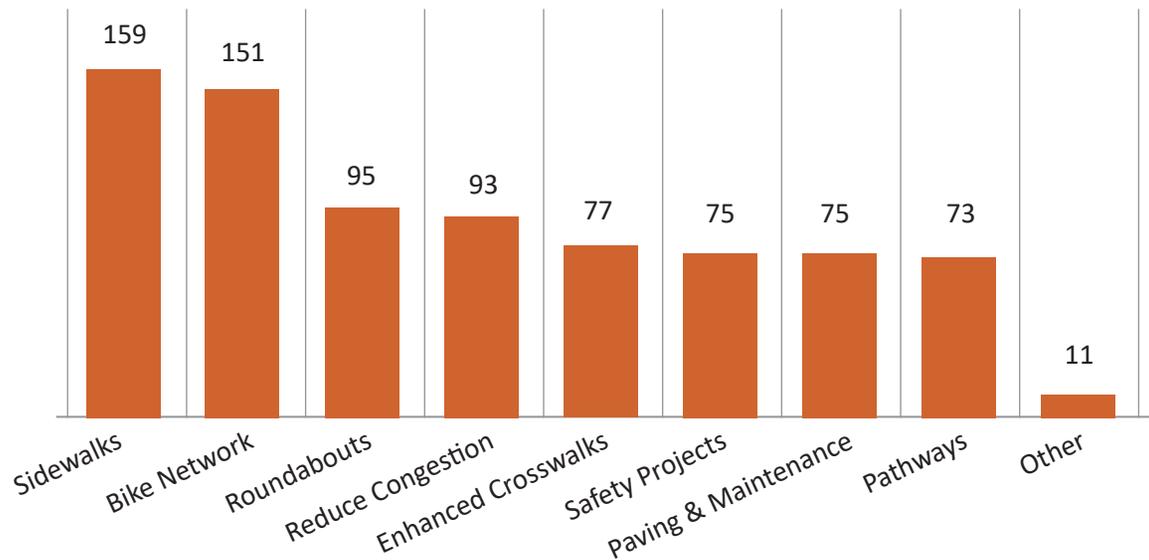
We periodically update the list of streets that are slated for resurfacing, as pavement conditions change. Because the projects change regularly, we are only showing six years' worth of resurfacing projects in this plan.



Public Input

In the second story map survey, we asked the public “If we found new funding, what should we spend it on?” Respondents could choose up to three topics. Sidewalks and the bike network were the top priorities for funding, as shown on this graph.

If we found new funding, what should we spend it on?



Potential New Revenue Sources

There is a range of new revenue sources we could explore in order to build the transportation system this plan indicates we need. None of these sources is simple to implement, and many require voter approval. It will take some time to evaluate them, and policy makers will need to weigh transportation needs against other needs within the City. The potential new revenue sources follow.

Private Utility Tax



A one percent increase to the tax on private utilities, such as phones, gas, and electricity, could be implemented with voter approval. Cable TV taxes could be raised without a vote, but that single tax raises less revenue than the others, and it is expected to decline over time as fewer people use cable.

City Public Utility Tax



The tax on City utilities for drinking water, storm water, wastewater, and waste resources could be increased by one percent. The current tax rate is 11.5 percent, which is relatively high. Public utility taxes provide a stable revenue stream, because the price and the use of utilities does not vary much. Currently, none of the City utility tax revenue is dedicated to transportation infrastructure.

Property Tax Increase



With a few minor exceptions, we cannot increase property taxes by more than one percent annually over what was collected the previous year without voter approval, due to state law. Historically, Olympia has levied this one percent increase each year to support general City operating costs. Going above the one percent increase would require voter approval.

Olympia voters recently approved two proposals to increase property taxes: one was to establish a Metropolitan Park District, and the other was to pay for an increase in public safety services. A voter-approved property tax increase is a potential source of additional transportation revenue.

Transportation Benefit District – Sales Tax



Transportation Benefit Districts are independent taxing districts authorized to impose fees or taxes for transportation purposes. Olympia established a TBD in 2008 that assessed a license fee per vehicle. We have used the revenue from this fee for street repair and maintenance.

As an alternative funding source, Olympia voters could approve up to a 0.2 percent increase in the local sales and use tax, which could be in effect for 10 years and would need to be reauthorized by voters. The benefit of a sales tax increase is that non-residents who shop in Olympia would help pay for street maintenance.

Local Improvement District



A Local Improvement District (LID) is a way to finance needed capital improvements in an area by forming a special assessment district. The district could be a subsection of the city, or it could include the properties along a street that has been improved with, for example, sidewalks and street trees. A LID allows for improvements to be financed and paid for over a period of time. The City assesses the property owners in the area, based on the benefits to each property.

To establish a LID requires a vote of the affected property owners. LIDs can raise substantial revenues, but they are complex to set up and administer, partially because they require a base assessment and a calculation of the expected benefit to each property. Olympia does not currently have any LIDs.

Commercial Parking Tax



Any publicly accessible parking lot that charges for parking could be subject to this tax. With a commercial parking tax, there is no limit on what rate can be charged. Typically, cities charge between 15-25%, which is in addition to sales tax. A common type of lot that could be taxed is a public parking lot where people can buy a daily or monthly permit.

Bonds



Bonds are a way to finance capital projects. Their debt service can span decades. Bonds can be either general obligation bonds (both voted and non-voted) or revenue bonds. Revenue bonds are generally used to finance utility projects, and debt service is paid by utility rates.

General obligation bonds are a common way to fund transportation projects. General obligation bonds can be issued in two ways: one is voters can approve bonds with a property tax increase to pay the debt service, and the other is the City Council issues them and obligates the City to pay them back with general fund revenue. As of 2019, based on the assessed value of property in Olympia, the City has a maximum combined debt limit capacity of about \$535 million for both voted and non-voted general obligation debt. Olympia is currently paying debt service on outstanding debt of about \$70.5 million, which leaves capacity of about \$464.5 million for both voted and non-voted general obligation bonds.

Gas Tax

The State of Washington collects a gas tax on each gallon of gas or diesel sold. Once collected, the revenue is distributed to cities and counties, based on population. Gas tax revenue can only be used for transportation purposes: operations, maintenance, and capital projects. Revenue generated by gas taxes has leveled off over the past several years. Despite a rising state population, people are using more electric or fuel-efficient vehicles. While this is not a funding source the City can implement; City policy makers and the public could communicate to state policy makers the need to increase the gas tax or to develop an equivalent fee system, such as a road user fee or tax on vehicle miles traveled.



Summary

What we can build over 20 years with our current level of revenue represents a small portion of what is needed on our street system, based on the targets this plan defines. The targets are strategic and do not prescribe every type of facility for every street. For example, the pedestrian-related targets focus on making just major streets more accessible and safer for pedestrians. Of the over 1,600 intersections in the city, we have identified 52 as needing a roundabout or traffic signal. Also, not every piece of our street system has a clear target. For example, the need for safety projects will be ongoing.

The public has indicated that sidewalks and the bike network are the top priority for new revenue. We will not be able to make progress on the low-stress bike network at our current revenue levels. All of the funding for bicycle facilities in this analysis is directed toward bike corridors. To build many of the enhanced bike lanes in this plan will require widening streets, which is costly. If we just rely on resurfacing or reconstruction projects to build enhanced bike lanes, progress will be slow, and the results will be disconnected.

We have pulled in safety projects from the *Street Safety Plan*, which is a new and more comprehensive approach to addressing safety than we used in the past. Additional funding for safety projects is one of the many funding decisions we will need to make.

Funding street resurfacing is a priority. To prevent a backlog of resurfacing projects, we may need to look for additional funding sources. If resurfacing projects get delayed too long, the streets could deteriorate to the point that they will need full reconstruction in the future, which is costly.

The City does not currently fund transit projects. These projects will be jointly pursued with Intercity Transit, and they will likely need to draw on grant funding. We may implement some transit projects through street resurfacing by reconfiguring lanes.

As additional revenue sources are developed, we can begin to fill the funding gap identified in this plan. Should we have additional revenue in the future, we can consider doing more to improve our street system. For example, we can build more sidewalks on more streets or more low-stress bicycle routes.

Chapter 6: Concurrency and Impact Fees

The Washington State Growth Management Act (GMA) requires that cities plan for growth. The GMA provides two tools to help cities respond to increased demand on the transportation system caused by growth: concurrency and impact fees. This TMP and the long-term project lists it contains positions the City to update both our transportation concurrency and impact fee programs.

Concurrency

The GMA requires the City to plan for its share of growth by developing a transportation concurrency program. The term concurrency means that as the city grows, the transportation system must be expanded concurrent – or roughly at the same time – with that growth.

Our concurrency program evaluates the commercial and residential growth that we expect in our city. Then we estimate the number of new trips on our streets that will happen because of the growth. We must address the impacts of the new trips associated with the growth by building transportation improvements. Our concurrency program is a commitment to build 20-years' worth of

transportation projects to help serve that growth. These projects add capacity to our transportation system and accommodate new trips.

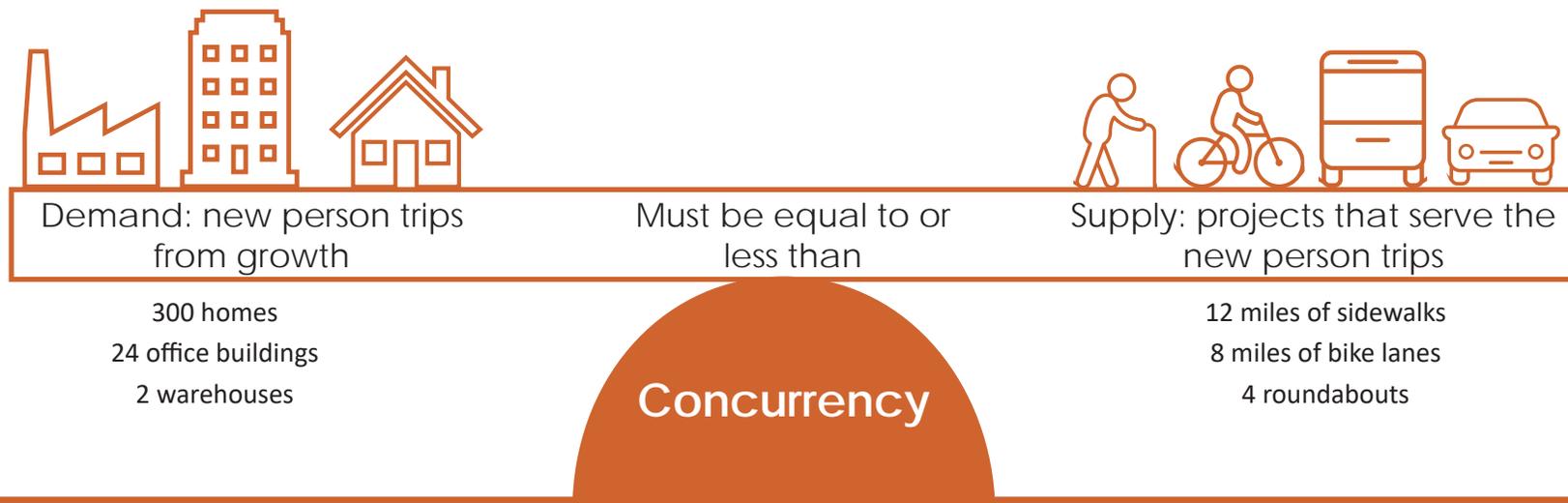
The goal of our comprehensive plan and this TMP is that, as more people live and work in Olympia, people will make fewer trips by car and more trips by walking, biking and transit. For decades we have invested heavily in the auto transportation network. As the city matures, it is more cost effective, environmentally sound, and equitable to improve the street system for other ways of getting around.

Transportation concurrency projects will increase the capacity of our street system by adding bike, pedestrian, and transit improvements, in addition to improvements for cars and trucks. This is how we will accommodate the trips from new development.

This concurrency program functions like a ledger, where new supply stays in balance with new demand. Supply is capacity on our streets, and demand is the new trips on our streets from new development. We refer to the demand on our system as “person trips.” These are

trips made by any mode of travel – walking, biking, driving, riding in a car, or transit. We add new supply to accommodate these new person trips by constructing concurrency projects. Those projects are shown in the table on the following page.

As this illustration describes, we will build projects or "supply" to keep pace with the growth of person trips or "demand" on our street system.



Impact Fees

Impact fees are a tool that cities can use to help fund the new infrastructure they need because of growth. As new development occurs, the city can charge the developer impact fees to help improve parks, schools, and transportation. The projects built with transportation impact fees must be capital projects that expand the capacity of our street system. The projects do not have to be in the concurrency program, but they often are.

The City charges transportation impact fees for a range of land use categories: single-family homes, retail businesses, and offices, for example. We use a methodology to determine how many trips different land uses are likely to generate, based on national research and data. A retail store generates more trips than a single-family home, for example.

The City identifies capital projects that are eligible to be funded by impact fees for a 20-year time period. The size of the list of projects reflects the growth we anticipate. We determine the portion of the project cost that can be paid by impact fees (grants and other City funds are also used to fund these projects.) We develop a fee for each land use type by using the total eligible project costs and number and type of trips that are expected with new growth.

The revenues from impact fees depend on the amount and type of new development we have. Since the pace of development fluctuates, revenues from one year to the next will vary. We will update the impact fee program approximately every six years. That will be an opportunity to change the program to reflect the most current growth estimates. With that update, we will remove projects that have been built and may add new projects, depending on growth projections.



The table below shows all the projects that will be partially funded by impact fees, and the subset of projects that are also in the concurrency program. With the exception of some sidewalk projects, all concurrency projects will be funded by at least some impact fees. All the projects are drawn from this TMP and can be found in Chapters 4 or 9. The projects were generally selected because they are a priority in the TMP, add capacity for multiple modes, and because they are dispersed geographically throughout the city.

Project	Impact Fee Program	Concurrency Program
Fones Road from Pacific Avenue to 18th Avenue	●	●
US 101/West Olympia Access Project Design	●	●
Martin Way from Boulevard to Lilly	●	●
Mottman Road	●	●
Wiggins/Herman Intersection	●	●
North/Cain Intersection	●	●
Debt finance on earlier projects	●	
Bike corridors (9 miles for impact fees; 4 miles for concurrency)	●	●
Isthmus Multimodal improvements	●	
Eastside/22nd Avenue from Boulevard Road to Union Avenue sidewalks and enhanced bike lanes	●	
Division Street from 26th Ave to Conger Ave sidewalks and enhanced bike lanes	●	
Roundabout (3-5 projects)	●	
Sidewalks (4 miles)		●

Chapter 7: Future Policy Considerations

Introduction

The following are transportation policy issues that need further evaluation. Some are emerging issues that we need to monitor, and others are ongoing but need greater emphasis or attention. Addressing these will take staff time to evaluate, and they may require decisions from the City Council. In some cases, we will need to develop work program items, so that staff can dedicate the time needed to explore the issues further.

New Technology

We are on the cusp of some new technologies that have the potential to disrupt our transportation system. The last time the American transportation system faced this kind of disruption was in the 1920s, when mass-produced automobiles became common and accessible for middle-class Americans to buy.

The response to the advent of the automobile was reactive. We quickly reshaped cities to accommodate cars, often at the expense of human health and the environment. The lesson from this example is we need to be proactive in preparing for the new technologies on the horizon. If we are going to achieve the goals of a more walkable, bikeable, and transit-friendly city, we will need to evaluate the new technologies through the lens of whether they move us closer to or farther away from that goal.

Ride hail services (transportation network companies)

Two ride hail companies currently operate in Thurston County, as well as some traditional taxi services. A ride hail service is typically based on a phone app people can use to contract a ride, such as with Uber or Lyft. So far, no ride hail company has been profitable¹, and the long-term viability of ride hail companies is questionable. Given that the biggest operating expense for ride hail companies is the labor of the drivers, the future viability of ride hail companies may depend on the advent of autonomous vehicles.

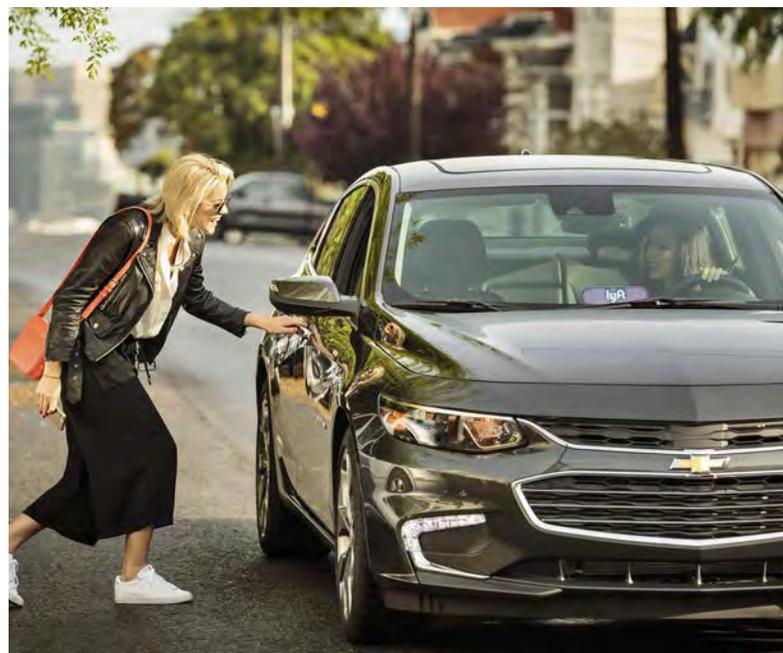
We believe that the use of ride hail services in Olympia is minor at this point, because our market is small. In reviewing data from large American cities, we found that widespread use of ride hailing services may result in:

- Fewer trips taken by transit
- Increased vehicle miles traveled on the transportation system, as ride hail drivers cover the distance from one customer to the next
- Pressure for curb space to be used as pick-up and drop-off zones, sometimes resulting in blocked bike lanes, travel lanes, or sight distances at corners
- Greater flexibility for people who do not have access to a car
- More responsive service than traditional taxis

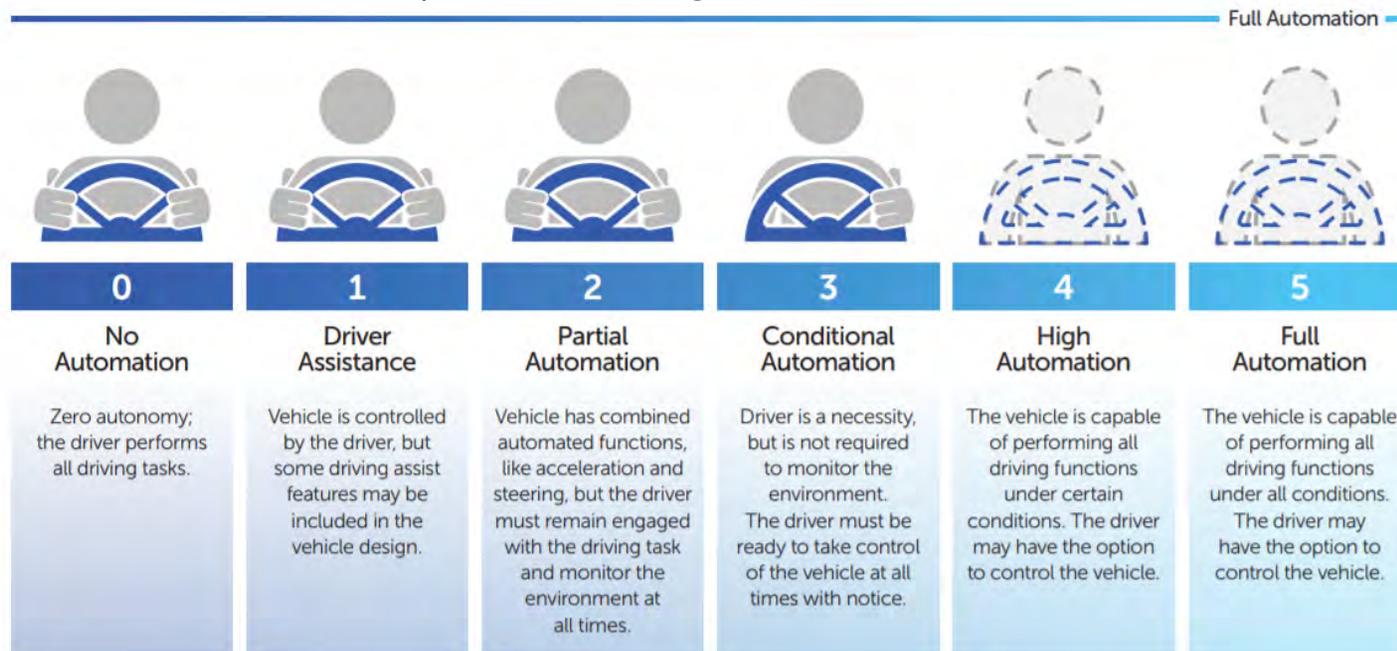
Ride hail services can be a lifeline to some people. Some possible actions the City could consider include:

- Requiring ride hail companies to share anonymized data with the City about how their services are being used, so that we can better plan for them

- Requiring that ride hail companies have vehicles that people with disabilities can ride in
- Looking for ways to disincentivize trips made without passengers
- Reviewing the need for passenger load/unload zones in high-use places
- Prohibit ride hail services from collecting and selling personally identifiable data
- Exploring a partnership with ride hail companies to cover the first/last mile between bus stops and people's destinations, as Olympia's density increases



Society of Automotive Engineers - Automation Levels



Source: National Highway Traffic Safety Administration. (2017, September). Automated Driving Systems 2.0: A Vision for Safety. Retrieved from [nhtsa.gov: https://www.nhtsa.gov/sites/nhtsa.dot.gov/files/documents/13069a-ads2.0_090617_v9a_tag.pdf](https://www.nhtsa.gov/sites/nhtsa.dot.gov/files/documents/13069a-ads2.0_090617_v9a_tag.pdf)

Autonomous vehicles

The shift to autonomous vehicles (AV) will be gradual and is already underway. There is a continuum of AVs, from no automation to full automation that requires no human driver.

Many new cars currently have features of Level 1 automation, such as lane departure warnings, adaptive cruise control, automatic braking, and collision alert systems. Other cars have Level 2 and Level 3 technology, a type of partial automation, which allows the car to operate all aspects of driving under some circumstances, with a human driver present to intervene.

Level 2 and Level 3 systems may pose serious safety risks, because they can lull drivers into complacency. News stories have reported several tragic fatalities involving cars with Level 2 or 3 systems. This follows a similar pattern seen when the airline industry moved toward automation. When commercial jet airplanes were in a similar stage of partial automation, at times pilots were not fully engaged, which resulted in some tragic and avoidable crashes.

Fully human-controlled vehicles may also pose serious safety risks, as about 94% of serious crashes nationally² are considered to have human error as a contributing factor, resulting in 36,120 people losing their lives in 2019³. A transportation system with mostly Level 4 and 5 vehicles will likely be a safer transportation system than today's, and a transportation system with mostly Level 3 vehicles may be safer.

As Level 4 vehicles become more feasible, they may be useful within discrete, pre-mapped areas. How these vehicles handle rain and snow, and whether they will recognize and avoid bicyclists and pedestrians, are a few known limiting factors to where they can be deployed.

We do not know the full impacts that AVs will have on the transportation system. A lot depends on how they will be regulated at the federal and state levels. Currently, the United States is taking a light touch with regulations affecting the development of AVs. Here in Washington, companies have broad latitude to test AV technology.

A lot also depends on whether people will own their own AVs or share them, perhaps

by paying into a subscription service. One likely impact as more level 4 vehicles enter the market will probably be less demand for parking. If people own their own AVs, we may also face much more traffic congestion as zero-occupancy vehicles clog the streets, circling the block while people run an errand, or heading home after dropping someone off at work. There may be pressure to convert on-street parking into additional travel lanes, or to prioritize getting as many vehicles as possible through the streets, instead of prioritizing pedestrian safety and convenience. In some distant future, if all AVs are fully autonomous and able to interact with each other, there may be greater efficiencies that compensate for the greater demand for street space. This possible scenario is likely a couple of generations into the future. For the life of this plan, we expect to see a mixture of vehicles on the street, possibly as high as Level 4.

AV technology is expensive and will significantly increase the cost of vehicles for the foreseeable future. Given the increased cost, we assume that AVs will be priced too high for most people to be able

to afford, likely for at least the first 20 or so years that they have entered the market. Unlike other types of technology, such as cell phones and computers, the time horizon to recover the investment costs of AV technology is measured in decades, not years⁴.

Since the highest cost for ride hail services is labor, the ride hail market seems likely to be the first industry to broadly adopt AV technology. In order to make ride hailing economically viable, it may shift to resemble a privatized version of a fixed-route bus system. This has implications for transit authorities. The City will continue to support Intercity Transit and the public fixed-route bus system.

While we do not know exactly what changes AVs will bring to our system, we do know what kind of city people want to live in: one in which it is easy to walk, ride a bike, or take the bus, whether it is an AV bus or one with a human operator. People want to live in a city where the street is a place to be, not pass through as quickly as possible.

One of the biggest challenges for AV technology comes in interactions with pedestrians and bicyclists. There may be pressure to remove pedestrians and bicyclists from the street and into separate spaces, to make it easier for Level 3 and Level 4 vehicles to operate. In Olympia, people walking and biking on local access, or neighborhood, streets will have to share the space with motor vehicles for the foreseeable future. We simply cannot build sidewalks and separated bike lanes on every street in the city. We are also working to make it easier for pedestrians and bicyclists to cross our major streets, by building more enhanced crosswalks and other features. AVs that cannot adjust for pedestrians and bicyclists will result in a city built around AVs, rather than a city built around the people who inhabit it.

Here are some possible actions we can pursue as more of the vehicles on our streets incorporate AV technology:

- Continue to monitor state and federal safety regulations and consider lobbying for more stringent ones if necessary, including regulations that mandate technology that recognizes and protects pedestrians and bicyclists
- Create a policy framework for reallocating on-street parking that prioritizes pedestrians, bicyclists, transit, green stormwater infrastructure, and placemaking over more vehicle lanes
- Develop a framework to ensure that people have equitable access to shared AVs, including ensuring equal service to all areas, enough vehicles to accommodate people with disabilities and their mobility aids, and that cost does not prevent people from making essential trips
- Require ride hail services using AV technology to share anonymized data with the City that includes travel patterns and safety incidents
- Prohibit ride hail services using AV technology from collecting and selling personally identifiable data
- Develop a cybersecurity plan that ensures signals and other City infrastructure cannot be hacked
- Create a policy framework to disincentivize zero-passenger trips
- Continue to work to diversify the local economy to minimize the impacts of decreased sales tax revenue from the sale of personal vehicles

Scooter and bike share

In larger cities, scooter and bike share systems have given people more options to move around. As with ride hail services, scooter and bike share have struggled with profitability⁵. The scooters and bikes are typically used for short trips, replace transit trips, and can go as fast as 20 mph, since most of them also have an electric motor.

The City may consider:

- Developing a permit process for scooter or bike share companies to operate in Olympia that would defray the cost of addressing scooters or bikes parked inappropriately
- Developing and enforcing policies prohibiting people riding scooters and bikes from going faster than pedestrians on sidewalks, particularly in the downtown
- Converting on-street car parking and city-owned off-street car parking spaces into scooter or bike parking spaces
- Ensuring that a certain percentage of the scooters or bikes are adapted to serve people with disabilities
- Requiring that scooters or bikes be provided equitably
- Requiring anonymized data on trip origins and destinations
- Prohibiting vendors from collecting and selling personally identifiable data



Source: pedbikeimages.org / KristenBrookshire

Drones

Drones, or small robots designed to either travel on the ground or fly in the air, can either be autonomous or operated remotely by a person. Both types are currently being tested and used in other cities.

It remains to be seen if there is enough market demand to support the expense of airborne drone delivery. Airborne drones are regulated by the Federal Aviation Administration. We assume the FAA will continue to work to ensure that they are operated safely. We do not know if FAA regulations will adequately address other concerns about drones, such as noise, pollution, or surveillance.

A lesser-known type of drone is one that can travel on the ground. Some companies in other cities have tested food delivery drones that travel on sidewalks.

In the future, the City may consider developing regulations for on-street drones to:

- Address how they interact with other users of the street, including pedestrians, bicyclists, and drivers
- Set speed limits, whether they are traveling on sidewalks, in bike lanes, or in a travel lane
- Ensure they do not become a barrier for people with disabilities



Online commerce

The increase in online commerce has changed our travel patterns. We now have many products delivered to us, rather than going out to buy them from a store.

Typically, having goods delivered results in fewer vehicle miles traveled on the transportation system than when people drive to buy those goods. The reason is delivery vehicles are more efficient⁶, because they are making several deliveries in an area. This means that the vehicle miles travelled per item are much lower.

While fewer vehicle miles traveled means less traffic congestion, the

increase in delivery vehicles could impact our ability to maintain the pavement on our streets. Heavier vehicles are harder on pavement. Since maintaining the pavement is very important for economic growth and public safety, developing a long-term funding strategy for addressing our street resurfacing needs is a priority.

Additionally, the long-term effects of the shift toward online commerce will impact several aspects of life that go beyond the scope of this plan, including the built environment, sales tax revenues, and the mix of businesses and services within our city.

Summary

We can only partially understand the ways in which new technologies will impact our transportation system. Ride-hail services, autonomous vehicles, changes to freight and transit, and increased digital access instead of being physically present at a location all will influence the future use of our streets.

The policies we shape around new technology will need to have people, rather than the technology, at their center. As pressures emerge to redesign our streets to serve new technologies, we will need to ensure streets are inviting and comfortable to the pedestrian, the most vulnerable user of our transportation system. We will also need to retain the value of streets as public spaces, vital to our community's sense of place.

There may also be resource implications. Whether we are managing curb space for transportation network companies, pavement markings for AVs, or parking for scooter share, our responses to new technology can put new pressures on our operating budget.

Street Safety

In 2019, the City developed its first [Street Safety Plan](#). The safety plan focuses on fatal and serious injury collisions, as well as all collisions involving people walking and biking. The increased emphasis on these types of collisions is appropriate, given the trends nationwide. Between 2008 and 2017, bike and pedestrian collisions increased by 32 percent in the US, a time when total traffic fatalities decreased by 0.8 percent⁷. In Olympia, between 2014 and 2018, collisions involving people walking and biking accounted for 45 percent of the fatal and serious injury collisions. This raises several safety issues for future policy consideration.

Impact speed and a pedestrian's risk of severe injury or death (Tefft 2011)



Source: Publication Small Town and Rural Multimodal Networks, U.S. Department of Transportation Federal Highway Administration, 2016, https://www.fhwa.dot.gov/environment/bicycle_pedestrian/publications/small_towns/fhwahep17024_lg.pdf

Speed limits

When a vehicle collides with a person walking or biking, their risk of serious injury or death significantly increases with the speed of that vehicle. As shown in the graphic above.

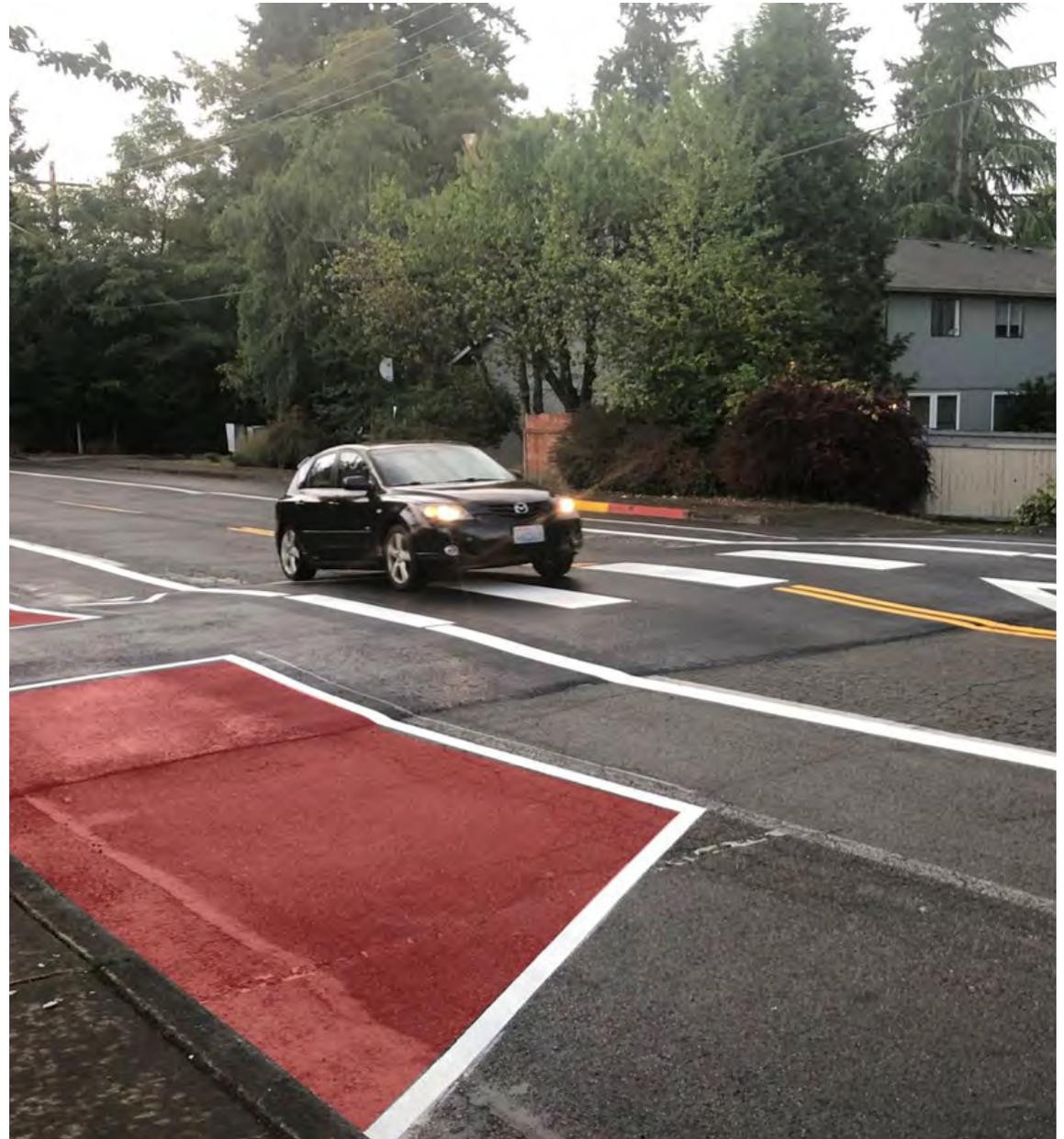
In order to promote safety for everyone, whether walking, biking, driving, or riding the bus, we should consider lowering the speed limits on some streets. This would require exploring a new methodology and policy basis for establishing speed limits.

Speed management program

The speed that a person feels most comfortable driving is often influenced by the design of the street, and the “friction” caused by roadside features such as trees, parking, or buildings. Traffic calming devices such as traffic circles, bulb-outs, chicanes, and raised intersections or crossings can help keep speeds at or below speed limits. When drivers are consistently exceeding the posted speed limit on a particular street, a program to add traffic calming devices can help manage the problem. To do this work, we would need to identify where we need speed management, develop a prioritization methodology to install traffic calming devices, and identify funding for a speed management program.

Automated traffic safety cameras

At least 11 cities in Washington have authorized the use of automated traffic safety cameras for red light and school speed zone enforcement. The State provides rules and guidance about operating these automated cameras. Automated infractions are processed in the same ways as parking infractions. Revenue generated from fines can be applied to speed management and other safety improvements, including those near schools.



Climate Change

Sea level rise

[The Olympia Sea Level Rise Response Plan](#) outlines how we plan to address the sea level rise we expect in the coming decades. While some sea level rise is inevitable at this point, it is still vitally important to reduce greenhouse gas emissions to prevent even worse effects of climate change. Decreasing vehicle miles travelled and increasing the percentage of electric vehicles is one way to do that.

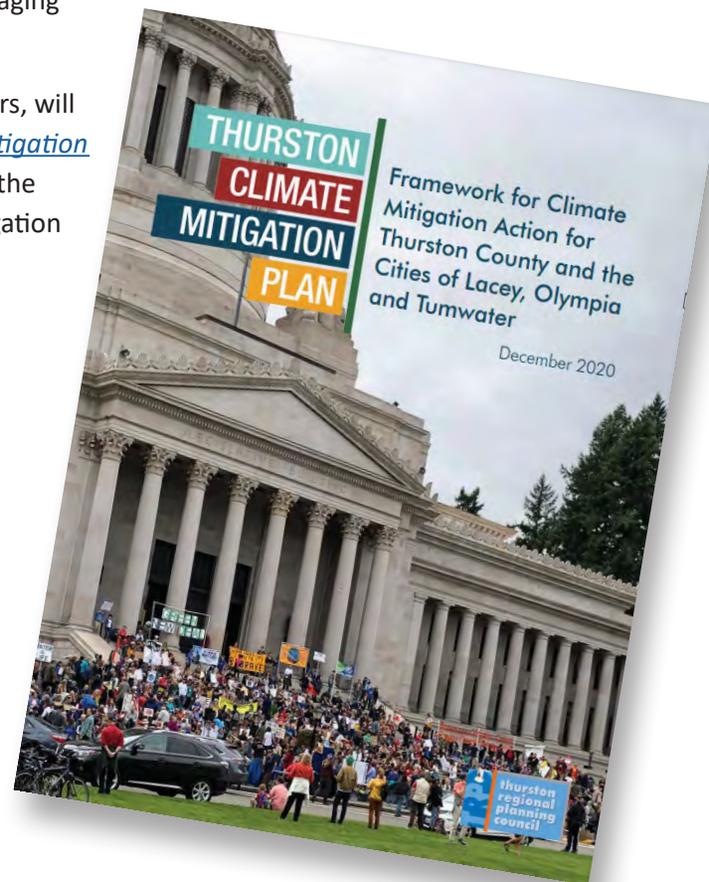
Some of the adaptations proposed in the response plan will impact the transportation system, whether it is raising some streets to serve as barriers to flooding or creating landscaped berms along the shoreline that might also serve as walking paths. We need to further integrate these proposed changes into the projects in this master plan.

Climate mitigation

Transportation-related emissions are the second-largest source of greenhouse gas emissions in Thurston County. One way to reduce greenhouse gas emissions is by making walking, biking, and transit

more safe and inviting, which this plan outlines. We will also need to do more to aggressively reduce greenhouse gas emissions, which could include travel demand management to reduce motor vehicle trips made in single-occupancy, internal-combustion cars, or encouraging the transition to electric vehicles.

Olympia, along with regional partners, will implement the [Thurston Climate Mitigation Plan](#). Chapter 2 of this TMP defines the regional goals described in the mitigation plan.





Electric vehicles

Widespread adoption of electric vehicles could have a big impact on reducing greenhouse gas emissions. The actions the City has taken to advance the use of electric vehicles include purchasing 11 electric vehicles in the City fleet and installing public electric charging stations at three City buildings: City Hall, the Lee Creighton Justice Center, and the Farmers Market.

The City also requires electric vehicle charging stations with many new developments, including multi-family housing and some commercial buildings.

The City may consider:

- Working in partnership with Puget Sound Energy and other entities to install more electric vehicle charging stations
- Reviewing regulations for opportunities to remove barriers for others to install charging stations in the public right-of-way
- Developing an incentive program to encourage private property owners to install charging stations
- Working with the state and Puget Sound Energy to ensure our electricity come from renewable sources
- Working with the state and regional partners to adopt a replacement for the motor vehicle fuel tax

The [Thurston Climate Mitigation Plan](#) includes a number of actions the City will take to encourage the use of electric vehicles. While electric vehicles reduce vehicle emissions, the continued use of single-occupancy vehicles will result in congestion, wear and tear on our streets, and have water quality impacts.

Land Use and Transportation Integration

As reflected in our comprehensive plan, one of the underlying principles of managing growth and preventing sprawl is to concentrate growth in urban areas. This takes development pressure off rural and wild lands, but it does mean allowing greater density in urban areas.

To meet the community's greenhouse gas and vehicle miles travelled reduction goals, land use development and transportation infrastructure must be strategically built together. For people to walk, bike and use transit, land development must be diverse, compact, and well-designed. Through zoning, site planning, and street layout and design, we will create places where people feel it makes the most sense to walk, bike, or use transit.

Urban Corridors

The Urban Corridors planning concept integrates land use and transportation along our arterials with higher-frequency transit. See the [comprehensive plan Transportation Corridors map](#). Along these corridors, we expect more intensive development, to increase the area's vitality and make better use of our transit and street system. "High Density Corridor" zoning along these corridors allows a greater density and mix of land uses. See the [comprehensive plan Future Land Use map](#). Over time, these places will become more attractive to shop, live, and work. The goal is that more people can live near these corridors and walk or bike to more services they need, or they can easily take the bus to places farther away.

Future work is needed to increase density along these corridors. The City could continue to expand incentives to support attractive, human-scale design when sites along these corridors redevelop. Strategic land use actions could influence an increase in trips by walking, biking, and transit. Conversely, improving streets with sidewalks, safe crossings, and bicycle facilities can draw denser developments to these areas.

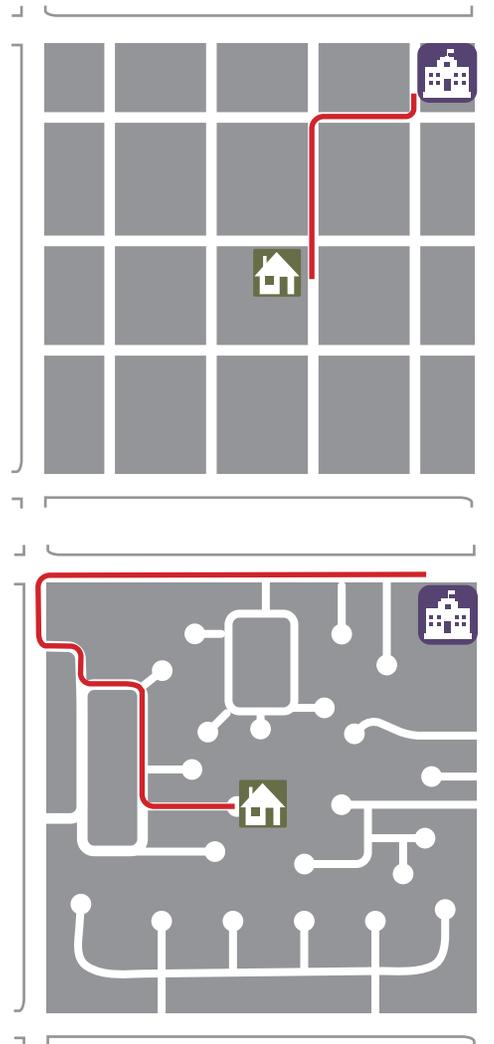


Street connections

On the surface, connecting streets may seem inconsistent with policies to make it easier to walk and bike. Intuitively, it seems that a new street gives cars another place to go, creates more impervious surfaces, and seems contrary to the City's goals around climate mitigation. However, connecting up our street grid actually advances those policies in several ways. A well-connected street grid means:

- Short, direct routes for all users
- People can easily walk, bike, and access transit
- More efficient access for emergency vehicles and other services
- More route options during construction or street closures
- Reduced need to widen roads and intersections, because there are more streets that have lower volumes
- Narrower streets with fewer lanes, which minimizes vehicle speeds
- Smaller intersections, which are easier for bicyclists, pedestrians, and motorists to navigate
- Reduced vehicle miles travelled by motor vehicles, due to more direct routes, which also reduces pollution

This figure demonstrates how a well-connected street grid allows for shorter trips.



Currently, street connections are primarily built by private developers to link to adjacent developments. The comprehensive plan proposes street connections in both residential and commercial areas throughout the city. People have opposed street connections in residential areas, and many street connections that were called for by comprehensive plan policy, and required by code, have been dismissed.

We need to do future work on street connections, which could include:

- Exploring the use of capital funds to build street connections
- Emphasizing street connections in commercial areas, in order to make progress in connecting up the grid
- Evaluating City-owned property for opportunities to build street connections
- Surveying public attitudes about street connections
- Developing an educational strategy about the importance of connecting up the grid
- Revising comprehensive plan policy and development codes to reflect a more proactive approach to street connections

Equity

In the online story map we shared with the public in fall 2018, we asked some open-ended questions. Many people responded to those questions by telling us they wanted to see a more equitable transportation system.

In many ways, our current transportation system reflects long-standing inequalities. During the 20th century, when much of our street system was built, people thought that cars would be the way people of the future would get around. We are the people of the future, and we now see the wide range of detrimental effects the car has had, environmentally and socially. Our challenge is retrofitting a transportation system built around cars to be safer and more inviting to people walking, biking, and taking the bus. This is an even bigger challenge, because the majority of people in Olympia drive most places. Yet the public outreach we did for this plan shows very clearly that people see the value in investing in other ways to get around.

Therefore, the first layer of inequality in a transportation system could be viewed as *modal inequity*, or the historic investment in one mode of transportation, motor

vehicles, without making equivalent investments in others. The projects in this plan aim to address this by:

- Building more infrastructure for people walking, biking, and taking the bus
- Keeping travel lanes for cars at a minimum, by building roundabouts and connecting our street grid

Modal inequity often reflects a deeper *social inequity* in our culture. For example, people who cannot afford a car have no choice but to walk, bike, or take the bus. Many people with disabilities are unable to drive. Children under 16 do not drive and often lack the judgment to safely negotiate a transportation system that prioritizes cars. Some seniors find they need to stop driving and find their mobility – and often quality of life – curtailed.

People who do not drive face limited mobility, which often translates to limited opportunities, whether those opportunities are jobs, social connections, getting to services, or enjoying the freedom of going where you want to go, when you want to go.



Source:kuow.org | credit: NW News Network

For those who do walk, bike, and take the bus, the experience of being outside a car can be different, depending on gender, gender conformity, race, ethnicity, sensory processing, and other factors. While we, the authors of this plan, are focused on solving the problem of insufficient infrastructure, we acknowledge there are complexities beyond infrastructure that impact people's experiences and how they get around.

The way we are distributed geographically also reflects inequities in our built environment. We can call this *spatial inequity*. The story of spatial inequity in our region is one we are only just beginning to understand. Because of historic zoning laws, where we work, where we live, where we shop, where we go to school, and where we worship are in different areas of the city. This requires us to travel longer distances, making it harder to walk, bike, or take the bus. The Urban Corridor zoning mentioned earlier is a strategy to bring housing closer to jobs and services. It can also allow trips to be shorter and more easily made by walking, biking, or transit.

Continuing to support high-frequency transit along Olympia's Urban Corridors is one way Olympia can support access to employment for the whole region. However, the Thurston region will need to have an in-depth policy discussion to address the racial inequalities we have inherited from previous generations, and which may be embedded into some of our current land use patterns. We look forward to supporting the Thurston Regional Planning Council's effort to develop an Environmental Justice and Social Equity in Transportation Planning and Project Selection strategy when it is funded.

Spatial inequity also has a gendered aspect. To date, the transportation patterns and needs of trans or non-binary people have not been studied. Most of the research about gender and transportation has focused on how cis-gendered women's travel patterns are typically different from cis-gendered men's. In general, women:

- Do more trip-chaining, or stop at multiple locations⁸
- Drive other people places, such as to school, medical appointments, or shopping⁹
- Ride bicycles less¹⁰
- Are more likely to report feeling unsafe while walking¹¹, biking¹², and riding the bus¹³

Since the focus of this plan is building infrastructure, we took into account destinations that women are more likely to travel to than men, such as schools, grocery stores, and medical offices¹⁴. We used transit routes and stops to determine where supportive infrastructure, such as sidewalks, enhanced crosswalks, and curb ramps should go.

We know that one reason women ride bicycles less than men is they tend to have a higher sensitivity to traffic stress,

or interacting with motor vehicles. That is one of the reasons why we are proposing a low-stress bike network, which will have a network of separated bicycle lanes, bike corridors, trails, and pathways to help people navigate the city by bike. When planning the network, not only did we focus on spacing these facilities every half mile, so that no one would be farther than a quarter mile from one, but we also worked to link them to the same destinations we know women travel to more frequently.

Future work is needed to:

- Continue to learn about who in our community has physical, social, cognitive or economic challenges to mobility
- Identify sub-areas where there is a high proportion of barriers to walking, biking, or riding the bus, and people living with mobility challenges
- Remove barriers so that people can safely walk, bike, and ride the bus on our streets

Advisory Committee Involvement in Transportation

Since 1992, formal community involvement in transportation policy has been facilitated in part through the Bicycle and Pedestrian Advisory Committee (BPAC). The BPAC provides policy and programmatic recommendations to the City Council based on a work plan approved annually by the Council.

Since 1992, Public Works Transportation Planning and Engineering has evolved to better integrate walking and biking into the design of the street system. Increasingly, we find that we need to plan for all modes of transportation in an integrated manner, as decisions about one mode inevitably affect the others.

Future work is needed to explore whether a Transportation Advisory Committee, advising on a full range of transportation policy, would better serve the City Council.



Transportation Demand Management (TDM)

Transportation demand management is a set of tools designed to more efficiently use the transportation system we have before making costly expansions to it. TDM is designed to address motor vehicle trips, since those are the most costly trips for the public to support. TDM often results in fewer motor vehicle trips, which means:

- Less congestion
- Less pollution in the air and water
- Fewer greenhouse gas emissions
- Less pressure to widen streets
- Less wear and tear on our streets
- Safer streets, as fewer vehicle trips means fewer traffic collisions
- A healthier population, due to better air and water quality
- A more active population when people walk, bike, or take the bus (taking the bus also typically means walking to and from the bus stop)
- Lower development costs, since parking typically makes up about 20% of the cost of a project

The [Regional Transportation Plan](#) and the [Olympia Comprehensive Plan](#) both call for TDM programs and policies. Additionally, the state's [Commute Trip Reduction Act](#) requires Olympia to work with large employers to reduce drive-alone commute trips and vehicle miles travelled. In the past, we have focused TDM programs on the downtown and Capitol Campus, our largest employment centers. Strong TDM programs and policies at worksites can offset the need for costly street improvements to relieve peak hour congestion.

The City may consider expanding TDM efforts, including:

- To other employment centers beyond the Capitol Campus and downtown, such as the Capital Mall area and around Lilly Road
- Increasing parking management on public streets in employment hubs and encouraging parking management programs at large worksites
- Continue to encourage employers to provide incentives for employees to walk, bike, or take the bus, such as cash or prizes

- Working with the Olympia Downtown Alliance to provide incentives to walk, bike, or ride the bus to jobs downtown
- Partnering to expand school-based programs to encourage students to walk, bike, or ride the bus
- Encouraging staggered or flexible start and stop times at schools and worksites to reduce congestion
- Reduced parking requirements, especially for new development in areas with frequent transit service
- Building more infrastructure to support walking, biking, and taking the bus
- Encouraging telework

Parking Management

Olympia’s [Parking Strategy](#) outlines the City’s approach to managing parking downtown. Some of the strategy’s goals include supporting local businesses, new housing, and creating active streets.

Managing parking is complex and requires balancing many competing needs. In the downtown, the City manages the on-street parking and three off-street parking lots. To support the local businesses, short-term parking is provided for customers. Long-term parking serves employees.

Parking management is one of the most effective transportation demand management tools, and it is one way to reduce drive-alone commute trips. When the *Parking Strategy* is updated, changes to the cost and supply of employee parking could be considered. This could help align the strategy with the City’s goals of reducing emissions and vehicle miles traveled. In addition, a reduction in commute trips will help us minimize the growth in traffic congestion downtown, which impacts downtown’s vitality.

Currently, the City offers downtown employees either monthly parking passes

for leased lots or monthly permits to park at nine-hour meters. The monthly leases and permits are less expensive than parking at a nine-hour meter and paying for a day’s worth of parking. To pay at a nine-hour meter is \$6.75 per day. A monthly leased lot pass or nine-hour meter permit equates to \$1.25 to \$3.50 per day.

This difference in parking costs creates a financial incentive to buy a parking pass for the month instead of paying for parking as you use it each day. Once monthly parking is paid for, there is no incentive for a downtown employee to do anything but drive to work. Eliminating monthly payment systems and managing long term parking so that it is paid on a daily basis would increase the incentive to ride the bus, carpool, walk, or bike on any given day.

The City has already begun efforts in this direction. Paying for parking each day is more convenient with the new pay-by-phone system, which also means users do not need exact change to pay. The City has also begun converting portions of its parking lots into hourly parking.

This is now possible, because the pay-by-phone system does not require the costly installation of parking meters.

To better support transportation goals, here are the changes the City may consider to parking management downtown:

- Gradually increasing the cost of permits and leased lot passes, so they are the same cost as daily parking
- Continue phasing in nine-hour metered parking into City parking lots, so that more people are paying on a daily basis
- Eliminate monthly meter permits and leased lot passes
- Eliminating discounts on permits or passes to employees of large worksites downtown



Online Work

In response to the COVID-19 pandemic, many more people suddenly began teleworking, which decreased traffic volumes on our streets. We assume that, post-COVID-19, many people will continue to telework more than they did before the pandemic. Since state agencies on the Capitol Campus are Olympia's largest employers, continued support for teleworking for state agency workers can significantly reduce traffic congestion on our streets, especially during morning and evening peak hours.

Should a reduction in commute trips continue after the pandemic, the City may consider reallocating space on some streets from vehicles to other uses, such as wider sidewalks, bike lanes, green stormwater infrastructure, or placemaking.

Freight

Freight movement is crucial to our economy.

Investments made by previous generations have left us a strong freight network that we will continue to maintain.

Truck Routes are designated in the Olympia Municipal Code, 10.48. Trucks currently make up about 6.9 percent of all traffic on our arterials. We take into account large vehicle movements when designing arterials and major collectors, particularly at intersections. In places where we are considering adding bicycle lanes on truck routes, we will try to build enhanced bike lanes, which will increase the separation between cyclists and large trucks.

Two rail lines move freight through Olympia: one that goes to the Port of Olympia and another that goes to the Mottman Industrial Park. The *Regional Transportation Plan* states the region will support an increase to the amount of freight that is moved by rail for efficiency and safety, among other reasons. Should the rail lines be decommissioned, converting them into pedestrian and bicycle trails or other uses could be evaluated.

Some changes we may see in freight mobility in the next 20 years include: shifts to smaller vehicles for urban deliveries, a faster changeover to automated vehicle technology than in the general fleet, and increased demand for loading docks, curb space, and other delivery space to respond to larger changes in the retail sector.

The City may consider:

- Coordinating with the Port of Olympia and private businesses to consider shifting the schedules of log truck deliveries to times of the day when they would have less interaction with other users of the streets
- Incentivizing deliveries at certain times of the day, if delivery traffic leads to significant traffic congestion
- Implementing a curb space management program to balance delivery needs against other demands at the curb
- Updating code language about truck routes to reflect current and future freight needs





Sidewalk Repair

Many of Olympia's sidewalks are several decades – in some cases, even a century – old, and they are showing signs of wear. In other places, newer sidewalk panels are being lifted by street tree roots. We have changed our standards to reduce the likelihood that street trees will damage new sidewalks, but the backlog of needed repairs is significant.

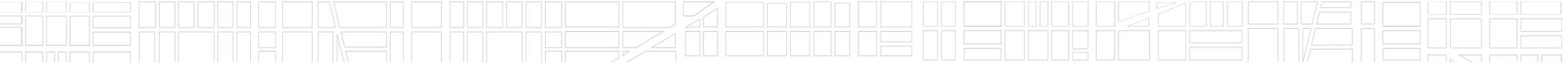
Sidewalk repair is currently the responsibility of the adjacent property owner (OMC 12.36.010). On certain designated arterials and in the downtown, where there is more pedestrian traffic, the City repairs sidewalks as resources allow. See Chapter 8 for more about City sidewalk repair work.

Some property owners are either not aware of or not willing to comply with the code that requires them to maintain sidewalks. For some property owners, sidewalk maintenance can be a large financial burden. While the code requires property owners to make sidewalk repairs, it is not enforced routinely. In cases where it is clear that the damage was caused by a property owner's actions (parking large vehicles on a sidewalk, for example), code enforcement is used. Some homeowners associations will repair sidewalks within their boundaries.

Sidewalk damage can make it difficult for people with physical limitations or using walking aids to get around. Sidewalk damage is consistently raised as a concern by residents and business owners. Future work is needed to explore new policy approaches to sidewalk repair.

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Chapter 8: Maintenance and Operations Review

Introduction

Our transportation system is more than the new improvements we build out of asphalt and concrete. Once a project gets built, it needs to be maintained and operated. This chapter reviews the maintenance and operations of our transportation system, describes our current practices, how we establish priorities, and how we make decisions.

