



# Meeting Agenda

## City Council

City Hall  
601 4th Avenue E  
Olympia, WA 98501

Information: 360.753.8244

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**Tuesday, December 6, 2022**

**7:00 PM**

**Council Chambers, Online and Via  
Phone**

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### Register to Attend:

[https://us02web.zoom.us/webinar/register/WN\\_Q6\\_tB5L0Qty7ImNWR7cNmg](https://us02web.zoom.us/webinar/register/WN_Q6_tB5L0Qty7ImNWR7cNmg)

## 1. ROLL CALL

### 1.A ANNOUNCEMENTS

### 1.B APPROVAL OF AGENDA

## 2. SPECIAL RECOGNITION

### 2.A [22-1149](#) Special Recognition - Reimagining Public Safety Community Work Group

**Attachments:** [Project Overview](#)  
[Engage Olympia - Hyperlink](#)

## 3. PUBLIC COMMENT

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

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

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

## COUNCIL RESPONSE TO PUBLIC COMMENT (Optional)

## 4. CONSENT CALENDAR

*(Items of a Routine Nature)*

### 4.A [22-1144](#) Approval of the November 22, 2022 City Council Meeting Minutes

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

- 4.B**     [22-1148](#)     Acceptance of the Community Work Group's Reimagining Public Safety Recommendations

**Attachments:**   [Reimagining Public Safety Recommendations](#)  
                         [Project Overview](#)  
                         [Engage Olympia Site](#)

- 4.C**     [22-1088](#)     Approval of a Resolution Authorizing an Interlocal Agreement with the Nisqually Indian Tribe for Jail Services

**Attachments:**   [Resolution](#)  
                         [Agreement](#)

- 4.D**     [22-1156](#)     Approval of a Resolution Adopting the Transportation Improvement Program

**Attachments:**   [Resolution](#)  
                         [TIP Project Summary 2024-2029](#)  
                         [TIP WSDOT Technical Report 2024-2029](#)

- 4.E**     [22-1161](#)     Approval of a Resolution Authorizing the First Amendment to Interlocal Agreement with the City of Tumwater for the Study of a Regional Fire Authority

**Attachments:**   [Resolution](#)  
                         [Amendment](#)  
                         [Agreement](#)

#### **4. SECOND READINGS (Ordinances) - NONE**

##### **4. FIRST READINGS (Ordinances)**

- 4.F**     [22-1143](#)     Approval of an Ordinance Updating Impact Fees

**Attachments:**   [Ordinance](#)

- 4.G**     [22-1129](#)     Approval of an Ordinance Revising Fees for Engineering, Building and Land Use Permits, and Plan Review

**Attachments:**   [Ordinance](#)

- 4.H**     [22-1150](#)     Approval of an Ordinance Amending Ordinance 7344 (Fourth Quarter Budget Amendment)

**Attachments:**   [Ordinance](#)

- 4.I**     [22-1157](#)     Approval of an Ordinance Relating to Utility Fees and Charges and Amending Section 4.24.010 of the Olympia Municipal Code

**Attachments:**   [Ordinance](#)

- 4.J**     [22-1145](#)     Approval of an Ordinance Adopting the 2023 Operating, Special Funds,

## Capital Budget, and Capital Facilities Plan: 2023-2028 Financial Plan

Attachments: [Ordinance](#)

**5. PUBLIC HEARING**

- 5.A** [22-1155](#) Public Hearing to Consider Formation of a Regional Fire Protection Authority and Approval of a Plan for Its Governance, Operation, and Financing, Including a Fire Benefit Charge

Attachments: [Presentation](#)  
[Regional Fire Authority Plan](#)

**6. OTHER BUSINESS**

- 6.A** [22-1160](#) Approval of a Joint Resolution with the City of Tumwater to Form a Regional Fire Protection Authority and Approve an Operations and Finance Plan Related Thereto, and Providing for Submission to the Voters at the April 25, 2023, Special Election of the Cities of Olympia and Tumwater a Ballot Proposition to Create a Regional Fire Protection Service Authority Within the Boundaries of the Cities of Olympia and Tumwater and Approve an Operations and Finance Plan Related Thereto

Attachments: [Resolution](#)  
[Regional Fire Authority Plan](#)

- 6.B** [22-1128](#) Approval of the 2023 Grants to Arts and Culture Organizations

Attachments: [The Bridge Music Project Application](#)  
[Collaborative Association for Reintegration & Education \(CARE\) Application](#)  
[West Central Park Project Application](#)  
[Earthbound Productions Application](#)  
[Arbutus Folk School Application](#)

**7. CONTINUED PUBLIC COMMENT**

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

**8. 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 - Reimagining Public Safety Community Work Group

**Agenda Date:** 12/6/2022  
**Agenda Item Number:** 2.A  
**File Number:** 22-1149

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

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#### **Title**

Special Recognition - Reimagining Public Safety Community Work Group

#### **Recommended Action**

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

Not referred to a committee.

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

Recognize the Reimagining Public Safety Community Work Group

#### **Report**

##### **Issue:**

Whether to recognize the Reimagining Public Safety Community Work Group

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

Stacey Ray, Strategic Planning & Performance Manager, Office of Performance & Innovation  
(360.753.8046)

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

Stacey Ray, Strategic Planning and Performance Manager  
Wade Uyeda, Community Work Group Member  
Chris Belton, Community Work Group Member  
Christina Daniels, Community Work Group Member  
Larry Jefferson, Community Work Group Member  
Malika Lamont, Community Work Group Member  
Vanessa Malapote, Community Work Group member  
Todd Monohon, Community Work Group Member  
Ally Upton, Community Work Group Member

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

In February 2021, the Olympia City Council approved a community-led process to reimagine public safety, with the goal of ensuring the City's public safety system is just, equitable and without bias.

The process launched in July 2021, led by a nine-member Community Work Group (Work Group)

whose role it was to learn about the City's public safety system, hold listening sessions with the community, and reflect what they learned in a set of recommendations to the City Council. One group member, Dr. Matt Goldenberg, needed to step down mid-way through the process due to professional obligations.

The remaining eight Community Work Group's members represented a diverse cross-section of Olympia's demographics, expertise, and experiences. They put in the time to learn about the public safety system, one another's personal and professional experiences, and community members' experiences with Olympia's public safety system.

Over the last 18 months, the Work Group met over 20 times, held two retreats, and has hosted two surveys on Engage Olympia, seven listening sessions, and ten focus groups. They extended the project timeline and their participation in this work twice, so that they could engage more community members and work together to deliver recommendations that are inclusive and represent the needs of our community.

The purpose of tonight's special recognition is to acknowledge the leadership and collaboration the Work Group demonstrated throughout this process, and to celebrate the group's exceptional commitment to delivering their recommendations to the City Council.

**Attachments:**

Project Overview  
Engage Olympia Site

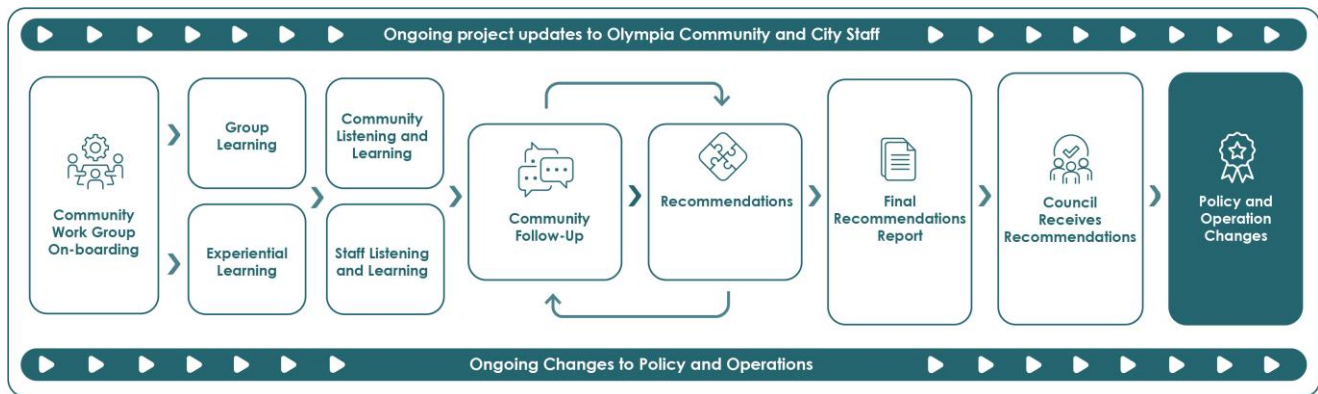


# Reimagining Public Safety

## Building trust with everyone.

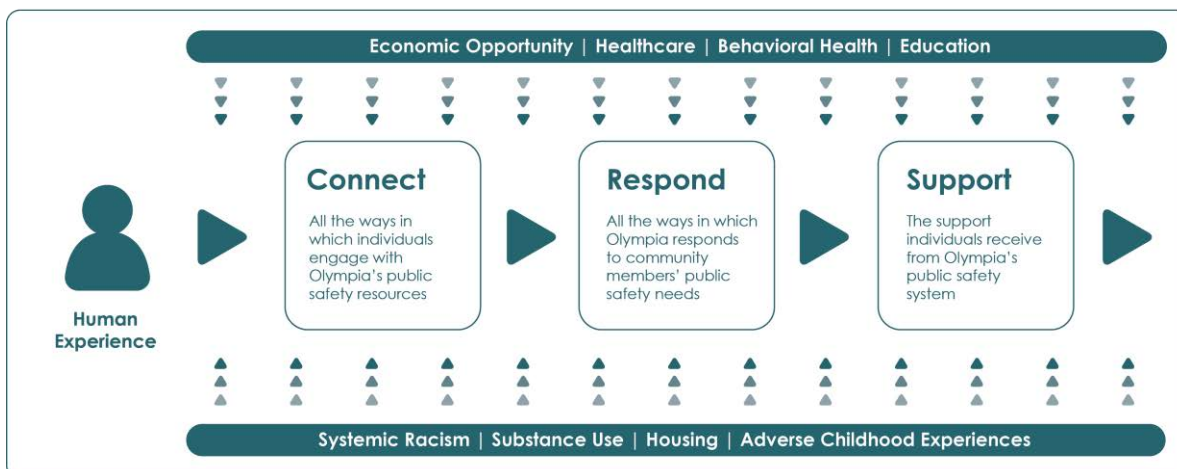
In Spring 2021, the Olympia City Council approved a community-led process to reimagine public safety in the City with a **goal of producing a public safety system that fosters trust and works for everyone.**

The City launched an inclusive, community-led process in July 2021 to **evaluate and make recommendations for enhancing its public safety system.** It is led by a Community Work Group made up of nine community members who represent a cross-section of Olympia's demographics, expertise, and experiences. They are dedicated to listening carefully to community members and working together to prepare recommendations that represent the needs of our community. The reimagining process will culminate in August 2022 with the Work Group delivering a set of recommendations to City Council.



## Learning from each person's unique perspective.

**The City's approach focuses on the human experience** using a three-part framework for reimagining public safety. We look at the system in terms of how people **connect** with the City's public safety system, how our system **responds** to the needs of community members, and how our system **supports** those who are navigating through it and into the community.



While recognizing that many far-reaching societal factors (education, behavioral health, racism, etc.) can influence public safety in general, this process looks specifically at the City's public safety system, including areas like policing, corrections, prosecution, defense, courts, and medical and fire response.

## How can community members participate?

The Community Work Group will hold a survey and host listening-and-learning sessions to hear individuals' experiences with the City's public safety system. The insights they gather will shape the recommendations they bring to City Council.

*"I am asking our community to work with us to reimagine the City's public-safety system. I want everyone in Olympia who engages with us – whether it is a response to a call for service or working through our criminal-justice system – to trust that our public-safety system is just, equitable and without bias."*

*- Jay Burney, Olympia City Manager*

## Get involved.

- ☐ Subscribe to City of Olympia "Community Safety, Health & Livability" updates at [olympiawa.gov/news](https://olympiawa.gov/news) for more info on the Listening-and-Learning Sessions.
- ☐ Visit [engage.olympiawa.gov/publicsafety](https://engage.olympiawa.gov/publicsafety) for more on the Community Work Group Members, including their bios.
- ☐ Contact Stacey Ray, Strategic Planning & Performance Manager ([sray@ci.olympia.wa.us](mailto:sray@ci.olympia.wa.us))

- [Sign in](#)
- [Register](#)



[Home](#) / [Reimagining Public Safety](#)

## Reimagining Public Safety



# Reimagining Public Safety

City of Olympia

## What's happening?

In February 2021, the Olympia City Council approved a community-led process to reimagine public safety for the City, with a goal of producing a public safety system that fosters trust and works for everyone.

The City launched this community-led and inclusive process in July 2021 to evaluate and make recommendations for enhancing its public-safety system. While recognizing that many far-reaching societal factors can influence public safety in general, this process looks specifically at the City's public safety system, including areas like policing, corrections, prosecution, defense, courts, and medical and fire response.

The process is being led by a Community Work Group made up of nine community members who represent a cross-section of Olympia's demographics, expertise and experiences. They are dedicated to listening deeply, working collaboratively with each other and reflecting what they hear from the community.

- [Read Community Work Group bios](#)

## City Council to consider accepting final recommendations on Dec. 6

Throughout April and May, the Community Work Group on Reimagining Public Safety held a series of six virtual and in-person community listening-and-learning sessions and collected input through an online survey. Over 400 community members participated in either small group discussions at the sessions or through the online survey.

From April to October, The Work Group sought to hear from community members with a diversity of perspectives and life experiences, hosting a series of small focus groups to gather input from community members underrepresented in the listening-and-learning sessions and survey.

In November, the Work Group shared a set of draft recommendations with the City Council Community Livability & Public Safety Committee, and launched a survey to collect input from community members from Nov. 7-Nov. 21.

After having reviewed the community input, the Work Group will now share their final recommendations with the City Council on Dec. 6.

- [Read the draft recommendations](#)

NEWS FEED	SURVEYS	IDEAS
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### Council to consider final recommendations

01 Dec 2022



The Reimagining Public Safety Community Work Group has finished collecting and considering community input on their [draft recommendations](#), which include guiding principles, goals, strategies, and actions.

On Dec. 6 City Council will host a 5:30 p.m. Work Session with the Community Work Group to receive their final recommendations. At their 7 pm Business Meeting, City Council will consider formally accepting the Reimagining Public Safety Recommendations.

## Community Work Group recommendations

01 Nov 2022



The Reimagining Public Safety Community Work Group has finished holding community listening sessions and has developed draft recommendations for the City Council. Community members are invited to provide input on the recommendations through an Engage Olympia survey from Nov. 7 – Nov. 21.

The Community Work Group's draft recommendations, which will include guiding principles, goals, strategies, and actions, will be shared at the November 9th Community Livability & Public Safety Committee.

On Dec. 6 City Council will host a 5:30 p.m. Work Session with the Community Work Group to receive their final recommendations. At their 7 pm Business Meeting, City Council will consider formally accepting the Reimagining Public Safety Recommendations.

## Reimagining Public Safety listening session for Black community Oct. 27

30 Sep 2022



In a continuation of its ongoing outreach efforts, the Reimagining Public Safety Work Group will host an additional listening session for Black community members on Thursday, Oct. 27. Black community members, and others, are invited to attend and share their experiences and the impacts of anti-Black racism in our community from 6 to 8 p.m. at Risen Faith Fellowship, 2149 4th Avenue E. Olympia, WA.



The Reimagining Public Safety Community Work Group has been responsive to community participation needs and concern. This listening session reflects a continuation of this aim and recognizes this moment of heightened interest in the Reimagining

[Continue reading...](#)

## Planning for Oct. 27 Black Community Listening Session in Progress

23 Sep 2022



The City of Olympia and its [Reimagining Public Safety Work Group](#) are continuing to listen and learn about how people feel, what they experience, and steps that can be taken to reimagine public safety. We're in the process of creating a safe space and moment for Olympia's Black community to come together and share. It's an opportunity to contribute additional knowledge and understanding to what the Work Group is gathering and learning from our community, and to continue to inform the recommendations they will develop for the City Council.

The listening session will take place from 6 to 8 p.m. on Thursday, Oct. 27. The location is still being confirmed. If you are a member of the Black community, we invite you to stay connected and informed by contacting Reimagine Public Safety Project Manager Stacey Ray at [sray@ci.olympia.wa.gov](mailto:sray@ci.olympia.wa.gov).

## Ongoing community outreach

16 Aug 2022



The Work Group is still seeking to hear from community members with a diversity of perspectives and life experiences. In July, August, and September, the Work Group is partnering with community groups, individuals, faith communities, and others to host small focus groups to gather input from community members underrepresented in the listening-and-learning sessions and online survey. The Work Group views this outreach as critical to meeting the goals they established for this process:

- Include diverse and inclusive perspectives and experiences
- Hear from historically marginalized community members
- Listen and learn from those with lived experience; and
- Create brave spaces for honest sharing and dialogue

The Work Group will next share the input they've gathered and talk about possible recommendations with the City Council Committee on Community Livability & Public Safety on November 9.

## Updated community input summary

27 Jun 2022



A high-level summary of input collected from listening-and-learning sessions, focus groups, and surveys is available now.

This is an updated summary that reflects input collected as of June 9, 2022. This data update provides a window into what has been heard so far, and it can change as more community input is collected.

- [View the summary.](#)

## Virtual Town Hall with new Police Chief

23 Jun 2022



The City of Olympia will host a Virtual Town Hall with new Police Chief Rich Allen on Tuesday, June 28, 2022, at 6 p.m.

The Town Hall is an opportunity for the community to learn more about Olympia's new Police Chief, the work the Police Department is undertaking, and Allen's plans for the Department's future.

Olympia's Virtual Town Halls provide a safe gathering space for the community to learn and understand the issues and topics important to the City. Attendees will be able to submit questions live through a moderator during the event.

Residents can attend the Virtual Town Hall over Zoom using the following link: <https://us02web.zoom.us/j/88315612985>.

[Continue reading...](#)

## Rich Allen named Olympia's permanent Police Chief

16 Jun 2022



Olympia City Manager Jay Burney has named Interim Police Chief Rich Allen as the City of Olympia's new, permanent Police Chief. Allen has led the Olympia Police Department as interim chief since October 2021. Allen has worked in law enforcement for 30 years. His first experience in the field came as a 15-year-old volunteer with the Olympia Police Department's Police Explorers Program.

[Continue reading...](#)

## High-level summary of community input available

07 Jun 2022



A high-level summary of input collected from listening-and-learning sessions and responses to a community-wide online survey is available now. The summary reflects input that has been collected as of May 18, 2022. This data update provides a window into what has been heard so far, and it can change as more data is collected from additional listening-and-learning sessions, focus groups and survey responses.

- [View summary of community input](#)

## Seeking Input from Faith Community Members and Leaders

18 May 2022



The City is seeking input from *faith community members and leaders* at our next “Listening-and-Learning Session” on **Tuesday, May 31 | 6-8 p.m.\*** [Register now >](#)

We want to understand how you have experienced Olympia’s public safety system as a religious community or through your ministry programs and outreach efforts.

- What does feeling safe and being safe mean to you and those you serve?
- What should the City keep doing? What could we change?
- How will we know if our safety system is improving?

Your insights will help our diverse, nine-member Community Workgroup form their recommendations to the Olympia City Council this summer.

Please join us!

### Reimagining Public Safety

#### Listening-and-Learning Session: Faith Communities

Where: [The United Churches of Olympia](#)

When: Tuesday, May 31 | 6-8 p.m.

[Register now >](#)

Unable to attend? You can still share your perspective [HERE](#).

Previous

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Page last updated: 01 Dec 2022, 10:34 AM

## Who's Listening

### Jay Burney

City Manager

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



### Stacey Ray

Strategic Planning & Performance Manager  
City of Olympia

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



## Timeline



### Phase 1: Early learning

*March-June 2021*

Interviews with stakeholders, presentations to Ad Hoc Committee on Public Safety, work session with City Council.



### Phase 2: Community Work Group onboarding

*June-Aug 2021*

Ten-member workgroup learns about Olympia criminal justice system and prepares for community conversations.



**Phase 3: Community Work Group and City Council learn about the City's public safety system**

*Oct.-Jan. 2022*



**Phase 4: Community Work Group hosts Listening-and-Learning Sessions with community members/groups.**

*April-Oct 2022*



**Phase 5: Develop and Deliver Recommendations to the City Council**

*Oct-Dec 2022*

## Documents



Draft recommendations (324 KB) (pdf)



Updated community input summary: June 24, 2022 (85.7 KB) (pdf)



Community input summary: May 26, 2022 (78.1 KB) (pdf)



Public-Safety-At-A-Glance-042722.pdf (211 KB) (pdf)



Social Justice & Equity Commission Commitments in Action (215 KB) (pdf)



Summary of Stakeholder Interviews (156 KB) (pdf)

 [Evolving Response Timeline \(1.61 MB\) \(pdf\)](#)

 [Public-Safety-Snapshots-042722.pdf \(850 KB\) \(pdf\)](#)

 [Presentations to the Ad Hoc Committee for Public Safety](#)

[more..](#)

## Email updates



## STAY INFORMED

Subscribe to our "Community Safety, Health & Livability" group to get email updates about this project

[olympiawa.gov/subscribe](https://olympiawa.gov/subscribe)

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

## City Council

### Approval of the November 22, 2022 City Council Meeting Minutes

**Agenda Date:** 12/6/2022  
**Agenda Item Number:** 4.A  
**File Number:**22-1144

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

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**Title**

Approval of the November 22, 2022 City Council Meeting Minutes





# Meeting Minutes - Draft

## City Council

City Hall  
601 4th Avenue E  
Olympia, WA 98501

Information: 360.753.8244

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**Tuesday, November 22, 2022      5:30 PM      Council Chambers, Online and Via Phone**

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### Special Meeting Register to Attend:

[https://us02web.zoom.us/webinar/register/WN\\_YSzvPAu9Q7WxsjKEZUzTaA](https://us02web.zoom.us/webinar/register/WN_YSzvPAu9Q7WxsjKEZUzTaA)

#### 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 Dontae Payne

#### 1.A ANNOUNCEMENTS

Mayor Selby read a statement regarding the recent shooting at an LGBTQ+ club in Colorado Springs.

#### 1.B APPROVAL OF AGENDA

The agenda was approved.

#### 2. SPECIAL RECOGNITION

##### 2.A [22-1116](#) Special Recognition - Small Business Saturday

Councilmember Yến Huỳnh read a proclamation recognizing Small Business Saturday on November 26.

The recognition was received.

#### 3. PUBLIC COMMENT - NONE

#### 4. CONSENT CALENDAR

##### 4.A [22-1113](#) Approval of the November 15, 2022 City Council Meeting Minutes

The minutes were adopted.

##### 4.B [22-1117](#) Bills and Payroll Certification

Payroll check numbers 93862 through 93950 and Direct Deposit transmissions: Total:

\$3,730,194.46; Claim check numbers 3750274 through 3752302: Total:  
\$11,454,896.83.

**The decision was adopted.**

- 4.C**     [22-1028](#)     Approval of a Resolution Authorizing an Intergovernmental Agreement with Thurston County for Paramedic Services

**The resolution was adopted.**

- 4.D**     [22-1096](#)     Approval of a Resolution Authorizing an Amendment to an Interlocal Agreement with Lewis County for Use of Jail Facilities

**The resolution was adopted.**

- 4.E**     [22-1104](#)     Approval of a Resolution Authorizing the renewal and extension of a lease of City-Owned Property Located at 116 4th Avenue W to the Great India Cuisine, Inc.

**The resolution was adopted.**

- 4.F**     [22-1110](#)     Approval of a Resolution Authorizing a Subordination Agreement with the Housing Authority of Thurston County of a Community Development Block Grant Loan

**The resolution was adopted.**

#### **4. SECOND READINGS (Ordinances)**

- 4.G**     [22-1067](#)     Approval of an Ordinance Amending Olympia Municipal Code Chapter 8.24. to Ensure Compliance to the "Right to Report" Provision of the Violence Against Women Act Reauthorization Act of 2022

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

- 4.H**     [22-1070](#)     Approval of an Ordinance Amending Olympia Municipal Code Section 2.100.710 Relating to the Cultural Access Program Advisory Board for the Inspire Olympia Program

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

#### **Approval of the Consent Agenda**

**Councilmember Madrone moved, seconded by Councilmember Parshley, 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 Payne

**4. FIRST READINGS (Ordinances) - NONE****5. PUBLIC HEARING - NONE****6. OTHER BUSINESS****6.A [22-1118](#) Final 2023 Operating Budget Presentation**

Councilmember Parshley discussed the final budget recommendation as the Chair of the Finance Committee.

Interim Public Works Director Mark Russell reviewed sidewalk policy and transportation capital funding. Principal Planner Joyce Phillips discussed the final updates to the Capital Facility Plan.

City Manager Jay Burney reviewed the utility rate changes, impact fees, BLS/CARES, preliminary budget overview, budget changes from preliminary, budget enhancements, current year end list/unfunded needs and special revenue funds.

Councilmembers asked clarifying questions.

**Councilmember Parshley moved, seconded by Councilmember Huynh, to direct staff to bring forward an Ordinance for Council consideration on the 2023 Operating Budget and the 2023 - 2028 Capital Facilities Plan as presented by staff. 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 Payne

**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**

City Manager Burney reported that he is thankful to be part of the Olympia community, City and employees.

**10. ADJOURNMENT**

The meeting adjourned at 6:48 p.m.



## City Council

### Acceptance of the Community Work Group's Reimagining Public Safety Recommendations

**Agenda Date:** 12/6/2022  
**Agenda Item Number:** 4.B  
**File Number:** 22-1148

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

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#### **..Title**

Acceptance of the Community Work Group's Reimagining Public Safety Recommendations

#### **Recommended Action**

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

The Community Livability and Public Safety Committee met on November 9 and unanimously accepted the Community Work Groups Recommendations and directed staff to forward them to the full Council for consideration.

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

Move to accept the Community Work Group's Reimagining Public Safety recommendations.

#### **Report**

##### **Issue:**

Whether to accept the Community Work Group's Reimagining Public Safety recommendations.

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

Stacey Ray, Strategic Planning and Performance Manager, Office of Performance and Innovation,  
360.753.8046

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

Stacey Ray, Strategic Planning and Performance Manager

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

In February 2021, the Olympia City Council (Council) approved a community-led process to reimagine public safety, with a goal to ensure the City's system is just, equitable, and without bias. The process launched in July 2021, led by a Community Work Group (Work Group) whose role it was to learn about the City's public safety system, hold listening sessions with the community, and reflect what they learned in a set of recommendations to the City Council.

The Work Group hosted extensive public engagement opportunities, made shifts to their approach and timeframe, and worked to remove barriers to community members participating and feeling safe to share their honest input. They gathered input by hosting surveys on *Engage Olympia*, broad-based listening sessions, and small focus groups.

The purpose of this agenda item is for Council to consider accepting the Community Work Group's final recommendations, which include four guiding principles, five goals, and 21 strategies with associated actions.

Councilmembers held a Study Session and received a brief overview of the process, community input on the draft recommendations, and the recommendations themselves, including any changes made since the Work Group's November 9 Work Session with the Community Livability & Public Safety Committee. Councilmembers participated in a panel discussion with the Community Work Group, during which members shared their experiences leading this process, and how what they learned is reflected in their recommendations and priorities.

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

There has been broad community member interest in a community engagement process to reimagine public safety in Olympia. After the Work Group completed their recommendations, staff notified community partners who supported listening sessions and focus groups and launched an *Engage Olympia* survey that resulted in feedback from over 65 respondents.

**Options:**

1. Accept the Community Work Group's Reimagining Public Safety recommendations.
2. Accept the Community Work Group's Reimagining Public Safety recommendations with changes as directed by the City Council.
3. Do not accept the Community Work Group's recommendations; refer to the Community Livability and Public Safety Committee for additional discussion.

**Financial Impact:**

The City's proposed 2023 Operating Budget includes \$287,000 to support furthering the analysis and implementation of the Reimagining Public Safety recommendations.

**Attachments:**

Reimagining Public Safety Recommendations  
Project Overview  
Engage Olympia Site

# Reimagining Public Safety Recommendations

Last Revised: 11/28/22

Purpose: All members of our community can trust that the City’s public safety system is just, equitable, and without bias.

Guiding Principles:

*Any decisions we make, or actions we take...*

- will not perpetuate or cause additional physical, psychological, or economic harm to any member of the community
- will be pro-equity and anti-racist in nature
- will be based on meaningful collaboration and authentic engagement among everyone in the community
- will be based on the best available information and progress will be measured and regularly reported to the community

Goals:

- 1) Build trust and legitimacy in the City’s public safety system.
- 2) Reduce overall crime by addressing root causes.
- 3) Acknowledge and correct the disproportionate impacts the public safety system has on marginalized community members.
- 4) Reduce the number of individuals who connect initially and repeatedly with law enforcement and the criminal justice system.
- 5) Ensure the public safety system is accessible and responsive.

Goal #1: Build trust and legitimacy in the City’s public safety system.			Lead/Partners	Timeline		
STRATEGY #	STRATEGY	ACTIONS	Lead/Partners	2023-24	2025-28	2028+
1.1	Center the City’s public safety system on moving people towards wellness	<ul style="list-style-type: none"><li>• Clearly define the components of the public safety system and what community members need to feel safe (health, emergency response, policing, housing, courts, etc.).</li><li>• Establish a vision, mission, and values for the City public safety system that reflect our community.</li><li>• More clearly identify the City’s role in relationship to community organizations and non-profits, and regional partners.</li></ul>				

		<ul style="list-style-type: none"> <li>Establish a culture that eliminates bureaucracy and centers the needs of real people in the development and implementation of processes and services.</li> <li>Balance compassion and accountability; hold individuals responsible and accountable in a safe, relational, and equitable way when laws are violated to influence behavior and assist individuals in moving towards wellness.</li> </ul>				
1.2	Expand the role of community in the City's public safety system	<ul style="list-style-type: none"> <li>Public safety staff regularly meet with and listen to community members to understand and be responsive to their needs; invest in more collaboration on identifying public safety challenges and solutions.</li> <li>Establish a civilian/community member oversight model for the entire public safety system that meets the needs of the community.</li> <li>Evaluate how to engage the community in developing and/or reviewing public safety policy.</li> <li>Regularly share, review, and learn from data with the community.</li> <li>Gather with community members for visioning opportunities, ways to think outside-the-box, and identify impactful and systemic changes.</li> </ul>				
1.3	Use data to regularly monitor outcomes and inform decision-making and strategies	<ul style="list-style-type: none"> <li>Track and report on data for race/ethnicity, gender, gender identity, economic status, sexual orientation, age, and disability status to better understand disparities and areas of concern.</li> <li>Include Hispanic/Latino as a race, rather than a separate category for ethnicity.</li> <li>Gender data will be trans-inclusive in accordance with the City's resolution protecting transgender and non-binary people.</li> <li>Collect data with sensitivity to the power dynamics involved in who's asking, and always include an option not to disclose.</li> </ul>				

		<ul style="list-style-type: none"> <li>• Data should be disaggregated and analyzed along multiple lines of identity intersections.</li> <li>• Collect data on individuals included in Community Court and other diversion programs, including numbers and demographic data on who is and is not being diverted.</li> <li>• Enhance the ability to report and collect data on hate crimes and other associated statistics and develop proactive strategies to address hate crimes.</li> <li>• Collect data on racial profiling.</li> <li>• Regularly validate data through independent analysis and share those results with the community.</li> <li>• Share regular data reports and/or dashboards with the community.</li> <li>• Establish success metrics for all public safety system programs and use data to increase efficiencies and effectiveness in all parts of the system.</li> <li>• Proactively seek out new ways to collect data, including enhancing data collection and sharing with Thurston County and the State of Washington.</li> </ul>				
1.4	Develop a healthy and inclusive workforce that reflects our community's values	<ul style="list-style-type: none"> <li>• Develop a comprehensive, inclusive, and innovative recruitment strategy to diversify the City's public safety system staff to be more representative of community demographics.</li> <li>• Recruit and hire more multilingual staff.</li> <li>• Hire, retain, and promote staff that are in alignment with the culture and values of our city; demote and remove staff that are not in alignment.</li> <li>• Develop a comprehensive, trauma-informed, trauma-responsive, and holistic approach to ensure public safety system staff safety, health, and wellness.</li> <li>• Explore more ways to help ensure public safety staff feel safe and supported when they are on- and off-duty.</li> </ul>				



		<ul style="list-style-type: none"> <li>• Look at offering early retirement or other transition opportunities in response to the toll that strenuous conditions, burnout, and stigma can have on staff members.</li> <li>• Create a culture in which public safety staff challenge themselves to always be a curious, innovative, and a learning organization.</li> </ul>				
1.5	Regularly and proactively communicate about public safety in Olympia	<ul style="list-style-type: none"> <li>• Ensure the community has easy, reliable, clear, timely, and accessible access to City public safety information.</li> <li>• Host meetings and share information in spaces where people already gather; use community partner networks and connections to share and gather information more effectively.</li> <li>• Ensure cultural humility and fairness in official statements, publications, and web content.</li> <li>• Establish and regularly report on clear metrics of success for all public safety programs and services.</li> <li>• Ensure easy and regular access to crime statistics.</li> <li>• Provide more education to the community on what the municipal public safety system can do with regards to enforcement, investigation, prosecution, and sentencing.</li> <li>• Regularly acknowledge and share with the community the challenges associated with public safety; helping the community to understand the intersections amongst different parts of the system, mental health, economic disparity, substance use, etc.</li> <li>• Regularly share the innovations, the progress made on addressing issues, and achievements of the staff, programs, and departments within the City’s public safety system.</li> <li>• Close the loop whenever the public is engaged – do a better job of letting them know how their input is used and draw clear connections to decisions, and changes in policies and programs.</li> </ul>				

		<ul style="list-style-type: none"><li>• Celebrate when the community comes together; share stories of healing and community-building in creative, accessible, and informal ways (art, poetry, photography, etc.).</li></ul>				
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Goal #2: Reduce overall crime by addressing root causes			Lead/Partners	Timeline		
STRATEGY #	STRATEGY	ACTIONS	Lead/Partners			
2.1	Develop and expand resources to address root causes of individuals engaging with the public safety system	<ul style="list-style-type: none"> <li>Promote the safety of the houseless community by expanding access to low-barrier transitional and temporary shelter and supportive housing options while reducing unlawful encampments.</li> <li>Lobby the state legislature for funding for a Mental Health Crisis Facility to provide a resource for people diverted away from the criminal system or in need of additional crisis support.</li> <li>Lobby the state legislature for funding to establish and operate long-term mental health care facilities to divert individuals away from the jail or hospital and reduce the likelihood of them being released back onto the street with little or no connection to care.</li> <li>Lobby for reforms to the mental health system to allow for people to be committed without consent when they are a danger to themselves or others.</li> <li>Coordinate across government and non-governmental programs to proactively address the substance use disorder and overdose crisis in way that moves people towards stabilization, recovery, and wellness.</li> <li>Explore innovative policy around decriminalization of substances and safe supply to address the overdose crisis.</li> <li>Lobby the state legislature for funding for more substance use disorder treatment facilities with capacity to accept individuals immediately.</li> </ul>				
2.2	Support successful community reentry and stabilization of justice-involved individuals	<ul style="list-style-type: none"> <li>Remove systemic barriers to stabilization (ex. access to supportive housing, affordable housing, employment, etc.)</li> <li>Ensure the planning and resourcing for reentry is strongly aligned and in collaboration with existing local non-governmental organizations.</li> </ul>				

		<ul style="list-style-type: none"><li>• Provide supportive living environments where individuals have peer support and can establish community.</li><li>• Prior to release, prioritize establishing permanent supportive housing for chronically houseless individuals with mental health and/or substance use disorders.</li><li>• Invest in partner organizations that use peer case managers and peer navigators to support individuals and reduce recidivism.</li><li>• Invest in developing new opportunities for formerly justice-involved individuals to achieve stability through economic opportunity, including education, technical skills training, and/or entry-level employment.</li><li>• Develops ways for community members that are incarcerated with the Department of Corrections and/or Thurston County to work with City-employed peer counselors to connect with reentry services and develop a comprehensive reentry plan well before reentering the community.</li></ul>				
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Goal #3: Acknowledge and correct the disproportionate impacts the public safety system has on marginalized community members			Lead/Partners	Timeline		
STRATEGY #	STRATEGY	ACTIONS	Lead/Partners			
3.1	Work towards healing the community from harm created by the public safety system	<ul style="list-style-type: none"> <li>Acknowledge the historical wrongs perpetrated by the public safety system.</li> <li>Acknowledge the disproportionate impacts the public safety system has on marginalized community members.</li> <li>Educate public safety staff in the disproportionate impacts the system has on marginalized community members.</li> <li>Engage with historically marginalized community members to co-create a comprehensive plan for how to repair relationships and work towards healing the community from harm and trauma associated with the public safety system.</li> </ul>				
3.2	Build authentic relationships with marginalized community groups	<ul style="list-style-type: none"> <li>Commit to regular meaningful engagement with a diversity of community groups throughout the year to intentionally learn about their cultures, interests, perceptions, and concerns.</li> <li>Host and participate in community conversations, special events, gatherings, service projects, or informal activities with community members.</li> <li>Provide resources to support and/or leverage existing informal gatherings and events as opportunities to make connections and build relationships.</li> <li>Collaborate on reporting hate crimes, sharing public safety data, and identifying solutions.</li> </ul>				
3.3	Develop equitable and anti-racist procedures, policies, and services	<ul style="list-style-type: none"> <li>Use data and community input to understand, communicate, and educate about the disproportionate impacts the public safety system has on marginalized community members.</li> <li>Regularly audit all existing policies and procedures using a pro-equity and anti-racist lens.</li> </ul>				

		<ul style="list-style-type: none"> <li>• Use an equity framework to evaluate all new operational changes, policies, and programs.</li> <li>• Proactively and regularly engage with professional organizations that promote and educate about equitable and anti-racist public safety.</li> <li>• Ensure that all people encountering the public safety system are treated with respect, including respecting chosen names, pronouns, and gender identity.</li> <li>• Ensure the system is fully accessible for all community members, including those with a disability, who are neurodivergent and/or have a language barrier.</li> <li>• Provide culturally and linguistically appropriate translation services, outreach, and education to ensure the community understands the public safety system and how to use its services.</li> </ul>				
3.4	Expand and improve anti-racist and pro-equity training	<ul style="list-style-type: none"> <li>• Expand and improve on anti-racist and pro-equity training requirements and opportunities for all public safety system staff.</li> <li>• Communicate the value of anti-racist and pro-equity training and connect that value back to the overall City and public safety system vision and values.</li> <li>• Include inter-cultural development and an understanding of equity in staff evaluations, and professional growth and development plans (e.g., Intercultural Development Inventory).</li> <li>• Intentionally create opportunities for staff to engage in formal and informal learning experiences (outreach, volunteering, recreational activities, etc.) with community members who are different from them.</li> <li>• Ensure staff have ongoing safe and supportive spaces and resources for continued pro-equity and anti-racist learning, processing, and dialogue.</li> <li>• Review existing training for inherent bias, reinforcing outdated practices and methods that are not in line with our city values.</li> </ul>				

		<ul style="list-style-type: none"><li>• Emphasize de-escalation and non-violent methods for addressing conflict.</li></ul>				
3.5	Examine when and how to eliminate or significantly reduce fines and fees that are inequitable and have a disproportionate impact on low-income and marginalized groups	<ul style="list-style-type: none"><li>• Prioritize eliminating or significantly reducing fines and fees for individuals who are unable to pay.</li><li>• Join with other municipalities and/or a statewide system for waiving or resolving fees to help people become relicensed.</li><li>• Reform the bail process to address the lack of equity for individuals experiencing poverty.</li><li>• Improve coordination amongst departments and record-keeping to prevent onerous and inappropriate assignment of fees.</li><li>• Streamline the process to resolve fines and fees to prevent them from escalating and avoid an individual needing to navigate the court system.</li></ul>				

Goal #4: Reduce the number of individuals who connect initially and repeatedly with law enforcement and the criminal justice system.			Lead/Partners	Timeline		
STRATEGY #	STRATEGY	ACTIONS	Lead/Partners			
4.1	Expand the availability and use of unarmed crisis responders	<ul style="list-style-type: none"> <li>• Provide more training to emergency call center/911 operators on how to identify community needs that may be handled by non-law enforcement responders.</li> <li>• Use technology solutions to provide for known alternative responders to be called when an individual is experiencing a mental health crisis; this can include case workers, family members, peer navigators, mental health professionals, etc.</li> <li>• Provide education on what the Crisis Response Unit can and can't do when responding to a call.</li> <li>• Ensure the public has a direct way to request the Crisis Response Unit.</li> <li>• Explore co-response models that include embedding a social worker with first responders.</li> </ul>				
4.2	Develop and expand pre-arrest and pre-bookings diversion programs	<ul style="list-style-type: none"> <li>• Prioritize diversion options first; wherever possible, don't exclude people because of their prior criminal history.</li> <li>• Create more diversified options for diversion prior to an arrest.</li> <li>• Build a more robust and available network of services to meet the needs of individuals that are being diverted.</li> <li>• Ensure that required activities within diversion (e.g., domestic violence treatment) are available locally.</li> <li>• Make diversion requirements available at low or no cost to participants.</li> <li>• Expand partnerships with community-based non-profit organizations to create more opportunities to resolve cases before filing and after charges are filed.</li> <li>• Regularly evaluate partners being used for diversion programs and ensure that they are not creating barriers to participants being able to use or succeed within their programs.</li> </ul>				



		<ul style="list-style-type: none"> <li>• Use the LEAD diversion model to provide intensive case management services in lieu of charging and booking individuals who have committed low level drug crime and “nuisance crimes,” and have continual repeat contact with law enforcement due to their behavioral health issues and poverty.</li> <li>• Develop a resource for mediation to respond to non-criminal activity or situations that do not require a mental health response.</li> </ul>				
<b>4.3</b>	Offer restorative practices and transformative justice options	<ul style="list-style-type: none"> <li>• Learn about and offer safe and equitable restorative justice practices where victims and offenders can choose to be involved in structured conversational processes where a victim can voice how they have been affected and the offender to take full responsibility and be present for the development of a restitution agreement.</li> <li>• Access local and state resources to educate the community about restorative and transformative justice practices.</li> </ul>				
<b>4.4</b>	Expand the availability and use of therapeutic courts	<ul style="list-style-type: none"> <li>• Expand the availability and eligibility for Community Court.</li> <li>• Establish additional evidence-based therapeutic courts, such as Substance Use Court, Mental Health Court and Veteran’s Court as an intervention option that provides supervision, accountability, and access to treatment services.</li> </ul>				

Goal #5: Ensure the public safety system is accessible and responsive.			Lead/Partners	Timeline		
STRATEGY #	STRATEGY	ACTIONS	Lead/Partners			
5.1	Ensure the public safety system is accessible and supportive	<ul style="list-style-type: none"> <li>Proactively develop materials and tools that help community members understand better how to navigate the public safety system.</li> <li>Expand support available to victims of all crimes, including those without a suspect, to help them access the system, navigate the system, and take the necessary steps to help remedy their situation.</li> <li>Ensure victims and defendants can get ready access to reports, filings, and other documents they need to understand the status of and expedite their case (e.g., police reports).</li> <li>Invest in a municipal facility that supports crisis resolution, detox, medical respite for the houseless, and support and space for diversion and therapeutic court options.</li> <li>Ensure that individuals in the jail have safe and equitable access to their public defenders, and support service providers.</li> </ul>				
5.2	Evaluate public safety system staffing levels	<ul style="list-style-type: none"> <li>Evaluate current public safety system staffing levels in relationship to the growing community needs and expectations for moving individuals towards wellness, expanding the collection and use of data, and enhancing call responsiveness.</li> <li>Ensure appropriate staffing to be responsive to community expectations for engagement, transparency and reporting, and communications.</li> <li>Review and implement policies for staffing levels that ensure manageable court caseloads in which individuals and cases can receive the time and attention needed, with an emphasis on parity between prosecution and public defense.</li> <li>Review and implement policies for staffing levels to ensure call responsiveness is appropriate to call volume and needs as established using data.</li> </ul>				

5.3	Improve the responsiveness of emergency services	<ul style="list-style-type: none"> <li>• Increase the coordination and training for 911 dispatchers to ensure the right response entity is dispatched to a call for service.</li> <li>• Right-size the response to the situation; start with the lowest level of department and staffing response needed to assess and respond to the situation.</li> <li>• Ensure that public safety system staff are responding to calls from community members, acknowledging requests, and consistently following-up with individuals.</li> <li>• Expand and resource the types of services that can be provided by unarmed peer responders or an appropriate service provider to meet the level of need.</li> <li>• Explore creation of a civilian investigation unit to respond to low-level property crimes and other situations in which people do not feel safe interacting with law enforcement.</li> <li>• Establish clarity on what program and/or responders community members should contact for different public safety situations and needs; provide clear information and instructions for the community.</li> <li>• Connect frequent and persistent users of the 911 system to long-term, holistic case management that can better address those individuals’ behavioral and emotional health needs.</li> </ul>				
5.4	Enhance coordination amongst different parts of the system, City and community-led response programs, and regional partners	<ul style="list-style-type: none"> <li>• Organize the City’s unarmed responders into a new “Community Safety Response” Department outside of the Police Department that would include, for example, Crisis Response and Familiar Faces.</li> <li>• Enhance ongoing coordination amongst the alternative and crisis response teams operating in the city, including both public and non-profit: Arrest and Jail Alternatives, Familiar Faces, and Crisis Response Unit.</li> <li>• Physically co-locate with community partners engaged in public safety response (e.g., Arrest and Jail Alternatives Program).</li> </ul>				

		<ul style="list-style-type: none"> <li>• Ensure that contracts with community organizations to provide public safety support include a living wage for employees.</li> <li>• Strengthen regional cooperation amongst law enforcement agencies that may co-respond or work closely with Olympia to help ensure our community’s innovative and community-driven approaches are recognized and utilized by others.</li> <li>• Work closely with the local hospitals to identify more effective approaches to treating, holding, and releasing individuals experiencing a mental health and/or substance use crisis.</li> </ul>				
5.5	Address conditions or situations that contribute to people feeling unsafe	<ul style="list-style-type: none"> <li>• Expand the Neighborhood Policing unit so that officers not dedicated to responding to 911 calls can spend more time developing relationships with community members and addressing emerging issues of concern.</li> <li>• Continue to invest in debris removal and maintaining clean public spaces and rights-of-way.</li> <li>• Proactively work with private owners, providing technical assistance, incentives, grants, etc., to increase property maintenance standards.</li> <li>• Expand the staffing and hours for the Police Walking Patrol and/or other models to increase support for public safety in Downtown.</li> <li>• Respond quickly and proactively to neighborhood concerns (ex. newly established encampments, illegal dumping, etc.).</li> </ul>				

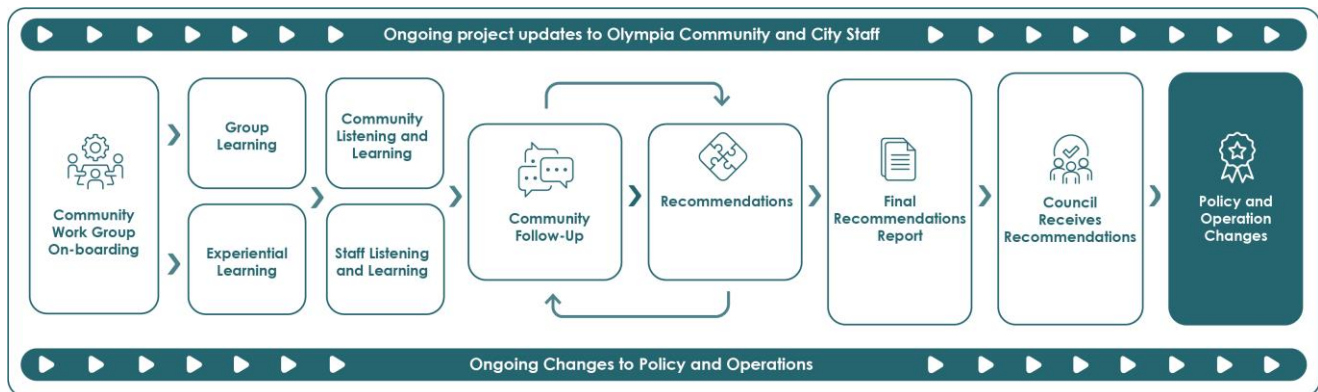


# Reimagining Public Safety

## Building trust with everyone.

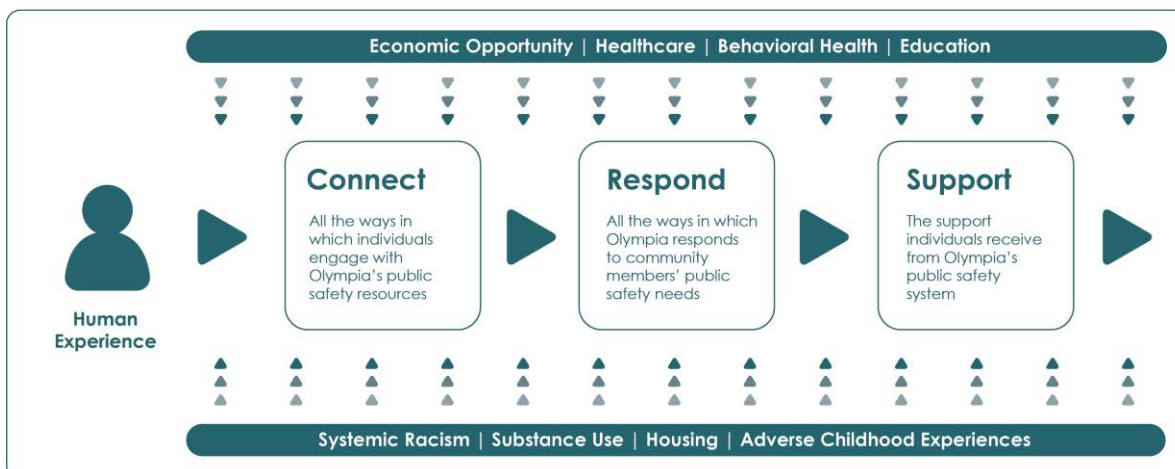
In Spring 2021, the Olympia City Council approved a community-led process to reimagine public safety in the City with a **goal of producing a public safety system that fosters trust and works for everyone.**

The City launched an inclusive, community-led process in July 2021 to **evaluate and make recommendations for enhancing its public safety system.** It is led by a Community Work Group made up of nine community members who represent a cross-section of Olympia's demographics, expertise, and experiences. They are dedicated to listening carefully to community members and working together to prepare recommendations that represent the needs of our community. The reimagining process will culminate in August 2022 with the Work Group delivering a set of recommendations to City Council.



## Learning from each person's unique perspective.

**The City's approach focuses on the human experience** using a three-part framework for reimagining public safety. We look at the system in terms of how people **connect** with the City's public safety system, how our system **responds** to the needs of community members, and how our system **supports** those who are navigating through it and into the community.



While recognizing that many far-reaching societal factors (education, behavioral health, racism, etc.) can influence public safety in general, this process looks specifically at the City's public safety system, including areas like policing, corrections, prosecution, defense, courts, and medical and fire response.

## How can community members participate?

The Community Work Group will hold a survey and host listening-and-learning sessions to hear individuals' experiences with the City's public safety system. The insights they gather will shape the recommendations they bring to City Council.

*"I am asking our community to work with us to reimagine the City's public-safety system. I want everyone in Olympia who engages with us – whether it is a response to a call for service or working through our criminal-justice system – to trust that our public-safety system is just, equitable and without bias."*

*- Jay Burney, Olympia City Manager*

## Get involved.

- ☐ Subscribe to City of Olympia "Community Safety, Health & Livability" updates at [olympiawa.gov/news](https://olympiawa.gov/news) for more info on the Listening-and-Learning Sessions.
- ☐ Visit [engage.olympiawa.gov/publicsafety](https://engage.olympiawa.gov/publicsafety) for more on the Community Work Group Members, including their bios.
- ☐ Contact Stacey Ray, Strategic Planning & Performance Manager ([sray@ci.olympia.wa.us](mailto:sray@ci.olympia.wa.us))

- [Sign in](#)
- [Register](#)



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## Reimagining Public Safety



# Reimagining Public Safety

City of Olympia

## What's happening?

In February 2021, the Olympia City Council approved a community-led process to reimagine public safety for the City, with a goal of producing a public safety system that fosters trust and works for everyone.

The City launched this community-led and inclusive process in July 2021 to evaluate and make recommendations for enhancing its public-safety system. While recognizing that many far-reaching societal factors can influence public safety in general, this process looks specifically at the City's public safety system, including areas like policing, corrections, prosecution, defense, courts, and medical and fire response.



The process is being led by a Community Work Group made up of nine community members who represent a cross-section of Olympia's demographics, expertise and experiences. They are dedicated to listening deeply, working collaboratively with each other and reflecting what they hear from the community.

- [Read Community Work Group bios](#)

## City Council to consider accepting final recommendations on Dec. 6

Throughout April and May, the Community Work Group on Reimagining Public Safety held a series of six virtual and in-person community listening-and-learning sessions and collected input through an online survey. Over 400 community members participated in either small group discussions at the sessions or through the online survey.

From April to October, The Work Group sought to hear from community members with a diversity of perspectives and life experiences, hosting a series of small focus groups to gather input from community members underrepresented in the listening-and-learning sessions and survey.

In November, the Work Group shared a set of draft recommendations with the City Council Community Livability & Public Safety Committee, and launched a survey to collect input from community members from Nov. 7-Nov. 21.

After having reviewed the community input, the Work Group will now share their final recommendations with the City Council on Dec. 6.

- [Read the draft recommendations](#)

NEWS FEED	SURVEYS	IDEAS
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### Council to consider final recommendations

01 Dec 2022



The Reimagining Public Safety Community Work Group has finished collecting and considering community input on their [draft recommendations](#), which include guiding principles, goals, strategies, and actions.

On Dec. 6 City Council will host a 5:30 p.m. Work Session with the Community Work Group to receive their final recommendations. At their 7 pm Business Meeting, City Council will consider formally accepting the Reimagining Public Safety Recommendations.

## Community Work Group recommendations

01 Nov 2022



The Reimagining Public Safety Community Work Group has finished holding community listening sessions and has developed draft recommendations for the City Council. Community members are invited to provide input on the recommendations through an Engage Olympia survey from Nov. 7 – Nov. 21.

The Community Work Group's draft recommendations, which will include guiding principles, goals, strategies, and actions, will be shared at the November 9th Community Livability & Public Safety Committee.

On Dec. 6 City Council will host a 5:30 p.m. Work Session with the Community Work Group to receive their final recommendations. At their 7 pm Business Meeting, City Council will consider formally accepting the Reimagining Public Safety Recommendations.

## Reimagining Public Safety listening session for Black community Oct. 27

30 Sep 2022



In a continuation of its ongoing outreach efforts, the Reimagining Public Safety Work Group will host an additional listening session for Black community members on Thursday, Oct. 27. Black community members, and others, are invited to attend and share their experiences and the impacts of anti-Black racism in our community from 6 to 8 p.m. at Risen Faith Fellowship, 2149 4th Avenue E. Olympia, WA.

The Reimagining Public Safety Community Work Group has been responsive to community participation needs and concern. This listening session reflects a continuation of this aim and recognizes this moment of heightened interest in the Reimagining

[Continue reading...](#)

## Planning for Oct. 27 Black Community Listening Session in Progress

23 Sep 2022



The City of Olympia and its [Reimagining Public Safety Work Group](#) are continuing to listen and learn about how people feel, what they experience, and steps that can be taken to reimagine public safety. We're in the process of creating a safe space and moment for Olympia's Black community to come together and share. It's an opportunity to contribute additional knowledge and understanding to what the Work Group is gathering and learning from our community, and to continue to inform the recommendations they will develop for the City Council.

The listening session will take place from 6 to 8 p.m. on Thursday, Oct. 27. The location is still being confirmed. If you are a member of the Black community, we invite you to stay connected and informed by contacting Reimagine Public Safety Project Manager Stacey Ray at [sray@ci.olympia.wa.gov](mailto:sray@ci.olympia.wa.gov).

## Ongoing community outreach

16 Aug 2022



The Work Group is still seeking to hear from community members with a diversity of perspectives and life experiences. In July, August, and September, the Work Group is partnering with community groups, individuals, faith communities, and others to host small focus groups to gather input from community members underrepresented in the listening-and-learning sessions and online survey. The Work Group views this outreach as critical to meeting the goals they established for this process:

- Include diverse and inclusive perspectives and experiences
- Hear from historically marginalized community members
- Listen and learn from those with lived experience; and
- Create brave spaces for honest sharing and dialogue

The Work Group will next share the input they've gathered and talk about possible recommendations with the City Council Committee on Community Livability & Public Safety on November 9.

## Updated community input summary

27 Jun 2022



A high-level summary of input collected from listening-and-learning sessions, focus groups, and surveys is available now.

This is an updated summary that reflects input collected as of June 9, 2022. This data update provides a window into what has been heard so far, and it can change as more community input is collected.

- [View the summary.](#)

## Virtual Town Hall with new Police Chief

23 Jun 2022



The City of Olympia will host a Virtual Town Hall with new Police Chief Rich Allen on Tuesday, June 28, 2022, at 6 p.m.

The Town Hall is an opportunity for the community to learn more about Olympia's new Police Chief, the work the Police Department is undertaking, and Allen's plans for the Department's future.

Olympia's Virtual Town Halls provide a safe gathering space for the community to learn and understand the issues and topics important to the City. Attendees will be able to submit questions live through a moderator during the event.

Residents can attend the Virtual Town Hall over Zoom using the following link: <https://us02web.zoom.us/j/88315612985>.

[Continue reading...](#)

## Rich Allen named Olympia's permanent Police Chief

16 Jun 2022



Olympia City Manager Jay Burney has named Interim Police Chief Rich Allen as the City of Olympia's new, permanent Police Chief. Allen has led the Olympia Police Department as interim chief since October 2021. Allen has worked in law enforcement for 30 years. His first experience in the field came as a 15-year-old volunteer with the Olympia Police Department's Police Explorers Program.

[Continue reading...](#)

## High-level summary of community input available

07 Jun 2022



A high-level summary of input collected from listening-and-learning sessions and responses to a community-wide online survey is available now. The summary reflects input that has been collected as of May 18, 2022. This data update provides a window into what has been heard so far, and it can change as more data is collected from additional listening-and-learning sessions, focus groups and survey responses.

- [View summary of community input](#)

## Seeking Input from Faith Community Members and Leaders

18 May 2022



The City is seeking input from *faith community members and leaders* at our next “Listening-and-Learning Session” on **Tuesday, May 31 | 6-8 p.m.\*** [Register now >](#)

We want to understand how you have experienced Olympia’s public safety system as a religious community or through your ministry programs and outreach efforts.

- What does feeling safe and being safe mean to you and those you serve?
- What should the City keep doing? What could we change?
- How will we know if our safety system is improving?

Your insights will help our diverse, nine-member Community Workgroup form their recommendations to the Olympia City Council this summer.

Please join us!

### Reimagining Public Safety

#### Listening-and-Learning Session: Faith Communities

Where: [The United Churches of Olympia](#)

When: Tuesday, May 31 | 6-8 p.m.

[Register now >](#)

Unable to attend? You can still share your perspective [HERE](#).

Previous

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Page last updated: 01 Dec 2022, 10:34 AM

## Who's Listening

### Jay Burney

City Manager

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



### Stacey Ray

Strategic Planning & Performance Manager  
City of Olympia

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



## Timeline



### Phase 1: Early learning

*March-June 2021*

Interviews with stakeholders, presentations to Ad Hoc Committee on Public Safety, work session with City Council.



### Phase 2: Community Work Group onboarding

*June-Aug 2021*

Ten-member workgroup learns about Olympia criminal justice system and prepares for community conversations.



**Phase 3: Community Work Group and City Council learn about the City's public safety system**

*Oct.-Jan. 2022*



**Phase 4: Community Work Group hosts Listening-and-Learning Sessions with community members/groups.**

*April-Oct 2022*



**Phase 5: Develop and Deliver Recommendations to the City Council**

*Oct-Dec 2022*

## Documents



Draft recommendations (324 KB) (pdf)



Updated community input summary: June 24, 2022 (85.7 KB) (pdf)



Community input summary: May 26, 2022 (78.1 KB) (pdf)



Public-Safety-At-A-Glance-042722.pdf (211 KB) (pdf)



Social Justice & Equity Commission Commitments in Action (215 KB) (pdf)



Summary of Stakeholder Interviews (156 KB) (pdf)



 [Evolving Response Timeline \(1.61 MB\) \(pdf\)](#)

 [Public-Safety-Snapshots-042722.pdf \(850 KB\) \(pdf\)](#)

 [Presentations to the Ad Hoc Committee for Public Safety](#)

[more..](#)

## Email updates



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## City Council

### Approval of a Resolution Authorizing an Interlocal Agreement with the Nisqually Indian Tribe for Jail Services

**Agenda Date:** 12/6/2022  
**Agenda Item Number:** 4.C  
**File Number:** 22-1088

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

---

#### **Title**

Approval of a Resolution Authorizing an Interlocal Agreement with the Nisqually Indian Tribe for Jail Services

#### **Recommended Action**

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

Not referred to a committee.

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

Move to approve a Resolution authorizing an Interlocal Agreement with the Nisqually Indian Tribe for Jail Services.

#### **Report**

##### **Issue:**

Whether to approve a Resolution authorizing an Interlocal Agreement with the Nisqually Indian Tribe for Jail Services.

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

Rich Allen, Chief, Olympia Police Department, 360.753.8147

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

None - Consent Calendar Item.

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

By law, the City is required to provide for the incarceration of those convicted of misdemeanors sentenced in its jurisdiction. The City has its 28-bed jail facility to house short-term (30-days or less) detainees and has traditionally purchased long-term jail services from other jurisdictions. With the approval of this agreement, the City of Olympia will no longer utilize the jail in Yakima County, which will reduce transportation expenses.

The term of the contract will begin on January 1, 2023 and shall automatically extend for two additional five terms to January 1, 2038, unless either party terminates as provided in the contract.

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

There are no known specific community interests regarding this item.

**Options:**

1. Approve the Resolution authorizing an Interlocal Agreement for the use of the Nisqually Detention and Corrections Center with the Nisqually Tribe.
2. Direct staff to work with the Nisqually Tribe to modify the terms of the Interlocal Agreement. This would require additional staff time to edit and re-negotiate terms of the Interlocal Agreement.
3. Do not approve the resolution authorizing the Interlocal Agreement and provide staff with alternate direction. This would require additional staff time to edit and re-negotiate terms of the Interlocal Agreement.

**Financial Impact:**

Under this new five-year contract with the Nisqually Tribe, the City shall pay \$130 per day per inmate for care. The inmate rate will increase by 5 percent annually on January 1. The cost of the contract is covered in the Olympia City Jail's 2023 budget.

**Attachments:**

Resolution  
Agreement

**RESOLUTION NO. \_\_\_\_\_**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF OLYMPIA, WASHINGTON,  
APPROVING AN INTERLOCAL AGREEMENT BETWEEN THE CITY OF OLYMPIA AND  
THE NISQUALLY INDIAN TRIBE FOR JAIL SERVICES**

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

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

**WHEREAS**, the City and the Nisqually Indian Tribe (Nisqually) wish to enter into an interlocal Agreement (the Agreement) for the purposes of housing and care of inmates of Olympia at the Nisqually Jail; and

**WHEREAS**, pursuant to the Agreement, Nisqually shall care for inmates (persons arrested, sentenced, or held under the authority of any law or ordinance of Olympia) placed in the custody of officers of the Nisqually Jail and cooperate with the City to arrange for video hearings; and

**WHEREAS**, the Term of the Agreement shall be for five years beginning January 1, 2023 and automatically extend for two additional five-year terms to January 1, 2038, unless either party terminates as provided within the Agreement;

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

1. The Olympia City Council hereby approves the form of Interlocal Agreement between the City of Olympia and the Nisqually Indian Tribe for jail services and the terms and conditions contained therein.
2. The City Manager is authorized and directed to execute on behalf of the City of Olympia the Interlocal Agreement, and any other documents necessary to execute said Agreement, and to

make any amendments or minor modifications as may be required and are consistent with the intent of the Agreement, or to correct any scrivener's errors.

**PASSED BY THE OLYMPIA CITY COUNCIL** this \_\_\_\_\_ day of \_\_\_\_\_ 2022.

\_\_\_\_\_  
MAYOR

ATTEST:

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

APPROVED AS TO FORM:

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

**Nisqually Indian Tribe**  
**Tribal Council Resolution No. 168-2022**

**A RESOLUTION TO APPROVE AND AUTHORIZE A JAIL SERVICES AGREEMENT  
WITH THE CITY OF OLYMPIA**

**WHEREAS**, the Nisqually Indian Tribe is the successor descendent entity of the Nisqually Nation, signatory to the Treaty of Medicine Creek of 1854 (10 Stat. 1132), and unto this day has retained and maintained its Tribal identity, its governing body, and its sovereign powers; and

**WHEREAS**, the Nisqually Indian Tribe is a federally recognized American Indian Tribe organized under its governing Constitution and Bylaws approved by the U.S. Secretary of the Interior on September 9, 1946 and amended on October 28, 1994, pursuant to Section 16 of the Indian Reorganization Act, 25 U.S.C. 476; and

**WHEREAS**, the Nisqually General Council is the duly constituted governing body of the Nisqually Indian Tribe, and the Nisqually Tribal Council is the duly elected representative body of the General Council by the authority of the Tribe's Constitution and Bylaws, as amended; and

**WHEREAS**, the City of Olympia desires to contract with Nisqually for the provision of certain services at the Nisqually Jail; and

**WHEREAS**, the Tribal Council has reviewed, and desires to authorize the execution, delivery and performance of, the attached Jail Services Agreement with the City of Olympia.

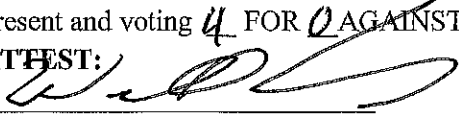
**NOW, THEREFORE, BE IT RESOLVED**, that the Nisqually Tribal Council hereby approves and authorizes that certain Jail Services Agreement by and between the Nisqually Indian Tribe and the City of Olympia, a copy of which is attached hereto and incorporated herein by reference.

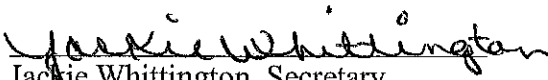
**BE IT FURTHER RESOLVED**, that the Tribe's Chief Executive Officer is hereby authorized to execute, deliver and cause the performance of said Agreement on behalf of the Tribe, and to take any additional actions necessary or incidental to the performance of the Tribe thereunder.

**Certification**

It is hereby certified that the above Resolution was adopted at a regular meeting of the Nisqually Tribal Council held on the 20<sup>th</sup> day of OCT 2022 at the Nisqually Administration Building, at which time a quorum was present and voting 4 FOR 0 AGAINST 0 ABSTENTIONS.

**ATTEST:**

  
William Frank III, Chairman  
Nisqually Indian Tribe

  
Jackie Whittington, Secretary  
Nisqually Indian Tribe

**NISQUALLY JAIL SERVICE INTERLOCAL AGREEMENT**  
**City of Olympia/Nisqually**

**THIS AGREEMENT** is made and entered into as of the date of the last authorizing signature affixed hereto, by and between the Nisqually Indian Tribe, a Federally Recognized Indian Tribe, hereinafter referred to as "Nisqually" and the City of Olympia, hereinafter referred to as "Olympia." This Agreement is for the housing of inmates of Olympia in the Nisqually Detention and Corrections Center hereinafter referred to as "jail" pursuant to Chapters 39.34 and 70.48 RCW.

**THE PARTIES HEREBY AGREE** as follows:

1. **SERVICE.** Nisqually shall care for prisoners placed in the custody of officers of the Nisqually Jail and cooperate with the City to arrange for video hearings. The term "prisoner" shall include any person arrested, sentenced by the court or held under authority of any law or ordinance of Olympia.
2. **REFUSAL OF PRISONERS.** The Nisqually Police Chief or the Nisqually Corrections Director shall have the right to refuse to accept custody if in their opinion the prisoner does not meet medical (or other) criteria for booking. The Nisqually Corrections Director at their sole discretion may also refuse to accept custody of a prisoner if doing so would result in overcrowding of the jail, or health, safety or security risks. Nisqually shall have sole and unfettered discretion in determining whether or not space is available Nisqually similarly shall have no obligation to receive an Olympia prisoner into custody absent proper documentation providing a legal basis for confining the prisoner. Olympia shall immediately transport any prisoner that is refused booking off the Nisqually Reservation. The parties agree that dumping of inmates denied booking on or near the Nisqually Reservation shall be grounds for immediate for-cause termination of this Agreement.
3. **CARE.** "Care" shall mean to provide room and board; to provide for the prisoner's physical needs; to retain the prisoner in custody; and to supervise and maintain proper discipline and control. In addition, prisoners housed pursuant to this Agreement shall be subject to the same rules and regulations required of other prisoners housed in the Nisqually Jail. Such rules and regulations shall comport with Washington state law, and federal law regarding issues of civil rights and due process of prisoners.
4. **DURATION OF CONTRACT.** The term of this Agreement shall be for five (5) years, beginning **January 1, 2023** and shall automatically extend for two additional five (5) terms to January 1, 2038, unless either party terminates as provided herein. The Agreement may be terminated without cause by either party by providing the other party with one hundred eighty (180) days written notice.

Notice shall be deemed proper when provided to:

**Nisqually:**

Chief Executive Officer  
Nisqually Indian Tribe  
4820 She-Nah-Num Dr. S.E.  
Olympia, WA 98513

**City of Olympia:**

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

5. **RELEASE.** Prisoners will only be released when they have served their full time unless release is authorized by any other provision of this Agreement or is ordered by a court of competent jurisdiction.
6. **NO GUARANTEED MINIMUM BED SPACE.** Nisqually does not guarantee bed space. Bed space will be provided on a space-available basis.
7. **RATE/PAYMENT.** Olympia shall pay to Nisqually the amount of \$130.00 per day (Basic Inmate Rate) per inmate for care. A "day" is the twenty-four hour period beginning at 12:00 a.m. and ending at 11:59 p.m. in the Pacific Time Zone. Basic Inmate Rate will increase by 5% annually on January 1. Olympia shall pay such invoices within 30 days of receipt. Interest at the rate of 12% per annum shall be charged on all past due accounts. Without prejudice to any other contract rights available to it, if Olympia does not pay the invoice within Sixty (60) days of receipt of invoice, Nisqually, acting through its Police Chief, will not accept prisoners until the delinquent amount is paid in full.
8. **MEDICAL CARE.** Each party shall be responsible for the medical care and medical expenses of prisoners housed pursuant to this Agreement as listed in Exhibit A, attached hereto and incorporated herein; provided that if the prisoner has his or her own medical coverage, Nisqually will coordinate with Olympia so that such insurance may be utilized. In the event that a prisoner requests non-urgent medical care, Nisqually shall contact Olympia for approval. Olympia shall provide Nisqually with the names and telephone numbers of designated contact people who shall be available on a twenty-four hour basis. Failure of Olympia to approve medical care shall relieve Nisqually of liability to Olympia for any injury resulting therefrom. In the event that Nisqually deems a prisoner to be in need of urgent or emergency care, Nisqually shall make the best efforts to contact Olympia, but may take any action it deems necessary to provide the prisoner with the needed care without obtaining prior approval, and said action(s) shall not affect Olympia's responsibility for paying for such medical care as required by this Agreement. Olympia shall reimburse Nisqually promptly for all medical expenses incurred by Nisqually for services that are the responsibility of Olympia under Exhibit A, "Medical Expenses."



9. **TRANSPORTATION.** Olympia shall be solely responsible for furnishing transportation for prisoners housed pursuant to this Agreement. Olympia may request that Nisqually provide necessary transportation and Nisqually shall make best efforts to provide such transportation, subject to staff availability, but shall not be obligated to provide such transportation. Olympia shall reimburse Nisqually for costs incurred for transportation. Such costs shall include mileage at the rate of \$1.00 per mile, plus labor and overhead (0.5 x labor). Nisqually shall not transport any prisoner without the express agreement of Olympia unless such transportation is required by a court order or because of a medical emergency.
10. **CUSTODY TRANSFER.** Officers of Olympia placing a prisoner in custody of Nisqually will be required to remain in the immediate presence of the prisoner at all times until relieved of custody by Nisqually Corrections Staff. Booking out and/or release of Olympia's prisoners shall be the responsibility of Olympia Officers. Olympia shall immediately transport any prisoner that is refused booking off the Nisqually Reservation. The parties agree that dumping of inmates denied booking on or near the Nisqually Reservation shall be grounds for immediate for-cause termination of this Agreement.
11. **CITY ACCESS TO PRISONERS.** All Olympia police officers and investigators directed by the Olympia City Attorney's office shall have the right to interview the prisoner inside the confines of the Nisqually Jail subject only to necessary security rules. Interview rooms will be made available to Olympia police officers in equal priority with those of any other department, including the Nisqually law enforcement personnel.
12. **RELEASE OF OLYMPIA PRISONERS FROM NISQUALLY.** No Olympia Prisoner confined in the Nisqually Jail shall be removed therefrom except:
- a. When requested by the Olympia Police Department in writing;
  - b. By Order of the Olympia Municipal Court in those matters in which they have jurisdiction, or upon Order of the Thurston County District Court or the Thurston County Superior Court in those matters in which said courts have jurisdiction;
  - c. For appearance in the court in which an Olympia prisoner is charged;
  - d. In compliance with a writ of habeas corpus;
  - e. For interviews by the Olympia prosecuting attorney(s), appointed public defender, or member of the Olympia Police Department;
  - f. If the prisoner has served their sentence or the charge pending against said prisoner has been dismissed or bail or other recognizance has been posted as required by the courts.
13. **MUTUAL INDEMNIFICATION.** Each party agrees to protect, defend, save harmless and indemnify the other party, its officers, officials, agents and employees, from and against any and all claims, costs, judgments, or damages, including attorney

fees, arising out of or resulting from the intentional or negligent acts or omissions of its own party. It is further specifically and expressly understood that the indemnification provided herein constitutes each party's waiver of immunity under Industrial Insurance, Title 51 RCW, solely for the purposes of this indemnification. This waiver has been mutually negotiated by the parties. The provisions of this section shall survive the expiration or termination of this Agreement.

*Olympia's indemnification obligation shall also extend to all claims, costs, judgments or damages relating to the medical care of prisoners housed under this Agreement to the extent the claim, costs, judgments, or damages result from the documented failure of Olympia to approve medical care.*

14. **NOTICE OF CLAIMS.** In the event that a claim or lawsuit is brought against Olympia or Nisqually arising from or related to this Agreement, the party shall promptly notify the other party of said claim or lawsuit.
15. **INSURANCE.** Each party shall obtain and maintain occurrence based insurance that provides liability coverage in the minimum liability limits of Ten Million Dollars (\$10,000,000.00) per occurrence and Ten Million Dollars (\$10,000,000.00) in the aggregate for its conduct in creating liability exposure related to the confinement of inmates, including general liability, errors and omissions, auto liability (minimum limits of \$1,000,000 combined single limit) and police professional liability. The insurance policy(ies) shall provide coverage for any liability occurrence during the policy period, regardless of when any claim or lawsuit is filed.

*Additional Insured.* Nisqually shall name the City of Olympia as an Additional Insured.

15.1 **CERTIFICATES OF INSURANCE.** Participation in a self-insured, government risk pool shall satisfy the conditions set forth in the insurance section. Each party agrees to provide the other with evidence of liability coverage in the amounts required by this Agreement, as well as applicable updated evidence upon each renewal.

16. **CHOICE OF LAW.** This Agreement shall be interpreted under the laws of the State of Washington.
17. **DISPUTE RESOLUTION for BILLING ISSUES.** If either party disputes any portion of an invoice, they will provide the other party written notice within thirty (30) days. The notice shall detail the amount in question and the grounds for withholding all or a portion of the amount billed or any other basis for the dispute. Authorized representatives of each party shall attempt to resolve the dispute by negotiation within thirty days of notification. If such negotiation is unsuccessful the parties shall apply to Judicial Arbitration and Mediation Service (JAMS) or such other alternate dispute resolution services as the parties may agree, for the appointment of an arbitrator whose decision shall be final and binding on the parties. Each party shall be responsible for paying one-half of the arbitrator's fees. Each party will bear their own costs and legal

fees. The arbitrator shall provide a concise written statement of reasons for the award. The arbitration award may be submitted to any court having jurisdiction to be confirmed and enforced. This dispute resolution procedure shall only be available for disputes over amounts due for services provided under this Agreement.

18. **LIMITED WAIVER OF SOVEREIGN IMMUNITY.** The Nisqually Indian Tribe is a Sovereign Nation with all immunities attendant thereto WITH THE FOLLOWING EXCEPTION THAT THE PARTIES TO THIS AGREEMENT HAVE SPECIFICALLY NEGOTIATED:

The Nisqually Indian Tribe of Washington does hereby expressly consent to jurisdiction of the courts of the State of Washington as having exclusive jurisdiction to hear, resolve and enter final judgment on any legal dispute by and between the parties to this Agreement and/or their affected officers, officials, and employees, concerning the interpretation of this Agreement, enforcement of any of its provisions, and any complaints or counterclaims for monetary damages and/or equitable relief for any alleged or actual breach of any provision of this Agreement and/or for the enforcement of any such final judgment entered by any court of the state of Washington regarding such matters.

*For this limited purpose only*, the Nisqually Indian Tribe of Washington does hereby expressly waive its right to sovereign immunity and its right to assert sovereign immunity status or defense in the courts of the state of Washington for any such legal claim or complaint for the interpretation and/or enforcement of this Agreement, and/or for any complaints or counterclaims for monetary damages or equitable relief for any breach of this Agreement, and/or for the enforcement of any such final judgment entered by any court of the State of Washington regarding such matters.

A resolution outlining the limited waiver of Sovereign Immunity by the Nisqually tribe *as relates to the performance of this Agreement*, signed by Nisqually Tribal Councilmembers having authority to grant such waiver, shall be provided to Olympia.

19. **NO THIRD-PARTY BENEFICIARIES.** This Agreement is made for the sole benefit of Nisqually and Olympia, and no other person or entity shall have any right, benefit, or interest under or because of this Agreement. No other parties are intended to be, or shall be determined to be, direct or incidental beneficiaries of this Agreement.
20. **NO AUTOMATIC WAIVER OF ANY PROVISION.** The failure to enforce any of the provisions of this Agreement shall not be construed as a waiver of such provisions. Further, any express waiver by any party with respect to any breach of any provision hereunder by any other party shall not constitute a waiver of such party's right to thereafter fully enforce each and every provision of this Agreement.

21. **ENTIRE AGREEMENT.** This Agreement contains the entire understanding of the Parties and may be changed only by an agreement in writing signed by the Parties.
22. **INVALID PROVISIONS.** Should any provisions of this Agreement be held invalid, the remainder of the Agreement shall remain in effect.

IN WITNESS WHEREOF, the parties have executed this Agreement as of the date of the last authorizing signature, below.

CITY OF OLYMPIA

\_\_\_\_\_  
Steven J. Burney, City Manager

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

NISQUALLY TRIBE:

\_\_\_\_\_  
Chief Executive Officer

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

Attest:

\_\_\_\_\_  
City Clerk

Approved as to legal form only:

\_\_\_\_\_  
Annaliese Harsen, Deputy City Attorney

**EXHIBIT A**  
**MEDICAL EXPENSES**

**NISQUALLY TRIBE SHALL BE RESPONSIBLE FOR:**

- Initial Screening
- Intake Screening
- Nurse Sick Call
- Physician Sick Call
- Physical if housed longer than 14 days
- Routine lab work that can be completed in the facility
- Routine medications, other than biologicals / non-formulary medications
- Mental health assessments and basic services that can be provided in-facility

**CITY OF OLYMPIA SHALL BE RESPONSIBLE FOR:**

- Pre-booking medical
- Urgent Care Facility Visits
- Emergency Room Visits
- Hospitalizations, including the cost of security provided by Nisqually Personnel. Agency will reimburse Nisqually for each attending officer at the time-and-one-half overtime rate of \$48.50 per hour.
- Non-Formulary / Biological Medications
- Ultra Sounds
- Ambulance Services
- Body Cavity Collection of Evidence / Searches
- OBGYN Care / Prenatal Care
- Vision
- Mental Health
- Long Term Care
- Auxiliary lab work and X-Rays
- Dental
- Olympia Fire Response
- Other Specialty Services
- All services provided outside the facility



## City Council

### Approval of a Resolution Adopting the Transportation Improvement Program

**Agenda Date:** 12/6/2022  
**Agenda Item Number:** 4.D  
**File Number:** 22-1156

---

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

---

**Title**

Approval of a Resolution Adopting the Transportation Improvement Program

**Recommended Action**

**Committee Recommendation:**

Not referred to a committee.