This review does not cover every aspect of transportation operations and maintenance. It focuses on more significant and challenging areas of work, and it presents opportunities for improvement. Rather than making recommendations, the statements in this section can inform future decisions by staff and policy makers.

Background

The City operates and maintains 526 lane miles of street. “Lane mile” includes all the lanes in our street system. For example, one mile

of a four-lane street is four lane miles. Each mile of street surface must be maintained, along with the associated markings, signs and streetlights. The lane miles of street increase as new streets are built, as streets are widened for more lanes, or as parts of the Urban Growth Area are added, or “annexed,” into the City.

The City’s Street Operations Program in Public Works maintains street surfaces, City-owned rights-of-way, and selected sidewalks and pathways. The Street Operations Program has 11.5 staff members and an annual budget of \$2.4 million for staff, materials, and equipment.

The City’s Traffic Operations Program in Public Works maintains over 12,000 signs, 7,000 markings, 96 signals, 39 crossing beacons systems, 46 school zone beacons, and over 2,500 streetlights. This program has 8.5 staff members and an annual budget of \$2.1 million.

These staffing and funding levels have remained relatively constant in recent years. As the City annexes new areas, these staff levels and resources should be evaluated. Asset management programs will help quantify future staff and resource needs.

Asset Management

An asset management program is a way to systematically plan for the maintenance of assets. It provides predictability in scheduling and funding. The steps to build an asset management program include: inventorying the assets, rating their condition, determining repair and replacement schedules, and providing adequate funding for it.

The City has an asset management program for street pavement, and we are developing programs for street lighting, signals, signs, and markings. Asset management programs could also be developed for alleys, pathways, and street trees.



Public Requests

Public requests tell us the concerns people have about the operations and maintenance of our street system. In 2019, some of those concerns were:

- **Vegetation**
The greatest number of calls or emails we received had to do with trees or shrubs blocking sidewalks, bike lanes, intersections, signs, lights, or signals.
- **Speeding**
We heard many concerns about speeding and received several requests for traffic calming.
- **Crosswalks**
Some people requested new crosswalks, while others asked for improving the safety of existing crosswalks.
- **Sidewalks**
We get regular requests to maintain sidewalks. Sidewalk repair is currently the responsibility of the adjacent property owner.
- **Lights not working**
We get reports of streetlights, crosswalk beacons, and traffic signals that are not working.
- **Parking**
Neighborhood parking concerns include blocked driveways, crosswalks, sidewalks, and bike lanes.

Review of Maintenance Practices and Operational Procedures

Sweeping

Current practice

The City has one street sweeper that rotates through out the City. The typical sweeping schedule is downtown streets, twice a week; arterials and streets with bike lanes, every other week; residential streets, one to two times a year. The Chehalis Western Trail is cleared by Thurston County. The Karen Fraser Woodland Trail is cleared by the City's Parks Department. The surface of the I-5 Bike Trail is maintained by the City's Street Operations Program, which also clears pathways as needed.

Issue

More routine sweeping would keep debris from entering the stormwater system and our waterways. More sweeping of bike lanes would improve bicycling, since bicycle tires are vulnerable to puncture from glass or other debris that gets blown into bike lanes from passing vehicles. More sweeping in neighborhoods would improve aesthetics. Routine sweeping of pathways would benefit people walking and biking.

Future considerations

The City's Stormwater Utility has received a grant to enhance our sweeping operations for five years starting in 2021. The grant includes the purchase of a second sweeper. This will allow us to sweep more frequently and remove more fine debris from our streets before it enters the stormwater system and our waterways.



On-going funding will be needed to address stormwater and other sweeping needs. In the future, we will also need a new, smaller sweeper, and potentially more staff, in order to sweep enhanced bike lanes.



Sidewalk Repair

Current practice

Sidewalk repair is currently the responsibility of the adjacent property owner (OMC 12.36.010). On certain designated arterials and in the downtown, where there is more pedestrian traffic, the City repairs sidewalks. These streets generally correspond with the streets where the City has agreed to maintain the street trees.

Issues

The City repairs sidewalks using \$11,000-\$20,000 in operations funds and grants. While this approach has been effective in addressing three to six sites of repair per year on designated arterials and downtown, the need for repair far exceeds the time and resources of City crews.

Future considerations

We could explore a new approach for sidewalk repair, including additional funding. With increased funding, we could implement a more formal process to inventory, prioritize, and systematically make sidewalk repairs. Chapter 7 also discusses sidewalk repair.

Street Tree Maintenance

Current practice

City street standards require street trees, which means we add them as part of public street improvement projects, and private developers add them with frontage improvements. Trees are either planted in a planter strip between the sidewalk and the street or in a tree grate that is part of the sidewalk. Street trees are important for streetscape aesthetics, and the visual friction they provide along a street can slow traffic. Street trees also shade the street surface, which can minimize asphalt degradation, as well as make the sidewalk cooler for pedestrians on hot days. The City's Urban Forestry program sets aside some funding for street tree planting and replacement. On some arterials and in the downtown, the City's Parks Department maintains the street trees. In all other areas, the adjacent property owner is required to maintain trees in the planter strip, including leaf pick up (OMC 8.24.050).



Issues

If trees are planted in compacted soils, their roots will travel laterally, seeking air. This causes cracks and lifts in sidewalks and streets. Leaves from street trees are a periodic complaint from the public. Some property owners are not aware of, not willing, or not able to comply with the code that requires them to maintain trees and associated debris.

Future considerations

Continue to require street trees as part of City street standards. Continue to improve the design standards to provide appropriate conditions for healthy trees and prevent damage to sidewalks from tree roots. Continue or increase education and enforcement of maintaining street trees and leaf clean-up.

Alternatively, the City could take a larger role in maintaining more street trees, which would require more funding. A street tree asset management program would provide predictable maintenance and could overlap with sidewalk repair efforts.

Alley Maintenance

Current practice

Alleys are public rights-of-way, part of the street system used for access and circulation. Alleys provide access to properties for deliveries, loading, and services, like garbage and recycling pick up. Alleys in residential areas are not routinely maintained. In the downtown, we only maintain the alleys that waste collection vehicles use.

Issues

Alleys can provide improved access for people walking, biking, and driving. Increased maintenance of alleys may improve the aesthetics and function of an area. As the downtown densifies and intensifies in activity, the use of alleys will increase, and maintaining them will become more important.

Future considerations

An asset management program for alleys would provide more predictability to the public and staff for alley maintenance. Routine maintenance of alleys would require an increase in funding.



Pathways Maintenance

Current practice

Pathways are short bicycle and pedestrian connections separate from the street system. These pathways are important to bicycle and pedestrian travel because they shorten routes and separate users from car traffic. The City has an inventory of 63 pathways on public property. Maintenance of these pathways is done on an ad hoc basis and is informed by public requests. Of the 63 pathways, three have lighting.

Issues

Lighting and routine maintenance would increase pathway safety and accessibility.

Future considerations

Consider development of an asset management program for maintaining pathway surfaces and lighting. Consider funding to add lighting to pathways that are not currently lit.

Volunteer Maintenance in Right-of-Way

Current practice

Some community members are interested in helping maintain pathways, landscaping in medians and traffic circles, and other features in the right-of-way in their neighborhood, but there is no program to administer volunteer right-of-way maintenance.

Issue

For community members to work in the right-of-way, they either must be supervised by a City staff person or they must be part of a formal organization. That organization must have liability insurance and maintain and submit volunteer records to the City. The organization cannot allow volunteers to use power tools, nor allow minors to participate, among other requirements.

Future consideration

A program that makes it easier for community members to help maintain features in the right-of-way may help people feel invested in their neighborhoods. This program could be modelled after the City's Parks Department's Volunteers in Parks Program. A new program would require budget and staff resources and it should be weighed against increasing funding for City crews to do this work.

Public Request System

Current practice

The public contacts City staff with concerns and requests that are far-ranging in topic. In addition, about five percent of the calls to the Public Works Dispatch phone line are transportation related. Many people also submit requests online through the QAlert system.

Issue

Concerns and requests from the public tell Transportation staff how well the system is serving the community. However, responding to requests is time intensive. Approximately 1.5 staff people in Public Works Transportation are dedicated to receiving and responding to requests, with many other staff regularly involved. On any given day, approximately 30 requests are outstanding and require staff research in order to resolve.

Future considerations

Explore opportunities to reduce the number of calls or emails by increasing public information and education. Use the City website and other tools to answer common questions and explain how decisions about common types of requests are made.

Safety Analysis

Current practice

In 2019, the City developed its first-ever [Street Safety Plan](#). This plan is an evaluation of collisions that occurred in the previous five years. From the analysis, staff identified improvements to increase safety. The analysis also identifies the risk factors that lead to collisions, so that we can use proactive measures to prevent collisions and allocate resources most effectively.

Issue

The development of a *Street Safety Plan* is a new approach to addressing safety needs. It has increased workload, both in routinely evaluating the collisions as well as implementing improvements with operations staff.

Future considerations

Consider a routine update of the *Street Safety Plan* every two years to identify risk factors and needed improvements. Use the plan to communicate safety priorities to the public. Use the plan to help establish priorities for maintenance and operations work. Allocate staff time and resources to addressing needed safety improvements.





Crosswalk Markings Installation and Maintenance

Current practice

There is a legal crosswalk at the intersection of any two streets whether marked or not, and pedestrians have the right-of-way in crosswalks. We do not mark crosswalks in all intersections, because of the cost to maintain the markings, and because crosswalks are not needed on streets with low traffic volumes. We base decisions on marking crosswalks on proximity to a school or major destination, or if there is a high volume of pedestrians crossing at a particular location. The City has a total of 417 marked crosswalks, and we maintain them as needed.

Issues

Marked crosswalks support walking, but there are limitations to installing crosswalks at every intersection.

Future considerations

Developing a methodology to identify the highest priority crosswalks to mark would make decisions more consistent. An asset management program would help manage the maintenance of crosswalk markings. Maintaining more crosswalk markings will require more operations funding.

Vegetation Maintenance

Current practice

In the spring and summer months, vegetation is typically the public's top concern, based on what we hear from phone calls and emails. Vegetation creates problems when it blocks signs, signals, streetlights, beacons, sidewalks, bike lanes, or visibility at intersections. We handle vegetation complaints differently, depending on whether the tree or shrub is in right-of-way or on private property. Usually, City staff clear vegetation in the right-of-way, and vegetation that originates on private property is typically addressed through code enforcement. The exception is vegetation on private property that blocks a regulatory sign, signal or beacon, in which case City crews will trim it back.

Issue

Managing the obstructions created by vegetation is a staff-intensive task. Each incident requires staff to research property boundaries and often make a site visit to measure sight distance. When the vegetation is on private property, Code



Enforcement sends a letter requesting that the vegetation be removed or trimmed. From there, communication with the property owner often takes additional time to explain the code, discuss options, and reinforce the time-frame for response.

Future considerations

Evaluate options and costs for more efficiently addressing vegetation issues. Options to consider include: developing educational messages and campaigns to encourage residents and business owners to trim vegetation; streamlining the code enforcement process to reduce staff resources and time to resolve issues, and defining a broader range of conditions under which City crews can trim vegetation in the right-of-way without consulting adjacent property owners.



Temporary Traffic Control for Bicycle and Pedestrians

Current practice

Construction and maintenance on or near streets can obstruct travel lanes, sidewalks and bike lanes. Workers are required to put up temporary traffic control (cones, signs, and barricades) in order to manage access and the flow of people on the sidewalk and street. Sometimes they establish temporary detour routes when streets are closed.

Issues

There is very little federal or state guidance or training for guiding pedestrians and bicyclists through temporary traffic control zones. Without that guidance, it is difficult for the City to require pedestrian- and bike-specific temporary traffic control, which often makes managing access and safety near these sites a challenge. Sidewalks and bike lanes are closed much more often than travel lanes, because they are often immediately adjacent to construction sites. Pedestrians often have to detour

at awkward or inconvenient locations, and bicyclists have to negotiate entering travel lanes, often while keeping an eye on pavement hazards. Also, what may be a minor detour for a motor vehicle driver can be significant additional time and effort for a person walking or biking.

Future considerations

Consider developing and enforcing temporary traffic control standards that address bicycle and pedestrian safety.

Art in Crosswalks

Current practice

Some communities may use non-standard crosswalk painting or “crosswalk art.” The art is intended to draw attention to the crosswalk, express a particular identity for an area, or enhance the sense of place in a district. Olympia has not approved art in crosswalks due to regulatory concerns and liability.

Issues

The Federal Highways Administration (FHWA) does not allow art in crosswalks. The City of Olympia complies with FHWA policy. In addition, managing the number of requests for art in crosswalk would require staff resources that detract from other priority work. Even if painted by volunteers (see section on volunteer work in rights-of-way), art in crosswalks will have an impact on staff time and budgets.

Future considerations

Should FHWA allow art in crosswalk, consider developing a program with a methodology to prioritize projects. Consider other opportunities for art in the street or right-of-way when it does not present traffic safety issues or conflict with regulations. Funding for staff resources to manage a program would be needed.

Snow and Ice Removal

Current practice

Snow and ice on our streets can significantly impact the mobility of people going about everyday life, as well as commerce, emergency services, and transit. Each year, City staff prepares for winter weather by storing sand, salt, and deicer. We store and maintain snowplow equipment until it is needed, and then we attach it to maintenance trucks. We update the City's [Snow and Ice Plan](#) every year to guide staff on a wide range of functions during snow events.

Issues

Each year, it is challenging to predict the level of snow and ice removal we will need and its impacts to the operating budget. In addition to removing snow and ice, City crews often need to clear fallen tree limbs. While adjacent residents and business owners are responsible for clearing sidewalks of snow, ice, and tree limbs, many do not. (OMC 12.36.060) This makes access to transit difficult at a time when people may prefer taking the bus to driving.



Future considerations

Having budget and staffing flexibility to respond to winter storms will need to be an ongoing aspect of planning and budgeting. Consider increased education and enforcement of the code that requires property owners to clear adjacent sidewalks of snow and ice.

Special Events

Current practice

Special events sponsored by private organizations or co-sponsored by the City of Olympia are held on City streets. These are primarily held in the spring and summer, and typically in the downtown. As a capital city, and because downtown is the urban center for Thurston County, more events that draw regional participants occur in Olympia than neighboring communities. The City supports these events to varying degrees by closing streets and monitoring traffic flow. Typically, the events are on weekends, which requires paying staff overtime. In 2019, 18 events took place. Examples include the Capital City Marathon, Lakefair, a variety of parades, and demonstrations.

Issues

The number of events can be unpredictable from one year to the next, which results in unpredictable costs to the operations budget. Because they occur in the summer months, they can conflict with other important maintenance work that needs to be done when the streets are dry. The costs for overtime pay in 2019 for the 18 events that were held was \$29,107.

Future considerations

To reduce the budget impacts of special events, some labor charges could be passed on to organizations sponsoring the events. We could also consider permitting fewer special events, but this would need to be weighed against the benefits to the community that the events often bring.





Street Striping

Current practice

The City refreshes the yellow and white paint stripes on public streets annually. The paint provides positive guidance for drivers, particularly at night. Each year this is a major task for City crews. In recent years, we have contracted with Thurston County Public Works to provide some staff and equipment for street striping. City staff remain involved by operating equipment, coning off streets that have been recently painted, and providing follow vehicles behind the striper.

Issues

To deter drivers from crossing freshly-painted lane lines, the striping operation involves multiple City staff for several days.

Future considerations

The use of reflective buttons adhered to the pavement may be an alternative to paint striping. The use of buttons may result in less regular maintenance. A review of streets for missing buttons and replacement procedures would need to occur regularly. Some potential issues with buttons are the impacts of snow plow blades the potential for buttons to increase vehicle speeds, and in some locations, they can pose a hazard to people bicycling.

Signal Technology

Current practice

The City operates and maintains 96 traffic signals within the City Limits. This includes the lights, the computers or “controllers” at each signal, programming systems, and electrical connections. Some signals are on timers and some are activated with detection devices, which can be overhead cameras or loops of wire embedded in the pavement.

Issues

While controllers were upgraded in 2019, the signals and electrical systems are of varying age. Older equipment is prone to malfunction. For example, a signal that is operated by a timer can become out of cycle because the power supply is old and inconsistent. Loops in the pavement that detect vehicles can lose sensitivity or be damaged by construction or maintenance activities. Cameras are increasingly being used at intersections for vehicle and bike detection because they require less maintenance and can more reliably detect bikes. Other sections of this plan recommend the use of roundabouts over signals. This is primarily because



roundabouts are safer for all roadway users. An additional benefit is that roundabouts can function when the power is out.

Future considerations

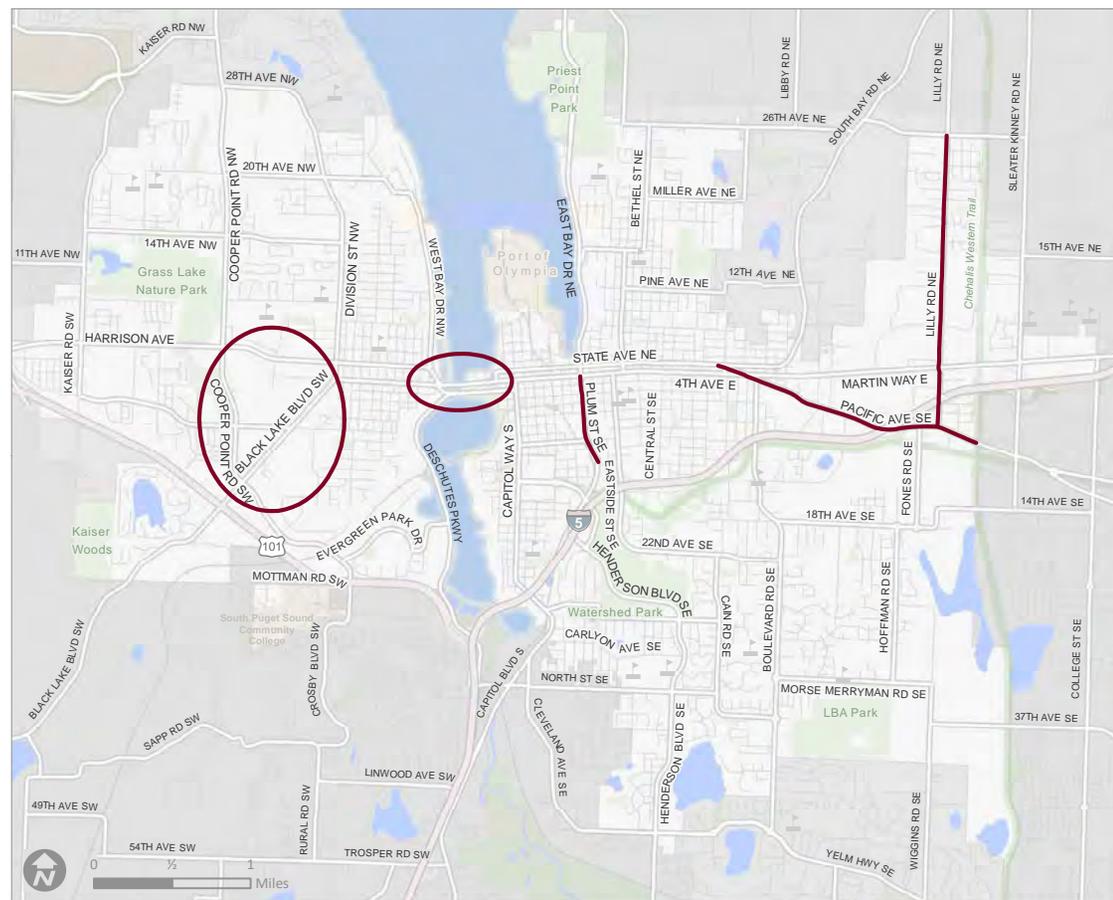
Consider upgrading signal systems with more reliable equipment and technology, including fiber optics for improved

programming and remote communications, and cameras for detection. Prioritize technological upgrades that give priority to transit buses at traffic signals along bus corridors.

Chapter 9: Future Areas of Study

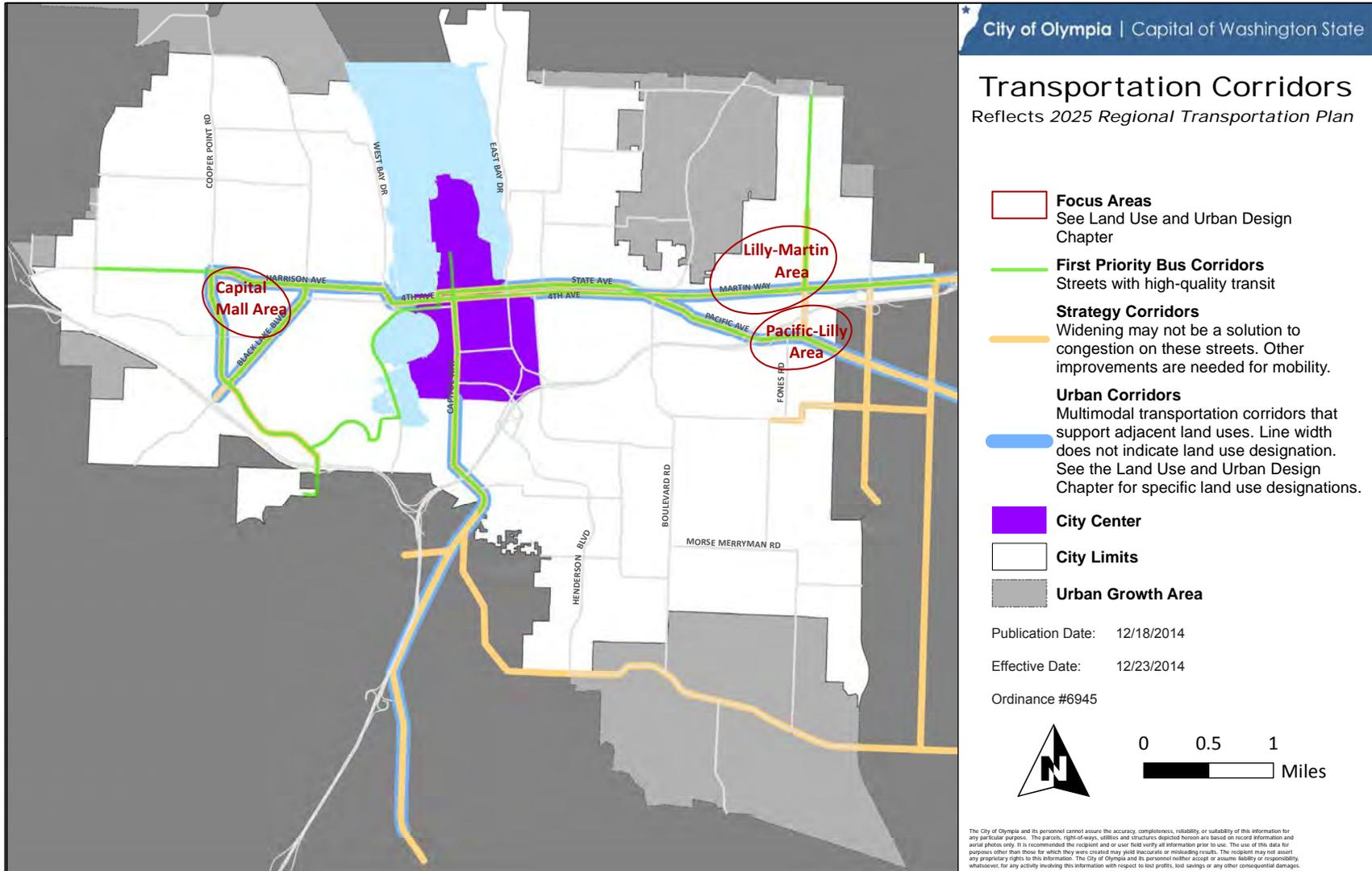
Throughout the development of this plan, we identified some areas of the city where the transportation challenges are complex and need further study. The outcomes of these studies may result in new projects that we will add to the TMP in the next update. The studies may also lead to changes to the comprehensive plan and the Regional Transportation Plan.

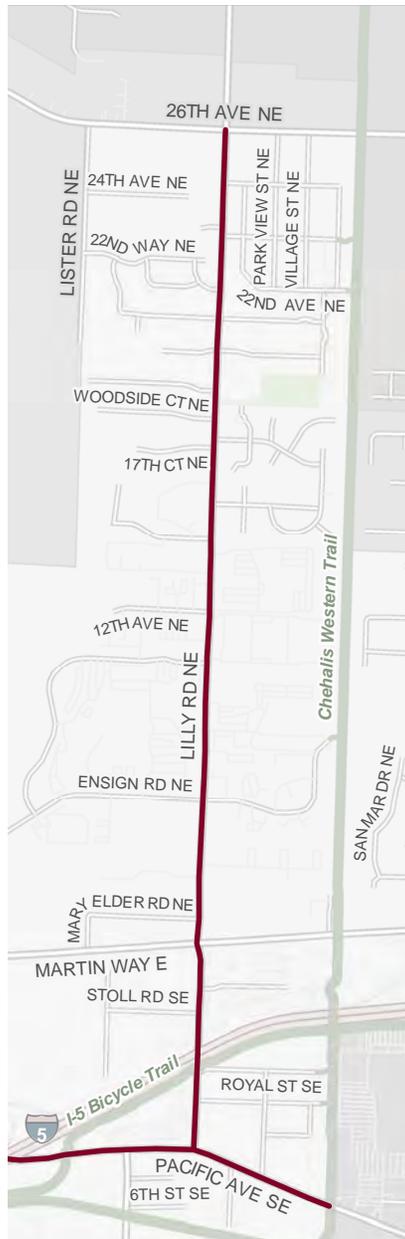
The studies should examine the needs of people walking and biking, the needs of transit riders and overall transit route operations, vehicle flow improvements, and solutions to places where collisions are occurring.



Comprehensive Plan Focus Areas

Several of the streets and sub-areas that need study coincide with focus areas identified in the comprehensive plan. These focus areas are places where we hope to strategically guide new development, both residential and commercial, and integrate street improvements and other public facility needs with land use changes. Below is a comprehensive plan map of focus areas.





Lilly Road

Lilly Road is a major employment and medical hub in Olympia, and it is the main route to a regional hospital. There are also many single- and multi-family homes along Lilly Road. This corridor includes two of the focus areas for additional planning identified in the comprehensive plan. Any study should integrate land use goals for these focus areas.

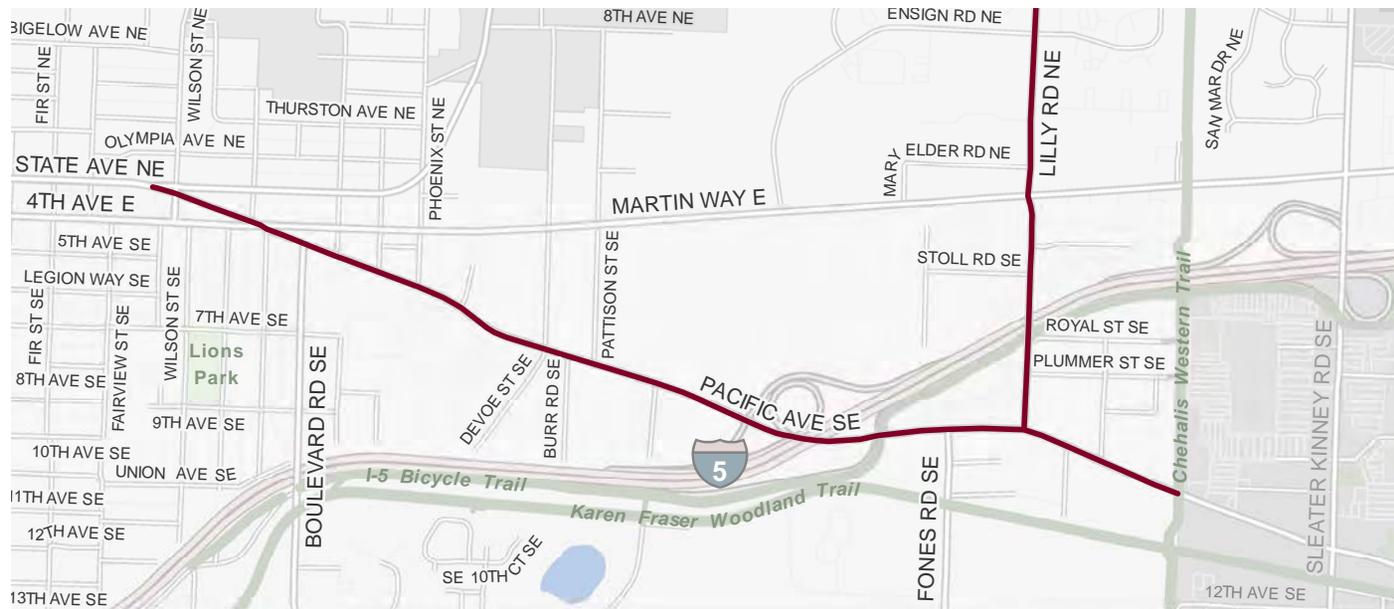
We have identified many transportation needs for Lilly Road. Among them:

- Two sections are missing bike lanes
- Sidewalks are either missing or uncomfortable to walk on, because they are too narrow and have no buffer from the travel lanes
- Support for improved transit operations
- During some times of the day there is traffic congestion, which impacts drivers, bus riders, and emergency vehicles

Because there are no parallel streets to Lilly Road, all traffic in this area must use it. A better-connected street grid adjacent to Lilly Road would help disperse vehicle traffic and provide shorter route options for people

walking and biking. A street grid would also provide more detour opportunities during construction or emergencies.

The poor street connectivity in this area contributes to safety problems, because without a street grid to provide access to properties, many driveways must intersect with Lilly Road. The [Street Safety Plan](#) identifies Lilly Road as a corridor for further evaluation to improve the safety of all users of the street.



Pacific Avenue

Pacific Avenue is an arterial that currently does not support people walking, biking, and using transit very well. Since it is a bus corridor, we should prioritize improvements for people walking and using transit. Streetscape improvements that buffer pedestrians from motor vehicle traffic will make walking safer and more inviting. The enhanced crosswalks included in Chapter 4 will also improve walkability. A study of Pacific Avenue would coincide with the Pacific-Lilly focus area identified in the comprehensive plan, and any future study should integrate land use goals.

Roundabouts along this corridor would improve the traffic congestion that the traffic model forecasts for the future. Long-term, a roundabout at Fones Road would improve safety and traffic flow.

In addition, street connections east of that intersection (the area around 6th Avenue and Poplar Street) could help disperse traffic, helping to ease traffic congestion at Pacific Avenue and Fones Road.

We are planning a roundabout within 20 years at Boulevard Road, as shown in Chapter 4. Long term, we recommend replacing the current signalized intersection at Lilly Road with a roundabout. These projects will improve traffic flow and overall safety of users along the corridor.

Plum Street

Plum Street is an arterial and freight route on the edge of downtown that serves as an important access point to Interstate 5. It is immediately adjacent to many large state agencies. Plum Street is a barrier for people walking, separating the downtown from the eastside neighborhood. Many of the collisions on Plum Street are due to the high volume of turn movements on and off the corridor. Some of these safety issues are addressed with projects shown in Chapter 4, but we need to study this corridor further.

To improve the street for people walking, we should explore increasing the buffers between the sidewalk and travel lanes. While there are several signalized crossing opportunities along the corridor, a person walking must cross multiple lanes, and often turning vehicles pose threats to a person who is crossing with the “walk” signal. We should also look for opportunities to modify signals and intersections to protect people walking across Plum. To help slow vehicle traffic, improve the aesthetics of this corridor, and enhance pedestrian comfort, we should look for ways to improve the landscaping.



The traffic model predicts additional vehicle congestion and delay along Plum Street in the next twenty years. At large worksites adjacent to this corridor, commute trip reduction efforts, flexible start and stop times, and telework can reduce the morning and evening peak congestion. The downtown grid adjacent to this corridor can also help to disperse traffic. Long-term, we may consider a roundabout at Union and Plum for safety and vehicle flow.

4th and 5th Avenue Isthmus

The bridges that connect downtown Olympia with the westside of Olympia, and the street segments on either end, are a pinch point in our transportation system. We need to improve mobility through this area, which stretches from roughly Columbia Street downtown to Sherman Avenue on the westside.

The top priority is to identify a low-stress bike route through this area. Trails, shorter off-street pathways, and enhanced bike lanes are likely needed. We also need to ensure that transit can continue to move through the corridor predictably, because as congestion increases, transit delays will occur. Re-routing transit is not a good option, as the only reasonable alternate route in the city’s street network for transit buses is Lakeridge Drive, which is a significant detour.

This study of the isthmus will need to be coordinated with other future plans for the area. The City’s [Sea Level Response Plan](#) identifies the need to modify 4th and 5th Avenues to prevent the flooding that is expected to be the result of sea-level rise. Flood prevention will need to be considered and possibly integrated into any design changes to the streets across the isthmus. The State of Washington is examining potential changes to the Capitol Lake-Deschutes River Estuary which could result in changes to the 5th Avenue Dam and bridge. An Environmental Impact Statement that examines options for addressing the issues in the area is expected to be finalized in 2022.

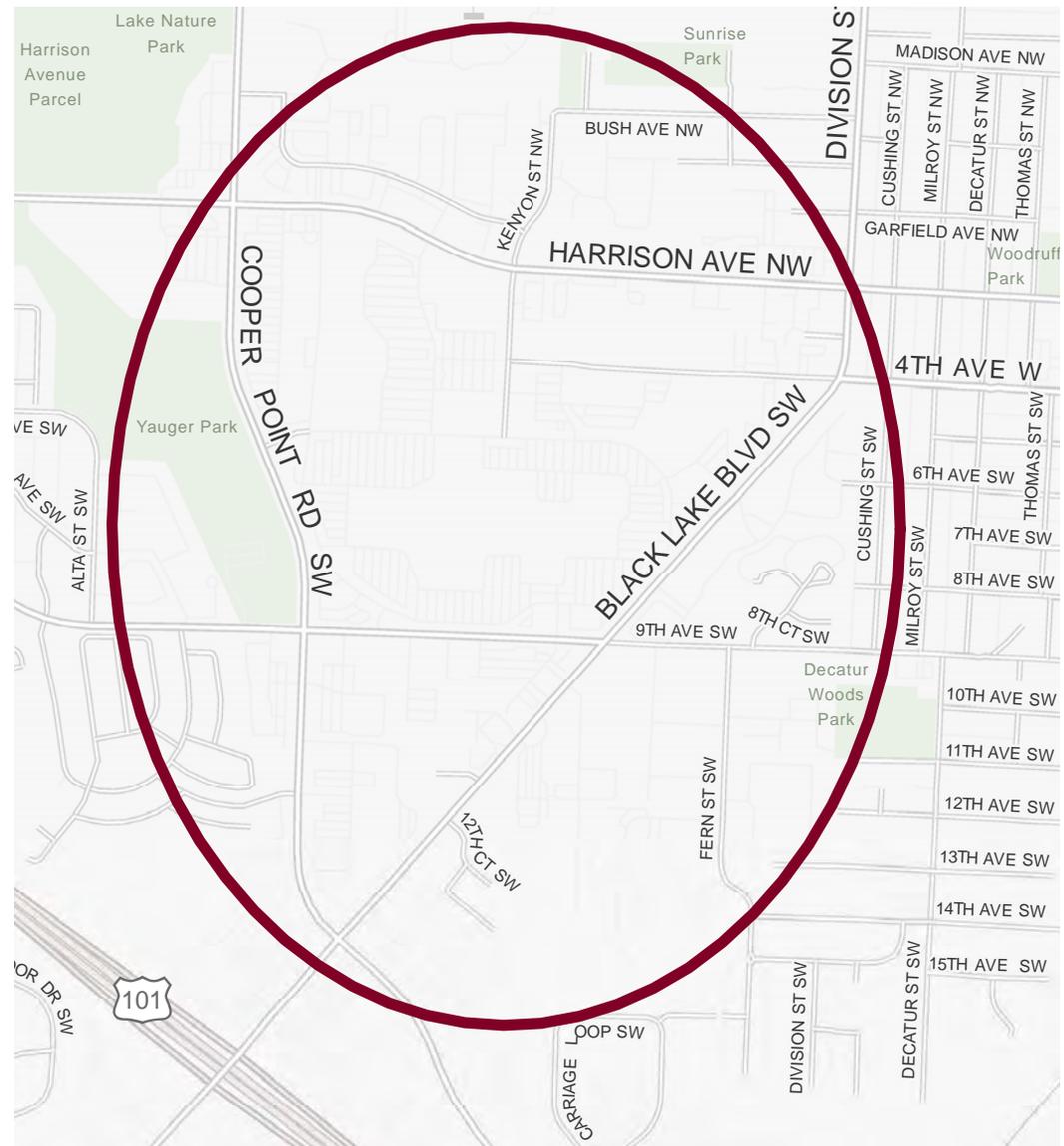


Westside Sub-Area

The westside sub-area formed by the triangle of Harrison Avenue, Black Lake Boulevard, and Cooper Point Road coincides with the Capital Mall focus area identified in the comprehensive plan. Any study here should also integrate land use goals.

This area is characterized by wide, high-volume streets, large commercial properties, and multifamily housing. There is no grid of low-volume streets, and the land use patterns are not human scale. This means the area was built with cars, not people, as the focus, and it is not an inviting place to get around outside of a car. Because this is a part of the city with a high concentration of jobs, homes, and services in a relatively small area, it could become a place where people can walk and bike to get many of their needs met locally, and catch the bus to get to places farther away.

As part of the safety analysis in the *Street Safety Plan*, we identified Harrison Avenue, Cooper Point Road, and most of Black Lake Boulevard as Tier 1 corridors, meaning they have a high priority for safety improvements due to their collision history and street characteristics. Those safety improvements will make the area more comfortable for everyone, especially people walking and biking.



Connecting the street grid in this area will also help improve safety, disperse traffic, and allow detours for construction or emergencies. A better street grid will shorten trips, which is key to making it easier for people to walk and bike. The large blocks also increase the distances for people accessing transit stops. Some ways we can improve the street grid include:

- Pursuing new street connections, including those identified in the comprehensive plan.
- Continuing to require that smaller, low volume streets be built when land is developed or redeveloped.
- Considering the conversion of private streets to public with redevelopment.

Long term, many roundabouts are proposed in this area, including replacing some traffic signals with roundabouts. For example, in Chapter 4, we propose a roundabout to replace the traffic signal at 9th Avenue and Black Lake Boulevard. Roundabouts move traffic more smoothly and safely than intersections with traffic signals. By increasing the throughput of motor vehicles at an intersection, we can sometimes remove a travel lane along

a street, which provides space for bike lanes or wider sidewalks. Roundabouts also allow us to remove turn lanes at intersections, which makes them easier for pedestrians to cross.

Building the low-stress bicycle network defined in Chapter 4 will make this area easier to get around by bike. This includes enhanced bike lanes on large streets, as well as trails, bike corridors, and pathways that will eventually link up and provide a seamless network. At some signalized intersections, we will consider adding separated bike intersection treatments.

The enhanced crosswalks proposed in Chapter 4 will help people cross the large streets in this area. While many of the streets have sidewalks, the sidewalks are often

not buffered from the vehicle travel lanes, which makes them uncomfortable places to walk. We should explore ways to better buffer people walking from vehicle traffic. We should also consider landscaping to enhance the pedestrian environment.





The three arterials that form this area are bus corridors, as defined by the comprehensive plan. Routes operate on Cooper Point Road and Harrison Avenue, but service on Black Lake Boulevard is only on the section north of 9th Avenue. The pedestrian improvements in this sub-area, including those proposed in Chapter 4,

will help riders access bus stops. However, we need to work with Intercity Transit to address their operational needs in this area. In addition to addressing traffic congestion that impacts reliability, transit service would also benefit from a turnaround location for buses at the western end of routes on Harrison Avenue, and/or a westside transit center. We should also examine improving transit access to Capital Mall, which is a major destination both for shopping and employment.

Lastly, the changes that come with the construction of the new on- and off-ramps as part of the US 101/West Olympia Access Project should be integrated into the local street system with sensitivity to the surrounding context. The elements of this project that interface with the local street system should be designed to be human scale. Design of the ramps and associated improvements should improve bicycle, pedestrian and transit access across US 101, better integrating west Olympia neighborhoods and commercial areas. The design of this project should prevent high speeds as vehicles transition from the highway to the street system.



Other Areas of Study

As the low stress bicycle network proposed in this TMP is further refined, several areas will require further study in cooperation with other agencies, property owners, and stakeholders.

In addition to the low-stress bike route needed across the isthmus, we also need to look for a north-south connection across the Capitol Campus for people biking. We will need to plan cooperatively with the Department of Enterprise Services to identify on- and off-street low-stress bike projects.

The City's Downtown Strategy identifies the "Big W Trail," a combination of on- and off-street facilities for people walking and biking along Olympia's waterfront. This trail could provide a significant benefit for transportation and recreation, and it could promote economic development downtown. We need to do more work to identify the alignment and specific improvements, and that work needs to be done with downtown property owners, the City's Parks Department, and the Port of Olympia.

Chapter 10: Metrics

We have established metrics to measure our progress toward implementing this plan. Other metrics show progress meeting comprehensive plan goals and regional targets. Some of these metrics may be used as [Community Indicators](#) and shared on the City's website.

Implementing This Plan

As we build projects each year, we are one step closer to completing the list of projects Olympia needs.

The column for “20-year project list” shows what we believe we can build based on current revenue. The column for “Full Network” refers to all the projects we have identified in developing this plan. Please see Chapter 4 for more information.

Each year, we will track our progress towards meeting the 20-year project lists and full network needs. How soon we can build these projects will primarily depend on revenue. Should more become available, we will be able to build more projects sooner. If we finish the 20-year project list in 15 years, then we will build projects on the full network lists.

Type of Project	20 Year Project List	Full Network Project List
Sidewalks	8 miles	65 miles
Pathways	15	81
Enhanced crosswalks	16	350
Curb access ramps	NA	4,014
Accessible signals	NA	79
Bike corridors	10 miles	34 miles
Enhanced bike lanes	7 miles	52 miles
Roundabouts	12	52
Resurfacing	69 miles	NA
Safety projects	23	56

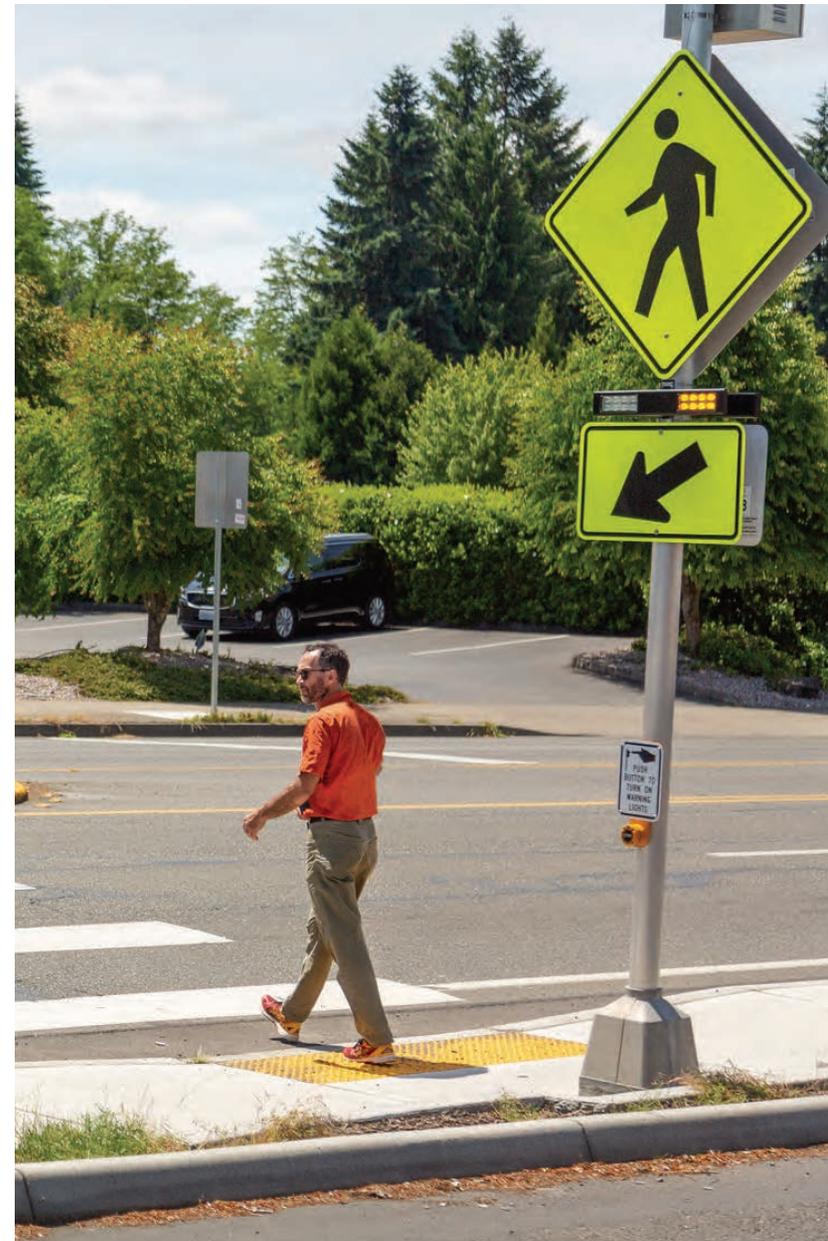
Annual Indicators

These annual indicators show a snapshot of how our street system is working. They will give us a sense of the system’s safety and how people are using it.

Safety

The [Street Safety Plan](#), which we expect to update every two years, will have the latest collision numbers. Our goal is to see a reduction in the number of collisions. We will use a five-year rolling average to try to even out the peaks and valleys in the data. This five-year period is 2014 to 2018.

	2020 Baseline
Pedestrian collisions	31
Bicycle collisions	26
Vehicle collisions	884
Serious and fatal injury collisions	14



Use of the transportation system

Broadly, we hope to see an increase in the number of people walking, biking, and riding the bus, and a decrease in the number of trips people make by driving alone. Right now, for walking and biking, we have a small sample size, so it is hard to know if there are any trends in the use of those modes. Over time, we hope to see growth in walking, biking, and transit trips due to the improvements we are going to build, and because of changes to land use patterns. Both will make it easier for people to get to their destinations by walking, biking, or riding the bus.

Because we count pedestrians, bicyclists, transit use, and motor vehicles differently, we cannot compare them against each other. They are all stand-alone indicators. Transit use, for example, shows how the transit system is used in the broader urban area of Thurston County, whereas the pedestrian, bicycle, and vehicle counts are collected in Olympia. Some are based on a three-day average of 24-hour counts, while others are based on a three-day average of six-hour counts.

These individual indicators are meaningful when we compare several years of data. While just one year of data is shown below, it will be the change over time that will be interesting to observe. More background to these indicators can be found in Chapter 2.

	2020 Baseline	Source
Pedestrian counts	1,549 (2019)	Number of people walking at 11 locations on a day in September
Bike counts	2,182 (2020)	Number of people biking at 18 locations on an average day in June
Vehicle counts	20,250 (2019)	Average daily arterial traffic based on monthly counts at nine locations
Freight traffic	6.85% (2019)	Truck traffic as a percentage of total traffic at 26 locations
Transit ridership	4.03 million (2019)	Based on annual fixed route ridership from Intercity Transit

Long-term indicators

These long-term indicators help us understand how much people in Olympia and Thurston County are driving relative to population growth, and how well we are meeting a regional land use target. More background to these indicators can be found in Chapter 2. The Thurston Regional Planning Council (TRPC) is the source of much of this data.

	2020 Baseline	Target	Notes
Olympia population relative to vehicle control counts (ratio)	0.38 (2019)	A smaller number indicates we are driving less relative to population growth in Olympia	Based on population numbers from Office of Financial Management and nine vehicle count locations in Olympia.
Thurston County VMT	2,534,097,128 (2019)	2,673,027,459 by 2035	Based on TRPC’s Sustainable Thurston Report Card .
Per Capita VMT Thurston County	8,876 (2019)	7,542 by 2035	Based on TRPC’s Sustainable Thurston Report Card .
Households within half a mile of urban center, corridor or neighborhood center in Lacey, Olympia and Tumwater	46% (2019)	72% by 2030	Based on TRPC’s Sustainable Thurston Report Card .



City Council

Special Recognition - Councilmember Renata Rollins

Agenda Date: 12/14/2021
Agenda Item Number: 2.B
File Number:21-1216

Type: recognition **Version:** 1 **Status:** Recognition

Title

Special Recognition - Councilmember Renata Rollins

Recommended Action

Committee Recommendation:

Not referred to a committee.

City Manager Recommendation:

Recognize Councilmember Renata Rollins as she leaves the City Council.

Report

Issue:

Whether to recognize Councilmember Renata Rollins as she leaves the City Council.

Staff Contact:

Susan Grisham, Assistant to the City Manager, 360-753-8244

Presenter(s):

Councilmembers
Staff
Outside Speakers

Background and Analysis:

Serving on the Olympia City Council since 2017, Councilmember Renata Rollins has a history of serving the Olympia community long before her election to the City Council. She served as one of the first Downtown Ambassadors and has elevated the voices of marginalized and underrepresented community members.

During her last Council meeting, we will celebrate her work and how she has helped Olympia work towards realizing a more socially, economically and environmentally equitable community for all.

Attachments:

None



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

City Council

Approval of December 7, 2021 City Council Study Session Meeting Minutes

Agenda Date: 12/14/2021
Agenda Item Number: 4.A
File Number:21-1205

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

Title

Approval of December 7, 2021 City Council Study Session Meeting Minutes



Meeting Minutes - Draft

City Council

City Hall
601 4th Avenue E
Olympia, WA 98501

Information: 360.753.8244

Tuesday, December 7, 2021

5:30 PM

Online and Via Phone

Study Session

Attend: [https://us02web.zoom.us/j/89248978971?](https://us02web.zoom.us/j/89248978971?pwd=bk1jbUw3VEZBb3k2UXd5aGJIYVZXZz09)
[pwd=bk1jbUw3VEZBb3k2UXd5aGJIYVZXZz09](https://us02web.zoom.us/j/89248978971?pwd=bk1jbUw3VEZBb3k2UXd5aGJIYVZXZz09)

1. ROLL CALL

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

2. BUSINESS ITEM

2.A [21-1156](#) Downtown Strategy Update

Strategic Projects Manager Amy Buckler gave an update on the status of the Downtown Strategy Implementation.

She began with an overview of the Downtown Strategy and it's creation, a briefing on what has been accomplished thus, and highlighted several opportunities and challenges.

Councilmembers asked clarifying questions and had discussion.

The study session was completed.

3. ADJOURNMENT

The meeting adjourned at 6:35 p.m.



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

City Council

Approval of December 7, 2021 City Council Meeting Minutes

Agenda Date: 12/14/2021
Agenda Item Number: 4.B
File Number:21-1206

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

Title

Approval of December 7, 2021 City Council Meeting Minutes



Meeting Minutes - Draft

City Council

City Hall
601 4th Avenue E
Olympia, WA 98501

Information: 360.753.8244

Tuesday, December 7, 2021

7:00 PM

Online and Via Phone

Register to Attend:

https://us02web.zoom.us/webinar/register/WN_VRG_68b_SAmka4Zo1ARnWQ

1. ROLL CALL

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

1.A ANNOUNCEMENTS

City Manager Jay Burney gave an update and information regarding the cleanup of the Deschutes encampment that is occurring on December 8.

1.B APPROVAL OF AGENDA

The Agenda was approved.

2. SPECIAL RECOGNITION - NONE

3. PUBLIC COMMENT

The following people spoke: Alex Frenette and Tom Schrader.

4. CONSENT CALENDAR

4.A [21-1184](#) Approval of November 23, 2021 City Council Meeting Minutes

The minutes were adopted.

4.B [21-1094](#) Approval of a Resolution Authorizing an Increase in City Staffing by One Full-Time Equivalent for a Master Mechanic for the Fire Department

The resolution was adopted.

4.C [21-1146](#) Approval of a Resolution Granting Special Tax Valuation for the Olympia Heritage Site at 204 4th Avenue West

The resolution was adopted.

- 4.D [21-1153](#) Approval of a Resolution Granting Special Tax Valuation for the Olympia Heritage Site at 317 4th Ave East

The resolution was adopted.

- 4.E [21-1159](#) Approval of a Resolution Adopting the 2023-2028 Transportation Improvement Program

The resolution was adopted.

- 4.F [21-1166](#) Approval of a Resolution Authorizing an Interlocal Agreement with Lewis County for Use of Jail Facilities and Services

The resolution was adopted.

4. SECOND READINGS (Ordinances) - NONE

4. FIRST READINGS (Ordinances)

- 4.G [21-1164](#) Approval of an Ordinance Adopting the 2022 Operating, Special Funds, Capital Budget, and Capital Facilities Plan: 2022-2027 Financial Plan

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

- 4.H [21-1167](#) Approval of an Ordinance Amending Ordinance 7294 (Fourth Quarter 2021 Budget Amendment)

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

- 4.I [21-1162](#) Approval of an Ordinance Revising Fees for Engineering, Building and Land Use Permits, and Plan Review

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

- 4.J [21-1157](#) Approval of an Ordinance Amending Olympia Municipal Code Sections 15.16.030 and 15.16.040 Relating to Impact Fees

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

- 4.K [21-1165](#) Approval of an Ordinance Correcting the Historical Record Relating to Utility Services Tax Rates

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

- 4.L [21-1176](#) Approval of an Ordinance Relating to Utility Fees and Charges and Amending Sections 4.24.010, 13.16.010 and 13.16.090 of the Olympia Municipal Code

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

Approval of the Consent Agenda

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

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

5. PUBLIC HEARING - NONE

6. OTHER BUSINESS

6.A [21-1183](#) Puget Sound Energy Storm Preparedness Briefing

Puget Sound Energy Local Government Affairs and Policy Representative Brandon Capps provided a briefing on the upcoming storm season, including safety and preparedness resources; power restoration and proactively responding to outages in the area.

Councilmembers asked clarifying questions.

The information was received.

6.B [21-1161](#) Approval of a Resolution Approving the Name “Rebecca Howard Park” for the Municipal Park Located at 911 Adams Street

Parks, Arts and Recreation Director Paul Simmons gave an overview of the property at 911 Adams Street that has been dedicated as a future Olympia park. He discussed the purpose of the park and the goal to celebrate, honor and recognize Olympia's African-American and Black community members. The park will provide a safe place for peace and healing fostering a sense of belonging and inclusion as well as a place to promote equity, respect and learning.

Mr. Simmons discussed Rebecca Howard, an African American woman who settled in Olympia in the mid-nineteenth century and was a successful business woman and beloved community member at that time. He also shared the history of Howard Point.

Mr. Simmons introduced Founder of Women of Color in Leadership Shawna Hawk who suggested to the City that the park be named Rebecca Howard Park in honor of Ms. Howard's legacy in Olympia. Ms. Hawk shared the significance of, and her passion around, the naming of the park after Rebecca Howard.

Mr. Simmons discussed the timeline leading up to the evening's decision and noted that a public planning and design process for the park will begin in 2022.

Councilmembers asked clarifying questions.

Councilmember Parshley moved, seconded by Councilmember Rollins, to

approve a resolution approving the name "Rebecca Howard Park" for the municipal park located at 911 Adams Street. The motion carried by the following vote:

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

6.C [21-1177](#) Approval of a Resolution Authorizing an Agreement with Workday, Inc. for Software and Training Services

Performance Management Specialist Danelle MacEwen covered items 6.C, 6.D and 6.E. She gave an overview of the Finance, Human Resources and Payroll Information Systems replacement projects, referred to as Finally Rid of Green Screen (FROGS) project.

Ms. MacEwen noted the City's current system from the 1980's is outdated, and from an era where data extraction and analysis was difficult; there are many side systems being used and it is difficult to use and train on. She also stated there is currently no data solution for Human Resources information.

Ms. MacEwen highlighted a project timeline with implementation beginning in January 2022. She shared information on the process for vendor selection and chosen vendors Workday, Can/Am, and Collaborative Solutions. She discussed project roles, responsibilities and resourcing. She indicated the project budget and ongoing costs as well as the implementation schedule.

Councilmembers asked clarifying questions.

Councilmember Parshley moved, seconded by Councilmember Madrone, to approve a resolution authorizing the City Manager to enter into a Master Subscription Agreement and work orders between the City of Olympia and Workday, Inc. for software and training services in the amount of \$4,197,219. The motion carried by the following vote:

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

6.D [21-1178](#) Approval of a Resolution Authorizing an Agreement with Can/Am Technologies to Implement Teller Software

Councilmember Parshley moved, seconded by Councilmember Cooper, to approve the resolution authorizing the City Manager to enter into a service agreement and statement of work between the City of Olympia and Can/Am Technologies to implement teller software in the amount of \$419,768. The motion carried by the following vote:

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

- 6.E** [21-1189](#) Approval of a Resolution Authorizing an Agreement and Approving the Statement of Work with Cognizant Worldwide, Limited and Collaborative Solutions, LLC for Software Implementation Services

Councilmember Parshley moved, seconded by Councilmember Cooper, to approve a resolution authorizing the City Manager to enter into a Master Services Agreement between the City of Olympia and Cognizant Worldwide, Limited, and approve the statement of work between the City of Olympia and Collaborative Solutions, LLC, the U.S. affiliate of Cognizant, for software implementation services in the amount of \$1,963,898. The motion carried by the following vote:

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

7. CONTINUED PUBLIC COMMENT - None

8. COUNCIL INTERGOVERNMENTAL/COMMITTEE REPORTS AND REFERRALS

Councilmembers reported on meetings and events attended.

9. CITY MANAGER'S REPORT AND REFERRALS - None

10. ADJOURNMENT

The meeting adjourned at 9:18 p.m.



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

City Council

Approval of Bills and Payroll Certification

Agenda Date: 12/14/2021
Agenda Item Number: 4.C
File Number:21-1207

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

Title
Approval of Bills and Payroll Certification

City of Olympia
Expenditure Summary

"I the undersigned, do hereby certify under penalty of perjury that the materials have been furnished, the services rendered or the labor performed as described herein, that any advance payment is due and payable pursuant to a contract or is available as an option for full or partial fulfillment of a contractual obligation, and that the claims are just, due and unpaid obligations against the City of Olympia, and that I am authorized to authenticate and certify to said claims", and, "I, the undersigned, do hereby certify under penalty of perjury that claims for employee and officer expenses are just, due and unpaid obligations against the City of Olympia, and that I am authorized to certify said claims".

For Period 11/21/2021 11/27/2021
 For A/P ACH Payments and A/P Checks Numbered 3741370 3741477
 For Other Electronic Payments Dated _____ Through _____

Inclusive in the Amount Totalling

Date 12/1/2021

Finance Director 

Total Approved for Payment
Fund

\$1,494,251.30	001	General Fund
\$0.00	002	Shop Facilities
\$13,500.08	003	Revolving Account Fund
\$0.00	004	Urban Arterial Fund
\$861.50	006	Development Fee Revenue
\$0.00	007	Parking Fund
\$0.00	014	LEOFF 1 OPEB Trust Fund
\$0.00	021	Washington Center Endow
\$381.07	025	Washington Center
\$76.01	026	Municipal Arts Fund
\$0.00	029	Equip & Facil Replace Res
\$100.00	107	Hud
\$0.00	108	Hud
\$0.00	127	Impact Fees
\$0.00	130	Sepa Mitigation Fund
\$5,247.57	132	Lodging Tax Fund
\$0.00	133	Arts And Conference Fund
\$0.00	134	Parks And Rec Sidewalk Ut Tax
\$0.00	135	Parking Business Imp Area
\$0.00	136	Farmers Mkt Repair/replc
\$0.00	137	Children's Hands On Museum
\$0.00	138	Trans Benefit District
\$0.00	139	Grants Control Fund
\$0.00	140	Reet
\$0.00	141	Oly Metro Park District
\$135.50	142	Home Fund
\$0.00	208	Lid Obligation Control
\$0.00	216	4th/5th Ave Pw Trst
\$0.00	223	Ltgo Bond Fund '06-parks
\$0.00	224	Utgo Bond Fund 2009 Fire
\$0.00	225	City Hall Debt Fund
\$0.00	226	2010 Ltgo Bond-streetproj
\$0.00	227	Local Debt Fund
\$0.00	228	2010b Ltgo Bonds-hocm
\$0.00	229	Ltgo Bond Fund 2013
\$0.00	230	Ltgo Band Fund 2016
\$29,187.83	317	CIP
\$0.00	318	Home Fund
\$0.00	322	4/5th Ave Corridor/bridge
\$0.00	323	CIP Constr Fund - Parks
\$0.00	324	Fire Station 4 Construct
\$0.00	326	Transportation Const
\$0.00	329	Go Bond Project Fund
\$0.00	331	Fire Equipment Replacement Fund
\$18,090.50	401	Water
\$8,346.86	402	Sewer
\$5,033.64	403	Solid Waste
\$44,663.69	404	Storm And Surface Water
\$0.00	407	Storm And Surface Water Mitig
\$0.00	417	W/s Rev Bond Redemption
\$0.00	418	Stormwater Debt Service Fund
\$0.00	427	W/s Rev Bond Redemption
\$0.00	434	Storm And Surface Water Cip
\$27,502.90	461	Water Cip Fund
\$2,068.56	462	Sewer Cip Fund
\$0.00	463	Solid Waste/advertising
\$210.94	501	Equipment Rental
\$0.00	502	C. R. Equipment Rental
\$5,653.78	503	Unemployment Compensation
\$0.00	504	Ins Trust Fund
-\$71,174.09	505	Workers Compensation
\$1,040.32	604	Firemen's Pension Fund
\$0.00	605	Customers Water Reserve
\$0.00	621	Washington Center Endow
\$0.00	631	Public Facilities
\$0.00	682	Law Enforcement Record Mgntsys
\$0.00	701	Parks-neighborhood
\$0.00	702	Parks-community
\$0.00	703	Parks-open Space
\$0.00	707	Parks-special Use
\$0.00	711	Transportation
\$0.00	720	Schools

Reconciliation of Superior All Checks Register to Expenditure Summary

Data From Central Square All Checks Register			
Description	From Check	to Check	Check Amount
Payroll A/P (vendors) Checks	21352		(186,153.51)
Payroll A/P (vendors) Checks	21353		12,044.18
Payroll A/P (vendors) Checks	21354		22,899.77
Payroll A/P (vendors) Checks	21355		19,122.18
Payroll A/P (vendors) Checks	21356		151.16
Payroll A/P (vendors) Checks	21357		15,471.75
Payroll A/P (vendors) Checks	21359		5,653.78
Payroll A/P (vendors) Checks	21360		253.77
Payroll A/P (vendors) Checks	21361		379,489.10
Payroll A/P (vendors) Checks	21362		3,425.05
Payroll A/P (vendors) Checks	21363		502,658.99
Payroll A/P (vendors) Checks	21364		517,385.00
Payroll A/P (vendors) Checks	21365		45,237.86
		Subtotal	1,337,639.08
Voided Checks			(4,933.94)
EFT			120,347.40
A/P Checks			132,125.42
Grand Total			1,585,177.96

Proof 0.00

\$1,585,177.96 GRAND TOTAL FOR WEEK

CITY OF OLYMPIA

PAYROLL CERTIFICATION FOR PAY PERIOD END: 11/15/2021

NET PAY: (SEMI MONTHLY)		\$	1,713,407.83
FIRE PENSION PAY: (MONTHLY)			
MANUAL:		\$	2,558.80
TOTAL NET PAY:		\$	1,715,966.63
Semi-monthly Payroll Check Numbers: <u>93401</u> to <u>93414</u>		\$	23,327.36
Semi-monthly Payroll Direct Deposit:		\$	1,690,080.47
Manual Payroll Check Numbers: <u>93400</u> to <u>93400</u>		\$	2,558.80
Manual Payroll Check Numbers: _____ to _____			
Monthly Fire Pension Check Numbers: _____ to _____			
Monthly Fire Pension Direct Deposit:			
TOTAL NET PAY:		\$	1,715,966.63

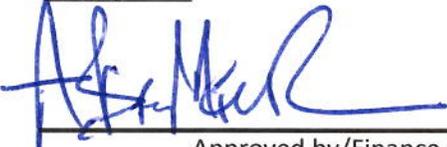

Prepared by:

11/17/2021
Date


Reviewed by:

11/17/2021
Date

The Finance Director of the City of Olympia, Washington, hereby certifies that the Payroll gross earnings, benefits and LEOFF I post-retirement insurance benefits for the pay cycle ending: 11/15/2021 have been examined and are approved as recommended for payment.


Approved by/Finance Director

11/18/2021
Date



City Council

Approval of a Resolution Providing for Submission to the Voters at the April 26, 2022, Special Election of a Ballot Proposition Authorizing a One-Tenth of One Percent Increase in Sales and Use Tax for the Purpose of Funding Arts, Science, Cultural, and Heritage Programs

Agenda Date: 12/14/2021
Agenda Item Number: 4.D
File Number:21-1182

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

Title

Approval of a Resolution Providing for Submission to the Voters at the April 26, 2022, Special Election of a Ballot Proposition Authorizing a One-Tenth of One Percent Increase in Sales and Use Tax for the Purpose of Funding Arts, Science, Cultural, and Heritage Programs

Recommended Action

Committee Recommendation:

Not referred to committee.

City Manager Recommendation:

Move to approve a Resolution providing for submission to the Voters at the April 26, 2022, Special Election of a ballot proposition authorizing a one-tenth of one percent increase in sales and use tax pursuant to RCW 82.14.525 for a period of seven years to be used for the purpose of funding arts, science, cultural, and heritage programs.

Report

Issue:

Whether the City Council should submit a sales and use tax increase proposal to the City's voters at the special election on April 26, 2022, to raise revenue for arts, science, cultural, and heritage programs as permitted by state law.

Staff Contact:

Keith Stahley, CP&D Director, 360.753.8227
Mark Barber, City Attorney, 360.753.8338

Presenter:

None - Consent Calendar Item

Background and Analysis:

The Olympia City Council received a briefing about the requirements and benefits of a cultural access program as envisioned by the Legislature during a Council Study Session on August 8, 2021. Staff was directed to explore more fully how a cultural access program could work for Olympia and address community interests, needs, and priorities.

City staff worked in partnership with a nine-member Steering Committee that included local non-profit leaders, business owners, and educators. This group assisted in creating a larger and more representative leadership group of sixteen additional community members, who helped to spread the word, convene meetings, and facilitate small group discussions. Four community meetings were held, engaging over 80 people representing about 40 local organizations. Through targeted questions and discussions input was gathered on their priorities and hopes for expanded cultural access in the Olympia community.

A summary of the primary results from those meetings included a clear call for expanded cultural access in Olympia to contribute to (1) expanded cultural programming; (2) programs in schools; (3) community building and inspiration; (4) economic health of the community; (5) greater cultural access for every Olympia resident; and (6) equity and mentoring for small and new cultural organizations. The groups recommended that sharing the value of cultural access is best done by using the arts, science, culture, and heritage as mediums for communication with storytelling, performance, demonstration, and by showcasing their influence and daily presence in the lives of Olympia's residents, as well as the positive economic impacts in Olympia.

In a separate effort with Council support, the City engaged a research firm to conduct a survey to better understand how the community at large feels about cultural programming and who it should serve. The survey was fielded from October 22 through 29 and gathered a demographically balanced set 417 responses from Olympia residents.

The survey found that there is broad support for arts, science, cultural and heritage programs in Olympia. A total of 85% of respondents indicate it is "somewhat important" (52%) or "very important" (32%) to Olympia's quality of life. Eighty-five percent of respondents initially said that they "strongly support" or "somewhat support" expanded programs for arts, science, culture, and heritage programs. Following a randomized series of pro and con statements, this number fell slightly but stayed strong at 73% in support when the question was repeated at the end of the survey.

Similar to the stakeholder group, the survey respondents place high priority on programs in schools and programs that serve children and youth and see strong public benefits in the areas of community building, providing well-rounded public education and in understanding other cultures. Teacher training and development was also highlighted as an important educational priority. These survey's results were shared with Council in a second Study Session on November 16, 2021.

Later, following the Study Session, during the Council's business meeting, a motion was made and unanimously passed to bring forward a ballot resolution for Council's consideration and action to submit to the voters of the City of Olympia a ballot measure to increase by one-tenth of one percent (0.1%) the sales and use tax in the City of Olympia for the purpose of funding a cultural access program for the arts, science, cultural, and heritage programs as permitted by state law in Chapter 36.160 RCW and RCW 82.14.525.

A sales and use tax increase of 0.1% would raise approximately \$2,300,000 per year for arts, science, cultural, and heritage programming in Olympia, offering free or discounted admission for Olympia's residents, including free transportation for Olympia's public school students to cultural programming. The tax increase equates to ten cents on every \$100.00 of taxable purchases in Olympia.

Neighborhood/Community Interests (if known):

The survey reported strong resident support for a cultural access program to fund arts, science, cultural and heritage programming.

Options:

1. Approve the Ballot Resolution to submit the proposition to Olympia's voters at the April 26, 2022, special election.
2. Direct staff to modify the proposed Ballot Resolution.
3. Do nothing at this time.

Financial Impact:

If the City's voters approve the ballot proposal, the sales and use tax within the City's municipal boundaries would increase by one-tenth of one percent to provide funding for arts, science, cultural, and heritage programs for Olympia's residents and students.

Attachments:

Resolution

RESOLUTION NO. _____

A RESOLUTION OF THE OLYMPIA CITY COUNCIL PROVIDING FOR THE SUBMISSION TO THE VOTERS OF THE CITY OF OLYMPIA AT THE APRIL 26, 2022, SPECIAL ELECTION, A PROPOSITION AUTHORIZING THE CITY OF OLYMPIA TO LEVY A SALES AND USE TAX AT THE INCREASED RATE OF ONE-TENTH OF ONE PERCENT PURSUANT TO RCW 82.14.525 FOR A PERIOD OF SEVEN YEARS, TO BE USED FOR THE PURPOSE OF FUNDING ARTS, SCIENCE, CULTURAL AND HERITAGE PROGRAMS; SETTING FORTH THE BALLOT PROPOSITION; REQUIRING AN ANNUAL REPORT; AND DIRECTING THE CITY CLERK TO TRANSMIT TO THE THURSTON COUNTY AUDITOR A CERTIFIED COPY OF THIS RESOLUTION

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OLYMPIA, WASHINGTON DOES HEREBY RESOLVE AS FOLLOWS:

SECTION 1. Findings and Determinations. The following recitals are hereby adopted as legislative findings and determinations made by the Olympia City Council (the "Council"):

- a. Pursuant to RCW 36.160.010(1)(c), the Washington State Legislature set forth its intent to provide local governments and communities the fiscal tools needed ". . . to provide public and educational benefits and economic support for cultural organizations [by] [p]roviding local support for the state's cultural organizations [which] is in the public interest and will serve multiple public purposes including, among others, enhancing and extending the education reach and offerings of cultural organizations; ensuring continued and expanded access to the facilities and programs of cultural organizations by economically and geographically underserved populations; and providing financial stability to the organizations to continue and extend the numerous public benefits they provide."
- b. Access to arts, science, culture and heritage programs in the City of Olympia will advance and promote equity, diversity, and opportunity for Olympia's residents and communities by leveraging Olympia's arts and cultural assets, potential partnerships, and the need to invest in Olympia's youth.
- c. The City of Olympia seeks to promote greater civic engagement and to use arts and culture as a vehicle to address and support Olympia's values and priorities including education, neighborhood and economic development, community building, equity and inclusion, including minority cultural and ethnic groups and underserved populations.
- d. Olympia's residents would greatly benefit from improved public access to programs produced by nonprofit arts, science, culture, and heritage organizations that would be enabled by an increase in public funding for those organizations.
- e. The Olympia City Council finds that increased funding would advance fair and equitable access to arts, science, culture, and heritage programs throughout the City and remove barriers to access faced by many segments of Olympia's population due to poverty, isolation, bias, racism, stigma, discrimination, disability, chronic illness, and/or other systemic barriers.

- f. Increased funding for arts, science, culture, and heritage organizations would allow such organizations to expand open public hours, offer discounted and free admission for Olympia's residents, award scholarships, participate in public school access programs, and make more programs available in Olympia's communities that do not have spaces for cultural activities.
- g. Additional funding would foster the creation and development of new cultural organizations throughout the City, reduce geographic barriers, and facilitate access to arts, science, culture, and heritage resources for all residents.
- h. Providing increased financial support for arts, science, culture, and heritage organizations in Olympia will result in multiple public benefits, including but not limited to: (1) ensuring K-12 public school students in all Olympia Public Schools will have greater access to arts, science, culture, and heritage organizations during students' formative years through programs in and out of classrooms, before and after school programs, and during the summer, and opportunities for free visits to cultural attractions, leading to better engagement in the classroom, improved educational attainment, support for social and emotional growth, and higher graduation rates; (2) creating new resources to support or promote cultural activities, events, or projects reflecting our diverse lifestyles, interests and cultures, including learning about the Native American heritage of Olympia and its environs; (3) expanding access and opportunities for the general public, including students, seniors, and economically underserved populations or those on a fixed income, to attend and experience cultural events, performances, festivals, exhibits, and related programs and activities; (4) boosting the City's economy through enhanced cultural community, job creation, and increased tourism; and (5) ensuring that arts, culture, science, and heritage organizations are financially healthy and able to provide public programs and services within their facilities, in neighborhoods and communities, and in public schools.
- i. Increased funding will provide transportation for school age children to access and attend arts, science, cultural, and heritage programs, so as to overcome one of the recognized barriers for such participation.
- j. In order to provide such public benefits, the Olympia City Council shall create and establish an advisory board consistent with RCW 36.160.060, consisting of nine (9) members, and to be known as the Olympia Cultural Access Program Advisory Board. The Cultural Access Program Advisory Board (the "CAP Advisory Board") shall make recommendations for funding of arts, science, cultural, and heritage programs to the City Council. The CAP Advisory Board shall ensure that a minimum of eighty percent (80%) of all collected revenues will be dedicated to providing public and educational benefits and economic support for arts, science, cultural and heritage organizations, and for programming for youth, neighborhood and community activities, and for capital expenditures or acquisitions including, but not limited to, the acquisition of or construction improvements to real property as permitted by RCW 36.160.110(6). Up to ten percent (10%) of collected revenues shall be used to fund youth transportation for such activities; and ten percent (10%) shall be used for administrative costs.

- k. The CAP Advisory Board will make its recommendations to the City Council and shall be accountable for funding recommendations through regular reporting of expenditures and program data, including measurable outcomes and records of participants within the City of Olympia.
- l. As a further accountability measure, applicants for and recipients of City grants will be required to identify and demonstrate community benefit, based on criteria to be adopted by the Olympia City Council, which will ensure benefit to all Olympia residents, communities, and generations, for free or reduced cost programs, neighborhood or community-based programs, economic development, and arts incubation on all levels.
- m. The Olympia City Council supports the growth and development of arts, science, culture, and heritage programs in Olympia's neighborhoods and communities to promote a healthy, more inclusive, and vibrant Olympia.
- n. RCW 36.160.030(3) provides that "A city may create a cultural access program if the county legislative authority in which the city is located adopts a resolution stating the county forfeits its option to create a program or does not place a proposition before the people to create such a program by June 30, 2017. In the event the exception in this subsection occurs, all references in this chapter to a county must include a city that has exercised its authority under this subsection, unless the context clearly requires otherwise." The Olympia City Council finds that Thurston County did not exercise its option under RCW 36.160.030(3) to create a cultural access program by June 30, 2017, and therefore the City of Olympia, through the legislative discretion of the Olympia City Council, wishes to create a cultural access program for Olympia's residents.
- o. The Olympia City Council further finds that in creating a cultural access program under Chapter 36.160 RCW, it must affirm that any funding the City usually and customarily provides to cultural organizations similar to funding that would be available to those organizations ". . . under this chapter may not be replaced or materially diminished as a result of funding becoming available under this chapter." In accord with RCW 36.160.050, the Council hereby makes such affirmation.
- p. In accord with RCW 36.160.080(1)(a), a city creating a cultural access program under Chapter 36.160 RCW, may impose a sales and use tax as provided by RCW 82.14.525. Per RCW 36.160.080(4) "All revenue from taxes imposed under [Chapter 36.160 RCW] must be credited to a special fund in the treasury of the [city] imposing such tax and used solely for the purpose of paying all or any part of the cost of cultural access programs as provided in this chapter."
- q. RCW 82.14.525(1) provides "The legislative authority of a county or a city may impose a sales and use tax of up to one-tenth of one percent of the selling price in the case of a sales tax, or value of the article used, in the case of a use tax, for the purposes authorized under chapter 36.160 RCW. The legislative authority of the county or city may impose the sales and use tax by ordinance and must condition its imposition on the specific authorization of a majority of the voters voting on a proposition submitted at a special or general election held after June 30, 2016. The ordinance and ballot proposition may provide for the tax to apply for a period of up to seven consecutive years."
- r. RCW 82.14.525(3) further provides that "The legislative authority of a county or city may reimpose a tax imposed under this section for one or more additional periods of up to seven consecutive years."

The legislative authority of the county or city may only reimpose the sales and use tax by ordinance and on the prior specific authorization of a majority of the voters voting on a proposition submitted at a special or general election.

- s. Moneys collected under RCW 82.14.525(4) “. . . may only be used for the purposes set forth in RCW 36.160.110.” The department of revenue shall collect taxes under RCW 82.14.525 on behalf of a county or city at no cost to the county or city.

SECTION 2. Authorization of a Cultural Access Program Sales and Use Tax. The Olympia City Council directs the submission of a proposition to the voters of the City of Olympia, substantially as set forth in this Resolution, to authorize the City to impose pursuant to RCW 82.14.525 a sales and use tax of one-tenth of one percent to create the “Olympia Cultural Access Program” (“OCAP”).

SECTION 3. Use of Tax Proceeds. If approved, the City shall use the moneys collected under RCW 82.14.525(4) “. . . only . . . for the purposes set forth in RCW 36.160.110, including but not limited to, start-up funding provided to the program under RCW 36.160.040 with the expectation “that the funding will be repaid . . .;” that the funding forming such a program to be reserved for program costs, including direct administrative costs, and repaying any start-up funding provided under RCW 36.160.040; the percentage of total funds available annually to be reserved for a public school cultural access program established and managed by the City to increase access to cultural activities and programming for public school students, including transportation to off-site cultural experiences for all students at schools in the City that are located within a school district in which at least forty percent of the district’s students are eligible for the federal free and reduced-price school meals program; and the City may limit its spending on the transportation benefit to no more than five percent of funds collected each year under RCW 36.160.080; and remaining funds available annually, including all funds not initially reserved under RCW 36.160.110(1), (2), and (3), as well as funds not distributed by the City from the reserved funds, must be distributed by the City to entities designated by the legislative authority of the City creating the program, after creating guidelines and criteria for the award of funds to eligible cultural organizations, including designated entity administrative costs. In accord with RCW 36.160.110(5), the City in “. . . evaluating requests for funding authorized under this chapter, the designated entity responsible for the distribution of the funds must consider the public benefits that any cultural organizations represented will be derived from proposed projects. Funds distributed to cultural organizations may be used to support cultural and educational activities, programs, and initiatives, public benefits and communications, and basic operations. Funds may also be used for (a) capital expenditures or acquisitions including, but not limited to, the acquisition of or construction of improvements to real property and (b) technology, equipment, and supplies reasonably related to or necessary for a project otherwise eligible for funding under Chapter 36.160 RCW.

SECTION 4. Calling of Election. The Olympia City Council requests the Thurston County Auditor, as *ex officio* supervisor of elections in Thurston County, Washington, to call and conduct a special election in the City of Olympia, in the manner provided by law, to be held therein on April 26, 2022, for the purpose of submitting to the voters of the City, for their approval or rejection, the question of whether or not the City shall impose the additional sales and use tax permitted by RCW 82.14.525 of one-tenth of one percent over a period of seven years for the sole purpose of funding arts, science, culture, and heritage programs in the City of Olympia. If such proposition is approved by the requisite number of voters, the

City shall be authorized to impose the additional sales and use tax and to use the revenues as authorized by this Resolution.

SECTION 5. Ballot Proposition. The City Clerk is authorized and directed to certify, no later than December 20, 2021, to the Thurston County Auditor, as *ex officio* supervisor of elections in the City of Olympia and Thurston County, a copy of this Resolution and the proposition to be submitted at that election in the form of ballot title prepared by the City Attorney, substantially in the form as set forth below, as required by RCW 29A.36.071, as follows:

**CITY OF OLYMPIA
PROPOSITION NO. 1**

The Olympia City Council passed Resolution No. _____ concerning a sales and use tax increase to support cultural programs.

If approved, this proposition authorizes the City of Olympia to impose an additional sales and use tax of 0.1% beginning July 1, 2022, and expiring in seven years. The revenue generated shall be used to provide free and discounted access to arts, science, cultural, and heritage programs for Olympia’s residents, free transportation to programs for Olympia public school children, and capital improvements. It would also expand services to Olympia’s diverse, underserved and low-income populations.

Should this proposition be approved?

- Yes
- No

For purposes of receiving notice of any matters related to the ballot title, as provided in RCW 29A.36.080, the Council hereby designates its City Attorney as the person to whom such notice shall be provided.

SECTION 6. General Authorization. The proper City officials are authorized to perform such duties as are necessary or required by law to the end that the question of whether or not the additional sales and use tax shall be submitted to the voters. Should the voters approve this ballot proposition, the Olympia City Council shall create and codify formation of the Olympia Cultural Access Program Advisory Board, whose purpose will be to guide, recommend, oversee, and implement the program and to deliver an annual progress report to the public so that Olympia’s residents may easily understand the benefits provided and achieved, among other performance indicators important for transparency and accountability of these public resources.

SECTION 7. Use of Funds if Ballot Proposition is Approved. Should the voters in the City of Olympia approve this proposition, of the tax revenues collected: (a) a minimum of eighty percent (80%) of all revenues will be dedicated for cultural programs in Olympia, including programs for youth, neighborhood or community events, and arts, science, cultural and heritage organizations, and including reduced or free admission for Olympia residents; (b) up to ten percent (10%) of all revenues will be

dedicated to provide children enrolled in Olympia Public Schools transportation to cultural programs funded by the Olympia Cultural Access Program (CAP); and (c) ten percent (10%) shall be used for administrative costs.

SECTION 8. Authorization for Publication and Distribution of Local Voters' Pamphlet. In accord with RCW 29A.32.210, the Olympia City Council authorizes the publication and distribution by the Thurston County Auditor of a Local Voters' Pamphlet for the foregoing ballot proposition at a special election to be conducted on April 26, 2022.

SECTION 9. City Manager Authorized to Bring Forward Ordinance if Proposition is Approved. Should the voters in the City of Olympia approve this proposition, the City Manager is directed to bring forward to the Olympia City Council, an ordinance establishing the Olympia Cultural Access Program (CAP) Fund for the purpose of dedicating and restricting funds and any revenue generated as a result of this ballot measure, so that such funds are used as outlined in the approved ballot measure.

SECTION 10. Severability. If any provision of this Resolution is declared by any court of competent jurisdiction to be invalid, then such provision shall be null and void and shall be severable from the remaining provisions of this Resolution and shall in no way affect the validity of the other provisions of this Resolution.

SECTION 11. Effective Date. This Resolution shall take effect and be in full force immediately upon passage and publication as provided by law.

SECTION 12. Ratification. Any action taken consistent with the authority of this Resolution, after its passage but prior to the effective date, is ratified, approved, and confirmed.

ADOPTED BY THE CITY COUNCIL OF THE CITY OF OLYMPIA, WASHINGTON, AT A REGULAR MEETING this _____ day of December 2021.

MAYOR

ATTEST:

CITY CLERK

APPROVED AS TO FORM:

Mark Barber
CITY ATTORNEY



City Council

Approval of a Resolution Supporting the Decision Durability Scorecard Identifying the City's Level of Support for Alternatives for Long-Term Management of Capitol Lake- Deschutes Estuary

Agenda Date: 12/14/2021
Agenda Item Number: 4.E
File Number:21-1204

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

Title

Approval of a Resolution Supporting the Decision Durability Scorecard Identifying the City's Level of Support for Alternatives for Long-Term Management of Capitol Lake-Deschutes Estuary

Recommended Action

Committee Recommendation:

Not referred to a committee.

City Manager Recommendation:

Move to approve a Resolution supporting the Decision Durability Scorecard Identifying the City's Level of Support for Alternatives for Long-Term Management of Capitol Lake-Deschutes Estuary.

Report

Issue:

Whether to approve a Resolution supporting the submittal of the Decision Durability Scorecard to the Department of Enterprise Services as part of the Capitol Lake-Deschutes Estuary EIS Process.

Staff Contact:

Eric Christensen, Water Resources Director, Public Works, 360.570.3741

Rich Hoey, P.E., Public Works Director, 360.753.8495

Presenter(s):

None - Consent Calendar Item.

Background and Analysis:

The Washington State Department of Enterprise Services (DES) is conducting an environmental review process under the State Environmental Policy Act for the Capitol Lake - Deschutes Estuary Long-Term Management Project.

In June 2021, DES released the Draft Environmental Impact Statement (draft EIS) for the Capitol

Lake-Deschutes Estuary Long-Term Management Project. The draft EIS included information on long-term management alternatives and key findings from in-depth technical analyses. The management alternatives included: 1) No Action, 2) Managed Lake Alternative, 3) Estuary Alternative and 4) Hybrid Alternative.

In accordance with Engrossed Substitute Senate Bill 6248, a Preferred Alternative was not selected in the draft EIS but will be identified in the final EIS scheduled to be completed by June 30, 2022.

During the draft EIS public review period, on August 10, 2021, the Olympia City Council passed Resolution M-2248 supporting the Estuary Alternative. In addition, on October 7, 2021, the City of Olympia and the Squaxin Island Tribe enacted an Accord that includes a commitment to support the restoration of the Deschutes Estuary and efforts to restore treaty-protected salmon populations.

As part of the Preferred Alternative Identification Process, DES is requesting additional input from stakeholders (including City of Olympia) by December 17, 2021 on the Decision Durability selection criteria. Decision Durability is one of the selection criteria that DES will use in selecting the Preferred Alternative. DES has requested this input through completion of a Decision Durability scorecard that identifies each stakeholder's level of support for each management alternative evaluated in the draft EIS.

Taking guidance from Resolution M-2248 and the Accord between the City of Olympia and the Squaxin Island Tribe, staff has prepared the proposed Decision Durability scorecard outlining the City's strong support for the Estuary Alternative.

Neighborhood/Community Interests (if known):

What to do with Capitol Lake has long been a focus and concern of the community. There are strong opinions around all the long-term management alternatives. The draft EIS addresses the community's key concerns of improving water quality, managing accumulated sediment, improving ecological functions and enhancing the community's use of the resource.

Options:

1. Approve a Resolution Supporting the Decision Durability Scorecard Identifying the City's Level of Support for Alternatives for Long-Term Management of Capitol Lake-Deschutes Estuary.
2. Modify the Decision Durability Scorecard to address Council concerns prior to approving submittal to DES.

Financial Impact:

None at this time. As outlined in the draft EIS, the Estuary Alternative would be the least-cost action alternative over the 30-year planning horizon.

Attachments:

Resolution
Decision Durability Questionnaire

RESOLUTION NO. _____

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF OLYMPIA, WASHINGTON, SUPPORTING THE DECISION DURABILITY SCORECARD IDENTIFYING THE CITY’S LEVEL OF SUPPORT FOR ALTERNATIVES FOR LONG-TERM MANAGEMENT OF CAPITOL LAKE – DESCHUTES ESTUARY

WHEREAS, the Washington State Department of Enterprise Services (DES) is conducting an environmental review process under the State Environmental Policy Act for the Capitol Lake – Deschutes Estuary Long-Term Management Project; and

WHEREAS, through Engrossed Substitute Senate Bill 6095, the Washington State legislature required DES to develop an environmental impact statement to consider alternatives for Capitol Lake. The alternatives considered must include, at a minimum, a lake option, an estuary option, and a hybrid option. The environmental impact statement will also consider sediment transport and locations within lower Budd Inlet. The department must work with affected stakeholders to develop mitigation plans. The environmental impact statement must also consider an expanded area around Capitol Lake and Budd Inlet including the Port of Olympia for the economic analysis. The environmental impact statement must consider the use of equal funding from nonstate entities including, but not limited to, local governments, special purpose districts, tribes, and not-for-profit organizations; and

WHEREAS, through Engrossed Substitute Senate Bill 6248, the Washington State legislature required DES to complete a draft environmental impact statement with at least the three options of a managed lake, an estuary, and a hybrid lake by June 30, 2021, with the intent of a final environmental impact statement that includes identification of a preferred alternative for Capitol Lake management be completed by June 30, 2022; and

WHEREAS, on June 30, 2021, DES released the Draft Environmental Impact Statement, for the Capitol Lake – Deschutes Estuary Long-Term Management Project including information on long-term management alternatives and key findings from the technical analyses; and

WHEREAS, on August 10, 2021, the Olympia City Council passed Resolution M-2248 supporting the Estuary Alternative for long-term management of Capitol Lake – Deschutes Estuary; and

WHEREAS, with Resolution M-2248 the Olympia City Council requested the ability to provide additional input on selection of the Preferred Alternative to be identified in the final Environmental Impact Statement for the Capitol Lake – Deschutes Estuary Long-Term Management Project; and

WHEREAS, through an accord between the Squaxin Island Tribe and the City of Olympia, the City has expressed a commitment to support the restoration of the Deschutes Estuary, restore treaty-protected salmon populations, and coordinate and cooperate to protect natural resources and respond to climate change; and

WHEREAS, as part of the Preferred Alternative Identification Process, DES is requesting input from stakeholders (including the City of Olympia) by December 17, 2021, on the Decision Durability selection criteria (which alternative(s) are most likely to achieve long-term support from local tribes, stakeholders, and the

community). Input has been requested in the form of completing a scorecard to identify stakeholders' level of support for each alternative for long-term management of Capitol Lake – Deschutes Estuary; and

WHEREAS, this will be the City's last opportunity to provide input on the Preferred Alternative Identification Process for long-term management of Capitol Lake – Deschutes Estuary prior to issuance of the final Environmental Impact Statement.

NOW, THEREFORE, BASED ON THE RECITALS ABOVE, THE OLYMPIA CITY COUNCIL DOES HEREBY RESOLVE as follows:

1. The Olympia City Council hereby supports the Decision Durability scorecard, attached hereto as Exhibit A, identifying the City's level of support for alternatives for long-term management of Capitol Lake – Deschutes Estuary.
2. The Olympia City Council hereby requests that, given the impacts to the Squaxin Island Tribe and to address equity and social justice impacts, the Squaxin Island Tribe's input in the Decision Durability selection criteria be weighted more heavily than other partners given treaty rights under the Medicine Creek Treaty of 1854 and Tribal interests in the health of the Budd Inlet ecosystem as a whole.
3. The Olympia City Council hereby thanks DES for the opportunity to provide input on the Decision Durability selection criteria as part of the Preferred Alternative Identification Process for the Capitol Lake – Deschutes Estuary Long-Term Management Project.

PASSED BY THE OLYMPIA CITY COUNCIL this _____ day of _____ 2021.

MAYOR

ATTEST:

CITY CLERK

APPROVED AS TO FORM:

Mark Barber

CITY ATTORNEY

Decision Durability is the ability of an alternative to achieve long-term support from local tribes, stakeholders, and communities. Please use the scoring below to provide your entity’s feedback on Decision Durability for each alternative.

Please submit your feedback via email to carrie.martin@des.wa.gov no later than Dec. 17, 2021. Please include a score and narrative response for each alternative; complete responses for each alternative are needed to include your feedback in Enterprise Services evaluation of the alternatives.

Please identify the level of support by you/the constituents that you represent for each alternative.

Alternative	Fully support or mostly support			Mostly support or partially support				Low support or cannot support		
	10	9	8	7	6	5	4	3	2	1
Estuary	10	9	8	7	6	5	4	3	2	1
Hybrid	10	9	8	7	6	5	4	3	2	1
Managed Lake	10	9	8	7	6	5	4	3	2	1
No Action	10	9	8	7	6	5	4	3	2	1

Please include with your rating a brief narrative describing your reasons for this score and answers to the following questions.

What about each alternative **INCREASES** your/your constituencies support of this alternative?

What about each alternative **DECREASES** your/your constituencies support of this alternative?

Estuary Alternative

What **increases** the City of Olympia’s support for the Estuary Alternative?

- Through an accord between the Squaxin Island Tribe and the City of Olympia, the City has expressed a commitment to support the restoration of the Deschutes Estuary, restore treaty-protected salmon populations, and coordinate and cooperate to protect natural resources and respond to climate change.
- The Estuary Alternative would beneficially affect tribal populations through the cultural, heritage, spiritual, and educational value that an estuarine environment provides. (page 4-118)
- The draft EIS Water Quality Discipline Report (page 5-14) estimates that with the Estuary Alternative there will be an improvement in dissolved oxygen in Budd Inlet over the Managed Lake and Hybrid Alternatives.

- The Estuary Alternative would pose the least risk of potential increased utility and ratepayer costs associated with water quality regulation would occur if new TMDL allocations shift additional responsibilities for nutrient reduction to wastewater and stormwater dischargers.
- Reintroducing tidal hydrology to the Capitol Lake Basin would benefit many of the species of importance to local area tribes, including salmon and shellfish, and potentially other fish and wildlife, as well as plants. (Executive Summary page 35)
- Estuarine habitat in the South Sound has experienced severe reductions in both the quantity and quality of such key habitats for fish. Because of this, the transition in habitat type from freshwater lake to estuary would be highly valuable. (Executive Summary pages 4 and 5)
- The mixing of freshwater and saltwater in estuarine environments creates some of the most productive and valuable habitat on earth. The reestablishment of estuarine conditions by reintroducing saltwater and tidal influences to the Capitol Lake Basin would substantially improve ecological functions in the Project Area. In addition to supporting key ecological processes, estuarine conditions would provide productive habitat for shellfish, salmon, other anadromous species, and marine fish in the area, potentially including Endangered Species Act-listed Chinook salmon (non-hatchery) and steelhead trout. Shallow water habitats with salt marsh vegetation along the shoreline would provide preferred forage and rearing habitat for juvenile salmon. (Executive Summary page 17)
- Under the Estuary Alternative, the conversion of freshwater lake habitat to a tidally influenced brackish estuary would substantially benefit anadromous fish and marine fish, potentially including ESA-listed Chinook salmon and steelhead trout, as well as shellfish. (page 4-63)
- Under the Estuary Alternative, aquatic invasive species that are intolerant to saltwater (e.g., New Zealand mudsnail, Eurasian watermilfoil, curly pondweed) would be largely eradicated from the area with the transition from freshwater to saltwater. (page 4-69)
- Maximum water levels for the Estuary Alternative would be slightly (≤ 1 foot [≤ 0.3 meters]) lower than those of the No Action and Managed Lake Alternatives. (Page 4-106)
- During extreme river floods (with 2 feet [0.61 meters] of RSLR), the Estuary Alternative would reduce the extent and intensity of flooding compared to the No Action and Managed Lake Alternatives. (Page 4-106)
- The total cost of Estuary Alternative over 30 years would be \$70 to \$271 million dollars less than the Managed Lake and Hybrid Alternatives. (page 4-184)
- The Estuary and Hybrid Alternatives would provide more opportunity for carbon sequestration and less methane emissions than the Managed Lake Alternative, with the Estuary providing slightly more storage capacity than the Hybrid Alternative. (Economics Discipline Report page ES-7).
- The Estuary alternative promotes the greatest levels of consistency with Guiding Principles in the 2017 Thurston Climate Adaptation Plan.
- With the Estuary Alternative, enhancements to trails, habitat areas, and restored water-based recreation would increase the value of recreation in the Capitol Lake Basin.
- Construction of a temporary 5th Avenue bridge could mitigate construction impacts and provide redundancy and provide improved traffic flow in this vital part of the City's transportation and utility network.

What **decreases** the City of Olympia's support for the Estuary Alternative?

- Not applicable.

Hybrid Alternative

What **increases** the City of Olympia's support for the Hybrid Alternative?

- Not applicable.

What **decreases** the City of Olympia's support for the Hybrid Alternative?

- Improvements in ecological functions with the Hybrid Alternative would be less substantial than for the Estuary Alternative.
- Over 30 years, the Hybrid Alternative would cost \$70 to \$127 million more than the Estuary Alternative.
- Of the three action alternatives, the Hybrid Alternative would generate the highest levels of GHG emissions during construction (Attachment 11, page 5-14)
- The Hybrid Alternative would have slightly less net carbon sequestration when compared to the Estuary Alternative because of the decreased area of saline marsh in the North Basin (Attachment 11, page 5-16).
- The Budd Inlet sediment deposition for the Hybrid Alternative would be approximately 23% greater than the predicted deposition for the Estuary Alternative. (page 4-8).
- The Department of Enterprise Services indicates that the final Environmental Impact Statement may include a freshwater (groundwater fed) rather than saltwater reflecting pool for the Hybrid Alternative. The City is concerned with the feasibility of a groundwater fed freshwater reflecting pool. Flow rates from existing artesian wells in downtown Olympia would not support sufficient water exchange to maintain water quality in a reflecting pool. Water rights for groundwater to feed the reflecting pool would also be highly speculative.

Managed Lake Alternative

What **increases** the City of Olympia's support for the Managed Lake Alternative?

- Not applicable.

What **decreases** the City of Olympia's support for the Managed Lake Alternative?

- The Managed Lake Alternative would have no change in impact on water quality in Lower Budd Inlet compared to existing conditions based on there being no changes in DO or general condition of habitat for cold water fish and no change in the extent or frequency of algae blooms. Budd Inlet would continue experience low DO concentrations that do not meet DO standards each summer especially in the lower water column. (Water Quality Discipline Report Page 5-9)
- The Managed Lake Alternative would perpetuate historic inequities, particularly for tribal populations that have experienced ongoing adverse effects from changes to the ecosystem since non-Indigenous settlement of the region and continued loss of connection to the natural environment. (page 7-11)
- Improvements in ecological functions with the Managed Lake Alternative would be substantially less than for the Estuary Alternative.
- Potential utility and ratepayer costs associated with water quality regulation would occur if new TMDL allocations shift additional responsibilities for nutrient reduction to wastewater and stormwater dischargers.

City of Olympia Response

- Over 30 years, the Managed Lake Alternative would cost \$158 to \$271 million more than the Estuary Alternative.
- With the Managed Lake alternative, Tribal values would continue to be adversely impacted by the loss of connection to the natural environment and anthropogenic harm to natural ecosystems.
- The water quality improvements from a yet to be developed adaptive lake management plan are uncertain.
- The Managed Lake Alternative would not promote consistency with the Guiding Principles in the 2017 Thurston Climate Adaptation Plan, capturing and storing GHG emissions (page 4-86)
- Under the No Action and Managed Lake Alternatives, impacts would be significant if Ecology requires LOTT and other dischargers to implement more stringent actions for stormwater and wastewater discharges to improve water quality and meet regulatory standards in the basin.
- Among all alternatives, the highest maximum water levels and greatest extent of flooding would occur for the Managed Lake Alternative during extreme river floods. (page 4-2)

No Action Alternative

What **increases** the City of Olympia's support for the No Action Alternative?

- Not applicable.

What **decreases** the City of Olympia's support for the No Action Alternative?

- The No Action Alternative is not sustainable.
- The No Action Alternative would not improve water quality.
- The No Action Alternative would not manage sediment or future deposition.
- The No Action Alternative would not improve ecological functions.
- The No Action Alternative would not enhance community use of the resource.
- The No Action Alternative would not provide net environmental benefits.
- Under the No Action and Managed Lake Alternatives, impacts would be significant if Ecology requires LOTT and other dischargers to implement more stringent actions for stormwater and wastewater discharges to improve water quality and meet regulatory standards in the basin.
- Among all alternatives, the highest maximum water levels and greatest extent of flooding would occur for the Managed Lake Alternative during extreme river floods. The No Action Alternative would experience similar, although slightly lower, water levels during extreme river floods. (page 4-2)

Decision Durability is the ability of an alternative to achieve long-term support from local tribes, stakeholders, and communities. Please use the scoring below to provide your entity’s feedback on Decision Durability for each alternative.

Please submit your feedback via email to carrie.martin@des.wa.gov no later than Dec. 17, 2021. Please include a score and narrative response for each alternative; complete responses for each alternative are needed to include your feedback in Enterprise Services evaluation of the alternatives.

Please identify the level of support by you/the constituents that you represent for each alternative.

Alternative	Fully support or mostly support			Mostly support or partially support				Low support or cannot support		
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No Action	10	9	8	7	6	5	4	3	2	1

Please include with your rating a brief narrative describing your reasons for this score and answers to the following questions.

What about each alternative **INCREASES** your/your constituencies support of this alternative?

What about each alternative **DECREASES** your/your constituencies support of this alternative?

Estuary Alternative

What **increases** the City of Olympia’s support for the Estuary Alternative?

- Through an accord between the Squaxin Island Tribe and the City of Olympia, the City has expressed a commitment to support the restoration of the Deschutes Estuary, restore treaty-protected salmon populations, and coordinate and cooperate to protect natural resources and respond to climate change.
- The Estuary Alternative would beneficially affect tribal populations through the cultural, heritage, spiritual, and educational value that an estuarine environment provides. (page 4-118)
- The draft EIS Water Quality Discipline Report (page 5-14) estimates that with the Estuary Alternative there will be an improvement in dissolved oxygen in Budd Inlet over the Managed Lake and Hybrid Alternatives.

- The Estuary Alternative would pose the least risk of potential increased utility and ratepayer costs associated with water quality regulation would occur if new TMDL allocations shift additional responsibilities for nutrient reduction to wastewater and stormwater dischargers.
- Reintroducing tidal hydrology to the Capitol Lake Basin would benefit many of the species of importance to local area tribes, including salmon and shellfish, and potentially other fish and wildlife, as well as plants. (Executive Summary page 35)
- Estuarine habitat in the South Sound has experienced severe reductions in both the quantity and quality of such key habitats for fish. Because of this, the transition in habitat type from freshwater lake to estuary would be highly valuable. (Executive Summary pages 4 and 5)
- The mixing of freshwater and saltwater in estuarine environments creates some of the most productive and valuable habitat on earth. The reestablishment of estuarine conditions by reintroducing saltwater and tidal influences to the Capitol Lake Basin would substantially improve ecological functions in the Project Area. In addition to supporting key ecological processes, estuarine conditions would provide productive habitat for shellfish, salmon, other anadromous species, and marine fish in the area, potentially including Endangered Species Act-listed Chinook salmon (non-hatchery) and steelhead trout. Shallow water habitats with salt marsh vegetation along the shoreline would provide preferred forage and rearing habitat for juvenile salmon. (Executive Summary page 17)
- Under the Estuary Alternative, the conversion of freshwater lake habitat to a tidally influenced brackish estuary would substantially benefit anadromous fish and marine fish, potentially including ESA-listed Chinook salmon and steelhead trout, as well as shellfish. (page 4-63)
- Under the Estuary Alternative, aquatic invasive species that are intolerant to saltwater (e.g., New Zealand mudsnail, Eurasian watermilfoil, curly pondweed) would be largely eradicated from the area with the transition from freshwater to saltwater. (page 4-69)
- Maximum water levels for the Estuary Alternative would be slightly (≤ 1 foot [≤ 0.3 meters]) lower than those of the No Action and Managed Lake Alternatives. (Page 4-106)
- During extreme river floods (with 2 feet [0.61 meters] of RSLR), the Estuary Alternative would reduce the extent and intensity of flooding compared to the No Action and Managed Lake Alternatives. (Page 4-106)
- The total cost of Estuary Alternative over 30 years would be \$70 to \$271 million dollars less than the Managed Lake and Hybrid Alternatives. (page 4-184)
- The Estuary and Hybrid Alternatives would provide more opportunity for carbon sequestration and less methane emissions than the Managed Lake Alternative, with the Estuary providing slightly more storage capacity than the Hybrid Alternative. (Economics Discipline Report page ES-7).
- The Estuary alternative promotes the greatest levels of consistency with Guiding Principles in the 2017 Thurston Climate Adaptation Plan.
- With the Estuary Alternative, enhancements to trails, habitat areas, and restored water-based recreation would increase the value of recreation in the Capitol Lake Basin.
- Construction of a temporary 5th Avenue bridge could mitigate construction impacts and provide redundancy and provide improved traffic flow in this vital part of the City's transportation and utility network.

What **decreases** the City of Olympia's support for the Estuary Alternative?

- Not applicable.

Hybrid Alternative

What **increases** the City of Olympia's support for the Hybrid Alternative?

- Not applicable.

What **decreases** the City of Olympia's support for the Hybrid Alternative?

- Improvements in ecological functions with the Hybrid Alternative would be less substantial than for the Estuary Alternative.
- Over 30 years, the Hybrid Alternative would cost \$70 to \$127 million more than the Estuary Alternative.
- Of the three action alternatives, the Hybrid Alternative would generate the highest levels of GHG emissions during construction (Attachment 11, page 5-14)
- The Hybrid Alternative would have slightly less net carbon sequestration when compared to the Estuary Alternative because of the decreased area of saline marsh in the North Basin (Attachment 11, page 5-16).
- The Budd Inlet sediment deposition for the Hybrid Alternative would be approximately 23% greater than the predicted deposition for the Estuary Alternative. (page 4-8).
- The Department of Enterprise Services indicates that the final Environmental Impact Statement may include a freshwater (groundwater fed) rather than saltwater reflecting pool for the Hybrid Alternative. The City is concerned with the feasibility of a groundwater fed freshwater reflecting pool. Flow rates from existing artesian wells in downtown Olympia would not support sufficient water exchange to maintain water quality in a reflecting pool. Water rights for groundwater to feed the reflecting pool would also be highly speculative.

Managed Lake Alternative

What **increases** the City of Olympia's support for the Managed Lake Alternative?

- Not applicable.

What **decreases** the City of Olympia's support for the Managed Lake Alternative?

- The Managed Lake Alternative would have no change in impact on water quality in Lower Budd Inlet compared to existing conditions based on there being no changes in DO or general condition of habitat for cold water fish and no change in the extent or frequency of algae blooms. Budd Inlet would continue experience low DO concentrations that do not meet DO standards each summer especially in the lower water column. (Water Quality Discipline Report Page 5-9)
- The Managed Lake Alternative would perpetuate historic inequities, particularly for tribal populations that have experienced ongoing adverse effects from changes to the ecosystem since non-Indigenous settlement of the region and continued loss of connection to the natural environment. (page 7-11)
- Improvements in ecological functions with the Managed Lake Alternative would be substantially less than for the Estuary Alternative.
- Potential utility and ratepayer costs associated with water quality regulation would occur if new TMDL allocations shift additional responsibilities for nutrient reduction to wastewater and stormwater dischargers.

City of Olympia Response

- Over 30 years, the Managed Lake Alternative would cost \$158 to \$271 million more than the Estuary Alternative.
- With the Managed Lake alternative, Tribal values would continue to be adversely impacted by the loss of connection to the natural environment and anthropogenic harm to natural ecosystems.
- The water quality improvements from a yet to be developed adaptive lake management plan are uncertain.
- The Managed Lake Alternative would not promote consistency with the Guiding Principles in the 2017 Thurston Climate Adaptation Plan, capturing and storing GHG emissions (page 4-86)
- Under the No Action and Managed Lake Alternatives, impacts would be significant if Ecology requires LOTT and other dischargers to implement more stringent actions for stormwater and wastewater discharges to improve water quality and meet regulatory standards in the basin.
- Among all alternatives, the highest maximum water levels and greatest extent of flooding would occur for the Managed Lake Alternative during extreme river floods. (page 4-2)

No Action Alternative

What **increases** the City of Olympia's support for the No Action Alternative?

- Not applicable.

What **decreases** the City of Olympia's support for the No Action Alternative?

- The No Action Alternative is not sustainable.
- The No Action Alternative would not improve water quality.
- The No Action Alternative would not manage sediment or future deposition.
- The No Action Alternative would not improve ecological functions.
- The No Action Alternative would not enhance community use of the resource.
- The No Action Alternative would not provide net environmental benefits.
- Under the No Action and Managed Lake Alternatives, impacts would be significant if Ecology requires LOTT and other dischargers to implement more stringent actions for stormwater and wastewater discharges to improve water quality and meet regulatory standards in the basin.
- Among all alternatives, the highest maximum water levels and greatest extent of flooding would occur for the Managed Lake Alternative during extreme river floods. The No Action Alternative would experience similar, although slightly lower, water levels during extreme river floods. (page 4-2)



City Council

Approval of a Resolution Authorizing the Purchase of Real Property Located on Franz Anderson Road SE Owned by Kaufman Real Estate, LLC and Kaufman Holdings, Inc.

Agenda Date: 12/14/2021
Agenda Item Number: 4.F
File Number:21-1197

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

Title

Approval of a Resolution Authorizing the Purchase of Real Property Located on Franz Anderson Road SE Owned by Kaufman Real Estate, LLC and Kaufman Holdings, Inc.

Recommended Action

Committee Recommendation:

Not referred to a committee.

City Manager Recommendation:

Move to approve a Resolution authorizing the Purchase of Real Property Located on located on Franz Anderson Road SE owned by Kaufman Real Estate, LLC and Kaufman Holdings, Inc.

Report

Issue:

Whether to approve a Resolution authorizing the Purchase of Real Property Located on located on Franz Anderson Road SE owned by Kaufman Real Estate, LLC and Kaufman Holdings, Inc.

Staff Contact:

Keith Stahley, Assistant City Manager/Housing & Economic Development, 360.753.8227

Presenter(s):

Consent Calendar Item.

Background and Analysis:

There is currently no shelter or sanctioned safe parking area in Thurston County to address the needs and impacts of individuals living in vehicles on public streets. This has led to illegal camping along Ensign Road in Olympia, which:

1. is detrimental to the health and safety of the individuals living there and surrounding businesses, property owners, and visitors;
2. has unacceptable negative impacts on operations at Providence St. Peter Hospital and

emergency medical first responders accessing the hospital;

3. is negatively impacting the ability of public transit vehicles to safely navigate Ensign Road;
4. is impacting the ability of the public to use Ensign Road and the bike lanes and sidewalks in that roadway; and
5. is having negative impacts on surrounding wetlands and streams.

A safe parking facility is needed to address these concerns.

Staff anticipates using the approximately 5.88-acre property located on Franz Anderson Road SE to address the impacts of unsheltered/homeless individuals living along Ensign Road in particular, and other streets and encampments located through the community.

Neighborhood/Community Interests (if known):

Purchase of the Property will aid in alleviating negative impacts on Thurston County's largest regional hospital, Providence St. Peter Hospital, due to illegal parking of recreational vehicles, trailers, and automobiles on Ensign Road that impairs emergency vehicle access to the hospital's emergency department, and also other public rights-of-way within the City.

Options:

1. Approve the Resolution Authorizing the Purchase of Real Estate Located on Franz Anderson Road SE
2. Do not approve the Resolution and provide feedback and direction to staff regarding this action.
3. Consider the Resolution at another time.

Financial Impact:

The minimum purchase price for the property is \$1,650,000.00, subject to the appraised value to determine the purchase price.

Attachments:

Resolution
Agreement

RESOLUTION NO. _____

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF OLYMPIA, WASHINGTON, AUTHORIZING THE PURCHASE OF REAL PROPERTY OWNED BY KAUFMAN REAL ESTATE, LLC AND KAUFMAN HOLDINGS, INC. AND LOCATED ON FRANZ ANDERSON ROAD SE

WHEREAS, the City of Olympia (the "City") desires to purchase real property suitable for multiple uses including, but not limited to, sheltering homeless persons living in recreational vehicles, trailers, and automobiles, and providing them with supportive homeless services; and

WHEREAS, Kaufman Real Estate, LLC and Kaufman Holdings, Inc. (the Sellers) are the owners of real property located on Franz Anderson Road SE in Olympia, Washington, consisting of approximately 5.88 acres, more or less (the Property); and

WHEREAS, purchase of the Property will aid in alleviating negative impacts on Thurston County's largest regional hospital, Providence St. Peter Hospital, due to illegal parking of recreational vehicles, trailers, and automobiles on Ensign Road that impairs emergency vehicle access to the hospital's emergency department, and also other public rights-of-way within the City; and

WHEREAS, the City and the Sellers have negotiated terms and conditions for the City's purchase of the Property; and

WHEREAS, the Olympia City Council hereby accepts the terms and conditions to purchase the Property for a minimum of One Million Six Hundred Fifty Thousand Dollars and No Cents (\$1,650,000.00) U.S., subject to the appraised value to determine the purchase price;

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

1. The Olympia City Council hereby accepts the terms and conditions negotiated with Kaufman Real Estate, LLC and Kaufman Holdings, Inc. to purchase 5.88 acres, more or less, located on Franz Anderson Road SE in Olympia, Washington, upon the terms within the Real Estate Purchase and Sale Agreement.
2. The City Manager is directed and authorized to execute all documents necessary to purchase the aforesaid real property from Kaufman Real Estate, LLC and Kaufman Holdings, Inc., upon the terms and conditions negotiated in the Real Estate Purchase and Sale Agreement, and to make any amendments or minor modifications consistent with the intent of the Agreement as may be necessary, or to correct any scrivener's errors.