**City Manager Recommendation:**

Move to approve a Resolution adopting the 2024-2029 Transportation Improvement Program.

**Report**

**Issue:**

Whether to approve a Resolution adopting the 2024-2029 Transportation Improvement Program (TIP).

**Staff Contact:**

Joey Jones, P.E., Transportation Project Engineer, Public Works Department, 360.753.8307

**Presenter(s):**

None - Consent Calendar Item.

**Background and Analysis:**

Washington State Department of Transportation (WSDOT) requires local governments to outline their specific transportation needs in a six-year Transportation Improvement Program (TIP). Cities must identify projects in the TIP to receive state and federal funding. The TIP also shows secured grant funds.

City staff updates the TIP each year so that all transportation programs identified in the Capital Facilities Plan (CFP) are in the TIP. Because they reflect the same projects and programs, the TIP is presented to the City Council for adoption alongside the CFP in the fall of each year. The City then submits the TIP to WSDOT in July.

Attached is a form with project information that is submitted to WSDOT. Also attached is a table that simplifies the information in a summary format.

City Council conducted a Public Hearing on the TIP on November 15, 2022 and two people provided comments. No changes to the TIP were requested by the City Council as a result of the hearing.

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

The 2024-2029 TIP was posted on the City's website along with information about the public hearing. A legal notice of the public hearing was posted in *The Olympian* on October 30 and November 6. Notice of the public hearing was also sent to Intercity Transit, WSDOT, Thurston Regional Planning Council (TRPC), the cities of Lacey and Tumwater, Thurston County, the City's Bicycle Pedestrian Advisory Committee (BPAC), and the Olympia Planning Commission (OPC)

**Options:**

1. Move to approve a Resolution adopting the 2024-2029 Transportation Improvement Program (TIP). This will allow the City to meet state law for updating the TIP annually and allow the City to be eligible for grant funding on the listed projects.
2. Incorporate changes to the 2024-2029 TIP that are consistent with the 2023-2028 CFP and adopt the Resolution.
3. Delay approving the TIP so City Council can consider deleting, revising, and adding projects. Council would need to take action by July 2023 to meet WSDOT's deadline.

**Financial Impact:**

There is no financial impact of, or obligation associated with, adoption the TIP. The TIP reflects the Preliminary 2023-2028 Capital Facilities Plan.

**Attachment(s):**

Resolution  
TIP Project Summary 2024-2029  
TIP WSDOT Technical Report 2024-2029

RESOLUTION NO. \_\_\_\_\_

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF OLYMPIA, WASHINGTON,  
ADOPTING THE SIX-YEAR TRANSPORTATION IMPROVEMENT PROGRAM FOR THE  
YEARS 2024-2029**

**WHEREAS**, pursuant to the requirements of RCW 35.77.010, the City of Olympia has prepared a Transportation Improvement Program for the ensuing six calendar years; and

**WHEREAS**, pursuant to this law, the City Council of the City of Olympia did hold a public hearing on the Transportation Improvement Program on November 15, 2022, in Council Chambers at City Hall in Olympia, Washington;

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

**Section 1.** The City of Olympia Transportation Improvement Program, a copy of which is attached hereto and made a part hereof, is adopted. Two copies of the City of Olympia Transportation Improvement Program for the ensuing six calendar years, together with a copy of this Resolution, shall be filed with the Secretary of the Department of Transportation, State of Washington.

**Section 2.** The City of Olympia has reviewed the work accomplished under the prior program and determines that the attached program is adopted in order to meet current City transportation needs. The Transportation Improvement Program contains information as to how the City will spend money for non-motorized transportation purposes. If former railroad rights-of-way become available, the City will evaluate such right-of-way in relation to identified needs in the TIP and the City's Capital Facilities Plan.

**Section 3.** The City of Olympia determines that this program is consistent with the *Olympia Comprehensive Plan*.

**PASSED BY THE OLYMPIA CITY COUNCIL** this \_\_\_\_\_ day of \_\_\_\_\_ 2022.

\_\_\_\_\_  
MAYOR

ATTEST:

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

APPROVED AS TO FORM:

Mark Barber  
CITY ATTORNEY





## Six Year Transportation Improvement Program Summary 2024 - 2029

The City is required by State law to prepare a six-year Transportation Improvement Program (TIP) and submit it to the Washington State Department of Transportation (WSDOT). City staff updates the TIP annually to reflect the City's most recent Capital Facilities Plan (CFP). Projects need to be identified in the TIP before cities can receive state and federal funding. Projects with awarded or pending grants are shown with the planned grant amounts. The following includes a list of the current TIP projects. For more detailed information, please refer to the preliminary 2023-2028 Capital Facilities Plan.

Map No.	Project Name	Description	Project Origin	Grant Funds	Local Funds	Total Funds
1	4 <sup>th</sup> Avenue and Plum Street Pedestrian & Bike Improvements	<i>Project Limits:</i> 4 <sup>th</sup> Avenue Chestnut to Plum <ul style="list-style-type: none"><li>Add parking protected bike lane and protected intersections treatments with pedestrian bulb-outs. Project will include new intersection lane channelization striping.</li></ul>	Access and Safety Improvements Program	\$951,000	\$142,800	\$1,093,800
2	Mottman Road Pedestrian & Street Improvements	<i>Project Limits:</i> Mottman Road from Mottman Court to SPSCC <ul style="list-style-type: none"><li>Construct sidewalk and lighting on one side, bike lanes on both sides, and asphalt overlay.</li></ul>	Major Street Reconstruction Program	\$5,714,500	\$4,000,000	\$9,714,500
3	Fones Road - Transportation	<i>Project Limits:</i> Fones Road from 18 <sup>th</sup> Avenue to Pacific Avenue <ul style="list-style-type: none"><li>Improvements includes enhanced bike lanes, sidewalks, planter strips and or stormwater swales, new lighting, crosswalk enhancements, a trail crossing improvement, a compact roundabout, an asphalt overlay, lane reconfiguration, and medians.</li></ul>	Major Street Reconstruction Program	\$4,887,768	\$6,000,000	\$10,887,768
4	Downtown to Southeast Trail Network Bike Boulevard	<i>Project Limits:</i> Washington and 7 <sup>th</sup> to Eastside and Wheeler Avenue <ul style="list-style-type: none"><li>Project will create a bike corridor starting from 7<sup>th</sup> and Washington and connecting to the I-5 bike trail and Karen Fraser Woodland Trail. Project includes pavement markings, wayfinding and destination signage, striping and traffic calming, pedestrian cross islands at Cherry and Union and Crossing Improvements on Eastside street I-5 overpass</li></ul>	Bike Improvements Program	\$740,000	\$0	\$740,000

Map No.	Project Name	Description	Project Origin	Grant Funds	Local Funds	Total Funds
5	NW and SW Neighborhood Bike Boulevard	<i>Project Limits:</i> Thomas St and Muirhead Ave to Decatur St and Decatur St. Pathway <ul style="list-style-type: none"> <li>Project will create a bike corridor starting from Thomas and Muirhead and connecting to Decatur Street Pathway at the south end of Decatur St. Project includes pavement markings, wayfinding and destination signage, striping, and traffic calming, and a shared use pathway at Woodruff Park</li> </ul>	Bike Improvements Program	\$895,000	\$0	\$895,000
6	US 101/West Olympia Access Project	<i>Project Limits:</i> Black Lake Boulevard to Kaiser Road <ul style="list-style-type: none"> <li>Construct westbound and eastbound off/on-ramps from US 101 to Kaiser Road. Also construct a westbound off-ramp from US 101 to Yauger Way via an at-grade intersection at Black Lake Boulevard and Kaiser Road.</li> </ul>	Major Street Reconstruction Program	\$6,000,000	\$0	\$6,000,000
Various Locations Citywide	Bicycle Improvements	<i>Project Limits:</i> Various locations <ul style="list-style-type: none"> <li>This program completes elements of the bicycle network, including: bike corridors which are low-volume neighborhood streets improved for bicycle travel, and; bike lanes and enhanced bike lanes which are five-foot wide lanes on major streets sometimes enhanced with a buffer or barrier.</li> </ul>	Bicycle Improvements Program	\$0	\$310,000	\$310,000
Various Locations Citywide	Intersection Improvements	<i>Project Limits:</i> Various locations <ul style="list-style-type: none"> <li>These projects improve the safety and function of intersections for people walking, biking and driving. Projects may include roundabouts or traffic signals. Projects may address improved access and priority for transit, such as queue jump lanes or bus-only signals. Projects will typically include curb access ramps and may include sidewalk and bike lane connections, lighting, and landscaping consistent with City standards. Traffic signal upgrades will include audible devices for the visually impaired. A range of technological improvements for traffic signals may be funded through this program such as fiber optic installation, new controllers, or detection cameras.</li> </ul>	Intersection Improvements Program	\$0	\$290,000	\$290,000
Various Locations Citywide	Street Repair and Reconstruction	<i>Project Limits:</i> Various locations <ul style="list-style-type: none"> <li>This program addresses street repair and maintenance projects that preserve the condition of our streets by sealing cracks, resurfacing with a chip seal and asphalt overlays.</li> </ul>	Street Repair and Reconstruction Program	\$0	\$13,905,000	\$13,905,000

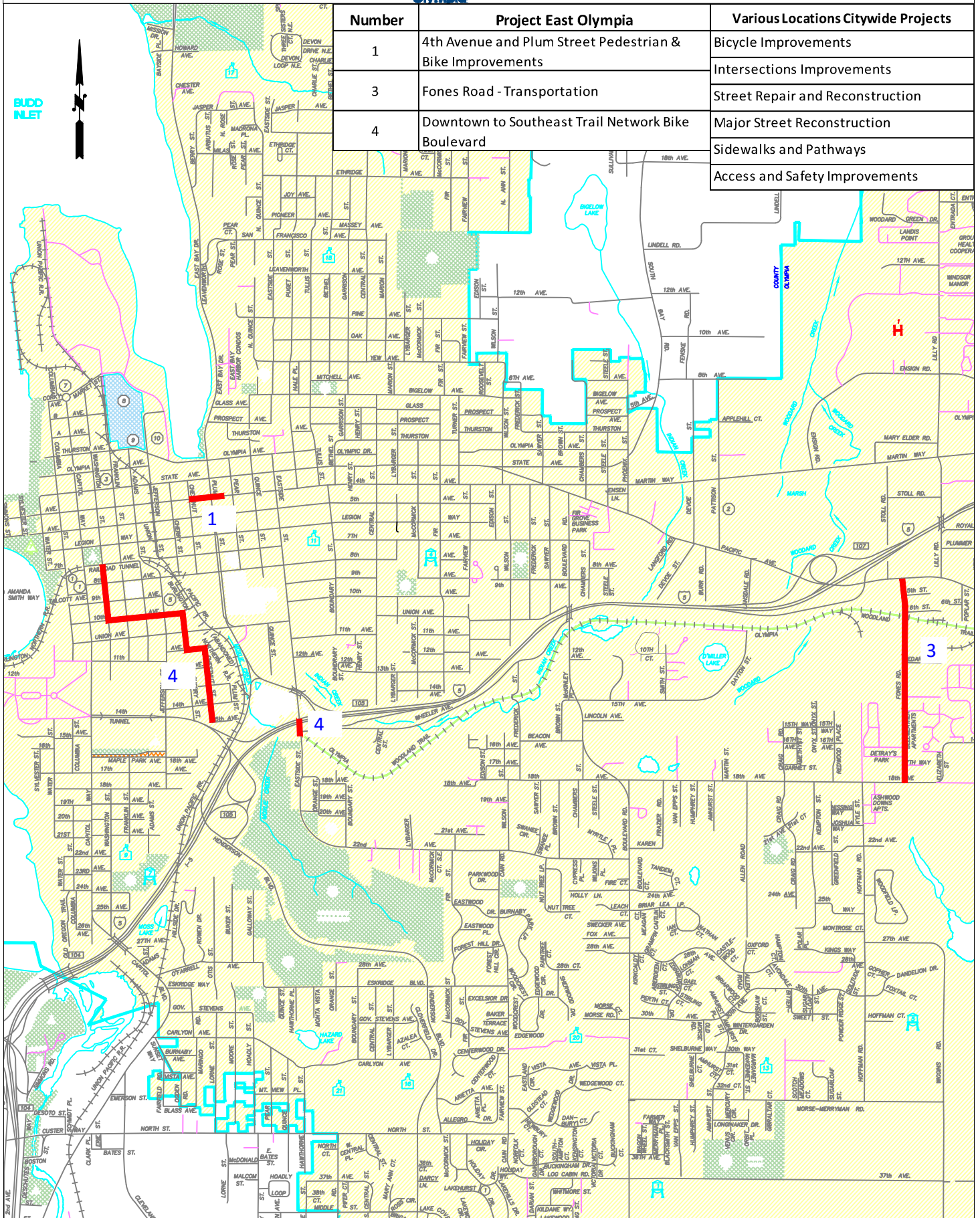
Map No.	Project Name	Description	Project Origin	Grant Funds	Local Funds	Total Funds
Various Locations Citywide	Major Street Reconstruction	<i>Project Limits:</i> Various locations <ul style="list-style-type: none"> <li>These are multimodal improvement projects with many elements, typically including bike lanes, sidewalks, pedestrian crossing improvements, access ramps, intersection improvements, resurfacing, landscaping, and lighting. These projects draw from many funding sources and are significant in scope. By combining many elements, the City can address multiple transportation goals at once and achieve economies of scale in construction.</li> </ul>	Major Street Reconstruction Program	\$0	\$1,500,000	\$1,500,000
Various Locations Citywide	Sidewalks and Pathways	<i>Project Limits:</i> Various Locations <ul style="list-style-type: none"> <li>This program constructs and maintains sidewalks and pathways. Pathways are non-motorized short-cuts that link streets to parks, schools, trails, and other streets. This program constructs sidewalks on at least one side of arterials, major collectors, and neighborhood collectors.</li> </ul>	Sidewalks and Pathways Program	\$0	\$5,832,000	\$5,832,000
Various Locations Citywide	Access and Safety Improvements	<i>Project Limits:</i> Various locations <ul style="list-style-type: none"> <li>This program is to improve access and safety for all users of the transportation system. Projects include: safety projects that improve safety along streets and at intersections for all users; enhanced crosswalks help pedestrians cross major streets, and; street accessibility projects that remove barriers on walkways for persons with disabilities.</li> </ul>	Access and Safety Improvement Program	\$0	\$1,425,000	\$1,425,000
7	Grass Lake Nature Park Trail Connection	<i>Project Limits:</i> Kaiser Road to Harrison Ave <ul style="list-style-type: none"> <li>Design and construct trail.</li> </ul>	2022-2028 Parks, Art & Recreation Plan	\$469,990	\$2,865,010	\$3,333,000

# 2024 - 2029 Projects

Six-Year Transportation Improvement Program



## Olympia and Vicinity





# 2024 - 2029 Projects

Six-Year Transportation Improvement Program



## Olympia and Vicinity

Number	Project West Olympia
2	Mottman Road Bike Lanes and Half Street Frontage Improvement
5	NW and SW Neighborhood Bike Boulevard
6	US 101/West Olympia Access Project
7	Grass Lake Nature Park Trail Connection

### Various Locations Citywide Projects

Bicycle Improvements

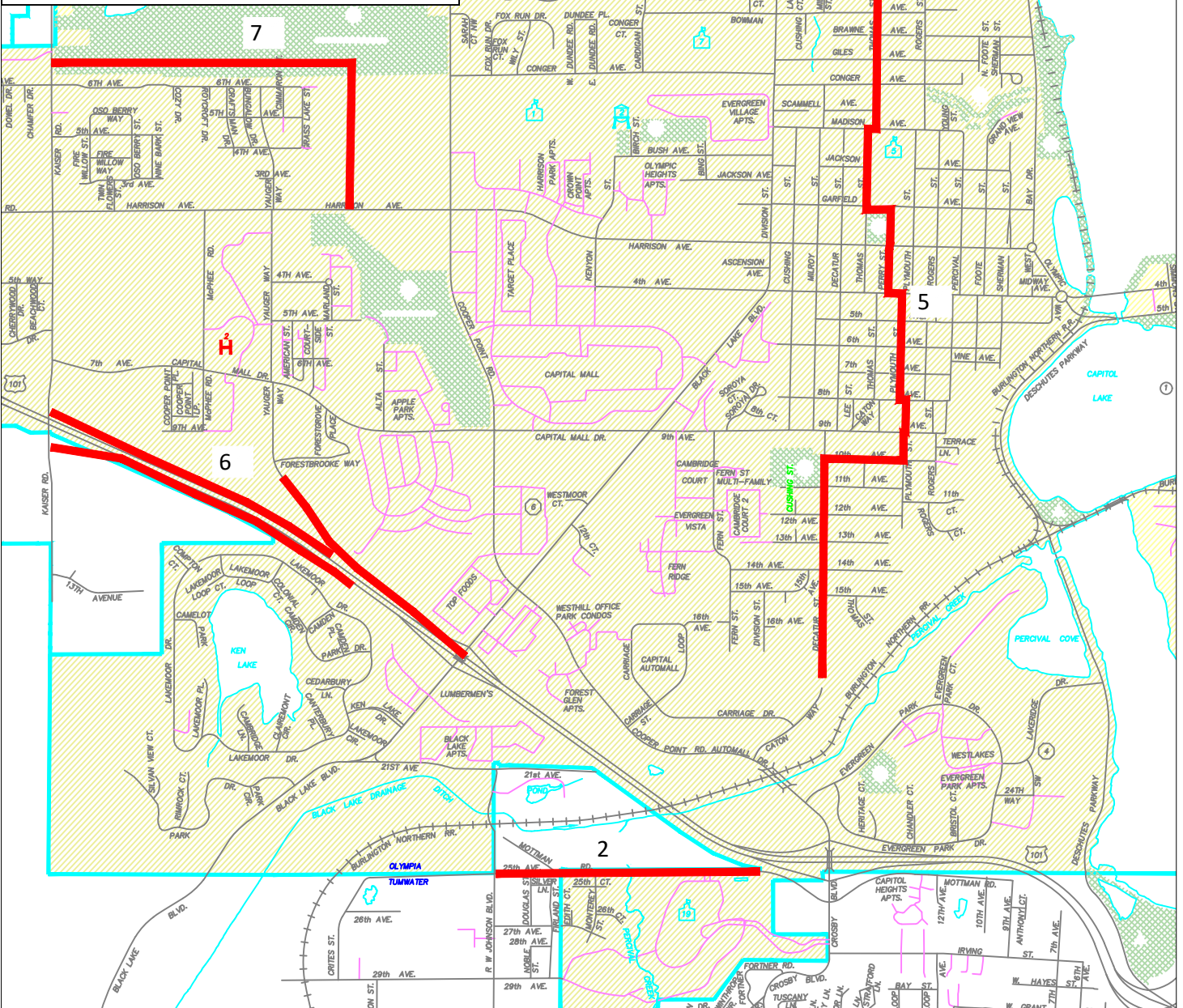
Intersections Improvements

Street Repair and Reconstruction

Major Street Reconstruction

Sidewalks and Pathways

Access and Safety Improvements



Agency: Olympia  
County: Thurston  
MPO: TRPC MPO

Hearing Date:  
Adoption Date:                      Amendment Date:  
Resolution #:                      Amendment #:

Six Year Transportation Improvement Program  
From 2024 to 2029

Functional Class	Priority Number	Project Title Road Name Structure Id from: Beginning Terminus      to: End Terminus Project Description	Regionally Significant (Y/N)		Improvement Type	Total Length	Utility Codes	Project Phase	Status	Project Costs							Fed. Funded Projects Only	
										Phase Start	Fund Source Information						Envir. Type	R/W Reqr'd? (Date)
											Federal Funding		State Funding		Local Funds	Total Funds		
											Fed.Fund Code	Cost by Phase	Fund Code	State Funds				
4		4th Avenue & Plum Street Pedestrian & Bike Improvements  4th Avenue from: Chestnut                      to: Plum  Structure Id  Add parking protected bike lane and protected intersection treatments with pedestrian bulb-outs. Project will include new intersection lane channelization striping.	N	STIP ID:      Oly2316f Fed. Aid #  Agency ID:    110 MPO ID:	21	0.10		CN	S	2024		0	Ped/Bike	951,000	142,800	1,093,800	CE	N
Totals											0	951,000	142,800	1,093,800				
17		Mottman Road Pedestrian & Street Improvements  Mottman Road from: Mottman Court                      to: SPSCC  Structure Id  Construct sidewalk and lighting on one side, bike lanes on both sides, and asphalt overlay.	N	STIP ID:      Oly1108c Fed. Aid # Agency ID:    113 MPO ID:      A A	28	0.18	G P S T W	PE RW CN CN	S S S S	2024 2024 2025 2026		0 0 0 0		0 0 0 5,714,500	500,000 500,000 3,000,000 0	500,000 500,000 3,000,000 5,714,500	CE	Y
Totals											0	5,714,500	4,000,000	9,714,500				
4		Fones Road - Transportation  Fones Road from: 18th Avenue                      to: Pacific Avenue  Structure Id  Improvements includes enhanced bike lanes, sidewalks, planter strips and or stormwater swales, new lighting, crosswalk enhancements, a trail crossing improvement, a compact roundabout, an asphalt overlay, lane reconfiguration, and medians.	Y	STIP ID:      Oly1102a Fed. Aid #    5343002 Agency ID:    122 MPO ID:      T3	3	0.67	C G P  T W	CN CN CN CN	S S S S	2024 2024 2024 2024	CMAQ STBG(UM) TAP(US) 0	463,875 2,040,118 383,775 0		0 0 0 2,000,000	1,139,825 318,400 320,995 4,220,780	1,603,700 2,358,518 704,770 6,220,780	CE	Y
Totals											2,887,768	2,000,000	6,000,000	10,887,768				
7		Downtown to Southeast Trail Network Bike Boulevard PBP Project  Washington St/Eastside Street from: 7th Ave                      to: Wheeler Ave  Structure Id  Project will create a bike corridor starting from 7th and Washington and connecting to the I-5 bike trail/Karen Fraser Woodland Trail at Eastside and Wheeler. Project to include shared use markings, wayfinding and destination signage, striping and traffic calming, pedestrian cross islands at Cherry and Union, and crossing improvements on Eastside street I-5 overpass.	N	STIP ID:      Oly2320a Fed. Aid #  Agency ID:    123 MPO ID:	28	0.90		CN CN	S P	2024 2024		0 0	TIB Ped/Bike	50,000 690,000	0 0	50,000 690,000	CE	N
Totals											0	740,000	0	740,000				

Agency: Olympia  
County: Thurston  
MPO: TRPC MPO

Hearing Date:  
Adoption Date:                      Amendment Date:  
Resolution #:                      Amendment #:

Six Year Transportation Improvement Program  
From 2024 to 2029

Functional Class	Priority Number	Project Title Road Name Structure Id from: Beginning Terminus      to: End Terminus Project Description	Regionally Significant (Y/N)		Improvement Type	Total Length	Utility Codes	Project Phase	Status	Project Costs						Fed. Funded Projects Only		
										Phase Start	Fund Source Information					Envir. Type	R/W Reqr'd? (Date)	
											Federal Funding		State Funding		Local Funds			Total Funds
											Fed.Fund Code	Cost by Phase	Fund Code	State Funds				
7		NW and SW Neighborhood Bike Boulevard SRTS Project N  Thomas St/Decatur St from: Muirhead Ave                      to: Decatur St. Pathway  Structure Id  Project will create a bike corridor starting from Thomas and Muirhead and connecting to Decatur Street Pathway at the south end of Decatur St. Project includes pavement markings, wayfinding, and destination signage, striping, and traffic calming, and a shared use pathway at Woodruff Park			28	2.19		PE CN	P P	2024 2025	SRTS SRTS	259,000 636,000		0 0	0 0	259,000 636,000		N
Totals										895,000		0		0	895,000			
12		US 101/West Olympia Access Project  US 101 from: Black Lake Boulevard                      to: Kaiser Road  Structure Id  Construct westbound and eastbound off/on-ramps from US 101 to Kaiser Road. Also construct a westbound off-ramp from US 101 to Yauger Way via an at-grade intersection at Black Lake Boulevard. Add Auxiliary lanes east and westbound between Black Lake Boulevard and Kaiser Road.	Y		1	1.10	P	PE RW	P P	2028 2028		0 0	OTHER OTHER	5,000,000 1,000,000	0 0	5,000,000 1,000,000	CE	Y
Totals										0		6,000,000		0	6,000,000			
0		Bicycle Improvements  Various Locations from: N/A                      to: N/A  Structure Id  This program completes elements of the bicycle network, including: bike corridors which are low-volume neighborhood streets improved for bicycle travel, and; bike lanes and enhanced bike lanes which are five-foot wide lanes on major streets sometimes enhanced with a buffer or barrier.	N		28			PE CN	P P	2029 2029		0 0		0 0	110,000 200,000	110,000 200,000	CE	N
Totals										0		0		310,000	310,000			

Agency: Olympia  
County: Thurston  
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Hearing Date:  
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Six Year Transportation Improvement Program  
From 2024 to 2029

Functional Class	Priority Number	Project Title Regionally Significant (Y/N) Road Name Structure Id from: Beginning Terminus      to: End Terminus Project Description		Improvement Type	Total Length	Utility Codes	Project Phase	Status	Project Costs						Fed. Funded Projects Only		
									Phase Start	Fund Source Information					Envir. Type	R/W Reqr'd? (Date)	
										Federal Funding		State Funding		Local Funds			Total Funds
										Fed.Fund Code	Cost by Phase	Fund Code	State Funds				
0		<i>Intersection Improvements</i> N  Various Locations from: N/A                                      to: N/A  Structure Id  These projects improve the safety and function of intersections for people walking, biking and driving. Projects may include roundabouts or traffic signals. Projects may address improved access and priority for transit, such as queue jump lanes or bus-only signals. Projects will typically include curb access ramps and may include sidewalk and bike lane connections, lighting, and landscaping consistent with City standards. Traffic signal upgrades will include audible devices for the visually impaired. A range of technological improvements for traffic signals may be funded through this program such as fiber optic installation, new controllers, or detection cameras.		4		C	PE	P	2025		0		0	100,000	100,000	CE	N
							PE	P	2026		0		0	100,000	100,000		
						S T W	PE	P	2027		0		0	90,000	90,000		
						Totals				0		0	290,000	290,000			
0		<i>Street Repair and Reconstruction</i> N  Various Locations from: N/A                                      to: N/A  Structure Id  This program addresses street repair and maintenance projects that preserve the condition of our streets by sealing cracks, resurfacing with a chip seal and asphalt overlays.		4		C G  T W	PE	P	2024		0		0	400,000	400,000	CE	N
							PE	P	2025		0		0	550,000	550,000		
							PE	P	2026		0		0	400,000	400,000		
							PE	P	2027		0		0	400,000	400,000		
							PE	P	2028		0		0	400,000	400,000		
							PE	P	2029		0		0	455,000	455,000		
							CN	P	2024		0		0	1,550,000	1,550,000		
							CN	P	2025		0		0	2,900,000	2,900,000		
							CN	P	2026		0		0	1,550,000	1,550,000		
							CN	P	2027		0		0	1,550,000	1,550,000		
							CN	P	2028		0		0	1,550,000	1,550,000		
							CN	P	2029		0		0	2,200,000	2,200,000		
						Totals				0		0	13,905,000	13,905,000			
0		<i>Major Street Reconstruction</i> N  Various Locations from: N/A                                      to: N/A  Structure Id  These are multimodal improvement projects with many elements, typically including bike lanes, sidewalks, pedestrian crossing improvements, access ramps, intersection improvements, resurfacing, landscaping, and lighting. These projects draw from many funding sources and are significant in scope. By combining many elements, the City can address multiple transportation goals at once and achieve economies of scale in construction.		4		C G P S T W	PE	P	2027		0		0	1,500,000	1,500,000	CE	N
						Totals				0		0	1,500,000	1,500,000			



Agency: Olympia  
County: Thurston  
MPO: TRPC MPO

Hearing Date:  
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Six Year Transportation Improvement Program  
From 2024 to 2029

Functional Class	Priority Number	Project Title Road Name Structure Id from: Beginning Terminus      to: End Terminus Project Description	Regionally Significant (Y/N)		Improvement Type	Total Length	Utility Codes	Project Phase	Status	Project Costs							Fed. Funded Projects Only	
										Phase Start	Fund Source Information						Envir. Type	R/W Reqr'd? (Date)
											Federal Funding		State Funding		Local Funds	Total Funds		
											Fed.Fund Code	Cost by Phase	Fund Code	State Funds				
0		<i>Sidewalks and Pathways</i>  Various Locations from: N/A																



## City Council

### Approval of a Resolution Authorizing the First Amendment to Interlocal Agreement with the City of Tumwater for the Study of a Regional Fire Authority

**Agenda Date:** 12/6/2022  
**Agenda Item Number:** 4.E  
**File Number:** 22-1161

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

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#### Title

Approval of a Resolution Authorizing the First Amendment to Interlocal Agreement with the City of Tumwater for the Study of a Regional Fire Authority

#### Recommended Action

##### Committee Recommendation:

Not referred to a committee.

##### City Manager Recommendation:

Move to approve the Resolution Authorizing the First Amendment to Interlocal Agreement Between the City of Olympia and the City of Tumwater for the Study of a Regional Fire Authority.

#### Report

##### Issue:

Whether to extend the term of the Interlocal Agreement Between the City of Olympia and the City of Tumwater for the Study of a Regional Fire Authority.

##### Staff Contact:

Jay Burney, City Manager, 360.753.8774

##### Presenter(s):

None; consent calendar item only.

#### Background and Analysis:

On May 19, 2021, the cities of Olympia and Tumwater (the Cities) entered into an interlocal agreement to explore the formation of a Regional Fire Authority (RFA) to provide fire and emergency services within the boundaries of the two cities and to share the costs of the study of an RFA (Agreement). Subsequently, the Cities formed the Regional Fire Authority Planning Committee (Planning Committee) to review the formation of an RFA and associated service delivery and financing plan to provide fire protection and emergency medical services within the boundaries of the City of Olympia and the City of Tumwater.

The Planning Committee has accomplished significant progress, having made a recommendation at their November 14, 2022, meeting to the respective city councils to form a Regional Fire Authority. In order to continue the Cities' collaborative work on an RFA, staff recommends the amending the Agreement by extending the term to October 1, 2023.

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

A Regional Fire Authority may provide options to improve fire service delivery in the Olympia and Tumwater communities. The RFA planning process will continue to engage both communities in this evaluation.

**Options:**

1. Move to approve the Resolution Approving the First Amendment to the Interlocal Agreement Between the City of Olympia and the City of Tumwater for the Study of a Regional Fire Authority
2. Direct staff to modify the Resolution or the First Amendment to the Interlocal Agreement with Council-directed revisions. This will take coordination and review by the City of Tumwater.
3. Do not approve the Resolution or extension of the Interlocal Agreement.

**Financial Impact:**

The cost of continuing with a Regional Fire Authority planning process is estimated to cost \$150,000 (Olympia's share). Funding is available through 2020 Year End Savings.

**Attachments:**

Resolution  
Amendment  
Agreement

RESOLUTION NO. \_\_\_\_\_

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF OLYMPIA, WASHINGTON,  
APPROVING THE FIRST AMENDMENT TO INTERLOCAL AGREEMENT BETWEEN THE CITY  
OF OLYMPIA AND THE CITY OF TUMWATER REGARDING THE STUDY OF A REGIONAL  
FIRE AUTHORITY**

**WHEREAS**, pursuant to RCW Chapter 39.34, local governmental units may enter into agreements on a basis of mutual advantage for the purpose of cooperating to provide services and facilities in a manner and pursuant to forms of governmental organization that will accord best with geographic, economic, population and other factors influencing the needs and development of local communities; and

**WHEREAS**, the service demands and costs of providing fire and emergency medical services have increased dramatically and disproportionately to other municipal services; and

**WHEREAS**, that cost escalation continues to put pressure on the limited resources of the cities of Olympia and Tumwater (collectively the “Cities”); and

**WHEREAS**, regionalization of fire and emergency medical services has been shown to deliver services effectively and efficiently to the community; and

**WHEREAS**, Washington State law, RCW Chapter 52.26, provides an option for Regional Fire Authorities to be formed between cities for the purpose of providing regional fire and emergency medical services; and

**WHEREAS**, in 2019, a study of fire and emergency medical regionalization options in Thurston County was released and recommended further exploration of a Regional Fire Authority (RFA) between the Cities; and

**WHEREAS**, on May 19, 2021, the cities of Olympia and Tumwater (the Cities) entered into an interlocal agreement to explore the formation of a Regional Fire Authority (RFA) to provide fire and emergency services within the boundaries of the two cities and to share the costs of the study of an RFA (Interlocal Agreement); and

**WHEREAS**, the Cities subsequently formed the Regional Fire Authority Planning Committee (Planning Committee) to review the formation of an RFA and associated service delivery and financing plan to provide fire protection and emergency medical services within the boundaries of the City of Olympia and the City of Tumwater; and

**WHEREAS**, the Planning Committee has accomplished significant progress, having made a recommendation at their November 14, 2022, meeting to the respective city councils to form a Regional Fire Authority; and

**WHEREAS**, the Cities’ desire to continue their collaborative work and extend the term of the Interlocal Agreement;

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

1. The Olympia City Council hereby approves the form of First Amendment to Interlocal Agreement between the City of Olympia and the City of Tumwater Regarding the Study of a Regional Fire Authority, 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 First Amendment to Interlocal Agreement, and any other documents necessary to execute said Agreement, and to make any amendments or minor modifications as may be required and are consistent with the intent of the Interlocal Agreement, or to correct any scrivener's errors.

**PASSED BY THE OLYMPIA CITY COUNCIL** this \_\_\_\_\_ day of \_\_\_\_\_ 2022.

\_\_\_\_\_  
MAYOR

ATTEST:

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

APPROVED AS TO FORM:

**Mark Barber**  
CITY ATTORNEY

**FIRST AMENDMENT TO  
INTERLOCAL AGREEMENT REGARDING THE STUDY OF A REGIONAL  
FIRE AUTHORITY BY THE CITIES OF OLYMPIA AND TUMWATER**

This First Amendment ("Amendment") is dated effective this 7<sup>th</sup> day of December, 2022, and is made and entered into between and among the City of Olympia, hereafter referred to as "Olympia," and the City of Tumwater, hereafter referred to as "Tumwater," and collectively hereafter referred to as "Parties" or "the Parties;" and

A. Pursuant to RCW Chapter 39.34, local governmental units may enter into agreements on a basis of mutual advantage for the purpose of cooperating to provide services and facilities in a manner and pursuant to forms of governmental organization that will accord best with geographic, economic, population and other factors influencing the needs and development of local communities; and

B. The Parties entered into an Interlocal Agreement dated effective May 19, 2021, whereby the Parties agreed to explore the creation of a Regional Fire Authority to provide fire and emergency services within the boundaries of the two cities and to share the costs of the study of such Authority; and

C. Section 4 of the Agreement states the Committee must complete its work and formulate a recommendation to the governing bodies of the Parties within eighteen (18) months of the effective date of this Agreement; and

D. Section 9 of the Agreement provided that the Agreement may only be changed, modified, or amended by written agreement executed by both Parties; and

E. The Parties have accomplished significant progress by the Committee, having made a recommendation at their November 14, 2022 meeting to the respective city councils to form a Regional Fire Authority. The Parties desire to continue their collaborative work and to amend the subject Agreement by extending the term of the Agreement to October 1, 2023.

NOW, THEREFORE, the Parties agree to the following terms and conditions:

1. Term. Section 5 shall be amended to extend the term of the Agreement to October 1, 2023.

2. Full Force and Effect. All other terms and conditions of the Agreement not modified by this Amendment shall remain in full force and effect.

DATED the effective date set forth above.

**CITY OF OLYMPIA**

---

Steven J. Burney, City Manager

**APPROVED AS TO FORM**

**Mark Barber**

---

Mark Barber, City Attorney

**CITY OF TUMWATER**

---

Debbie Sullivan, Mayor

**APPROVED AS TO FORM**

---

Karen Kirkpatrick, City Attorney

## **INTERLOCAL AGREEMENT REGARDING THE STUDY OF A REGIONAL FIRE AUTHORITY BY THE CITIES OF OLYMPIA AND TUMWATER**

**WHEREAS**, pursuant to RCW Chapter 39.34, local governmental units may enter into agreements on a basis of mutual advantage for the purpose of cooperating to provide services and facilities in a manner and pursuant to forms of governmental organization that will accord best with geographic, economic, population and other factors influencing the needs and development of local communities; and

**WHEREAS**, this Interlocal Agreement (hereafter Agreement) is made and entered into between and among the City of Olympia, hereafter referred to as “Olympia,” and the City of Tumwater, hereafter referred to as “Tumwater,” and collectively hereafter referred to as “Parties” or “the Parties;” and

**WHEREAS**, the service demands and costs of providing fire and emergency medical services have increased dramatically and disproportionately to other municipal services; and

**WHEREAS**, that cost escalation continues to put pressure on the limited resources of the Parties; and

**WHEREAS**, regionalization of fire and emergency medical services has been shown to deliver services effectively and efficiently to the community; and

**WHEREAS**, in 2019, a study of fire and emergency medical regionalization options in Thurston County was released; and

**WHEREAS**, Washington state law, RCW Chapter 52.26, provides an option for Regional Fire Authorities to be formed between cities for the purpose of providing regional fire and emergency medical services; and

**WHEREAS**, the Parties desire to explore the creation of a Regional Fire Authority to provide fire and emergency services within the boundaries of the two cities and to share the costs of the study of such Authority; and

**WHEREAS**, the Parties agree that a planning process that looks at the viability of an Authority will require input from affected groups, including represented employees, unrepresented employees, residents and businesses, other city departments, Medic One, and community partners;



**NOW, THEREFORE,** in consideration of the mutual promises contained herein, the Parties desire to enter into this Agreement as follows:

1. Pursuant to RCW 52.26.030, the Parties agree to form a Regional Fire Authority Planning Committee (hereafter “Committee”). The governing body of each Party shall appoint three (3) elected officials to the Committee as voting members. The Committee shall also include four (4) non-voting members. Each governing body shall appoint its Fire Chief (or their designee) and one member chosen by its associated IAFF Local from its membership. Committee members shall serve without compensation.
2. The Committee shall:
  - A. Conduct its affairs and formulate a regional fire protection service authority plan as provided under RCW 52.26.040.
  - B. Comply with the Open Public Meetings Act.
  - C. Elect a Chair and Vice-Chair to preside at meetings and a Secretary to record/post agendas, minutes, etc.
  - D. Develop/approve rules and procedures for meetings (quorum, motions, Roberts Rules of Order, etc.)
  - E. Develop and notice a meeting schedule.
  - F. Create subcommittees to make recommendations.
  - G. Select a consultant to facilitate and provide expertise in support of the Committee’s work.
  - H. Provide public information and conduct public outreach.
  - I. Formulate recommendations on the formation of a Regional Fire Authority to the governing bodies of the Parties.
3. The Committee shall select a consultant (or consultants) to facilitate and provide expertise (financial, organizational, legal) in support of the Committee’s work. The consultant shall be selected by mutual agreement of the Committee members. Tumwater, on behalf of the Parties, will administer the contract with the consultant. The Parties agree to evenly share the costs of the consultant(s) and any additional expenses. Tumwater will invoice Olympia for recovery of Olympia’s share of expenses and Olympia will pay Tumwater said invoices within sixty (60) days.
4. The Committee must complete its work and formulate a recommendation to the governing bodies of the Parties within eighteen (18) months of the effective date of this Agreement.