PASSED BY THE OLYMPIA CITY COUNCIL this _____ day of _____ 2021.

MAYOR

ATTEST:

CITY CLERK

APPROVED AS TO FORM:

Mark Barber
CITY ATTORNEY

REAL ESTATE PURCHASE AND SALE AGREEMENT

This REAL ESTATE PURCHASE AND SALE AGREEMENT ("Agreement") is between the City of Olympia, a municipality organized under the laws of the State of Washington ("Buyer"), and Kaufman Holdings, Inc., a Washington corporation ("Seller") and Kaufman Real Estate, LLC, a Washington limited liability company ("Seller"), hereinafter referred to jointly as "Sellers." Buyer and Sellers are jointly referred to as "the Parties," or singularly as a "Party." This Agreement shall not be effective until the "Effective Date" (as defined in Paragraph 19.16 below).

RECITALS

Sellers are the owners of certain real properties located in **Thurston County, Washington**, and more particularly described on **Exhibit "A"** (legal description) and as shown on **Exhibit "B"** (sketch), attached hereto and by this reference incorporated herein.

The signatories to this Agreement acknowledge they are authorized to execute associated documents, to correct legal descriptions if need be, and to correct scrivener's errors and other errors or omissions that are otherwise in substantial conformance with this Agreement.

The Parties now enter into this Agreement to memorialize the terms and conditions under which Sellers will sell the Properties to Buyer.

NOW, THEREFORE, in consideration of the mutual covenants and conditions contained herein, and for other good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, the Parties agree as follows:

1. Property. Subject to the terms and conditions of this Agreement, Sellers agree to sell and convey to Buyer, and Buyer agrees to purchase from Sellers, the following:

1.1 **Land.** The Property consists of approximately 5.88 acres (256,133 square feet +/-) more or less, legally described on **Exhibit "A"** to this Agreement and generally shown on a sketch attached as **Exhibit "B"** to this Agreement.

1.2 **Appurtenances.** All rights, privileges, and easements appurtenant to the Property owned by Sellers, including without limitation any and all leases, subleases, easements, water, timber or mineral rights, rights-of-way and other appurtenances, including any buildings, structures or fixtures used in connection with the beneficial use and enjoyment of the Property (the "Appurtenances").

The Property and Appurtenances described in Paragraph 1 above are collectively referred to in this Agreement as the "Property."

2. Escrow. Within five (5) business days of the Effective Date of this Agreement, the Parties shall confirm that an escrow account is opened for the transaction contemplated by this Agreement with Thurston County Title Company (in such capacity, "Escrow Company"). Darla Wilkins or another designee of Escrow Company will serve as escrow agent for Closing of this Agreement ("Escrow Agent"). The Parties shall deliver a fully executed copy of this Agreement to Escrow Agent.

3. Purchase Price. The purchase price to be paid by Buyer to Sellers for the Property (the "Purchase Price") shall in no circumstance be less than **One Million Six Hundred Fifty Thousand Dollars and 00/100 Cents** (\$1,650,000.00) U.S. The method of determining the purchase price shall be determined as follows: the Buyer and/or Sellers shall select an appraiser who shall have an MAI designation from the Appraisal Institute with at least ten (10) years' experience appraising commercial properties in the commercial sales market in which the Property is located, or equivalent experience in the commercial sales industry.

3.1 Method of Determining Purchase Price. The appraiser appointed by a Party shall determine the fair market value for the Property within thirty (30) days of appointment. If Sellers are not satisfied with the determination by Buyer's appraisal, Sellers, at Sellers' sole expense, may have a second appraisal prepared. If the difference in the conclusions as to fair market value is ten percent (10%) or less of the lower of the two appraisals, then the fair market value shall be deemed to be the average of the two values. If the two appraisers should fail to agree on the fair market value, and the difference between the two appraisals exceeds ten percent (10%) of the lower of the two appraisals, then the two appraisers shall promptly appoint a third appraiser. If the Parties' two appraisers fail to agree on a third appraiser within ten (10) days after their individual determination of the fair market value, either Party may apply to the Thurston County Superior Court, requesting the appointment of the third appraiser by the court. Once appointed, the third appraiser shall promptly determine the fair market value for the Property. The third appraiser shall then take the average of the two appraisals that are closest in value, which average value shall be final, conclusive, and binding upon both the Sellers and Buyer, and the sale price shall be adjusted accordingly. Each Party shall pay its own legal fees (if any) and the fees and expenses for its own appraiser. In the event a third appraiser must be appointed, his or her fees and expenses shall be borne equally by the Parties.

4. Earnest Money. Buyer shall deposit the sum of **Twenty-Five Thousand Dollars and No/100 Cents** (\$25,000.00) U.S., within five (5) business days after opening of escrow with Escrow Company. Earnest money so deposited shall be a credit applicable to the agreed Purchase Price and shall be held in escrow. Earnest money shall not be refundable if Buyer waives feasibility/contingency as provided in Paragraphs 8.4 and 8.5. If Buyer declines to remove the feasibility contingency, then the transaction shall be terminated, and earnest money is released from escrow and shall be returned to Buyer.

5. Payment of Purchase Price. On the Closing Date, Buyer shall deposit with Escrow Agent the amount of the Purchase Price, less any amounts to be credited against the Purchase Price pursuant to this Agreement.

6. Closing Date. The Closing (the “Closing”) of the purchase and sale of the Property under this Agreement shall be held at the offices of the Escrow Company, and shall occur on a date no later than thirty (30) business days after the waiver or expiration of the Feasibility Contingency period in Paragraphs 8.4 and 8.5 of this Agreement (the “Closing Date”), unless another time is agreed to in writing between the Parties. Closing shall occur when the Deed (as defined in Exhibit “D”) to Buyer is executed and recorded, and the Purchase Price is delivered to the Escrow Company for delivery to Sellers.

7. Title and Survey Matters.

7.1 Title Binder. Buyer shall order a preliminary commitment for an ALTA owner’s standard coverage title insurance policy provided by Thurston County Title Insurance Company (“Title Company”) describing the Property, showing all matters of record pertaining to the Property and listing Buyer as the prospective named insured. Following the mutual execution of this Agreement, Buyer shall obtain from Title Company a written supplemental report to such preliminary commitment in a form acceptable to Buyer, updating the preliminary commitment to the execution date of the Agreement. Such preliminary commitment, supplemental reports and true, correct and legible copies of all documents referred to in such preliminary commitment and supplemental reports as conditions or exceptions to title to the Property are collectively referred to herein as the “Title Binder.”

7.2 Title Review. Within seven (7) business days after Buyer’s receipt of the updated Title Binder, Buyer shall review the Title Binder and any surveys of the Property, and shall notify Sellers what exceptions to title, if any, affect the marketability or insurability of the title to the Property or which adversely affect the use of the Property (the “Title Review Period”). If no title matters appear in the updated Title Binder since the initial preliminary commitments, then the Parties shall proceed to Closing as set forth in this Agreement. If any title matters appear and Buyer objects to any of the same during the Title Review Period, then Sellers shall have seven (7) business days after receiving Buyer’s objections to notify Buyer if Sellers will remove any of the exceptions objected to prior to the Closing Date or if Sellers elect not to remove such objected to exceptions. If Sellers shall fail to remove any such exceptions objected to by Buyer from title prior to the Closing Date, and Buyer is unwilling to take title subject thereto, Buyer may elect to either terminate this Agreement, or take title despite the existence of such exception. If Buyer elects to terminate, neither Buyer nor Sellers shall have any further liabilities, obligations or rights with regard to this Agreement which shall then become null and void and of no further force or effect and Buyer’s earnest money deposit shall be returned to Buyer.

7.3 Title Policy. At Closing, Sellers and Buyer shall cause Title Company to issue a standard ALTA owner's policy (“Title Policy”) to Buyer, at Sellers’ cost. The Title Policy shall (a) be satisfactory to Buyer, (b) be issued in the amount of the total Purchase Price and (c) insure fee simple, indefeasible title to the Property in Buyer. The Title Policy shall contain endorsements as Buyer may require. Buyer’s obligation to close this transaction shall be contingent on Buyer’s approval, in its sole and absolute discretion of the Title Policy required under this Paragraph 7.

8. Conditions and/or Contingencies to Buyer's Obligations.

8.1 Documents and Reports. Within seven (7) business days after the execution and delivery of this Agreement to the Escrow Company (the "Document Delivery Date"), Sellers shall deliver to Buyer copies of the documents and reports listed on attached **Exhibit "C"** to this Agreement and in Sellers' possession. Sellers shall certify to Buyer, as of the Document Delivery Date, as to any documents listed on **Exhibit "C"** not in Sellers' possession.

8.2 Inspection of the Property. Buyer shall have the right and permission from the date Sellers sign this Agreement through the Closing Date (or earlier termination of this Agreement) to enter upon the Property or any part thereof at all reasonable times and from time to time for the purpose, at Buyer's cost and expense, of making all tests and/or studies of the Property that Buyer may wish to undertake, including, without limitation, soils tests (including borings), toxic and hazardous waste studies, surveys, structural studies and review of zoning, fire, safety and other compliance matters; provided, however, Buyer shall indemnify and hold harmless Sellers from and against any mechanic's or other liens or claims that may be filed or asserted against the Property or Sellers as a direct result of any actions taken by Buyer in connection with the Property, including but not limited to permitting Sellers to review a written description of Buyer's proposed testing and work to ensure same is properly done and will not exacerbate any existing condition of contamination on the property. Buyer shall also provide Sellers with a copy of all soil or environmental test results for the property, including but not limited to a Phase 1 environmental assessment. Buyer shall reasonably restore the Property to its condition immediately prior to any invasive testing. The effect of the representations and warranties made by Sellers in this Agreement shall not be diminished or deemed to be waived by any inspections, tests or investigations made by Buyer or its agents.

8.3 Appraisal of the Property. Buyer shall have the right to obtain an appraisal as set forth in Paragraph 3.1 above. Buyer's appraiser may enter onto the property as is necessary to appraise the Property.

8.4 Approval of Property/Feasibility Contingency. Buyer's obligation to purchase the Property shall be subject to and contingent upon Buyer's approval, in its sole and absolute discretion, prior to the expiration of the Contingency/Feasibility Period, of all aspects of the Property, including, without limitation, the physical condition of the Property and documents delivered by Sellers pursuant to Paragraph 8.1 above, or otherwise obtained by Buyer regarding the Property.

8.5 Contingency/Feasibility Period. As used herein in Paragraph 8.4, the term "Contingency or Feasibility Period" shall be thirty (30) business days from the last date this Agreement was executed by a Party to sign same.

8.6 Buyer's Right to Terminate. If Buyer's conditions set forth in Paragraph 8.4 above are not satisfied in Buyer's sole and absolute discretion, Buyer shall have the right to terminate this Agreement by sending written notice to Sellers and Escrow Agent (such notice referred to as a "Termination Notice") prior to the expiration of the Contingency/Feasibility Period. If Buyer gives its Termination Notice to Sellers, this Agreement

shall terminate and neither Buyer nor Sellers shall have any further liability to the other under this Agreement.

8.7 **Additional Closing Conditions.** Buyer's obligation to purchase the Property shall also be subject to the following conditions that must be satisfied as of Closing.

(i) Prior to Closing, all Contracts or Leases (whether written or oral), with respect to the Property shall be terminated in writing, except for any Assumed Contracts or Leases. Sellers shall provide Buyer, prior to Closing, any and all written termination agreements or notices to terminate tenancies with respect to all Contracts or Leases, in a form acceptable to Buyer.

(ii) All representations and warranties of Sellers contained herein, to the best of Sellers' knowledge, shall be true, accurate and complete at the time of the Closing as if made again at such time.

(iii) Sellers shall have performed all obligations to be performed by them hereunder on or before Closing (or, if earlier, on or before the date set forth in this Agreement for such performance).

(iv) At Closing, title to the Property shall be in the condition required by Paragraph 7 of this Agreement and Escrow Agent shall deliver the Title Policy to Buyer.

If the conditions set forth in this Paragraph 8 are not satisfied as of Closing and Buyer does not waive the same, Buyer may terminate this Agreement, and thereafter neither Buyer nor Sellers shall have any further liability to the other under this Agreement and Buyer's earnest money deposit shall be returned to Buyer.

9. **Sellers' Representations and Warranties.** Sellers hereby make the following representations and warranties, to the best of Sellers' knowledge, which representations and warranties shall be deemed made by Sellers to Buyer also as of the Closing Date:

9.1 **Title.** Sellers are the sole owners of the Property, except for reservations of record. At Closing, Sellers shall convey the entire fee simple estate and right, title and interest in and to the Property by statutory warranty deed to Buyer, free and clear of unapproved encumbrances of record.

9.2 **Compliance with Law; Compliance with Property Restrictions.** The Property complies in all material respects (both as to condition and use) with all applicable statutes, ordinances, codes, rules and regulations of any governmental authority having jurisdiction over the Property related to zoning, building, subdivision, and engineering.

9.3 **Bankruptcy, etc.** No bankruptcy, insolvency, rearrangement or similar action involving Sellers or the Property, whether voluntary or involuntary, is pending, threatened, by a third party, or contemplated by Sellers.

9.4 **Taxes and Assessments.** Other than amounts disclosed by the Title Binder, no other property taxes have been or will be assessed against the Property for the current tax year, and there are no general or special assessments or charges that have been levied, assessed or imposed on or against the Property.

9.5 **Foreign Person.** Sellers are not a foreign person and are a “United States Person” as such term is defined in Section 7701(a) (30) of the Internal Revenue Code of 1986, as amended (the “Code”) and shall deliver to Buyer prior to the Closing an affidavit evidencing such fact and such other documents as may be required under the Code.

9.6 **Mechanics’ Liens.** No labor, material or services have been furnished in, on or about the Property or any part thereof as a result of which any mechanics’, laborer’s or materialmen’s liens or claims might arise.

9.7 **Leases and Other Agreements.** Sellers represent that there are no leases, occupancy agreements, service agreements, licenses, easements, or option agreements with regard to the Property, except those of record or disclosed pursuant to Paragraph 8.1, or which Buyer has agreed in writing to assume.

9.8 **Assumption of Liabilities.** Buyer, by virtue of the purchase of the Property, will not be required to satisfy any obligation of Sellers arising prior to the Closing Date.

9.9 **Defaults.** Sellers are not in default and there has occurred no uncured event which with notice, the passage of time or both, would be a default, under any contract, agreement, lease, encumbrance, or instrument pertaining to the Property.

9.10 **Utilities.** The Property may or may not be served by water, storm and sanitary or septic sewer, electricity, and telephone supplied directly to the Property by facilities of public or private utilities. All such utilities are located within the boundaries of the Property or within lands dedicated to public use or within recorded easements for the same.

9.11 **Public Improvements.** Sellers have no knowledge of any federal, state, county, municipal or other governmental plans to change the road system in the vicinity of the Property.

9.12 **Subdivision.** The conveyance of the Property will not constitute a violation of any subdivision ordinance. The improvements on the Property comply in all material respects with all applicable subdivision ordinances and statutes.

9.13 **Due Authority.** Sellers and Buyer have all requisite power and authority to execute and deliver this Agreement and to carry out its obligations hereunder and the transactions contemplated hereby. This Agreement has been, and the documents contemplated hereby will be, duly executed and delivered by Sellers and Buyer and constitute their legal, valid and binding obligation enforceable against Sellers and Buyer in accordance with its terms.

9.14 **No Omissions.** The copies of any documents furnished to Buyer in connection with this transaction are true and complete copies of the documents they purport to be and contain no untrue statement of material fact and do not omit to state any material facts necessary to make the statements contained therein not misleading.

10. Covenants of Sellers. Sellers covenant and agree as follows:

10.1 **Perform Obligations.** From the date of this Agreement to the Closing Date, Sellers will perform any monetary and non-monetary obligations it has regarding the Property.

10.2 **No Liens.** From the date of this Agreement to the Closing Date, Sellers will not allow any lien to attach to the Property, nor will Sellers grant, create, or voluntarily allow the creating of, or amend, extend, modify or change, any easement, right-of-way, encumbrance, restriction, covenant, lease, license, option or other right affecting the Property or any part thereof without Buyer's written consent first having been obtained.

10.3 **Provide Further Information.** From the date of this Agreement to the Closing Date, Sellers will notify Buyer of each event of which Sellers become aware affecting the Property or any part thereof immediately upon learning of the occurrence of such event.

11. Closing.

11.1 **Time and Place.** Provided that all the contingencies and covenants set forth in this Agreement have been previously fulfilled, the Closing shall take place at the place and time determined as set forth in Paragraph 6 of this Agreement.

11.2 **Documents to be Delivered by Sellers.** For and in consideration of, and as a condition precedent to the payment to Sellers of the Purchase Price, Sellers shall obtain and deliver to Buyer at Closing the following documents, all of which shall be duly executed and acknowledged where required:

(i) **Title Documents.** Such other documents, including, without limitation, lien waivers, indemnity bonds, indemnification agreements, lease termination agreements, and certificates of good standing as shall be required by Buyer, or by the Title Company as a condition to its insuring Buyer's good and marketable fee simple title to the Property.

(ii) **Authority.** Such evidence as the Title Company shall require as to authority of Sellers to convey the Property to Buyer.

(iii) **Surveys and Drawings.** All surveys, site plans and plans and specifications relating to the Property as are in the possession or control of Sellers, if any.

(iv) **Assignment.** Sellers and Buyer agree any assignment of Buyer's rights under this Agreement shall be subject to Sellers' approval, which shall not be unreasonably withheld, conditioned, or denied.

(v) **Warranty Deed.** A statutory warranty deed ("Deed") conveying to Buyer a good, marketable and indefeasible title in fee simple absolute to the Property in the form set forth in **Exhibit "D"** attached hereto.

11.3 **Payment of Costs.** At Closing, Sellers shall pay all charges for title insurance for a standard ALTA owner's title policy insuring Buyer's title, one-half of the escrow fee, recording fees, the technology fee, and real property excise taxes. Buyer shall pay one-half of the escrow fee.

11.4 **Taxes.** Buyer is exempt from payment of real property excise taxes for the Property pursuant to WAC 458-61A-205(3).

11.5 **Monetary Liens.** Sellers shall pay or cause to be satisfied at or prior to Closing all monetary liens on or with respect to all or any portion of the Property, including, but not limited to, mortgages, deeds of trust, security agreements, assignments of leases, rents and/or easements, judgment liens, tax liens (other than those for taxes not yet due and payable) and financing statements, except where Seller is exempt by statute or administrative rule or regulation.

11.6 **Possession.** Possession of the Property shall be delivered to Buyer at Closing. The Property, including without limitation the improvements, if any, shall be delivered to Buyer in good order.

11.7 **Proration.** All amounts required to be prorated hereunder as of Closing, shall be calculated as if Buyer were in possession of the Property as of the date of Closing.

12. **Environmental.**

12.1 Notwithstanding anything to the contrary in this Agreement or otherwise, the Parties agree that Sellers shall have no obligation to defend, indemnify, or hold Buyer harmless with respect to any loss, liability, claim, demand, damage, or expense of any kind, including attorneys' fees, costs, and expenses (collectively, "Loss") arising (a) out of the release or threatened release of Hazardous Substances on, under, above, or about the Property after Closing, or (b) out of the past release or threatened release of any Hazardous Substance on, under, above, or about the Property caused or contributed to by Buyer, or any employee, agent, tenant, or contractor of Buyer.

12.2 **Definitions.** The term "Hazardous Substance" includes without limitation (a) those substances included within the definitions of "hazardous substances," "hazardous materials," "toxic substances," "hazardous wastes," or "solid wastes" in any Environmental Law; (b) petroleum products and petroleum byproducts; (c) polychlorinated biphenyls; (d) chlorinated solvents; and (e) asbestos. The term "Environmental Law" includes any federal, state, municipal

or local law, statute, ordinance, regulation, order, or rule pertaining to health, industrial hygiene, environmental conditions, or hazardous substances.

13. As Is/Where Is Condition. Except as expressly set forth in this Agreement and the documents executed and delivered by the Parties at Closing, the Property is being sold in an “AS IS, WHERE IS” condition and “WITH ALL FAULTS” as of Closing. Except as expressly set forth in this Agreement, and the documents executed and delivered by the parties at Closing, no representations or warranties have been made by Seller as to (i) the environmental or physical condition or state of repair of the Property; (ii) the compliance or non-compliance of the Property with any applicable laws, regulations or ordinances (including, without limitation, any applicable zoning, building or development codes); (iii) the value, expense of operation, or income potential of the Property; or (iv) any other fact or condition which has or might affect the Property or the condition, state of repair, compliance, value, expense of operation or income potential of the Property or any portion thereof. The Parties agree that all understandings and agreements heretofore made between them or their respective agents or representatives are merged in this Agreement, which alone fully and completely express their agreement, and that this Agreement has been entered into after full investigation, or with the Parties satisfied with the opportunity afforded for full investigation, neither party relying upon any statement or representation by the other unless such statement or representation is specifically embodied in this Agreement.

14. Disclosures. Buyer waives the right to receive a seller disclosure statement (“Form 17 – Commercial”) if required by RCW 64.06. However, if Seller would otherwise be required to provide Buyer with a Form 17 – Commercial, and if the answer to any of the questions in the section of the Form 17 – Commercial entitled “Environmental” would be “yes,” then Buyer does not waive the receipt of the “Environmental” section of the Form 17 – Commercial which shall be provided by Seller.

15. Condemnation. In the event of any commenced, to be commenced, or consummated proceedings in eminent domain or condemnation (collectively “Condemnation”) respecting the Property or any portion thereof, Buyer may elect, by written notice to Sellers, to terminate this Agreement and the escrow created pursuant hereto and be relieved of its obligation to purchase the Property and Buyer’s earnest money deposit shall be returned to Buyer. If Buyer terminates this Agreement, neither Buyer nor Sellers shall have any further liability to the other hereunder. If Buyer fails to make such election prior to the Closing Date, this Agreement shall continue in effect, there shall be no reduction in the Purchase Price, and Sellers shall, prior to the Closing Date, assign to Buyer, by an assignment agreement in form and substance satisfactory to Buyer, Sellers’ entire right, title, and interest in and to any condemnation award or settlement made or to be made in connection with such Condemnation proceeding. Buyer shall have the right at all times to participate in all negotiations and dealings with the condemning authority and approve or disapprove any proposed settlement in respect to such matter. Sellers shall forthwith notify Buyer in writing of any such Condemnation respecting the Property.

16. Casualty. If any fire, windstorm, or casualty occurs and materially affects all or any portion of the Property on or after the date of this Agreement and prior to the Closing, Buyer may elect, by written notice to Sellers, to terminate this Agreement and the escrow created pursuant hereto and be relieved of its obligation to purchase the Property. If Buyer terminates

this Agreement, neither Buyer nor Sellers have any further liability to the other hereunder, and Buyer's earnest money deposit shall be returned to Buyer. If Buyer fails to make such election prior to the Closing Date, this Agreement shall continue in effect, the Purchase Price shall be reduced by the amount of loss or damage occasioned by such casualty not covered by insurance, and Sellers shall, prior to the Closing Date, assign to Buyer, by an assignment agreement in form and substance satisfactory to Buyer, its entire right, title, and interest in and to all insurance claims and proceeds to which Sellers may be entitled in connection with such casualty. Buyer shall have the right at all times to participate in all negotiations and other dealings with the insurance carrier providing such coverage and to approve or disapprove any proposed settlement in respect to such matter. Sellers shall forthwith notify Buyer in writing of any such casualty respecting the Property.

17. Notices. Unless applicable law requires a different method of giving notice, any and all notices, demands, or other communications required or desired to be given hereunder by any Party (collectively, "Notices") shall be in writing and shall be validly given or made to another Party if delivered either personally or by Federal Express, UPS, USPS, or other overnight delivery service of recognized standing, or if deposited in the United States mail, certified, registered, or express mail with postage prepaid. If such Notice is personally delivered, it shall be conclusively deemed given at the time of such delivery. If such Notice is delivered by Federal Express or other overnight delivery service of recognized standing, it shall be deemed given twenty-four (24) hours after the deposit thereof with such delivery service. If such Notice is mailed as provided herein, such notice shall be deemed given seven (7) days after the deposit thereof in the United States mail. Each such Notice shall be deemed given only if properly addressed to the Party to whom such notice is to be given as follows:

To Buyer: Steven J. Burney, City Manager
City of Olympia
601 4th Ave E
P.O. Box 1967
Olympia, WA 98507-1967
Email: jburney@ci.olympia.wa.us

With a copy to: Mark Barber, City Attorney
City of Olympia
601 4th Ave E
P.O. Box 1967
Olympia, WA 98507-1967
Email: mbarber@ci.olympia.wa.us

To Sellers: Theresa Wall, Vice President and President
Kaufman Holdings, Inc./Kaufman Real Estate, LLC
7908 Sweet Iron Ct SE
Tumwater, WA 98501
Email: theresa@kaufmancd.com
propertymanagement@kaufmancd.com

With a copy to: Danielle Rants and Pat Rants
The Rants Group
724 Columbia St NW, Suite 140
Olympia, WA 98501
Email: danielle@rants-group.com
pat@rants-group.com

Any Party hereto may change its address for receiving notices as herein provided by a written notice given in the manner aforesaid to the other Party hereto.

18. Event of Default. In the event of a default under this Agreement by Sellers (including a breach of any representation, warranty, or covenant set forth herein), Buyer shall be entitled, in addition to all other remedies, to seek monetary damages and specific performance of Sellers' obligations hereunder.

19. Miscellaneous.

19.1 **Applicable Law.** This Agreement shall in all respects, be governed by the laws of the State of Washington.

19.2 **Further Assurances.** Each of the Parties shall execute and deliver any and all additional papers, documents, and other assurances, and shall do any and all acts and things reasonably necessary in connection with the performance of its obligations hereunder, to carry out the intent of the Parties hereto.

19.3 **Modification or Amendment, Waivers.** No amendment, change, or modification of this Agreement shall be valid, unless in writing and signed by all of the Parties hereto. No waiver of any breach of any covenant or provision in this Agreement shall be deemed a waiver of any preceding or succeeding breach thereof, or of any other covenant or provision in this Agreement. No extension of time for performance of any obligation or act shall be deemed an extension of the time for performance of any other obligation or act.

19.4 **Successors and Assigns.** All of the terms and provisions contained herein shall inure to the benefit of and shall be binding upon the Parties hereto and their respective heirs, legal representatives, successors, and assigns. Any assignment shall be subject to Sellers' approval, which shall not be unreasonably withheld, conditioned, or denied. Buyer must notify and, if required, request approval by Sellers of any such assignment prior to the Closing. Any such assignee shall for all purposes be regarded as Buyer under this Agreement.

19.5 **Entire Agreement and No Third Party Beneficiaries.** This Agreement constitutes the entire understanding and agreement of the Parties with respect to its subject matter and any and all prior agreements, understandings, or representations with respect to its subject matter are hereby canceled in their entirety and are of no further force or effect. The Parties do not intend to confer any benefit under this Agreement to any person, firm, or corporation other than the Parties.

19.6 **Attorneys' Fees.** Should either Party bring suit to enforce this Agreement, the prevailing Party in such lawsuit shall be entitled to an award of its reasonable attorneys' fees and costs incurred in connection with such lawsuit.

19.7 **Construction.** Captions are solely for the convenience of the Parties and are not a part of this Agreement. This Agreement shall not be construed as if it had been prepared by one of the Parties, but rather as if both Parties had prepared it. If the date on which Buyer or Sellers are required to take any action under the terms of this Agreement is not a business day, the action shall be taken on the next succeeding business day.

19.8 **Partial Invalidity.** If any term or provision of this Agreement or the application thereof to any person or circumstance shall, to any extent, be invalid or unenforceable, the remainder of this Agreement, or the application of such term or provision to persons or circumstances other than those as to which it is held invalid or unenforceable, shall not be affected thereby; and each such term and provision of this Agreement shall be valid and be enforced to the fullest extent permitted by law.

19.9 **Survival.** The covenants, agreements, obligations to indemnify, representations, and warranties made in this Agreement shall survive the Closing unimpaired and shall not merge into the Deed and the recordation thereof.

19.10 **Finders' or Brokers' Fees.** Real estate commissions are to be paid by the Sellers. Danielle Rants and Pat Rants of The Rants Group represent the Sellers, and Amy Evans of Kidder Mathews, represents Buyer. Sellers agree to indemnify, defend, and hold harmless Buyer against any loss, liability, damage, cost, claim, or expense, including interest, penalties, and reasonable attorneys' fees that Buyer shall incur or suffer by reason of a breach by Sellers of the representation and warranty set forth above.

19.11 **Time.** Time is of the essence of every provision of this Agreement.

19.12 **Risk of Loss.** All of Sellers' personal property, of any kind or description whatsoever that is on the Property after Closing, shall be at Sellers' sole risk of loss.

19.13 **Force Majeure.** Performance by Sellers or Buyer of their obligations under this Agreement shall be extended by the period of delay caused by force majeure. Force majeure is war, natural catastrophe, pandemics, strikes, walkouts or other labor industrial disturbance, order of any government, court or regulatory body having jurisdiction, shortages, blockade, embargo, riot, civil disorder, or any similar cause beyond the reasonable control of the

party who is obligated to render performance (but excluding financial inability to perform, however caused).

19.14 **Recitals.** The Recitals set forth above are incorporated by this reference into this Agreement and are made a part hereof.

19.15 **Counterparts.** This Agreement may be executed in a number of identical counterparts which, taken together, shall constitute collectively one Agreement; but in making proof of this Agreement, it shall not be necessary to produce or account for more than one such counterpart. Additionally, (i) the signature pages taken from separate individually executed counterparts of this Agreement may be combined to form multiple fully executed counterparts; and (ii) a facsimile signature or an electronically scanned signature, or an electronic or digital signature where permitted by law, shall be deemed to be an original signature for all purposes. All executed counterparts of this Agreement shall be deemed to be originals, but all such counterparts, when taken together, shall constitute one and the same Agreement.

19.16 **Effective Date.** The term “date of this Agreement” or “date hereof” or “Effective Date,” as used in this Agreement, shall mean the later of the following dates: (1) the date of Buyer’s signature on this Agreement; or (2) the date of Sellers’ signatures on this Agreement.

[The remainder of this page is intentionally left blank. Signatures appear on the following page.]

SELLERS:

KAUFMAN HOLDINGS, INC., a Washington corporation, and **KAUFMAN REAL ESTATE, LLC**, a Washington limited liability company

By: Theresa Wall
Theresa Wall, Vice President of Kaufman Holdings, Inc., and President of Kaufman Real Estate, LLC

Date: 12/03/2021

BUYER:

CITY OF OLYMPIA, a Washington municipal corporation

Steven J. Burney, City Manager

Date: _____

APPROVED AS TO FORM:

Mark Barber
Mark Barber, City Attorney

Date: 12/03/2021

EXHIBIT "A"
LEGAL DESCRIPTION

Seller - Kaufman Holdings, Inc.

PARCEL A:

TRACT 10 AND THAT PORTION OF TRACT 11 OF COLLEGE CITY BERRY TRACTS, AS RECORDED IN VOLUME 9 OF PLATS, PAGE 7, LYING NORTHWESTERLY OF PRIMARY STATE HIGHWAY NO. 1, EXCEPTING THEREFROM THOSE PORTIONS CONVEYED TO THE STATE OF WASHINGTON BY DEEDS RECORDED JANUARY 15, 1957 UNDER AUDITOR'S FILE NO. 580057, JANUARY 24, 1957 UNDER AUDITOR'S FILE NO. 580325 AND JULY 3, 1985 UNDER AUDITOR'S FILE NO. 8507030084.

PARCEL C:

THE SOUTH 65 FEET OF THE EAST 200 FEET OF TRACT 3 OF LEACH'S JOHNSON HILL TRACTS, AS RECORDED IN VOLUME 10 OF PLATS, PAGE 2.

PARCEL C1:

AN EASEMENT FOR INGRESS AND EGRESS OVER THE NORTH 12 FEET OF THE SOUTH 77 FEET OF THE EAST 200 FEET OF TRACT 3 OF LEACH'S JOHNSON HILL TRACTS, AS RECORDED IN VOLUME 10 OF PLATS, PAGE 2.

PARCEL D:

TRACT 4 OF LEACH'S JOHNSON HILL TRACTS, AS RECORDED IN VOLUME 10 OF PLATS, PAGE 2.

PARCEL E:

TRACT 5 OF LEACH'S JOHNSON HILL TRACTS, AS RECORDED IN VOLUME 10 OF PLATS, PAGE 2.

SITUATE IN THURSTON COUNTY, WASHINGTON.

Seller - Kaufman Real Estate, LLC

PARCEL B:

TRACT 3 OF LEACH'S JOHNSON HILL TRACTS, AS RECORDED IN VOLUME 10 OF PLATS, PAGE 2, EXCEPT THE SOUTH 65 FEET OF THE EAST 200 FEET THEREOF.

PARCEL F:

TRACT 6 OF LEACH'S JOHNSON HILL TRACTS, AS RECORDED IN VOLUME 10 OF PLATS, PAGE 2; EXCEPTING THEREFROM THOSE PORTIONS CONVEYED TO THE STATE OF WASHINGTON FOR HIGHWAY PURPOSES BY DEEDS RECORDED DECEMBER 21, 1956 UNDER AUDITOR'S FILE NO. 579323 AND FEBRUARY 20, 1985 UNDER AUDITOR'S FILE NO. 8502200047.

SITUATE IN THURSTON COUNTY, WASHINGTON.

EXHIBIT "B"
GENERAL VICINITY SKETCH

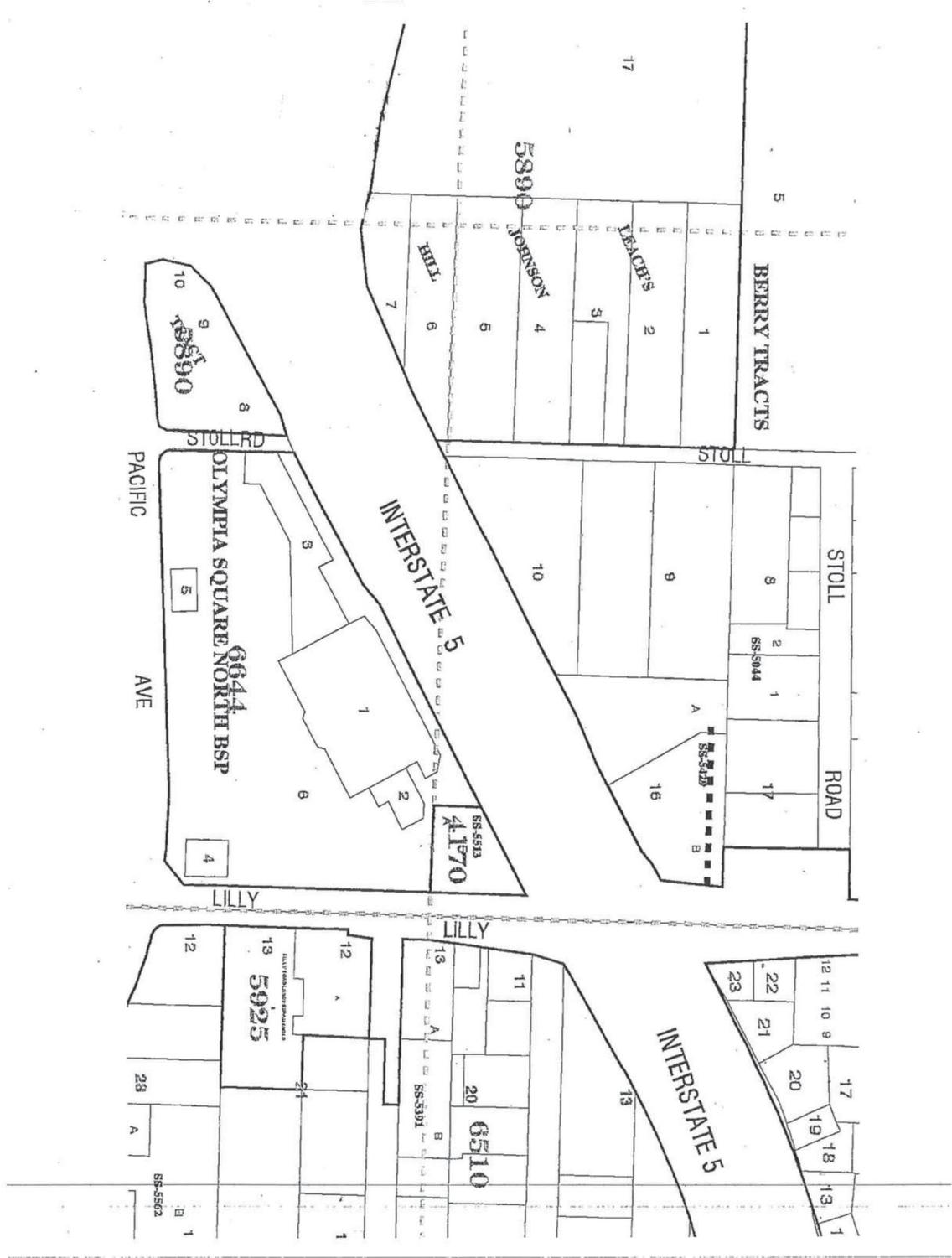


EXHIBIT “C”
DOCUMENTS AND REPORTS

1. Copies of all of leases or other occupancy agreements relating to the Property, if any, with originals to be delivered at Closing.
2. Copies of all licenses permits and approvals, if any, issued by governmental authorities for the use and occupancy of the Property or any facility located thereon.
3. Any other information about the Property reasonably requested by Buyer if in the possession or control of Sellers.
4. Any service contracts or other similar agreements related to the Property.
5. Reports of environmental conditions related to the Property, if any.
6. Surveys, if any.
7. Soils reports, if any.

EXHIBIT "D"
FORM OF STATUTORY WARRANTY DEED

AFTER RECORDING MAIL TO:

City of Olympia
Attn: Legal Department
P.O. Box 1967
Olympia WA 98507-1967

Document Title: Statutory Warranty Deed
Grantor: Kaufman Holdings, Inc., a Washington corporation
Grantee: City of Olympia, a Washington municipal corporation
Abbreviated Legal Description: TR 10 & PTN 11 COLLEGE CITY BERRY TRACTS & TRS 3, 4, 5 AND PTN TR 6 LEACH'S JOHNSON HILL TRACTS
Assessor's Tax Parcel Number(s): 41701000100; 58900000301; 58900000400; 58900000500

The Grantor, **KAUFMAN HOLDINGS, INC.**, a Washington corporation, for and in consideration of the sum of TEN and NO/100---(\$10.00) Dollars, and other valuable considerations, in hand paid, hereby conveys and warrants to the Grantee, **CITY OF OLYMPIA**, a Washington municipal corporation, the following legally described real property together with all water, timber, mineral, and any other rights or appurtenances thereto, situated in the City of Olympia, County of Thurston, in the State of Washington, including all after acquired title:

As legally described in **EXHIBIT A** attached hereto.

DATED this ____ day of _____, 202__.

GRANTOR: Kaufman Holdings, Inc., a Washington corporation

By: _____
Theresa Wall, Vice President of Kaufman Holdings, Inc.

STATE OF WASHINGTON)
) ss.
COUNTY OF _____)

I certify that I know or have satisfactory evidence that Theresa Wall, Vice President of Kaufman Holdings, Inc., and as the authorized corporate officer or representative of Kaufman Holdings, Inc., a Washington corporation, appeared before me, and that said person acknowledged that she signed this instrument, and on oath and stated that she is authorized to execute this instrument on behalf of said Washington corporation, and acknowledged her signature as her free and voluntary act for the uses and purposes mentioned in the instrument.

DATED this _____ day of _____ 20__.

Signature
Name (typed or printed): _____
NOTARY PUBLIC in and for the State of
Washington
Residing at _____
My appointment expires: _____

ACCEPTED AND AGREED:

GRANTEE: City of Olympia, a Washington
municipal corporation

Steven J. Burney, City Manager

Approved as to form:

Mark Barber, City Attorney

EXHIBIT "A"

LEGAL DESCRIPTION

PARCEL A:

TRACT 10 AND THAT PORTION OF TRACT 11 OF COLLEGE CITY BERRY TRACTS, AS RECORDED IN VOLUME 9 OF PLATS, PAGE 7, LYING NORTHWESTERLY OF PRIMARY STATE HIGHWAY NO. 1, EXCEPTING THEREFROM THOSE PORTIONS CONVEYED TO THE STATE OF WASHINGTON BY DEEDS RECORDED JANUARY 15, 1957 UNDER AUDITOR'S FILE NO. 580057, JANUARY 24, 1957 UNDER AUDITOR'S FILE NO. 580325 AND JULY 3, 1985 UNDER AUDITOR'S FILE NO. 8507030084.

PARCEL C:

THE SOUTH 65 FEET OF THE EAST 200 FEET OF TRACT 3 OF LEACH'S JOHNSON HILL TRACTS, AS RECORDED IN VOLUME 10 OF PLATS, PAGE 2.

PARCEL C1:

AN EASEMENT FOR INGRESS AND EGRESS OVER THE NORTH 12 FEET OF THE SOUTH 77 FEET OF THE EAST 200 FEET OF TRACT 3 OF LEACH'S JOHNSON HILL TRACTS, AS RECORDED IN VOLUME 10 OF PLATS, PAGE 2.

PARCEL D:

TRACT 4 OF LEACH'S JOHNSON HILL TRACTS, AS RECORDED IN VOLUME 10 OF PLATS, PAGE 2.

PARCEL E:

TRACT 5 OF LEACH'S JOHNSON HILL TRACTS, AS RECORDED IN VOLUME 10 OF PLATS, PAGE 2.

SITUATE IN THURSTON COUNTY, WASHINGTON.

AFTER RECORDING MAIL TO:

City of Olympia
Attn: Legal Department
P.O. Box 1967
Olympia WA 98507-1967

Document Title: Statutory Warranty Deed
Grantor: Kaufman Real Estate, LLC, a Washington limited liability company
Grantee: City of Olympia, a Washington municipal corporation
Abbreviated Legal Description: TR 10 & PTN 11 COLLEGE CITY BERRY TRACTS & TRS 3, 4, 5 AND PTN TR 6 LEACH'S JOHNSON HILL TRACTS
Assessor's Tax Parcel Number(s): 58900000300; 58900000600

The Grantor, **KAUFMAN REAL ESTATE, LLC**, a Washington limited liability company, for and in consideration of the sum of TEN and NO/100---(\$10.00) Dollars, and other valuable considerations, in hand paid, hereby conveys and warrants to the Grantee, **CITY OF OLYMPIA**, a Washington municipal corporation, the following legally described real property together with all water, timber, mineral, and any other rights or appurtenances thereto, situated in the City of Olympia, County of Thurston, in the State of Washington, including all after acquired title:

As legally described in **EXHIBIT A** attached hereto.

DATED this _____ day of _____, 202__.

GRANTOR: Kaufman Real Estate, LLC,
a Washington limited liability company

By: _____
Theresa Wall, President of Kaufman Real Estate, LLC

STATE OF WASHINGTON)
) ss.
COUNTY OF _____)

I certify that I know or have satisfactory evidence that Theresa Wall, Vice President of Kaufman Holdings, Inc., and as the authorized corporate officer or representative of Kaufman Holdings, Inc., a Washington corporation, appeared before me, and that said person acknowledged that she signed this instrument, and on oath and stated that she is authorized to execute this instrument on behalf of said Washington corporation, and acknowledged her signature as her free and voluntary act for the uses and purposes mentioned in the instrument.

DATED this _____ day of _____ 20__.

Signature
Name (typed or printed): _____
NOTARY PUBLIC in and for the State of
Washington
Residing at _____
My appointment expires: _____

ACCEPTED AND AGREED:

GRANTEE: City of Olympia, a Washington
municipal corporation

Steven J. Burney, City Manager

Approved as to form:

Mark Barber, City Attorney

EXHIBIT "A"

LEGAL DESCRIPTION

PARCEL B:

TRACT 3 OF LEACH'S JOHNSON HILL TRACTS, AS RECORDED IN VOLUME 10 OF PLATS, PAGE 2, EXCEPT THE SOUTH 65 FEET OF THE EAST 200 FEET THEREOF.

PARCEL F:

TRACT 6 OF LEACH'S JOHNSON HILL TRACTS, AS RECORDED IN VOLUME 10 OF PLATS, PAGE 2; EXCEPTING THEREFROM THOSE PORTIONS CONVEYED TO THE STATE OF WASHINGTON FOR HIGHWAY PURPOSES BY DEEDS RECORDED DECEMBER 21, 1956 UNDER AUDITOR'S FILE NO. 579323 AND FEBRUARY 20, 1985 UNDER AUDITOR'S FILE NO. 8502200047.

SITUATE IN THURSTON COUNTY, WASHINGTON.



City Council

Approval of a Resolution Authorizing a Memorandum of Understanding with Thurston County Addressing Impacts of Unsheltered/Homeless Individuals Living in Vehicles along Ensign Road and Public Streets

Agenda Date: 12/14/2021
Agenda Item Number: 4.G
File Number:21-1201

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

Title

Approval of a Resolution Authorizing a Memorandum of Understanding with Thurston County Addressing Impacts of Unsheltered/Homeless Individuals Living in Vehicles along Ensign Road and Public Streets

Recommended Action

Committee Recommendation:

Not referred to a committee.

City Manager Recommendation:

Move to approve a Resolution authorizing a Memorandum of Understanding between the City of Olympia and Thurston County addressing impacts of unsheltered/homeless individuals living in vehicles along Ensign Road and Public Streets throughout the community.

Report

Issue:

Whether to enter into a Memorandum of Understanding with Thurston County to address and mitigate the impacts of unsheltered/homeless individuals living in vehicles on public streets throughout the community.

Staff Contact:

Keith Stahley, Assistant City Manager, Office of Community Vitality, 360.753.8227

Presenter(s):

None - Consent Calendar Item.

Background and Analysis:

There is currently no shelter or sanctioned safe parking area to address the needs and impacts of individuals living in vehicles on public streets. Camping along Ensign Road in particular is detrimental to the health and safety of the individuals living there and surrounding businesses,

property owners, and visitors. Ensign Road camping is having unacceptable, negative impacts on operations at Providence St. Peter Hospital, emergency medical first responders accessing the hospital, the safe navigation of public transit vehicles, the ability of the public to use the bike lanes and sidewalks in that roadway, and surrounding wetlands and streams.

The City of Olympia (City) and Thurston County (County) wish to create a clear understanding of their working relationship related to ongoing efforts to address the impacts of unsheltered/homeless individuals living along Ensign Road and other public streets and encampments located throughout the community.

The proposed Memorandum of Understanding (MOU) sets out an agreement between the City and the County to jointly and equally share in the costs of purchase, development, and management of the Franz Anderson property with the Regional Housing Council partners, with the intention of creating a temporary Safe Parking Site for individuals residing along Ensign Road and other places in Thurston County.

Neighborhood/Community Interests (if known):

\$2,000,000 in American Rescue Plan Act dollars have been set aside by the City for this project. The County and the City will develop an interlocal agreement consistent with the Memorandum of Understanding that provides for shared purchase, development, and operations of the facility.

Options:

1. Move to approve the Resolution approving the MOU as proposed.
2. Direct staff to continue discussions with Thurston County to prepare an alternative version of the MOU.
3. Decide not to pursue an MOU with Thurston County.

Financial Impact:

\$2,000,000 in American Rescue Plan Act dollars have been set aside by City for this project. The County and the City will develop an interlocal agreement consistent with the Memorandum of Understanding that provides for shared purchase, development, and operations of the facility.

Attachments:

Resolution

Memorandum of Understanding

RESOLUTION NO. _____

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF OLYMPIA, WASHINGTON, AUTHORIZING A MEMORANDUM OF UNDERSTANDING BETWEEN THE CITY OF OLYMPIA AND THURSTON COUNTY RELATED TO ADDRESSING THE IMPACTS OF UNSHELTERED/HOMELESS INDIVIDUALS LIVING ALONG ENSIGN ROAD AND OTHER STREETS AND ENCAMPMENTS LOCATED THROUGHOUT THE COMMUNITY

WHEREAS, unsheltered and unmanaged homelessness constitute a public health emergency and require the City of Olympia (the City) and Thurston County (the County) to coordinate their resources and actions; and

WHEREAS, neither the City nor the County have sufficient resources to address the ongoing impacts or needs of unsheltered homelessness; and

WHEREAS, there currently is no shelter or sanctioned safe parking area to address the needs and impacts of individuals living in vehicles on public streets; and

WHEREAS, camping along Ensign Road is detrimental to the health and safety of the individuals living there and surrounding businesses, property owners, and visitors; and

WHEREAS, camping along Ensign Road is having unacceptable impacts on operations at Providence St. Peter Hospital; and

WHEREAS, camping along Ensign Road is having unacceptable negative impacts on emergency medical first responders accessing Providence St. Peter Hospital; and

WHEREAS, camping along Ensign Road is negatively impacting the ability of public transit vehicles to safely navigate Ensign Road; and

WHEREAS, camping along Ensign Road is impacting the ability of the public to use Ensign Road and the bike lanes and sidewalks in that roadway; and

WHEREAS, camping along Ensign Road is having negative impacts on surrounding wetlands and streams; and

WHEREAS, a safe parking facility is needed to address these concerns; and

WHEREAS, the City and the County wish to enter into a Memorandum of Understanding to jointly and equally share the costs of the purchase, development, and management of the Franz Anderson Road SE property with the Regional Housing Council partners, with the intention of creating a temporary safe parking site for individuals residing along Ensign Road and other places in Olympia and Thurston County;

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

1. The Olympia City Council hereby approves the form of Memorandum of Understanding between the City of Olympia and Thurston County and the terms and conditions contained therein.
2. The City Manager is authorized and directed to execute on behalf of the City of Olympia the Memorandum of Understanding with Thurston County, and any other documents necessary to execute said Memorandum of Understanding, and to make any minor modifications as may be required and are consistent with the intent of the Memorandum of Understanding, or to correct any scrivener's errors.

PASSED BY THE OLYMPIA CITY COUNCIL this _____ day of _____ 2021.

MAYOR

ATTEST:

CITY CLERK

APPROVED AS TO FORM:

Mark Barber

CITY ATTORNEY

MEMORANDUM OF UNDERSTANDING

The City of Olympia and Thurston County desire to create a clear understanding of their working relationship related to ongoing efforts to address the impacts of unsheltered/homeless individuals living along Ensign Road in particular and other streets and encampments located throughout the community.

The City and County, hereinafter the Parties, find the following to be true:

- A. Unsheltered and unmanaged homelessness constitute a public health emergency and require the County and City to coordinate their resources and actions.
- B. Neither the City nor the County have sufficient resources to address the ongoing impacts or needs of unsheltered homelessness.
- C. There currently is no shelter or sanctioned safe parking area to address the needs and impacts of individuals living in vehicles on public streets.
- D. Camping along Ensign Road is detrimental to the health and safety of the individuals living there and surrounding businesses, property owners and visitors.
- E. Camping along Ensign Road is having unacceptable impacts on operations at St. Peter Hospital.
- F. Camping along Ensign Road is having unacceptable negative impacts on emergency medical first responders accessing St. Peter Hospital.
- G. Camping along Ensign Road is negatively impacting the ability of public transit vehicles to safely navigate Ensign Road.
- H. Camping along Ensign Road is impacting the ability of the public to use Ensign Road and the bike lanes and sidewalks in that roadway.
- I. Camping along Ensign Road is having negative impacts on surrounding wetlands and streams.
- J. A safe parking facility is needed to address these concerns.

Therefore, the Parties agree:

- K. To jointly and equally share in the costs of purchase, development and management of the Franz Anderson property (hereinafter “the Property”) with the Regional Housing Council (RHC) partners, with the intention of creating a temporary Safe Parking Site for individuals residing along Ensign Road, and other places in the County.
- L. No more than fifty recreational vehicles shall be accommodated on the Property.
- M. To jointly and equally share the costs for the acquisition and preparation of the Property, including but not limited to plans and reports necessary to support acquisition and development of the property into a safe parking facility.
- N. For both the County and City to provide and coordinate funding support through the Regional Housing Council (RHC) for ongoing management of the facility for three years,

including 24 hour per day staffing, social service support, hygiene, utilities, trash removal, community and neighborhood relations, and other services and support to effectively manage the facility. County and City participation in this project is contingent on this funding support by the RHC.

- O. For the County and City to negotiate and execute an Interlocal Agreement for the acquisition and operation of the Property.
- P. The long-term purpose of the Property is for a permanent supportive housing facility or an affordable housing development.
- Q. The safe parking facility will be operated on the Property for no more than three years.
- R. The City of Olympia agrees to take the lead on purchasing, developing and managing this facility and that all expenses will be shared among all the Parties as described in this agreement including reasonable project administration costs.
- S. Each jurisdiction is responsible for paying the full cost of its staff members to support this project.
- T. To support one another with technical assistance and support for grant funding through state and federal sources.
- U. Funds under the purview of the RHC, including a County-wide Home Fund should one be created, will be requested and may be used to offset the cost of development and management of the Property as described in this agreement.
- V. Other members of the RHC may participate in this program by contributing a proportionate share of the acquisition, development and operations costs.
- W. The parties will jointly and annually prepare a report to their respective governing bodies detailing the costs of operations and key program metrics as identified by the parties as part of the operating agreement.
- X. To jointly participate in any neighborhood or site councils to facilitate open communications between the site operator, residents and surrounding businesses, neighbors and property owners.

Now Therefore:

The Parties agree to jointly prepare all necessary agreements to achieve the goals of this Memorandum of Understanding, direct their respective staff to work collaboratively towards this end and present said agreements to their respective governing bodies for their consideration without delay.

Signed and agreed this _____, day of _____, 2021:

Steven J. Burney, City Manager
City of Olympia



Ramiro Chavez, County Manager
Thurston County

Approved as to Form:

Mark Barber

City Attorney

Approved as to Form:

Elizabeth Petrich

Deputy Prosecuting Attorney



City Council

Approval of a Resolution Authorizing a Lease Agreement with Senior Services of South Sound for Space at The Olympia Center

Agenda Date: 12/14/2021
Agenda Item Number: 4.H
File Number:21-1203

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

Title

Approval of a Resolution Authorizing a Lease Agreement with Senior Services of South Sound for Space at The Olympia Center

Recommended Action

Committee Recommendation:

Not referred to a committee

City Manager Recommendation:

Move to approve a Resolution authorizing the City Manager to sign the 2022 Senior Services for South Sound Lease Agreement for space at The Olympia Center.

Report

Issue:

Whether to approve the resolution authorizing the City Manager to sign the 2022 Senior Services for South Sound Lease Agreement for space at The Olympia Center.

Staff Contact:

Scott River, Director of Recreation and Facilities, Parks Arts and Recreation, 360.753.8506

Presenter(s):

None - Consent Calendar Item.

Background and Analysis:

Senior Services for South Sound coordinates regional services for seniors in Thurston and Mason Counties and has leased space at The Olympia Center since the building opened in 1987. Their lease at The Olympia Center includes regional office space as well as programming and office space necessary for the local operations of the Olympia Senior Center.

This lease is generally consistent with agreements from previous years, and continues the removal of rent terms for regional office space for 2022. This portion of the rent elimination should now be considered the standard moving forward, pending a significant change in City funding abilities or priorities in future years.

Other lease terms:

- Length: Calendar Year 2022.
- Space: Office lobby, reception, kitchen, storage and workspace at The Olympia Center.
- Lease Payment: Only for hours above room type maximums to keep a balance of use between senior services, community rentals and parks and recreation programs.
- Utilities: City provides all utilities except telephones.
- Janitorial Service: Olympia provides janitorial and facility maintenance services, except that Senior Services is responsible for any repairs or alterations they cause, except for ordinary wear and tear.

Neighborhood/Community Interests (if known):

Senior Services for South Sound offers a wide range of programs in the South Sound for seniors and their families.

Options:

1. Approve a resolution authorizing the City Manager to sign the 2021 Senior Services for South Sound Lease Agreement for space at The Olympia Center.
2. Do not approve the resolution and request language modifications to the agreement. This will require additional staff time to reconstruct and/or renegotiate terms of the agreement while delaying a legal agreement for Senior Services for South Sound to occupy the spaces they currently use at The Olympia Center.
3. Do not approve the resolution and provide staff with alternate direction. This will require additional staff time to reconstruct and/or renegotiate terms of the agreement while delaying a legal agreement for Senior Services for South Sound to occupy the spaces they currently use at The Olympia Center.

Financial Impact:

The lease amount has been eliminated for 2022. The 2022 budget was submitted with this expectation.

Attachments:

Resolution

Agreement

RESOLUTION NO. _____

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF OLYMPIA, WASHINGTON,
APPROVING A LEASE AGREEMENT BETWEEN THE CITY OF OLYMPIA AND SENIOR
SERVICES FOR SOUTH SOUND FOR A PORTION OF THE OLYMPIA CENTER LOCATED AT
222 COLUMBIA STREET NW, IN OLYMPIA, WASHINGTON**

WHEREAS, Senior Services for South Sound (Senior Services) coordinates regional services for seniors in Thurston and Mason counties; and

WHEREAS, since 1987, Senior Services has leased space at The Olympia Center for its regional office, as well as for programming and office space necessary for the local operation of the Olympia Senior Center; and

WHEREAS, Senior Services fulfills a valuable community need in its assistance to seniors;

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

1. The Olympia City Council hereby agrees to and approves the terms and conditions of the 2022 Lease Agreement with Senior Services for South Sound for a portion of The Olympia Center.
2. The City Manager is directed and authorized to execute the Lease Agreement with Senior Services for South Sound. The City Manager is also authorized to modify any terms consistent with the intent of the Lease, and to correct any scrivener's errors in said Lease Agreement, as may be required.

PASSED BY THE OLYMPIA CITY COUNCIL this _____ day of _____ 2021.

MAYOR

ATTEST:

CITY CLERK

APPROVED AS TO FORM:



DEPUTY CITY ATTORNEY



LEASE AGREEMENT

THIS LEASE AGREEMENT is made and entered into between the City of Olympia, herein referred to as “OLYMPIA” and SENIOR SERVICES FOR SOUTH SOUND, a Washington nonprofit corporation, herein referred to as “USER” and is effective as of the date of the last authorizing signature affixed hereto.

OLYMPIA and USER agree as follows:

1. **Premises.** In consideration of providing services to senior citizens in the community and other good and valuable consideration, OLYMPIA hereby leases to USER a portion of The Olympia Center, herein referred to as the “CENTER,” located at 222 Columbia St NW, Olympia, Washington. More specifically, said portions (herein referred to as “the premises”) are described generally as follows (and in detail on the attached “Exhibit A,” which is hereby incorporated by reference as though fully set forth herein):

- A. OLYMPIA agrees to grant USER exclusive use of the following areas:

Dedicated Space

Office, reception, storage, and work space for Senior Services for South Sound, Supportive Services, Health and Hygiene, and Senior Nutrition Program, and the Senior Boutique.

In 2015, the Service to At Risk Seniors Program (STARS) was eliminated due to funding shortages. This space has been converted to a Health and Wellness program with the understanding that should the STARS program be reinstated, the Health and Wellness room would be converted back to STARS. Primary programming purposes for the Health and Wellness Room will be: health consultations, medical checks, therapeutic programs for individuals, inclusion programming for seniors with developmental disabilities and dementia, personal hygiene procedures, and consultations. Use not consistent with these purposes is permitted on a limited basis but should not be used in a manner that avoids hour limits for use of space. All use must be sponsored and insured by Senior Services for South Sound.

Lobby Space

The South Lobby is for the exclusive use of USER during all building hours as established by OLYMPIA.

USER is responsible for providing access to their staff and any third party individuals or organizations and provide appropriate supervision during the use. USER will not provide CENTER keys or access codes to volunteers without written agreement by OLYMPIA. OLYMPIA is not responsible for providing



access to any exclusive use areas for third party individuals or organizations.

- B. OLYMPIA grants USER nonexclusive use of the following areas based upon the agreed upon hours of use by USER.

Additional use beyond these hours will be charged 200% of the senior rate once hours have been exceeded for each space type.

Programming Space (Nonexclusive)

Various program spaces as agreed to between OLYMPIA and USER. The breakdown of program space is:

- Class/meeting rooms – 2250 hours
- Multi-Purpose room “A” – 1190 hours
- Gymnasium – 450 hours
- Special Events – 120 hours in various rooms.

All “early open” (before 8am) or “late close” (after 10pm) hours will be charged to USER using the standard hourly rate for those hours. USER will communicate anticipated extra hours in advance to allow OLYMPIA to appropriately schedule staff when necessary. Thirty (30) days advance notice is preferable, but not required.

Kitchen Space (Nonexclusive)

The Main Kitchen will be managed cooperatively by OLYMPIA and USER. Responsibilities will be as follows:

OLYMPIA

- All scheduling of facility
- Coffee service scheduling and fee collection
- Equipment repair and replacement
- Supervision of community use, except Senior Services

USER

- Provide coffee service as scheduled
- Daily cleaning and general upkeep
- Maintain inventory of utensils, plates, cups, mugs, and other specific items as necessary
- Training for community users (Senior Services staff can establish a schedule for training that does not conflict with nutrition operations)



At the end of the regular nutrition program (2pm, Mon-Fri), all appliances and dishes (i.e. coffee cups) will be clean and ready for community use. Any hours, including but not limited to stocking, appliance use, cleaning, or prep work requiring extra time shall be booked through OLYMPIA to avoid conflicts with community users. USER hours scheduled for purposes not related to the daily nutrition program but supporting on-site Senior Services for South Sound sponsored events will be charged 200% of the senior rate identified on Exhibit “A”. USER hours for the specific purpose of catering private events will be charged the standard rate charged for regular customers of The Olympia Center.

In 2010, USER accepted donation of a new walk-in freezer. In order to accept this donation, space was converted to accommodate the equipment. OLYMPIA agreed to allow USER to modify the mutually agreed upon space on the condition that when USER vacates the premises, the freezer will be removed, and USER will convert such space back to its original purpose (sink and prep space). USER is obligated to remove the freezer and convert the space back to its original purpose if and when it vacates the premises.

- C. USER is authorized to permit third party individuals and organizations access to exclusive use areas provided that the primary purpose of the third party is to promote or support senior interests in the Olympia community. During any third party use of Dedicated Space or Lobby Space Areas, USER shall ensure a staff member is on location to assist and supervise use by any third party users. Exceptions to this requirement may be made with written approval from OLYMPIA. Use of programming space by a group under the co-sponsorship of USER that generates money or requires admission will be charged 400% of the senior rate.
 - D. Any change in use as described in “Exhibit A” during the term of this lease agreement must be requested in writing by USER and approved in writing by OLYMPIA prior to the execution of any changes.
2. **Term of Lease.** This lease agreement commences January 1, 2022, and terminates on December 31, 2022.
 3. **Annual Report.** USER shall provide OLYMPIA with a written annual report summarizing participation, activity, and the financial status of the organization. USER shall submit this report by June 15 following each calendar year.
 4. **Utilities.** OLYMPIA shall pay the cost of all utilities, except telephone service. The cost of purchasing or leasing telephones and/or installing and maintaining same is the responsibility of USER.



5. **Maintenance and Repair.** OLYMPIA shall provide janitorial services, to include vacuuming, emptying of garbage, washing of windows, dusting, and general cleaning on a schedule to be determined by OLYMPIA. OLYMPIA shall also provide maintenance services to include replacement of light bulbs, painting, interior repair, and toilet articles. USER is responsible for all repairs caused by USER, USER's agents, invitees, or employees.
6. **USER's Repairs and Alterations.** USER shall keep the premises clean and in a sanitary condition, shall repair and/or pay to repair any and all damage to the premises caused by USER, and upon surrendering possession, shall leave the premises in good condition, except for ordinary wear and tear. USER shall not make any alterations, additions, or improvements to the premises without prior written consent of OLYMPIA. USER shall not commit any waste of or damage to the premises.
7. **Damage by Casualty.** In the event the premises are destroyed or damaged by fire or other casualty so that the premises are unfit for use or occupancy, then OLYMPIA shall, within fifteen (15) days after said casualty, notify USER whether or not OLYMPIA elects to rebuild the premise and lease it in the same manner. If OLYMPIA elects not to rebuild the premises, then this lease shall automatically terminate.
8. **Indemnification / Hold Harmless.** USER shall defend, indemnify, and hold harmless OLYMPIA, its officers, officials, employees, and volunteers from and against any and all claims, suits, actions, or liabilities for injury or death of any person, or for loss or damage to property, which arises out of USER's use of the premises, or from the conduct of USER's business, or from any activity, work, or thing done, permitted, or suffered by USER in or about the premises, except only such injury or damage as is occasioned by the sole negligence of OLYMPIA. It is further specifically and expressly understood that the indemnification provided herein constitutes USER's waiver of immunity under the Industrial Insurance Act, Title 51 RCW, solely for the purposes of this indemnification. This waiver has been mutually negotiated and agreed to by USER and OLYMPIA. The provisions of this section survive the expiration or termination of this lease agreement.
9. **Insurance Requirements**
 - A. Insurance Term

USER shall procure and maintain for the duration of the lease agreement insurance against claims for injuries to persons or damage to property which may arise from or in connection with USER's operation and use of the premises.
 - B. No Limitation

USER's maintenance of insurance as required by this lease agreement may not be construed to limit the liability of USER to the coverage provided by such insurance, or otherwise limit OLYMPIA's recourse to any remedy available at law or in equity.



C. Minimum Scope of Insurance

USER shall obtain insurance of the types and coverage described below:

1. Commercial General Liability insurance must be at least as broad as Insurance Services Office (ISO) occurrence form CG 00 01 and must cover premises and contractual liability. OLYMPIA must be named as additional insured on USER's Commercial General Liability insurance policy using ISO Additional Insured-Managers or Lessors of Premises Form CG 20 11 or a substitute endorsement providing at least as broad coverage.
2. Property insurance must be written on an all risk basis.

D. Minimum Amounts of Insurance

USER shall maintain the following insurance limits:

1. Commercial General Liability insurance must be written with limits no less than \$2,000,000 each occurrence, \$2,000,000 general aggregate.
2. Property insurance must be written covering the full value of USER's property and improvements with no coinsurance provisions.

E. Other Insurance Provisions

USER's Commercial General Liability insurance policy or policies are to contain, or be endorsed to contain, that they are primary insurance as respect OLYMPIA. Any insurance, self-insurance, or self-insured pool coverage maintained by OLYMPIA is excess of USER's insurance and does not contribute with it.

F. Acceptability of Insurers

Insurance is to be placed with insurers with a current A.M. Best rating of not less than A: VII.

G. Verification of Coverage

USER shall furnish OLYMPIA with original certificates and a copy of the amendatory endorsements, including but not necessarily limited to the additional insured endorsement, evidencing the insurance requirements of USER.

H. Waiver of Subrogation



USER and OLYMPIA hereby release and discharge each other from all claims, losses, and liabilities arising from or caused by any hazard covered by property insurance on or in connection with the premises or said building. This release applies only to the extent that such claim, loss, or liability is covered by insurance.

I. OLYMPIA's Property Insurance

OLYMPIA maintains property insurance covering the CENTER for its full replacement value.

J. Notice of Cancellation

USER shall provide OLYMPIA with written notice of any policy cancellation within two business days of USER's receipt of such notice.

K. Failure to Maintain Insurance

Failure on the part of USER to maintain the insurance as required is a material breach of lease, upon which OLYMPIA may, after giving five business days' notice to USER to correct the breach, terminate this lease agreement or, at its discretion, procure or renew such insurance and pay any and all premiums in connection therewith, with any sums so expended to be repaid to OLYMPIA on demand.

L. Full Availability of USER Limits

If USER maintains higher insurance limits than the minimums shown above, OLYMPIA is insured for the full available limits of Commercial General and Excess or Umbrella liability maintained by USER, irrespective of whether such limits maintained by USER are greater than those required by this lease agreement or whether any certificate of insurance furnished to OLYMPIA evidences limits of liability lower than those maintained by USER.

M. Alcohol Sale or Consumption in the Premises.

If alcohol is either sold or consumed on the premises, USER shall obtain Liquor Liability insurance in the amount of \$1,000,000 each occurrence. OLYMPIA must be named as an additional insured on such insurance. Host liquor liability coverage may be substituted when alcohol is consumed and not sold on the premises with the prior written approval of OLYMPIA. USER shall follow all state laws relevant to the type of alcohol sale or consumption conducted at the Center including, but not limited to, Banquet Permits and Special Occasions Licenses.

10. Publicity. USER shall provide OLYMPIA, specifically the CENTER Manager, with any and all publicity information affecting the CENTER.



11. **Termination.** This lease agreement may be terminated in its entirety, or a portion of occupied space may be terminated, at any time by either party by thirty (30) days' notice to the other party of such termination.
12. **Assignment and Subletting.** USER may not assign this lease agreement nor sublet the premises without the prior express written consent of OLYMPIA. USER shall pay all rent, maintenance, and repair costs and all other expenses and costs contained in this lease agreement. The collection of any and all assigned or sublet costs as agreed to between parties will be the sole responsibility of USER.
13. **Furniture.** USER shall provide, at its own expense, all furniture necessary for its possession and use in the leased office area of the CENTER. Furthermore, USER shall be responsible to reasonably maintain said furniture and replace same, if necessary, to maintain decor consistent with that of the remainder of the CENTER.
14. **Rules.** USER shall comply with all laws, statutes, rules, regulations, ordinances, resolutions, and policies promulgated either by the federal government, State of Washington, or the City of Olympia. Such rules include any and all rules of operation and procedure issued by OLYMPIA.
15. **Hours and Days of Operation.** USER is entitled to use and possession of the premises during normal hours in which the CENTER is open to the public. To maintain a safe and secure facility for staff and assets, OLYMPIA may close the CENTER under the following conditions and in this order:
 1. After 5:00pm on regular business days, or any time on Saturdays.
 2. Whenever no building rentals, recreation programs, or senior programs are scheduled.
 3. For emergency purposes involving health, safety, and welfare.

The Senior Lobby and Health & Hygiene Room use are not considered as “programming” after 5pm on weekdays or on Saturdays. Accommodations for the Senior Lobby and Health and Hygiene Room may be considered on a case by case basis at the request of USER, and allowed at the discretion of OLYMPIA. Meeting or programming use of the Senior Lobby and Health and Hygiene Room by USER after 5pm on weekdays and all day Saturday will be scheduled with OLYMPIA through the established procedures for room use scheduling.
16. **Default.** If USER abandons or vacates the premises before the end of the term, or if any rent is due and unpaid, or if default is made of any of the covenants and agreements to be performed by USER as set forth in this lease agreement, then OLYMPIA may, at its option, enter upon the premises and re-let the same for such rent and upon such terms as OLYMPIA may see fit, and if the full rental under this lease agreement is not being realized by OLYMPIA over and above any expenses to OLYMPIA to such re-letting, USER shall pay all deficiency promptly upon demand, or OLYMPIA may declare this lease agreement



terminated and forfeited and take possession of the premises. USER shall pay reasonable attorney's fees and court costs should it be necessary to enforce any of OLYMPIA's remedies in this paragraph.

17. Audits. Upon request, USER shall make all financial information, including revenues and expenses, available to OLYMPIA. USER shall likewise make financial reserves available to Olympia. USER shall identify to OLYMPIA any terms, conditions, or restrictions attached to operating or reserve funds. USER shall itemize financial information to show the revenues, expenses, and cash reserves of each component program of USER.

18. Equipment Failure. OLYMPIA is not responsible for financial and/or material loss of perishable food products as a result of mechanical or electrical failure or loss of any effects resulting from equipment failure.

19. Security of Premises. USER is responsible for securing all non-public areas of the premises under this lease agreement upon completion of use. OLYMPIA is not responsible for any loss sustained by USER as a result of failure to properly secure facilities. Additionally, USER will indemnify, defend, and hold OLYMPIA harmless from any liabilities, claims, suits or damages for any and all loss sustained by OLYMPIA arising out of USER's failure to secure and protect the leased premises.

20. Notices. All notices required or given under this agreement must be given to the following persons:

LESSOR: **City of Olympia**
Contact Person: Scott River, Director of Recreation and Facilities
Address: The Olympia Center
222 Columbia St NW
Olympia, Washington 98501
Telephone: (360) 753-8380

LESSEE: **Senior Services for South Sound**
Contact Person: Brian Windrope, Executive Director
Address: 222 Columbia St NW
Olympia, Washington 98501
Telephone: (360) 586-6181

21. Entire Agreement. This document constitutes the entire agreement between the parties with respect to the subject matter hereof and supersedes all previous negotiations, proposals, commitments, writings, and understandings of any nature whatsoever. Any changes to this lease agreement requested by either party may only be by mutual agreement, in writing signed by duly authorized representatives of the parties. Failure by either party at any time to require performance by the other party or to claim a breach of any provision of this lease



agreement may not be construed as affecting any subsequent breach or the right to require performance with respect thereto or to claim a breach with respect thereto.

22. Interpretation/Venue. The rights and obligations of the parties and all interpretations and performance of this agreement are governed in all respects by the laws of the State of Washington. Section headings are inserted for convenience only and may not be used in any way to construe the terms of this contract. Venue for any lawsuit related to this lease is agreement is proper only in Thurston County, Washington, state superior court.

23. Ratification. Any act consistent with the terms of this lease agreement but prior to its final execution is hereby ratified and affirmed.

IN WITNESS WHEREOF, the parties have caused this lease agreement to be duly executed, such parties acting by their representatives being duly authorized.

CITY OF OLYMPIA

I hereby declare under penalty of perjury pursuant to the laws of the State of Washington that I have read the foregoing Lease Agreement, I am authorized to execute the same, I know the contents thereof, and I sign the same as my free act and deed.

Steven J. Burney, City Manager

Date _____

APPROVED AS TO FORM:



Deputy City Attorney

SENIOR SERVICES FOR SOUTH SOUND

I hereby declare under penalty of perjury pursuant to the laws of the State of Washington that I have read the foregoing Lease Agreement, I am authorized to execute the same, I know the contents thereof, and I sign the same as my free act and deed.



Brian Windrope, Executive Director

Date 12/06/2021

**Senior Services for South Sound Lease
The Olympia Center
"Exhibit A"**

	Square Footage		O&M Rate	Subsidy Total
Dedicated Space				
Administrative (Regional)				
SHIBA (1st floor)	140		\$ 18.23	\$ 2,552.20
Travel Office (1st floor in lobby)	60		\$ 18.23	\$ 1,093.80
Reception/Regional Nutrition (former Volunteer Center)	453		\$ 18.23	\$ 8,258.19
Care Connection (2nd floor/former Volunteer Center)	140		\$ 18.23	\$ 2,552.20
Conference Room (2nd floor)	140		\$ 18.23	\$ 2,552.20
Development Office (2nd floor)	140		\$ 18.23	\$ 2,552.20
Finance Office (2nd floor)	140		\$ 18.23	\$ 2,552.20
General Admin. (2nd floor)	428		\$ 18.23	\$ 7,802.44
Administrative Offices SubTotal	1641			\$ 29,915.44
Direct Service (Olympia)*				
Activities Office (1st floor)	160		\$ 18.23	\$ 2,916.80
Boutique (2nd floor)	811		\$ 18.23	\$ 14,784.53
Nutrition Office (1st floor)	147		\$ 18.23	\$ 2,679.81
Health & Hygiene Room & Office (1st floor)	703		\$ 18.23	\$ 12,815.69
Reception; includes Inclusion Office (1st floor)	625		\$ 18.23	\$ 11,393.75
Senior Lobby** (1st floor)	3425		\$ 18.23	\$ 62,437.75
Social Services office (1st floor)	100		\$ 18.23	\$ 1,823.00
Trips Office (2nd floor)	238		\$ 18.23	\$ 4,338.74
Direct Service Office Space SubTotal	6209			\$ 113,190.07
Programming Space (Olympia)				
	Allocated Hours	200% Rate	Senior Rate	
Class/Meeting Rooms	2250	\$ 4.38	\$ 2.19	\$ 4,927.50
Gymnasium	450	\$ 7.00	\$ 3.50	\$ 1,575.00
Main Kitchen***	1237	\$ 8.25	\$ 4.13	\$ 5,108.81
Multi Purpose Room A****	1190	\$ 17.50	\$ 8.75	\$ 10,412.50
Special Events "MPABC"	57	\$ 26.25	\$ 13.13	\$ 748.41
Special Events "Meeting Rooms"	63	\$ 4.38	\$ 2.19	\$ 137.97
Programming Space SubTotal				\$ 22,910.19
Total Lease^				
Total Subsidy				\$ 136,100.26
* All "Direct Service" space is intended for the primary benefit of senior citizens residing in Olympia and is considered primary operation space for the "Olympia Senior Center".				
**The Senior Lobby is an exclusive use space for the senior program on weekdays before 5pm. The space may also be available for Recreation and Community use, after 5:00pm on weekdays and on Saturdays, as mutually determined by Senior Services for South Sound and Olympia Parks, Arts and Recreation.				
***The Main Kitchen hours are not included in allocated space based on Senior Services responsibility with management of that space. See contract for details.				
****MultiPurpose Room "A" includes daily lunch from 11am to 2pm, Wednesday dances from 2pm to 4pm, and AM Lifetime fitness from 9am-10am.				

**Current Space Use and Associated Rental
Senior Services for South Sound
The Olympia Center**

	Square Footage	Current Rate	Current Lease	Scheduled Rate	Scheduled Lease
Dedicated Space					
Administrative (Regional)					
Care Connection	160	\$ 9.13	\$ 1,460.80	\$ 9.40	\$ 1,504.00
Finance	150	\$ 9.13	\$ 1,369.50	\$ 9.40	\$ 1,410.00
General Admin.	370	\$ 9.13	\$ 3,378.10	\$ 9.40	\$ 3,478.00
Senior Nutrition Regional	220	\$ 9.13	\$ 2,008.60	\$ 9.40	\$ 2,068.00
STARS Regional	220	\$ 9.13	\$ 2,008.60	\$ 9.40	\$ 2,068.00
Direct Service (Olympia)			\$	\$ 9.40	\$ -
Activities Office	140	\$ 9.13	\$ 1,278.20	\$ 9.40	\$ 1,316.00
Boutique	405.5	\$ 9.13	\$ 3,702.22	\$ 9.40	\$ 3,811.70
Computer Lab	405.5	\$ 9.13	\$ 3,702.22	\$ 9.40	\$ 3,811.70
Nutrition Office	147	\$ 9.13	\$ 1,342.11	\$ 9.40	\$ 1,381.80
Reception	223	\$ 9.13	\$ 2,035.99	\$ 9.40	\$ 2,096.20
Senior Lobby	2200	\$ -	\$ -	\$ -	\$ -
Social Services office	100	\$ 9.13	\$ 913.00	\$ 9.40	\$ 940.00
STARS Room	557	\$ 9.13	\$ 5,085.41	\$ 9.40	\$ 5,235.80
STARS Room Office	192	\$ 9.13	\$ 1,752.96	\$ 9.40	\$ 1,804.80
Travel Office	200	\$ -	\$ -	\$ -	\$ -
Volunteer Office	120	\$ 9.13	\$ 1,095.60	\$ 9.40	\$ 1,128.00
Sub Total			\$ 31,133.30		\$ 32,054.00
Programming Space (Olympia)					
	Allocated Hours	Current Rate	Current Lease	Scheduled Rate	Scheduled Lease
Class/Meeting Rooms	2359	\$ 1.14	\$ 2,689.26	\$ 1.50	\$ 3,538.50
Main Kitchen	1237	\$ 1.59	\$ 1,966.83	\$ 3.13	\$ 3,871.81
Multi Purpose Room A	520	\$ 4.59	\$ 2,386.80	\$ 6.38	\$ 3,317.60
Sub Total	4116		\$ 7,042.89		\$ 10,727.91
Total Lease			\$ 38,176.19		\$ 42,781.91



City Council

Approval of a Resolution Authorizing a Memorandum of Understanding with the Washington State Military Department for Real Estate Transfer of the Olympia Armory to the City of Olympia

Agenda Date: 12/14/2021
Agenda Item Number: 4.1
File Number: 21-1211

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

Title

Approval of a Resolution Authorizing a Memorandum of Understanding with the Washington State Military Department for Real Estate Transfer of the Olympia Armory to the City of Olympia

Recommended Action

Committee Recommendation:

Not referred to a committee.

City Manager Recommendation:

Move to approve the Resolution authorizing the City Manager to execute a Memorandum of Understanding between the City of Olympia and the Military Department, State of Washington, to transfer the Olympia Armory to the City of Olympia to support community development, arts education, and economic development initiatives.

Report

Issue:

Whether to approve the Resolution authorizing the City Manager to execute a Memorandum of Understanding between the City of Olympia and the Military Department, State of Washington, to transfer the Olympia Armory to the City of Olympia without cost other than the City's payment of Closing costs associated with the transaction.

Staff Contact:

Keith Stahley, Assistant City Manager, Office of Community Vitality
360.753.8227

Paul Simmons, Director, Olympia Parks, Arts and Recreation Department
360.753.8462

Presenter(s):

None - Consent Calendar Item.

Background and Analysis:

The Military Department of the State of Washington is owner of the Olympia Armory, commonly located at 515 Eastside Street SE in Olympia, Washington. The property consists of structures on approximately 1.72 acres, more or less.

On May 18, 2021, Governor Jay Inslee signed Substitute House Bill 1080 (hereafter referred to as “SHB 1080”), Chapter 332, Laws of 2021 of the 67th Legislature, 2021 Regular Session, relating to the Capital Budget of the State of Washington, with an effective date of May 18, 2021. Said legislation, in Section 1137, set forth an appropriation by the Legislature to the Military Department of \$2,000,000, subject to the transfer of the Olympia Armory to the City of Olympia for “use as a community asset dedicated to using the arts to support community development, arts education, and economic development initiatives for a minimum of 10 years.”

The legislation required the Military Department and the City to reach a memorandum of understanding to transfer the Olympia Armory to the City for the authorized purposes provided in SHB 1080, Chapter 332, Laws of 2021, Section 1137, by May 30, 2023 “. . . at no cost to the city, except for the city’s assumption of closing costs.” The City and the Military Department have negotiated the terms and conditions for the transfer of the Olympia Armory to the City of Olympia, at no cost except for costs associated with Closing, and including certain restrictive covenants that shall run with the land and be binding on all present and future owners or occupiers of the Olympia Armory for a period of ten (10) years, as required by law.

Neighborhood/Community Interests (if known):

Acquiring the Olympia Armory will provide the City and neighborhoods with a venue for arts, cultural, and economic development initiatives.

Options:

1. Approve the Resolution authorizing the City Manager to execute the Memorandum of Understanding between the City and the Military Department for transfer of the Olympia Armory.
2. Do not approve the Resolution and provide feedback and direction to staff regarding this action.
3. Consider the Resolution at another time.

Financial Impact:

The transfer of the Olympia Armory to the City is at no cost; however, the City must pay all costs associated with Closing of the real estate transfer (estimated to be less than \$1,000), as required by law.

Attachments:

Resolution
Memorandum of Understanding

RESOLUTION NO. _____

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF OLYMPIA, WASHINGTON, AUTHORIZING THE CITY MANAGER TO EXECUTE A MEMORANDUM OF UNDERSTANDING BETWEEN THE CITY OF OLYMPIA AND THE MILITARY DEPARTMENT, STATE OF WASHINGTON, FOR REAL ESTATE TRANSFER OF THE OLYMPIA ARMORY TO THE CITY OF OLYMPIA TO SUPPORT COMMUNITY DEVELOPMENT, ARTS EDUCATION, AND ECONOMIC DEVELOPMENT INITIATIVES

WHEREAS, the Military Department, State of Washington, is the owner of certain real property located at 515 Eastside Street SE in Olympia, Washington, consisting of approximately 1.72 acres, more or less, and commonly known as the Olympia Armory; and

WHEREAS, on May 18, 2021, Governor Jay Inslee signed Substitute House Bill 1080 (hereafter referred to as “SHB 1080”), Chapter 332, Laws of 2021 of the 67th Legislature, 2021 Regular Session, relating to the Capital Budget of the State of Washington, with an effective date of May 18, 2021; and

WHEREAS, SHB 1080, Chapter 332, Laws of 2021, Section 1137, sets forth an appropriation to the Military Department of \$2,000,000 subject to the transfer of the Olympia Armory to the City of Olympia for “use as a community asset dedicated to using the arts to support community development, arts education, and economic development initiatives for a minimum of 10 years”; and

WHEREAS, the Military Department and the City were required to reach a memorandum of understanding to transfer the Olympia Armory to the City for the authorized purposes provided in SHB 1080, Chapter 332, Laws of 2021, Section 1137, by May 30, 2023 “. . . at no cost to the city, except for the city’s assumption of closing costs”; and

WHEREAS, the City and Military Department have negotiated the terms and conditions for the transfer of the Olympia Armory by the Military Department, as Grantor, to the City of Olympia, as Grantee, including certain restrictive covenants that shall run with the land and be binding on all present and future owners or occupiers of the Olympia Armory for a period of ten (10) years, as required by law;

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

1. The Olympia City Council hereby approves the form of Memorandum of Understanding for Real Estate Transfer Between the City of Olympia and the Military Department, State of Washington, upon the terms and conditions contained therein.
2. The City Manager is authorized and directed to execute on behalf of the City of Olympia the Memorandum of Understanding for Real Estate Transfer between the City of Olympia and the Military Department, State of Washington, and any other documents including modifications or amendments thereto that may be necessary, and to make any minor modifications as may be required and are consistent with the intent of the Memorandum of Understanding, or to correct any scrivener's errors.

3. The Olympia City Council extends its thanks and appreciation on behalf of the City of Olympia to the Military Department, State of Washington, for their cooperation in reaching this Memorandum of Understanding for Real Estate Transfer, and to the Washington State Legislature, for the opportunity to acquire the Olympia Armory facility to support Olympia's community development, arts education, and economic development initiatives.

PASSED BY THE OLYMPIA CITY COUNCIL this _____ day of _____ 2021.

MAYOR

ATTEST:

CITY CLERK

APPROVED AS TO FORM:

Mark Barber
CITY ATTORNEY

**MEMORANDUM OF UNDERSTANDING
FOR
REAL ESTATE TRANSFER**

This MEMORANDUM OF UNDERSTANDING FOR REAL ESTATE TRANSFER ("Agreement") is made by and between the CITY OF OLYMPIA, a municipal corporation organized under the laws of the State of Washington ("Olympia") and the MILITARY DEPARTMENT, STATE OF WASHINGTON, ("Military Department"). Olympia and the Military Department are each a "Party" and are jointly and collectively referred to as the "Parties." This Agreement is effective as of the "Effective Date" (as defined below in Paragraph 15).

RECITALS

A. Olympia is a noncharter code city organized and existing under the laws and Constitution of the State of Washington, and possesses all the rights, privileges and powers granted thereunder.

B. The Military Department is the owner of certain real property commonly located at 515 Eastside Street SE in Olympia, Thurston County, Washington, consisting of approximately 1.72 acres, more or less, and legally described on **EXHIBIT A** attached hereto and by this reference incorporated herein ("Olympia Armory" or "Property").

C. On May 18, 2021, Governor Jay Inslee signed Substitute House Bill 1080 (hereafter "SHB 1080"), Chapter 332, Laws of 2021 of the 67th Legislature, 2021 Regular Session, relating to the Capital Budget of the State of Washington, with an effective date of May 18, 2021.

D. SHB 1080, Chapter 332, Laws of 2021, Section 1137, sets forth an appropriation for the Military Department of \$2,000,000 subject to certain conditions and limitations, to wit: The appropriation in Section 1137 must be deposited in the military department capital account to facilitate the transfer of the Olympia Armory to the City of Olympia for "use as a community asset dedicated to using the arts to support community development, arts education, and economic development initiatives for a minimum of 10 years." The Military Department must reach a memorandum of understanding to transfer the property to the City of Olympia for these purposes by May 30, 2023 ". . . at no cost to the city, except for the city's assumption of closing costs." The memorandum must be reported to the house of representatives capital budget committee, the senate ways and means committee, and the governor's office by June 30, 2023.

E. Pursuant to Section 1137, the Parties enter into this Agreement for transfer of the Olympia Armory by the Military Department, as grantor, to the City of Olympia, as grantee, under certain covenants, terms and conditions that shall run with the land and be binding on all present and future owners or occupiers of the Property, their successors, heirs or assigns, for a period of ten (10) years, as required by law.

F. The signatories to this Agreement are authorized to execute associated documents, to correct legal descriptions if need be, and to correct scrivener's errors and other errors or omissions that are otherwise in substantial conformance with this Agreement.

NOW, THEREFORE, in consideration of the mutual covenants, terms and conditions contained herein, and for other good and valuable consideration, the receipt and sufficiency of which is hereby acknowledged, the Military Department and Olympia agree as follows:

1. Property. The Military Department, State of Washington, hereby agrees to transfer, grant and convey to the City of Olympia, subject to the terms and conditions set forth herein, the Olympia Armory, legally described on **EXHIBIT A**, subject to the terms, conditions and covenants set forth herein:

1.1 Land. Approximately 1.72 acres, more or less, constituting the entire site commonly known as the Olympia Armory, located in the City of Olympia, Thurston County, Washington, as shown in a sketch on **EXHIBIT B** attached hereto (the "Land"), comprising tax parcel number 78204900000, and more particularly and legally described on **EXHIBIT A** attached hereto (the "Olympia Armory" or "Property"). The City of Olympia agrees that the use of the Property will be restricted by covenants and conditions that shall run with and bind the Property and any present or future owners or occupiers of the Property, and their successors, heirs or assigns, for a period of ten (10) years.

1.2 Appurtenances. All rights, privileges and easements appurtenant to the Property, including without limitation all minerals, oil, gas and other hydrocarbon substances on and under the Land, all development rights, air rights, water, water rights and water stock relating to the Property, and any and all easements, rights-of-way and other appurtenances used in connection with the beneficial use and enjoyment of the Property (all of which are collectively referred to as the "Appurtenances"), subject to covenants and conditions that shall bind the Property as referenced in Paragraph 1.1 above, and existing restrictions, rights and reservations of record.

1.3 Improvements. All improvements and fixtures located on the Property in "as is" condition. If the Military Department desires to remove identified improvements or fixtures from the Property prior to conveyance to Olympia, the Military Department shall provide Olympia with a complete list ("the List") of such improvements or fixtures within fifteen (15) business days of the Effective Date of this Agreement. The List shall be subject to negotiation between the Parties. Use of any improvements on the Property shall be subject to restrictive covenants and conditions as provided in subparagraph 1.1 above.

The Land, Appurtenances, and Improvements described in Paragraph 1 are herein collectively referred to as the Property.

2. Consideration. The consideration to be given by the City of Olympia to the Military Department for acquisition of the Property shall consist of the City of Olympia's promises, covenants, and assumption of any and all costs related to maintenance, operation,

liability, or preservation of the Property in accord with restrictive covenants as described in Paragraph 1 above, together with the City of Olympia's agreement to accept the Property in its current state or condition, AS IS, without any change, modification, alteration or repair by the Military Department.

3. Closing Date. The Closing (the "Closing") shall be held at the offices of the "Escrow Agent," on a mutually acceptable date not later than thirty (30) business days after waiver or expiration of Contingency as provided in Paragraph 5.4 of this Agreement, unless otherwise agreed to by the Parties. The Escrow Agent shall be Thurston County Title Company, located at 105 8th Avenue SE, Olympia, Washington 98501. On the Closing date, Escrow Agent shall record the Deed to the City of Olympia in substantially the form as provided in **EXHIBIT C** attached hereto. The Military Department and Olympia will use their reasonable best efforts, consistent with and subject to their respective rights and obligations as otherwise set forth in this Memorandum of Understanding for Real Estate Transfer, to cause the Closing to occur on or not later than thirty (30) business days after the waiver or expiration of Contingency as provided in Paragraph 5.4 of this Agreement.

4. Title and Survey Matters.

4.1 Title Binder. Promptly after the Effective Date of this Agreement, Olympia shall, at its option, order a preliminary commitment for an ALTA owner's standard coverage title insurance policy describing the Property, showing all matters of record pertaining to the Property and listing Olympia as the prospective named insured. Such preliminary commitment, supplemental reports and true, correct and legible copies of all documents referred to in such preliminary commitment and supplemental reports as conditions or exceptions to title to the Property are collectively referred to herein as the "Title Binder." Nothing herein shall be construed as imposing any cost obligation upon the Military Department.

4.2 Title Review. Within ten (10) business days of the Effective Date, Olympia shall review the Title Binder and any surveys of the Property, and shall notify the Military Department what exceptions to title, if any, affect the marketability or insurability of the title to the Property or which adversely affect the use of the Property. If the Military Department shall fail to remove any such exceptions objected to by Olympia from title prior to the Closing date, and Olympia is unwilling to take title subject thereto, Olympia may elect to either terminate this Agreement, or take title despite the existence of such exception(s). If Olympia elects to terminate, neither the Military Department nor Olympia shall have any further liabilities, obligations or rights with regard to this Agreement which shall then become null and void and of no further force or effect.

4.3 Title Policy. At Closing, Olympia shall cause the Title Company to issue a standard ALTA owner's policy ("Title Policy") to Olympia, at Olympia's sole cost. The Title Policy shall (a) be satisfactory to Olympia, (b) be issued in the amount of the Property value and (c) insure fee simple, indefeasible title to the Property in Olympia. The Title Policy shall contain endorsements as Olympia may require. Olympia's obligation to close this transaction shall be

contingent on Olympia's approval, in its sole and absolute discretion, of the Title Policy required under this Paragraph 4.

5. Conditions to Olympia's Obligations.

5.1 Inspection of the Property. Olympia and its employees, representatives, consultants and agents shall have the right and permission from the date the Parties sign this Agreement through the Closing Date (or earlier termination of this Agreement) to enter upon the Property or any part thereof at all reasonable times upon three days' prior notice and from time to time for the purpose, at Olympia's cost and expense, of making all tests and/or studies of the Property that Olympia may wish to undertake, including, without limitation, soils tests (including borings), toxic and hazardous waste studies, surveys, structural studies and review of zoning, fire, safety and other compliance matters; provided, however, Olympia shall indemnify and hold harmless the Military Department from and against any mechanic's or other liens or claims that may be filed or asserted against the Property or the Military Department as a direct result of any actions taken by Olympia in connection with the Property, including but not limited to permitting the Military Department to review a written description of Olympia's proposed testing and work to ensure same is properly done and will not exacerbate any existing condition of contamination on the Property. Olympia shall also provide the Military Department with a copy of all soil or environmental test results for the Property. Olympia shall reasonably restore the Property to its condition immediately prior to any invasive testing. The effect of the representations and warranties made by the Military Department in this Agreement shall not be diminished or deemed to be waived by any inspections, tests or investigations made by Olympia or its agents.

5.2 Appraisal of the Property. Olympia shall have the right to obtain an appraisal at its own expense. Olympia's appraiser may enter onto the property with reasonable notice as is necessary to appraise the Property.

5.3 Approval of the Property. Olympia's obligation to acquire the Property shall be subject to and contingent upon Olympia's approval, in its sole and absolute discretion, prior to the expiration of the Contingency Period, of all aspects of the Property, including, without limitation, the physical condition of the Property.

5.4 Contingency Period. As used herein, the term "Contingency Period" means the period ending at 5:00 p.m. thirty (30) business days following the Effective Date of this Agreement.

5.5 Olympia's Right to Terminate. If Olympia's approval, set forth in Paragraph 5.3 above, is not given in Olympia's sole and absolute discretion, Olympia shall have the right to terminate this Agreement by sending written notice to the Military Department and Escrow Agent (such notice referred to as a "Termination Notice") prior to the expiration of the Contingency Period in Paragraph 5.4 above. If Olympia gives its Termination Notice to the Military Department, this Agreement shall terminate and neither Olympia nor the Military Department shall have any further liability to the other under this Agreement.

5.6 Additional Closing Conditions. Olympia's obligation to acquire the Property shall also be subject to the following conditions that must be satisfied as of Closing.

(i) Prior to Closing, all Contracts (whether written or oral), with respect to the Property shall be terminated in writing. The Military Department shall provide Olympia, prior to Closing, with written termination agreements with respect to any and all contracts or leases for the Property;

(ii) All representations and warranties of the Military Department contained herein, to the best of the Military Department's knowledge, shall be true, accurate and complete at the time of the Closing as if made again at such time;

(iii) The Military Department shall have performed all obligations to be performed by it hereunder on or before Closing (or, if earlier, on or before the date set forth in this Agreement for such performance);

(iv) At Closing, title to the Property shall be in the condition required by Paragraph 5 of this Agreement and Escrow Agent shall deliver the Title Policy to Olympia; and

(v) At Closing, the physical condition of the Property shall be substantially the same as on the date of this Agreement, ordinary wear and tear excepted.

If the conditions set forth in this Paragraph 5 are not satisfied as of Closing and Olympia does not waive the same, Olympia may terminate this Agreement, and thereafter neither Olympia nor the Military Department shall have any further liability to the other under this Agreement.

6. The Military Department's Representations and Warranties. The Military Department hereby makes the following representations and warranties, to the best of the Military Department's knowledge, which representations and warranties shall be deemed made by the Military Department to Olympia also as of the Closing date:

6.1 Title. The Military Department is the sole owner of the Property, except for reservations of record. At Closing, the Military Department shall convey fee simple estate and right, title and interest in and to the Property by statutory warranty deed to Olympia, free and clear of unapproved encumbrances of record, subject to certain restrictive covenants as set forth in **EXHIBIT C** attached hereto and incorporated herein by reference.

6.2 Compliance with Law; Compliance with Property Restrictions. The Property complies in all material respects (both as to condition and use) with all applicable statutes, ordinances, codes, rules and regulations of any governmental authority having jurisdiction over the Property related to zoning, building, subdivision, and engineering.

6.3 Taxes and Assessments. Other than amounts disclosed by the Title Binder, no other property taxes have been or will be assessed against the Property for the current tax year,

and there are no general or special assessments or charges that have been levied, assessed or imposed on or against the Property.

6.4 Foreign Person. The Military Department is not a foreign person as such term is defined in Section 7701(a) (30) of the Internal Revenue Code of 1986, as amended (the "Code") and shall deliver to Olympia prior to the Closing an affidavit evidencing such fact and such other documents as may be required under the Code.

6.5 Mechanics' Liens. No labor, material or services have been furnished in, on or about the Property or any part thereof as a result of which any mechanics', laborers' or materialmen's liens or claims might arise.

6.6 Underground Storage Tanks. The Military Department has no knowledge of (a) subterranean storage or underground storage tanks that exist on the Property, and (b) any previously existing underground storage tanks that have been removed or filled by the Military Department in compliance with applicable law.

6.7 Leases and Other Agreements. The Military Department represents that there are no leases, occupancy agreements, service agreements, licenses, easements, or option agreements with regard to the Property, except those reservations of record.

6.8 Assumption of Liabilities. Olympia, by virtue of the acquisition of the Property, will not be required to satisfy any obligation of the Military Department arising prior to the Closing date.

6.9 Defaults. The Military Department is not in default and there has occurred no uncured event which, with notice, the passage of time or both would be a default, under any contract, agreement, lease, encumbrance, or instrument pertaining to the Property.

6.10 Utilities. The Property is served by water, sewer, gas, and electrical utilities.

6.11 Public Improvements. The Military Department has no knowledge of any federal, state, county, municipal or other governmental plans to change the road system in the vicinity of the Property.

6.12 Subdivision. The conveyance of the Property will not constitute a violation of any subdivision ordinance. The improvements on the Property comply in all material respects with all applicable subdivision ordinances and statutes.

6.13 Due Authority. The Military Department and Olympia have all requisite power and authority to execute and deliver this Agreement and to carry out its obligations hereunder and the transactions contemplated hereby. This Agreement has been, and the documents contemplated hereby will be, duly executed and delivered by the Military Department and/or

Olympia and constitute their legal, valid and binding obligation enforceable against the Military Department and Olympia in accordance with the terms of this Agreement.

6.14 No Omissions. The copies of any documents furnished to Olympia in connection with this transaction are true and complete copies of the documents they purport to be and contain no untrue statement of material fact and do not omit to state any material facts necessary to make the statements contained therein not misleading.

7. Covenants of Olympia. Olympia covenants and agrees as follows:

7.1 Perform Obligations. From the date of this Agreement to the Closing date, Olympia will perform any monetary and non-monetary obligations it has regarding the Property.

7.2 No Liens. From the date of this Agreement to the Closing date, Olympia will not allow any lien to attach to the Property.

7.3 Provide Further Information. From the date of this Agreement to the Closing date, Olympia will notify the Military Department of each event of which Olympia becomes aware affecting the Property or any part thereof immediately upon learning of the occurrence of such event.

8. Closing.

8.1 Time and Place. Provided that all the contingencies set forth in this Agreement have been previously fulfilled, the Closing shall take place at the place and time determined as set forth in Paragraph 3 of this Agreement.

8.2 Documents to be Delivered by the Military Department. For the consideration to the Military Department as described in Paragraph 2 herein, the Military Department shall obtain and deliver to Olympia at Closing the following documents (all of which shall be duly executed and acknowledged where required):

(i) **Title Documents.** Such other documents, including, without limitation, lien waivers, indemnity bonds, indemnification agreements, and certificates of good standing as shall be required by Olympia, or by the Title Company, as a condition to its insuring Olympia's fee simple title to the Property.

(ii) **Authority.** Such evidence as the Title Company shall require as to authority of the Military Department to convey the Property to Olympia.

(iii) **Surveys and Drawings.** Copies of all surveys, site plans and plans and specifications relating to the Property as are in the possession or control of the Military Department, if any.

(iv) **Warranty Deed.** A statutory warranty deed (“Deed”) conveying to Olympia indefeasible title in fee simple absolute to the Property, as specified in **EXHIBIT C** attached hereto and incorporated herein by reference.

(vi) **Restrictive Covenant.** A restrictive covenant or other mutually agreeable document that limits the use of the land and improvements. The restrictive covenant may be part of the Deed as specified in **EXHIBIT C** or be a separate document.

8.3 Documents to be Delivered by Olympia. A restrictive covenant or other mutually agreeable document that limits use of the land and improvements, which may be part of the Deed as specified in **EXHIBIT C** attached hereto or be a separate document.

8.4 Payment of Costs. At Closing, Olympia shall pay all charges for title insurance, recording fees, technology fee and all other escrow fees and costs of Closing.

8.5 Taxes. The Military Department and Olympia are exempt from payment of real property excise taxes for the Property pursuant to WAC 458-61A-205.

8.6 Monetary Liens. The Military Department shall pay or cause to be satisfied at or prior to Closing all monetary liens on or with respect to all or any portion of the Property, including, but not limited to, mortgages, deeds of trust, security agreements, assignments of leases, rents and/or easements, judgment liens, tax liens (other than those for taxes not yet due and payable) and financing statements, except where the Military Department is exempt by statute or administrative rule or regulation.

8.7 Possession. Possession of the Property shall be delivered to Olympia at Closing. The Property, including without limitation the Improvements, shall be delivered to Olympia in AS IS condition.

8.8 Prorations. All amounts required to be prorated hereunder as of Closing, shall be calculated as if Olympia was in possession of the Property as of the date of Closing.

9. Indemnification. The Military Department shall pay, protect, pay the defense costs of, indemnify and hold Olympia and its successors and assigns harmless from and against any and all loss, liability, claim, damage and expense suffered or incurred by reason of (a) the breach of any representation, warranty or agreement of the Military Department set forth in this Agreement, (b) the failure of the Military Department to perform any obligation required by this Agreement to be performed by the Military Department, (c) the ownership, maintenance, and/or operation of the Property by the Military Department prior to the Closing, not in conformance with this Agreement, or (d) any injuries to persons or property from any cause occasioned in whole or in part by any acts or omissions of the Military Department, its representatives, employees, contractor or suppliers that occurred before Closing; provided, however, that nothing in this Paragraph 9 applies to Losses arising out of the presence of Hazardous Substance on, under, above, or about the Property, including Hazardous Substances that migrate or migrated to or from the Property.

10. Casualty. If any fire, windstorm or casualty occurs and materially affects all or any portion of the Property on or after the date of this Agreement and prior to the Closing, Olympia may elect, by written notice to the Military Department, to terminate this Agreement and the escrow created pursuant hereto and be relieved of its obligation to acquire the Property. If Olympia terminates this Agreement, neither Olympia nor the Military Department shall have any further liability to the other hereunder. If Olympia fails to make such election prior to the Closing date, this Agreement shall continue in effect. The Military Department shall forthwith notify Olympia in writing of any such casualty respecting the Property.

11. Notices. Unless applicable law requires a different method of giving notice, any and all notices, demands or other communications required or desired to be given hereunder by any party (collectively, "Notices") shall be in writing and shall be validly given or made to another party if delivered either personally or by FedEx, UPS, USPS or other overnight delivery service of recognized standing, or if deposited with the United States postal service, certified, registered, or express mail with postage prepaid. If such Notice is personally delivered, it shall be conclusively deemed given at the time of such delivery. If such Notice is delivered by FedEx or other overnight delivery service of recognized standing, it shall be deemed given twenty-four (24) hours after the deposit thereof with such delivery service. If such Notice is mailed as provided herein, such shall be deemed given seven (7) days after the deposit thereof in the United States mail. Each such Notice shall be deemed given only if properly addressed to the Party to whom such notice is to be given as follows:

To the Military Department:
Maj. Gen. Bret Daugherty,
Adjutant General, Washington
Military Department, State of Washington
Building 1
1 Militia Drive
Camp Murray, WA 98430-5000
Bret.Daugherty@mil.wa.gov

With a required copy to:
Jim Hickman
Department of Enterprise Services, State of Washington
1500 Jefferson ST SE
P.O. Box 41401
Olympia, WA 98504-1401
Jim.Hickman@des.wa.gov

To City of Olympia: Steven J. Burney, City Manager
City of Olympia
601 4th Avenue East
P.O. Box 1967
Olympia, WA 98507-1967
jburney@ci.olympia.wa.us

With a required copy to: Mark Barber, City Attorney
City of Olympia
601 4th Avenue East
PO Box 1967
Olympia, WA 98507-1967
mbarber@ci.olympia.wa.us

Any party hereto may change its address for the purpose of receiving notices as herein provided by a written notice given in the manner aforesaid to the other Party hereto.

12. Event of Default. In the event of a default under this Agreement by the Military Department (including a breach of any representation, warranty or covenant set forth herein), Olympia shall be entitled, in addition to all other remedies, to seek specific performance of the Military Department's obligations hereunder.

13. Miscellaneous.

13.1 Applicable Law and Venue. This Agreement shall in all respects, be governed by and construed in accordance with the laws of the State of Washington, except to the extent preempted by federal law. Venue for any claim, dispute or action arising out of or relating to this Agreement shall be in the Superior Court of Thurston County for the State of Washington.

13.2 Further Assurances. Each of the Parties shall execute and deliver any and all additional papers, documents and other assurances, and shall do any and all acts and things reasonably necessary in connection with the performance of its obligations hereunder, to carry out the intent of the Parties hereto.

13.3 Modification or Amendment, Waivers. No amendment, change or modification of this Agreement shall be valid, unless in writing and signed by all of the Parties hereto. No waiver of any breach of any covenant or provision in this Agreement shall be deemed a waiver of any preceding or succeeding breach thereof, or of any other covenant or provision in this Agreement. No extension of time for performance of any obligation or act shall be deemed an extension of the time for performance of any other obligation or act.

13.4 Entire Agreement and No Third Party Beneficiaries. This Agreement constitutes the entire understanding and agreement of the Parties with respect to its subject matter and any and all prior agreements, understandings or representations with respect to its subject matter are hereby canceled in their entirety and are of no further force or effect. The Parties do not intend to confer any benefit under this Agreement to any person, firm or corporation other than the Parties hereto.

13.5 Attorneys' Fees. Should either party bring suit to enforce this Agreement, or the restrictive covenants and conditions set forth in the Deed attached hereto as **EXHIBIT C**, the substantially prevailing party in such lawsuit shall be entitled to an award of its reasonable attorneys' fees and costs incurred in connection with such lawsuit.

13.6 Construction. Captions are solely for the convenience of the Parties and are not a part of this Agreement. This Agreement shall not be construed as if it had been prepared by one of the Parties, but rather as if both parties had prepared it. If the date on which Olympia or the Military Department is required to take any action under the terms of this Agreement and it is not a business day, the action shall be taken on the next succeeding business day.

13.7 Partial Invalidity and Severability. If any term or provision of this Agreement or the application thereof to any person or circumstance shall, to any extent, be invalid or unenforceable, the remainder of this Agreement, or the application of such term or provision to persons or circumstances other than those as to which it is held invalid or unenforceable, shall not be affected thereby; and each such term and provision of this Agreement shall be valid and be enforced to the fullest extent permitted by law.

13.8 Survival. The covenants, agreements, obligations to indemnify, representations and warranties made in this Agreement shall survive the Closing unimpaired and shall not merge into the Deed and the recordation thereof.

13.9 Time. Time is of the essence of every provision of this Agreement.

13.10 Force Majeure. Performance by the Military Department or Olympia of their obligations under this Agreement shall be extended by the period of delay caused by force majeure. Force majeure is war, natural catastrophe, strikes, walkouts or other labor industrial disturbance, order of any government, court or regulatory body having jurisdiction, shortages, blockade, embargo, riot, civil disorder, or any similar cause beyond the reasonable control of the Party who is obligated to render performance (but excluding financial inability to perform, however caused).

13.11 Recitals. The Recitals above are incorporated by this reference into this Agreement as if fully set forth herein.

14. Counterparts. This Agreement may be executed in a number of identical counterparts which, taken together, shall constitute collectively one Agreement; but in making proof of this Agreement, it shall not be necessary to produce or account for more than one such counterpart. Additionally, (i) the signature pages taken from separate individually executed counterparts of this Agreement may be combined to form multiple fully executed counterparts; and (ii) a facsimile signature or an electronically scanned signature, or an electronic or digital signature where permitted by law, shall be deemed to be an original signature for all purposes. All executed counterparts of this Agreement shall be deemed to be originals, but all such counterparts, when taken together, shall constitute one and the same Agreement.

15. Effective Date. The term, "date of this Agreement," or "date hereof," or "Effective Date," as used herein shall mean the later of the following dates: (1) the date of the Military Department's signature; or (2) the date of Olympia's signature.

GRANTOR:

MILITARY DEPARTMENT, State of Washington

By: Bret D. Daugherty
Print Name: Maj. Gen. Bret D. Daugherty
Its: Adjutant General, Washington
Date: 12/17/21

GRANTEE:

CITY OF OLYMPIA, a Washington municipal corporation

By: _____
Print Name: Steven J. Burney
Its: City Manager
Date: _____

Approved as to form:

Mark Barber
Mark Barber, City Attorney

EXHIBIT A

Legal Description

LOTS 1 THROUGH 10, INCLUSIVE, BLOCK 49 OF SWAN ADDITION TO OLYMPIA, AS RECORDED IN VOLUME 1 OF PLATS, PAGE 37. TOGETHER WITH VACATED ALLEY ABUTTING SAID LOTS.

EXHIBIT C

Form of Deed and Restrictive Covenants

AFTER RECORDING MAIL TO:

Legal Department
City of Olympia
601 4th Avenue E
P.O. Box 1967
Olympia, WA 98507-1967

Document Title:	Statutory Warranty Deed
Grantor:	Military Department, State of Washington
Grantee:	City of Olympia, a Washington municipal corporation
Abbreviated Legal Description:	Lots 1 through 10, Inclusive Blk 49 Swan Add to Olympia
Assessor's Tax Parcel Number:	78204900000

The Grantor, **MILITARY DEPARTMENT, STATE OF WASHINGTON**, for and in consideration of good and other valuable considerations and pursuant to Substitute House Bill (SHB) 1080 relating to the capital budget, Chapter 332, Laws of 2021, Section 1137, hereby conveys and warrants to the **CITY OF OLYMPIA**, Grantee, a Washington municipal corporation, the following described real estate and all appurtenances, improvements, and rights thereto, situated in the County of Thurston, in the State of Washington (hereafter referred to as the "Property"), including all after acquired title:

See legal description in EXHIBIT A attached hereto.

Subject to the following:

RESTRICTIVE COVENANTS

As additional consideration and as required by SHB 1080, Chapter 332, Laws of 2021, Section 1137, Grantor declares and Grantee agrees that the Property legally described above shall be held, transferred, sold, conveyed, leased, used and occupied by Grantee subject to the following covenants and restrictions:

The Property, commonly known as the Olympia Armory, and legally described in **EXHIBIT A** attached hereto, shall be used by Grantee as a community asset dedicated to using the arts to support community development, arts education, and economic development initiatives for a period of ten (10) years.