5. This Agreement shall be effective when the last signatory executes this Agreement, and shall remain in effect until December 31, 2022, unless terminated sooner pursuant to Section 6.
6. The Committee may dissolve itself at any time by a majority vote of the total membership of the Committee. Any Party may withdraw upon thirty (30) calendar days' written notice to the other Party. Notice shall be sent to:

**CITY OF OLYMPIA**

Steven J. Burney, City Manager  
City of Olympia  
601 4<sup>th</sup> Ave E.  
P.O. Box 1967  
Olympia WA 98507-1967

**CITY OF TUMWATER**

Pete Kmet, Mayor  
555 Israel Road SW  
Tumwater WA 98501

7. No real or personal property is anticipated to be acquired by reason of entering into this Agreement. Should real or personal property be acquired during the term of this Agreement, the Parties shall work in good faith to determine the disposition of such property upon termination of this Agreement.
8. This Agreement shall be recorded with the Thurston County Auditor's Office or posted on the Parties' web site prior to being effective.
9. This Agreement may only be changed, modified, or amended by written agreement executed by both Parties.
10. By signing this Agreement, each signatory is certifying that they have authority to sign and that the necessary approval has been obtained from the legislative body of the entity represented by that signatory.

**IN WITNESS WHEREOF**, the Parties hereto have caused this Agreement to be executed according to the terms written above.

**CITY OF OLYMPIA**

Steven J. Burney  
Steven J. Burney, City Manager  
Date: 05/19/2021

APPROVED AS TO FORM:

Annaliese Harksen  
Annaliese Harksen, Deputy City Attorney

**CITY OF TUMWATER**

Pete Kmet  
Pete Kmet, Mayor  
Date: 05/19/2021

APPROVED AS TO FORM:

Karen Kirkpatrick  
Karen Kirkpatrick, City Attorney



## City Council

### Approval of an Ordinance Updating Impact Fees

**Agenda Date:** 12/6/2022  
**Agenda Item Number:** 4.F  
**File Number:** 22-1143

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

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#### **Title**

Approval of an Ordinance Updating Impact Fees

#### **Recommended Action**

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

Not referred to a committee.

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

Move to approve an Ordinance amending Olympia Municipal Code Chapters 15.04 and 15.16 relating to impact fees.

#### **Report**

##### **Issue:**

Whether to approve an Ordinance updating transportation, park and school impact fees.

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

Tim Smith, Deputy Director, Community Planning & Development, 360.570.3915

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

None - Consent Calendar Item.

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

Certain types of new development in the City are charged impact fees in accordance with RCW 82.02 and Chapter 15.04 of the Olympia Municipal Code. Impact fees are intended to ensure that new growth pays a proportionate share of the cost of new facilities needed to serve the new development. The City currently assesses impact fees for City parks and transportation facilities and collects impact fees for school facilities at the request of the Olympia School District. The City will start assessing impact fees for North Thurston Public Schools starting in 2023, as authorized in an ordinance approved by the City Council in October 2022.

#### Transportation Impact Fees:

Olympia has used transportation impact fees since the 1990s to help fund infrastructure improvements. The City's first Transportation Master Plan was adopted by the City 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 \$2,679 per new “person” trip. Staff proposes a 10% 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 \$2,946 in 2022.

**Park Impact Fees:**

The City’s Parks Master Plan was adopted by the City Council in February 2022 and included an updated capital investment strategy project list of capital projects. An increase in park impact fees is proposed to match anticipated funding and projects listed in the 2022 Parks Plan.

**Olympia School District Impact Fees:**

The Olympia School District has updated its Capital Facilities Plan and proposes impact fees as reflected in the School District’s adopted 2023-2028 Capital Facilities Plan.

**North Thurston Public Schools Impact Fees:**

North Thurston Public Schools updated its Capital Facilities Plan and proposes impact fees as reflected in the School District’s adopted 2023-2028 Capital Facilities Plan.

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

Permit fee costs are of strong interest to community members interested in developing within the City of Olympia.

**Options:**

1. Move to approve the Ordinance amending the Olympia Municipal Code relating to impact fees.
2. Move to approve the Ordinance with changes.
3. Do not approve the Ordinance.

**Financial Impact:**

Revenues generated by impact fees will support needed infrastructure as the City grows.

**Attachments:**

Ordinance

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

**AN ORDINANCE OF THE CITY OF OLYMPIA, WASHINGTON AMENDING OLYMPIA MUNICIPAL CODE SECTIONS 15.04.020, 15.16.010, 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 authorize 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 adopted such impact fees, including "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 and the North Thurston School District build infrastructure; and

**WHEREAS**, the Parks Master Plan was adopted by the City Council in February 2022 and included an updated capital investment strategy project list of capital projects planned for the next twenty years; and

**WHEREAS**, Olympia has updated the park impact fees to match the anticipated funding and projects listed in the 2022 Parks Plan; 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 the City Council in February 2021 and included changes to the City's Transportation Concurrency and Impact Fee Programs; and

**WHEREAS**, transportation impact fees are 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 2023-2028 Capital Facilities Plan; and

**WHEREAS**, the North Thurston School District has updated its Capital Facilities Plan and has proposed impact fees as reflected in the School District's adopted 2023-2028 Capital Facilities Plan; and

**WHEREAS**, the City Council conducted a public hearing on the City's 2023-2028 Capital Facilities Plan on October 18, 2022, and did not receive any additional comments related to the proposed impact fee changes; and

**WHEREAS**, following that review of the 2023-2028 Capital Facilities Plan, the City Council desires to amend Transportation and Park 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 and North Thurston School District's 2023-2028 Capital Facilities Plans, 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 15.04.020.** Olympia Municipal Code Section 15.04.020 is hereby amended to read as follows:

**15.04.020 Definitions**

The following words and terms have the following meanings for the purposes of this title, unless the context clearly requires otherwise. Terms otherwise not defined herein are defined pursuant to RCW\_82.02.090 or given their usual and customary meaning.

- A. "Accessory Dwelling Unit" means a dwelling unit that has been added onto, created within, or separated from a single-family detached dwelling for use as a complete independent living unit with provisions for cooking, eating, sanitation, and sleeping.
- B. "Building Permit" means an official document or certification which is issued by the Building Official and which authorizes the construction, alteration, enlargement, conversion, reconstruction, remodeling, rehabilitation, erection, demolition, moving, or repair of a building or structure.
- C. "Capital Facilities" means the facilities or improvements included in a capital budget or capital facilities plan.
- D. "Capital Facilities Plan" means the capital facilities plan element of a comprehensive plan adopted by the City of Olympia pursuant to chapter 36.70A RCW, and such plan as amended.
- E. "City" means the City of Olympia.
- F. "Council" means the City Council of the City of Olympia.
- G. "Concurrent" or "Concurrency" means that the improvements are in place at the time the impacts of development occur, or that the necessary financial commitments are in place, which include the impact fees anticipated to be generated by the development, to complete the improvements necessary to meet the specified standards of service defined in the Parks Study, the Transportation Study, the Olympia School District Schools Study, and the North Thurston School District Capital Facilities Plan within 10 years of the time the impacts of development occur.
- H. "Department" means the Department of Community Planning and Development.
- I. "Development Activity" means any construction, expansion, or change in the use of a building or structure that creates additional demand and need for public facilities.
- J. "Development Approval" means any written authorization from the City of Olympia which authorizes the commencement of a development activity.
- K. "Director" means the Director of the Department of Community Planning and Development or the Director's designee.

- L. "Downtown " means all properties located within the downtown area, which is currently bounded by: Budd Inlet on the north; Budd Inlet and Capitol Lake on the west; along 14th Avenue extending between Capitol Lake and Capitol Way, then east on 14th Avenue extending to Interstate 5 on the south; Eastside Street on the east; and along Olympia Avenue in a westerly direction reconnecting with the Budd Inlet on the north, including properties owned by the Port of Olympia, as shown in Figure 15-04-1.
- M. "Dwelling Unit" means a single unit providing complete and independent living facilities for one or more persons, including permanent facilities for living, sleeping, eating, cooking, and sanitation needs.
- N. "Encumbered" means to reserve, set aside, or otherwise earmark the impact fees in order to pay for commitments, contractual obligations, or other liabilities incurred for public facilities.
- O. "Feepayer" is a person, collection of persons, corporation, partnership, an incorporated association, or any other similar entity, or department or bureau of any governmental entity or municipal corporation commencing a land development activity which creates the demand for additional capital facilities, and which requires the issuance of a building permit. "Feepayer" includes an applicant for an impact fee credit.
- P. "Gross Floor Area" or "GFA" means the total square footage of any building, structure, or use, including accessory uses.
- Q. "Gross Leasable Area" or "GLA" means the total square footage of leasable space in any building, structure, or use, including accessory uses. This does not include common spaces like lobbies, elevator shafts, stairwells, etc.
- R. "Hearing Examiner" means the Examiner who acts on behalf of the Council in considering and applying land use regulatory codes as provided under chapter 18.82 OMC. Where appropriate, "Hearing Examiner" also refers to the office of the hearing examiner.
- S. "High Density Corridor" or "HDC" only includes HDC-1, HDC-2, HDC-3 land use zoning areas and has the same meaning as set forth in OMC 18.06.020(B)(10), (11), and (12).
- T. "Impact fee" means a payment of money imposed by the City of Olympia on development activity pursuant to this title as a condition of granting development approval in order to pay for the public facilities needed to serve new growth and development. "Impact fee" does not include a reasonable permit fee, an application fee, the administrative fee for collecting and handling school impact fees, the cost of reviewing independent fee calculations, or the fee for deferring payment of impact fees.
- U. "Impact Fee Account" or "Account" means the account(s) established for each type of public facility for which impact fees are collected. The Accounts are established pursuant to OMC 15.04.100 and OMC 15.04.110 and must comply with the requirements of RCW 82.02.070.
- V. "Alternative and Independent Fee Calculation" means the park impact calculation, the school impact calculation, the transportation impact calculation, or economic documentation prepared by a feepayer, to support the assessment of an impact fee other than by the use of schedules in chapter 15.16 OMC, or the calculations prepared by the Director or the Olympia School District or the North Thurston School District where none of the fee categories or fee amounts in the schedules in chapter 15.16 OMC accurately describe or capture the impacts of the new development on public facilities.

W. "Interest" means the average interest rate earned by the City of Olympia, or the Olympia School District, or the North Thurston School District with respect to school fees, in the last fiscal year, if not otherwise defined.

X. "Interlocal Agreement" or "Agreement" means the school interlocal agreement by and between the City of Olympia and the Olympia School District and the school interlocal agreement by and between the City of Olympia and the North Thurston School District, as authorized in OMC 15.04.110 herein.

Y. "Low-income housing" means housing with a monthly housing expense, that is no greater than thirty percent of eighty percent of the median family income adjusted for family size, for the county where the project is located, as reported by the United States department of housing and urban development.

Z. "North Thurston School District" means the North Thurston School District No. 3.

AA. "North Thurston School District Capital Facilities Plan" means the North Thurston School District No. 3's capital facilities plan, as the same may be amended or updated.

BB. "Occupancy Permit" means the permit issued by the City of Olympia where a development activity results in a change in use of a pre-existing structure.

CC. "Olympia School District" means the Olympia School District No. 111, Thurston County, Washington.

DD. "Open Space" means for the purposes of this title undeveloped public land that is permanently protected from development (except for the development of trails or other passive public access or use).

EE. "Owner" means the owner of record of real property, or a person with an unrestricted written option to purchase property; provided that, if the real property is being purchased under a recorded real estate contract, the purchaser is considered the owner of the real property.

FF. "Parks" means parks, open space, and recreational facilities, including ball fields, golf courses, athletic fields, soccer fields, swimming pools, tennis courts, volleyball courts, neighborhood parks, community parks, special use parks, trails, and open space.

GG. "Parks Study" means the City of Olympia Park Impact Fee Study dated October ~~2012~~2022, and as amended.

HH. "Planned Residential Development" or "PRD" has the same meaning as set forth in chapter 18.56 OMC.

II. "Project Improvements" means site improvements and facilities that are planned and designed to provide service for a particular development or users of the project and are not system improvements. No improvement or facility included in a capital facilities plan adopted by the Council may be considered a project improvement.

JJ. "Public Facilities" means the following capital facilities owned or operated by the City of Olympia or other governmental entities: (1) publicly owned parks, open space, and recreational facilities; (2) public streets and roads; and (3) public school facilities.

KK. "Residential" or "Residential Development" means all types of construction intended for human habitation. This includes single-family, duplex, triplex, and other multifamily development.



LL. "Olympia School District Schools Study" means the "Olympia School District - Rate Study for Impact Fees for School Facilities, 1994," and as amended.

MM. "Senior Housing Development" means a residential development of 10 units or more that is occupied exclusively by residents 55 years of age or older. In order to qualify for the "Senior Development" impact fee rate, a restrictive covenant is required to be placed on the deed limiting the development to residents 55 years of age or older.

NN. "Single Room Occupancy Dwelling" means a housing type consisting of one room, often with cooking facilities and with private or shared bathroom facilities.

OO. "Square Footage" means the square footage of the gross floor area of the development.

PP. "State" means the State of Washington.

QQ. "System Improvement" means a public facility that is included in the City of Olympia's capital facilities plan, the Olympia School Study, or the North Thurston School District Capital Facilities Plan and are designed to provide service to service areas within the community at large, in contrast to project improvements.

RR. "Transportation Study" means the City of Olympia Multimodal Transportation Impact Fee Rate Study dated October 2020, and as amended.

**Section 2. Amendment of OMC 15.16.010.** Olympia Municipal Code Section 15.16.010 is hereby amended to read as follows:

### **15.16.010 Schedule A, Park Impact Fees**

For complete building permit applications, the following schedule ~~shall apply~~applies to residential development:

Housing Type:

<b>TYPE OF DWELLING UNIT</b>	<b>Neighborhood Park</b>	<b>Community Park</b>	<b>Open Space</b>	<b>TOTALS</b>
Single Family including Manufactured Homes on individual lots, Townhouses	\$890	\$3,383	1,308	\$5,581 <u>\$5,987</u>
Multi Family including Apartments, Duplex, Triplex, Fourplex, Cottage Housing, and Courtyard Apartments	\$605	\$2,301	\$890	\$3,796 <u>\$4,471</u>
Units in Senior Housing Developments (including single family units)	\$605	\$2,301	\$890	\$3,796 <u>\$4,471</u>
Mobile Home in Mobile Home Parks	\$605	\$2,301	\$890	\$3,796 <u>\$4,225</u>
Single Room Occupancy Units, Studios, Accessory Dwelling Units <del>(except Accessory Dwelling Units created within existing Single Family structure, which are exempt)</del>	\$356	\$1,353	\$524	\$2,233 <u>\$2,458</u>

TYPE OF DWELLING UNIT	Neighborhood Park	Community Park	Open Space	TOTALS
Downtown Multi Family (including apartments, Duplex, Triplex, Fourplex, Cottage Housing, Courtyard Apartments) and Townhouses	\$463	\$1,759	\$680	\$2,902 <u>\$3,460</u>

**Section 3. 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**

A. Developments within the Olympia School District service area: For complete building permit applications for developments within the Olympia School District Service Area submitted after the effective date of this title, the following schedule ~~shall apply~~applies:

(Applies to residential development only)

#### **Housing Type (fees are per unit):**

Single Family – detached (including manufactured homes on individual lots)	\$6,029 <u>\$6,475</u>
Multifamily (including Apartments, Duplex, Triplex, Fourplex, Cottage Housing, Courtyard Apartments) and Townhouses (Non-Downtown)	\$2,477
<del>Senior Housing, Accessory Dwelling Unit, Single Room Occupancy, Studio (Exempt)</del>	<del>\$0</del>
Downtown Multifamily (including Apartments, Duplex, Triplex, Fourplex, Cottage Housing, Courtyard Apartments) and Townhouses	\$2,040

B. Developments within the North Thurston School District service area: For complete building permit applications for developments within the North Thurston School District Service Area submitted after the effective date of this title, the following schedule applies:

(Applies to residential development only)

#### **Housing Type (fees are per unit):**

<u>Single Family</u>	<u>\$4,867</u>
<u>Multifamily</u>	<u>\$2,962</u>

**Section 4. 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 January 1, ~~2022~~2023**

<b>Land Uses</b>	<b>Unit of Measure</b>	<b>Rate</b>
<b>Cost per New Person Trip Generated:</b>		<del>\$2,679</del> <u>\$2,946</u>
<i>Residential</i>		
Single Family (Detached), Townhouse and Manufactured Home	dwelling	<del>\$3,845</del> <u>\$4,229</u>
Multifamily, including Apartment (1 to 2 levels), Duplex, Triplex, Fourplex, Cottage Housing and Courtyard Apartment	dwelling	<del>\$2,175</del> <u>\$2,392</u>
Apartment (3 to 10 levels) includes Studio	dwelling	<del>\$1,708</del> <u>\$1,880</u>
Senior Housing, Accessory Dwelling Unit and Single-Room Occupancy Unit	dwelling	<del>\$1,088</del> <u>\$1,196</u>
Mobile Home	dwelling	<del>\$1,786</del> <u>\$1,965</u>
<i>Commercial – Services</i>		
Bank	sq ft / GFA	<del>\$44.50</del> <u>\$48.95</u>
Day Care	sq ft / GFA	<del>\$30.78</del> <u>\$33.85</u>
Hotel/Motel	room	<del>\$3,457</del> <u>\$3,802</u>
Service Station <sup>1</sup>	fueling position	<del>\$20,609</del> <u>\$22,670</u>
Quick Lubrication Vehicle Shop	servicing positions	<del>\$11,366</del> <u>\$12,503</u>
Automobile Care Center	sq ft / GLA	<del>\$7.81</del> <u>\$8.59</u>
Movie Theater	screen	<del>\$39,386</del> <u>\$43,324</u>
Health Club	sq ft / GFA	<del>\$8.66</del> <u>\$9.53</u>
Marina	berth	<del>\$637</del> <u>\$702</u>

<b>Land Uses</b>	<b>Unit of Measure</b>	<b>Rate</b>
<i>Institutional</i>		
Elementary /Jr. High/ High School	student	<del>\$378</del> <u>\$416</u>
University/College	student	<del>\$323</del> <u>\$356</u>
Church	sq ft / GFA	<del>\$1.65</del> <u>\$1.82</u>
Hospital	sq ft / GFA	<del>\$2.61</del> <u>\$2.88</u>
Assisted Living, Nursing Home, Group Home	sq ft / GFA	<del>\$2.00</del> <u>\$2.19</u>
<i>Industrial</i>		
Light Industry/Manufacturing/Industrial Park	sq ft / GFA	<del>\$1.16</del> <u>\$1.27</u>
Warehousing/Storage	sq ft / GFA	<del>\$0.55</del> <u>\$0.60</u>
Mini Warehouse	sq ft / GFA	<del>\$0.49</del> <u>\$0.54</u>
<i>Restaurant</i>		
Restaurant	sq ft / GFA	<del>\$14.63</del> <u>\$16.09</u>
Fast Food Restaurant	sq ft / GFA	<del>\$54.69</del> <u>\$60.16</u>
Coffee/Donut Shop with Drive-Through Window	sq ft / GFA	<del>\$72.62</del> <u>\$79.88</u>
Coffee/Donut Shop with Drive-Through Window and No Indoor Seating	sq ft / GFA	<del>\$30.69</del> <u>\$33.76</u>
<i>Commercial – Retail</i>		
Retail Shopping Center:		
up to 49,999	sq ft / GLA	<del>\$10.89</del> <u>\$11.98</u>
50,000-99,999	sq ft / GLA	<del>\$10.78</del> <u>\$11.86</u>
100,000-199,999	sq ft / GLA	<del>\$9.83</del> <u>\$10.81</u>
200,000-299,999	sq ft / GLA	<del>\$9.31</del> <u>\$10.25</u>
300,000-399,999	sq ft / GLA	<del>\$9.20</del> <u>\$10.11</u>

Land Uses	Unit of Measure	Rate
over 400,000	sq ft / GLA	<del>\$9.51</del> <u>\$10.47</u>
Supermarket > 5,000 SF	sq ft / GFA	<del>\$19.80</del> <u>\$21.78</u>
Convenience Market < 5,000 SF	sq ft / GFA	<del>\$80.57</del> <u>\$88.62</u>
Furniture Store	sq ft / GFA	<del>\$0.82</del> <u>\$0.90</u>
Car Sales – New/Used	sq ft / GFA	<del>\$10.05</del> <u>\$11.05</u>
Nursery/Garden Center	sq ft / GFA	<del>\$16.26</del> <u>\$17.89</u>
Pharmacy/Drugstore	sq ft / GFA	<del>\$14.79</del> <u>\$16.27</u>
Hardware/Building Materials Store < 25,000 SF	sq ft / GFA	<del>\$4.14</del> <u>\$4.55</u>
Discount Merchandise Store (Free Standing)	sq ft / GFA	<del>\$9.86</del> <u>\$10.84</u>
Home Improvement Superstore > 25,000 SF	sq ft / GFA	<del>\$4.53</del> <u>\$4.98</u>
Miscellaneous Retail	sq ft / GLA	<del>\$8.42</del> <u>\$9.26</u>
<i>Commercial – Office</i>		
Administrative Office:		
0-99,999	sq ft / GFA	<del>\$3.35</del> <u>\$3.68</u>
100,000-199,999	sq ft / GFA	<del>\$3.28</del> <u>\$3.61</u>
200,000-299,999	sq ft / GFA	<del>\$3.20</del> <u>\$3.52</u>
over 300,000	sq ft / GFA	<del>\$3.17</del> <u>\$3.49</u>
Medical Office/Clinic	sq ft / GFA	<del>\$8.48</del> <u>\$9.33</u>
<i>Downtown<sup>2</sup> and High Density Corridor<sup>3</sup> Fees</i>		
Multifamily (including Apartment, Duplex, Triplex, Fourplex, Cottage Housing, and Courtyard Apartment), Townhouse, and Studio	dwelling	<del>\$1,244</del> <u>\$1,368</u>
Senior Housing, Accessory Dwelling Unit, and Single Room Occupancy Unit	dwelling	<del>\$660</del> <u>\$726</u>

Land Uses	Unit of Measure	Rate
Assisted Living, Nursing Home, Group Home	sq ft / GFA	\$1.55 <u>\$1.71</u>
Hotel/Motel	room	\$1,825 <u>\$2,008</u>
Movie Theater	screen	\$30,721 <u>\$33,793</u>
Marina	berth	\$498 <u>\$547</u>
Downtown Services/Retail <sup>4</sup>	sq ft / GLA	\$6.83 <u>\$7.50</u>
Administrative Office:		
0-99,999	sq ft / GFA	\$2.61 <u>\$2.87</u>
100,000-199,999	sq ft / GFA	\$2.56 <u>\$2.82</u>
200,000-299,999	sq ft / GFA	\$2.50 <u>\$2.74</u>
over 300,000	sq ft / GFA	\$2.47 <u>\$2.72</u>
Medical Office/Clinic	sq ft / GFA	\$6.62 <u>\$7.28</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 ~~(or both)~~. 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 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.** 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 remains 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 takes effect January 1, 2023, after passage by the Olympia City Council and publication, as provided by law.

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MAYOR

**ATTEST:**

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CITY CLERK

**APPROVED AS TO FORM:**

*Michael M. Young*  
\_\_\_\_\_  
DEPUTY 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:** 12/6/2022  
**Agenda Item Number:** 4.G  
**File Number:** 22-1129

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

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#### **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 and Land Use Permits, and Plan Review.

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

Move to approve an Ordinance revising fees for Engineering, Building and Land Use Permits, and Plan Review on first reading and forward to second reading.

#### **Report**

##### **Issue:**

Whether to approve an Ordinance revising fees for Engineering, Building and Land Use Permits, and Plan Review on first reading and forward to second reading.

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

Leonard Bauer, Director, Community Planning and Development, 360.753.8206

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

None - Consent Calendar Item

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

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), Fire Plan Review and Permit Fees (OMC 4.38), 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.

In 2020-21 the City again conducted a Cost Recovery Study and examined the operation of the Development Fee Revenue Fund. That analysis found that the City was not recovering 85% of the cost of delivering development review services. It also recommended the City update its development fees annually to reflect increased labor costs, since those are the vast majority of the costs of providing development services to permit applicants. City staff also completed a comparison of Olympia development fees to those of neighboring cities in 2021. Based on these analyses, the City Council updated development fees by adopting Ordinance No. 7306 (December 14, 2021).

Finance Committee recommends the attached adjustments to development fees to align with increased labor costs, more closely approximate the City's target recovery rate and remain relatively aligned with development fees in neighboring cities. The City Council received a briefing on October 18, 2022.

**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. Move to approve an Ordinance revising fees for Engineering, Building and Land Use Permits, and Plan Review on first reading and forward to second reading.
2. Do not approve an Ordinance revising fees for Engineering, Building and Land Use Permits, and Plan Review.
3. Approve the Ordinance on first reading with specific modifications and forward to second reading.

**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 2020-21 Cost Recovery Study estimated the fee adjustments adopted in Ordinance No. 7306 would increase actual cost recovery from approximately 72% to 78% while still remaining generally aligned with neighboring cities. The attached ordinance would update those fees to adjust for the City's expected 5% labor cost increases in 2023.

**Attachments:**

Ordinance

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

**An Ordinance 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, 4.38.010 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 Council adopted Ordinance No. 7306 which directed that, to ensure development permit fees continue to include consideration of the increased cost to the City to perform development review services, the City Manager 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 concurrent with the City Manager's proposed annual operating budget; and

**WHEREAS**, there is a need adjust development permit fees to reflect the City's updated labor contracts and to more closely align them with the target adopted in Resolution No. M-1864 for recovery of the City's cost to provide permit review and inspection services, as demonstrated by the City's analysis of development services cost recovery in 2021;

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

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

4.04.010 Assessment of fees

A. ~~Commencing~~Beginning January 1, ~~2022~~2023, the following fee schedule ~~shall be~~is in full force and effect.

**Application Type**

**Plan Check Fees**

Water Main Extension (For projects outside city limits, fees will increase by 25%)

**Engineering Fee Schedule**

~~\$452.00~~\$474.60+ \$0.50 per linear foot or part thereof

## Application Type

### Plan Check Fees

### Engineering Fee Schedule

Sewer Main Extension (For projects outside city limits, fees will increase by 25%)	<del>\$452.00</del> <u>474.60</u> + \$0.50 per linear foot or part thereof
Reclaimed Water Main or Service Extension	<del>\$452.00</del> <u>474.60</u> + \$0.50 per linear foot or part thereof
Streets	<del>\$452.00</del> <u>474.60</u> + \$0.50 per linear foot or part thereof
Curb and Sidewalk	<del>\$452.00</del> <u>474.60</u> + \$0.50 per linear foot or part thereof
Storm On-Site	<del>\$600.00</del> <u>630.00</u> + \$37.00 per Acre Gross Parcel Area
Storm Pipe	<del>\$452.00</del> <u>474.60</u> + \$0.50 per linear foot or part thereof
Street Lighting (For projects outside city limits, fees will increase by 25%)	<del>\$452.00</del> <u>474.60</u> + \$0.50 per linear foot or part thereof
Driveway: Commercial	<del>\$678.00</del> <u>711.90</u> each
STEP Sewer System: Commercial	<del>\$1,355.00</del> <u>1,422.75</u> each
Sewer Pump Station	<del>\$1,555.00</del> <u>1,632.75</u> each
On-Site Community Septic System (For projects outside city limits, fees will increase by 25%)	<del>\$1,355.00</del> <u>1,422.75</u> each
Traffic Signal	<del>\$1,355.00</del> <u>1,422.75</u> each
Solid Waste Pad and/or enclosure	<del>\$583.00</del> <u>612.15</u>
Landscape Plan Review	<del>\$650.00</del> <u>682.50</u>
Stormwater Utility Civil Engineering Plan Review	<u>\$804 + \$44/acre</u>
Stormwater Utility Civil Engineering Site Plan Review - Revision	<u>\$402 + \$44/acre</u>
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)	<del>\$205.00</del> <u>215.25</u> each
Single Family Residential Erosion Control Inspection (5,001 to 20,000 sq ft)	<del>\$255.00</del> <u>267.75</u>
Residential Subdivision and Commercial Site fee	
Erosion Control and LID Inspection (based on lot size) (new building sites only)	

## Application Type

### Permit/Inspection Fees

5,001 – 20,000 sq ft	<del>\$255.00</del> <u>267.75</u>
20,001 – 40,000 sq ft	<del>\$355.00</del> <u>372.75</u>
40,001 – 220,000 sq ft	<del>\$455.00</del> <u>477.75</u>
Over 220,000 sq ft	<del>\$575.00</del> <u>603.75</u>

\*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	<del>\$2.30</del> <u>42</u> per linear foot or part thereof
Curb and/or sidewalk	<del>\$2.30</del> <u>42</u> 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%)	<del>\$1.60</del> <u>80</u> per linear foot or part thereof
Driveways: Residential	<del>\$158.00</del> <u>165.90</u> each
Driveways: Commercial	<del>\$788.00</del> <u>827.40</u> each
Sanitary Sewer Main (For projects outside city limits, fees will increase by 25%)	<del>\$3.10</del> <u>26</u> 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%)	<del>\$509.00</del> <u>534.00</u> each
STEP Sewer System: Commercial (For projects outside city limits, fees will increase by 25%)	<del>\$1,019.00</del> <u>1,069.95</u> each
Sewer Pump Station	<del>\$1,019.00</del> <u>1,069.95</u> each
On-Site Community Septic System (For projects outside city limits, fees will increase by 25%)	<del>\$1,019.00</del> <u>1,069.95</u> each
Sewer Lateral Connection at Main	<del>\$368.00</del> <u>386.40</u> each
Sewer Lateral Connection on Property	<del>\$147.00</del> <u>154.35</u> each
Storm Sewer Main	<del>\$3.10</del> <u>26</u> per linear foot or part thereof plus \$1.50 per linear foot for Television Inspection
Storm On-Site System	<del>\$677.00</del> <u>710.85</u> each
Water Main (For projects outside city limits, fees will increase by 25%)	<del>\$3.10</del> <u>26</u> per linear foot or part thereof
Water Connection (New)	<del>\$200.00</del> <u>210.00</u> each
Water Purity Sampling Test (Collected for second and subsequent tests for the same system)	Actual Costs to be Assessed

## Application Type

### Permit/Inspection Fees

Water Main Shutdown (collected for second or subsequent request for the same system)	Actual Costs to be Assessed
Reclaimed Water Main or Service Connection	<del>\$3.10</del> <u>26</u> per linear foot or part thereof
Reclaimed Water Connection (new)	<del>\$200.00</del> <u>210.00</u> 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	<del>\$1,575.00</del> <u>1,653.75</u> each
Solid Waste Pad and/or enclosure	<del>\$250.00</del> <u>262.50</u>
Landscape	<del>\$375.00</del> <u>393.75</u>
Bicycle Parking	<del>\$315.00</del> <u>330.75</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)	<del>\$184.00</del> <u>193.00</u> each
Right-of-Way Obstruction Permit	<del>\$562.00</del> <u>590.10</u> each
Right-of-Way Obstruction Permit (Traffic Control Plan Required, and on-site signage, cones, or flaggers needed) <sup>1</sup>	
Right-of-Way Excavation/Restoration (Completion Bond Required before Issuance of a Permit equal to 125% value of the work)	<del>\$184.00</del> <u>193.20</u> each
Right-of-Way Vacation Request	<del>\$1,943.00</del> <u>2,040.15</u> each
Latecomer Reimbursement Contract	<del>\$1,943.00</del> <u>2,040.15</u> + 5% Administrative Fee (5% of the reimbursement amount <del>shall be</del> <u>is</u> 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	<del>\$175.00</del> <u>183.75</u> each
Long Term Right-of-Way Use Authorization for Open Right-of-Way Use per Year	<del>\$420.00</del> <u>441.00</u> per year

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<sup>1</sup> 1. Fee may be waived by the Community Planning and Development Director or designee for removal of hazard trees determined to be a high risk based on a Tree Risk Assessment approved by the City's urban forester.

## Application Type

### Permit/Inspection Fees

Street Closure Permit for Temporary Moving of Structures or Equipment ~~\$850.00~~ \$92.50 each

Recording Fees for Bills of Sale, Easements, Deeds, Annexation Agreements ~~\$232.00~~ \$243.60

Recording Fees for Stormwater Maintenance Agreements ~~\$318.00~~ \$333.90

### Private Utilities

Private Utility (power, natural overhead, gas, telecommunications, CATV) (New development of systems):

New Short Plat – (2-9 Lots)

Plan Check: ~~\$225.00~~ \$236.25

Permit Fees: ~~\$80.00~~ \$84.00

New Long Plat – (10-25 Lots)

Plan Check: ~~\$315.00~~ \$330.75

Permit Fees: ~~\$115.00~~ \$120.75 + \$0.20 per linear foot or part thereof

New Long Plat – (26+ Lots)

Plan Check: ~~\$535.00~~ \$561.75

Permit Fees: ~~\$115.00~~ \$120.75 + \$0.20 per linear foot or part thereof

New Commercial:

Plan Check: ~~\$315.00~~ \$330.75

Permit Fees: ~~\$100.00~~ \$105.00

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

Plan Check: ~~\$263.00~~ \$276.15 + \$1.00 per linear foot or part thereof

Permit Fees: ~~\$95.00~~ \$99.75 + \$0.10 per linear foot or part thereof

Repair/Replace Existing

Plan Check: ~~\$263.00~~ \$276.15 + 1.00 per linear foot or part thereof

Permit Fees: ~~\$95.00~~ \$99.75 + \$0.10 per linear foot or part thereof

New/Replace Pole: ~~\$95.00~~ \$99.75 per Each

Resubmittal fees starting with second resubmittal after the initial application

50% plan check fees

### Pavement Restoration Fee

Base Fee ~~\$25.00~~ \$26.25 per square foot or part thereof

Year 1 (new pavement) 5X base fee

Year 2 4X base fee

## Application Type

### Permit/Inspection Fees

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	<del>\$875.00</del> <u>918.75</u> each
Tree Plan Review for New Multi-family Residential Development	<del>\$945.00</del> <u>992.25</u> each
Tree Plan Review for New Subdivisions - 9 lots and less	<del>\$725.00</del> <u>761.25</u> each
Tree Plan Review for New Subdivisions - 10 lots and more	<del>\$945.00</del> <u>992.25</u> + \$26.00 per lot
Tree Plan Field Inspection for New Commercial Development	<del>\$875.00</del> <u>918.75</u> each
Tree Plan Field Inspection for New Multi-family Residential Development	<del>\$945.00</del> <u>992.25</u> each
Tree Plan Field Inspection for New Subdivisions - 9 lots and less	<del>\$725.00</del> <u>761.25</u> each
Tree Plan Review for New Subdivisions - 10 lots and more	<del>\$945.00</del> <u>992.25</u> + \$26.00 per lot
Tree Plan Review for Tree Trimming by Private Utility	<del>\$345.00</del> <u>362.25</u> + \$0.10 per linear foot, or part thereof, of project
Tree Plan Field Inspection for Tree Trimming by Private Utility	<del>\$240.00</del> <u>252.00</u> + \$0.10 per linear foot, or part thereof, of project
Tree Conversion Option Harvest	<del>\$150.00</del> <u>157.50</u> 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

A. The determination of value or valuation under any of the provisions of this code ~~shall be~~ made by the building official based on the valuation data established by the International Code Council under the provisions of building standards valuation data or other supporting data. The value to be used in computing the building and building plan review fees ~~shall be~~ the total of all construction work for which the permit is issued as well as all finish work, painting, roofing, electrical, plumbing, heating, air conditioning, elevators, fire extinguishing

systems, and other permanent equipment. Single-family and duplex dwellings of wood frame construction having an area of more than 2,500 square feet per unit ~~shall be~~ valued at "good construction" rate. All others ~~will be~~ valued at "average construction" rate. Remodels ~~shall be~~ valued based on the contract price of the project or as determined by the building official.

B. Payment of fees. A permit ~~shall is not be~~ valid until the fees prescribed by law have been paid, nor ~~shall~~ may an amendment to a permit be released until the additional fee, if any, has been paid.

C. Schedule of permit fees. On buildings, structures, gas, mechanical, and plumbing systems or alterations requiring a permit, a fee for each permit ~~shall~~ must be paid as required using the current fee schedule.

D. Plan Review Fees: When submittal documents are required a plan review fee ~~shall~~ must be paid at the time of submitting the submittal documents for plan review. The current fee schedule as adopted ~~shall~~ establishes ~~said the~~ plan review fee. The actual permit fees and related plan review fee ~~shall be~~ determined upon completion of the plan review and the balance owing ~~shall~~ must be paid at the time of permit issuance.

The plan review fee ~~shall be~~ is a separate fee from the permit fees specified in this section and are in addition to the permit fees.

When submittal documents are incomplete or changed so as to require additional plan review or when the project involves deferred submittal items, an additional plan review fee ~~shall be~~ is charged at the rate shown in the current fee schedule.

E. Building permit valuations. The value to be used in computing the building permit and building plan review fees ~~shall be~~ is the total value of all construction work for which the permit is issued, as well as all finish work, painting, roofing, electrical, plumbing, heating, air conditioning, elevators, fire extinguishing systems, and any other permanent equipment. Contractor's overhead and profit is also included. The Valuation factor ~~will be~~ is used in assessing the building permit for installation of Sign and Commercial Landscaping permits (plan review for Signs and Commercial landscaping will be 65% of the permit).

F. Investigation Fees: Work without a Permit.

1. Investigation. Whenever any work for which a permit is required by this code has been commenced without first obtaining said permit, a special investigation ~~shall~~ must be made before a permit may be issued for such work.

2. Fee. An investigation fee, in addition to the permit fee, ~~shall be~~ is collected whether or not a permit is then or subsequently issued. The investigation fee ~~shall be~~ is equal to the amount of the permit fee required by this code. The minimum investigation fee ~~shall be~~ is the same as the minimum fee set forth in the currently adopted fee schedule. This fee is an additional, punitive fee and ~~shall does not~~ apply to any Grading or Building Permit Fee that may subsequently be issued. Payment of the investigative fee does not vest the illegal work with any legitimacy, nor does it establish any right to a Permit for continued development of that project. If the work done remains illegal for 90 days after service of the Stop Work Order, it ~~shall be~~ is considered hazardous and ~~shall~~ must be abated per the Olympia Municipal Code.



3. The payment of such investigation fee ~~shall~~does not exempt any person from compliance with all other provisions of this code nor from any penalty prescribed by law.

G. Fee Refunds.

The building official may authorize the refunding of:

1. 100% of any fee erroneously paid or collected.
2. Up to 80% of the permit fee paid when no work has been done under a permit issued in accordance with this code.
3. Up to 80% of the plan review fee paid when an application for a permit for which a plan review fee has been paid is withdrawn or canceled before any plan reviewing is done. The building official shall not authorize refunding of any fee paid except on written application filed by the original permittee not later than 180 days after the date of fee payment.