It is the express intent of the Grantor and Grantee that the provisions of the Restrictive Covenants stated herein shall be deemed to run with the land and shall pass to and be binding upon Grantee's successors in title, including any subsequent purchaser, grantee, owner, assignee, trustee, trustor, or lessee of any portion of the Property and any other person or entity having any right, title or interest therein and upon the respective heirs, executors, administrators, devisees, successors and assigns of any purchaser, grantee, owner, assignee, trustee, trustor, or lessee of any portion of the Property and any other person or entity having any right, title or interest therein, for the aforesaid period of time.

GRANTOR:

MILITARY DEPARTMENT, STATE OF WASHINGTON

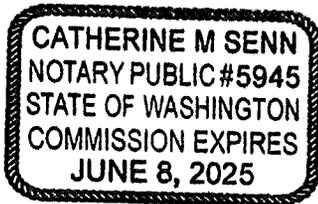
By: Bret D. Daugherty
Maj. Gen. Bret D. Daugherty,
Adjutant General, Washington

STATE OF WASHINGTON)

COUNTY OF Pierce) : ss.

On the 7th day of December 2021, before me, a Notary Public in and for the State of Washington, duly commissioned and sworn, personally appeared Maj. Gen. Bret D. Daugherty, to me known to be the Adjutant General of the Military Department, State of Washington, who executed the foregoing instrument and acknowledged the said instrument to be the free and voluntary act and deed of the Military Department, State of Washington, for the uses and purposes therein mentioned and on oath states that he is authorized to execute the said instrument.

WITNESS my hand and official seal the day and year first above written.



Catherine M. Senn
Signature
Print Name: CATHERINE M. SENN
NOTARY PUBLIC in and for the State
of Washington, residing at TACOMA
My commission expires 8 June 2025

**EXHIBIT A
TO STATUTORY WARRANTY DEED**

LOTS 1 THROUGH 10, INCLUSIVE, BLOCK 49 OF SWAN ADDITION TO OLYMPIA,
AS RECORDED IN VOLUME 1 OF PLATS, PAGE 37. TOGETHER WITH VACATED
ALLEY ABUTTING SAID LOTS.

AMENDMENT NO. 1
TO
MEMORANDUM OF UNDERSTANDING
FOR REAL ESTATE TRANSFER

This AMENDMENT NO. 1 to the Memorandum of Understanding for Real Estate Transfer (“Agreement”) is made by and between the CITY OF OLYMPIA, a municipal corporation organized under the laws of the State of Washington (“Olympia”) and the MILITARY DEPARTMENT, STATE OF WASHINGTON (“Military Department”), jointly referred to as “the Parties,” to modify and amend the Memorandum of Understanding for Real Estate Transfer.

1. Modification. The Parties wish to amend the Memorandum of Understanding for Real Estate Transfer (“Agreement”) pursuant to Paragraph 13.3 of the Agreement, as regards the Closing Date and time to permit removal of field equipment and other possessions of the Military Department located within a structure on the Property.

2. Closing Date. The Closing Date in Paragraph 3 of the Agreement between the Parties is hereby modified and amended to provide that Closing will occur on February 28, 2022. All other terms and conditions in Paragraph 3 remain unchanged.

3. Removal of Field Equipment. The Parties further agree to amend and modify the Agreement, so the Military Department has until March 31, 2022, at 11:59 p.m. to remove the Military Department’s field equipment and other possessions from a structure located on the Property commonly referred to as “the Barn.” Storage of such field equipment and other possessions after Closing shall be at no cost to the Military Department. However, the Military Department assumes all liability and risk of loss for its field equipment and other possessions following Closing and transfer of possession of the Property to Olympia. Olympia agrees not to enter “the Barn” until after March 31, 2022.

[The remainder of this page is left intentionally blank. Signatures follow on next page.]

GRANTOR:

MILITARY DEPARTMENT, State of Washington

By: Bret D. Daugherty

Print Name: Maj. Gen. Bret D. Daugherty

Its: Adjutant General, Washington

Date: 12/7/21

GRANTEE:

CITY OF OLYMPIA, a Washington municipal corporation

By: _____

Print Name: Steven J. Burney

Its: City Manager

Date: _____

Approved as to form:

Mark Barber _____

Mark Barber, City Attorney



City Council

Approval of an Ordinance Amending Olympia Municipal Code Sections 15.16.030 and 15.16.040 Relating to Impact Fees

Agenda Date: 12/14/2021
Agenda Item Number: 4.J
File Number:21-1157

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

Title

Approval of an Ordinance Amending Olympia Municipal Code Sections 15.16.030 and 15.16.040 Relating to Impact Fees

Recommended Action

Committee Recommendation:

Not referred to a committee.

City Manager Recommendation:

Move to approve an Ordinance amending Olympia Municipal Code Sections 15.16.030 and 15.16.040 relating to impact fees on second reading.

Report

Issue:

Whether to approve an Ordinance updating school and transportation impact fees on second reading.

Staff Contact:

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

Presenter(s):

None - Consent Calendar Item.

Background and Analysis:

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

The Washington State Growth Management Act (GMA) requires that cities plan for growth. One tool that cities can use to respond to growth are impact fees for new developments. These fees are a funding mechanism that help the City build new transportation and parks infrastructure, as well as help Olympia School District (OSD) build infrastructure.

Transportation Impact Fees:

Olympia has used transportation impact fees since the 1990s to help fund infrastructure

improvements. Historically, these projects have focused on increasing capacity on our streets for motor vehicles. The City's first Transportation Master Plan was adopted by Council in February 2021 and included changes to the City's Transportation Concurrency and Impact Fee Programs. Transportation impact fees are now multi-modal, adding capacity to our street system by making bike, pedestrian, and transit improvements, in addition to improvements for vehicles.

The current transportation impact fee is \$2,551 per new "person" trip. Staff proposes a 5% increase in the impact fee to keep up with inflation and increased costs of construction materials and labor. The cost per new "person" trip is proposed to be \$2,679 in 2022.

Olympia School District Impact Fees:

The Olympia School District has updated its Capital Facilities Plan and revised its proposed impact fees as reflected in the School District's adopted 2022-2027 Capital Facilities Plan.

Neighborhood/Community Interests (if known):

A public hearing on the City's 2022-2027 Capital Facilities Plan was held on October 12, 2021. The City Council did not receive comments related to the proposed impact fee changes.

Options:

1. Approve an Ordinance amending Olympia Municipal Code Sections 15.16.030 and 15.16.040 relating to impact fees on second reading. The impact fee programs will be updated as shown in the attached Ordinance.
2. Approve the Ordinance with Council directed changes.
3. Do not approve the Ordinance. Impact fees will remain unchanged in 2022 and will not reflect increased costs to build new infrastructure.

Financial Impact:

Revenues generated by impact fees will support needed infrastructure as the City grows.

Attachments:

Ordinance

AN ORDINANCE OF THE CITY OF OLYMPIA, WASHINGTON AMENDING OLYMPIA MUNICIPAL CODE SECTIONS 15.16.030 AND 15.16.040 RELATING TO IMPACT FEES

WHEREAS, the Washington State Growth Management Act, Chapter 36.70A RCW, requires that cities plan for growth; and

WHEREAS, RCW 82.02.050 - .090 authorizes cities to impose impact fees to ensure that adequate facilities are available to serve new growth and development; and

WHEREAS, in Ordinance Nos. 5490 and 6164, the City of Olympia did adopt such impact fees, to include "Park Impact Fees," "School Impact Fees," and "Transportation Impact Fees," which the City uses as a funding mechanism to help build new transportation and parks infrastructure, as well as help the Olympia School District build infrastructure; and

WHEREAS, Olympia has used transportation impact fees since the 1990s to help fund infrastructure improvements focused on increasing capacity on city streets for motor vehicles; and

WHEREAS, the City's first Transportation Master Plan was adopted by Council in February 2021 and included changes to the City's Transportation Concurrency and Impact Fee Programs; and

WHEREAS, transportation impact fees are now multi-modal, adding capacity to our street system by making bike, pedestrian, and transit improvements, in addition to improvements for vehicles; and

WHEREAS, the City Council has called for an annual review of impact fees, concurrent with the annual review of the Capital Facilities Plan element of the City's Comprehensive Plan, to consider adjustments to the impact fees; and

WHEREAS, the Olympia School District has updated its Capital Facilities Plan and revised its proposed impact fees as reflected in the School District's adopted 2022-2027 Capital Facilities Plan; and

WHEREAS, the City Council conducted a public hearing on the City's 2022-2027 Capital Facilities Plan on October 12, 2021, and did not receive any additional comments related to the proposed impact fee changes; and

WHEREAS, following said review of the 2022-2027 Capital Facilities Plan, the Olympia City Council desires to amend Transportation Impact Fees for inflation in costs of labor, construction materials, and real property, revise School Impact Fees as adopted in the Olympia School District's 2022-2027 Capital Facilities Plan, and amend the Olympia Municipal Code accordingly; and

WHEREAS, this Ordinance is adopted pursuant to Article 11, Section 11, of the Washington Constitution;

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

Section 1. Amendment of OMC 15.16.030. Olympia Municipal Code Section 15.16.030 is hereby amended to read as follows:

15.16.030 Schedule C, School Impact Fees

For complete building permit applications submitted after the effective date of this title, the following schedule shall apply:

(Applies to residential development only)

Housing Type (fees are per unit):

Single Family - detached (including manufactured homes on individual lots)	\$5,448 <u>\$6,029</u>
Multifamily (including Apartments, Duplex, Triplex, Fourplex, Cottage Housing, Courtyard Apartments) and Townhouses (Non-Downtown)	\$2,133 <u>\$2,477</u>
Senior Housing, Accessory Dwelling Unit, Single Room Occupancy, Studio (Exempt)	\$0
Downtown Multi-Family <u>Multifamily</u> (including Apartments, Duplex, Triplex, Fourplex, Cottage Housing, Courtyard Apartments) and Townhouses	\$1,756 <u>\$2,040</u>

Section 2. Amendment of OMC 15.16.040. Olympia Municipal Code Section 15.16.040 is hereby amended to read as follows:

15.16.040 Schedule D, Transportation Impact Fees

SCHEDULE D

TRANSPORTATION IMPACT FEE RATE SCHEDULE

Effective ~~July 1, 2021~~ January 1, 2022

Land Uses	Unit of Measure	Rate
Cost per New Person Trip Generated:		\$2,551 <u>\$2,679</u>
<i>Residential</i>		
Single Family (Detached), Townhouse & Manufactured Home	dwelling	\$3,662 <u>\$3,845</u>
Multi-Family <u>Multifamily</u> , including Apartment (1 to 2 levels), Duplex, Triplex, Fourplex, Cottage Housing and Courtyard Apartment	dwelling	\$2,071 <u>\$2,175</u>
Apartment (3 to 10 levels) includes Studio	dwelling	\$1,627 <u>\$1,708</u>
Senior Housing, Accessory Dwelling Unit and Single-Room Occupancy Unit	dwelling	\$1,036 <u>\$1,088</u>
Mobile Home	dwelling	\$1,701 <u>\$1,786</u>

SCHEDULE D

TRANSPORTATION IMPACT FEE RATE SCHEDULE

Effective ~~July 1, 2021~~ January 1, 2022

Land Uses	Unit of Measure	Rate
<i>Commercial – Services</i>		
Bank	sq ft / GFA	\$42.38 <u>\$44.50</u>
Day Care	sq ft / GFA	\$29.31 <u>\$30.78</u>
Hotel/Motel	room	\$3,292 <u>\$3,457</u>
Service Station ¹	fueling position	\$19,628 <u>\$20,609</u>
Quick Lubrication Vehicle Shop	servicing positions	\$10,825 <u>\$11,366</u>
Automobile Care Center	sq ft / GLA	\$7.44 <u>\$7.81</u>
Movie Theater	screen	\$37,510 <u>\$39,386</u>
Health Club	sq ft / GFA	\$8.25 <u>\$8.66</u>
Marina	berth	\$607 <u>\$637</u>
<i>Institutional</i>		
Elementary /Jr. High/ High School	student	\$360 <u>\$378</u>
University/College	student	\$308 <u>\$323</u>
Church	sq ft / GFA	\$1.57 <u>\$1.65</u>
Hospital	sq ft / GFA	\$2.49 <u>\$2.61</u>
Assisted Living, Nursing Home, Group Home	sq ft / GFA	\$1.90 <u>\$2.00</u>

SCHEDULE D

TRANSPORTATION IMPACT FEE RATE SCHEDULE

Effective ~~July 1, 2021~~ January 1, 2022

Land Uses	Unit of Measure	Rate
<i>Industrial</i>		
Light Industry/Manufacturing/Industrial Park	sq ft / GFA	\$1.10 <u>\$1.16</u>
Warehousing/Storage	sq ft / GFA	\$0.52 <u>\$0.55</u>
Mini Warehouse	sq ft / GFA	\$0.47 <u>\$0.49</u>
<i>Restaurant</i>		
Restaurant	sq ft / GFA	\$13.93 <u>\$14.63</u>
Fast Food Restaurant	sq ft / GFA	\$52.09 <u>\$54.69</u>
Coffee/Donut Shop with Drive-Through Window	sq ft / GFA	\$69.16 <u>\$72.62</u>
Coffee/Donut Shop with Drive-Through Window and No Indoor Seating	sq ft / GFA	\$29.23 <u>\$30.69</u>
<i>Commercial – Retail</i>		
Retail Shopping Center:		
up to 49,999	sq ft / GLA	\$10.37 <u>\$10.89</u>
50,000-99,999	sq ft / GLA	\$10.27 <u>\$10.78</u>
100,000-199,999	sq ft / GLA	\$9.36 <u>\$9.83</u>
200,000-299,999	sq ft / GLA	\$8.87 <u>\$9.31</u>
300,000-399,999	sq ft / GLA	\$8.76 <u>\$9.20</u>
over 400,000	sq ft / GLA	\$9.06 <u>\$9.51</u>

SCHEDULE D

TRANSPORTATION IMPACT FEE RATE SCHEDULE

Effective ~~July 1, 2021~~ January 1, 2022

Land Uses	Unit of Measure	Rate
Supermarket > 5,000 SF	sq ft / GFA	\$18.86 <u>\$19.80</u>
Convenience Market < 5,000 SF	sq ft / GFA	\$76.73 <u>\$80.57</u>
Furniture Store	sq ft / GFA	\$0.78 <u>\$0.82</u>
Car Sales - New/Used	sq ft / GFA	\$9.57 <u>\$10.05</u>
Nursery/Garden Center	sq ft / GFA	\$15.49 <u>\$16.26</u>
Pharmacy/Drugstore	sq ft / GFA	\$14.09 <u>\$14.79</u>
Hardware/Building Materials Store < 25,000 SF	sq ft / GFA	\$3.94 <u>\$4.14</u>
Discount Merchandise Store (Free Standing)	sq ft / GFA	\$9.39 <u>\$9.86</u>
Home Improvement Superstore > 25,000 SF	sq ft / GFA	\$4.31 <u>\$4.53</u>
Miscellaneous Retail	sq ft / GLA	\$8.02 <u>\$8.42</u>
<i>Commercial – Office</i>		
Administrative Office:		
0-99,999	sq ft / GFA	\$3.19 <u>\$3.35</u>
100,000-199,999	sq ft / GFA	\$3.12 <u>\$3.28</u>
200,000-299,999	sq ft / GFA	\$3.05 <u>\$3.20</u>
over 300,000	sq ft / GFA	\$3.02 <u>\$3.17</u>

SCHEDULE D

TRANSPORTATION IMPACT FEE RATE SCHEDULE

Effective ~~July 1, 2021~~ January 1, 2022

Land Uses	Unit of Measure	Rate
Medical Office/Clinic	sq ft / GFA	\$8.08 <u>\$8.48</u>
<i>Downtown² and High Density Corridor³ Fees</i>		
Multi-Family <u>Multifamily</u> (including Apartment, Duplex, Triplex, Fourplex, Cottage Housing, and Courtyard Apartment), Townhouse, and Studio	dwelling	\$1,185 <u>\$1,244</u>
Senior Housing, Accessory Dwelling Unit and Single Room Occupancy Unit	dwelling	\$629 <u>\$660</u>
Assisted Living, Nursing Home, Group Home	sq ft / GFA	\$1.48 <u>\$1.55</u>
Hotel/Motel	room	\$1,738 <u>\$1,825</u>
Movie Theater	screen	\$29,258 <u>\$30,721</u>
Marina	berth	\$474 <u>\$498</u>
Downtown Services/Retail ⁴	sq ft / GLA	\$6.50 <u>\$6.83</u>
Administrative Office:		
0-99,999	sq ft / GFA	\$2.49 <u>\$2.61</u>
100,000-199,999	sq ft / GFA	\$2.44 <u>\$2.56</u>
200,000-299,999	sq ft / GFA	\$2.38 <u>\$2.50</u>
over 300,000	sq ft / GFA	\$2.35 <u>\$2.47</u>
Medical Office/Clinic	sq ft / GFA	\$6.30 <u>\$6.62</u>

Notes: For uses with Unit of Measure in "sq ft/-GFA" or "sq ft/GLA," impact fee is dollars per square foot.

- 1) Service Station can include Mini Mart (less than or equal to 2,500 square feet) and/or Car Wash. Mini-Mart greater than 2,500 square feet is calculated separately.
- 2) Downtown: As defined in Olympia Municipal Code 15.04.020.O.
- 3) High Density Corridor (HDC): will only include HDC-1, HDC-2, HDC-3 land use zoning areas and shall have the same meaning as set forth in Olympia Municipal Code Subsections 18.06.020.B.10, .11, and .12.
- 4) Downtown Services/Retail includes Retail Stores, Restaurants, Supermarkets, Convenience Markets, Video Rentals, Banks, Health Clubs, Day Cares, and Libraries.

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

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

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

Section 6. Effective Date. This Ordinance shall take effect January 1, 2022, after passage by the Olympia City Council and publication, as provided by law.

MAYOR

ATTEST:

CITY CLERK

APPROVED AS TO FORM:

Mark Barber
CITY ATTORNEY

PASSED:

APPROVED:

PUBLISHED:



City Council

Approval of an Ordinance Revising Fees for Engineering, Building and Land Use Permits, and Plan Review

Agenda Date: 12/14/2021
Agenda Item Number: 4.K
File Number:21-1162

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

Title

Approval of an Ordinance Revising Fees for Engineering, Building and Land Use Permits, and Plan Review

Recommended Action

Committee Recommendation:

The Finance Committee recommends approval of an Ordinance revising fees for Engineering, Building Land Use Permits, and Plan Review.

City Manager Recommendation:

Move to approve the Ordinance revising Ordinance revising fees for Engineering, Building Land Use Permits, and Plan Review on second reading.

Report

Issue:

Whether to approve the Ordinance revising Ordinance revising fees for Engineering, Building Land Use Permits, and Plan Review on second reading.

Staff Contact:

Leonard Bauer, Director, Community Planning and Development, 360.753.8206

Presenter(s):

None - Consent Calendar Item

Background and Analysis:

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

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

In 2004, the City Council conducted a Permit Cost Recovery Study and established a goal to recover

85% of the cost of delivering development review services from permit fees.

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

This year the City has contracted with Financial Consulting Services, Inc. (FCS), to again update our Cost Recovery Study, and examine the operation of the Development Fee Revenue Fund. FCS has completed the cost recovery analysis and found that the City is not currently recovering 85% of the cost of delivering development review services.

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

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

Council's Finance Committee reviewed the proposed fee adjustments at its October 20, 2021, meeting. They City Council received a briefing on November 9, 2021.

Neighborhood/Community Interests (if known):

Development fees are of interest to the entire community, particularly residents and businesses interested in remodeling or new construction projects in Olympia.

Options:

1. Approve the attached ordinance revising development fees.
2. Do not approve the attached ordinance revising development fees.
3. Approve specific modifications to the ordinance.

Financial Impact:

The ordinance adjusts development fees to align with the City Council's adopted policy of recovering more closely 85% of the cost of delivering development review services. The draft analysis by FCS estimates the fee adjustments will increase actual cost recovery from approximately 72% to 78% while still remaining generally similar to neighboring cities.

Attachments:

Ordinance

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

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

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

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

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

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

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

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

4.04.010 Assessment of fees

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

Application Type

Plan Check Fees

Engineering Fee Schedule

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

Application Type

Plan Check Fees

Engineering Fee Schedule

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

Application Type

Permit/Inspection Fees

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

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

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

Application Type

Permit/Inspection Fees

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

Application Type

Permit/Inspection Fees

Bicycle Parking	\$125 <u>315.00</u>
Paving of Parking Lots (including re-paving)	\$0.06 per square foot or part thereof
Right-of-Way Obstruction Permit (No Traffic Control Plan Required)	\$184.00 each
Right-of-Way Obstruction Permit (Traffic Control Plan Required, and on-site signage, cones, or flaggers needed)	\$562.00 each
Right-of-Way Excavation/Restoration (Completion Bond Required before Issuance of a Permit equal to 125% value of the work)	\$184.00 each
Right-of-Way Vacation Request	\$1,943.00 each
Latecomer Reimbursement Contract	\$1,943.00 + 5% Administrative Fee (5% of the reimbursement amount shall be deducted by the city for administrative fees each time the city collects a latecomer fee from a property owner within the reimbursement area)
UGA City Utility Availability Authorization	\$175.00 each
Long Term Right-of-Way Use Authorization for Open Right-of-Way Use per Year	\$420.00 per year
Street Closure Permit for Temporary Moving of Structures or Equipment	\$850.00 each
Recording Fees for Bills of Sale, Easements, Deeds, Annexation Agreements	\$103 <u>232.00</u>
Recording Fees for Stormwater Maintenance Agreements	\$153 <u>318.00</u>

Private Utilities

Private Utility (power, natural overhead, gas, telecommunications, CATV) (New development of systems):	New Short Plat – (2-9 Lots)
	Plan Check: \$158 <u>225.00</u>
	Permit Fees: \$80 <u>26.00</u>
	New Long Plat – (10-25 Lots)
	Plan Check: \$315.00
	Permit Fees: <u>\$11553.00</u> + \$0.20 per linear foot or part thereof
	New Long Plat – (26+ Lots)
	Plan Check: \$53 <u>25.00</u>
	Permit Fees: <u>\$11579.00</u> + \$0.20 per linear foot or part thereof

Application Type

Permit/Inspection Fees

New Commercial:

Plan Check: \$315.00

Permit Fees: ~~\$100~~53.00

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

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

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

Repair/Replace Existing

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

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

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

Resubmittal fees starting with second resubmittal after the initial application

50% plan check fees

Pavement Restoration Fee

Base Fee

\$25.00 per square foot or part thereof

Year 1 (new pavement)

5X base fee

Year 2

4X base fee

Year 3

3X base fee

Year 4

2X base fee

Year 5

1X base fee

Tree Protections and Replacement Ordinance Fee Schedule

Tree Plan Review for New Commercial Development

~~\$1,587~~5.00 each

Tree Plan Review for New Multi-family Residential Development

~~\$1,575~~945.00 each

Tree Plan Review for New Subdivisions - 9 lots and less

~~\$75~~25.00 each

Tree Plan Review for New Subdivisions - 10 lots and more

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

Tree Plan Field Inspection for New Commercial Development

~~\$1,587~~5.00 each

Tree Plan Field Inspection for New Multi-family Residential Development

~~\$1,575~~945.00 each

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

~~\$57~~25.00 each

Application Type

Permit/Inspection Fees

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

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

4.36.010 Building code review and permit fees

FEE TABLE -- BUILDING PERMIT FEES

Building Permit Fees (based on valuation)

Total Valuation	Fee
\$1.00 to \$500.00	\$105.00
\$501.00 to \$2,000.00	\$105.00 for the first \$500.00 plus \$5.30 for each additional \$100.00 or fraction thereof, to and including \$2,000.00
\$2,001.00 to \$25,000.00	\$184.50 for the first \$2,000.00 plus \$16.80 for each additional \$1,000.00 or fraction thereof, to and including \$25,000.00
\$25,001.00 to \$50,000.00	\$570.90 for the first \$25,000.00 plus \$12.71 for each additional \$1,000.00 or fraction thereof, to and including \$50,000.00
\$50,001.00 to \$100,000.00	\$888.65 for the first \$50,000.00 plus \$9.45 for each additional \$1,000.00 or fraction thereof, to and including \$100,000.00
\$100,001.00 to \$500,000.00	\$1,361.15 for the first \$100,000.00 plus \$7.98 for each additional \$1,000.00, or fraction thereof, to and including \$500,000.00
\$500,001.00 to \$1,000,000.00	\$4,553.15 for the first \$500,000.00 plus \$7.09 for each additional \$1,000.00 or fraction thereof, to and including \$1,000,000.00
\$1,000,001.00 and up	\$8,098.15 for the first \$1,000,000.00 plus \$5.93 for each additional \$1,000.00 or fraction thereof
	Other Building Inspections and Fees
Inspections outside of normal business hours	\$125.00 per hour* (minimum charge - two hours)

Other Building Inspections and Fees

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

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

** Including administrative and overhead costs.

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

Building Plan Review Fees

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

Mobile/Manufactured Housing or Commercial Permit Fees

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

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

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

Demolition Permit Fees

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

Electrical Permit and Inspection Fees

See OMC 4.36.020.

Washington State Energy Code Review

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

Mechanical Permit Fees (plus applicable unit fees)

Permit Issuance Fee

For the issuance of each permit \$105.00

Single Family Residential (flat fee no permit issuance fee)

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

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

Mechanical Permit Fees (plus applicable unit fees)

Unit Fee Schedule

Note: The following includes permit issuance fee.

Furnaces

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

Appliance Vents

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

Repairs or Additions

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

Boilers, Compressors and Absorption Systems

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

Air Handlers

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

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

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

Evaporative Coolers

For each evaporative cooler other than portable type \$55.00

Ventilation and Exhaust

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

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

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

Wood or Gas Stove Insert including vent \$65.00

Incinerators \$125.00

Miscellaneous

Mechanical Permit Fees (plus applicable unit fees)

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

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

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

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

Other Inspections and Fees

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

Reinspection fees \$175.00*

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

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

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

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

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

Plumbing Permit Fees

Permit Issuance

For issuing each permit \$105160.00

Single Family Residential (flat fee no permit issuance fee)

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

Swimming Pools*

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

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

*All pools over 24 inches in depth require approved fencing

Plumbing Permits for New Single Family Residential \$225245.00

Plumbing Permit Fees

Unit Fee Schedule

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

Gas Piping System

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

Other Inspections and Fees

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

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

Grading Plan Permit Fees

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

Other Inspections and Fees

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

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

Grading Plan Review Fees 65% of the permit fee

Other Fees

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

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

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

4.36.020 Electrical inspection and permit fees

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

A. RESIDENTIAL

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

Notes:

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

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

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

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

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

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

- a. Each service and/or feeder

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

3. Single or multifamily altered services or feeders including circuits

- a. Each altered service and/or altered feeder

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

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

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

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

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

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

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

6. Mobile home park sites and RV park sites

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

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

B. COMMERCIAL/INDUSTRIAL

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

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

- a. Service/feeders

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

2. Altered services or feeders (no circuits).

a. Service/feeders

Ampacity	Service or Feeder
0 to 200	\$ 107 95.00
201 to 600	\$ 25 20.00
601 to 1000	\$ 380 35.00
1001 and over	\$ 422 370.00

b. Maintenance or repair of a meter or mast (no alterations to the service or feeder) \$~~9~~80.00

3. Circuits only.

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

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

C. TEMPORARY SERVICE(S)

Notes:

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

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

1. Temporary Services, temporary stage or concert productions.

Ampacity	Service or Feeder	Additional Feeder
0 to 60	\$ 57 5.00	\$ 30 28.00
61 to 100	\$65.00	\$ 32 0.00
101 to 200	\$ 84 75.00	\$ 41 38.00
201 to 400	\$ 100 88.00	\$ 50 45.00
401 to 600	\$ 134 20.00	\$ 65 0.00
601 and over	\$ 150 35.00	\$ 75 68.00

D. MISCELLANEOUS - Commercial/Industrial and Residential.

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

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

2. Low-voltage systems and telecommunications systems.

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

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

3. Signs and outline lighting.

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

4. Berth at a marina or dock.

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

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

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

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

6. Emergency inspections requested outside of normal working hours.

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

7. Generators.

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

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

8. Electrical annual permit fee.

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

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

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

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

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

H. PLAN REVIEW FEE.

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

I. OTHER INSPECTIONS.

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

J. REFUND PROCESSING FEE.

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

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

4.40.010 Land use application review fees

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

Certifications and Appealable Letters	Land Use and Planning Applications¹
Independent Confirmation of Critical Areas Report	\$650-825 plus any consultant costs
Wetland Report prepared by City staff	\$800 plus any consultant costs
<u>Staff Confirmation Letter for Zoning, Occupancy Status, Flood Hazard, and other staff-similar</u> confirmations	\$200
Staff-Researched Letter, Shoreline Permit Exemption, <u>Discretionary Land Use Approval</u> Time Extension, <u>Legal Lot Determination</u> , or Appealable Opinion ²	\$360-460 plus any consultant costs
Actions Independent of Development Review	
Presubmission Conference	\$240 <u>340</u>
SEPA Review (only)	\$480
Variance (staff level)	\$300

Variance and/or Reasonable Use Exception (by Examiner)	\$850-1400 + \$1,000 Hearing Examiner deposit ⁴⁵
Code and Plan Amendments	
Comprehensive Plan Amendment (post-screening without rezone)	\$2,500 <u>2600</u>
Shoreline Program	\$3,200
Original Master Plan (Villages & Centers) (See OMC Chapter <u>18.05</u>)	\$3,200 + \$ 140 per acre or part thereof + \$2,500 Hearing Examiner deposit ⁴⁵
Master Plan Revision	\$1,600 + \$1,500 Hearing Examiner deposit ⁵
Development Agreement	\$3,200 <u>4115</u> + \$2,000 Hearing Examiner deposit if referred to examiner ⁴⁵
Zoning and Development Code Maps or Text	\$3,200 + if a site-specific rezone, a \$1,500 Hearing Examiner deposit ⁴⁵
Annexations	
Notice of Intent to Annex	\$320
Petition to Annex	\$2,880 <u>4230</u>
Temporary Uses	
Temporary Use Permit for three or less consecutive days	\$ <u>150</u>
Temporary Uses for four or more consecutive days	\$200 <u>350</u>
Subdivision Actions	
Lot Consolidation	\$360 <u>560</u>
Boundary Line Adjustment	\$320-550 plus \$160 per boundary line
Preliminary Short or Large-Lot Plat	\$600-1360 + \$ 300 per lot
Final Short or Large-lot Plat	\$600 <u>890</u>
Preliminary Full (ten or more lots) Plat	\$ 3,600 <u>4660</u> + \$ 600 per acre, or part thereof + \$2,500 Hearing Examiner deposit ⁴⁵
Final Full (ten or more lots) Plat ³	\$2,600 <u>3880</u>
Binding Site Plan	Any land use review fee; plus sum equivalent to platting fee - latter

	reduced by 1/2 if concurrent with initial development
Improvements deferral review by Examiner (OMC <u>17.44.020(E)</u>)	\$1,800+ \$2,000 Hearing Examiner deposit ⁴⁵
Land Use (Site Plan) Review³	
No new structure to 5,000 square feet new gross floor area	\$2,600 <u>2700</u>
5,001 to 8,000 square feet of new gross floor area	\$4,700 <u>4800</u>
8,001 to 16,000 square feet of new gross floor area	\$6,800 <u>6900</u>
16,000 to 24,000 square feet of new gross floor area	\$9,200 <u>9300</u>
24,001 or more square feet of new gross floor area	\$11,500 <u>13100</u>
Wireless Communication Facility	\$3,700, plus any consultant costs of City
Supplemental Actions	
Traffic modeling or distribution by City staff	No charge, except any consultant fees
Additional SEPA Review (WAC <u>197-11-335</u>)	No charge, except any consultant fees
Environmental Impact Statement	\$3,200 <u>4300</u> + preparation at contract rate to be determined
Design Concept Review --Board Level	\$900 <u>1250</u>
Design Details Review-- Board Level	\$900 <u>1250</u>
Design Review--Staff Level	\$240 <u>500</u>
Sign (Design) Review	\$55 per sign to \$330 maximum per occupancy
Examiner Review—Project Subject to SEPA <u>Shoreline Permit (Substantial Development Permit, Shoreline Conditional Use Permit, Shoreline Variance) and Conditional Use Permit Requiring Examiner Review⁵</u>	\$1,5200 + \$2,000 Hearing Examiner deposit⁴⁵
<u>Shoreline Permit (Substantial Development Permit, Shoreline Conditional Use Permit, Shoreline Variance) and Conditional Use Permit Requiring Administrative Review⁵</u>	<u>\$900</u>
Wireless Communication Facility -- Subject to SEPA <u>Requiring Examiner Review</u>	\$4,600+ \$2,000 Hearing Examiner deposit⁴⁵ plus any consultant costs of City
<u>Short-Term Rental Permit</u>	<u>\$100</u>

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

NOTES:

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

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

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

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

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

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

MAYOR

ATTEST:

CITY CLERK

APPROVED AS TO FORM:

Mark Barber
CITY ATTORNEY

PASSED:

APPROVED:

PUBLISHED:



City Council

Approval of an Ordinance Adopting the 2022 Operating, Special Funds, Capital Budget, and Capital Facilities Plan: 2022-2027 Financial Plan

Agenda Date: 12/14/2021
Agenda Item Number: 4.L
File Number:21-1164

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

Title

Approval of an Ordinance Adopting the 2022 Operating, Special Funds, Capital Budget, and Capital Facilities Plan: 2022-2027 Financial Plan

Recommended Action

Committee Recommendation:

The Finance Committee recommends Approval of an Ordinance adopting the 2022 Operating, Special Funds, Capital Budget and Capital Facilities Plan 2022-2027 Financial Plan.

City Manager Recommendation:

Move to approve the Ordinance adopting the 2022 Operating, Special Funds, Capital budgets and the Capital Facilities Plan: 2022-2027 Financial Plan on second reading.

Report

Issue:

Whether to approve an Ordinance adopting the 2022 Operating, Special Funds and Capital Budget and the Capital Facilities Plan: 2022-2027 Financial Plan on second reading.

Staff Contact:

Aaron BeMiller, Finance Director, 360.753.8465
Joan Lutz, Budget/Financial Analyst, 360.753.8760

Presenter(s):

Aaron BeMiller, Finance Director

Background and Analysis:

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

State law requires the City Manager to present a balanced Preliminary Operating Budget and Capital budget to Council each year. By State law the budget must be adopted no later than December 31. The City Council's Finance Committee met throughout the year to review, discuss and provide direction to the City Manager on the 2022 Preliminary Operating budget, Capital budget and the Capital Facilities Plan (CFP) and the 2022 - 2027 Financial Plan.

The 2022 Preliminary Operating, Special Funds and Capital budgets include resources to provide services such as police and fire protection, developing and maintaining parks, open space and recreational centers as well as building and maintaining City streets and utility infrastructure.

Operating Budget

The Preliminary Operating Budget was presented to Council on November 1. A public hearing on Ad Valorem was held on November 9 and a public hearing on the Operating Budget on November 16 and November 23. Finance Committee met on November 17 to prepare a final recommendation which was presented to the full Council on November 23. Since the Operating Budget was presented on November 1, adjustments in revenues and expenditures were made. Major changes to the Operating Budget were discussed with Council on November 23 and are included in the Ordinance.

Capital Budget and Capital Facilities Plan: 2022-2027 Financial Plan

The Capital Facility Plan (CFP) is a chapter in the City’s 20-year Comprehensive Plan adopted by the Council in 2014. The CFP portion of the Plan is updated annually. The first year of the six-year financial plan serves as the City’s annual Capital Budget.

City Council received a briefing on utility rates, general facility charges and impact fees, including the Olympia School District’s impact fees on November 9. Major changes to the Preliminary Capital Budget and 2022-2027 Financial Plan were discussed with Council on November 23 and are included in the Ordinance.

Special Funds

The budget also includes Special Funds, such as Home Fund, Lodging Tax, Parking & Business Improvement Area, Farmers Market Repair and Replacement and Hands on Children’s Museum. Since the Preliminary budget was presented on November 1, changes in revenue and expenditures were adjusted and are included in the Ordinance.

Neighborhood/Community Interests (if known):

City Council held public hearings on October 12 to hear testimony on the Capital Facilities Plan and 2022-2027 Financial Plan. Council also held public hearings on November 16 and November 23 to hear testimony on the Preliminary Operating Budget.

Options:

1. Approve the ordinance adopting the 2022 Operating, Special Funds and Capital budget and the Capital Facilities Plan: 2022-2027 Financial Plan on second reading.
2. Direct staff to make changes to the Ordinance and/or the Capital Facilities Plan: 2022-2027 Financial Plan and approve on second reading.

Financial Impact:

Total 2022 Appropriations:

- Operating Funds - \$ 177,050,484
- Special Funds - \$ 13,330,321
- Capital Funds - \$ 51,832,553
- Total \$ 242,213,358

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

Attachments:

Ordinance

AN ORDINANCE OF THE CITY OF OLYMPIA, WASHINGTON, ADOPTING THE CITY OF OLYMPIA'S 2022 OPERATING, SPECIAL, AND CAPITAL BUDGETS AND 2022-2027 CAPITAL FACILITIES PLAN; SETTING FORTH THE ESTIMATED REVENUES AND APPROPRIATIONS.

WHEREAS, the tax estimates and budget for the City of Olympia, Washington, for the 2022 calendar year have been prepared and filed as provided by the laws of the State of Washington; and

WHEREAS, the Olympia City Manager submitted to the City Council a recommended "Capital Facilities Plan", herein referred to as "CFP", for the fiscal years 2022 through 2027; and

WHEREAS, the preliminary budget was printed for distribution and notice published in the official paper of the City of Olympia, setting the time place for hearing on the budget and stating that all taxpayers requesting a copy from the City Clerk would be furnished a copy of the preliminary budget to review; and

WHEREAS, the CFP projects the proposed locations and capacities of expanded or new capital facilities needed to serve growth projected in the City's comprehensive plan, along with a six-year plan that will finance such capital facilities and the anticipated capital expenditures required to construct them for said period; and

WHEREAS, the Olympia City Council held public hearings on the preliminary budget on November 16, and November 24, 2021, as required by law, and has considered the public testimony presented; and

WHEREAS, the Olympia School District's Capital Facilities Plan is being incorporated as a component of the City's CFP to allow for the collection of school impact fees; and

WHEREAS, the CFP element of the Comprehensive Plan Goals and Policies is included in the CFP; and

WHEREAS, the City Council has held public hearings and reviewed the recommended CFP along with the CFP Goals and Policies and has made revisions thereto; and

WHEREAS, the revisions made by the City Council have been incorporated into the recommended CFP; and

WHEREAS, the CFP meets the requirements of the Washington State Growth Management Act, including RCW 36.70A070(3);

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

Section 1. The 2022 Estimated Revenues and Appropriations for each Fund are as follows:

Operating Budget

FUND	USE OF FUND BALANCE	ESTIMATED REVENUE	APPROP	ADDITION TO FUND BALANCE
General, Regular Operations	\$437,155	\$96,041,472	\$96,478,627	\$0
General, Special Sub-Funds				
Special Accounts	82,506	\$1,268,318	1,350,824	0
Development Fee Revenue		\$4,312,407	4,303,066	9,341
Parking	288,300	\$1,573,102	1,861,402	0
Post Employment Benefits		\$1,020,000	1,020,000	0
Washington Center Endowment		\$5,000	5,000	0
Washington Center Operating		\$378,365	378,365	0
Municipal Arts	93,940	\$60,660	154,600	0
Total General Fund	\$901,901	\$104,659,324	\$105,551,884	\$9,341
Non-Voted General Obligation Debt	599	4,648,712	4,649,311	0
Voted General Obligation Debt		1,044,350	1,044,350	0
Water Utility O&M		16,029,000	15,925,783	103,217
Sewer Utility O&M	107,586	23,117,151	23,224,737	0
Solid Waste Utility		13,699,337	13,680,362	18,975
Stormwater Utility	11,939	6,465,927	6,477,866	0
Water/Sewer Bonds		3,149,239	3,149,239	0
Stormwater Debt Fund		551,279	551,279	0
Water/Sewer Bond Reserve		123,651	123,651	0
Equipment Rental		2,673,272	2,672,022	1,250
Subtotal Other Operating Funds	\$120,124	\$71,501,918	\$71,498,600	\$123,442
Total Operating Budget	\$1,022,025	\$176,161,242	\$177,050,484	\$132,783

Special Funds Budget

FUND	USE OF FUND BALANCE	ESTIMATED REVENUE	APPROP	ADDITION TO FUND BALANCE
HUD Fund		\$695,684	\$670,733	\$24,951
Lodging Tax Fund		685,618	342,809	342,809
Parking Business Improvement Area		99,450	99,450	0
Farmers Market Repair and		0	0	0
Hands On Children's Museum	416,435	679,734	1,096,169	0
Home Fund Operating Fund		2,418,843	2,418,843	0
Fire Equipment Replacement Fund		0	0	0
Equipment Rental Replacement	1,634,110	2,638,545	4,272,655	0
Unemployment Compensation Fund		112,500	85,000	27,500
Insurance Trust Fund		2,675,261	2,659,712	15,549
Workers Compensation Fund	237,075	1,447,875	1,684,950	0
Total Special Funds Budget	\$2,287,620	\$11,453,510	\$13,330,321	\$410,809

Capital Budget

FUND	USE OF FUND BALANCE	ESTIMATED REVENUE	APPROP	ADDITION TO FUND BALANCE
Impact Fee	\$3,725,031	\$0	\$3,725,031	\$0
SEPA Mitigation Fee Fund	20,000	0	20,000	0
Parks & Recreational Sidewalk, Utility	461,097	2,491,053	2,952,150	0
Real Estate Excise Tax Fund	0	3,026,326	270,000	2,756,326
Capital Improvement Fund	1,595,178	4,119,497	5,714,675	0
Olympia Home Fund Capital Fund	0	1,757,890	1,000,000	757,890
Transportation Capital Improvement	0	10,411,807	6,311,807	4,100,000
Fire Equipment Reserve Fund	0	1,632,000	148,319	1,483,681
Facilities Capital Improvement Fund	2,359,406	649,037	3,008,443	0
Parks Capital Improvement Fund	0	7,863,399	7,863,399	0
Water CIP Fund	536	6,843,575	6,844,111	0
Sewer CIP Fund	0	10,660,963	10,660,963	0
Waste ReSources CIP Fund	0	1,154,446	1,154,446	0
Storm Water CIP Fund	0	2,813,209	2,159,209	654,000
Storm Drainage Mitigation Fund	0	-	-	0
Total Capital Budget	\$8,161,248	\$53,423,202	\$51,832,553	\$9,751,897
Total City Budget	\$11,470,893	\$241,037,954	\$242,213,358	\$10,295,489

Section 2. Administration. The City Manager shall administer the budgets and in doing so may authorize adjustments within the funds set forth in Section 1 above, to the extent that such adjustments are consistent with the budget approved in Section 1 above.

Section 3. Salaries and Compensation. The salaries and compensation for the City of Olympia employees for the calendar year 2022 shall be as set forth in the “Supplementary Information” section of the 2022 Adopted Budget document, or as the same may be amended by the City Manager as part of their administration of the budget pursuant to Section 2 above.

Section 4. Benefit Cost Sharing. The City Manager is authorized to modify and establish benefit cost sharing for City employees; and such programs may be based, in part, on the employee’s start date with the City.

Section 5. Capital Facilities Plan. That certain document entitled the “Capital Facilities Plan”, covering the years 2022 through 2027, a copy of which will be on file with the Office of the Finance Director and available on the City’s web site, is hereby adopted as the Capital Facilities Plan for the City of Olympia and is incorporated herein as though fully set forth.

Section 6. City Manager Authorization. Upon appropriation by the City Council of funds therefore, the City Manager shall be authorized to prepare plans and specifications to take bids, and to make expenditures for the projects set forth in the CFP during the year for which said projects are scheduled; provided, however, that any award of bids and execution of contracts for construction shall be approved as provided in OMC Chapter 3.16.

Section 7. Change in Funding Source and Construction Schedule. It is anticipated that the funding source and the construction schedule for projects identified in the CFP may be changed over the next year. Such changes shall not constitute an amendment to the Comprehensive Plan for purposes of RCW 36.70A.130.

Section 8. Office of Finance Director Authorization. The Finance Director is hereby authorized to bring forward into fiscal year 2022 all appropriations and allocations not otherwise closed, completed, or deleted from the prior fiscal years' Capital and Special Fund budgets.

Section 9. Severability. The provisions of this Ordinance are declared separate and severable. If any provision of this Ordinance or its application to any person or circumstances is held invalid, the remainder of this Ordinance or application of the provision to other persons or circumstances shall be unaffected.

Section 10. Ratification. Any act consistent with the authority and prior to the effective date of this Ordinance is hereby ratified and affirmed.

Section 11. Effective Date. This Ordinance shall take effect after passage and publication on January 1, 2022.

MAYOR

ATTEST:

CITY CLERK

APPROVED AS TO FORM:

Mark Barber

CITY ATTORNEY

PASSED:

APPROVED:

PUBLISHED:



City Council

Approval of an Ordinance Correcting the Historical Record Relating to Utility Services Tax Rates

Agenda Date: 12/14/2021
Agenda Item Number: 4.M
File Number:21-1165

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

Title

Approval of an Ordinance Correcting the Historical Record Relating to Utility Services Tax Rates

Recommended Action

Committee Recommendation:

Not referred to a committee.

City Manager Recommendation:

Move to approve an Ordinance correcting the historical record relating to utility services tax rates on second reading.

Report

Issue:

Whether to approve Ordinance correcting the historical record relating to utility services tax rates on second reading.

Staff Contact:

Aaron BeMiller, Finance Director, 360.753.8465

Presenter(s):

None - Consent Calendar agenda item.

Background and Analysis:

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

In 2018, the City Council held discussions and approved increasing the municipal utility services tax rate from 10% to 10.5% commencing January 1, 2019. In 2019, the City Council subsequently held discussions and approved increasing the municipal utility services tax an additional 1.0%, increasing the tax rate to 11.5%. These tax rate changes were not codified in City Code 5.84.050. This Ordinance corrects and ratifies these rate increases approved by Council to establish the current rate of the municipal utility services tax rate of 11.5%.

Neighborhood/Community Interests (if known):

None known at this time.

Options:

1. Approve this Ordinance correcting the historical record relating to utility services tax rates.
2. Revise and amend this Ordinance and then approve the Ordinance with those changes.
3. Do not approve this Ordinance. This option is not recommended.

Attachments:

Ordinance

AN ORDINANCE OF THE CITY OF OLYMPIA, WASHINGTON, CORRECTING THE HISTORICAL RECORD RELATING TO UTILITY SERVICES TAX RATES IMPOSED IN 2019 AND 2020, AND RATIFYING AND AFFIRMING SAME

WHEREAS, the Olympia City Council previously approved an increase of 0.5% in the municipal utility services tax rate from the City's tax rate of ten percent (10%), for an effective rate of 10.5%, commencing January 1, 2019; and

WHEREAS, the City Council subsequently approved an increase of 1.0% in the municipal utility services tax rate effective January 1, 2020, increasing the City's tax rate to 11.5%; and

WHEREAS, the tax rate changes of 0.5% for 2019 and 1.0% for 2020 were not codified in the Olympia Municipal Code (OMC) 5.84.050, following City Council approval of the rate changes; and

WHEREAS, any city or town in Washington may impose a utility business and occupation tax upon the income of public and private utilities providing service within the city boundaries and may also levy taxes on revenues generated by the city's own utility services provided both inside and outside the city boundaries, and;

WHEREAS, the historical record requires correction and ratification of these rate increases approved by the Olympia City Council, and to ratify and affirm the tax increases establishing the City's current rate of 11.5%;

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

Section 1. Historical Record. The historical record is corrected, ratified, and confirmed that the municipal utility services tax rate of 10% was increased with City Council approval by 0.5% to an effective rate of 10.5%, commencing January 1, 2019, and subsequently increased with City Council approval by 1.0% to an effective rate of 11.5%, commencing January 1, 2020. As of January 1, 2020, the City's municipal utility services tax rate has remained at 11.5%.

Section 2. 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 3. Ratification. Any act consistent with the authority and prior to the effective date of this Ordinance is hereby ratified and affirmed.

Section 4. Referendum. In accord with RCW 35.21.706, a referendum petition may be filed within seven (7) days of passage of this Ordinance with the City Clerk, as filing officer of the City of Olympia. The referendum procedure set forth in RCW 35.21.706 shall be the exclusive method for this Ordinance imposing a business and occupation tax or increasing the rate of the tax and shall supersede the procedures under Chapters 35.17 and 35A.11 RCW and all other statutory or charter provisions for initiative or referendum which might otherwise apply.

Section 4. Effective Date. This Ordinance shall take effect five (5) days after passage and publication, as provided by law.

MAYOR

ATTEST:

CITY CLERK

APPROVED AS TO FORM:

Mark Barber

CITY ATTORNEY

PASSED:

APPROVED:

PUBLISHED:



City Council

Approval of an Ordinance Amending Ordinance 7294 (Fourth Quarter 2021 Budget Amendment)

Agenda Date: 12/14/2021
Agenda Item Number: 4.N
File Number: 21-1167

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

Title

Approval of an Ordinance Amending Ordinance 7294 (Fourth Quarter 2021 Budget Amendment)

Recommended Action

Committee Recommendation:

Not referred to a committee.

City Manager Recommendation:

Move to approve the proposed Ordinance that amends Ordinance 7294 on second reading.

Report

Issue:

Whether to amend Ordinance 7294 on second reading.

Staff Contact:

Aaron BeMiller, Finance Director, Finance Department, 360.753.8465

Joan Lutz, Budget/Financial Analyst, Finance Department, 360.753.8760

Presenter(s):

None - Consent Calendar item.

Background and Analysis:

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

City Council may revise the City's Operating Budget by approving an ordinance. Generally, budget amendments are presented quarterly to Council for review and approval but may be made at any time during the year. The amended ordinances appropriate funds and provide authorization to expend the funds.

The attached ordinance includes recommended amendments to the 2021 Operating Funds, Specials Funds, and Capital Funds for Department request for budget amendments and utilization of America Rescue Plan Act (ARPA) for the 4th Quarter in 2021.

1. Department requests for budget amendment for 4th quarter in 2021 represent new budget adjustments and associated transfers departments requested for 2021. These appropriations total \$1,993,100; and
2. Utilization of ARPA for the movement of the mitigation site from Downtown to Quince Street and Franz Anderson Property Acquisition. These appropriations total \$2,500,000.

Department requests for budget amendments for the 4th quarter in 2021 are summarized below.

City Manager's Office

- \$175,000 in appropriations for payroll and general professional services utilizing grants CV-1 and CV-3 from the Department of Housing and Urban Development. Funding is from grant funding.
- \$50,000 in appropriations for general professional services. Funding is from unanticipated revenue from a revolving loan program approved by HUD.
- \$65,000 in appropriations payroll and services in the HUD program. Funding is from unanticipated revenues.
- \$400,000 in appropriations for professional services for the Family Support Center City commitment. Funding is from unanticipated revenue and Home Fund Capital Improvement fund balance.
- \$150,000 in appropriations for professional services for the Low Income Housing Institute City commitment. Funding is from Home Fund Capital Improvement fund balance.
- \$150,000 in appropriations for professional services for the Housing Authority of Thurston County City commitment. Funding is from Home Fund Capital Improvement fund balance.
- \$500,000 in appropriations to move the mitigation site from Downtown Olympia to Quince Street. Funding is from ARPA Grant.
- \$100,000 in appropriations to clean up Ensign Road. Funding is from a donation from Providence Hospital.
- \$50,000 in appropriations to clean up Deschutes Parkway. Funding is from a Thurston County contract.
- \$2,000,000 in appropriations for acquisition of Franz Anderson property. Funding is from ARPA Grant.

Fire Department

- \$39,053 in appropriations for supplies for external fleet customers. Funding is from unanticipated revenue.
- \$44,500 in appropriations for overtime and supplies for external fleet customers. Funding is from unanticipated revenue.
- \$1,902 in appropriations for Medic One fuel usage. Funding is from unanticipated revenue.
- \$1,960 in appropriations for Medic One fleet service. Funding is from unanticipated revenue.
- \$22,607 in appropriations in overtime for DNR wildland deployment. Funding is from DNR funding.
- \$516,510 in appropriations for Medic One overtime for disability backfill. Funding is from unanticipated revenue.
- \$3,688 in appropriations for the training center consumable supplies. Funding is from unanticipated revenue.

- \$33,668 in appropriations for overtime for the training center. Funding is from unanticipated revenue.

Parks, Arts & Recreation

- \$275,000 reduction in appropriations for professional services for a project that isn't happening in 2021.

Public Works Operating Funds

- Engineering - \$55,000 in appropriations for aerial mapping. Funding is from Special Funds fund balance.

Neighborhood/Community Interests (if known):

None noted.

Options:

1. Approve ordinance amending ordinance 7294. This provides staff with budget capacity to proceed with initiatives approved by Council.
2. Do not approve the amending ordinance; staff will not have authorization to expend the funds.
3. Consider approving Ordinance amending ordinance 7294 at another time.

Financial Impact:

Operating Funds - total increase in appropriations of \$642,750; Special Funds - total increase in appropriations of \$1,165,000; and Capital Funds - total increase in appropriations of \$2,685,350. Funding sources are noted above.

Attachments:

Ordinance

AN ORDINANCE RELATING TO THE ADOPTION OF THE CITY OF OLYMPIA, WASHINGTON, 2021 OPERATING, SPECIAL, AND CAPITAL BUDGETS AND 2021-2026 CAPITAL FACILITIES PLAN; SETTING FORTH THE ESTIMATED REVENUES AND APPROPRIATIONS AND AMENDING ORDINANCE NO. 7294

WHEREAS, the Olympia City Council adopted the 2021 Operating, Special Funds and Capital Budgets and 2021-2026 Capital Facilities Plan (CFP) by passing Ordinance No. 7268 on December 18, 2020; and

WHEREAS, the Olympia City Council Amended Ordinance No. 7268 by passage of Ordinance 7281 on June 8, 2021; and

WHEREAS, the Olympia City Council Amended Ordinance No. 7281 by passage of Ordinance 7287 on August 10, 2021; and

WHEREAS, the Olympia City Council Amended Ordinance No. 7287 by passage of Ordinance 7294 on October 19, 2021; and

WHEREAS, throughout the year, updates are required to recognize changes relating to budget, finance, and salaries; and

WHEREAS, the CFP meets the requirements of the Washington State Growth Management Act, including RCW 36.70A.070(3); and

WHEREAS, the following changes need to be made to Ordinance No. 7294;

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

Section 1. That certain document entitled the "Capital Facilities Plan," covering the years 2021 through 2026, a copy of which will be on file with the Director of Finance (formerly known as the Office of the Director of Administrative Services) and available on the City's web site, is hereby adopted as the Capital Facilities Plan (CFP) for the City of Olympia and is incorporated herein as though fully set forth.

Section 2. Upon appropriation by the City Council of funds therefor, the City Manager shall be authorized to prepare plans and specifications, to take bids, and to make expenditures for the projects set forth in the CFP during the year for which said projects are scheduled; provided, however, that any award of bids and execution of contracts for construction shall be approved as provided in OMC Chapter 3.16.

Section 3. It is anticipated that the funding source and the construction schedule for projects identified in the CFP may be changed over the next year. Such changes shall not constitute an amendment to the Comprehensive Plan for purposes of RCW 36.70A.130.

Section 4. The Director of Finance (formerly known as the Director of Administrative Services) is hereby authorized to bring forward into fiscal year 2020 all appropriations and allocations not otherwise closed, completed, or deleted from prior fiscal years' capital budgets.

Section 5. The 2021 Estimated Revenues and Appropriations for each Fund are as follows:

Operating Budget

FUND	USE OF FUND BALANCE	ESTIMATED REVENUE	APPROP	ADDITION TO FUND BALANCE
General, Regular Operations	\$6,192,906	\$92,886,026 <u>\$93,298,776</u>	\$99,078,932 <u>\$99,491,682</u>	0
General, Special Sub-Funds				
Special Accounts	761,217 <u>816,217</u>	4,243,630 <u>4,418,630</u>	5,004,847 <u>5,234,847</u>	0
Development Fee Revenue	113,018	4,150,296	4,263,314	0
Parking	328,370	1,474,840	1,803,210	0
Post Employment Benefits	0	1,020,000	1,020,000	0
Washington Center Endowment	0	5,000	5,000	0
Washington Center Operating	0	378,365	378,365	0
Municipal Arts	148,642	71,554	220,196	0
Equipment & Facilities Reserve	1,452,626	2,276,037	3,728,663	0
Total General Fund	\$8,996,779 <u>\$9,051,779</u>	\$106,505,748 <u>\$107,093,498</u>	\$115,502,527 <u>\$116,145,277</u>	\$0
LID Control	0	0	0	0
LID Guarantee	0	0	0	0
4th/5th Avenue Corridor Bridge Loan	0	174,250	174,250	0
UTGO Bond Fund - 2009 Fire	0	1,047,800	1,047,800	0
City Hall Debt Fund - 2009	0	2,355,353	2,355,353	0
2010 LTGO Bond - Street Projects	0	394,562	394,562	0
L.O.C.A.L. Debt Fund - 2010	0	0	0	0
2010B LTGO Bonds - HOCM	0	436,321	436,321	0
2013 LTGO Bond Fund	0	674,325	674,325	0
2016 LTGO Parks BAN	0	1,008,375	1,008,375	0
Water Utility O&M	0	15,868,430	15,844,678	
Sewer Utility O&M	448,351	22,171,367	22,619,718	
Solid Waste Utility	395,906	13,455,454	13,851,360	
Stormwater Utility	259,690	6,257,211	6,516,901	0
Water/Sewer Bonds	0	1,915,487	1,915,487	0
Stormwater Debt Fund	0	123,650	123,648	2
Water/Sewer Bond Reserve	0	-	-	0
Equipment Rental	0	2,662,149	2,627,278	34,871
Subtotal Other Operating Funds	\$1,103,947	\$68,544,734	\$69,590,056	\$58,625
Total Operating Budget	\$10,100,726 <u>\$10,155,726</u>	\$175,050,482 <u>\$175,638,232</u>	\$185,092,583 <u>\$185,735,333</u>	\$58,625

Special Funds Budget

FUND	USE OF FUND BALANCE	ESTIMATED REVENUE	APPROP	ADDITION TO FUND BALANCE
HUD Fund	\$352	\$472,352 \$587,352	\$472,704 \$587,704	0
Lodging Tax Fund	328,287	695,575	1,023,862	0
Parking Business Improvement Area	0	109,450	102,450	7,000
Farmers Market Repair and Replacement Fund	0	0	0	0
Hands On Children's Museum	101,236	543,634	644,870	0
Home Fund Operating Fund	972,247	1,660,923 2,710,923	2,633,170 3,683,170	0
Fire Equipment Replacement Fund	1,807,471	200,000	2,007,471	0
Equipment Rental Replacement	206,261	2,981,739	3,188,000	0
Unemployment Compensation Fund	0	112,500	85,000	27,500
Insurance Trust Fund	154,690	2,675,261	2,829,951	0
Workers Compensation Fund	205,023	1,447,875	1,652,898	0
Total Special Funds Budget	\$3,775,567	\$10,899,309 \$12,064,309	\$14,640,376 \$15,805,376	\$34,500

Capital Budget

FUND	USE OF FUND BALANCE	ESTIMATED REVENUE	APPROP	ADDITION TO FUND BALANCE
Impact Fee	\$6,765,575	\$0	\$6,765,575	\$0
SEPA Mitigation Fee Fund	282,612	0	282,612	0
Parks & Recreational Sidewalk, Utility Tax Fund	0	2,636,230	1,779,570	856,660
Real Estate Excise Tax Fund	2,112,946	1,818,510	3,931,456	0
Capital Improvement Fund	4,450,441	21,267,065 21,252,415	25,717,506 25,702,856	0
Olympia Home Fund Capital Fund	0 450,000	3,695,297 5,945,297	3,695,297 6,395,297	0
Water CIP Fund	555,607	10,634,892	11,190,499	0
Sewer CIP Fund	6,453,286	6,114,000	12,567,286	0
Waste ReSources CIP Fund	0	368,000	368,000	0
Storm Water CIP Fund	2,687,508	1,911,786	4,599,294	0
Storm Drainage Mitigation Fund	0	0	0	0
Total Capital Budget	\$23,307,975 \$23,757,975	\$48,445,780 \$50,681,130	\$70,897,095 \$73,582,445	\$856,660

Total City Budget	\$37,184,268 \$37,689,268	\$234,395,571 \$238,383,671	\$270,630,054 \$123,154	\$949,785
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Section 6. Severability. The provisions of this Ordinance are declared separate and severable. If any provision of this Ordinance or its application to any person or circumstances is held invalid, the remainder of this Ordinance or application of the provision to other persons or circumstances shall be unaffected.

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

Section 8. Effective Date. This Ordinance shall take effect five (5) days after publication, as provided by law.

MAYOR

ATTEST:

CITY CLERK

APPROVED AS TO FORM:

Mark Barber

CITY ATTORNEY

PASSED:

APPROVED:

PUBLISHED:



City Council

Approval of an Ordinance Relating to Utility Fees and Charges and Amending Sections 4.24.010, 13.16.010 and 13.16.090 of the Olympia Municipal Code

Agenda Date: 12/14/2021
Agenda Item Number: 4.O
File Number:21-1176

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

Title

Approval of an Ordinance Relating to Utility Fees and Charges and Amending Sections 4.24.010, 13.16.010 and 13.16.090 of the Olympia Municipal Code

Recommended Action

Committee Recommendation:

The proposed rates and charges reflect recommendations from the Finance Committee and the Utility Advisory Committee.

City Manager Recommendation:

Move to approve the ordinance adopting the 2022 utility rates, revised Storm and Surface Water rate structure and general facilities charges on second reading.

Report

Issue:

Whether to approve an ordinance adopting the 2022 utility rates, general facility charges (GFC), and a revised Storm and Surface Water rate structure. Also included in the ordinance are increases to LOTT Clean Water Alliance rates and capacity development charges.

Staff Contacts:

Gary Franks, Waste ReSources Director, Public Works Department, 360.753.8780
Eric Christensen, Water Resources Director, Public Works Department, 360.570.3741

Presenter(s):

None - Consent Calendar Item.

Background and Analysis:

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

City of Olympia provides vital utility services to our community. For 2022, staff is proposing revenue

increases (rounded) as follows:

- Drinking Water 2.0%
- Storm and Surface Water 6.0%
- Wastewater 9.1%
- Waste ReSources 1.0%
- LOTT 3.0%
- Combined 2.97% or \$8.10 bi-monthly/single family account

Key financial drivers for the proposed 2022 rate increase include:

- A 1.0% increase in the Municipal Utility Tax.
- A 10% inflationary increase in materials and services.
- A 6% increase in Puget Sound Energy Green Energy rates.
- A 4% cost of living adjustment.
- Fixed interfund transfers (administration, rent, insurance, computers, etc.).
- Use of cash reserves to buy down Wastewater rates.

Storm and Surface Water (SSW) revised rate structure

Restructuring of the SSW rate structure was guided by recommendations made in the 2018 SSW Plan. The rate structure has been essentially unchanged in the past 30 years. Better mapping of impervious surfaces, property lines and stormwater infrastructure has allowed us to analyze impacts on a site-by-site basis. The proposed rates are designed to be revenue neutral, but take into account proposed increases in revenues.

Storm and Surface water rates are based on an equivalent residential unit (ERU) which is the average amount of impervious surface found on a single family residential parcel. The current ERU is defined as 2,528 square feet of impervious surface and has not been changed since 1990. An analysis of impervious surfaces determined that the average amount of impervious surface now found on a single family residential parcel is 2,882 square feet. The definition of an ERU is therefore being revised to 2,882 square feet of impervious surface.

Residential customers will continue to be charged a flat monthly rate. Revenues collected from residential customers will be adjusted to be proportional to the impervious surfaces associated with residential properties citywide. To be more equitable, the residential rate will thus decrease. Because City code requires that all stormwater facilities be maintained regardless of an agreement, the residential discount for a maintenance agreement is being eliminated. Residential parcels without structural impervious areas will no longer be charged a monthly rate.

For commercial customers, the existing rate structure assumes that the year a site was developed determined the level of stormwater management provided on a site. This has been problematic in that the date of development often does not accurately correspond with the level of stormwater management provided. Therefore, new rate categories based on the actual infrastructure mapped for a site have been created as follows:

- Category 1 - Those sites that have fully implemented low impact development (LID) and

eliminate any offsite stormwater runoff.

- Category 2 - Those sites that have implemented stormwater management (treatment and/or flow control) other than LID.
- Category 3 - Those sites that have not implemented stormwater management (treatment and/or flow control).

Additionally, the administrative fee for commercial customers has been eliminated.

General Facilities Charges

Consistent with rate consultant financial analyses, staff is proposing increases in general facility charges (GFCs) for Wastewater (2%) and Storm and Surface Water (23%) in 2022. GFCs are a one-time charge collected from new development. The charges reflect the financial value of the existing utility infrastructure and the benefits the system provides to new development.

LOTT Clean Water Alliance Rate

Lacey, Olympia, Tumwater, Thurston County (LOTT) Clean Water Alliance Board of Directors approved increases for both monthly wastewater treatment rates and their capacity development charge (CDC). The CDC is similar to the City's GFC. The City collects monthly rates and CDCs for LOTT through the utility billing and development permitting processes.

- The LOTT Clean Water Alliance capacity development charge (CDC) is proposed to increase 3% (\$192) to \$6,610.23.

Neighborhood/Community Interests (if known):

City utilities provide important public health services for Olympia residents. Utility rates are set to ensure reliable, uninterrupted levels of service. City Council held a public hearing regarding utility rates on November 16, 2021.

Options:

1. Approve the ordinance adopting the 2022 utility rates, revised Storm and Surface Water rate structure and general facilities charges on first reading and forward to second reading.
Implications: Supports essential City public and environmental health services; Increases rates for customers and charges for new development.
2. Modify or decline the proposed 2022 revenue increases, general facility charges, and revised Storm and Surface Water rate structure.
Implications: Avoids or lessens additional customer costs; Risk failures in fulfilling City public and environmental health responsibilities.

Financial Impact:

The proposed rates and GFCs will generate revenue to implement Council-adopted utility master plans and ensure financially responsible management of City utilities.

Attachment:

Ordinance

Ordinance No. _____

AN ORDINANCE OF THE CITY OF OLYMPIA, WASHINGTON, RELATING TO UTILITY FEES AND CHARGES AND AMENDING SECTIONS 4.24.010, 13.16.000, 13.16.010 AND 13.16.090 OF THE OLYMPIA MUNICIPAL CODE

WHEREAS, the City’s utilities are managed with a goal of resource sustainability in order to maintain, rebuild, expand systems, and prepare for revenue variability; and

WHEREAS, the City Council intends to meet the goals and polices for utility fiscal management set forth in the Comprehensive Plan and utility master plans; and

WHEREAS, the City Council intends to promote rate equity through cost recovery by customer class, and to smooth out rate spikes over a period of up to six years, the time period for which the CFP is developed; and

WHEREAS, the City’s Storm and Surface Water Utility and the Wastewater Utility are managed to maintain minimum operating expense reserves of ten (10) percent, and the Drinking Water Utility is managed to maintain minimum operating expense reserves of twenty five (25) percent; and

WHEREAS, in order to incorporate the foregoing principles into City Drinking Water Utility, City Storm and Surface Water Utility, City Wastewater Utility and LOTT Clean Water Alliance (LOTT) wastewater treatment rates, the City Council received recommendations from the Utility Advisory Committee, held hearings, and reviewed the utility rates set forth in this Ordinance; and

WHEREAS, pursuant to the Interlocal Cooperation Act Agreement for Sewer Treatment, the LOTT Board of Directors is empowered to “impose, alter, regulate, and control rates, charges, and assessments;” and the LOTT Board of Directors held a public hearing and approved certain rate increases, which the City Council must annually adopt;

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

Section 1. Amendment of OMC 4.24.010. Section 4.24.010 of the Olympia Municipal Code is hereby amended to read as follows:

4.24.010 Computation and assessment of charges

The rates set forth below do not reflect any possible surcharges or discounts provided to a parcel of property or customer under any provision of City ordinances or taxes assessed directly upon customers for which the City acts as collection agent.

A. WATER

- | | | |
|---|---------|---------------|
| 1. Occupant turning on water after delinquent shutoff penalty | \$40.00 | OMC 13.04.360 |
| 2. Delinquency notification penalty | \$10.00 | OMC 13.04.430 |

3. Service disconnected/water reconnect for nonpayment penalty	\$25.00	OMC 13.04.430
4. Fire hydrant meter	\$ 1,500 deposit plus \$50.00 per month plus consumption charge	OMC 13.04.410
5. Water for residential building construction purposes	Ready to serve plus consumption charge in Subsection 8a	OMC 13.04.410
6. Non-emergency after-hours water service turn on/shut off	\$110.00	OMC 13.04.340
7. Water General Facility Charges, assessed and payable as provided in OMC 13.04.375:		OMC 13.04.375

Meter Size	AWWA Capacity Factor	GFC
3/4 -inch	1.00	\$4,433
1 -inch Residential Fire Sprinkler	1.00	\$4,433
1 -inch	1.67	\$7,483
1 1/2 -inch	3.33	\$14,920
2 -inch	5.33	\$23,881
3 -inch	10.67	\$46,670
4 -inch	16.33	\$73,168
6 -inch	33.33	\$149,338
8 -inch	53.33	\$238,951
10 -inch	76.67	\$347,419
12 -inch	100.00	\$448,064

This charge is assessed in addition to any other charges or assessments levied under this chapter.

8. Water Meter Rates—Inside City Limits:

a. **Schedule I: Monthly Charges.**

The following is the monthly charge based upon meter size for all customers. Customers with meter sizes not listed in the schedule will be charged at the rate applicable to the next larger meter size listed.

Meter Size	Ready to Serve Charge	OMC 13.04.380
3/4-inch	\$13.80 <u>\$14.08</u> + consumption charge	
1-inch Residential Fire Sprinkler	\$13.80 <u>\$14.08</u> + consumption charge	
1-inch	\$18.37 <u>\$18.74</u> + consumption charge	
1 1/2-inch	\$29.79 <u>\$30.39</u> + consumption charge	
2-inch	\$43.46 <u>\$44.33</u> + consumption charge	

3-inch	\$80.00 <u>\$81.60</u>	+ consumption charge
4-inch	\$121.09 <u>\$123.51</u>	+ consumption charge
6-inch	\$235.22 <u>\$239.92</u>	+ consumption charge
8-inch	\$372.19 <u>\$379.63</u>	+ consumption charge
10-inch	\$531.96 <u>\$542.60</u>	+ consumption charge
12-inch	\$691.76 <u>\$705.60</u>	+ consumption charge

(1) Residential and nonresidential premises that are vacant are subject to payment of the full Water ready-to-serve charge. This fee will be charged even if the water is turned off or locked out.

Consumption charge per 100 cubic feet:

	Block 1	Block 2	Block 3	Block 4
Residential (Single Family and Duplex Residential)	\$2.00 <u>\$2.04</u>	\$3.35 <u>\$3.42</u>	\$5.35 <u>\$5.46</u>	\$7.04 <u>\$7.18</u>
Nonresidential (Multi-family and Commercial)	\$2.80 <u>\$2.86</u>	\$4.19 <u>\$4.27</u>	--	--
Irrigation	\$2.80 <u>\$2.86</u>	\$8.26 <u>\$8.43</u>	--	--

Blocks Definition:	Block 1	Block 2	Block 3	Block 4
Single Family and Duplex (1) Residential	0-400 cf/unit	401-900 cf/unit	901-1,400 cf/unit	1,401+ cf unit
Nonresidential (2)	Nov-June Usage	July-Oct Usage	--	
Irrigation	Nov-June Usage	July-Oct Usage		

(1) Single family accounts with or without accessory dwelling units are charged as one single family account.

(2) If nonresidential block usage cannot administratively be prorated between blocks, usage is billed at the block rate in which the meter reading period ends.

b. **Wholesale customers:**

See OMC 13.04.380B.

c. **State buildings with sprinkler systems or fire service connections:**

See OMC 13.04.380C.

d. **Fire protection:**

Automatic sprinkler systems or special fire service connections with the City water system will be charged the monthly ready-to-serve charge based on meter size in 4.24.010(A)(8a). Residential fire service connections that require a 1" pipe size will be charged the same as a 3/4" pipe size as shown in Subsection 8a.

B. WASTEWATER (SEWER)

1) LOTT Charges

LOTT wastewater monthly service charge	\$42.23 <u>\$43.49</u> per ERU	OMC 13.08.190
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Nonresidential accounts are billed one (1) ERU minimum per month. ERU charges in excess of one (1) ERU are billed at the rate of ~~\$4.69~~\$4.83 per 100 cf or any part thereof for LOTT wastewater service charges.

LOTT capacity development charge	\$6,417.61 <u>\$6,610.13</u> per ERU	OMC 13.08.210
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2) City of Olympia Monthly Sewer Charges

a. Residential accounts with separately metered City of Olympia water service servicing: one separate single-family residence, one single-family residence with accessory dwelling unit, one unit of a residential duplex, one mobile home, or one trailer is billed based on monthly water consumption as follows:

0 – 250 cf	\$13.32 <u>\$14.53</u> -per month	
251 – 350 cf	\$13.32 <u>\$14.53</u> -per month plus \$0.082 <u>\$0.0895</u> per cf	OMC 13.08.190
351 cf and above	\$21.52 <u>\$23.48</u> -per month	

b. Residential accounts with residential duplexes with a single water meter servicing both units are billed based on water consumption as follows:

0 – 500 cf	\$26.64 <u>\$29.06</u> -per month	
501 – 700 cf	\$26.64 <u>\$29.06</u> -per month plus \$0.082 <u>\$0.0895</u> per cf	OMC 13.08.190
701 cf and above	\$43.04 <u>\$46.96</u> -per month	

c. Residential accounts not included in A) or B) above	\$21.52 <u>\$23.48</u> -per ERU	OMC 13.08.190
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d. Nonresidential accounts are billed one (1) ERU minimum per month. ERU charges in excess of one (1) ERU are billed at the rate of \$.0307 <u>\$0.0335</u> per 1 cf. for local collection system.	\$21.52 <u>\$23.48</u> -per ERU	OMC 13.08.190
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3) City of Olympia General Facility Charge

Wastewater (Sewer) general facility charge	\$3,442.00 <u>\$3,754.00</u> per ERU	OMC 13.08.205
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Wastewater (Sewer) general facility charge for properties on public combined sewers and in the Downtown Deferred General Facility Charge Payment Option Area	\$1,483.00 \$1,617.43 per ERU	OMC 13.08.010 OMC 13.08.205
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C. WASTE RESOURCES

1. Residential garbage rates, monthly, every-other-week collection:

	OMC 13.12.160
One twenty-gallon cart (minimum residential garbage service)	\$11.35 <u>\$11.46</u>
One thirty-five gallon cart	
Recycle rate	\$19.60 <u>\$19.80</u>
Nonrecycle rate	\$24.58 <u>\$24.83</u>
One sixty-five gallon cart	
Recycle rate	\$26.76 <u>\$27.03</u>
Nonrecycle rate	\$33.54 <u>\$33.88</u>
Two sixty-five gallon carts	
Recycle rate	\$51.21 <u>\$51.72</u>
Nonrecycle rate	\$64.13 <u>\$64.77</u>
Three sixty-five gallon carts	\$96.25 <u>\$97.21</u>
One ninety-five gallon cart	
Recycle rate	\$46.37 <u>\$46.83</u>
Nonrecycle rate	\$58.10 <u>\$58.68</u>
More than three sixty-five gallon carts	\$96.25 <u>\$97.21</u> + \$33.54 <u>\$33.88</u> for each sixty-five gallon cart over three carts

2. Residential garbage rates, monthly, weekly collection:

One thirty-five gallon cart	
Recycle rate	\$43.20 <u>\$43.63</u>
Nonrecycle rate	\$54.06 <u>\$54.60</u>
One sixty-five gallon cart	
Recycle rate	\$86.40 <u>\$87.26</u>
Nonrecycle rate	\$108.09 <u>\$109.17</u>
One ninety-five gallon cart	\$140.45 <u>\$141.85</u>

3. Extended pickup:

Rate	Distance
\$1/month	Over 5 feet to 25 feet
\$2/month	Over 25 feet to 100 feet
\$1/month	Every 50 feet over 100 feet

- a. Persons requesting extended distance service must be at least sixty-five years of age or handicapped where said person cannot wheel a full or partially full garbage cart to the collection point.
- b. No person living with the qualified applicant can wheel a full or partially full garbage cart to the collection point.
- c. Extended pickup service to be at no charge when the combined annual income of the household of the qualified applicant is equal to or less than fifty percent of the median household income in Thurston County.
- d. Persons requesting service must apply with the utilities office by filling out an affidavit for extended service. Upon approval of affidavit, service will be granted.
- e. Qualified applicant will reapply on a yearly basis on or before December 31st of each year.
- f. In the case of a multifamily residence or complex, only the qualified tenant's cart will be clearly marked with the tenant's name and unit number.

4. Residential and commercial organics rate, monthly, every other week collection:

Organics:

Per City-owned 95-gallon cart or each 1/2 yard of material collected ~~\$10.59~~\$10.70

5. Commercial garbage rates, monthly, weekly collection:

One ten gallon can (minimum commercial garbage service)	\$7.34 <u>\$7.41</u>
One thirty-two gallon can or cart	\$21.66 <u>\$21.88</u>
Two thirty-two gallon cans or equivalent cart service	\$33.03 <u>\$33.36</u>
Three thirty-two gallon cans or equivalent cart service	\$62.12 <u>\$62.74</u>
Four thirty-two gallon cans or equivalent cart service	\$81.85 <u>\$82.67</u>
More than four thirty-two gallon cans or equivalent cart service	\$81.85 <u>\$82.67</u> + \$21.66 <u>\$21.88</u> for each additional thirty-two gallons of service

6. 95-gallon garbage and refuse cart service, monthly:

One pickup weekly	\$62.12 <u>\$62.74</u>
Two pickups weekly	\$119.06 <u>\$120.25</u>

Three pickups weekly	\$173.62	<u>\$175.36</u>
Four pickups weekly	\$229.19	<u>\$231.48</u>
Five pickups weekly	\$284.06	<u>\$286.90</u>

7. **One-yard garbage and refuse dumpster service, monthly:**

One pickup weekly	\$122.14	<u>\$123.36</u>
Two pickups weekly	\$240.16	<u>\$242.56</u>
Three pickups weekly	\$354.14	<u>\$357.68</u>
Four pickups weekly	\$467.90	<u>\$472.58</u>
Five pickups weekly	\$581.50	<u>\$587.32</u>
Six pickups weekly	\$695.22	<u>\$702.17</u>

8. **One and one-half yard garbage and refuse dumpster service, monthly:**

One pickup weekly	\$161.47	<u>\$163.08</u>
Two pickups weekly	\$307.76	<u>\$310.84</u>
Three pickups weekly	\$452.85	<u>\$457.38</u>
Four pickups weekly	\$597.62	<u>\$603.60</u>
Five pickups weekly	\$742.34	<u>\$749.76</u>
Six pickups weekly	\$887.55	<u>\$896.43</u>

9. **Two-yard garbage and refuse dumpster service, monthly:**

One pickup weekly	\$200.62	<u>\$202.63</u>
Two pickups weekly	\$382.79	<u>\$386.62</u>
Three pickups weekly	\$565.05	<u>\$570.70</u>
Four pickups weekly	\$747.28	<u>\$754.75</u>
Five pickups weekly	\$929.57	<u>\$938.87</u>
Six pickups weekly	\$1,108.87	<u>\$1,119.96</u>

10. **Three-yard garbage and refuse dumpster service, monthly:**

One pickup weekly	\$283.82	<u>\$286.66</u>
Two pickups weekly	\$555.48	<u>\$561.03</u>
Three pickups weekly	\$824.79	<u>\$833.04</u>
Four pickups weekly	\$1,102.11	<u>\$1,113.13</u>
Five pickups weekly	\$1,363.82	<u>\$1,377.46</u>
Six pickups weekly	\$1,621.19	<u>\$1,637.40</u>

11. **Four-yard garbage and refuse dumpster service, monthly:**

One pickup weekly	\$356.88 <u>\$360.45</u>
Two pickups weekly	\$706.17 <u>\$713.23</u>
Three pickups weekly	\$1,048.51 <u>\$1,059.00</u>
Four pickups weekly	\$1,383.64 <u>\$1,397.48</u>
Five pickups weekly	\$1,711.66 <u>\$1,728.78</u>
Six pickups weekly	\$2,034.13 <u>\$2,054.47</u>

12. **Six-yard garbage and refuse dumpster service, monthly:**

One pickup weekly	\$518.20 <u>\$523.38</u>
Two pickups weekly	\$1,011.96 <u>\$1,022.08</u>
Three pickups weekly	\$1,502.33 <u>\$1,517.35</u>
Four pickups weekly	\$1,992.35 <u>\$2,012.27</u>
Five pickups weekly	\$2,482.53 <u>\$2,507.36</u>
Six pickups weekly	\$2,854.93 <u>\$2,883.48</u>

13. **Prepaid extra tag for unscheduled collection of a bag on regular garbage collection day; ~~\$5.57~~\$5.63/each.**

14. **Extra unscheduled can, bag or box on regular garbage collection day to which a City approved prepaid tag is not attached: ~~\$9.10~~\$9.19/each.**

15. **Fees for special pickups, minor ancillary services, and yard waste drop-off site disposal services, other than unscheduled extra cans or material on regular collection day, are established by the City Manager, based on cost of service; to include labor, equipment, distance traveled, and volume of materials as appropriate.**

16. **City-owned drop boxes: customers will be charged repair fees on boxes which have been burned or damaged:**

Ten cubic yards:

Delivery fee	\$76.64 <u>\$77.41</u>	
Daily rental	\$2.64 <u>\$2.67</u>	
Hauling fee	\$233.42 <u>\$235.75</u>	
Dumping charge		Current disposal fee, surcharge and 15.1 <u>16.1</u> % service fee on disposal fee

Twenty cubic yards:

Delivery fee	\$76.64 <u>\$77.41</u>
Daily rental	\$3.39 <u>\$3.42</u>
Hauling fee	\$233.42 <u>\$235.75</u>

Dumping charge		Current disposal fee, surcharge and 15.1 <u>16.1</u> % service fee on disposal fee
Thirty cubic yards:		
Delivery fee	\$76.64 <u>\$77.41</u>	
Daily rental	\$4.71 <u>\$4.76</u>	
Hauling fee	\$233.42 <u>\$235.75</u>	
Dumping charge		Current disposal fee, surcharge and 15.1 <u>16.1</u> % service fee on disposal fee
Forty cubic yards:		
Delivery fee	\$76.64 <u>\$77.41</u>	
Daily rental	\$4.71 <u>\$4.76</u>	
Hauling fee	\$233.42 <u>\$235.75</u>	
Dumping charge		Current disposal fee, surcharge and 15.1 <u>16.1</u> % service fee on disposal fee
Standby or dig out	\$90.00	per hour

17. Customer-owned compactors and special containers. Dumping charges are based on weight at transfer station:

Cubic Yard	Charge Per Haul
10 or less	*
	\$233.42 <u>\$235.75</u>
15	*
	\$233.42 <u>\$235.75</u>
20	*
	\$233.42 <u>\$235.75</u>
25	*
	\$233.42 <u>\$235.75</u>
30	*
	\$233.42 <u>\$235.75</u>
35	*
	\$233.42 <u>\$235.75</u>
40	*
	\$233.42 <u>\$235.75</u>
42	*
	\$233.42 <u>\$235.75</u>
* plus disposal fee plus 15.1 <u>16.1</u> % service charge on disposal fee	
Standby or dig out	\$90.00 per hour

No delivery fees or rental fees will be charged for City-owned drop boxes used to haul source-separated yard waste for composting or construction and demolition debris for recycling. If material is contaminated, the customer will be charged current disposal fees and ~~15.1~~16.1% service charge on the disposal fee, plus delivery fee and daily rental fees.

18. City-owned temporary garbage and refuse dumpster services (customers will be charged repair fees for containers which have been burned or damaged):

One cubic yard:	
Delivery fee	\$56.17 <u>\$56.73</u>
Daily rental fee	\$2.21 <u>\$2.23</u>
Fee per dump	\$46.22 <u>\$46.68</u>
One and 1/2 cubic yard:	
Delivery fee	\$56.17 <u>\$56.73</u>
Daily rental fee	\$2.21 <u>\$2.23</u>
Fee per dump	\$48.96 <u>\$49.45</u>
Two yard:	
Delivery fee	\$56.17 <u>\$56.73</u>
Daily rental fee	\$2.21 <u>\$2.23</u>
Fee per dump	\$52.46 <u>\$52.98</u>
Three yard:	
Delivery fee	\$56.17 <u>\$56.73</u>
Daily rental fee	\$2.21 <u>\$2.23</u>
Fee per dump	\$68.99 <u>\$69.68</u>
Four yard:	
Delivery fee	\$56.17 <u>\$56.73</u>
Daily rental fee	\$2.21 <u>\$2.23</u>
Fee per dump	\$95.59 <u>\$96.55</u>
Six yard:	
Delivery fee	\$56.17 <u>\$56.73</u>
Daily rental fee	\$2.21 <u>\$2.23</u>
Fee per dump	\$130.59 <u>\$131.90</u>

19. City-owned temporary organics dumpster services (customers will be charged repair fees for dumpsters which have been burned or damaged):

One cubic yard:	
Fee per dump	\$21.18 <u>\$21.39</u>
One and 1/2 cubic yard:	

Fee per dump	\$31.77 <u>\$32.09</u>
Two yard:	
Fee per dump	\$42.37 <u>\$42.79</u>
Three yard:	
Fee per dump	\$63.55 <u>\$64.19</u>

If material is contaminated, customer will be charged the dump fee, delivery fee and daily rental fee for City-owned temporary garbage and refuse dumpster services as established in Section 16 of this ordinance.

20. **An additional surcharge of \$70.00 per month applies to permanent commercial dumpster customers who require Saturday collection and are subject to regular monthly fees set forth in OMC 4.24.010C Subsections 5, 6, 7, 8, 9, 10, 11, 12, 16, 17, 18 or 19.**

D. STORM AND SURFACE WATER

At the time of issuance of a building/engineering permit, per OMC 13.16.080, a stormwater GFC is assessed at the rate of: \$1,439.90/Impervious Unit (~~2,528-2,882~~ sq. ft.) and a water quality GFC is assessed at a rate of ~~\$6.60~~\$9.09 per average daily vehicle trip based on the Institute of Traffic Engineers' Trip Generation Manual.

1. Storm drainage service charges:

a. Single-Family and Duplex Residential Parcels. All parcels in the City are subject to a monthly charge for storm drainage service in accordance with the following schedule:

Single-family parcels with or without accessory dwelling units (Regardless of date approved)	\$15.64 <u>\$15.58</u> /utility account
Plats approved after 1990 with signed maintenance agreement	-\$13.00/utility account-
Duplex parcels (Regardless of date approved)	\$15.64 <u>\$15.58</u> /unit (\$31.28 <u>\$31.16</u> -when billed as a single account)

b. Commercial, Multi-Family, Industrial and Governmental Parcels. A charge per utility account will be established at the time of issuance of a clearing, filling, excavating or grading permit and assessed monthly as follows:

Administrative fee	-\$15.31 plus:-
For parcels that fully utilize Low Impact Development developed after January 1990 (Category I)	\$5.75 <u>\$7.79</u> per billing unit or
For parcels with any stormwater management (flow control or treatment) or those that are exempt from flow control requirements developed between January 1980 and January 1990 (Category II)	\$12.02 <u>\$11.69</u> per billing unit or
For parcels with no stormwater management (flow control or treatment) developed before January 1980 (Category III)	\$15.17 <u>\$15.58</u> per billing unit

c. ~~For developed parcels without structural impervious areas, the following construction phase charge is assessed at the time of issuance of a clearing, filling, excavating or grading permit:~~

Single family and duplex zoned - \$6.57 per parcel x total number of parcels identified in preliminary plat x 24 months

d. Undeveloped parcels. No charge.

E. RECLAIMED WATER

1. Occupant turning on water after delinquent shutoff penalty	\$40.00	OMC 13.24.330
2. Delinquency notification penalty	\$10.00	OMC 13.24.340
3. Service disconnected/reclaimed water reconnect for nonpayment penalty	\$25.00	OMC 13.24.340
4. Reclaimed water for commercial construction purposes	\$50.00 per month plus consumption charge	OMC 13.24.200
5. Non-emergency after-hours reclaimed water service turn on/shut off	\$110.00	OMC 13.24.250

6. Reclaimed Water Rates

a. Meter Rates – The monthly charge based upon meter size for all reclaimed water customers follows 4.24.010.A.8. Customers with meter sizes not listed in the schedule will be charged at the rate applicable to the next larger meter size listed.

b. Consumption charges

- (1) Indoor use of reclaimed water: 70% of the consumption charges in 4.24.010.A.8.
- (2) Outdoor use of reclaimed water: 70% of the consumption charges in 4.24.010.A.8 for Irrigation.

Section 2. Amendment of OMC 13.16.000. Section 13.16.000 of the Olympia Municipal Code is hereby amended to read as follows:

13.16.000 Chapter Contents

Sections:

- [13.16.005](#) Purpose.
- [13.16.007](#) Stormwater Management Program.
- [13.16.010](#) Definitions.
- [13.16.017](#) Drainage Design and Erosion Control Manual – Adopted.
- [13.16.018](#) Drainage Design and Erosion Control Manual – Provisions to prevail in event of conflict.

- [13.16.020](#) Permit required.
- [13.16.030](#) Prohibited uses of the storm drainage system.
- [13.16.040](#) Discharge or connection to the storm drainage system.
- [13.16.050](#) Storm drainage service charges.
- [13.16.060](#) Provision of abutting storm drainage system facilities.
- [13.16.070](#) Payment for connection to the MS4.
- [13.16.080](#) Stormwater general facilities charges.
- [13.16.090](#) Reduction in storm drainage service charge for impervious surface, flow control, ~~or~~ stormwater treatment or low impact development.
- [13.16.120](#) Billing date.
- [13.16.130](#) Adjustment of charges and appeals.
- [13.16.140](#) Lien for delinquent charges.
- [13.16.150](#) Right of entry for inspection, code enforcement, and repair.
- [13.16.160](#) Authority to maintain, operate, regulate and control the utility.
- [13.16.170](#) Stormwater facility maintenance.
- [13.16.180](#) Enforcement – Civil and Criminal Penalties – Public Nuisance.

Section 3. Amendment of OMC 13.16.010. Section 13.16.010 of the Olympia Municipal Code is hereby amended to read as follows:

13.16.010 Definitions

The following words, when used herein, shall have the following meanings unless the context clearly indicates otherwise:

- A. “Best management practice” means a schedule of activities, prohibition of practices, maintenance procedure, managerial practice, or structural features that when used singly or in combination prevents or reduces the release of pollutants and other adverse impacts to waters of Washington State.
- B. “Billing unit” means the same as “equivalent residential unit”, two thousand ~~eight~~ eight ~~five~~ two ~~hundred~~ hundred ~~eighty~~ eight ~~two~~ feet of impervious surface development on a parcel.
- C. “Combined sewer” means a system that collects sanitary sewage and stormwater in a single sewer system.
- D. “Conveyance” means any catch basin, pipe, culvert, curb, gutter, ditch, swale, human-made channel, storm drain, or road that conveys or collects stormwater.
- E. “Developed” means, with respect to a parcel, any parcel which has been altered from a natural state with or without a permit from the city. This includes clearing, grading or filling, whether or not that work accompanies excavation and construction.
- F. “Drainage Design and Erosion Control Manual,” or “the Manual” means the document adopted in Section 13.16.017.

G. "Duplex parcel" means a parcel which has been developed and constructed for the purpose of providing habitat for two-family dwelling units on a single property parcel and has been and continues to be used solely for that purpose.

H. "Flow control" means a facility designed to mitigate the impacts of increased stormwater runoff flow rates generated by development. Flow control facilities are best management practices specified in Volume III of the Manual that are engineered to meet the flow control standards of Core Requirement #7 specified in Volume I of the Manual.

I. "Flow control exempt" means a nonresidential parcel that is exempt from the flow control standards of Core Requirement #7 in Volume I of the Manual.

~~J.~~ "Illicit connection" means any human-made conveyance that is connected to a municipal separate storm sewer without a permit, excluding roof drains and other similar type connections. Examples include but are not limited to sanitary sewer connections, floor drains, channels, pipelines, conduits, inlets, or outlets that are connected directly to the municipal separate storm sewer system.

~~K.~~ "Illicit discharge" means any direct or indirect non-stormwater discharge to the storm drainage system, except as expressly allowed by this chapter.

~~L.~~ "Impervious surface" means a non-vegetated surface area which (1) either prevents or retards the entry of water into the soil mantle as under natural conditions prior to development, or (2) causes water to run off the surface in greater quantities or at an increased rate of flow from the flow present under natural conditions prior to development. Common impervious surfaces include, but are not limited to, roof tops, walkways, patios, driveways, parking lots or storage areas, concrete or asphalt paving, gravel roads and parking areas, packed earthen materials, and oiled, macadam or other surfaces which similarly impede the natural infiltration of stormwater.

M. "Low impact development" means one or more best management practices or facilities that are specified in Volumes III and V of the Manual that are engineered to meet the low impact development standards of Core Requirement #5 specified in Volume I of the Manual.

~~N.~~ "Municipal separate storm sewer system" or "MS4" means a conveyance or system of conveyances (including roads with drainage systems, municipal streets, catch basins, curbs, gutters, ditches, manmade channels, or storm drains):

- a. Owned or operated by the City; and
- b. Designed or used for collecting or conveying stormwater.

The municipal separate storm sewer system does not include combined sewers or a publicly owned treatment works used in treatment of municipal sewage or industrial wastes of a liquid nature.

MQ. "MS4 Permit" means the National Pollutant Discharge Elimination System and State Waste Discharge General Permit, commonly known as the Western Washington Phase II Municipal Stormwater Permit, issued by the Department of Ecology and periodically re-issued.

NP. "Nonresidential parcel" means a parcel which has been developed for any purpose other than a single-family dwelling unit or duplex and includes, among others, all multifamily apartments and condominiums with three or more units and all property owned by governmental and nonprofit entities.

OQ. "Non-stormwater discharge" means any discharge to the storm drainage system that is not composed entirely of stormwater.

PR. "Owner" has the meaning given in OMC 1.04.010.K. In addition, for purposes of this chapter, "owner" includes a person that controls a parcel on behalf of a parcel's owner.

QS. "Parcel" means any area of land within the City of Olympia which is deemed a distinct property as identified by the county assessor, whether or not the parcel is considered taxable.

RT. "Single-family residential parcel" means a parcel which has been developed and constructed for the purpose of providing a habitat for a single-family dwelling unit with or without an accessory dwelling unit, and has and continues to be used solely for that purpose.

SU. "Storm drainage system" means all manmade and natural systems that are used for the collection, conveyance, and disposal of stormwater. The storm drainage system may include lands outside of the city, but such lands will only be subject to this code when they are annexed to the city or by interlocal agreement with the governmental entity in which the property is located. The storm drainage system includes the MS4; all stormwater facilities; appurtenances; wetlands; streams, whether intermittent or perennial; ponds; lakes; creeks; rivers; tidelands; or outfalls subject to stormwater runoff from the land area of the city or from property covered by an interlocal agreement.

TV. "Stormwater" means that portion of precipitation, including snowmelt, that does not naturally percolate into the ground or evaporate, but flows via overland flow, interflow, pipes, or other conveyance into a receiving water or storm drainage system.

UW. "Stormwater facility" means one or more constructed or natural features, other than the MS4, that collect, convey, channel, hold, inhibit, retain, detain, infiltrate, divert, treat, or filter stormwater. Stormwater facilities include, but are not limited to, conveyances, detention ponds, retention ponds, constructed wetlands, infiltration devices, catch basins, oil/water separators, and biofiltration swales.

VX. "Stormwater treatment" means one or more best management practices or facilities that are specified in Volume V of the Manual to remove pollutants from stormwater and engineered to meet the treatment standards in Core Requirement #6 specified in Volume I of the Manual.

WY. "Undeveloped parcel" means any parcel which has not been altered from its natural state by logging, clearing or grading since 1996, or by filling, excavation, or construction at any time.

XZ. "Utility" means the City of Olympia's storm and surface water utility, which operates and maintains storm or surface water conveyances and facilities or outfalls for such waters and the rights and interests in other properties relating to the system.

Section 4. Amendment of OMC 13.16.090. Section 13.16.090 of the Olympia Municipal Code is hereby amended to read as follows:

13.16.090 Reduction in storm drainage service charge for impervious surface, flow control, ~~or~~ stormwater treatment or low impact development

A. Nonresidential Parcels. An owner may submit to the department of public works an application for reduction in the storm drainage service charge that includes proof of the quantity of impervious surface or proof that a stormwater facility approved by the city is providing flow control or stormwater treatment consistent with the definition provided in Section 13.16.010.H or Section 13.16.010.X or fully utilizes low impact development consistent with the definition provided in Section 13.16.010.M ("Application"). ~~in excess of the policies and standards that existed at the time of development ("Application").~~ The owner must execute an approved agreement to maintain the stormwater facility prior to approval of a reduction. After reviewing an Application and inspecting the stormwater facility, if deemed appropriate, the director may approve a reduction in the storm drainage service charge for the parcel or parcels receiving flow control or stormwater treatment or fully using low impact development as provided in Section ~~4.24.010(4)~~ of this code. That reduction will be accomplished by reducing the ~~rate development~~ category of the affected parcel as appropriate by one category (e.g., from Category III to Category II) and calculating storm drainage service charges accordingly.

B. If the city approves a reduction in the storm drainage service charge for a parcel or parcels and later determines that the stormwater facility for such parcel or parcels is not providing flow control or stormwater treatment, or is not fully using low impact development, the city may reduce or revoke the reduction.

~~C. Residential Plats. Upon application to the department of public works, the director may approve a reduction in the storm drainage service charge assessed under OMC ~~4.24.010.D~~ if it can be shown that said plat has a stormwater facility that meets or exceeds the city flow control and stormwater treatment standards enacted in 1990 and the person responsible therefor executes an approved agreement with the city to maintain the stormwater facility.~~

Section 5. Corrections. The City Clerk and codifiers of this Ordinance are authorized to make necessary corrections to this Ordinance, including the correction of scrivener/clerical errors, references, ordinance numbering, section/subsection numbers and any references thereto.

Section 6. Severability. The provisions of this Ordinance are declared separate and severable. If any provision of this Ordinance or its application to any person or circumstances is held invalid, the remainder of this Ordinance or application of the provision to other persons or circumstances shall be unaffected.

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

Section 8. Effective Date. This Ordinance shall take effect after passage and publication, as provided by law, on January 1, 2022.

MAYOR

ATTEST:

CITY CLERK

APPROVED AS TO FORM:

Mark Barber
CITY ATTORNEY

PASSED:

APPROVED:

PUBLISHED:



City Council

Approval of an Ordinance Relating to Utility Services Tax Rates and Amending Olympia Municipal Code Chapter 5.84 Entitled "Utility Services Tax."

Agenda Date: 1/4/2022
Agenda Item Number: 4.P
File Number:21-1220

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

Title

Approval of an Ordinance Relating to Utility Services Tax Rates and Amending Olympia Municipal Code Chapter 5.84 Entitled "Utility Services Tax."

Recommended Action

Committee Recommendation:

Finance Committee approved recommendation of a one-percent (1%) municipal utility services tax increase for 2022.

City Manager Recommendation:

Move to approve the Ordinance amending Olympia Municipal Code Chapter 5.84 to reflect a one-percent (1%) municipal utility services tax increase for 2022 on second reading.

Report

Issue:

Whether to approve an ordinance amending Olympia Municipal Code Chapter 5.84 to reflect a one-percent (1%) municipal utility services tax increase for 2022 to 12.5%.

Staff Contact:

Aaron BeMiller, Finance Director, 360.753.8465

Presenter(s):

None - Consent Calendar agenda item.

Background and Analysis:

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

The City's 2022 Preliminary Operating Budget was presented to Council on November 1, 2021, and two public hearings were held on November 16, 2021, and November 23, 2021, on the City's 2022 Operating Budget. A city or town in Washington may impose a utility business and occupation tax upon the income of public and private utilities providing service within the city boundaries and, may

also levy taxes on revenues generated by a city's own utility services provided both inside and outside the city's boundaries. Thus, the City's 2022 Operating Budget is balanced and includes an increase to the Municipal Utility Tax rate on the City's own utility services. The City Council, after the hearings and after duly considering all relevant evidence and testimony presented, has determined that in order to maintain current levels of service, including expansion of particular levels of service, an increase in the City's Municipal Utility Tax rate beginning January 1, 2022, is warranted to discharge the expected expenses and obligations of the City in its best interest. Previously, the City passed an Ordinance to correct the historical record of the City's municipal services utility tax to reflect increases in 2019 and 2020. The result is a one-percent increase from the rate of 11.5% in 2020 to the current proposed rate of 12.5%.

Neighborhood/Community Interests (if known):

None known at this time.

Options:

1. Approve the Ordinance amending Olympia Municipal Code Chapter 5.84 relating to utility services tax rates and amending Olympia Municipal Code Chapter 5.84 entitled "Utility Services Tax."
2. Do not approve this Ordinance. This option is not recommended.

Attachments:

Ordinance

**AN ORDINANCE OF THE CITY OF OLYMPIA, WASHINGTON, RELATING TO
UTILITY SERVICES TAX RATES AND AMENDING OLYMPIA MUNICIPAL CODE
CHAPTER 5.84 ENTITLED "UTILITY SERVICES TAX"**

WHEREAS, the City's 2022 Preliminary Operating Budget was presented to Council on November 1, 2021, and two public hearings were held on November 16, 2021, and November 23, 2021, on the City's 2022 Operating Budget, and;

WHEREAS, the City's 2022 Operating Budget maintains basic service levels and programs and includes expansion of particular service levels and programs, and;

WHEREAS, any city or town in Washington may impose a utility business and occupation tax upon the income of public and private utilities providing service within the city boundaries and, may also levy taxes on revenues generated by a city's own utility services provided both inside and outside the city's boundaries, and;

WHEREAS, the City's 2022 Operating Budget is balanced and includes an increase to the Municipal Utility Tax rate on the City's own utility services, and;

WHEREAS, the City Council, after the hearings and after duly considering all relevant evidence and testimony presented, has determined that in order to maintain current levels of service, including expansion of particular levels of service, an increase in the City's Municipal Utility Tax rate beginning January 1, 2022, is warranted to discharge the expected expenses and obligations of the City in its best interest;

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

Section 1. Chapter 5.84.050 of the Olympia Municipal Code is hereby amended to read as follows:

5.84.050 Occupations subject to tax – Amount

From and after the effective date of the ordinance codified in this section, there is levied upon, and shall be collected from, the persons on account of the business activities, license fees in the amounts to be determined by the application of the rates against gross income, as follows:

A. Upon every person engaged in or carrying on a telephone business, or a combined telephone and telegraph business, including revenues from intrastate toll, derived from the operation of such business within the city, a fee or tax equal to nine (9) percent of the total gross income from such business in the city during the person's tax year for which the license is required; provided, however, that the minimum fee or tax shall not be less than one hundred (~~100~~) dollars (\$100.00) per tax year.

B. Upon every person engaged in or carrying on a telegraph business, a fee or tax equal to nine (9) percent of the total gross income from such business in the city during the tax year for which the license is required; provided, however, that the minimum fee or tax shall not be less than one hundred (~~100~~) dollars (\$100.00) per tax year.

C. Upon every person engaged in or carrying on the business of selling or furnishing gas for hire, a fee or tax equal to nine (9) percent of the gross income from such business in the city during the person's tax year for which the license is required; provided, however, that the minimum fee or tax shall not be less than one hundred (~~100~~) (\$100.00) dollars per tax year.

D. Upon every person engaged in or carrying on the business of selling or furnishing electric light and power, a fee or tax equal to nine (9) percent of the total gross income from such business in the city during the person's tax year for which the license is required; provided, however, that the minimum fee or tax shall not be less than one hundred (~~100~~) (\$100.00) dollars per tax year.

E. Upon every person engaged in or carrying on the business of selling or furnishing cable television, a fee or tax equal to six (6) percent of the total gross income from such business in the city during the person's tax year for which the license is required; provided, however, that the minimum fee or tax shall not be less than one hundred (~~100~~) (\$100.00) dollars per tax year.

F. Upon every person conducting or engaged in the business of supplying steam heat or power to the public for hire, a fee or tax equal to one (1) percent of the total gross income from such business in the city during the person's tax year for which the license is required; provided, however, that the minimum fee or tax shall not be less than one hundred (~~100~~) (\$100.00) dollars per tax year.

G. Upon every person conducting or engaged in the business of transporting passengers for hire on a regular route, a fee or tax equal to one (1) percent of the total gross income from such business in the city during the tax year for which the license is required; provided, however, that the minimum fee or tax shall not be less than one hundred (~~100~~) (\$100.00) dollars per tax year.

H. Upon every person conducting or engaged in the business of selling or furnishing water, collecting or processing sewage, collecting or disposing of solid waste, handling or disposing of storm water runoff, a fee or tax equal to six (6) percent of the total gross income from such business in the city during the tax year for which the license is required; provided, that the tax on City of Olympia owned utilities engaged in the business of collecting or processing sewage, collecting or disposing of solid waste, handling or disposing of stormwater runoff, or furnishing water shall be as set forth below, based on the total gross income from such enterprise in the city during the tax year; provided further, however, that the minimum fee or tax shall not be less than one hundred (~~100~~) (\$100.00) dollars per tax year.

Enterprise	Rate
1. Sewer	12.5 %
2. Solid Waste	12.5 %
3. Stormwater	12.5 %
4. Water	12.5 %

This section shall not apply to:

1. Gross revenue of wholesale utility providers, that is, those which obtain utility services from the city for customers located in the service area of the provider and which own the distribution system and

provide maintenance, collection, meter reading, and/or other services associated with the wholesale provision of utility services;

2. Businesses operated primarily for the purpose of recycling of solid waste.

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

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

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

Section 5. Referendum. In accord with RCW 35.21.706, a referendum petition may be filed within seven (7) days of passage of this Ordinance with the City Clerk, as filing officer of the City. The referendum procedure set forth in RCW 35.21.706 shall be the exclusive method for this Ordinance imposing a business and occupation tax or increasing the rate of the tax and shall supersede the procedures under Chapters 35.17 and 35A.11 RCW and all other statutory or charter provisions for initiative or referendum which might otherwise apply.

Section 6. Effective Date. This Ordinance shall take effect after passage and publication, as provided by law, on January 1, 2022.

MAYOR

ATTEST:

CITY CLERK

APPROVED AS TO FORM:

Mark Barber
CITY ATTORNEY

PASSED:

APPROVED:

PUBLISHED:



City Council

Approval of the 2022 Grants to Arts and Culture Organizations

Agenda Date: 12/14/2021
Agenda Item Number: 6.A
File Number: 21-1130

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

Title

Approval of the 2022 Grants to Arts and Culture Organizations

Recommended Action

Committee Recommendation:

The Arts Commission recommends approval of the grants to area arts and culture organizations for 2022.

City Manager Recommendation:

Move to approve the grants to area arts and culture organizations for 2022, as recommended by the Arts Commission.

Report

Issue:

Whether to approve grants to arts and culture organizations for 2022.

Staff Contact:

Stephanie Johnson, Arts Program Manager, Parks, Arts & Recreation, 360.709.2678.

Presenter(s):

Stephanie Johnson, Parks, Arts & Recreation
Frederick Dobler, Chair, Arts Commission

Background and Analysis:

The intent of the Grants to Arts and Culture Organizations (GACO) program is to provide equitable access to the arts for all Olympians. The program goal is to fund projects that expand citizen involvement; engage underserved populations; and promote the interests of the broader Olympia community, as realized through the Olympia Comprehensive Plan.

The total available funding for this grant period is \$20,000. For the fourth year of the program, eleven applications were received, with a total funding request of \$51,000.

Commissioners reviewed the eleven applications and turned review sheets in for tabulation in advance of the meeting. Commissioners Dorgan and Gagnier recused themselves from ranking of

select organizations due to current or previous associations. As such, the final ranking was based on the average score of each applicant.

Following tabulation and discussion, Commissioners proposed fully funding the top three (averaged) proposals: Indigenous Performance Productions (\$5,000), Olympia Artspace Alliance (\$5,000), and Olympia Family Theater (\$5,000). Commissioners also agreed to reduce the award for Window Seat Media and Harlequin Productions to \$2,500 each to meet the total of \$20,000 available.

Indigenous Performance Productions (IPP)

In partnership with the Washington Center for the Performing Arts (WACPA) in Olympia, WA the Indigenous Story Incubator Program creates world class new works by all-Indigenous casts, across the genres of dance, music and theater, for the stage. Now in it's third year of operation, we are in pre-production for a short festival, "The Aunties" featuring storytelling and solo theater from elder Indigenous women who have broken ground in the field (coming in the spring of 2022) and an all-Native big band project (for the winter of 2022).

This program benefits the Olympia Indigenous and non-indigenous communities in several ways. IPP has worked hard to build partnerships with Olympia High School and will be building on our past lecture demonstrations with offerings of youth classes and workshops, youth focused performances, and educational offerings tailored to meet the needs of Olympia youth. Additionally we are building our relationship with both the Squaxin Island Tribe, the Nisqually Tribe and with The Longhouse at Evergreen State College and plan invite local Native performing and visual artists to make connection and develop relationship with these touring artists. Additionally, the non-native community will benefit from the rich and diverse content and education being offered to the community in general.

This program is the only one like it on Turtle Island (North America) and as we foster its growth we hope to build it into another first and only for the US - an International Indigenous Performing Arts Festival building on the work that IPP is doing for the regional arts agency Mid Atlantic Arts Foundation in supporting tours by New Zealand Maori and Australian Aboriginal performing arts groups. The five year goal is to make Olympia THE destination for Indigenous performing arts in the US

Olympia Artspace Alliance

Established in 2009 Olympia Artspace Alliance (OAA) is focused on live, work and exhibition space for Olympia area artists. In the spring of 2019, OAA started the "Art in Olympia Storefronts" program as an ongoing project to create a series of quality temporary art installations in vacant storefront windows. The project is currently focused on the window of The Goldberg Building downtown Olympia at 4th and Capitol. This project benefits local artists and creates vitality in our downtown by providing approximately four rotating public art exhibitions per year in otherwise vacant windows in the heart of downtown Olympia, where they are available 24/7 for all to experience and enjoy. Regular viewers include families, artists and art students, downtown business owners and their customers, tourists, and people living on the streets.

Looking ahead, we plan at least one juried show featuring work by local artists. Also in 2022 we plan to do one or more culturally specific installation/s, potentially in partnership with CIELO, Asian Pacific Islanders Coalition/South Puget Sound, Squaxin Tribe, and/or the Nisqually Tribe. We also are exploring a potential partnership with SPSCC or Evergreen for a show of student work. Our 2021

holiday exhibit will again feature artwork by local K-12 students, coordinated by local art teachers.

We hope to expand this project to additional sites, depending on available funds and our organization capacity.

Olympia Family Theater

We are requesting a \$5,000 grant to support the pilot of a new “Sliding Scale” fee structure for OFT Youth Summer Camps in 2022: ACCESS FOR ALL. We know that the pandemic has had an immense impact on the economic and social-emotional well being of families in our region. With this in mind, we want to ensure that all youth have access to high-quality summer camp experiences at Olympia Family Theater. In 2022, we will pilot a sliding scale fee structure for all summer camps, with the aim of expanding the program to our school year offerings if successful. Our goal is to ensure that all youth have the ability to access community-building, creative experiences during and after the COVID-19 pandemic.

Window Seat Media

Window Seat Media is a community of multimedia storytellers in the South Sound region who use story as a catalyst for conversation, connection, and social change. Our mission is to amplify local knowledge, share powerful ideas, and ask what is possible. We weave stories that have been forgotten, silenced, or ignored into the fabric of our public life because we believe our future is written with the stories we narrate, and we are committed to creating a more inclusive, connected, and just world.

In the fall of 2021 we launched a new community engagement program: Brave Practice Playback Theatre Collective. Brave Practice offers ongoing workshops, community-based collaborations with local organizations, and performances using Playback Theatre. Playback is an original form of interactive and improvisational theatre where people tell true stories from their lives and others enact them on the spot using music, dialogue, metaphor, and movement. Brave Practice uses theatre as a tool to help people connect together in community through deep listening, storytelling, and making art with empathy.