H. Fee Exempt Permits:

1. Agricultural/deer fences up to eight ~~(8)~~ feet tall

### FEE TABLE -- BUILDING PERMIT FEES

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

Total Valuation	Fee
\$1.00 to \$500.00	<del>\$105.00</del> <u>110.25</u>
\$501.00 to \$2,000.00	<del>\$105.00</del> <u>110.25</u> for the first \$500.00 plus <del>\$5.30</del> <u>56</u> for each additional \$100.00 or fraction thereof, to and including \$2,000.00
\$2,001.00 to \$25,000.00	<del>\$184.50</del> <u>193.73</u> for the first \$2,000.00 plus <del>\$16.80</del> <u>17.64</u> for each additional \$1,000.00 or fraction thereof, to and including \$25,000.00
\$25,001.00 to \$50,000.00	<del>\$570.90</del> <u>599.45</u> for the first \$25,000.00 plus <del>\$12.71</del> <u>13.35</u> for each additional \$1,000.00 or fraction thereof, to and including \$50,000.00
\$50,001.00 to \$100,000.00	<del>\$888.65</del> <u>933.08</u> for the first \$50,000.00 plus <del>\$9.45</del> <u>92</u> for each additional \$1,000.00 or fraction thereof, to and including \$100,000.00
\$100,001.00 to \$500,000.00	<del>\$1,361.15</del> <u>1,429.21</u> for the first \$100,000.00 plus <del>\$7.98</del> <u>8.38</u> for each additional \$1,000.00, or fraction thereof, to and including \$500,000.00
\$500,001.00 to \$1,000,000.00	<del>\$4,553.15</del> <u>4,780.81</u> for the first \$500,000.00 plus <del>\$7.09</del> <u>7.44</u> for each additional \$1,000.00 or fraction thereof, to and including \$1,000,000.00
\$1,000,001.00 and up	<del>\$8,098.15</del> <u>8,503.06</u> for the first \$1,000,000.00 plus <del>\$5.93</del> <u>6.23</u> for each additional \$1,000.00 or fraction thereof

### Other Building Inspections and Fees

Inspections outside of normal business hours	<del>\$125.00</del> 183.75 per hour* (minimum charge - two hours)
Reinspection fees	<del>\$125.00</del> 183.75 per hour*
Inspections for which no fee is specifically indicated	<del>\$125.00</del> 183.75 per hour* (minimum charge - one-half hour)
Additional plan review required by changes, additions, or revisions to approved plans	<del>\$125.00</del> 183.75 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	<del>\$125.00</del> 183.75 per hour* (minimum 2 hours)
Inspections requested on expired permits	<del>\$125.00</del> 183.75 per hour* (minimum charge - two hours)

\* Or the total hourly cost to the jurisdiction, whichever is the greatest. This cost ~~shall include~~includes 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~~183.75 per hour (minimum charge – one hour)

State of Washington State Building Code Council charges \$4.50 on every building permit issued

Vacant Property Registration Fee (OMC 16.06.090) \$200 annually

Temporary Certificate of Occupancy (TCO)	Application filing fee (nonrefundable):
	Residential (single-family) <del>\$100</del> 105
	Commercial and multi-family residential <del>\$150</del> 157.50 (interior remodel)
	Commercial and multi-family residential <del>\$500</del> 525 (new construction and substantial exterior and interior remodel)

### Building Plan Review Fees

SF Plan Review	68% of building permit fee if greater than 1500 sf
	25% of building permit fee if 1500 sf or less

<u>SF Stormwater Plan Review – Single Family Home, Townhouse, Accessory Dwelling Unit, Manufactured Home on Single Lot, Residential or Structural Addition, Residential Revision, or Deferred Submission</u>	<u>\$144</u>
<u>SF Stormwater Plan Review - Duplex</u>	<u>\$201</u>
Tree removal permit	<del>\$25.00</del> <u>26.25</u> per tree up to \$250.00 total
Commercial Review	68% of building permit fee
Addition/remodel SF, duplex	68% of building permit fee

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

*Temporary use (single wide)	<del>\$310.00</del> <u>325.50</u>
*Temporary use (double wide)	<del>\$375.00</del> <u>393.75</u>
Permanent use (single wide)	<del>\$510.00</del> <u>535.50</u>
Permanent use (double wide)	<del>\$525.00</del> <u>551.25</u>
Permanent use (triple wide)	<del>\$545.00</del> <u>572.25</u>
Add-a-room (pre-manufactured addition)	<del>\$385.00</del> <u>404.25</u>
*Temporary commercial use (single)	<del>\$450.00</del> <u>472.50</u>
Permanent commercial use (double)	<del>\$475.00</del> <u>498.75</u>
Permanent commercial use (triple)	<del>\$500.00</del> <u>525.00</u>

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

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

### **Demolition Permit Fees**

Buildings less than 3,000 sq ft	<del>\$110.00</del> <u>115.50</u>
Buildings between 3,001 and 5,000 sq ft	<del>\$250.00</del> <u>262.50</u>
Buildings between 5,001 and 10,000 sq ft	<del>\$300.00</del> <u>315.00</u>
Buildings greater than 10,000 sq ft	<del>\$390.00</del> <u>409.50</u>

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	<del>\$200</del> <u>210</u>
Residential	<del>\$100</del> <u>105</u>

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

### **Permit Issuance Fee**

**Washington State Energy Code Review**

For the issuance of each permit ~~\$105.00~~110.25

**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) ~~\$300.00~~315.00

Additional Unit/s and/or associated ducts and vents attached thereto (over 2,500 sq ft) ~~\$260.00~~273.00

**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~~68.25

**Appliance Vents**

For the installation, relocation, or replacement of each appliance vent installed and not included in an appliance permit ~~\$35.00~~47.25

**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~~68.25

**Boilers, Compressors and Absorption Systems**

For the installation or relocation of each boiler or compressor ~~\$95.00~~110.25

**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~~68.25

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~~68.25

**Evaporative Coolers**

For each evaporative cooler other than portable type ~~\$55.00~~68.25

**Ventilation and Exhaust**

For each ventilation fan connected to a single duct ~~\$35.00~~47.25

**Washington State Energy Code Review**

For each ventilation system which is not a portion of heating or air conditioning system authorized by a permit	<del>\$35.00</del> <u>47.25</u>
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For the installation of each hood which is served by mechanical exhaust, including the ducts for such hood	<del>\$35.00</del> <u>47.25</u>
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<b>Wood or Gas Stove Insert including vent</b>	<del>\$65.00</del> <u>78.75</u>
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<b>Incinerators</b>	<del>\$125.00</del> <u>131.25</u>
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**Miscellaneous**

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	<del>\$35.00</del> <u>47.25</u>
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Permit fees for fuel-gas piping ~~shall be~~is as follows:

Single gas pipe repair or connection including flexible connector for up to the first 5 connections	<del>\$35.00</del> <u>47.25</u>
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Multiple gas pipe repair or connections including flexible gas connectors for 6 or more connections, additional fee of	<del>\$2.50</del> <u>63</u> ea
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**Other Inspections and Fees**

Inspections outside of normal business hours, *per hour (minimum charge - two hours)	<del>\$175.00</del> <u>183.75</u> *
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Reinspection fees	<del>\$175.00</del> <u>183.75</u> *
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Inspection for which no fee is specifically indicated, per hour (minimum charge - one-half hour)	<del>\$175.00</del> <u>183.75</u> *
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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)	<del>\$175.00</del> <u>183.75</u> *
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For use of outside consultants for plan checking and inspections, or both.	Actual Cost
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For Stop Work issued (work being done without a permit)	<del>\$175</del> <u>183.75</u> per hour (minimum charge – one hour)
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\* Or the total hourly cost to the jurisdiction, whichever is greatest. This cost ~~shall include~~includes supervision, overhead, equipment, hourly wages, and fringe benefits of the employees involved.

**Plumbing Permit Fees**

Permit Issuance

For issuing each permit	<del>\$160.00</del> <u>168.00</u>
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**Single Family Residential (flat fee no permit issuance fee)**

**Plumbing Permit Fees**

New SFR Plumbing system (up to 3 bathrooms, one kitchen, over 3/1 use unit schedule for additional fixtures) ~~\$245.00~~257.25

**Swimming Pools\***

For each in-ground swimming pool or spa ~~\$125.00~~131.25 (fencing requirements apply)

For each above ground swimming pool over 5000 gallons ~~\$62.50~~65.63 (fencing requirements apply)

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

Plumbing Permits for New Single Family Residential ~~\$245.00~~257.25

**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~~36.75

Multiple gas pipe repair or connections including flexible gas connectors for 6 or more connections, additional fee of ~~\$2.50~~63 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~~75

For each building sewer and each trailer park sewer ~~\$35.00~~36.75

Rainwater systems - per drain (inside building) ~~\$10.00~~50

For each private sewage disposal system/grinder pump (when allowed) ~~\$75.00~~78.75

For each water heater and/or vent ~~\$25.00~~26.25

For each industrial waste pretreatment interceptor including its trap and vent, except kitchen-type grease interceptors functioning as fixture trap ~~\$21.00~~22.05

For each installation, alteration, or repair of water piping and/or water treating equipment, each ~~\$20.00~~21.00

For each repair or alteration of drainage or vent piping, each fixture ~~\$20.00~~21.00

For each lawn sprinkler system on any one meter including backflow protection devices therefor ~~\$35.00~~36.75

For atmospheric-type vacuum breakers not included in lawn sprinkler system ~~\$35.00~~36.75

**Other Inspections and Fees**

Inspections outside of normal business hours, per hour (minimum charge - two hours) ~~\$125.00~~183.75\*

Reinspection fees ~~\$125.00~~183.75\*

### Plumbing Permit Fees

Inspection for which no fee is specifically indicated	<del>\$125.00</del> <u>183.75</u> *
Additional plan review required by changes, additions, or revisions to approved plans, per hour (minimum charge - one hour)	<del>\$175.00</del> <u>183.75</u> *
For the use of outside consultants for plan checking and/or inspections	*Actual Costs
For Stop Work being issued (work being done without permit)	<del>\$175.00</del> <u>183.75</u>

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

### Grading Plan Permit Fees

~~\$390.00~~ 409.50 base fee plus \$.01  
per cubic yard

### Other Inspections and Fees

Inspections outside of normal business hours, per hour (minimum charge - two hours)	<del>\$175.00</del> <u>183.75</u> *
Reinspection fees	<del>\$175.00</del> <u>183.75</u> *
Inspection for which no fee is specifically indicated, per hour (minimum charge one-half hour)	<del>\$175.00</del> <u>183.75</u> *

\*Or the total hourly cost to the jurisdiction, whichever is greatest. This cost ~~shall include~~ includes 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~~ 183.75\*

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

**Section 3. Amendment of OMC 4.38.010.** Section 4.38.010 of the Olympia Municipal Code is hereby amended to read as follows:

#### 4.38.010 Fire Plan Review and Permit Fees

The following fees ~~shall be~~ are assessed for the permitting and plan review of fire systems:

##### A. Fire Permit Fee:

Total Valuation	Fee
\$1.00 to \$500.00	<del>\$43.48</del> <u>45.65</u> up to and including \$500.00.
\$501.00 to \$2,000.00	<del>\$43.48</del> <u>45.65</u> for the first \$500.00 plus <del>\$5.64</del> <u>92</u> for each additional \$100.00 or fraction thereof, up to and including \$2000.00.

<b>Total Valuation</b>	<b>Fee</b>
\$2,001.00 to \$25,000.00	<del>\$154.01</del> <u>161.71</u> for the first \$2000.00 plus <del>\$25.90</del> <u>27.20</u> for each additional \$1000.00 or fraction thereof, up to and including \$25,000.00.
\$25,001.00 to \$50,000.00	<del>\$742.50</del> <u>779.63</u> for the first \$25,000.00 plus <del>\$18.69</del> <u>19.62</u> for each additional \$1000.00 or fraction thereof, up to and including \$50,000.00.
\$50,001.00 to \$100,000.00	<del>\$1203.89</del> <u>1,264.08</u> for the first \$50,000.00 plus <del>\$12.95</del> <u>13.60</u> for each additional \$1000.00 or fraction thereof, up to and including \$100,000.00.
\$100,001 - \$500,000	= <del>\$3,291.80</del> <u>3,465.39</u> for the first \$100,000 plus <del>\$18.55</del> <u>19.48</u> for each additional \$1,000 or fraction thereof, up to and including \$500,000.
\$500,001 - \$1,000,000	= <del>\$10,664.10</del> <u>11,197.31</u> for the first \$500,000 plus <del>\$15.74</del> <u>16.53</u> for each additional \$1,000 or fraction thereof, up to and including \$1,000,000.
\$1,000,001 and up	= <del>\$18,578.99</del> <u>19,507.94</u> for the first \$1,000,000 plus <del>\$12.10</del> <u>12.71</u> for each additional \$1,000 or fraction thereof.

#### **B. Fire Plan Review Fee:**

The fire plan review fee is ~~sixty five (65)~~ percent of the fire permit fee and is collected in addition to the fire permit fee noted in this chapter.

**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, ~~2022~~2023, the following fee schedule ~~shall be~~shall be in full force and effect.

<b>Certifications and Appealable Letters</b>	<b>Land Use and Planning Applications<sup>1</sup></b>
Independent Confirmation of Critical Areas Report	<del>\$825</del> <u>866</u> plus any consultant costs
Wetland Report prepared by City staff	<del>\$800</del> <u>840</u> plus any consultant costs
Staff Confirmation Letter for Zoning, Occupancy Status, Flood Hazard, and other similar confirmations	<del>\$200</del> <u>210</u>
Staff-Researched Letter, Shoreline Permit Exemption, Land Use Approval Time Extension, Legal Lot Determination, or Appealable Opinion <sup>2</sup>	<del>\$460</del> <u>483</u>
<b>Actions Independent of Development Review</b>	
Presubmission Conference	<del>\$340</del> <u>357</u> + <u>\$67 for stormwater utility review</u>
SEPA Review (only)	<del>\$480</del> <u>504</u>
Variance (staff level)	<del>\$300</del> <u>315</u>



Variance and/or Reasonable Use Exception (by Examiner)	<del>\$1400</del> <u>1,470</u> + \$1,000 Hearing Examiner deposit <sup>4</sup>
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### **Code and Plan Amendments**

Comprehensive Plan Amendment (post-screening without rezone)	<del>\$2600</del> <u>2,730</u>
Shoreline Program	<del>\$3,200</del> <u>3,360</u>
Original Master Plan (Villages & Centers) (See OMC Chapter 18.05)	<del>\$3,200</del> <u>3,360</u> + \$ 140 per acre or part thereof + \$2,500 Hearing Examiner deposit <sup>4</sup>
Master Plan Revision	<del>\$1,600</del> <u>1,680</u> + \$1,500 Hearing Examiner deposit <sup>4</sup>
<u>Master Plan Revision – Stormwater Utility Plan Review</u>	<u>\$402 + \$44/acre</u>
Development Agreement	<del>\$411</del> <u>54,321</u> + \$2,000 Hearing Examiner deposit if referred to examiner <sup>4</sup>
Zoning and Development Code Maps or Text	<del>\$3,200</del> <u>3,360</u> + if a site-specific rezone, a \$1,500 Hearing Examiner deposit <sup>4</sup>

### **Annexations**

Notice of Intent to Annex	<del>\$320</del> <u>336</u>
Petition to Annex	<del>\$423</del> <u>04,442</u>

### **Temporary Uses**

Temporary Use Permit for three or less consecutive days	<del>\$150</del> <u>158</u>
Temporary Uses for four or more consecutive days	<del>\$350</del> <u>368</u>

### **Subdivision Actions**

Lot Consolidation	<del>\$560</del> <u>588</u>
Boundary Line Adjustment	<del>\$550</del> <u>578</u> plus \$160 per boundary line
Preliminary Short or Large-Lot Plat	<del>\$1360</del> <u>1,428</u> + \$-300 per lot
<u>Preliminary Short or Large-Lot Plat – Stormwater Utility Plan Review (if frontage improvements)</u>	<u>\$603 + \$44/acre</u>
Final Short or Large-lot Plat	<del>\$890</del> <u>935</u>
Preliminary <del>Full</del> <u>Long</u> (ten or more lots) Plat	<del>\$4660</del> <u>4,893</u> + \$-600 per acre, or part thereof + \$2,500 Hearing Examiner deposit <sup>4</sup>
<u>Preliminary Long (ten or more lots) Plat – Stormwater Utility Plan Review</u>	<u>\$804 + \$44/acre</u>
Final <del>Full</del> <u>Long</u> (ten or more lots) Plat <sup>3</sup>	<del>\$3880</del> <u>4,074</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

<u>Binding Site Plan – Stormwater Utility Plan Review</u>	<u>\$804 + \$44/acre</u>
Improvements deferral review by Examiner (OMC 17.44.020(E))	<del>\$1,800</del> <u>1,890</u> + \$2,000 Hearing Examiner deposit <sup>4</sup>
<b>Land Use (Site Plan) Review<sup>3</sup></b>	
No new structure to 5,000 square feet new gross floor area	<del>\$2700</del> <u>2,835</u>
5,001 to 8,000 square feet of new gross floor area	<del>\$4800</del> <u>5,040</u>
8,001 to 16,000 square feet of new gross floor area	<del>\$6900</del> <u>7,245</u>
16,000 to 24,000 square feet of new gross floor area	<del>\$9300</del> <u>9,765</u>
24,001 or more square feet of new gross floor area	<del>\$13100</del> <u>13,755</u>
<u>Land Use Review – Stormwater Utility Plan Review</u>	<u>\$804 + \$44/acre</u>
<b>Supplemental Actions</b>	
Traffic modeling or distribution by City staff	No charge, except any consultant fees
Additional SEPA Review (WAC 197-11-335)	No charge, except any consultant fees
Environmental Impact Statement	<del>\$4300</del> <u>4,515</u> + preparation at contract rate to be determined
Design Concept Review --Board Level	<del>\$1250</del> <u>1,313</u>
Design Details Review-- Board Level	<del>\$1250</del> <u>1,313</u>
Design Review--Staff Level	<del>\$500</del> <u>525</u>
<u>Design Review--Staff Level for Single Family Detached and Accessory Dwelling Units</u>	<u>\$263</u>
<u>Design Review--Staff Level for Single Family Detached and Accessory Dwelling Units</u>	<u>\$263</u>
Shoreline Permit (Substantial Development Permit, Shoreline Conditional Use Permit, Shoreline Variance) and Conditional Use Permit Requiring Examiner Review <sup>5</sup>	<del>\$1,500</del> <u>1,575</u> + \$2,000 Hearing Examiner deposit <sup>4</sup>
Shoreline Permit (Substantial Development Permit, Shoreline Conditional Use Permit, Shoreline Variance) and Conditional Use Permit Requiring Administrative Review <sup>5</sup>	<del>\$900</del> <u>945</u>
<u>Shoreline Permit (Substantial Development Permit, Shoreline Conditional Use Permit, Shoreline Variance) and Conditional Use Permit Requiring Administrative or Hearing Examiner Review - Stormwater Utility Plan Review</u>	<u>\$268</u>
Wireless Communication Facility -- Requiring Examiner Review	<del>\$4,600</del> <u>4,830</u> + \$2,000 Hearing Examiner deposit <sup>4</sup> plus any consultant costs of City
Short-Term Rental Permit	<del>\$100</del> <u>105</u>
Wireless Communication Facility -- Requiring Administrative Review <sup>5</sup>	<del>\$3,700</del> <u>3,885</u>

Modification of an approved application	50% of standard fee plus any Examiner deposit
Impact Fee Appeal to Examiner	<del>\$2100</del> <u>2,205</u> + \$500 Hearing Examiner deposit <sup>a</sup>
Other Appeal to Examiner	<del>\$1,300</del> <u>1,365</u>
Appeals to Council (only if authorized)	<del>\$500</del> <u>525</u>
Request for Reconsideration or Clarification by Examiner (OMC 18.75.060 and 070)	<del>\$325</del> <u>341</u> + \$500 Hearing Examiner deposit <sup>a</sup>
<b>Historic Rehabilitation Tax Exemption</b>	
Commercial	<del>\$880</del> <u>924</u>
Residential	<del>\$260</del> <u>273</u>
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. 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. 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.** 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 remains 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 takes effect January 1, 2023.

\_\_\_\_\_  
MAYOR

**ATTEST:**

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

**APPROVED AS TO FORM:**

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

**PASSED:**

**APPROVED:**

**PUBLISHED:**



## City Council

### Approval of an Ordinance Amending Ordinance 7344 (Fourth Quarter Budget Amendment)

**Agenda Date:** 12/6/2022  
**Agenda Item Number:** 4.H  
**File Number:** 22-1150

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

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#### Title

Approval of an Ordinance Amending Ordinance 7344 (Fourth Quarter Budget Amendment)

#### Recommended Action

##### Committee Recommendation:

Not referred to a committee.

##### City Manager Recommendation:

Move to approve the proposed Ordinance that amends Ordinance 7344 (Fourth Quarter Budget Amendment) on first reading and forward to second reading.

#### Report

##### Issue:

Whether to approve the proposed Ordinance that amends Ordinance 7344 (Fourth Quarter Budget Amendment) on first reading and forward to second reading.

##### Staff Contact:

Aaron BeMiller, Finance Director, 360.753.8465

Joan Lutz, Budget/Financial Analyst, 360.753.8760

##### Presenter(s):

None - Consent Calendar item

#### Background and Analysis:

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, however they may be made at any time during the year. The amended ordinances appropriate funds and provide authorization to expend the funds.

The Ordinance includes recommended amendments to the 2022 Operating Funds, Specials Funds, and Capital Funds for Department requested budget amendments for the Fourth Quarter in 2022.

Department requested budget amendments for Fourth Quarter in 2022 represents new budget

adjustments and associated transfers. These appropriations total \$2,285,658.

The budget amendment for the Fourt Quarter in 2022 is summarized below.

**Office of Community Vitality**

- Appropriation of \$1,143,225 is shifting from the Operating Home Fund to the Capital Home Fund for the Quince Street Village Mitigation Move.
- Appropriation of \$250,000 from the 2021 General Fund year-end funding to the Capital Home Fund for Quince Street Village Mitigation Move expenses.
- Appropriation of \$15,000 from PBIA to the Economic Development program for the alley lighting project.
- Appropriation of \$17,402 from PBIA to the Economic Development program for the holiday lighting project.
- Appropriation of \$50,000 from the General Fund to the HUD Fund to payoff an outstanding internal loan balance from 2018.

**Public Works**

- Appropriation of \$347,685 for State Avenue safety improvements. Funding from a City Safety Grant from WSDOT.
- Appropriation of \$200,000 to Facilities for second floor OPD conference room improvements. Funding from excess budget capacity in OPD operating budget.

**Parks, Arts, and Recreation**

- Appropriation of \$100,000 for permanent fencing at the Olympia Center. Funding to be transferred from excess PARD Operating budget to the Parks Improvement Fund.

**Fire**

- Appropriation of \$1,142 for miscellaneous expenses. Funding from unanticipated registration revenue.
- Appropriation of \$11,929 for fleet repair supplies. Funding from unanticipated insurance proceeds.
- Appropriation of \$13,000 for fuel usage. Funding from unanticipated Fire Fleet revenue.
- Appropriation of \$2,700 for overtime personnel expenses. Funding from unanticipated Medic One BLS revenue.
- Appropriation of \$475,000 for overtime personnel expenses. Funding from unanticipated Medic Once ALS revenue.
- Appropriation of \$6,000 for supplies. Funding from unanticipated Fire Training Center revenue.
- Appropriation of \$24,000 for overtime personnel expenses. Funding from unanticipated Fire Training Center revenue.
- Appropriation of \$21,800 for equipment. Funding from a grant from the Mary P Dolciani Halloran Foundation.

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

None noted.

**Options:**

1. Approve on first reading, and forward to second reading the Ordinance amending ordinance 7344. This provides staff with budget capacity to proceed with initiatives approved by the City Council.

2. Do not approve the amending Ordinance; staff will not have authorization to expend the funds.
3. Provide other direction.

**Financial Impact:**

Operating Funds - total increase in appropriations of \$887,973; Special Funds - total decrease in appropriations of \$643,225; and Capital Funds - total increase in appropriations of \$2,040,910. Funding sources of funding are noted above.

**Attachments:**

Ordinance

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

**AN ORDINANCE RELATING TO THE ADOPTION OF THE CITY OF OLYMPIA, WASHINGTON, 2022 OPERATING, SPECIAL, AND CAPITAL BUDGETS AND 2022-2027 CAPITAL FACILITIES PLAN; SETTING FORTH THE ESTIMATED REVENUES AND APPROPRIATIONS AND AMENDING ORDINANCE NO. 7344**

**WHEREAS**, the Olympia City Council adopted the 2022 Operating, Special Funds and Capital Budgets and 2022-2027 Capital Facilities Plan (CFP) by passing Ordinance No. 7305 on December 14, 2021; and

**WHEREAS**, the Olympia City Council Amended Ordinance No. 7305 by passage of Ordinance 7320 on April 25, 2022; and

**WHEREAS**, the Olympia City Council Amended Ordinance No. 7320 by passage of Ordinance 7330 on July 19, 2022; and

**WHEREAS**, the Olympia City Council Amended Ordinance No. 7330 by passage of Ordinance 7344 on November 15, 2022; 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 36.70A070(3); and

**WHEREAS**, the following changes need to be made to Ordinance No. 7344;

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

**Section 1.** That certain document entitled the “Capital Facilities Plan”, covering the years 2022 through 2027, a copy of which will be on file with the Director of Finance and available on the City’s web site, is hereby adopted as the Capital Facility Plan (CFP) for the City of Olympia and is incorporated herein as though full set forth.

**Section 2.** 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 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 2021 all appropriations and allocations not otherwise closed, completed, or deleted from prior fiscal years' capital budgets.

**Section 5.** 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	<del>\$10,040,306</del> <u>\$10,340,306</u>	<del>\$98,355,105</del> <u>\$98,943,078</u>	<del>\$108,395,411</del> <u>\$109,283,384</u>	\$0
General, Special Sub-Funds				
Special Accounts	1,115,993	1,768,318	2,884,311	0
Development Fee Revenue	47,762	4,312,407	4,360,169	0
Parking	138,300	1,823,102	1,961,402	0
Post Employment Benefits	0	1,020,000	1,020,000	0
Washington Center Endowment	0	5,000	5,000	0
Washington Center Operating	78,252	378,365	456,617	0
Municipal Arts	109,891	60,660	170,551	0
<b>Total General Fund</b>	<del>\$ 11,530,504</del> <u>\$ 11,830,504</u>	<del>\$ 107,722,957</del> <u>\$ 108,310,930</u>	<del>\$ 119,253,461</del> <u>\$ 120,141,434</u>	\$0
Non-Voted General Obligation Debt	599	4,648,712	4,649,311	0
Voted General Obligation Debt	0	1,044,350	1,044,350	0
Water Utility O&M	22,860	16,168,679	16,191,539	0
Sewer Utility O&M	107,586	23,355,267	23,462,853	0
Solid Waste Utility	0	13,839,953	13,820,978	18,975
Stormwater Utility	97,804	6,567,567	6,665,371	0
Water/Sewer Bonds	0	3,149,239	3,149,239	0
Stormwater Debt Fund	0	551,279	551,279	0
Water/Sewer Bond Reserve	0	123,651	123,651	0
Equipment Rental	0	2,673,272	2,672,022	1,250
<b>Subtotal Other Operating Funds</b>	<b>\$ 228,849</b>	<b>\$ 72,121,969</b>	<b>\$ 72,330,593</b>	<b>\$ 20,225</b>
<b>Total Operating Budget</b>	<del>\$ 11,759,353</del> <u>\$ 12,059,353</u>	<del>\$ 179,844,926</del> <u>\$ 180,432,899</u>	<del>\$ 191,584,054</del> <u>\$ 192,472,027</u>	<b>\$ 20,225</b>

### Special Funds Budget

FUND	USE OF FUND BALANCE	ESTIMATED REVENUE	APPROP	ADDITION TO FUND BALANCE
HUD Fund	\$0	<del>\$1,010,684</del> <u>\$1,060,684</u>	\$985,733	<del>\$24,951</del> <u>\$74,951</u>
Lodging Tax Fund	247,813	685,618	933,431	0
Parking Business Improvement Area Fund	26,302	129,450	155,752	0
Farmers Market Repair and Replacement Fund	0	0	0	0
Hands On Children's Museum	416,435	679,734	1,096,169	0
Home Fund Operating Fund	1,283,070	<del>4,748,843</del> <u>4,248,843</u>	<del>5,378,067</del> <u>4,734,842</u>	<del>653,846</del> <u>797,071</u>
Inspire Olympia (Cultural Access)	0	100,000	100,000	0
Fire Equipment Replacement Fund	0	0	0	0
Equipment Rental Replacement Reserve Fund	3,299,232	2,638,545	5,937,777	0
Unemployment Compensation Fund	0	112,500	85,000	27,500
Insurance Trust Fund	0	2,675,261	2,659,712	15,549
Workers Compensation Fund	0	2,447,875	1,684,950	762,925
<b>Total Special Funds Budget</b>	<b>\$5,272,852</b>	<b><del>\$15,228,510</del></b> <b><u>\$14,778,510</u></b>	<b><del>\$19,016,591</del></b> <b><u>\$18,373,366</u></b>	<b><del>\$1,484,771</del></b> <b><u>\$1,677,996</u></b>

## Capital Budget

FUND	USE OF FUND BALANCE	ESTIMATED REVENUE	APPROP	ADDITION TO FUND BALANCE
Impact Fee	\$4,882,418	\$0	\$4,882,418	\$0
SEPA Mitigation Fee Fund	20,000	0	20,000	0
Parks & Recreational Sidewalk, Utility Tax Fund	471,097	2,491,053	2,962,150	0
Real Estate Excise Tax Fund	0	3,026,326	2,598,435	427,891
Capital Improvement Fund	<del>3,221,568</del>	<del>7,119,497</del>	<del>10,341,065</del>	0
	<u>1,418,640</u>	<u>4,822,425</u>	<u>6,241,065</u>	
Home Fund Capital Fund	1,226,257	<del>6,232,890</del>	<del>7,459,147</del>	0
		<u>7,626,115</u>	<u>8,852,372</u>	
Transportation Capital Improvement Fund	0	<del>14,422,478</del>	<del>10,959,934</del>	<del>3,462,544</del>
	<u>1,437,456</u>	<u>13,970,163</u>	<u>15,407,619</u>	<u>0</u>
Fire Equipment Reserve Fund	0	1,632,000	148,319	1,483,681
Facilities Capital Improvement Fund	<del>4,834,156</del>	<del>1,349,037</del>	<del>6,183,193</del>	0
	<u>3,122,546</u>	<u>3,260,647</u>	<u>6,383,193</u>	
Parks Capital Improvement Fund	<del>18,319</del>	<del>9,504,559</del>	<del>9,522,878</del>	0
	<u>776,894</u>	<u>8,845,984</u>	<u>9,622,878</u>	
Water CIP Fund	<del>2,525,568</del>	<del>6,843,575</del>	9,369,143	0
	<u>3,861,475</u>	<u>5,507,668</u>		
Sewer CIP Fund	<del>4,287,571</del>	<del>10,660,963</del>	14,948,534	0
	<u>10,302,521</u>	<u>4,646,013</u>		
Waste ReSources CIP Fund	0	<del>1,154,446</del>	1,154,446	0
	<u>541,446</u>	<u>613,000</u>		
Stormwater CIP Fund	<del>1,663,979</del>	<del>2,813,209</del>	4,477,188	0
	<u>1,146,933</u>	<u>3,330,255</u>		
Storm Drainage Mitigation Fund	0	0	0	0
<b>Total Capital Budget</b>	<del>\$ 23,150,933</del>	<del>\$ 67,250,033</del>	<del>\$ 85,026,850</del>	<del>\$ 5,374,116</del>
	<u>\$ 29,207,683</u>	<u>\$ 59,771,649</u>	<u>\$ 87,067,760</u>	<u>\$ 1,911,572</u>
<b>Total City Budget</b>	<del>\$ 40,183,138</del>	<del>\$ 262,323,469</del>	<del>\$ 295,627,495</del>	<del>\$ 6,879,112</del>
	<u>\$ 46,539,888</u>	<u>\$ 254,983,058</u>	<u>\$ 297,913,153</u>	<u>\$ 3,609,793</u>

**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 five (5) days after passage and publication, as provided by law.

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MAYOR

**ATTEST:**

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CITY CLERK

**APPROVED AS TO FORM:**

Mark Barber  
CITY ATTORNEY

**PASSED:**

**APPROVED:**

**PUBLISHED:**



## City Council

### Approval of an Ordinance Relating to Utility Fees and Charges and Amending Section 4.24.010 of the Olympia Municipal Code

**Agenda Date:** 12/6/2022  
**Agenda Item Number:** 4.I  
**File Number:** 22-1157

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

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#### **Title**

Approval of an Ordinance Relating to Utility Fees and Charges and Amending Section 4.24.010 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 2023 utility rates and general facilities charges on first reading and forward to second reading.

#### **Report**

##### **Issue:**

Whether to approve an ordinance adopting the 2023 utility rates and general facility charges. Also included in the ordinance are increases to LOTT Clean Water Alliance rates and capacity development charges.

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

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:**

##### Utility Rates

City of Olympia provides vital utility services to our community. For 2023, staff is proposing revenue increases (rounded) as follows:

- Drinking Water 6.60%
- Storm and Surface Water 9.88%

- Wastewater 9.82%
- Waste ReSources 4.00%
- LOTT 3.0%
- Combined 5.89% or \$16.53 bi-monthly/single family account

Key financial drivers for the proposed 2023 rate increase include:

- A 5% to 5.5% cost of living adjustment.
- Fixed interfund transfers (administration, utility billing, financial services, rent, insurance, computer services, etc.).
- Inflationary increases (9%) in capital funding for the Wastewater, and Storm and Surface Water utilities.
- Use of cash reserves to buy down Waste ReSources rates.

#### General Facilities Charges

Consistent with rate consultant financial analyses, staff is proposing increases in general facility charges (GFCs) for Drinking Water (5.6%), Wastewater (6.6%) and Storm and Surface Water (13.6%) in 2023. 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 3.5% (\$231) to \$6,841.49.

#### **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 October 18, 2022.

#### **Options:**

1. Move to approve the ordinance adopting the 2023 utility rates 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 the proposed 2023 revenue increases and general facility charges. Implications: Avoids or lessens additional customer costs; Risk failures in fulfilling City public and environmental health responsibilities.
3. Decline the proposed 2023 revenue increases and general facility charges. 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 SECTION 4.24.010 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 policies 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	<del>\$4,433</del> \$4,683
1 -inch Residential Fire Sprinkler	1.00	<del>\$4,433</del> \$4,683
1 -inch	1.67	<del>\$7,483</del> \$7,821
1 1/2 -inch	3.33	<del>\$14,920</del> \$20,277
2 -inch	5.33	<del>\$23,881</del> \$29,643
3 -inch	10.67	<del>\$46,670</del> \$51,841
4 -inch	16.33	<del>\$73,168</del> \$81,156
6 -inch	33.33	<del>\$149,338</del> \$160,767
8 -inch	53.33	<del>\$238,951</del> \$254,427
10 -inch	76.67	<del>\$347,419</del> \$363,729
12 -inch	100.00	<del>\$448,064</del> \$472,983

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	<u>Ready to Serve Charge</u>	<del>Ready to Serve Charge</del>	OMC 13.04.380
3/4 -inch	<del>\$14.08</del> \$15.01	+ consumption charge	
1-inch Residential Fire Sprinkler	<del>\$14.08</del> \$15.01	+ consumption charge	
1-inch	<del>\$18.74</del> \$19.98	+ consumption charge	
1 1/2 -inch	<del>\$30.39</del> \$32.40	+ consumption charge	
2-inch	<del>\$44.33</del> \$47.26	+ consumption charge	
3-inch	<del>\$81.60</del> \$86.99	+ consumption charge	
4-inch	<del>\$123.51</del> \$131.66	+ consumption charge	
6-inch	<del>\$239.92</del> \$255.75	+ consumption charge	
8-inch	<del>\$379.63</del> \$404.69	+ consumption charge	
10-inch	<del>\$542.60</del> \$578.41	+ consumption charge	
12-inch	<del>\$705.60</del> \$752.17	+ 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:**

	<b>Block 1</b>	<b>Block 2</b>	<b>Block 3</b>	<b>Block 4</b>
Residential (Single Family and Duplex Residential)	<del>\$2.04</del> <u>\$2.17</u>	<del>\$3.42</del> <u>\$3.65</u>	<del>\$5.46</del> <u>\$5.82</u>	<del>\$7.18</del> <u>\$7.65</u>
Nonresidential (Multi-family and Commercial)	<del>\$2.86</del> <u>\$3.05</u>	<del>\$4.27</del> <u>\$4.55</u>	--	--
Irrigation	<del>\$2.86</del> <u>\$3.05</u>	<del>\$8.43</del> <u>\$8.99</u>	--	--

<b>Blocks Definition:</b>	<b>Block 1</b>	<b>Block 2</b>	<b>Block 3</b>	<b>Block 4</b>
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.

e. **Urban Agriculture:**

Irrigation accounts predominately (greater than 50% by land cover) serving Urban Agriculture purposes (See OMC 18.02.180) and producing food or agricultural products for commercial sales or donation to food banks shall be discounted 50 percent.

**B. WASTEWATER (SEWER)**

1) LOTT Charges

LOTT wastewater monthly service charge	<del>\$43.49</del> <u>\$44.80</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 ~~\$4.83~~\$4.98 per 100 cf or any part thereof for LOTT wastewater service charges.

LOTT capacity development charge	<del>\$6,610.13</del> <u>\$6,841.49</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	<del>\$14.53</del> <u>\$15.96</u> per month	
251 – 350 cf	<del>\$14.53</del> <u>\$15.96</u> per month plus <del>\$0.0895</del> <u>\$0.0982</u> per cf	OMC 13.08.190
351 cf and above	<del>\$23.48</del> <u>\$25.78</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	<del>\$29.06</del> <u>\$31.92</u> per month	
501 – 700 cf	<del>\$29.06</del> <u>\$31.92</u> per month plus <del>\$0.0895</del> <u>\$0.0982</u> per cf	OMC 13.08.190
701 cf and above	<del>\$46.96</del> <u>\$51.56</u> per month	

c. Residential accounts not included in A) or B) above	<del>\$23.48</del> <u>\$25.79</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 <del>\$0.0335</del> <u>\$0.0368</u> per 1 cf. for local collection system.	<del>\$23.48</del> <u>\$25.79</u> per ERU	OMC 13.08.190
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## 3) City of Olympia General Facility Charge

Wastewater (Sewer) general facility charge	<del>\$3,754.00</del> <u>\$4,003</u> per ERU	OMC 13.08.205
Wastewater (Sewer) general facility charge for properties on public combined sewers and in the Downtown Deferred General Facility Charge Payment Option Area	<del>\$1,617.43</del> <u>\$1,724.18</u> per ERU	OMC 13.08.010 OMC 13.08.205

## C. WASTE RESOURCES

### 1. Residential garbage rates, monthly, every-other-week collection:

	OMC 13.12.160
One twenty-gallon cart (minimum residential garbage service)	<del>\$11.46</del> <u>\$11.92</u>
One thirty-five gallon cart	
Recycle rate	<del>\$19.80</del> <u>\$20.59</u>
Nonrecycle rate	<del>\$24.83</del> <u>\$25.82</u>
One sixty-five gallon cart	
Recycle rate	<del>\$27.03</del> <u>\$28.11</u>
Nonrecycle rate	<del>\$33.88</del> <u>\$35.24</u>
Two sixty-five gallon carts	
Recycle rate	<del>\$51.72</del> <u>\$53.79</u>
Nonrecycle rate	<del>\$64.77</del> <u>\$67.36</u>
Three sixty-five gallon carts	<del>\$97.21</del> <u>\$101.10</u>
One ninety-five gallon cart	
Recycle rate	<del>\$46.83</del> <u>\$48.70</u>
Nonrecycle rate	<del>\$58.68</del> <u>\$61.03</u>
More than three sixty-five gallon carts	<del>\$97.21</del> <u>\$101.10</u> + <del>\$33.88</del> <u>\$35.24</u> for each sixty-five gallon cart over three carts

2. **Residential garbage rates, monthly, weekly collection:**

One thirty-five gallon cart	
Recycle rate	<del>\$43.63</del> <u>\$45.38</u>
Nonrecycle rate	<del>\$54.60</del> <u>\$56.78</u>
One sixty-five gallon cart	
Recycle rate	<del>\$87.26</del> <u>\$90.75</u>
Nonrecycle rate	<del>\$109.17</del> <u>\$113.54</u>
One ninety-five gallon cart	<del>\$141.85</del> <u>\$147.52</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 \$10.70

**5. Commercial garbage rates, monthly, weekly collection:**

One ten gallon can (minimum commercial garbage service)	<del>\$7.41</del> <u>\$7.71</u>
One thirty-two gallon can or cart	<del>\$21.88</del> <u>\$22.76</u>
Two thirty-two gallon cans or equivalent cart service	<del>\$33.36</del> <u>\$34.69</u>
Three thirty-two gallon cans or equivalent cart service	<del>\$62.74</del> <u>\$65.25</u>
Four thirty-two gallon cans or equivalent cart service	<del>\$82.67</del> <u>\$85.98</u>
More than four thirty-two gallon cans or equivalent cart service	<del>\$82.67</del> <u>\$85.98</u> + <del>\$21.88</del> <u>\$22.76</u> for each additional thirty-two gallons of service

**6. 95-gallon garbage and refuse cart service, monthly:**

One pickup weekly	<del>\$62.74</del> <u>\$65.25</u>
Two pickups weekly	<del>\$120.25</del> <u>\$125.06</u>
Three pickups weekly	<del>\$175.36</del> <u>\$182.37</u>
Four pickups weekly	<del>\$231.48</del> <u>\$240.74</u>
Five pickups weekly	<del>\$286.90</del> <u>\$298.38</u>

**7. One-yard garbage and refuse dumpster service, monthly:**

One pickup weekly	<del>\$123.36</del> <u>\$128.29</u>
Two pickups weekly	<del>\$242.56</del> <u>\$252.26</u>

Three pickups weekly	<del>\$357.68</del> <u>\$371.99</u>
Four pickups weekly	<del>\$472.58</del> <u>\$491.48</u>
Five pickups weekly	<del>\$587.32</del> <u>\$610.81</u>
Six pickups weekly	<del>\$702.17</del> <u>\$730.26</u>

8. **One and one-half yard garbage and refuse dumpster service, monthly:**

One pickup weekly	<del>\$163.08</del> <u>\$169.60</u>
Two pickups weekly	<del>\$310.84</del> <u>\$323.27</u>
Three pickups weekly	<del>\$457.38</del> <u>\$475.68</u>
Four pickups weekly	<del>\$603.60</del> <u>\$627.74</u>
Five pickups weekly	<del>\$749.76</del> <u>\$779.75</u>
Six pickups weekly	<del>\$896.43</del> <u>\$932.29</u>

9. **Two-yard garbage and refuse dumpster service, monthly:**

One pickup weekly	<del>\$202.63</del> <u>\$210.74</u>
Two pickups weekly	<del>\$386.62</del> <u>\$402.08</u>
Three pickups weekly	<del>\$570.70</del> <u>\$593.53</u>
Four pickups weekly	<del>\$754.75</del> <u>\$784.94</u>
Five pickups weekly	<del>\$938.87</del> <u>\$976.42</u>
Six pickups weekly	<del>\$1,119.96</del> <u>\$1,164.76</u>

10. **Three-yard garbage and refuse dumpster service, monthly:**

One pickup weekly	<del>\$286.66</del> <u>\$298.13</u>
Two pickups weekly	<del>\$561.03</del> <u>\$583.47</u>
Three pickups weekly	<del>\$833.04</del> <u>\$866.36</u>
Four pickups weekly	<del>\$1,113.13</del> <u>\$1,157.66</u>
Five pickups weekly	<del>\$1,377.46</del> <u>\$1,432.56</u>
Six pickups weekly	<del>\$1,637.40</del> <u>\$1,702.90</u>

11. **Four-yard garbage and refuse dumpster service, monthly:**

One pickup weekly	<del>\$360.45</del> <u>\$374.87</u>
Two pickups weekly	<del>\$713.23</del> <u>\$741.76</u>
Three pickups weekly	<del>\$1,059.00</del> <u>\$1,101.36</u>
Four pickups weekly	<del>\$1,397.48</del> <u>\$1,453.38</u>
Five pickups weekly	<del>\$1,728.78</del> <u>\$1,797.93</u>

Six pickups weekly	<del>\$2,054.47</del> <u>\$2,136.65</u>
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12. **Six-yard garbage and refuse dumpster service, monthly:**

One pickup weekly	<del>\$523.38</del> <u>\$544.32</u>
Two pickups weekly	<del>\$1,022.08</del> <u>\$1,062.96</u>
Three pickups weekly	<del>\$1,517.35</del> <u>\$1,578.04</u>
Four pickups weekly	<del>\$2,012.27</del> <u>\$2,092.76</u>
Five pickups weekly	<del>\$2,507.36</del> <u>\$2,607.65</u>
Six pickups weekly	<del>\$2,883.48</del> <u>\$2,998.82</u>

13. **Prepaid extra tag for unscheduled collection of a bag on regular garbage collection day; ~~\$5.63~~\$5.86/each.**

14. **Extra unscheduled can, bag or box on regular garbage collection day to which a City approved prepaid tag is not attached: ~~\$9.19~~\$9.56/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	<del>\$77.41</del> <u>\$80.51</u>	
Daily rental	<del>\$2.67</del> <u>\$2.78</u>	
Hauling fee	<del>\$235.75</del> <u>\$245.18</u>	
Dumping charge		Current disposal fee, surcharge and- 16.1% service fee on disposal fee

Twenty cubic yards:

Delivery fee	<del>\$77.41</del> <u>\$80.51</u>	
Daily rental	<del>\$3.42</del> <u>\$3.56</u>	
Hauling fee	<del>\$235.75</del> <u>\$245.18</u>	
Dumping charge		Current disposal fee, surcharge and- 16.1% service fee on disposal fee

Thirty cubic yards:

Delivery fee	<del>\$77.41</del> <u>\$80.51</u>	
Daily rental	<del>\$4.76</del> <u>\$4.95</u>	
Hauling fee	<del>\$235.75</del> <u>\$245.18</u>	
Dumping charge		Current disposal fee, surcharge and- 16.1% service fee on disposal fee

Forty cubic yards:

Delivery fee	<del>\$77.41</del> <u>\$80.51</u>	
Daily rental	<del>\$4.76</del> <u>\$4.95</u>	
Hauling fee	<del>\$235.75</del> <u>\$245.18</u>	
Dumping charge		Current disposal fee, surcharge and- 16.1% 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	* <del>\$235.75</del> <u>\$245.18</u>
15	* <del>\$235.75</del> <u>\$245.18</u>
20	* <del>\$235.75</del> <u>\$245.18</u>
25	* <del>\$235.75</del> <u>\$245.18</u>
30	* <del>\$235.75</del> <u>\$245.18</u>
35	* <del>\$235.75</del> <u>\$245.18</u>
40	* <del>\$235.75</del> <u>\$245.18</u>
42	* <del>\$235.75</del> <u>\$245.18</u>
* plus disposal fee plus -16.1% 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 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	<del>\$56.73</del> <u>\$59.00</u>	
Daily rental fee	<del>\$2.23</del> <u>\$2.32</u>	
Fee per dump	<del>\$46.68</del> <u>\$48.55</u>	
One and 1/2 cubic yard:		



Delivery fee	<del>\$56.73</del> <u>\$59.00</u>
Daily rental fee	<del>\$2.23</del> <u>\$2.32</u>
Fee per dump	<del>\$49.45</del> <u>\$51.43</u>
Two yard:	
Delivery fee	<del>\$56.73</del> <u>\$59.00</u>
Daily rental fee	<del>\$2.23</del> <u>\$2.32</u>
Fee per dump	<del>52.98</del> <u>\$55.10</u>
Three yard:	
Delivery fee	<del>\$56.73</del> <u>\$59.00</u>
Daily rental fee	<del>\$2.23</del> <u>\$2.32</u>
Fee per dump	<del>\$69.68</del> <u>\$72.47</u>
Four yard:	
Delivery fee	<del>\$56.73</del> <u>\$59.00</u>
Daily rental fee	<del>\$2.23</del> <u>\$2.32</u>
Fee per dump	<del>\$96.55</del> <u>\$100.41</u>
Six yard:	
Delivery fee	<del>\$56.73</del> <u>\$59.00</u>
Daily rental fee	<del>\$2.23</del> <u>\$2.32</u>
Fee per dump	<del>\$131.90</del> <u>\$137.18</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	\$21.39
One and 1/2 cubic yard:	
Fee per dump	\$32.09
Two yard:	
Fee per dump	\$42.79
Three yard:	
Fee per dump	\$64.19

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~~\$1,619/Impervious Unit (2,882 sq. ft.)  
 and a water

quality GFC is assessed at a rate of ~~\$9.09~~\$11.08  
 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)	<del>\$15.58</del> <u>\$17.12</u> /utility account
---	--

Duplex parcels (Regardless of date approved)	<del>\$15.58</del> <u>\$17.12</u> /unit <del>(\$31.16)</del> <u>\$34.24</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:

For parcels that fully utilize Low Impact Development (Category I)	<del>\$7.79</del> <u>\$8.56</u> per billing unit or
--	---

For parcels with any stormwater management (flow control or treatment) or those that are exempt from flow control requirements (Category II)	<del>\$11.69</del> <u>\$12.84</u> per billing unit or
--	---

For parcels with no stormwater management (flow control or treatment) –(Category III)	<del>\$15.58</del> <u>\$17.12</u> per billing unit
---	--

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

**Section 5. Effective Date.** This Ordinance shall take effect after passage and publication, as provided by law, on January 1, 2023.

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MAYOR

**ATTEST:**

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CITY CLERK

**APPROVED AS TO FORM:**

Mark Barber

CITY ATTORNEY

**PASSED:**

**APPROVED:**

**PUBLISHED:**



## City Council

### Approval of an Ordinance Adopting the 2023 Operating, Special Funds, Capital Budget, and Capital Facilities Plan: 2023-2028 Financial Plan

**Agenda Date:** 12/6/2022  
**Agenda Item Number:** 4.J  
**File Number:** 22-1145

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

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#### **Title**

Approval of an Ordinance Adopting the 2023 Operating, Special Funds, Capital Budget, and Capital Facilities Plan: 2023-2028 Financial Plan

#### **Recommended Action**

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

Move to accept the Finance Committee's recommendation to adopt the 2023 Operating, Special Funds, Capital Budget and Capital Facilities Plan: 2023-2028 Financial Plan.

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

Move to approve the Ordinance adopting the 2023 Operating, Special Funds, Capital budgets and the Capital Facilities Plan: 2023-2028 Financial Plan on first reading and forward to second reading.

#### **Report**

##### **Issue:**

Whether to approve the ordinance adopting the 2023 Operating, Special Funds and Capital Budget and the Capital Facilities Plan: 2023-2028 Financial Plan on first reading and forward to 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, 360.753.8465

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

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 2023 Preliminary Operating budget, Capital budget and the Capital Facilities Plan (CFP) and the 2023 - 2028 Financial Plan.

The 2023 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 at Study Session on October 4. A public hearing on Ad Valorem was held on November 1 and a public hearing on the Operating Budget on October 18 and November 15. Finance Committee met on November 16 to prepare a final recommendation which was presented to the full Council on November 22. Since the Preliminary Operating Budget was presented on October 4, adjustments in revenues and expenditures were made. Major changes to the Operating Budget were discussed with Council on November 22 and are included in the Ordinance.

### **Capital Budget and Capital Facilities Plan: 2023-2028 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 22. Major changes to the Preliminary Capital Budget and 2023-2028 Financial Plan were discussed with Council on November 22 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 October 4, 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 18 to hear testimony on the Capital Facilities Plan and 2023-2028 Financial Plan. Council also held public hearings on October 18 and November 15 to hear testimony on the Preliminary Operating Budget.

### **Options:**

1. Move to approve the Ordinance adopting the 2023 Operating, Special Funds and Capital budget and the Capital Facilities Plan: 2023-2028 Financial Plan on first reading and move to second reading.
2. Direct staff to make changes to the Ordinance and/or the Capital Facilities Plan: 2023-2028 Financial Plan and move approve with amendments on first reading and forward to second reading.

### **Financial Impact:**

Total 2023 Appropriations:

- Operating Funds -                      \$ 188,995,811
- Special Funds -                         \$ 20,052,740
- Capital Funds -                         \$ 64,830,474

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

- Total \$ 273,879,025

**Attachments:**

## Ordinance

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

**AN ORDINANCE OF THE CITY OF OLYMPIA, WASHINGTON, ADOPTING THE CITY OF OLYMPIA'S 2023 OPERATING, SPECIAL, AND CAPITAL BUDGETS AND 2023-2028 CAPITAL FACILITIES PLAN; SETTING FORTH THE ESTIMATED REVENUES AND APPROPRIATIONS**

**WHEREAS**, the tax estimates and budget for the City of Olympia, Washington, for the 2023 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 2023 through 2028; 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 October 18, 2022 and November 15, 2022, as required by law, and has considered the public testimony presented; and

**WHEREAS**, the Olympia School District's Capital Facilities Plan and the North Thurston School District's Capital Facilities Plan are 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 2023 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	\$2,195,889	\$94,885,855	\$97,081,744	\$0
General, Special Sub-Funds				
Special Accounts	153,893	\$1,314,891	1,468,784	0
Development Fee Revenue	-	\$8,180,437	8,180,437	0
Parking	-	\$1,816,540	1,759,413	57,127
Post Employment Benefits	-	\$1,020,000	1,020,000	0
Washington Center Endowment	0	\$5,000	5,000	0
Washington Center Operating	0	\$496,000	378,606	117,394
Municipal Arts	100,940	\$60,660	161,600	0
<b>Total General Fund</b>	<b>\$2,450,722</b>	<b>\$107,779,383</b>	<b>\$110,055,584</b>	<b>\$174,521</b>
Non-Voted General Obligation Debt	0	4,463,551	4,457,299	\$6,252
Voted General Obligation Debt	0	1,055,984	1,055,984	0
Water Utility O&M	1,072,050	15,267,207	16,339,257	0
Sewer Utility O&M	87,653	24,579,350	24,667,003	0
Solid Waste Utility	688,344	14,686,194	15,374,538	0
Stormwater Utility	254,810	7,084,095	7,338,905	0
Water Rev Bond Redemption	0	3,222,806	3,222,806	0
Sewer Bond Redemption	0	525,470	525,470	0
Storm/Surface Water Debt	0	123,649	123,649	0
Equipment Rental	0	3,320,017	3,024,982	295,035
Facilities Internal Service	0	2,810,334	2,810,334	0
<b>Subtotal Other Operating Funds</b>	<b>\$2,102,857</b>	<b>\$77,138,657</b>	<b>\$78,940,227</b>	<b>\$301,287</b>
<b>Total Operating Budget</b>	<b>\$4,553,579</b>	<b>\$184,918,040</b>	<b>\$188,995,811</b>	<b>\$475,808</b>

### Special Funds Budget

FUND	USE OF FUND BALANCE	ESTIMATED REVENUE	APPROP	ADDITION TO FUND BALANCE
HUD Fund	\$0	\$695,684	\$460,197	\$235,487
Lodging Tax Fund	0	1,040,000	496,653	543,347
Parking Business Improvement Area	52365	97,700	150,065	0
Farmers Market Repair and	0	0	0	0
Hands On Children's Museum	223,808	720,000	943,808	0
Home Fund Operating Fund	0	4,125,991	4,009,070	116,921
Cultural Access Tax Fund	52,325	2,945,000	2,997,325	0
Fire Equipment Replacement Fund	0	200,000	148,469	51,531
Equipment Rental Replacement	2,583,976	2,695,957	5,279,933	0
Unemployment Compensation Fund	0	112,500	85,054	27,446
Insurance Trust Fund	36,360	3,776,311	3,812,671	0
Workers Compensation Fund	221,620	1,447,875	1,669,495	0
<b>Total Special Funds Budget</b>	<b>\$3,170,454</b>	<b>\$17,857,018</b>	<b>\$20,052,740</b>	<b>\$974,732</b>



**Capital Budget**

FUND	USE OF FUND BALANCE	ESTIMATED REVENUE	APPROP	ADDITION TO FUND BALANCE
Impact Fee	\$4,844,197	\$0	\$4,844,197	\$0
SEPA Mitigation Fee Fund	112,680	0	112,680	0
Parks & Recreational Sidewalk, Utility	0	2,886,667	1,578,581	1,308,086
Real Estate Excise Tax Fund	3,698,002	3,104,507	6,802,509	0
Capital Improvement Fund	347,208	50,000	397,208	0
Olympia Home Fund Capital Fund	3,281,139	7,315,000	10,596,139	0
Transportation Capital Improvement	0	17,342,296	17,336,768	5,528
Facilities Capital Improvement Fund	336,286	1,611,185	1,947,471	0
Parks Capital Improvement Fund	0	8,793,648	8,590,000	203,648
Water CIP Fund	3,294,400	4,317,536	7,611,936	0
Sewer CIP Fund	0	908,284	908,284	0
Waste ReSources CIP Fund	1,497,000	613,000	2,110,000	0
Storm Water CIP Fund	470345	1,524,356	1,994,701	0
<b>Total Capital Budget</b>	<b>\$17,881,257</b>	<b>\$48,466,479</b>	<b>\$64,830,474</b>	<b>\$1,517,262</b>
<b>Total City Budget</b>	<b>\$25,605,290</b>	<b>\$251,241,537</b>	<b>\$273,879,025</b>	<b>\$2,967,802</b>

**Section 2. BLS/CARES.** The Olympia City Council resolves to implement the Basic Life Support and Crisis and Referral Entry Service (BLS/CARES) program within the Olympia Fire Department as soon as reasonably practicable. The Council recognizes that necessary expenditure authority for new Full-Time Equivalent positions (FTEs) and operating and other capital needs, as demonstrated in the attached Exhibit A, are not included in the 2023 Operating Budget as approved by Council. The Council hereby further resolves that the City Manager, Fire Chief, City Attorney, and City Finance Director are to take the appropriate steps to move forward with implementation of the BLS/CARES program in advance of formal funding for the program by the City Council. City staff are directed to bring an updated Exhibit A with the most recent available information including a funding mechanism, to include expenses and new positions hired for BLS/CARES program implementation incurred to date, as part of the first quarter budget adjustment Ordinance for Council's consideration and approval of necessary 2023 program expenses.

**Section 3. 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 4. Salaries and Compensation.** The salaries and compensation for the City of Olympia employees for the calendar year 2023 shall be as set forth in the "Supplementary Information" section of the 2023 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 5. 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 6. Capital Facilities Plan.** That certain document entitled the “Capital Facilities Plan”, covering the years 2023 through 2028, 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 7. 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 8. 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 9. Office of Finance Director Authorization.** The Finance Director is hereby authorized to bring forward into fiscal year 2023 all appropriations and allocations not otherwise closed, completed, or deleted from the prior fiscal years’ Capital and Special Fund budgets.

**Section 10. 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 11. Ratification.** Any act consistent with the authority and prior to the effective date of this Ordinance is hereby ratified and affirmed.

**Section 12. Effective Date.** Following passage and publication, this Ordinance shall take effect January 1, 2023.

\_\_\_\_\_  
MAYOR

ATTEST:

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

APPROVED AS TO FORM:

Mark Barber  
CITY ATTORNEY

PASSED:

APPROVED:

PUBLISHED:

**Exhibit A:**

<u>Program</u>	<u>Amount</u>	<u>FTE</u>
<b><u>CARES</u></b>		
Program & Planning Supervisor	\$ 156,800	1.00
Program Specialist	235,840	2.00
Supplies, Uniforms, Equipment	6,000	
Billing service fees, Repair/Maintenance, Registration/Certification fees	27,100	
<b>Subtotal CARES</b>	<b>\$ 425,740</b>	<b>3.00</b>
<b><u>BLS</u></b>		
Program & Planning Supervisor	\$ 156,800	1.00
Program Assistant	110,870	1.00
Firefighter Salary	2,544,400	18.00
Uniforms, PPE, Bunker Gear	203,400	
New hire testing, backgrounds, physicals, medical testing	166,600	
Station Dorm Remodel	80,000	
Academy training	180,000	
M.V. Repair Supplies for the New BLS Transport Program vehicles	40,000	
Fuel for the New BLS Transport Program	30,000	
2 Ambulance Vehicles & Equipment (\$300,000 & \$103,000 each)	806,000	
<b>Subtotal BLS</b>	<b>\$ 4,318,070</b>	<b>20.00</b>
<b>GRAND TOTAL</b>	<b>\$ 4,743,810</b>	<b>23.00</b>
Note: position costs include salary and all benefits		



## City Council

### Public Hearing to Consider Formation of a Regional Fire Protection Authority and Approval of a Plan for Its Governance, Operation, and Financing, Including a Fire Benefit Charge

**Agenda Date:** 12/6/2022  
**Agenda Item Number:** 5.A  
**File Number:** 22-1155

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

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#### Title

Public Hearing to Consider Formation of a Regional Fire Protection Authority and Approval of a Plan for Its Governance, Operation, and Financing, Including a Fire Benefit Charge

#### Recommended Action

##### Committee Recommendation:

The Regional Fire Authority Planning Committee recommends the formation of a Regional Fire Authority and approval of a Plan for its governance, operations and financing to the Olympia City Council and the Tumwater City Council.

##### City Manager Recommendation:

Conduct a public hearing to accept testimony on the formation of a regional fire protection authority and approval of a Plan for its governance, operation, and financing, including a fire benefit charge.

#### Report

##### Issue:

Whether to conduct a public hearing on the formation of a regional fire protection authority and approval of a Plan for its governance, operation, and financing, including a fire benefit charge.

##### Staff Contact:

Jay Burney, City Manager, 360.753.8447

##### Presenter(s):

Jay Burney, City Manager  
Todd Carson, Interim Fire Chief

##### Background and Analysis:

In 2019, the City of Olympia ("Olympia") participated with the City of Tumwater ("Tumwater") and other local fire agencies in a study to evaluate options for a Regional Fire Authority ("RFA"). Findings from the study recommended further exploration of an RFA, as Olympia and Tumwater share similar

risk profiles, histories, and organizational structures and there may be a potential to control costs, improve service delivery, level tax rates across the region, provide greater equity, and leverage individual agency strengths and minimize weaknesses through the formation of an RFA.

On May 19, 2021, Olympia and Tumwater (the “Cities”) entered into an interlocal agreement to study whether to form an RFA. Subsequently, the Cities formed the Regional Fire Authority Planning Committee (“Planning Committee”) to review the creation of an RFA and associated service delivery and financing plan to provide fire protection and emergency medical services within the boundaries of the City of Olympia and the City of Tumwater.

The Planning Committee first met on August 16, 2021. On November 14, 2022, the Planning Committee conducted a public hearing on formation of the Authority and the Plan. Following the public hearing, upon a motion duly made and seconded, the Planning Committee moved to recommend the formation of the Authority and its Plan to the Olympia City Council and Tumwater City Council. Copies of the Plan were made available from the administrative offices of the City of Olympia and the City of Tumwater City Clerk.

The Cities are authorized to form a regional fire protection service authority by Chapter 52.26 RCW, which requires that in order to create a regional fire protection service authority, the formation of the Authority and its Plan must be approved by the voters of the area affected by the Plan.

Therefore, in accordance with the Plan and state law, a ballot proposition on whether or not the Olympia Tumwater Fire Authority should be formed and funded by existing property tax levy and a new six-year benefit charge, and the approval or rejection of the Plan for its governance, operation, and financing, must be submitted to the voters of Olympia and Tumwater.

Per State law, any action taken by the Council to support or oppose a ballot proposition must be done at an open public meeting with an opportunity for anyone to comment prior to Council action.

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

A collaborative partnership and shared responsibility among local and regional governments and the private sector is better able to provide for an effective fire protection and emergency medical system than the Cities acting separately can provide. The delivery of core emergency services and timely development of significant projects can best be achieved through the use of stable funding options provided for by state law for regional fire protection and emergency medical services.

**Options:**

1. Conduct a public hearing to receive testimony on the formation of a regional fire protection authority and the Plan for its governance, operations, and financing related thereto, including imposition of a fire benefit charge.
2. Do not conduct a public hearing.
3. Conduct a public hearing at another time.

**Financial Impact:**

If voters approve the formation of the RFA, the City will lose \$1.00 of its current year (2024) levy rate per \$1,000 Assessed Valuation as well as a \$1.00 reduction off the City’s maximum statutory rate. The estimated impact on City revenue from Property Tax collections in 2024 is a reduction of \$13,005,000. At the same time, if the voters approve the RFA, the City’s General Fund net expenses

related to Fire activities would reduce by an estimated \$13,490,000, resulting in an estimated favorable variance to the City of \$485,000. The reduction of the \$1.00 on the City's levy rate is a shift from the City to the RFA. As this is a shift, there is no change in the tax burden on property owners within the City.

**Attachments:**

Presentation

Regional Fire Authority Plan



# Public Hearing Olympia/Tumwater Regional Fire Authority

December 6, 2022

Jay Burney, City Manager  
Todd Carson, Interim Fire Chief



Cities of Olympia and Tumwater



# I. Why Are We Considering an RFA?

## 2019 Fire & Emergency Services Study

- Limited city resources
- Growing demand on our fire departments
- Average fire/EMS response times declining over time
- Maintain fire/EMS service levels to meet growing community needs

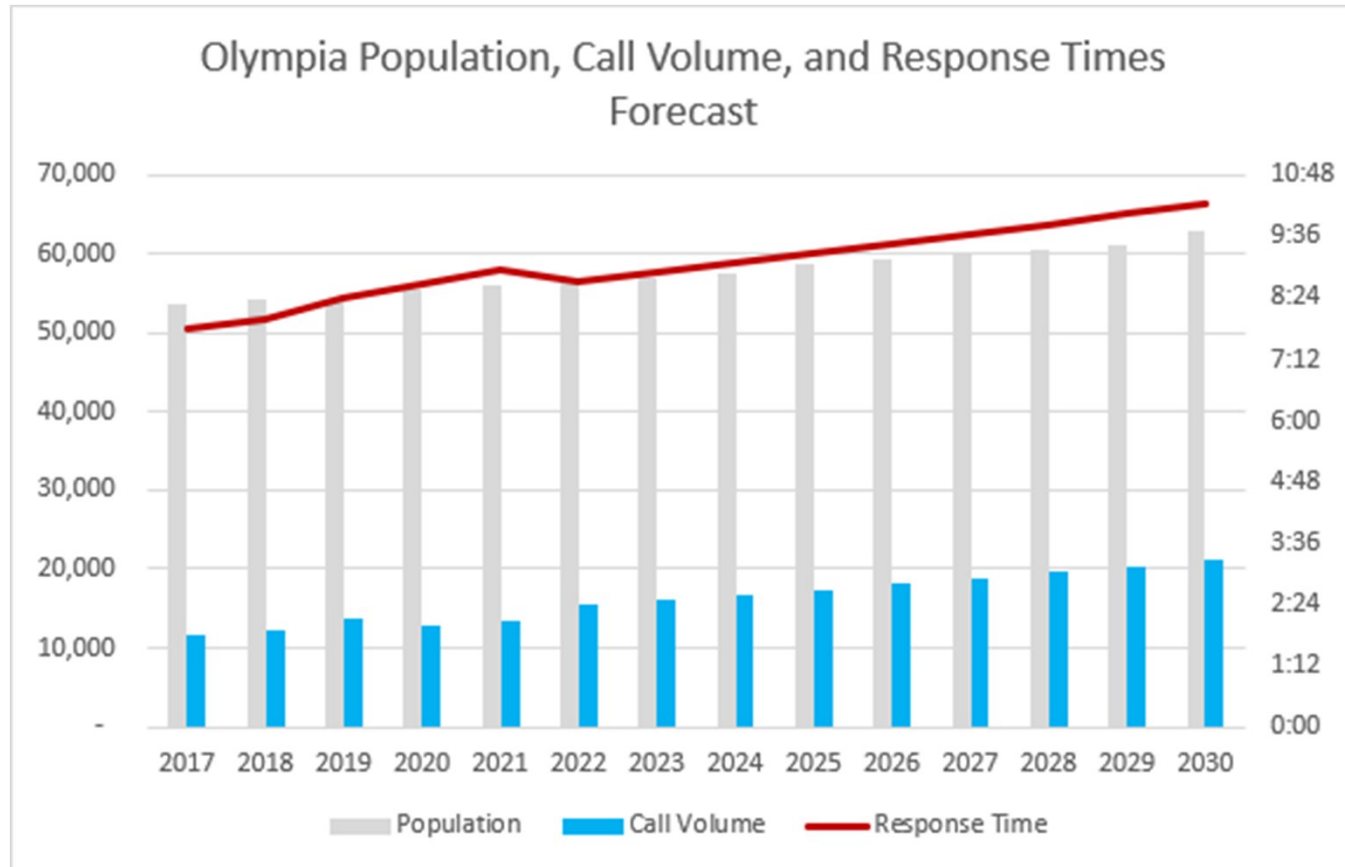


Cities of Olympia and Tumwater





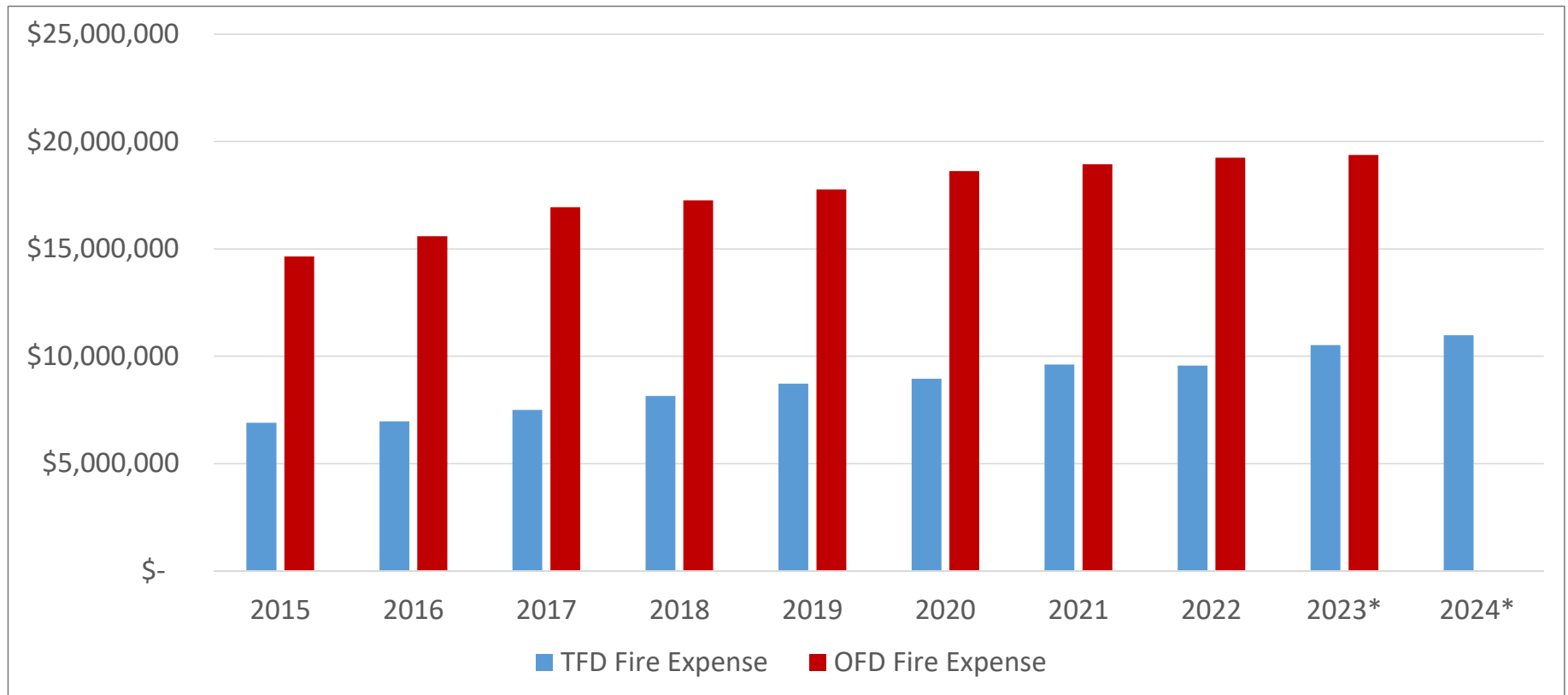
# Olympia Trends



Cities of Olympia and Tumwater



# Fire Department Budgets



Cities of Olympia and Tumwater



# RFA Operational Enhancements

- Basic Life Support Transport / CARES
- 2 Battalion Chief Model
- Dropping Borders (Olympia High School, South Puget Sound CC)
- Ladder Truck stationed in Tumwater
- Fire/EMS training
- Community Risk Reduction
- Reserve Apparatus



Cities of Olympia and Tumwater



# RFA Planning Committee Members

Tumwater	Olympia
Voting Members	
Councilmember Eileen Swarthout	Councilmember Jim Cooper
Councilmember Leatta Dahlhoff	Councilmember Lisa Parshley
Councilmember Michael Althausen	Councilmember Yến Huỳnh
Ex-Officio Non-Voting Members	
Tumwater Fire Chief Brian Hurley	Olympia Fire Chief Todd Carson
IAFF Local 2409 James Osberg	IAFF Local 468 Steven Busz



# Work Accomplished & Work Ahead

## Accomplished

- ✓ Committee Charter and Workplan
- ✓ Values & Principles statement
- ✓ Committee Website
- ✓ 2 Council briefings
- ✓ 4 Community meetings
- ✓ Fire Department Employee Briefings
- ✓ Governance Options
- ✓ Operations Plan & Org. Chart
- ✓ Finance Plan
- ✓ DRAFT RFA Plan Developed
- ✓ Union Votes of Support
- ✓ Joint Meeting – Olympia/Tumwater – Draft RFA Plan

- ✓ November 14: RFA Committee Public Hearing
- ✓ Finalize RFA Plan

## Work Ahead

- Olympia City Council Public Hearing – RFA Approval (Tonight)
- Olympia City Council Public Hearing – Fire Benefit Charge
- April: Election

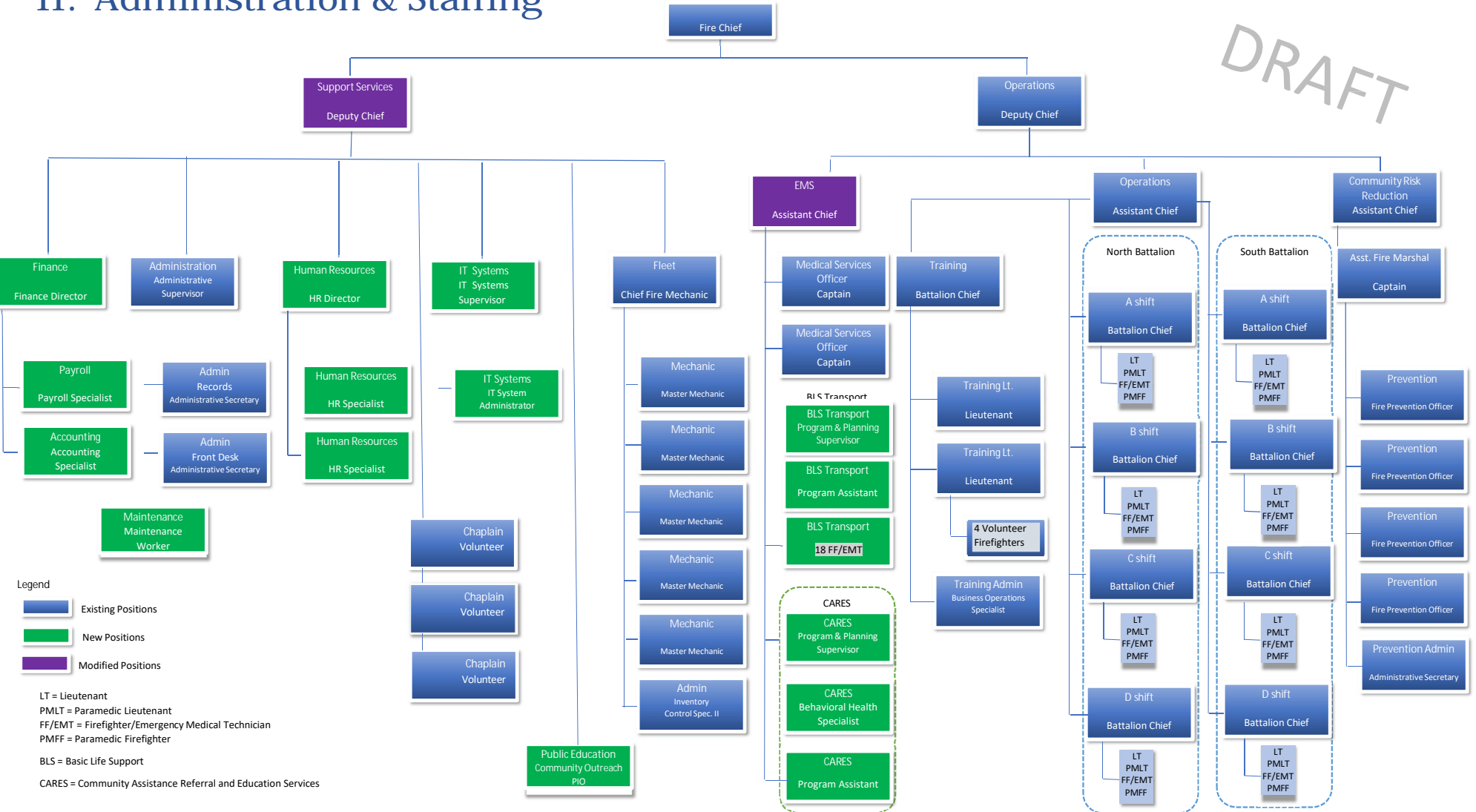


Cities of Olympia and Tumwater



## II. Administration & Staffing

DRAFT



# III. RFA Governance

- An initial 6-member board will serve from the RFA Effective Date (October 1, 2023) through December 2025, comprised of 3 elected officials from Olympia and 3 elected officials from Tumwater
- Thereafter, the Board will transition as shown below:
  - 7-member Board of Commissioners beginning in 2026, mix of appointed and directly elected At-Large Commissioners
  - Term lengths vary during transition (2026-2027) – 2, 4 or 6 years – to ensure a permanent board in which turnover can be minimized at elections (every 2 years)
  - From 2028 and beyond, Council reps. serve 4-year terms, elected Commissioners 6-yr)

2023-2025	2026-2027 (2 years)	2028 and beyond
Initial Board: 3 Olympia Councilmembers 3 Tumwater Councilmembers	Phase-in to Option 4: 2 Olympia Councilmembers 2 Tumwater Councilmembers 3 At-Large RFA Commissioners	Option 4 fully implemented: 1 Olympia Councilmember 1 Tumwater Councilmember 5 At-Large RFA Commissioners

# IV. RFA Funding Recommendation

## Four Funding Sources:

- Fire Levy: a property tax
- Fire Benefit Charge (FBC): Fee based on the fire risk associated with the size and type of structures.
- EMS Levy Revenues
- Fees for Service: including revenue from permits and service contracts with other governments





# RFA Funding: 2 Options

## Option 1: Fire Levy up to \$1.50 \*

- Share of County Emergency Medical Services (EMS) Levy Revenue
- Fees for service

50% + 1 voter approval needed

## Option 2: Fire Levy of up to \$1.00 \*

- Fire Benefit Charge (FBC)
- Share of County EMS Levy Revenue
- Fees for Service

60% voter approval needed

Option 2 can generate more revenue than Option 1.

Option 2 - Planning Committee Recommendation

\*Fire Levy is a property tax



Cities of Olympia and Tumwater



# How does the FBC work?

1. Identify classifications of structures	2. Identify square footage and classification of each structure	3. Determine the weighting for each structure classification	4. Identify any discounts/ exemptions or surcharges	5. Do the math!
Mobile Home Single Family Residential Multifamily Small commercial Med. Commercial Large Commercial Etc.	County assessor records provide this information.	Weights increase with the size and complexity of the structure. The weighting reflects the additional resources needed to put out a fire at these different types of structures.	Some discounts/ exemptions are required by law-e.g. low-income senior citizen/disabled discounts. Other discounts are policy decisions., e.g., sprinkler sprinklers	Determine the bill for each parcel / structure

Everyone uses the same basic formula; what changes are the [structure categories](#) and the [weights for each category](#). Some RFAs add additional factors to consider staffing requirements relative to fires at different structures.