With practice, we know that bravery is a skill we can grow over time. By creating a community space for people to take supported risks, our company encourages participants to nurture the inherent bravery inside themselves. Especially in the context of the pandemic, where mental health struggles and isolation are at an all-time high, simply the act of coming together in community and being vulnerable can feel like a risk. We invite participants to explore themes such as deep listening, personal identity, community wisdom, care, and responsibility to bridge social divides and seek a deeper understanding of ourselves, other perspectives, and the human experience. Through storytelling, we work to acknowledge our shared humanity and celebrate our differences across identities and backgrounds (multiple and intersecting racial-ethnic, gender, sexual orientation, ability, religious/spiritual, national, and socioeconomic identities). As a company, we engage in ongoing learning and dialogue on the topics of diversity, equity, and inclusion, asset-based community development, civic engagement, and Playback skills and techniques to be of better service to our diverse community.

Brave Practice programming enhances WSM’s current community engagement offerings. Ongoing workshops (both virtual and in-person, as permitted) add a low-barrier way for the community to become involved with WSM’s community oral history and storytelling projects. This helps broaden our

reach and attract new interest and support.

Harlequin Productions

Harlequin Productions (Harlequin) is a professional theatre company with a mission to invigorate, educate, and empower our community and all people to feel more, think more, play more, and judge less through the mirror of real live theatre. Harlequin has been producing professional theater and contributing to cultural enhancement and accessible arts in the South Sound for nearly 30 years. Harlequin Productions will address the lack of access to professional performing arts for those in our community who are or may be experiencing financial instability or reduced means. Harlequin believes that professional performing arts should be accessible to everyone, regardless of financial means or socioeconomic status. Harlequin's Pay What You Choose (PWYC) performances address this need by making performances, within each production of our 11 show season, accessible by allowing attending patrons to choose how much they would like to pay for ticket(s).

Other organizations that submitted applications include: Ballet Northwest, Olympia Area Chinese Association, Creative Theater Experience, Olympia Symphony Orchestra, Masterworks Chorale Ensemble, and Evergreen Juniors Volleyball Club.

Neighborhood/Community Interests (if known):

The grants to Arts and Culture Organizations awarded will help provide equitable access to the arts for all Olympians.

Options:

1. Approve the grants to area arts and culture organizations for 2022.
2. Make alternate recommendations to the grants.
3. Do not approve the grants to area arts and culture organizations for 2022.

Financial Impact:

\$20,000 from the Municipal Art Fund

Attachments:

Indigenous Performance Productions Application
Olympia Artspace Alliance Application
Olympia Family Theater Application
Window Seat Media Application
Harlequin Productions Application

#8

COMPLETE

Collector: Web Link 2 (Web Link)
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Page 1: Grants to Arts and Culture Organization Application

Q1

Arts/Culture Organization Information

Name	Andre Bouchard
Arts/Culture Organization	Indigenous Performance Productions, a nonprofit corporation
Address	1614 Division St SW
City/Town	Olympia
State/Province	WA
ZIP/Postal Code	98502
Email Address	andre@indigenousperformance.org
Phone Number	5038471866

Q2

Project Name

The Indigenous Story Incubator Program

Q3

Project Summary

In partnership with the Washington Center for the Performing Arts (WACPA) in Olympia, WA the Indigenous Story Incubator Program creates world class new works by all-Indigenous casts, across the genres of dance, music and theater, for the stage. Now in it's third year of operation, we are in pre-production for a short festival, "The Aunties" featuring storytelling and solo theater from elder Indigenous women who have broken ground in the field (coming in the spring of 2022) and an all-Native big band project (for the winter of 2022).

This program benefits the Olympia Indigenous and non-indigenous communities in several ways. IPP has worked hard to build partnerships with Olympia High School and will be building on our past lecture demonstrations with offerings of youth classes and workshops, youth focused performances, and educational offerings tailored to meet the needs of Olympia youth. Additionally we are building our relationship with both the Squaxin Island Tribe, the Nisqually Tribe and with The Longhouse at Evergreen State College and plan invite local Native performing and visual artists to make connection and develop relationship with these touring artists. Additionally, the non-native community will benefit from the rich and diverse content and education being offered to the community in general.

This program is the only one like it on Turtle Island (North America) and as we foster its growth we hope to build it into another first and only for the US - an International Indigenous Performing Arts Festival building on the work that IPP is doing for the regional arts agency Mid Atlantic Arts Foundation in supporting tours by New Zealand Maori and Australian Aboriginal performing arts groups. The five year goal is to make Olympia THE destination for Indigenous performing arts in the US.

Q4

Total Grant Request Amount

\$5,000

Q5

What types of expenses will your grant be used to cover?

We will be using the funds to cover documentation by Sky Bear Media (a local Native owned business), advertising, and local culture bearer stipends.

Q6

Yes

Eligibility - To apply for this opportunity organizations must:- Have programs centered on arts and/or culture in Olympia- Minimum two-year history of continuous operation serving Olympia residents- Be a 501(c)3 non-profit organization- Have at least one ongoing arts program open to the public in Olympia- A City of Olympia Business License
Previous grant recipients must wait one granting cycle before reapplying
Does your program/organization meet eligibility?

Q7

How does your Arts/Culture Organization's prior experience ensure a successful project?

IPP's executive and founder, Andre Bouchard, has over 20 years of leadership experience in the nonprofit world and has been executive or senior staff for numerous small to mid-sized nonprofits. He has a Master's in Arts Management from the Heinz School at Carnegie Mellon University where he studied nonprofit governance, financial management and analysis, and fundraising /development.

IPP has an active board with a wide range of competencies that they lend to making IPP a successful and responsive nonprofit. In addition, IPP holds itself to a high standard of transparency and publishes financial statements for the public on our website.

All programs that IPP runs have a cycle that includes both qualitative and quantitative evaluation - from both internal and external program participants, community and staff/board of directors . We continuously work to understand the impact that we are having and how we might deepen that impact, find greater efficiency, and touch more lives through our work.

Q8

Please summarize the public benefit of your proposed project. Please describe in what ways this project will reach underserved communities.

The Indigenous Story Incubator Program will provide temporary employment and time/space for artistic development for around 20 Indigenous performing artists. Additionally we are aiming to reach around 100 Indigenous and POC youth in through educational programming (classes, lecture/demonstrations and career orientated engagement) in partnership with Olympia High School, 200 Native/Indigenous and 500 non-indigenous community through free, public offerings such as artist talks, lectures and master classes.

We estimate that we will reach about 2,000 additional people through our performances, of whom 20% will be offered discount or free admission focused on youth, seniors, members of the Native community and those who are facing economic challenges.

In closing, it cannot be emphasized enough how important it is for Native youth to see Native people telling their stories from stage. For too long the dominant narrative about Native people in the United States has been told by colonists and the resulting perceptions that have been built are frequently neither accurate nor positive. IPP seeks to replace those stories with stories told by Native people. The saying "Nothing about us, without us" is key here. Our stories are important to us.

Q9

How does this project expand or build upon the arts in our community?

Indigenous Performance Productions began working in Olympia in 2019 with the first performance happening in January of 2020. We are creating a situation where some of the best contemporary Native performing arts in the US originates in Olympia. Contemporary Native performing arts is a quickly emerging part of the field and as a leader in bringing this content to the world, IPP is committed to making Olympia the epicenter for a growing movement.

Q10

Describe any other funding you have pursued for this project in addition to the Arts/Culture Organization's contributions and the City's matching grant. Please indicate whether the funding has been secured.

IPP has working in collaboration with two other Native led groups DDAT Management and the Julia Keefe Quartet to secure the South Arts Jazz Road Creative Residency Program grant for the Native American Big Band Projects, additionally IPP has been awarded WESTAF's Tourwest grant for The Aunties and The Community Foundation of South Puget Sound for this program in general. Just today, we submitted a request to the Nisqually Tribe Charitable Fund and we are working with the CFSPS in the coming "Give Local" campaign and we will do an additional end of year individual giving campaign.

Q11

Project Expenses: please list a description and the amount of each project expense. (Eg. Artist fees: \$500)

Project Expense 1	Documentation (Sky Bear Media): \$3,500
Project Expense 2	Advertising: \$2,000
Project Expense 3	Culture Bearer Stipends (Blessings & Traditional Gifts for the Elders): \$500
Project Expense 4	Artist Compensation: \$44,500
Project Expense 5	Airfare/Ground Transportation: \$5,500
Project Expense 6	Administrative Support: \$15,000
Project Expense 7	Hotel: \$5,500
Project Expense 8	Per Diem: \$3,900
Project Expense 9	Educational Support: \$2,500
Project Expense 10	Contingency and Insurance: \$4,600
Total Expenses	\$87,500

Q12

Project Income (Matching Funds): please list a description and the amount of each project income source (Eg. Ticket sales: \$500) this can include dollar and in-kind sources. (Note: volunteer hours can be included as "project income". Each volunteer hour is valued at \$31.72. To calculate the In-kind dollar value of your volunteer hours multiply the total number of hours by \$31.72. (Eg. 10 Volunteer Hours: \$317.20)

Project Income 1	Community Foundation of South Puget Sound Resilience Fund: \$20,000
Project Income 2	South Arts Jazz Road Creative Residency Program: \$50,000
Project Income 3	Fall 2021 Individual Giving/Give Local (pending): \$5,000
Project Income 4	Western States Arts Federation TourWest: \$2,500
Project Income 5	Nisqually Tribal Charitable Fund (pending): \$5,000
Total Income (Matching Funds)	\$82,500
Grant Request Amount	\$5,000
Overall Total (Add total income & Grant Request amount)	\$87,500

Q13

Respondent skipped this question

Optional: Please upload any supplemental information.

Q14

Please attach verification of your organization's 501(c)3 status.

IPP IRS Determination Letter 2020.pdf (611.6KB)

#7

COMPLETE

Collector: Web Link 2 (Web Link)
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Page 1: Grants to Arts and Culture Organization Application

Q1

Arts/Culture Organization Information

Name	Michelle Pope
Arts/Culture Organization	Olympia Artspace Alliance
Address	120 State Avenue #183
City/Town	Olympia
State/Province	WA
ZIP/Postal Code	98501-8212
Email Address	info@olympiaartspace.org
Phone Number	360-956-0440

Q2

Project Name

Art in Olympia Storefronts

Q3

Project Summary

Established in 2009 Olympia Artspace Alliance (OAA) is focused on live, work and exhibition space for Olympia area artists. In the spring of 2019, OAA started the "Art in Olympia Storefronts" program as an ongoing project to create a series of quality temporary art installations in vacant storefront windows. The project is currently focused on the window of The Goldberg Building downtown Olympia at 4th and Capitol. This project benefits local artists and creates vitality in our downtown by providing approximately four rotating public art exhibitions per year in otherwise vacant windows in the heart of downtown Olympia, where they are available 24/7 for all to experience and enjoy. Regular viewers include families, artists and art students, downtown business owners and their customers, tourists, and people living on the streets.

Looking ahead, we plan at least one juried show featuring work by local artists. Also in 2022 we plan to do one or more culturally specific installation/s, potentially in partnership with CIELO, Asian Pacific Islanders Coalition/South Puget Sound, Squaxin Tribe, and/or the Nisqually Tribe. We also are exploring a potential partnership with SPSCC or Evergreen for a show of student work. Our 2021 holiday exhibit will again feature artwork by local K-12 students, coordinated by local art teachers.

We hope to expand this project to additional sites, depending on available funds and our organization capacity.

Q4

Total Grant Request Amount

\$5,000

Q5

What types of expenses will your grant be used to cover?

City funding will be used to pay artists and curators for four installations in 2022.

Q6

Yes

Eligibility - To apply for this opportunity organizations must:- Have programs centered on arts and/or culture in Olympia- Minimum two-year history of continuous operation serving Olympia residents- Be a 501(c)3 non-profit organization- Have at least one ongoing arts program open to the public in Olympia- A City of Olympia Business License
Previous grant recipients must wait one granting cycle before reapplying
Does your program/organization meet eligibility?

Q7

How does your Arts/Culture Organization's prior experience ensure a successful project?

OAA is proud of the development of the Storefronts program and we see great potential for its growth and endurance into the future. Since OAA's first installation, the Art in Storefronts program participants have included local artists selected by jury panels; local school children and their art teachers; artwork by graduating students at the Evergreen State College; BIPOC artists selected by Black Well Red Thread Collective.

Art in Olympia Storefronts is coordinated by a committee of board members. We receive many inquiries from local artists who are interested in participating in the program. We learn from their feedback, and have developed a strong and strategic network (including social media) that helps us to get the word out, explore possibilities, and follow up on ideas and advice. Olympia Federal Savings generously makes The Goldberg Building available for this project; OAA provides them with regular updates.

The uncertainties of the past 20 months have made it more difficult to raise funds, recruit volunteers, and get everything done in our all-volunteer organization – while keeping everyone safe, healthy, and as calm as possible. In March 2020, we established COVID safety guidelines for artists and volunteers, and reworked our exhibition schedule to allow more time for artists to fabricate and install. In April 2020 the Olympia Downtown Alliance contracted with us to coordinate “Artists on Board” – an unanticipated but successful short-term recovery project for hiring artists to paint boards covering shop windows during the shutdown; this project was developed to quickly activate the local arts community in helping to build community resiliency, unity and compassion, look ahead to recovery and bring a small measure of financial relief to local artists. The resulting artworks were featured in downtown windows, and later were exhibited in the windows of The Goldberg Building. Also in 2020 we received a Recovery & Reinvestment grant from the Olympia Downtown Alliance and City of Olympia, to fund installation of electrical outlets and lighting in the windows used for our Storefronts exhibition, a significant improvement to this as exhibition space.

These two projects are evidence of our ability to pull together a good project involving local artists, and to work within tight constraints. Even so, these projects demanded a lot of effort and coordination, and both projects required some additional OAA funds beyond what we received from the grant/contract.

We were honored that OAA's Art in Olympia Storefronts project was selected in October of 2020 by the City of Olympia as recipient of an Arts Month Innovation Award. The award honors “projects that stood out in their efforts to encourage community connection and involvement in the arts.”

Q8

Please summarize the public benefit of your proposed project. Please describe in what ways this project will reach underserved communities.

Art in Olympia Storefronts has four goals:

- Activating vacant and/or underutilized spaces downtown
- Providing high quality exhibition opportunities to local artists
- Increasing public access to professional art
- Encouraging creative activity throughout our community

Downtown has long been home to many low-income residents and is the cultural center of the South Sound region. More recently the downtown residential population has increased significantly. Our exhibitions enhance downtown and introduce new residents and the broader community to the work of local artists, creative expression, and diverse perspectives. These temporary artworks give more opportunity for a variety of artforms, installations and exhibitions that are always available free of charge and while social distancing. Art in Olympia Storefronts provides a much-needed venue for artists to share their work and their perspectives, and for the broader community to engage close-up with compelling artworks.

Distribution of calls to artists and other invitations to participate in the Storefronts project (as well as invitations to artist talks and other OAA events when possible) reach diverse communities, including through the Longhouse at the Evergreen State College; the Squaxin Island Tribe's Cultural Resources Department, SPSCC and St. Martin's University; participants of the City's ArCH profile process; and ethnic/cultural organizations.

In the past year we have strengthened our commitment to social justice, equity, diversity and inclusion. We now have a mini-workshop on related topics at each board meeting, and each of our committees has specific DEI goals. This has led us to develop new partnerships and connections – as evidenced by the BIPOC exhibit curated by Black Well Red Thread Collective (Fall 2021), and the works by Evergreen students. We know we have more work to do, and will benefit from outreach, relationships, and continued learning.

Q9

How does this project expand or build upon the arts in our community?

Art in Olympia Storefronts provides local artists with larger scale quality exhibition space in downtown Olympia, giving them more visibility as well as exhibition experience. Artists may install work they have already completed or may create original work/s or an installation specifically for this location.

Public art creates a sense of belonging, inspires engagement and a feeling of belonging in the community. This project in particular makes art accessible to diverse people, and generates discussion about important issues and ideas. In the past year, several of the artworks we have exhibited have allowed artists to share different perspectives and to challenge assumptions through their work. Art can be challenging, and we have heard some concerns about some of the works we have exhibited. We have had important conversations with OlyFed and the ODA, as well as with the artists, about artistic content, freedom of expression, the role of an artist, and public art. We appreciate our role in helping to shape important and positive conversations in our community about art.

Q10

Describe any other funding you have pursued for this project in addition to the Arts/Culture Organization's contributions and the City's matching grant. Please indicate whether the funding has been secured.

Art in Olympia Storefronts is possible because of a range of funding sources as well as volunteer labor and donated space. Olympia Federal Savings provides The Goldberg Building at no charge. Every board member contributes some time and effort for this project every year, with the Storefronts Committee in the lead.

We have received funding from Olympia's Parking & Business Improvement Area (PBIA) in the past and hope for this funding again in 2022.

We will be requesting funding from ArtsWA (due November 15, 2021) and have applied for funding from the Community Foundation of South Puget Sound (unrestricted grant; decision by December 2021).

We are soon launching an Art in Storefronts sponsorship program to help with our 2022 season and beyond. Starting in November of 2021 individuals and local businesses will have an opportunity to choose a sponsorship level (\$50 - \$1,000) to help us pay artist fees, cleaning, window signage, marketing and related events. If successful, OAA hopes to expand the Art in Storefronts program to other vacant spaces in the downtown.

Q11

Project Expenses: please list a description and the amount of each project expense. (Eg. Artist fees: \$500)

Project Expense 1	Artist fees: \$6,000 (12 artists/artist teams at \$500)
Project Expense 2	Curator fee: \$4,000 (two at \$1,000 and one at \$2,000)
Project Expense 3	Signage: \$1,000 (4 at \$250)
Project Expense 4	Supplies: \$250
Project Expense 5	Window prep: \$600 (4 at \$150)
Project Expense 6	Events: \$100
Project Expense 7	Contingency: \$250
Project Expense 8	Project administration: in-kind
Project Expense 9	Space rental: in-kind
Total Expenses	\$12,200

Q12

Project Income (Matching Funds): please list a description and the amount of each project income source (Eg. Ticket sales: \$500) this can include dollar and in-kind sources. (Note: volunteer hours can be included as "project income". Each volunteer hour is valued at \$31.72. To calculate the In-kind dollar value of your volunteer hours multiply the total number of hours by \$31.72. (Eg. 10 Volunteer Hours: \$317.20)

Project Income 1	Sponsors: \$3,200
Project Income 2	PBIA: \$1,000
Project Income 3	Community Foundation/ArtsWA: \$3,000
Total Income (Matching Funds)	\$7,200
Grant Request Amount	\$5,000
Overall Total (Add total income & Grant Request amount)	\$12,200

Q13

Optional: Please upload any supplemental information.

News-from-OAA.sept 2021.pdf (4.5MB)

Q14

Please attach verification of your organization's 501(c)3 status.

OAA.501c3.pdf (816.2KB)

#5

COMPLETE

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Q1

Arts/Culture Organization Information

Name	Lily Raabe
Arts/Culture Organization	Olympia Family Theater
Address	612 4th Ave East
City/Town	Olympia
State/Province	WA
ZIP/Postal Code	98501
Email Address	lily@olyft.org
Phone Number	503-734-9662

Q2

Project Name

ACCESS FOR ALL Summer Camp Program

Q3

Project Summary

We are requesting a \$5,000 grant to support the pilot of a new "Sliding Scale" fee structure for OFT Youth Summer Camps in 2022: ACCESS FOR ALL. We know that the pandemic has had an immense impact on the economic and social-emotional well being of families in our region. With this in mind, we want to ensure that all youth have access to high-quality summer camp experiences at Olympia Family Theater. In 2022, we will pilot a sliding scale fee structure for all summer camps, with the aim of expanding the program to our school year offerings if successful. Our goal is to ensure that all youth have the ability to access community-building, creative experiences during and after the COVID-19 pandemic.

Q4

Total Grant Request Amount

\$5,000

Q5

What types of expenses will your grant be used to cover?

\$5,000 will directly support operating costs associated with our summer camps, i.e. paying teaching artists, venue costs, supplies, snacks, and more - so that we are able to offer sliding scale tuition (starting at FREE) to all youth attending our camps in 2022.

Q6

Yes

Eligibility - To apply for this opportunity organizations must:- Have programs centered on arts and/or culture in Olympia- Minimum two-year history of continuous operation serving Olympia residents- Be a 501(c)3 non-profit organization- Have at least one ongoing arts program open to the public in Olympia- A City of Olympia Business License
Previous grant recipients must wait one granting cycle before reapplying
Does your program/organization meet eligibility?

Q7

How does your Arts/Culture Organization's prior experience ensure a successful project?

Olympia Family Theater (OFT) is to engage audiences of all ages in performances and programs that entertain and educate. We have been serving families in Thurston County and surrounding areas since 2006. We offer quality theatrical productions for audiences of all ages in a variety of settings, as well as educational programs for youth from infancy through high school. From humble beginnings, OFT has become a thriving non-profit arts organization engaging thousands of children and their families each year. To date we have produced nearly 60 shows in our mainstage season, including 5 world premieres.

In a typical year (pre-COVID) a typical season included:

Mainstage Stories – Five plays annually including two musicals and at least one show featuring youth performers

Creative Camps and Workshops –performing arts workshops and ongoing classes for youth, culminating in performances, plus more than 35 different week-long school break camps for ages 5-18.

Let's Play– New shows every month- Generally the 1st week of the month we offer a different folk/fairy tale for our youngest patrons

On The Move – OFT's field trip and/or touring performance program. Book one of our "on the move" shows as a special field trip experience for your students here at OFT, or we can bring the show to your school or library.

As described above, OFT has significant experience producing quality educational programs for youth. We are excited to bring another summer of camps to the Olympia community - and thrilled that we will be able to offer sliding scale tuition (starting at FREE) for all experiences.

Q8

Please summarize the public benefit of your proposed project. Please describe in what ways this project will reach underserved communities.

As OFT prepares to reopen our doors to in-person summer camps in 2022, we want to make sure that every child who wants to attend is able to - regardless of their families economic or social circumstances. We believe that arts programming is essential to building resilient communities, especially as we continue to navigate the COVID-19 pandemic.

Several key ways that we will reach underserved communities include:

(1) Conducting community outreach to local nonprofits serving BIPOC (Black, Indigenous, People of Color), LGBTQ, low-income, and/or disabled youth. We will distribute fliers and also seek ways to do in-person recruitment if appropriate, i.e. having a teaching artist come into a program session to lead a game and talk about our summer camps. Youth recruitment of this sort can also be done virtually via Zoom or other online systems.

(2) Conducting outreach to local schools with higher populations of BIPOC and low-income youth as reported by OSPI. We will distribute fliers about our programs at these schools and also work with principals and individual teachers to do in-class recruitment to invite students to attend our camps.

(3) Dropping off fliers at local community centers and in neighborhoods with higher populations of low-income families.

(4) Finally, we will make it easy to access our sliding scale structure - and we will make selecting "FREE" a shame-free decision. Previously, we have had scholarships that families have had to apply to, or ask about. They have had to convince us they deserve assistance. We want to pilot a program where we trust our community to tell us what they need, and where they are empowered to self-determine the appropriate financial contribution for their personal situation without explanation. We do not want this to feel like asking for a handout. We want it to feel like a valid option, freely given.

Q9

How does this project expand or build upon the arts in our community?

OFT fills an important niche in Olympia's arts community as one of the major outlets for youth to learn about theater and performance. Performance opportunities for youth are a major asset to a community's cultural health. Over the years, we have served many youth and their families in Olympia. However, our community at OFT has remained predominantly white and middle-class.

In light of the pandemic, and the civil rights uprising of 2020, we have taken time to deeply analyze where we have been, who we serve, and what we want our role to be in Olympia as we look to the future. Looking ahead, we know that we want to ensure that every child feels welcomed at OFT - and that we want to intentionally hold space for BIPOC, LGBTQ, disabled, and low-income youth. We believe that access to art is a human right.

One of the first barriers we have identified to everyone accessing our programming is simple: cost. With this in mind, we want our "Access for All" Summer Camp Program to be an important first step in piloting a permanent sliding scale fee structure for all of our offerings that can begin to deeply impact our ability to reach diverse communities in Olympia and beyond. We want to see Olympia be a city where people of all ages can access art, and use their creativity to build a resilient community. We never want cost to be a barrier to participation.

Q10

Describe any other funding you have pursued for this project in addition to the Arts/Culture Organization's contributions and the City's matching grant. Please indicate whether the funding has been secured.

Nisqually Tribe - \$5,000 (pending)
 Max & Victoria Dreyfus - \$10,000 (will submit Nov 10)
 Tulalip Tribes - \$5,000 (will submit Dec 1)

Q11

Project Expenses: please list a description and the amount of each project expense. (Eg. Artist fees: \$500)

Project Expense 1	OFT Education Director - 15 hours weekly x \$20.00 hourly x 12 weeks = \$3,600
Project Expense 2	Summer Camp Director - 30 hours weekly x \$20.00 hourly x 10 weeks = \$6,000
Project Expense 3	Asst. Summer Camp Director - 20 hours weekly x \$17.50 hourly x 10 weeks = \$3,500
Project Expense 4	OFT Admin Costs (website, enrollment, etc) = \$1,500
Project Expense 5	Teaching Artists x 6 (15 hours per, \$30 hourly, 5 weeks) = \$13,500
Project Expense 6	Venue Expenses (rent, electricity, cleaning, water etc) = \$5,000
Project Expense 7	Marketing (social media, printing, graphic design) = \$1,000
Project Expense 8	Art Supplies = \$500
Project Expense 9	Snacks = \$750
Total Expenses	\$35,350

Q12

Project Income (Matching Funds): please list a description and the amount of each project income source (Eg. Ticket sales: \$500) this can include dollar and in-kind sources. (Note: volunteer hours can be included as "project income". Each volunteer hour is valued at \$31.72. To calculate the In-kind dollar value of your volunteer hours multiply the total number of hours by \$31.72. (Eg. 10 Volunteer Hours: \$317.20)

Project Income 1	Student enrollment fees = \$25,000 (projected)
Project Income 2	General Operations funding = \$5,000 (committed from OFT's current bank balance)
Total Income (Matching Funds)	\$30,000
Grant Request Amount	\$5,000
Overall Total (Add total income & Grant Request amount)	\$35,000

Q13

Respondent skipped this question

Optional: Please upload any supplemental information.

Q14

Please attach verification of your organization's 501(c)3 status.

OFT 501c3-IRS-Certification.pdf (733.1KB)

#2

COMPLETE

Collector: Web Link 2 (Web Link)
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Q1

Arts/Culture Organization Information

Name	Elaine Vradenburgh
Arts/Culture Organization	Window Seat Media
Address	314 Capitol Way N, STE 4
City/Town	Olympia
State/Province	WA
ZIP/Postal Code	98506
Email Address	elaine@windowseatmedia.org
Phone Number	(360) 754-6506

Q2

Project Name

Brave Practice Playback Theatre Collective

Q3

Project Summary

Window Seat Media is a community of multimedia storytellers in the South Sound region who use story as a catalyst for conversation, connection, and social change. Our mission is to amplify local knowledge, share powerful ideas, and ask what is possible. We weave stories that have been forgotten, silenced, or ignored into the fabric of our public life because we believe our future is written with the stories we narrate, and we are committed to creating a more inclusive, connected, and just world.

In the fall of 2021 we launched a new community engagement program: Brave Practice Playback Theatre Collective. Brave Practice offers ongoing workshops, community-based collaborations with local organizations, and performances using Playback Theatre. Playback is an original form of interactive and improvisational theatre where people tell true stories from their lives and others enact them on the spot using music, dialogue, metaphor, and movement. Brave Practice uses theatre as a tool to help people connect together in community through deep listening, storytelling, and making art with empathy.

With practice, we know that bravery is a skill we can grow over time. By creating a community space for people to take supported risks, our company encourages participants to nurture the inherent bravery inside themselves. Especially in the context of the pandemic, where mental health struggles and isolation are at an all-time high, simply the act of coming together in community and being vulnerable can feel like a risk. We invite participants to explore themes such as deep listening, personal identity, community wisdom, care, and responsibility to bridge social divides and seek a deeper understanding of ourselves, other perspectives, and the human experience. Through storytelling, we work to acknowledge our shared humanity and celebrate our differences across identities and backgrounds (multiple and intersecting racial-ethnic, gender, sexual orientation, ability, religious/spiritual, national, and socioeconomic identities). As a company, we engage in ongoing learning and dialogue on the topics of diversity, equity, and inclusion, asset-based community development, civic engagement, and Playback skills and techniques to be of better service to our diverse community.

Brave Practice programming enhances WSM's current community engagement offerings. Ongoing workshops (both virtual and in-person, as permitted) add a low-barrier way for the community to become involved with WSM's community oral history and storytelling projects. This helps broaden our reach and attract new interest and support.

Q4

Total Grant Request Amount

\$5,000

Q5

What types of expenses will your grant be used to cover?

City funding will support the following activities of Brave Practice:

- Support for program expenses, including space rentals and supplies,
- Support for staff time dedicated to planning and implementation, and
- Support for ongoing learning and community dialogue

We are requesting \$5,000 to support the launch of Brave Practice as an ongoing community engagement program of Window Seat Media. As detailed in the budget, the overall cost of operating the program exceeds the anticipated revenue. Funding will enable us to facilitate Brave Practice planning, programming, and community partnerships. Funding will also help support space rentals, promotional and communications services, stipends for performers, incentives for community collaborators, and start-up costs. We have factored a percentage of Window Seat Media's operating and business expenses into the budget because WSM is functioning as the backbone support organization for Brave Practice's community engagement efforts. We are actively pursuing multiple funding streams to support community engagement at Window Seat Media so that community members can count on repeated offerings. Funding from the City of Olympia will be a crucial support to the success of this initiative.

Q6

Yes

Eligibility - To apply for this opportunity organizations must:- Have programs centered on arts and/or culture in Olympia- Minimum two-year history of continuous operation serving Olympia residents- Be a 501(c)3 non-profit organization- Have at least one ongoing arts program open to the public in Olympia- A City of Olympia Business License
Previous grant recipients must wait one granting cycle before reapplying
Does your program/organization meet eligibility?

Q7

How does your Arts/Culture Organization's prior experience ensure a successful project?

Window Seat is a community of multimedia storytellers in the South Puget Sound who use story as a catalyst for conversation, connection and change. We are especially committed to weaving the stories that have been forgotten, silenced, or ignored into the fabric of our public life. We do this because we believe we write our future with the stories we narrate, and we are committed to helping to create an inclusive, connected, and just world.

Oral history and personal narrative are at the center of our work. We experiment with a variety of formats - Playback Theatre, community conversations, podcasts, film screenings, exhibits, and more - to amplify local knowledge, share powerful ideas, and ask what is possible. We carry out our work in three primary ways:

- 1) We teach workshops in nonprofit storytelling, media literacy and oral history to support community engagement and local change-making;
- 2) We offer multimedia storytelling services to raise awareness and funds; and
- 3) We curate community oral history and storytelling projects to elevate local knowledge, share powerful ideas, and ask what is possible.

Our work is both highly collaborative and experimental. We love finding points of intersection with others to increase our collective impact through collaborative oral history and storytelling projects in the region. We have two paid part-time staff, one who is also the founder, and many collaborators (both paid and volunteer) who bring their unique skills to help further our mission. Our collaborators include multimedia storytellers, artists, academics, community organizers, and community organizations.

Our current and past community storytelling projects have included:

Window Seat Media launched in 2017 with Voices from the Harbor, an event series that was co-curated by Window Seat Media and The Evergreen State College with funding from Humanities Washington. The primary goal of Voices from the Harbor was to put the Grays Harbor region's history to work as a community development tool. Some of the project's core assumptions are that, if you know what to look for, a walk down the street can reveal the history of a community, a neighbor's memory can provide insight into the lessons and experiences of a generation of citizens. By creating a space for community conversations about the evolution of the Harbor, we added critical perspective to development efforts intended to solve contemporary issues like affordable housing and homelessness.

We launched our community oral history project, The Third Thirty, in partnership with Senior Services of South Sound in 2018. The Third Thirty is an ongoing community oral history project that invites South Sound elders to share their stories and memories about a moment in time or to explore a question or theme in relation to their own experience. The stories are gathered by Thurston County residents – many who are also in their “third thirty” years of life – who enroll in a workshop taught by WSM. Participants learn the art and practice of oral history, build their listening and interviewing skills, and consider the ethical issues of gathering and sharing other peoples' stories while interviewing a community member. We then share the stories through public readings, a podcast, and community exhibits. Our most recent exhibit was on display at Browsers Bookshop in downtown Olympia in October and featured six community leaders and artists, including Nat and Thelma Jackson, Harvest Moon, Pat Holm, Debe Edden, Tom Anderson and Lyn Hertz. The series will grow as it moves out Olympia City Hall and then to The Evergreen State College in the winter of 2022.

In 2019 and 2020 we curated a multimedia, multidisciplinary conversation series called InhaleExhale about death and dying in collaboration with local artists and people working in end-of-life care. The project is guided by a few questions: What are our “blueprints” for dying? Where do these stories come from and how do they inform the care we seek and receive? What stories challenge our understanding – or are challenging to hear – and what can we learn from them? We curated a variety of monthly events – from visual and performing arts events, to community conversations and nuts and bolts workshops – to explore these questions together.

Local and state-wide organizations and groups also hire Window Seat Media to provide multimedia storytelling services, like videos for fundraising events, and to host workshops that train organizations to do it themselves. Our past clients have included the Community Foundation of South Puget Sound, the Community Farmland Trust, CIELO, the Center for Washington Cultural Traditions (a program of Humanities Washington and the Washington State Arts Commission), and the Thurston Conservation District.

Our strength is partnership-driven projects that are grounded in authentic relationships with mutual benefit. We believe that Brave Practice builds on these values and will provide an even more accessible way for us to connect deeper to old and new friends within our community to share stories.

Q8

Please summarize the public benefit of your proposed project. Please describe in what ways this project will reach underserved communities.

Storytelling is a vital part of human life. It affords opportunity for reflection, deep listening, and engagement with ourselves, each other, and the world around us. In a society that has become more polarized, less civically engaged, and less willing to learn from different perspectives, community storytelling can nourish, heal, and strengthen our communal life. We understand that stories are told not only through words, but also through all oral traditions, including the food we grow and prepare, the music we make, dances we perform, our handicrafts, traditions, and rituals. We aspire to gather and share nuanced, layered stories with artistic and ethical integrity.

WSM is committed to walking our talk when it comes to diversity, equity, and inclusion. As a worker self-directed nonprofit with equal pay and shared leadership, we are a nimble organization that thrives on synergy, abundance thinking, and experimentation. We value human-centered relationships, community in our homeplace, collaboration, transparency, and trust. We work to tailor our offerings based on community needs and assets, engage in active inquiry to continually refine our practice, prioritize accessibility and cultural responsiveness in our programming, and center voices that have historically been in the margins.

Community-based collaborations with partner organizations through Brave Practice deepen our existing ties in the community. Over our 5 years of programming, Window Seat has collaborated with a diverse array of communities on community-driven storytelling projects, including CIELO, the South Sound Chapter of the Asian Pacific Islanders Coalition, the Center for Washington Cultural Traditions, and the Looking Back, Moving Forward project. Brave Practice is building a relationship with Khurshida Begum at ASHHO Cultural Community Center to co-produce events centering survivors, communities of color, and historically underserved community members. We are invested in building a long-term relationship with ASHHO and being of service where storytelling and oral history skills can serve alongside and in collaboration with some ASHHO community programming. On November 6, Brave Practice will take part in the Walk With Erin Jones event, where folx walk alongside each other to connect and create change. After everyone returns from the walk and can eat delicious ethnic comfort food cooked by chef Khurshida, they can participate in a Playback Theatre event, tell stories and listen deeply in community with Brave Practice. Community members will be invited to reflect on the theme of Pay it Forward: Stories of food, hunger, and how abundance can feed us all. We feel mission and value alignment with ASHHO and couldn't be more excited to explore ongoing collaborative possibilities.

There is great need to amplify the voices of those who have been forgotten, silenced, or ignored throughout history. We would love to partner with the City of Olympia so that we can share stories that lift up our shared humanity, celebrate our differences, and help us collectively make the world we want to live in.

Q9

How does this project expand or build upon the arts in our community?

Brave Practice was born from the legacy of the Heartsparkle Players, a longstanding community-centered Playback Theatre troupe in the South Sound region. Debe Edden, the artistic director of the Heartsparkle Players, has mentored Meg Rosenberg, co-founder of Brave Practice and the new Community Weaver at Window Seat Media, for the last half-decade. Debe has served as a creative collaborator, trusted advisor, and board member of Window Seat Media since its inception, and introduced Meg to Elaine Vradenburgh, Curator and Co-founded of WSM. Since graduating with their MPA (Evergreen, '18), Meg has honed an organizational plan for a new Playback Theatre company in the South Sound region. Running Brave Practice as a community engagement program through Window Seat Media is a dream of community service, connection, and social change coming true. Our kickoff public workshop took place on September 19, 2021 at the ASHHO Cultural Community Center. In October, Brave Practice and the Heartsparkle Players hosted a joint online performance on the theme 'Roots and Wings' to introduce Brave Practice to the local community and larger international Playback community. We look forward to a 2021-22 season full of workshops, joint-performances, and community partnerships.

Q10

Describe any other funding you have pursued for this project in addition to the Arts/Culture Organization's contributions and the City's matching grant. Please indicate whether the funding has been secured.

We have secured \$5,000 in funding from the Freas Foundation (the matching funds for this grant) and have submitted a request for \$10,000 from Humanities Washington. We have also committed \$2640 of our individual 2022 fundraising goal toward supporting this new program.

Q11

Project Expenses: please list a description and the amount of each project expense. (Eg. Artist fees: \$500)

Project Expense 1	Workshop space: \$450
Project Expense 2	Rehearsal space: \$300
Project Expense 3	Performance venue: \$250
Project Expense 4	Performer stipend: \$200
Project Expense 5	Promotional materials and communications services: \$100
Project Expense 6	Start-up costs: \$200
Project Expense 7	Operating costs: \$140
Project Expense 8	Community partner incentive: \$100
Project Expense 9	Business expenses: \$250
Project Expense 10	Staff time: \$21,600
Total Expenses	\$23,590

Q12

Project Income (Matching Funds): please list a description and the amount of each project income source (Eg. Ticket sales: \$500) this can include dollar and in-kind sources. (Note: volunteer hours can be included as "project income". Each volunteer hour is valued at \$31.72. To calculate the In-kind dollar value of your volunteer hours multiply the total number of hours by \$31.72. (Eg. 10 Volunteer Hours: \$317.20)

Project Income 1	Workshop Registration Fees: \$150
Project Income 2	Special events/Commissioned Performances: \$300
Project Income 3	Community-based Performance Revenue/Donations: \$500
Project Income 4	Secured/Match Grant (Freas Foundation): \$5,000
Project Income 5	Submitted Grant Proposals (Humanities WA): \$10,000
Project Income 6	Individual Gifts: \$2,640
Total Income (Matching Funds)	\$18,950
Grant Request Amount	\$5,000
Overall Total (Add total income & Grant Request amount)	\$23,950

Q13

Respondent skipped this question

Optional: Please upload any supplemental information.

Q14

Please attach verification of your organization's 501(c)3 status.

WSM_IRSLETTER.PDF (29.2KB)

#4

COMPLETE

Collector: Web Link 2 (Web Link)
Started: Friday, October 22, 2021 2:05:21 PM
Last Modified: Monday, October 25, 2021 2:40:42 PM
Time Spent: Over a day
IP Address: 73.239.30.82

Page 1: Grants to Arts and Culture Organization Application

Q1

Arts/Culture Organization Information

Name	Cody Clark
Arts/Culture Organization	Harlequin Productions
Address	202 4th Ave E
City/Town	Olympia
State/Province	WA
ZIP/Postal Code	98502
Email Address	cody@harlequinproductions.org
Phone Number	8147301460

Q2

Project Name

Pay What you Choose Night (PWYC) 2021-2022

Q3

Project Summary

Harlequin Productions (Harlequin) is a professional theatre company with a mission to invigorate, educate, and empower our community and all people to feel more, think more, play more, and judge less through the mirror of real live theatre. Harlequin has been producing professional theater and contributing to cultural enhancement and accessible arts in the South Sound for nearly 30 years. Harlequin Productions will address the lack of access to professional performing arts for those in our community who are or may be experiencing financial instability or reduced means. Harlequin believes that professional performing arts should be accessible to everyone, regardless of financial means or socioeconomic status. Harlequin's Pay What You Choose (PWYC) performances address this need by making performances, within each production of our 11 show season, accessible by allowing attending patrons to choose how much they would like to pay for ticket(s).

Q4

Total Grant Request Amount

\$5,000.00

Q5

What types of expenses will your grant be used to cover?

The city of Olympia's GACO grant will be spent on expenses that include standard operating expenses for the theatre such as cast and staff salaries, program materials, marketing, and the revenue loss incurred from the PWYC tickets which is estimated to be about a 75% revenue loss opposed to selling standard tickets.

Q6

Yes

Eligibility - To apply for this opportunity organizations must:- Have programs centered on arts and/or culture in Olympia- Minimum two-year history of continuous operation serving Olympia residents- Be a 501(c)3 non-profit organization- Have at least one ongoing arts program open to the public in Olympia- A City of Olympia Business License
Previous grant recipients must wait one granting cycle before reapplying
Does your program/organization meet eligibility?

Q7

How does your Arts/Culture Organization's prior experience ensure a successful project?

Throughout its history, Harlequin has produced theatrical works that evoke emotions, introduce new concepts, provoke thought, and build community connection. Harlequin has inspired thousands of audiences with more than 160 productions. This level of artistic professionalism has been possible only with the help of over 500 locally- and nationally-known paid actors, hundreds of local volunteers, a dedicated team of designers, its staff members, and now a new resident company.

Since 1999 our PWYC program has been incredibly successful in expanding equitable arts accessibility and previously provided 400 PWYC tickets a season. Previously Harlequin offered only one reserved performance per show. This was a concern of new management as well as patrons. Therefore, Harlequin recently began offering several different performance nights with a specific amount of PWYC seats available within regular-priced seats. This has proven very successful and in addition, Harlequin has expanded its purchasing options to allow PWYC patrons to reserve seating in person, over the phone, or via its website. Thanks to these changes Harlequin has projected that its PWYC tickets will expand to more than 1500 patrons in its 2021-22 season.

Q8

Please summarize the public benefit of your proposed project. Please describe in what ways this project will reach underserved communities.

Harlequin Productions is a cultural and economic asset to Thurston County. In January 2020, the Thurston County Economic Development Council conducted a study to evaluate Harlequin's economic impact. The study found that for every \$1.00 facilitated by Harlequin, \$2.03 returned to the local economy with \$1,770,431.71 in economic output and an additional \$77,499.30 in State and Local tax revenues. Our PWYC program works to expand this public benefit to underserved communities by entirely eliminating the financial burden of a ticket cost. The ability for patrons to choose their own ticket price empowers those who would otherwise not be able to attend a performance to have the same artistic and cultural experience as those able to pay the full ticket price. We see the vast majority of our Pay What You Choose attendees are college students, the elderly, and large families with children. Through collected and evaluated audience feedback we choose to expand our selection of available performances for the PWYC program as well as introduce new ways to purchase tickets.

This project creates a direct pathway for artistic accessibility. Harlequin believes that theatre is a uniquely relatable art form that can facilitate moving the needle in a positive direction around diversity, equity, and inclusion initiatives through the power of storytelling. Theatre's relatability creates an obligation for organizations like Harlequin to be a leader in these discussions. In its upcoming season, Harlequin presents works to give a more prominent voice in its community on essential topics like gun and school violence, social uprising, Native American land rights, and LGBTQA+ issues. These works are meant to expand the community's and the organization's journey into being an anti-racist and more equitable place for all.

Q9

How does this project expand or build upon the arts in our community?

Harlequin is a crucial organization in the revitalization of downtown Olympia. Harlequin ensures that community members have access to professional live theater. By offering a variety of ticketing discounts, Harlequin provides accessibility to a variety of diverse groups. In a previous 10 year average, Harlequin has attracted 14,000 ticketed audience members per season. In 2018 Harlequin underwent a leadership change that has brought a change in the general ethos of the organization's management, programming, and operations. With these changes, coupled with increased efforts in community engagement through its marketing department, Harlequin hopes to see a 40% increase in its ticket sales in its 2021-22 season for a total of 20,000 sold tickets. With these increased ticket sales and other increased developmental revenue goals, Harlequin commits to increasing its artists' and crew members' pay equity, ensuring a real living wage for all people who dedicate their time to creating theatre with Harlequin. The PWYC program will work to widen this impact to a more diverse audience and bring theatre to patrons who may not otherwise be considered a typical theatre-goer building upon the strong theatre community in the South Sound.

Q10

Describe any other funding you have pursued for this project in addition to the Arts/Culture Organization's contributions and the City's matching grant. Please indicate whether the funding has been secured.

Harlequin will continue to apply for grants and solicit corporate underwriting to continue the Pay What You Choose program. We currently have committed funding from The Vannerson Family Fund, a fund from The Community Foundation of South Puget Sound, ArtsWA, NEA, and Olympia Federal Savings Bank. We also have solicited funding from the Muckleshoot Tribe, the Tulalip Tribes community impact fund, and Tegna Foundation.

Q11

Project Expenses: please list a description and the amount of each project expense. (Eg. Artist fees: \$500)

Project Expense 1	Program Salaries & Benefits \$18,000
Project Expense 2	Program Materials & Other \$4,500
Project Expense 3	Advertising \$4,500
Project Expense 4	Theater Occupancy Expenses \$6,500
Project Expense 5	Administration Expenses 12% \$4,000
Total Expenses	\$37,500

Q12

Project Income (Matching Funds): please list a description and the amount of each project income source (Eg. Ticket sales: \$500) this can include dollar and in-kind sources. (Note: volunteer hours can be included as "project income". Each volunteer hour is valued at \$31.72. To calculate the In-kind dollar value of your volunteer hours multiply the total number of hours by \$31.72. (Eg. 10 Volunteer Hours: \$317.20)

Project Income 1	Ticket Sales \$7,500
Project Income 2	Grants \$15,000
Project Income 3	Fundraising – Other \$15,000
Total Income (Matching Funds)	\$32,500
Grant Request Amount	\$5,000
Overall Total (Add total income & Grant Request amount)	\$37,500

Q13

Respondent skipped this question

Optional: Please upload any supplemental information.

Q14

Please attach verification of your organization's 501(c)3 status.

Harlequin 501c3.pdf (741.9KB)



City Council

Review and Approve the Draft 2022 Legislative Agenda

Agenda Date: 12/14/2021
Agenda Item Number: 6.B
File Number:21-1212

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

Title

Review and Approve the Draft 2022 Legislative Agenda

Recommended Action

Committee Recommendation:

Not referred to a committee.

City Manager Recommendation:

Review, and after discussion, move to approve the draft 2022 City of Olympia legislative agenda.

Report

Issue:

Whether to approve the draft 2022 legislative agenda.

Staff Contact:

Susan Grisham, Legislative Liaison, 360.753.8244

Presenter(s):

Susan Grisham, Legislative Liaison

Background and Analysis:

Earlier this year, staff shared an initial draft of Olympia's Legislative Agenda. Council shared feedback and will presented an updated draft for review and approval.

Neighborhood/Community Interests (if known):

There are no specific community concerns regarding this item.

Options:

1. Approve the draft legislative agenda with no modifications.
2. Provide feedback on the draft legislative agenda and approve with modifications.
3. Do not provide feedback or approve the draft 2022 legislative agenda.

Financial Impact:

This item does not have a financial impact.

Attachments:

Draft 2022 Legislative Agenda

Olympia's 2022 Legislative Agenda

Olympia

Investing in the Capital City

- Olympia is the front door of Washington's State government.
- As the Capital City, Olympia embraces its role as host to the state.
- We value State employees and visitors who work, shop and dine in our downtown.

Olympia City Council

Cheryl Selby, Mayor
Jim Cooper
Clark Gilman
Yến Huỳnh
Dani Madrone
Lisa Parshley
Renata Rollins



Contact City Council

Susan Grisham, Legislative Liaison
360.753.8244
citycouncil@ci.olympia.wa.us

Administration

Jay Burney, City Manager
Keith Stahley, Assistant City Manager
Debbie Sullivan, Assistant City Manager

Direct State Investments to Address Chronic Homelessness, Affordable Housing, Mental Health and Chemical Dependency

Olympia has the highest percentage of rent-burdened households and concentration of unhoused individuals in Thurston County.

The City of Olympia supports:

- Further State leadership to expand mental health and chemical dependency resources to address the root causes of homelessness.
- Financial support for emergency and permanent supportive housing from the \$1.9 Trillion American Rescue Plan Act (ARPA) Dollars.
- The use of State property for the homeless and the State to manage encampments on their properties without the use of local jurisdiction resources.
- An amendment to the Residential Landlord-Tenant Act, specifically section RCW 59.18.040(1) exempting facilities established and operated by religious organizations and government entities.
- State leadership and support for renter/tenant protections, including rent control.

OTHER PRIORITIES IMPORTANT TO OLYMPIA

Clarifications to Police Reform Bills Passed in 2020

- E2SHB 1310 (Use of Force Regulations)
 - Clarify physical force to include additional circumstances related to behavioral health interventions; child protective custody; court orders; criminal investigations and assisting partners in securing a scene for safe response.
 - Clarify language related to exhausting de-escalation tactics.
- ESHB 1054 (Tactics and Equipment)
 - Modify restrictions on "firearms and ammunition of .50 caliber or greater" replacing it with "rifles of .50 caliber or greater."
 - Modify restrictions on vehicular pursuits expanding authority to engage in pursuits in certain circumstances and modifying supervisory control for pursuits in small jurisdictions.

Further Legislative Action Related to Climate Change

- Further state leadership is needed to reduce greenhouse gas emissions from the built environment, transportation and other sectors.
- State funding support is needed to help advance local climate mitigation and sea level rise adaptation efforts identified in the Regional Climate Mitigation Plan.

Solid Waste Reduction

- Legislation that reduces packaging and plastics, as well as improves recycling markets in Washington State.

\$1M for Structural and Design Improvements for the Armory to be Converted into an Olympia Cultural Campus

- The funding would assist with ADA compliance hazardous material survey and abatement; exterior right-of-way improvements (additional/accessible parking, sidewalks, exterior lighting, safety and code improvements); landscape improvements; retrofit windows; design fees; and permitting.

\$5 Million to Close Funding Gap for Fones Road Improvements

- This \$16M project reconstructs a key corridor with a wide mix of uses; addresses failing pavement conditions; significantly improves pedestrian & cyclist safety; addresses traffic congestion and freight mobility needs.

\$ 6 M for Design and Right-of-Way Acquisition for New US 101 Interchange Ramps in West Olympia

- The Cooper Point Road/Black Lake Boulevard intersection is failing.
- Addressing congestion in this critical area requires more access from US 101 to West Olympia.

Changes to the Property Tax Levy Lid Lift

The current 1% levy lid restricts revenue growth when costs are increasing more than 1% per year. The City Supports:

- Raising the levy lid lift more than 1% for specific projects or initiatives.
- Raising the levy lid lift based on the rate of inflation or 1% annually, whichever is higher.

City Staff Contacts

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Public Works Director

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December 2021



City Council

Approval of the 2022 City Council Retreat Agenda

Agenda Date: 12/14/2021
Agenda Item Number: 6.C
File Number:21-1213

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

Title

Approval of the 2022 City Council Retreat Agenda

Recommended Action

Committee Recommendation:

Not referred to a committee.

City Manager Recommendation:

Move to approve the 2022 City Council Retreat agenda.

Report

Issue:

Whether to approve the 2022 City Council Retreat agenda.

Staff Contact:

Jay Burney, City Manager, 360-753-8740

Presenter(s):

Jay Burney, City Manager

Background and Analysis:

Annually the City Council holds a retreat to consider priorities for the upcoming year and discuss other issues or topics of importance to the Council and the community. This year's retreat will be held Friday and Saturday, January 14 and 15, 2022.

Neighborhood/Community Interests (if known):

There are no known specific concerns regarding approval of the draft retreat agenda.

Options:

1. Approve the draft agenda.
2. Do not approve the draft agenda.
3. Approve the draft agenda with amendments.

Financial Impact:

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

There is no financial impact related to approval of the agenda.

Attachments:

None

City of Olympia 2022 Council Retreat: Draft Agenda

Day One: January 14, 2022 (Council, City Executive Team)

8:00 – 8:30 Set up

8:30 – 9:00 Breakfast and coffee/Warm up

9:00 – 9:30 | Welcome/Session overview

- Agenda Overview
- Meeting Roles and Responsibilities (Council, Exec Team, Facilitators)
- Short introductions
- What we heard: Summary of pre-retreat feedback/goals
- Meeting Ground rules

9:30 – 10:15 | Getting to Know You

- Introductions: *Name, role, background, what's important to me as a professional (councilmember, leadership team member) and how that influences how I will work with the Council/the City, what you need to know about me to work best with me as a partner*
- StrengthsFinders: Preview of future discussion

10:15 – 11:00 | The 'Re-Set': New Council and New Relationships

- The year in review: Where we succeeded; where we need to improve
- Dynamic Homeostasis: A human system's ability to reach a new level of equilibrium in response to changes in the environment.
- Onboarding Dontae Payne: Information Sharing

11:00 – 11:15 | BREAK

11:15 – 12:15 | Relationship Management: Intentionality in Rules of Engagement

- How do we want the Council to be perceived by and what does this mean for how councilmembers work with each other?:
 - The community, staff, the Council itself
- Rules of Engagement: Redux

12:15 – 1:30 | Lunch 'Perspective Scavenger Hunt' (lunch with City team – assignment before lunch)

1:30 – 2:00 | Scavenger Hunt Report Backs

- Significant learnings (3 things in 3 minutes – 3 min/group)

2:00 – 3:15 | Needs and Expectations: Council and Executive Team

- Definition of Success
- Needs from the Other Group
- What you are willing to Invest

3:15 – 3:30 | BREAK

3:30 – 5:15 | City and Council Priorities

- Council and City Priorities: Review of priorities (new and existing)
- Evaluation of priorities: Difficulty, cost, risk, staff time
- Metrics for 2022 (Where should we be at the end of the year or each priority)
- Departmental Priorities: Staff Direction
- Preliminary 2022 work plan

5:15 – 5:30 | Closing Comments and Next Steps

6:00 – 8:30 | Council Dinner

Day Two: January 15, 2022 (Council and City Management Team)

9:00 – 9:30 | Session Overview

- Recap of Day One: Overnight thoughts, takeaways, and needs
- Agenda Overview
- Meeting Roles and Responsibilities (Council, City Management Team, Facilitators)

9:30 – 10:45 | 2022 Work Plan

- Plan for achieving priorities
- Roles and responsibilities
- Barriers to success and potential resolutions
- Expectations

10:45 – 11:00 | BREAK (can take any time in above)

11:00 – 11:45 | Getting to Know You: Reprise

- **StrengthsFinders:** Leading from your strengths: *My strengths (see StrengthsFinders) and how they influence my work City; how I work and learn; best way to work with me*
- **Leading from our Strengths:** What organizations need from leaders: Trust, Stability, Compassion, Hope
- How that relates to the City of Olympia

11:45 – 12:30 | Lunch (working lunch; can continue morning discussions as needed)

12:30 – 1:30 | Committee Assignments and Mayor Pro tem

- Role of Mayor Pro tem: What does this role do/expectations?
- Future vision: How should the Mayor Pro tem be selected and for how long?
- Mayor Pro tem selection
- Committee values: What does the Council value relative to committee assignments?
- Future vision: How should committee assignments work relative to these values? How long should a councilmember be on any committee?
- Committee selection/assignment exercise and documentation

1:30 – 1:45 | BREAK (can take any time in below)

1:45 – 2:45 | Communication, Decision-Making, Dispute Resolution

- Development of Operational Agreements
 - How the Council communicates internally
 - How the Council makes decisions
 - How the Council resolves disputes

2:45 – 3:00 | Closing Remarks and Next Steps



City Council

2021 Year-End Highlights

Agenda Date: 12/14/2021
Agenda Item Number: 6.D
File Number:21-1210

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

Title

2021 Year-End Highlights

Recommended Action

Committee Recommendation:

Not referred to a committee.

City Manager Recommendation:

Receive a year-in-review presentation on 2021 highlights.

Report

Issue:

Whether to receive a presentation on 2021 accomplishments.

Staff Contact:

Kellie Purce Braseth, Strategic Communications Director, City Manager's Office, 360.753.8361

Presenter(s):

Kellie Purce Braseth, Strategic Communications Director

Background and Analysis:

Staff will provide an overview of the City's significant accomplishments for 2021.

Neighborhood/Community Interests (if known):

None.

Options:

1. Receive the year-in-review presentation.
2. Do not receive the year-in-review presentation.
3. Received the year-in-review presentation at another time.

Financial Impact:

There is not a financial impact associated with the presentation.

Attachments:

None