## FORMULA

FBC = Fire Flow\* x Building Category Factor x Cost per Gallon Factor x Balancing Factor x Sprinkler Discount x Exemption Factors

\*Fire Flow =  $\sqrt{????????????} \times 18$



Cities of Olympia and Tumwater



# How does the FBC relate to the RFA budget?

- FBC collections in any year cannot exceed 60% of RFA operating budget
- Each Year the RFA Board will determine expenditure and revenue needs

# FBC Process

- Formula and collection amount set annually by RFA Board of Commissioners
- All fire agencies with an FBC use a very similar formula
- Annual appeals process required
- Bill is sent with property tax bill by the County assessor/treasurer and paid like property tax
- FBC must be reauthorized by voters after 6 years or it will lapse
- FBC reauthorization can be for another 6 or 10 years (50%+1 approval required), or a permanent authorization can be requested from voters (60% approval)

A benefit charge imposed must be reasonably proportioned to the measurable benefits to property resulting from the services afforded by the authority. RCW 52.26.180(5)



Cities of Olympia and Tumwater



# Property Tax Implications With RFA Creation

- The RFA will gain \$1.00/\$1,000 AV of property tax capacity
- The cities will each lose \$1.00/\$1,000 AV of property tax capacity (shifted to RFA)
- The cities must reduce their actual property tax levy by \$1.00/\$1,000 AV calculated from the highest levy that each city could impose at the time.
- Revenue Neutral in Terms of Property Tax Impacts on Cities



Cities of Olympia and Tumwater



# V. 7-YEAR RFA FINANCE PLAN

- A 7-year financial plan has been approved by the Planning Committee to support the RFA:
  - Operations
    - Fire suppression, EMS services
    - Maintenance
    - Administration
    - Utilities, etc.
  - Capital, facilities and equipment needs
  - Staffing for service enhancements
    - 2 transport units
    - CARES unit
    - 2-Battalion model
  - Reserves
  - Cash flow



# Key Finance Assumptions

- Both Cities retain their LEOFF 1 Liabilities (for retired firefighters)
- Remaining Tumwater fire levy lid lift revenues transferred to RFA for apparatus purchase so commitment to voters is kept (\$2M)
- Some planned capital acquisitions (equipment, apparatus) will be deferred by a year or two in the interest of smoothing the RFA budget from year to year – no operational impact anticipated
- City obligations for fire department employee accrued sick leave, vacation leave, retirement pay-out are transferred to the RFA

# 7-Year RFA Financial Plan Summary

## (October 2022 update)

	2023	2024	2025	2026	2027	2028	2029	2030
Total Expenditures		39,905,137	41,666,295	44,849,117	47,070,794	48,839,162	50,541,315	52,303,547
% Change Year-to-Year			4.4%	7.6%	5.0%	3.8%	3.5%	3.5%
Transfer to Reserves		1,260,000	1,324,000	1,947,218	2,021,989	1,988,973	2,070,781	2,156,538
Beginning Cash Balance		10,000,000	9,713,543	11,476,973	11,348,791	11,861,202	12,038,737	11,990,537
Fire Levy Collections		19,320,881	19,803,903	20,299,001	23,338,651	23,922,118	24,520,170	25,133,175
Fire Levy Rate		\$ 1.00	\$ 0.96	\$ 0.93	\$ 1.00	\$ 0.96	\$ 0.93	\$ 0.89
Other Revenues		9,797,799	13,758,322	14,174,072	14,603,016	15,045,588	15,502,238	15,973,431
FBC Collections		10,500,000	10,867,500	11,247,863	11,641,538	12,048,992	12,470,706	n 12,907,181
Fire Levy and FBC Collections combined as a property tax rate equivalent in the two city area		\$ 1.54	\$ 1.49	\$ 1.44	\$ 1.50	\$ 1.45	\$ 1.40	\$ 1.35



# Proposed FBC Classifications and Weights

Structure Classification	# of Tiers in this Classification	Proposed Weights	Number of Parcels in this Classification
Residential	3		20,246
	Residential 1 ( $\leq 2,000$ sq. ft)	0.45	
	Residential 2 (2,001-3,000 sq. ft.)	0.55	
	Residential 3 ( $\geq 3,001$ sq. ft.)	0.64	
Mobile Home	1	0	454
Apartments (5 unit or more)	1	1.5	354
Commercial	6 (See next slide)		2,142

The FBC increases as the weight and square footage increases.

# Proposed FBC Classifications & Weights Commercial

Tier	Max Sq. Ft in this Tier	Weight	# of parcels in this category
Commercial 1	5,000	0.8	1300
Commercial 2	20,000	1.5	611
Commercial 3	50,000	2.7	145
Commercial 4	100,000	4.1	53
Commercial 5	200,000	5.5	29
Commercial 6	No Max	6.5	4

## Summary of the FBC proposed structure & cost shares by sector—if the RFA were created in 2022

### Fire Benefit Charge Factors and Totals for 2022

Fire District	OT	Factor	Max Sq Ft		Factor	Max Sq Ft	Commercial Subtotals				
Residential 1		0.45	2,000		Commercial - 1	0.8	5,000	1,300	Commercial 1	\$569,996.56	3,197,380
Residential 2		0.55	3,000		Commercial - 2	1.5	20,000	611	Commercial 2	\$965,456.25	5,691,774
Residential 3		0.64	No Max		Commercial - 3	2.7	50,000	145	Commercial 3	\$736,081.84	4,607,705
Apartments		1.5			Commercial - 4	4.1	100,000	53	Commercial 4	\$588,620.48	3,595,337
Mobile Homes		0			Commercial - 5	5.5	200,000	29	Commercial 5	\$600,780.63	3,743,373
Balancing Factor		0.01			Commercial - 6	6.5	No Max	4	Commercial 6	\$139,446.37	998,374
Cost Per Gallon		64.44									
Sprinkler		0.9									
				# Parcels	FBC \$	Square Feet	# Parcels FBC \$ Square Feet				
				20,246	Residential	\$6,321,927.51	51,887,243	Residential Subtotals			
				2,142	Commercial	\$3,600,382.14	21,833,943	5,708	Residential 1	\$1,128,546.32	9,034,043
				454	Mobile Home	\$0.00	527,061	9,292	Residential 2	\$2,852,815.34	22,932,423
				354	Multi Unit	\$579,872.12	4,318,633	5,246	Residential 3	\$2,340,565.85	19,920,777
				23,196	Total District	\$10,502,181.77	78,566,880				
Both											

Olympia Tumwater Both

Both



Cities of Olympia and Tumwater



Each row is  
a sample property.

Sample FBCs		
Sample	Structure Sq Ft	Estimated FBC in 2024
Residential		
R3	1500	\$202
R4	2000	\$233
R6	2500	\$318
R8	3255	\$423
R10	4466	\$496
R11	6220	\$585
Apartments		
A3	2,724	\$817
A4	5,100	\$1,242
A5	10,250	\$1,585
A6	21,120	\$2,528
A7	103,401	\$5,035

The FBC Estimates are just that – estimates. Actual FBC charges will change depending on the RFA adopted 2024 budget and the final property assessed values for 2023

Sample FBCs		
Sample	Structure Sq Ft	Estimated FBC in 2024
Mobile Homes		
M1	576	\$0.0
M2	600	\$0.0
M3	432	\$0.0
M4	440	\$0.0
M5	952	\$0.0
M6	1572	\$0.0
Sample Commercial 1- (400-5,000SqFt)		
C1.1	450	\$196
C1.2	1500	\$359
C1.3	2140	\$429
C1.4	3000	\$508

Sample FBCs		
Sample	Structure Sq Ft	Estimated FBC in 2024
Sample Commercial 2 (5,001-20,000SqFt)		
C2.1	5000	\$656
C2.2	9000	\$1,540
C2.3	15000	\$1,917
C2.4	19540	\$2,188
Sample Commercial 3 (20,001-50,000SqFt)		
C3.1	20035	\$3,989
C3.2	36000	\$5,347
C3.3	44200	\$5,925
C3.4	49056	\$6,292

Sample FBCs		
Sample	Structure Sq Ft	Estimated FBC in 2024
Sample Commercial 4 (50,001-100,000SqFt)		
C4.1	50333	\$9,602
C4.2	65834	\$10,981
C4.3	77369	\$11,905
C4.4	90804	\$12,897
Sample Commercial 5 (100,001-200,000SqFt)		
C5.1	100778	\$18,227
C5.2	121671	\$20,027
C5.3	130094	\$20,709
C5.4	147156	\$22,025
Sample Commercial 6 (200,001+SqFt)		
C6.1	214476	\$31,424
C6.2	247656	\$33,768

# RFA – Why Now?

- Fire and emergency medical are among the most critical services we provide
- Increases in demand have and are increasing call volume and response times to unacceptable levels
- The time for action is now, not after the system is broken.
- Built on a 2019 study that articulated the problem, the Regional Fire Authority is the best-fit solution.
- Fellow elected officials, staff, and consultants have worked on a best possible plan to address the issues within the constraints of the law.
- It supports fire and emergency medical without competing with other city services.
- It calls on the electorate to authorize the RFA, to select the governance, and to authorize taxes and the fire benefit charges
- It provides dedicated, adequate, diverse, and sustainable funding to ensure the provision of quality fire and emergency medical services into the future.



Cities of Olympia and Tumwater





# Questions?



Cities of Olympia and Tumwater



# Regional Fire Authority Planning Committee



**OLYMPIA TUMWATER FIRE AUTHORITY**  
**A REGIONAL FIRE AUTHORITY (RFA) PLAN**

**OLYMPIA TUMWATER FIRE AUTHORITY**  
**A REGIONAL FIRE AUTHORITY (RFA) PLAN**

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## ACKNOWLEDGEMENTS

Recognizing the challenges and opportunities that all fire jurisdictions are facing, the Cities of Olympia and Tumwater, in partnership through several years, agreed to explore the different governance and funding options available to provide regional fire protection and emergency medical services to the communities we serve.

### Planning Committee

#### **City of Olympia**

Councilmember Jim Cooper

Councilmember Lisa Parshley

Councilmember Yến Huỳnh, Vice-Chair

#### **Ex Officio Non-Voting Members:**

Olympia Interim Fire Chief Todd Carson

IAFF Local 468 Steven Busz

#### **City of Tumwater**

Councilmember Eileen Swarthout

Councilmember Leatta Dahlhoff, Chair

Councilmember Michael Althausen

#### **Ex Officio Non-Voting Members:**

Tumwater Fire Chief Brian Hurley

IAFF Local 2409 James Osberg

### Staff Workgroup

#### **City of Olympia**

Jay Burney, City Manager

Aaron BeMiller, Finance Director

Kellie Braseth, Strategic Communications  
Director

Linnaea Jablonski, Human Resources  
Director

Mark Barber, City Attorney

#### **City of Tumwater**

John Doan, City Administrator

Troy Niemeyer, Finance Director

Ann Cook, Communications Manager

James Trujillo, Administrative Services  
Director

<b>SECTION 1</b>	<b>BACKGROUND &amp; NEEDS STATEMENTS</b>
<i>Revision</i>	The <b>BACKGROUND &amp; NEEDS STATEMENTS</b> section of the <b>RFA Plan</b> is subject to amendment by a majority vote of the RFA Governing Board.
<i>Adopted</i>	
<i>Revised</i>	

**A. Background and Needs:**

1. The ability to respond to emergency situations by fire protection and emergency services jurisdictions has not kept up or progressed with the needs and special service demands of the cities of Olympia and Tumwater. Anticipated increases in population, building density and building sizes and heights will exacerbate this problem.
2. In August 2019 a study by Emergency Services Consulting International examined the condition of six fire and emergency medical service providers in the central Thurston County area and considered opportunities for regionalization, ultimately recommending that a Regional Fire Authority be considered by several of the studied organizations, including Olympia and Tumwater.
3. Specific challenges faced by the Olympia and Tumwater fire and emergency medical providers include response times for fire suppression, EMS response and ambulance service increasing to unacceptable levels; rising costs exceeding available revenue; inefficiencies associated with staffing, facilities, equipment, and deployments; increased demands for specialized responses for mental health and chronic conditions; and growing competition for resources within each City's general fund.
4. Providing the highest quality fire protection and emergency services system requires a collaborative partnership and shared responsibility among local and regional governments, the private sector, and the community.
5. Delivery of core emergency services and timely development of significant service improvements can best be achieved through stable funding options for regional fire protection and emergency services. A well-funded and collaborative approach to fire and emergency medical services is best suited to address the increasing volume and complexity of responses.
6. The Cities of Olympia and Tumwater have had a cooperative partnership for years, striving to provide the highest level of fire and emergency services to our communities within the confines of available resources through a long-standing mutual/auto aid agreement and provision of shared training and apparatus maintenance.
7. To address the needs and challenges outlined above, the Cities of Olympia and Tumwater will be asking their citizens to consider combining all functions and services provided by the City of Olympia Fire Department and City of Tumwater Fire Department, called Olympia Tumwater Fire Authority.

8. The Planning Committee established this Plan using an approach to equitably share costs and contribute assets to form the Olympia Tumwater Fire Authority as provided per Chapter RCW 52.26.

**RFA SECTION 1 PLAN REVISION:**

The **NEEDS STATEMENT** section of the **(RFA) Plan** is subject to amendment by a majority vote of the RFA Governing Board.

SECTION 2	DEFINITIONS
<i>Revision</i>	The <b>DEFINITIONS</b> section of the <b>RFA Plan</b> is subject to amendment by a majority vote of the RFA Governing Board.
<i>Adopted</i>	
<i>Revised</i>	

## A. DEFINITIONS

1. The definitions in this section apply throughout this **Plan** unless the context clearly requires otherwise.
  - 1.1. "**Board**," "**Governance Board**," or "**Governing Board**" means the Governance body of a regional fire protection service authority.
  - 1.2. "**Olympia**" means the City of Olympia.
  - 1.3. "**Tumwater**" means the City of Tumwater.
  - 1.4. "**Effective Date**" means September 25, 2023.
  - 1.5. "**EMS Levy**" is the Thurston County voter-approved property tax levy to fund Emergency Medical Services per RCW 84.52.069.
  - 1.6. "**Fire Benefit Charge**" is a service charge determined by the required fire-flow, personnel and equipment costs associated with fighting a fire in a particular type and size of structure. The initial calculation method and formula is described in Appendix B of this Plan.
  - 1.7. "**Participating Jurisdictions**" or "**Cities**" means the Cities of Olympia and Tumwater.
  - 1.8. "**RCW**" means Revised Code of Washington.
  - 1.9. "**Regional Fire Protection Service Authority**," "**Regional Fire Authority**," or "**RFA**" means a regional fire protection service authority formed pursuant to Chapter 52.26 RCW. An RFA is a municipal corporation and independent taxing authority within the meaning of Article VII, Section 1 of the State Constitution, and a taxing district within the meaning of Article VII, Section 2 of the State Constitution.
  - 1.10. "**Regional Fire Authority Planning Committee**" or "**Planning Committee**" means the committee created under RCW 52.26.030 to create and propose to the Cities of Olympia and Tumwater the Regional Fire Authority Plan.
  - 1.11. "**Regional Fire Authority Plan**," "**RFA Plan**" or "**Plan**" means this Regional Fire Protection Service Authority Plan drafted and approved in accordance with Chapter 52.26 RCW for the development, financing, and operation of the Olympia Tumwater Fire Authority (OTFA).

**1.12. “Regional Fire Authority” or “RFA”** means the Olympia Tumwater Fire Authority (OTFA) defined in this plan whose boundaries are coextensive or coterminous with the City of Olympia and City of Tumwater.

**RFA SECTION 2 PLAN REVISION DISPOSITION:**

The **DEFINITIONS** section of the **RFA Plan** is subject to amendment or revision only by a majority vote of the RFA Governance Board.



<b>SECTION 3</b>	<b>FORMATION AUTHORITY</b>
<b><i>Revision</i></b>	The <b>FORMATION AUTHORITY</b> section of the <b>RFA Plan</b> is subject to amendment or revision only by submission of a revised RFA Plan to the electorate for approval.
<b><i>Adopted</i></b>	
<b><i>Revised</i></b>	

#### **A. REGIONAL FIRE PROTECTION SERVICE AUTHORITY**

1. Chapter 52.26 RCW provides statutory authority for the formation of a Regional Fire Authority by the Cities of Olympia and Tumwater.

#### **B. PLANNING COMMITTEE AUTHORITY**

1. RCW 52.26.030 and RCW 52.26.040 provide statutory authority to form and operate a Planning Committee.
2. The Participating Jurisdictions formed a Planning Committee consisting of three (3) elected officials of each City as voting members, along with Fire Chiefs and Union Representatives from each jurisdiction serving in a non-voting capacity.
3. The Planning Committee developed and presented the RFA Plan to the elected officials of each Participating Jurisdiction.

#### **C. RFA PLAN APPROVAL AUTHORITY**

1. The legislative body of each Participating Jurisdiction reviewed and approved the RFA plan by joint resolution and called for an election to approve the RFA Plan.
2. The RFA Plan is being submitted to the voters of the Participating Jurisdictions as a ballot measure that must be approved by not less than sixty (60%) percent of the voters.
3. The Planning Committee has authority to take all necessary actions on behalf of the Participating Jurisdictions and perform all necessary duties as required to place the RFA Plan before the voters and to comply with the public hearing requirements contained in RCW 52.26.230.
4. Should the RFA Plan be approved by sixty percent (60%) or more of the voters of the Participating Jurisdictions, the Olympia Tumwater Fire Authority shall be formed on the Effective Date in accordance with RCW 52.26.070.
5. Upon voter approval of the RFA Plan, Olympia and Tumwater shall continue to exist as Washington State Municipal Corporations and shall continue to levy and collect taxes and/or other revenue and pay expenses of the RFA until such time as the RFA collects its own revenues and pays its own expenses, and to provide representation to the newly formed RFA Governing Board.

6. If the RFA Plan is **not** approved by sixty percent (60%) or more of the voters of the Participating Jurisdictions, then operations relating to the services set forth herein shall remain with the City of Olympia and City of Tumwater.

**RFA SECTION 3 PLAN REVISION DISPOSITION:**

The **FORMATION AUTHORITY** section of the **RFA Plan** is subject to amendment or revision only by submission of a revised RFA Plan to the electorate for approval.

<b>SECTION 4</b>	<b>JURISDICTIONAL BOUNDARIES</b>
<b><i>Revision</i></b>	The <b>JURISDICTIONAL BOUNDARIES</b> section of the <b>RFA Plan</b> is subject to amendment or revision only by a majority vote of the RFA Governing Board.
<b><i>Adopted</i></b>	
<b><i>Revised</i></b>	

#### **A. JURISDICTIONAL BOUNDARIES ON DATE OF FORMATION**

1. On the Effective Date, the jurisdictional boundaries of the RFA shall be the legal boundaries of the Participating Jurisdictions. The boundaries are generally depicted on the map attached hereto and in **Appendix A** of this RFA Plan.
2. On the Effective Date, the RFA shall also be responsible for continuing to provide services to other jurisdictions and organizations per assignment of all interlocal agreements and contracts in place immediately prior to the Effective Date which call for service delivery by the Olympia Fire Department or Tumwater Fire Department. The Cities shall assign the foregoing interlocal agreements to the RFA as of the Effective Date.
3. On the Effective Date, the contracts between Olympia and Tumwater regarding the provision of fire training and fire apparatus and fleet maintenance services shall be terminated.
4. All other professional service agreements in place immediately prior to the Effective Date which call for service delivery to the Olympia Fire Department or Tumwater Fire Department shall be assigned by the Cities to the RFA as of the Effective Date.

#### **B. CHANGES IN JURISDICTIONAL BOUNDARIES AFTER FORMATION OF THE RFA**

1. Boundary changes that do not require an RFA Plan amendment:
  - 1.1. City annexations of areas not included within the RFA are annexed to the RFA as of the effective date of the annexation. On the effective date of such annexation, the territory annexed shall automatically be included within the boundaries of the RFA pursuant to RCW 52.26.290. The territory added to the RFA by such annexation shall be subject to the taxation, charges, and bonded indebtedness (if approved as part of the annexation process) of the RFA. Any transfer of assets or employees that occurs because of annexation shall be between the transferring entity and the RFA.
  - 1.2. RFA Annexations. Pursuant to RCW 52.26.090(1)(g), the RFA shall have the authority to conduct annexations of unincorporated territory adjacent to the RFA pursuant to the statutory authority and procedures set forth in RCW 52.04.001 through RCW 52.04.051.
  - 1.3. RFA Partial Mergers. Pursuant to RCW 52.26.090(g), the RFA shall have the authority to participate in the partial merger process under the authority and pursuant to the procedures set forth in RCW 52.06.090 and RCW 52.06.100.

**2. Boundary Changes that require an RFA Plan Amendment.**

- 2.1. Annexations of Adjacent Fire Protection Jurisdictions.** Other fire protection jurisdictions that are adjacent to the boundaries of the RFA are eligible for annexation by the RFA. Upon Plan amendment and voter approval as provided in the annexation procedures of RCW 52.26.300, the boundary of the RFA will be expanded to include adjacent fire protection jurisdictions.

**RFA SECTION 4 PLAN REVISION DISPOSITION:**

The **JURISDICTIONAL BOUNDARIES** section of the **RFA Plan** is subject to amendment or revision only by a majority vote of the RFA Governing Board.

<b>SECTION 5</b>	<b>GOVERNANCE</b>
<b><i>Revision</i></b>	The <b>GOVERNANCE</b> section of the <b>RFA Plan</b> is subject to amendment or revision only by a majority vote of the RFA Governing Board.
<b><i>Adopted</i></b>	
<b><i>Revised</i></b>	

## **A. GOVERNING BOARD STRUCTURE AND OPERATION**

**Governing Board.** As provided by RCW 52.26.080, the RFA Governing Board shall be established consistent with the terms of this Section and shall have authority as of the Effective Date.

1. **Governing Board.** Upon the Effective Date through December 31, 2025, the Governing Board shall include six (6) voting members consisting of three (3) seated elected officials from the City of Olympia to be appointed by the City Council of Olympia, and three (3) seated elected officials from the City of Tumwater to be appointed by the Mayor of Tumwater according to City procedure.

Beginning January 1, 2026, the Governing Board shall include seven (7) voting members, including two (2) seated elected officials from the City of Olympia appointed by the Olympia City Council, two (2) seated elected officials from the City of Tumwater appointed by the Mayor of Tumwater, and three (3) commissioners elected at-large by the voters. One (1) of the two (2) appointees from each City shall have a term of four (4) years and the second shall have a term of two (2) years. Two (2) of the at-large commissioners shall have six (6)-year terms of office, and one (1) shall have an initial term of office of four (4) years.

Beginning January 1, 2028, the Governing Board shall include seven (7) voting members including one (1) elected official appointed from each City serving the balance of their four (4) year term which began January 1, 2026, the three (3) commissioners elected at-large by the voters for terms beginning January 1, 2026, and two additional commissioners elected at large by the voters for six (6)-year terms beginning January 1, 2028.

### **1.1. More specific details for each board position are set forth below.**

- a. **Position 1.** This position will be filled by a City of Olympia elected official appointed by the Olympia City Council and will expire on December 31, 2025. Thereafter, this position shall be filled by an elected official from the City of Olympia to be appointed by the Olympia City Council for terms of four (4) years.
- b. **Position 2.** This position will be filled by a City of Tumwater elected official appointed by the Mayor of Tumwater and will expire on December 31, 2025. Thereafter, this position shall be filled by an elected official from the City of Tumwater appointed by the Mayor of Tumwater for terms of four (4) years.
- c. **Position 3.** This position will be filled by a City of Olympia elected official and will expire on December 31, 2025. For the two-year period from

January 1, 2026, through December 31, 2027, this position shall be filled by an elected official from the City of Olympia appointed by the Olympia City Council. Thereafter, this position shall be filled by a registered voter residing anywhere in the boundaries of the RFA.

- d. **Position 4.** This position will be filled by a City of Tumwater elected official and will expire on December 31, 2025. For the two-year period from January 1, 2026, through December 31, 2027, this position shall be filled by an elected official from the City of Tumwater appointed by the Mayor of Tumwater. Thereafter, this position shall be filled by a registered voter residing anywhere in the boundaries of the RFA.
- e. **Position 5.** This position initially will be filled by a City of Olympia elected official and will expire on December 31, 2025. Thereafter, this position shall be filled by a registered voter residing anywhere in the boundaries of the RFA.
- f. **Position 6.** This position initially will be filled by a City of Tumwater elected official and will expire on December 31, 2025. Thereafter, this position shall be filled by a registered voter residing anywhere in the boundaries of the RFA.
- g. **Position 7.** This position will not be filled until January 1, 2026, at which time it shall be filled for an initial term of four (4) years by a registered voter residing anywhere within the boundaries of the RFA.

- 1.2. Except as provided above, all commissioner terms shall be six (6)-year terms.
- 1.3. If the RFA Plan is later amended to expand the Governing Board, the total number of voting members shall be an odd number no greater than nine (9) in number and be in accord with RCW 52.26.080.
- 1.4. **Governing Rules.** The RFA Governing Board shall develop and adopt by-laws, governance policies and rules for the RFA Governing Board to conduct business in accordance with RCW 52.26.080.
- 1.5. **Authority.** The RFA Governing Board shall have all the power and authority granted governing boards under Washington State law and shall include the power and authority to make any decisions appropriate for the RFA and for matters related to Title 52 RCW.
- 1.6. **Compensation of Governing Board.** Commissioners of the Governing Board will receive compensation in the same manner and under the same conditions as provided by law in RCW 52.26.080(3)(a)(i) for commissioners of a fire protection district organized under Title 52 RCW.

#### **RFA SECTION 5 PLAN REVISION DISPOSITION:**

The **GOVERNANCE** section of the **Plan** may be amended by a majority vote of the RFA Governing Board.

<b>SECTION 6</b>	<b>FUNDING and FINANCE</b>
<i>Revision</i>	The <b>FUNDING and FINANCE</b> section of the <b>RFA Plan</b> is subject to amendment or revision by the Governing Board except when voter approval is required by statute.
<i>Adopted</i>	
<i>Revised</i>	

#### **A. INTERIM RFA FINANCES**

1. Commencing on the Effective Date, to fund the operation and administration of the RFA the Cities will contribute to the RFA: (i) the funds budgeted for fire department services and reserves in the adopted budget of each City for the remainder of calendar year 2023, (ii) all EMS levy revenues received from Thurston County in 2023 and thereafter, and (iii) revenues from all service contracts described in Section 4.A.2.

#### **B. RFA REVENUES**

1. **Tax Levies.** The RFA shall be authorized to levy and collect taxes in accordance with RCW 52.26.050(1)(b) at the initial tax levy rate of \$1.00 per thousand of assessed valuation.
2. **Fire Benefit Charge.** The RFA shall be authorized to implement a fire benefit charge on all improved properties within the RFA service area, initially based upon the general formula and methodology provided in **Appendix B** in accordance with RCW 52.26.050(1)(a).
3. **EMS Levy.** The Plan does not include an EMS levy under RCW 84.52.069, but the Governing Board may, in the future, seek voter approval of an EMS levy consistent with the requirements of RCW 84.52.069 and state law.
4. **Service Contracts.** To the extent permitted by law, the RFA Governance Board shall have the authority to pursue and contract with agencies and entities exempt from property taxes in accordance with RCW 52.30.020 and related statutes.
5. **Fire Impact and Mitigation Fees.** The RFA may enter into interlocal agreements with the City of Olympia and the City of Tumwater to collect fire impact and mitigation fees.
6. **Permit, Plan Review and Inspection Fees.** The RFA shall enter into an interlocal agreement with the City of Olympia and the City of Tumwater to collect and remit permit, plan review and inspection fees generated within each City, pursuant to Section 8.B.
7. **Transport Fees.** The RFA will charge and collect transport fees in accordance with policies adopted by the RFA Governing Board.
8. **Additional Revenue Options.** The RFA Governing Board shall have the authority to pursue, subject to any applicable statutory voter approval requirements and RFA

Plan amendment, if required, all additional revenue sources authorized by law including, but not limited to, revenue sources specifically identified in Title 52 RCW and Title 84 RCW that are not otherwise addressed in Chapter 52.26 RCW.

### **C. TRANSFER OF ASSETS**

- 1. City of Olympia Assets.** On the Effective Date, Olympia shall immediately transfer to the RFA the following assets:
  - 1.1** The real property identified in **Appendix D** and any building fixtures, keys, passwords, furniture, and contents thereof. The transfer of each parcel of real property and the improvements thereon to the RFA shall contain a right of first refusal providing that the title to the land and the station improvements may return to the City of Olympia if the station ever ceases to be continuously used for fire service, with such additional terms and conditions to which the parties may mutually agree. The term “used for fire service” shall mean more than 50% of the facility is used continuously for fire suppression, department support or administration.
  - 1.2** The apparatus/vehicles identified in **Appendix E**.
  - 1.3** The balance in the Olympia Fire Equipment Reserve Fund of \$164,903 on the Effective Date.
  - 1.4** Eight Million Dollars (\$8,000,000) to be repaid to the City of Olympia by the RFA over time under the terms of two separate loan agreements between the City of Olympia and the RFA:
    - a.** A loan of Four Million Dollars (\$4,000,000) to be repaid within 5 years and six months after the Effective Date; and
    - b.** A loan of Four Million Dollars (\$4,000,000) to be repaid within 5 years and six months after the Effective Date.
  - 1.5** Unless otherwise specified herein, no other City of Olympia funds shall be transferred to the RFA.
  - 1.6** Existing Information Technology equipment currently being operated to support the Olympia Fire Department that is housed in Olympia fire stations or fire vehicles and apparatus will become property of the RFA. The City of Olympia and the RFA will work together to transition electronic files, internet access points, security and other assets necessary to maintain an independent computer system, network, email, and internet access for the RFA. If additional hardware or software is needed, it will be paid for by the RFA. Equipment that supports City-wide technology operations may continue to be utilized for a period of two years after the Effective Date of the RFA unless extended by a future agreement.
  - 1.7** All reports, documents, surveys, books, records, files, papers, or written material used by the City of Olympia to carry out the fire protection and emergency services powers, functions, and duties of the Olympia Fire Department that are owned by or in the possession of the City of Olympia.
  - 1.8** City of Olympia water systems, including fire hydrants and related



appurtenances, shall not be transferred and shall remain City of Olympia property.

**2. City of Tumwater Assets.** On the Effective Date, Tumwater shall immediately transfer to the RFA the following assets:

- 2.1.** The real property identified in **Appendix D** and any building fixtures, keys, passwords, furniture, and contents thereof. The transfer of each parcel of real property and the improvements thereon to the RFA shall contain a right of first refusal providing that the title to the land and the station improvements may return to the City of Tumwater if the station ever ceases to be continuously used for fire service, with such additional terms and conditions to which the parties may mutually agree. The term “used for fire service” shall mean more than 50% of the facility is used continuously for fire suppression, department support or administration.
  - a.** On or around the Effective Date, the City of Tumwater shall complete a parcel subdivision to create a separate parcel of real property for Tumwater Fire Station T-1, separate from the remainder of the Tumwater City Hall property, and shall provide for the necessary dedications of easements and rights of way to facilitate all appropriate use of the fire station by the RFA. The City of Tumwater shall undertake the subdivision and easement process at the City’s own cost.
- 2.2.** The apparatus/vehicles identified in **Appendix E**.
- 2.3.** The amount of One Hundred Sixty-two Thousand Dollars (\$162,000) equal to the balance of reserves collected for the Tumwater Fire Department non-apparatus vehicles in the City of Tumwater Equipment Replacement and Repair Fund.
- 2.4.** The amount of Two Million Dollars (\$2,000,000) which represents the balance of voter-approved lid lift funds collected pursuant to Public Safety Lid Lift (approved by Tumwater voters in 2011) collected for the purchase of two additional fire engines (E3 and E4). The RFA shall ultimately expend such funds for the acquisition of fire apparatus consistent with the levy’s stated purposes.
- 2.5.** Unless otherwise specified herein, no other City of Tumwater funds shall be transferred to the RFA.
- 2.6.** Existing Information Technology equipment currently being operated to support the Tumwater Fire Department that is housed in fire stations or fire vehicles and apparatus will become property of the RFA. City of Tumwater and the RFA will work together to transition electronic files, internet access points, security and other assets necessary to maintain an independent computer system, network, email, and internet access for the RFA. If additional hardware or software is needed, it will be paid for by the RFA. Equipment that supports City-wide technology operations may continue to be utilized for a period of two years after the Effective Date of the RFA unless extended by a future agreement.
- 2.7.** All reports, documents, surveys, books, records, files, papers, or written material used by the City of Tumwater to carry out the fire protection and emergency services powers, functions, and duties of the Tumwater Fire Department that are owned by or in the possession of the City of Tumwater.

- ## D. LIABILITIES

- RFA SECTION 6 PLAN REVISION DISPOSITION:**

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<b>SECTION 7</b>	<b>ORGANIZATIONAL STRUCTURE: PERSONNEL &amp; ADMINISTRATION</b>
<i>Revision</i>	The <b>ORGANIZATIONAL STRUCTURE: PERSONNEL &amp; ADMINISTRATION</b> section of the <b>RFA Plan</b> is subject to amendment by a majority vote of the RFA Governing Board.
<i>Adopted</i>	
<i>Revised</i>	

## **A. ORGANIZATIONAL STRUCTURE**

1. **Organizational Chart.** The RFA shall be initially organized as provided in **Appendix C** of the RFA Plan; provided, however, that after the Effective Date, the Fire Chief shall have authority to adjust the Organizational Chart as necessary to improve service delivery without amending the RFA Plan.

## **B. PERSONNEL**

1. **Fire Chief and Deputy Chiefs.** On the Effective Date, Tumwater Fire Chief Brian Hurley shall be the Interim Fire Chief of the RFA until a new, permanent selection is made by the RFA Governing Board. Olympia Interim Fire Chief Todd Carson shall serve as the RFA's Interim Deputy Chief of Operations and Olympia Interim Deputy Chief Mike Buchanan, shall serve as Interim Deputy Chief for Support Services of the RFA, until new, permanent selections are made. The Fire Chief shall at all times be appointed and serve at the pleasure of the RFA Governing Board.
2. **Personnel.** All personnel of the Olympia and Tumwater Fire Departments in good standing as of the Effective Date shall transfer to the RFA to fulfill assigned duties as outlined in the organizational structure in **Appendix C**. All said personnel shall be transferred on the Effective Date at their current rank, grade and seniority. The Participating Jurisdictions anticipate the near-term consolidation of unionized employees into a single bargaining unit and single labor agreement with the RFA Governing Board.
3. **Agreements.** All current employee agreements, collective bargaining unit agreements, outstanding labor issues, personal service contracts, and any other contracts or agreements pertaining to work, duties, services or employment with the Olympia Fire Department and Tumwater Fire Department shall be transferred to the RFA with all fire department personnel on the Effective Date.

## **C. ADMINISTRATION**

1. **Administration.** All current administrative and business functions, agreements, documents, operations, and policies and procedures from the Olympia and Tumwater Fire Departments shall transfer over to the RFA unless otherwise noted in this Plan.
  - 1.1. **Creation of Administrative and Information Technology (IT) Systems.** If the RFA is approved by voters at a special election in April 2023, the Cities shall work together prior to the Effective Date to secure the services of (1) a

finance director; and (2) a human resources director for the RFA, who shall become RFA employees subject to confirmation as of the Effective Date by the Interim Fire Chief. In addition, the Cities shall secure consultant services to identify, secure, and establish the IT systems and equipment needed by the RFA. The continued services of the IT consultant will be subject to confirmation by the RFA Governing Board.

- a. Olympia will manage and fund the recruitment of these positions.
- b. The RFA Governing Board may later determine to hire IT staff.
- c. Prior to the Effective Date, these individuals and consultants will work with the Participating Jurisdictions to establish the finance, risk management, human resources, payroll, benefits, information technology, and other administrative systems necessary for the operation of the RFA beginning on the Effective Date. The RFA will reimburse the Cities for the costs of systems and equipment that are established or acquired in support of the RFA's operations.
- d. The Participating Jurisdictions shall share the cost of the salary/services of these individuals/consultants through the Effective Date, with the City of Olympia bearing two-thirds and the City of Tumwater bearing one-third of the cost.

2. **RFA Administrative Responsibilities.** On the Effective Date, the following functions of the RFA shall be the responsibility of the RFA. The RFA Governing Board may contract with either Olympia or Tumwater to perform some of the functions as described below by reimbursing the City providing services at an appropriate cost.

**2.1. Recruitment and Hiring, Labor Relations and Negotiations and all administrative functions related to the Family Medical Leave Act (FMLA), the Family Care Act (FCA), and all other state and federal employment and labor laws.** These services will be provided by the RFA as of the Effective Date.

**2.2. Health Insurance.** The RFA will provide its own health insurance plans as of the Effective Date.

**2.3. Risk Management including Labor and Industries time-loss, Liability and Property Insurance.** The RFA will provide these services as of the Effective Date.

**2.4. Payroll Services.** The RFA will provide or contract for these services as of the Effective Date.

**2.5. Legal Services.** The RFA will obtain its own legal counsel as of the Effective Date.

**2.6. Accounting Services.** The RFA will provide or contract for accounting services as of the Effective Date.

- 2.7. Fleet Maintenance.** The RFA will provide or contract for fire apparatus and fleet maintenance as of the Effective Date.
- 2.8. Facilities.** The RFA will enter into an interlocal agreement with the City of Olympia to provide facility maintenance services to the RFA facilities located in Olympia through 2025 at a rate negotiated between the two parties. The RFA will enter into an interlocal agreement with the City of Tumwater to provide facility maintenance services to the RFA facilities located in Tumwater through 2025 at a rate negotiated between the two parties. The parties may negotiate a contract for long-term provision of such services. Any agreement should address janitorial, scheduled and emergency equipment service, emergency building repairs, scheduled repairs, and use of outside contractors.
- 2.9. Information Technology (IT).** The RFA will contract for these services as of the Effective Date. Participating Jurisdictions' IT equipment used to support Fire Department operations that is housed in fire stations or fire apparatus and vehicles will become property of the RFA. Shared servers and other equipment common to the RFA and the Participating Jurisdictions will be returned to the owner City as soon as practicable. The RFA will enter into agreements with the City of Olympia and the City of Tumwater as necessary to address any shared systems in use as of the Effective Date. The RFA will acquire staff or consultant resources to assist with the separation of the systems and facilitating the RFA IT systems to stand alone (domain names, email addresses, back-ups, security, and software systems) with the target that the RFA system operates independently within two years following the Effective Date. The Cities may agree to provide surplus equipment to the RFA at no cost. The Cities will work with the RFA to facilitate an orderly transition from the Cities to the RFA's IT system.
- 2.10. Communications.** Prior to the Effective Date, the City of Tumwater will manage and fund the recruitment of a communications professional. That person will be hired by the City of Tumwater until the Effective Date and their employment with the RFA shall be subject to confirmation by the Interim Fire Chief. The Participating Jurisdictions shall share the cost of paying this individual through the Effective Date with the City of Olympia paying two-thirds and the City of Tumwater paying one-third of the costs.
- 3. City Retained Administrative Service Responsibilities.** The Cities of Olympia and Tumwater shall continue to provide the following services:
- 3.1.** The City of Olympia LEOFF Board will continue to oversee LEOFF 1 benefits for Olympia retirees in accordance with the City of Olympia LEOFF 1 Policies and Procedures.
- 3.2.** The City of Tumwater LEOFF Board will continue to oversee LEOFF 1 benefits for Tumwater retirees in accordance with the City of Tumwater LEOFF 1 Policies and Procedures.
- 4. Civil Service Board.** The RFA may establish its own Civil Service process as provided by RCW 52.26.280 and RCW 52.26.100(6)(b) no later than January 1 of the first full calendar year after the Effective Date, and the City of Olympia will continue to provide a Civil Service Board for the RFA during the interim at no cost to the RFA.

5. **Seamless Transition.** Unless otherwise noted in the RFA Plan, the transfer of authority and the administration and management of the RFA shall be seamless and shall initially model the current administrative and management components of the City of Olympia and the City of Tumwater within the boundaries of each City. The agreements, operations, and procedures outlined in this Section C (Administration) may be adjusted as necessary to accomplish a seamless transition.

The **ORGANIZATIONAL STRUCTURE: PERSONNEL & ADMINISTRATION** section of the RFA Plan is subject to amendment by a majority vote of the RFA Governing Board.

<b>SECTION 8</b>	<b>OPERATIONS AND SERVICES</b>
<i>Revision</i>	The <b>OPERATIONS AND SERVICES</b> section of the <b>RFA Plan</b> is subject to amendment by a majority vote of the RFA Governing Board.
<i>Adopted</i>	
<i>Revised</i>	

#### **A. FIRE PROTECTION AND EMERGENCY MEDICAL SERVICES**

1. All current operational and service delivery aspects of the Olympia and Tumwater Fire Departments, including Basic Life Support (BLS) ambulance transports, Advanced Life Support (ALS) transports, and fire department CARES programs, shall be transferred to the RFA on the Effective Date. Current staffing models, deployment standards, field operations, command staffing, and operational policies and procedures of the Olympia and Tumwater Fire Departments shall be transferred to the RFA and continued at the current level of service on the Effective Date.
2. Upon the Effective Date, the RFA will initially adopt Olympia's Standards of Coverage Document for the Olympia jurisdictional boundary area and Tumwater's Standards of Coverage Document for the Tumwater jurisdictional boundary area. As such, services, levels of service, standards of coverage, development standards and customer expectations of each Participating Jurisdiction on the Effective Date shall remain unaffected.
  - 2.1. All current automatic aid and mutual aid agreements, all interlocal agreements and contractual services agreements, documents, or memorandums currently in place with the Olympia Fire Department and the Tumwater Fire Department shall be transferred and assigned to the RFA on the Effective Date to provide continuous, seamless readiness and emergency services coverage. Notwithstanding the foregoing, the Olympia and Tumwater interlocal agreements with TCOMM shall be modified to provide that the RFA will assume the fire related rights and obligations under these agreements and that the RFA shall be entitled to each City's fire-related equity interests under both these agreements.

#### **B. FIRE PREVENTION, FIRE MARSHAL, FIRE INSPECTION and FIRE INVESTIGATION SERVICES**

##### **1. Existing Service Providers:**

- 1.1. **Fire Prevention.** The Cities through their fire departments, currently provide Fire Prevention services within their respective corporate boundaries.
- 1.2. **Fire Marshal, Fire Inspection and Fire Investigation Services.** The Cities through their fire departments also currently provide Fire Marshal, Annual Fire Inspection, and Fire Investigation Services. Olympia's Fire Department also provides New Construction Permit Review and Inspection within Olympia's corporate boundaries; in Tumwater, New Construction Permit services are provided by the Tumwater Community Development Department. These services are collectively referred to as "Fire Marshal Services" pursuant to RCW 19.27.050 and RCW 19.27.110-111 Review and Inspection.

## **2. Fire Marshal Service Providers on Effective Date:**

- 2.1.** On the Effective Date, Fire Marshal Services within the boundaries of the RFA shall be provided as follows:
- a.** Within the City of Olympia: The RFA will provide all Fire Marshal and related Services to Olympia pursuant to an interlocal agreement which compensates the RFA for agreed upon services. The City of Olympia will designate the RFA Fire Chief as its Fire Chief and the RFA Fire Marshal as its Fire Marshal. The RFA shall conduct fire investigation within the City of Olympia and Olympia shall cooperate with the RFA in such investigations and provide police support and prosecute criminal acts when appropriate.
  - b.** Within the City of Tumwater: The RFA will provide all Fire Marshal Services except those related to new construction to Tumwater pursuant to an interlocal agreement which compensates the RFA for agreed upon services. The City of Tumwater will designate the RFA Fire Chief as its Fire Chief and the RFA Fire Marshal as its Fire Marshal. The RFA shall conduct fire investigation within the City of Tumwater and Tumwater shall cooperate with the RFA in such investigations and provide police support and prosecute criminal acts when appropriate. New construction permitting and inspection shall be retained by the City of Tumwater Community Development Department. The parties may negotiate a future agreement to transfer these services to the RFA. Until such time as they transfer, the fees collected by the City of Tumwater for such services shall remain with the City of Tumwater. The parties shall work cooperatively to ensure communication and coordination related to new construction, investigations, inspections, and community safety.
  - c.** The RFA may provide Fire Marshal and inspection services to another local municipal jurisdiction through an interlocal agreement.

## **C. EMERGENCY MANAGEMENT SERVICES**

### **1. Existing Service Providers:**

- 1.1.** The City of Olympia, through the Olympia Fire Department, currently provides Emergency Management Services within the boundaries of the City of Olympia.
- 1.2.** The City of Tumwater, through the Tumwater Fire Department, currently provides Emergency Management Services within the boundaries of the City of Tumwater.

### **2. Emergency Management Services on Effective Date:**

- 2.1.** On the Effective Date, Emergency Management Services within the boundaries of the RFA shall be provided as follows:
- a.** Within the City of Olympia: Olympia shall provide Emergency Management Services within Olympia's boundaries and shall retain emergency management authority in accordance with Washington State Law within its jurisdiction.



- b. Within the City of Tumwater: Tumwater shall provide Emergency Management Services within Tumwater's boundaries and shall retain emergency management authority in accordance with Washington State Law within its jurisdiction.
- c. The Participating Jurisdictions intend to form a collaborative approach to emergency management and share the costs of a shared staff person to provide technical expertise related to emergency management, training, funding, and organizational and community preparedness and education.

#### **D. AMBULANCE SERVICES.**

- 1. The City of Olympia provides Basic Life Support (BLS) Ambulance Services. Both Cities provide Advanced Life Services (ALS) through contract with Thurston County. These services shall transfer to the RFA as of the Effective Date and BLS may be supplemented by private ambulance services.

##### **2. Ambulance Services on the Effective Date:**

**2.1.** The RFA shall continue Basic Life Support (BLS) Ambulance Services and Advanced Life Support (ALS) Ambulance Services as of the Effective Date and may expand those services.

**2.2.** The RFA shall have the authority to expand ambulance service if the RFA Governing Board determines private ambulance service is inadequate, subject to any applicable statutory requirements.

#### **E. PUBLIC EDUCATION AND COMMUNITY RISK REDUCTION SERVICES**

- 1. **Current Service Providers:** The Fire Departments of Olympia and Tumwater currently provide public education and community risk reduction services.
- 2. On the Effective Date, the RFA shall provide Public Education and Community Risk Reduction Services throughout the jurisdiction of the RFA and its service area.

#### **F. SEAMLESS TRANSITION**

- 1. Unless otherwise noted in the RFA Plan or the related interlocal agreements referenced in the Plan required to establish the RFA, the transfer of authority to the RFA shall be seamless.

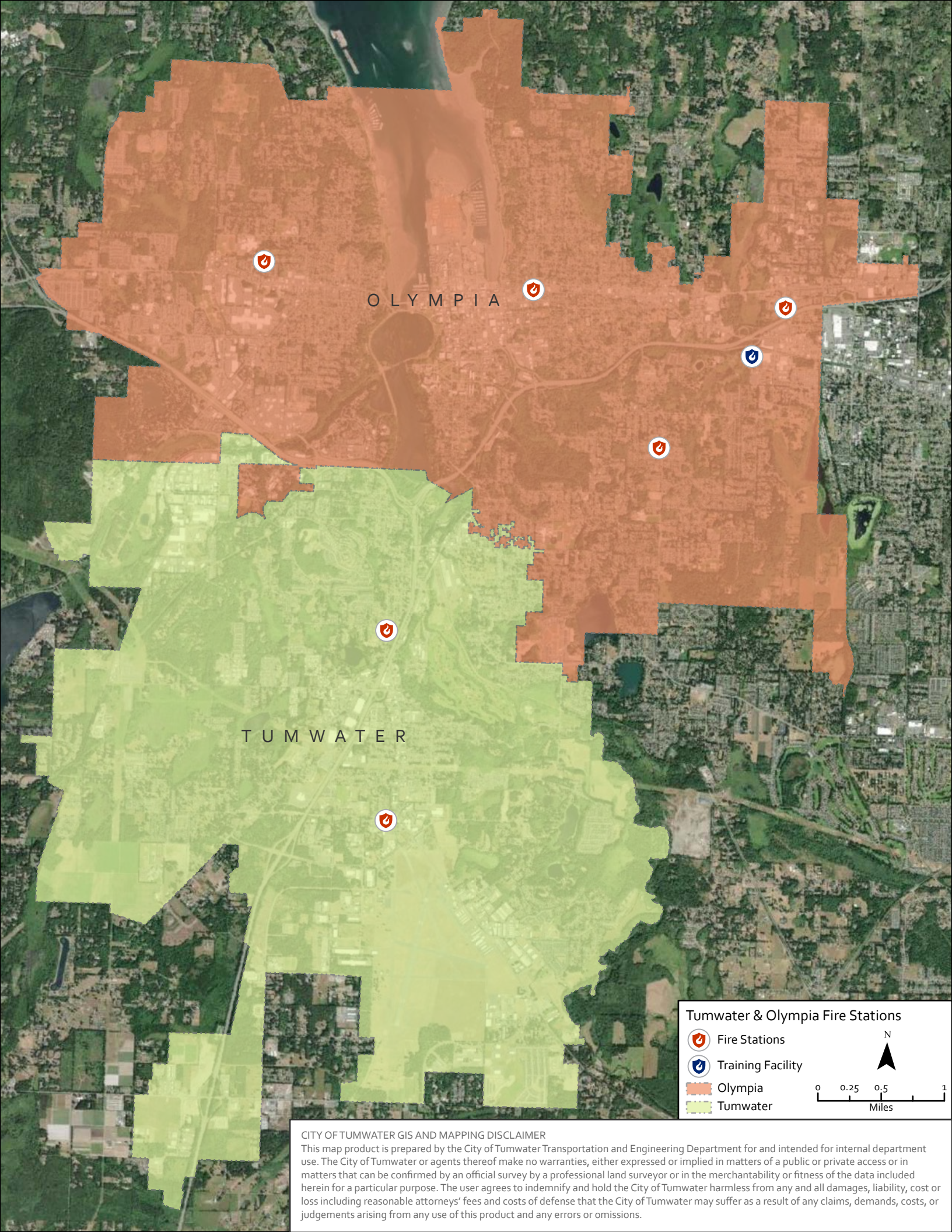
#### **RFA SECTION 8 PLAN REVISION DISPOSITION:**

The **OPERATIONS AND SERVICES** section of the **RFA Plan** is subject to amendment by a majority vote of the RFA Governing Board.

**Appendix A**

**Jurisdiction Boundary Map**







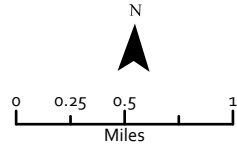


OLYMPIA

TUMWATER

### Tumwater & Olympia Fire Stations

-  Fire Stations
-  Training Facility
-  Olympia
-  Tumwater



### CITY OF TUMWATER GIS AND MAPPING DISCLAIMER

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## Appendix B Fire Benefit Charge Formula for 2024

The Fire Benefit Charge (FBC) funding method is a voter-approved, two-part funding system authorized by State Law in 1987 that balances general purpose taxes with a user fee charge. Under this system, the Regional Fire Authority is funded by:

- a. A property tax of up to \$1.00 per \$1,000 assessed value of property to support day to day operations and capital needs of the fire department.
- b. A Fire Benefit Charge (FBC) of up to 60% of the operating budget of the RFA.
- c. Other fee and grant revenue.

The basis for the Fire Benefit Charge (FBC) assessments used or favored by most fire jurisdictions that have approved an FBC is “fire flow.” The principle is that the basic unit of public fire service is delivery of water to a fire. Fire flow increases with fire load, a determination that accounts primarily for building construction type, use-type and size (total area).

The FBC is only imposed on improvements to real property and must be reasonably apportioned based on the services afforded to these properties. The primary factors of the formula are the amount of required “fire flow” or water needed to extinguish a fire, and the type and size of structure being assessed. As structure size or fire loading within a structure increases, the need for required fire flow and RFA resources (firefighters, equipment) also increases. The following formula is adopted for calculating the FBC for the RFA. The formula is based on the Insurance Services Office (ISO) calculation of required fire flow.

The Governing Board shall have the authority set forth in RCW 52.26.180 to fix and impose an FBC annually. The factor weights, classifications, and formula may be adjusted for budget years after 2024 by resolution of the Governing Board to impose a benefit charge proportioned to the measurable benefits to property within the RFA.

$$\text{FBC} = \text{Fire Flow} \times \text{Building Category Factor (CF)} \times \text{Cost per Gallon Factor (CPG)} \times \text{Balancing Factor} \times \text{Sprinkler Discount} \times \text{Exemption Factors}$$

$$\text{Fire Flow} = (\sqrt{\text{Total Square Feet} \times 18})$$

Fire Flow is calculated as the square root of the total gross square feet of the buildings/structures located on the property.

- An FBC will not be applied to parcels with a total improvement square footage of less than 400 sq. ft.
- The square footage for decks and porches is not included in the improvement square footage while carports and garages are included in the calculations.

This is an Insurance Services Office (ISO) formula for determining fire flow (Ref: *National Fire Protection Association Handbook, 18<sup>th</sup> Ed., Ch 6, Water Flow Requirements for Fire Protection*). This Plan uses a construction type factor of “1” due to the variety of construction types in the Regional Fire Authority and the inability to determine the construction type for every structure from existing

database information. Therefore, since the construction type is equal to “1”, this factor is not displayed within the FBC formula.

### Building Category Factor (CF)

Categories are “Use Type” groups. Use Type information is obtained from Thurston County's database. The **Category Factor** is based upon building use and size. Each **Category Factor** is a weighted value and is determined by evaluating the relative “benefit” provided to the category of structures. The benefit to each category of structures is proportional to the total square feet of improvements in the Regional Fire Authority. The building categories and associated factors for 2024 are listed below.

- **Residential:** includes residential buildings (and condominiums when unit ownership information is available from the Thurston County Assessor's database) with up to four units.

<u>Category</u>	<u>Weight</u>	<u>Square Footage</u>
Residential 1	0.41	≤2,000 sq. ft
Residential 2	0.52	2,001-3,000 sq. ft.
Residential 3	0.62	≥3,001 sq. ft.

- **Mobile Home:** Each mobile home unit whether it is located on a single land parcel or in a mobile home park.

<u>Category</u>	<u>Weight</u>	<u>Square Footage</u>
Mobile Home	0	any square footage

- **Apartments:** Other attached residential building structures (five residential units and more)

<u>Category</u>	<u>Weight</u>	<u>Square Footage</u>
Apartments	1.5	any square footage

The same formula is applied to this category, but first the total square feet of the complex is divided by the number of units to produce an average unit square footage. That figure is then inserted into the formula resulting in an average BC for each unit. This average is then multiplied by the number of units to get the total BC to be collected from the parcel owner.

- **Commercial:** All other uses, including but not limited to storage facilities, warehouses, offices and commercial businesses. Mixed use buildings (commercial plus other uses, for example, residential) are classified as Commercial.

<u>Category</u>	<u>Weight</u>	<u>Square Footage</u>
Commercial 1	0.6	≤5,000 sq. ft.
Commercial 2	1.2	5,001-20,000 sq. ft.
Commercial 3	2.0	20,001-50,000 sq. ft.
Commercial 4	3.0	50,001-100,000 sq. ft.
Commercial 5	4.0	100,001-200,000 sq. ft.
Commercial 6	5.0	≥ 200,001 sq. ft.

**Cost Per Gallon Factor (CPG)** = (Total FBC ÷ Total Fire Flow)

This factor describes the relative cost of providing the required fire flow per gallon during a fire incident.

The Cost per Gallon Factor (CPG) is determined by dividing the total (**Total FBC**) by the **Total Fire Flow** ( $\sqrt{\text{Total Square Feet} \times 18}$ ) of the Regional Fire Authority.

## Balancing Factor (BF)

The RCW 52.18.010 requires the Regional Fire Authority to specify the specific revenue amount to be collected via the BC program. The Balancing Factor (BF) is used to “fine-tune” the final calculations to all parcels to equitable and to help make the total benefit charge amount assessed be as specified by the Board of Commissioners. The estimated first year BF is .01 but may be adjusted based on revenue needs.

## Sprinkler Discount

The FBC is adjusted based on available data that confirms the hazard with the structures on the property is reduced. The 2024 FBC formula includes a discount for sprinkler systems. All residential, commercial and multi-family parcels with a full coverage fire sprinkler system will receive a ten percent (10%) FBC discount. Partial coverage systems will receive the discount on the parcels sprinklered square footage.

## Discounts and Exemption Factors

All discounts and exemptions from the FBC provided by state law will apply. A property exempt from benefit charges by law will not pay the FBC.

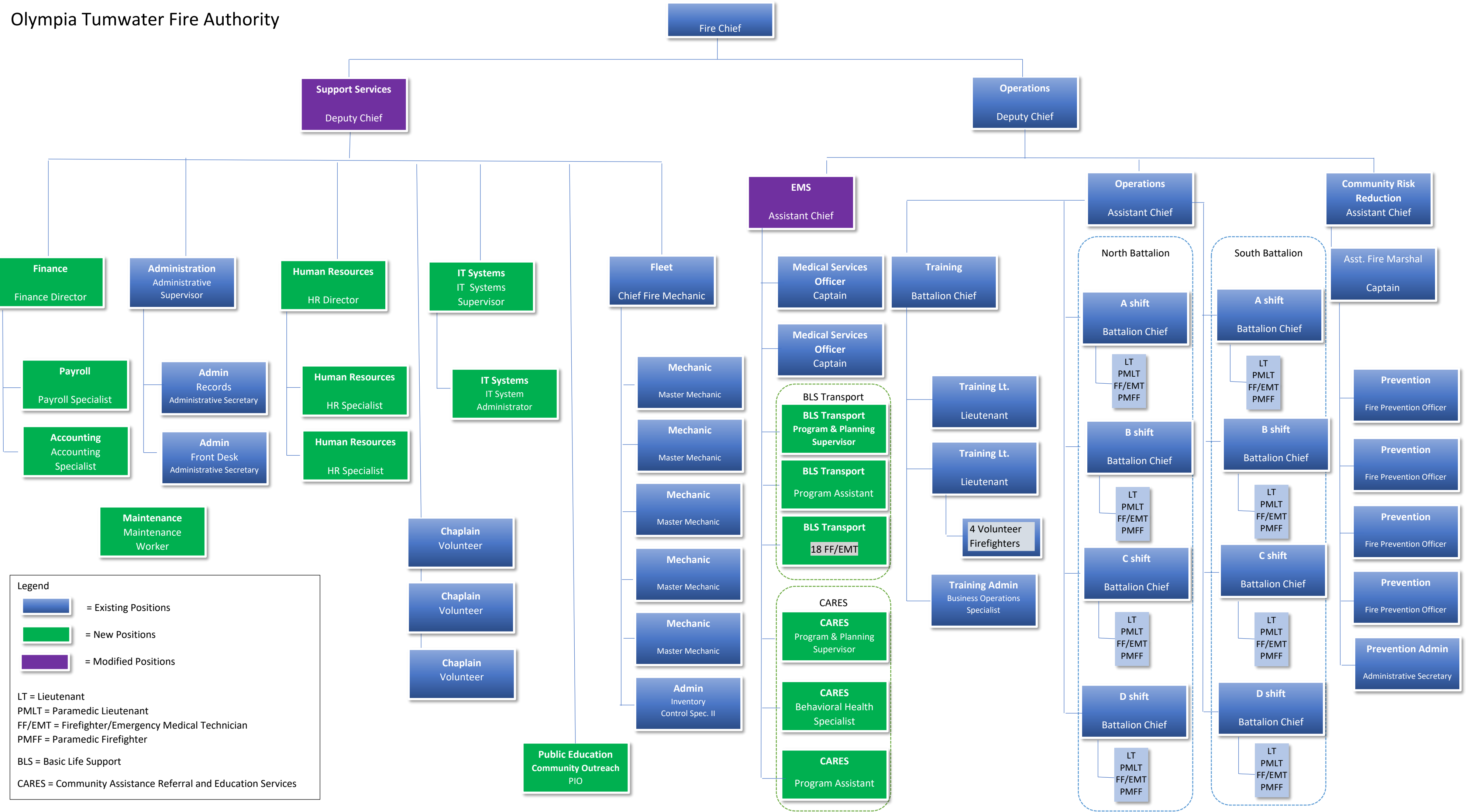
- **Exemptions.** By way of example and without limitation, RCW 52.26.180 identifies eight instances where a benefit charge does not apply:
  - (1) personal property and improvements to real property owned or used by any recognized religious denomination or religious organization.
  - (2) property of housing authorities that is exempt from property taxes under RCW 35.82.210.
  - (3) property of nonprofit entities providing rental housing for very low-income households or providing space for the placement of a mobile home for a very low-income household that is exempt from property taxes under RCW 84.36.560.
  - (4) property of nonprofit homes for the aging that is exempt from property taxes under RCW 84.36.041.
  - (5) property of nonprofit organizations, corporations, or associations providing housing for eligible persons with developmental disabilities that is exempt from property taxes under RCW 84.36.042.
  - (6) property of nonprofit organizations providing emergency or transitional housing for low-income homeless persons or victims of domestic violence who are homeless for personal safety reasons that is exempt from property taxes under RCW 84.36.043.
  - (7) property of the state housing finance commission that is exempt from property taxes under RCW 84.36.135.
  - (8) property of nonprofit corporations operating sheltered workshops for persons with disabilities that is exempt from property taxes under RCW 84.36.350.
- **Low Income Senior Citizens and Disabled Persons Discounts:**

Low-income seniors and disabled persons are eligible for the same discount rate they receive from regular property taxes. This information is obtained from, and maintained by, Thurston County.

**Appendix C**

**Organizational Chart**

Olympia Tumwater Fire Authority





**Appendix D  
Real Property**

<b>Facility</b>	<b>Year Built</b>	<b>Address</b>	<b>Land SF</b>	<b>Building SF</b>
<b>City of Tumwater Real Property to be Transferred to RFA</b>				
Tumwater Headquarters (T-1)*	2000	311 Israel Rd SW Tumwater, WA 98501	Portion of city hall site*	19,000 sq. ft.
Tumwater Station 2 (T-2)	1995	405 Linwood Ave SW Tumwater, WA 98512	.24 acre 10,454 sq. ft.	5,609 sq. ft.
<b>City of Olympia Real Property to be Transferred to RFA</b>				
Station 1 (Headquarters)	1990	100 Eastside Street NE, Olympia, WA 98506	1.6 acres 69,000 sq. ft.	22,525 sq. ft.
Olympia Station 2	1991	330 Kenyon Street NW Olympia, WA 98502	acres 43,560 sq. ft.	6,070 sq. ft.
Olympia Station 3	1992	2525 22nd Avenue SE Olympia, WA 98501	.33 acres 14,374 sq. ft.	4,750 sq. ft.
Olympia Station 4	2012	3525 Stoll Rd SE Olympia, WA 98501	acres 43,560 sq. ft.	13,000 sq. ft.
Mark Noble Regional Fire Training Center	2011	1305 Fones Rd. SE, Olympia, WA 98501	8 acres 348,480 sq. ft.	15,000 sq. ft.

\*Parcel subdivision and easement required

## Appendix E

### Personal Property – Vehicles and Apparatus

#### Olympia Vehicles and Apparatus

Vehicle ID	Model Year	Make	Vehicle Description	VIN	Vehicle Class
1263	1988	HMD	Sort TRAILER - OFD	WA 86 123566	FIRE NO AD/OP OVERHEAD C
1471	2001	CHE	2001 Chevrolet Box Van / Fire Investigation	1GBHG31RX11217195	COMMAND VEHICLE
305	1995	PRC	1995 PIERCE LADDER TRUCK / Reserve Truck 04	4P1CT02S4SA000669	LADDER TRUCK
306	1990	PRC	1990 PIERCE PUMPER / Reserve Engine 04	4P1CA01G6LA000516	FIRE ENGINE PUMPER
308	1992		Boat/trailer EZ-loader		OTHER
312	2000	ONA	Generator - SPEC A ONAN DSFAE-7573661 - Station 1	A090230078	GENERATOR
313	2000	ONA	Generator - SPEC G ONAN DGBB-4484796 / Station 2	G2000132107	GENERATOR
314	2000	ONA	Generator - SPEC B ONAN DNAF-4485485 / Station 3	G008128937	GENERATOR
315	2010	KOH	Generator - KOHLER 180RE0ZJE / Station 4	2326669	GENERATOR
316	2000	KOH	Generator - KOHLER 20RE0ZCJ / Training Center	SGM32254	GENERATOR
317	2000	MAK	Air Compressor - SCBA MAKO COMP 27CFM / Station 1	5409.3.HA.162	AIR COMPRESSOR
318	2000	MAK	Air Compressor - SCBA MAKO COMP 14CFM / Station 2	5407.3.IAH656	AIR COMPRESSOR
319	2000	MAK	Air Compressor - SCBA MAKO COMP 14CFM / Station 3	6407.3.IAH668	AIR COMPRESSOR
320	2000	MAK	Air Compressor - SCBA MAKO COMP 27CFM / Station 4	5408H20775005	AIR COMPRESSOR
321	2000	BAU	Air Compressor - SCBA BAUER COMP 27CFM / Training Center	167966	AIR COMPRESSOR
323	2016	FOR	2016 FORD F150 / Battalion Chief Training Officer	1FTFW1EG9GKD82337	COMMAND VEHICLE
324	2016	FOR	2016 FORD EXPLORER / Deputy Chief	1FM5K8D85GGC36848	COMMAND VEHICLE
325	2016	FOR	2016 FORD EXPLORER / Asst Chief Operations	1FM5K8D87GGC36849	COMMAND VEHICLE
326	2018	FOR	2018 Ford Escape / Inspector	1FMCU0F72JUC12183	STAFF VEHICLE
327	2018	FOR	2018 Ford Escape / Inspector	1FMCU0F74JUC12184	STATE VEHICLES
328	2018	FOR	2018 Ford Explorer / Fire Chief	1FM5K8D86JGB47605	COMMAND VEHICLE
329	2018	FOR	2018 Ford Explorer / Asst Chief Fire Marshal	1FM5K8D84JGB47604	COMMAND VEHICLE
330	2018	FOR	2018 Ford Expedition / Battalion 01 Command	1FMJU1GT9JEA34727	COMMAND VEHICLE
331	2018	FOR	2018 Ford F150 / Medical Services Officer	1FTEW1EPOJKE25546	COMMAND VEHICLE

Model						
Vehicle ID	Year	Make	Vehicle Description	VIN	Vehicle Class	
332	2018	FOR	2018 Ford F-150 / Shop Truck	1FTEW1EBXJKE18818	STAFF VEHICLE	
333	2018	FOR	2018 Ford F450 / Service Truck	1FD9X4HT1JEC65745	STAFF VEHICLE	
336	2002	FOR	2002 Ford F550 Brush Unit - OFD	1FDAW57F22EC78166	Brush Truck	
340	1999	CHE	1999 Chevrolet Tahoe / Training Lt	1GNEK13ROXJ472176	COMMAND VEHICLE	
359	2003	FOR	2003 FORD E450 / AID UNIT	1FDXE45F93HB08297	AMBULANCE	
370	1995	PRC	1995 PIERCE PUMPER / Reserve Engine 03	4P1CT02545A000638	FIRE ENGINE PUMPER	
371	1998	PRC	1998 PIERCE PUMPER / Reserve Engine 01	4P1CT02SOWA000822	FIRE ENGINE PUMPER	
372	1998	PRC	1998 PIERCE PUMPER / Reserve Engine 02	4P1CT02S4WA000824	FIRE ENGINE PUMPER	
373	2008	PRC	2008 PIERCE PUMPER / Front Line Engine 03	491CV01H78A008144	FIRE ENGINE PUMPER	
374	2010	PRC	2010 PIERCE PUMPER / Front Line Engine 04	4P1CV01H9AA011102	FIRE ENGINE PUMPER	
375	2010	PRC	2010 PIERCE PUMPER / Front Line Engine 02	4PICV01H7AA011101	FIRE ENGINE PUMPER	
376	2010	PRC	2010 PIERCE TILLER / Front Line Truck 01	4P1CV01H6AA011056	LADDER TRUCK	
377	2016	PRC	2016 PIERCE PUMPER / Front Line Engine 01	4P1BAAGF9GA016392	FIRE ENGINE PUMPER	
387	2004	TOY	2004 TOYOTA PRUIS / Inspector	JTDKB22U840063268	STAFF VEHICLE	
388	2005	FOR	2005 FORD TAURUS SEDAN	1FAFP53295A133024	STAFF VEHICLE	
389	2005	FOR	2005 FORD TAURUS SEDAN	1FAFP53255A140908	STAFF VEHICLE	
390	2005	FOR	FORD TAURUS SEDAN	1FAFP53255A164285	STAFF VEHICLE	
393	2000	GMC	2000 GMC STEPVAN / COMMAND UNIT	5BK4P32R9Y3318443	COMMAND VEHICLE	
395	2006	OLM	2006 OLYMPIC TRAILER	1C9UF08146T997647	TRAILER	
396	2005	OLM	2005 OLYMPIC TRAILER	4P5SA121252073132	TRAILER	
397	2007	OLM	2007 OLYMPIC TRAILER	199UF08117T997025	TRAILER	
398	2013	NIS	2013 NISSAN LEAF	1N4AZ0CP0DC419334	STAFF VEHICLE	
399	2014	FOR	2014 FORD EXPEDITION / Battalion 02 Command (Reserve)	1FMJU1G59EEF30523	COMMAND VEHICLE	
721	1924	SEA	SEAGRAVE OLDTIME PUMPER	SR:36450	OTHER	

## Tumwater Vehicles and Apparatus

Vehicle ID	Model Year	Make	Vehicle Description	VIN	Vehicle Class
26	1947	Kenworth	Kenworth Engine	HXE3408085	PARADE ENGINE
	1986	Wells	Wells Disaster Trailer	IWC200E26G4002855	MCI TRAILER
3100-47	2000	KME	KME Pumper	1K9AF428XYN058118	FIRE ENGINE PUMPER
3101-48	2000	KME	KME Pumper	1K9AF4288YN058117	FIRE ENGINE PUMPER
3103	1999	MAKO	Air Compressor	5406E1206	COMPRESSOR
3104-51	2012	PRC	Pierce Pumper	4P1CV01D2DA013324	FIRE ENGINE PUMPER
3105	2019	PRC	Pierce Pumper	4P1BAAGF4KA020021	FIRE ENGINE PUMPER
4819	2014	FOR	BTN1 Ford F150	1FTEX1EM5EKE58633	BATTALION UNIT
4816	2014	FOR	Training Ford F150	1FTEX1EM7EKES8634	STAFF VEHICLE
3828	2000	CHEV	Prevention Chevrolet Silverado	2GCEC19VXY1337633	
4633	2011	FOR	MSO Ford Explorer	1FMHK8B86BGA54245	STAFF VEHICLE
4989	2018	FOR	CHT1 Ford Explorer	1FM5K8AROJGB20199	STAFF VEHICLE
4809	2014	FOR	CHT2 Ford Explorer	1FM5K8AR7EGC15350	STAFF VEHICLE
3036001	2018	KAW	Kawasaki Mule	JKBAFSG12JB503747	OFF ROAD VEHICLE
12839	2020	KARA	Kara Trailer	5KTUS1714LF500836	ORV TRAILER
5054	1995		20KW Diesel Generator	PE6068T075373	GENERATOR



## City Council

**Approval of a Joint Resolution with the City of Tumwater to Form a Regional Fire Protection Authority and Approve an Operations and Finance Plan Related Thereto, and Providing for Submission to the Voters at the April 25, 2023, Special Election of the Cities of Olympia and Tumwater a Ballot Proposition to Create a Regional Fire Protection Service Authority Within the Boundaries of the Cities of Olympia and Tumwater and Approve an Operations and Finance Plan Related Thereto**

**Agenda Date:** 12/6/2022  
**Agenda Item Number:** 6.A  
**File Number:** 22-1160

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

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### Title

Approval of a Joint Resolution with the City of Tumwater to Form a Regional Fire Protection Authority and Approve an Operations and Finance Plan Related Thereto, and Providing for Submission to the Voters at the April 25, 2023, Special Election of the Cities of Olympia and Tumwater a Ballot Proposition to Create a Regional Fire Protection Service Authority Within the Boundaries of the Cities of Olympia and Tumwater and Approve an Operations and Finance Plan Related Thereto

### Recommended Action

#### Committee Recommendation:

The Regional Fire Authority Planning Committee moved to recommend the formation of the Regional Fire Authority and approval of the Governance Operations and Finance Plan to the Olympia City Council and the Tumwater City Council.

#### City Manager Recommendation:

Move to approve the Joint Resolution with the City of Tumwater to Form a Regional Fire Protection Authority and Approve a Governance Operations and Finance Plan Related Thereto, and Providing for Submission to the Voters at the April 25, 2023, Special Election of the Cities of Olympia and Tumwater a Ballot Proposition to Create a Regional Fire Protection Service Authority Within the Boundaries of the cities of Olympia and Tumwater and Approve a Governance Operations and Finance Plan Related Thereto.

### Report Issue:

Whether the City Council should submit to the voters at the April 25, 2023, Special Election of the cities of Olympia and Tumwater, a ballot proposition to create a Regional Fire Protection Service Authority within the boundaries of the cities of Olympia and Tumwater and approve a Governance Operations and Finance Plan to govern and finance the operation of the Authority.

**Staff Contact:**

Jay Burney, City Manager

**Presenter(s):**

Jay Burney, City Manager

Todd Carson, Interim Fire Chief

**Background and Analysis:**

In 2019, the City of Olympia (“Olympia”) participated with the City of Tumwater (“Tumwater”) and other local fire agencies in a study to evaluate options for a Regional Fire Authority (“RFA”). Findings from the study recommended further exploration of an RFA, as Olympia and Tumwater share similar risk profiles, histories, and organizational structures and there may be a potential to control costs, improve service delivery, level tax rates across the region, provide greater equity, and leverage individual agency strengths and minimize weaknesses through the formation of an RFA.

On May 19, 2021, Olympia and Tumwater (the “Cities”) entered into an interlocal agreement to study whether to form an RFA. Subsequently, the Cities formed the Regional Fire Authority Planning Committee (“Planning Committee”) to review the creation of an RFA and associated service delivery and financing plan to provide fire protection and emergency medical services within the boundaries of the City of Olympia and the City of Tumwater.

The Planning Committee first met on August 16, 2021 and recommended the creation of the “Olympia Tumwater Fire Authority,” (“the Authority” or “Authority”) and the adoption of an operations and finance plan to govern and finance the Authority’s operation (the “Plan”). On November 14, 2022, the Planning Committee conducted a public hearing on formation of the Authority and the Plan. Following the public hearing, upon a motion duly made and seconded, the Planning Committee moved to recommend the formation of the Authority and its Plan to the Olympia City Council and Tumwater City Council.

The Cities are authorized to form a regional fire protection service authority by Chapter 52.26 RCW, which requires that in order to create a regional fire protection service authority, the formation of the Authority and its Plan must be approved by the voters of the area affected by the Plan. Therefore, in accordance with the Plan and state law, the proposed Joint Resolution calls for submittal of the proposition to voters of Olympia and Tumwater at a special election on April 25, 2023, the question of whether or not the Olympia Tumwater Fire Authority should be formed and funded by existing property tax levy and a new six-year benefit charge, and the approval or rejection of the Plan for its governance, operation, and financing.

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

A collaborative partnership and shared responsibility among local and regional governments and the private sector is better able to provide for an effective fire protection and emergency medical system than the Cities acting separately can provide. The delivery of core emergency services and timely development of significant projects can best be achieved through the use of stable funding options

provided for by state law for regional fire protection and emergency medical services.

**Options:**

1. Move to approve the Joint Resolution with the City of Tumwater.
2. Direct staff to modify the Joint Resolution. This will require coordination with Tumwater staff.
3. Do not approve the Joint Resolution.

**Financial Impact:**

If voters approve the formation of the RFA, the City will lose \$1.00 of its current year (2024) levy rate per \$1,000 Assessed Valuation as well as a \$1.00 reduction off the City's maximum statutory rate. The estimated impact on City revenue from Property Tax collections in 2024 is a reduction of \$13,005,000. At the same time, if the voters approve the RFA, the City's General Fund net expenses related to Fire activities would reduce by an estimated \$13,490,000, resulting in an estimated favorable variance to the City of \$485,000. The reduction of the \$1.00 on the City's levy rate is a shift from the City to the RFA. As this is a shift, there is no change in the tax burden on property owners within the City.

**Attachments:**

Resolution

Regional Fire Authority (RFA) Plan

**CITY OF OLYMPIA, WASHINGTON  
CITY OF TUMWATER, WASHINGTON**

**CITY OF OLYMPIA RESOLUTION NO. \_\_\_\_\_**

**CITY OF TUMWATER RESOLUTION NO. \_\_\_\_\_**

**A JOINT RESOLUTION OF THE CITY OF OLYMPIA, WASHINGTON, AND THE CITY OF TUMWATER, WASHINGTON, TO FORM A REGIONAL FIRE PROTECTION AUTHORITY AND TO APPROVE A PLAN RELATED THERETO, AND PROVIDING FOR THE SUBMISSION TO QUALIFIED ELECTORS OF THE CITIES OF OLYMPIA AND TUMWATER, AT A SPECIAL ELECTION TO BE HELD ON APRIL 25, 2023, PURSUANT TO CHAPTER 52.26 OF THE REVISED CODE OF WASHINGTON, OF A BALLOT PROPOSITION TO APPROVE OR REJECT CREATION OF A REGIONAL FIRE PROTECTION SERVICE AUTHORITY AND A PLAN RELATED THERETO, WITHIN THE BOUNDARIES OF THE CITIES OF OLYMPIA AND TUMWATER, EFFECTIVE SEPTEMBER 25, 2023, TO BE FUNDED BY A PROPERTY TAX LEVY AND A NEW SIX-YEAR BENEFIT CHARGE**

**WHEREAS**, the ability to respond to emergency situations by fire protection and emergency medical service agencies has not kept up or progressed with community needs, special service demands, and growing populations in the cities of Olympia and Tumwater (collectively the “Cities”); and

**WHEREAS**, a collaborative partnership and shared responsibility among local and regional governments and the private sector is better able to provide for an effective fire protection and emergency medical system than the Cities acting separately can provide; and

**WHEREAS**, the delivery of core emergency services and timely development of significant projects can best be achieved through the use of stable funding options provided for by state law for regional fire protection and emergency medical services; and

**WHEREAS**, the City of Olympia (“Olympia”) and the City of Tumwater (“Tumwater”) have had a cooperative partnership, striving to provide the highest level of fire and emergency medical services to their residents within the confines of available resources; and

**WHEREAS**, on May 19, 2021, Olympia and Tumwater entered into an interlocal agreement to study whether to form a regional fire authority. Subsequently, the Cities formed the Regional Fire Authority Planning Committee (hereafter “Planning Committee”) to review the creation of a regional fire authority and associated service delivery and financing plan to provide fire protection and emergency medical services within the boundaries of the City of Olympia and the City of Tumwater. The members of the Planning Committee include three City of Olympia Councilmembers and three City of Tumwater Councilmembers. Also invited to the Planning Committee as *ex officio* non-voting members were Olympia Interim Fire Chief Todd Carson and Tumwater Fire Chief Brian Hurley, and union representatives of International Association of Firefighters (IAFF) Local 468, Steven Busz, and International Association of Firefighters (IAFF) Local 2409, James Osberg. The Planning Committee first



met on August 16, 2021, and recommended the creation of the “Olympia Tumwater Fire Authority,” (hereafter “the Authority” or “Authority”) and the adoption of an operations and finance plan to govern and finance the Authority’s operation (hereafter the “Plan”). On November 14, 2022, the Planning Committee conducted a public hearing on creation of the Authority and the Plan. Following the public hearing, upon a motion duly made and seconded, the Planning Committee moved to recommend the formation of the Authority and its Plan to the Olympia City Council and Tumwater City Council. Copies of the Plan are available from the administrative offices of the City of Olympia and the City of Tumwater City Clerk; and

**WHEREAS,** the Cities are authorized to form a regional fire protection service authority by Chapter 52.26 RCW, which requires that in order to create a regional fire protection service authority, the formation of the Authority and its Plan must be approved by the voters of the area affected by the Plan. Therefore, in accordance with the Plan and state law, it is appropriate to place before voters within the proposed service boundaries of the regional fire authority, a ballot proposition for approval or rejection of the formation of the Olympia Tumwater Fire Authority, to be funded by existing property tax levy and a new six-year benefit charge, and the approval or rejection of the Plan for its governance, operation, and financing;

**NOW, THEREFORE, THE OLYMPIA CITY COUNCIL AND THE TUMWATER CITY COUNCIL DO HEREBY JOINTLY RESOLVE** as follows:

1. *Adoption of the Plan and the formation of the Olympia Tumwater Fire Authority.* The City Council of the City of Olympia, Washington, and the City Council of the City of Tumwater, Washington, hereby formally adopt the Plan and the formation of the Olympia Tumwater Fire Authority (hereafter “Authority”), a true and correct copy of which Plan is attached as Exhibit A to this Joint Resolution and incorporated by this reference.
2. *Findings of the City Council of the City of Olympia, Washington, and the City Council of the City of Tumwater, Washington.* The City Council of the City of Olympia, Washington, and the City Council of the City of Tumwater, Washington, hereby find that it is in the best interest of the City of Olympia and the City of Tumwater to submit to the qualified electors of the Cities of Olympia and Tumwater at a special election to be held on April 25, 2023, a proposition to approve or reject formation of the Olympia Tumwater Fire Authority and the Plan, which if approved will be funded by property tax not to exceed \$1.00 per \$1,000 of assessed value during such time as a benefit charge is collected, and not to exceed \$1.50 per \$1,000 of assessed value if the benefit charge is not being collected, and a six-year benefit charge not to exceed 60% of the Olympia Tumwater Fire Authority’s operating budget. The dollar amount the Authority will levy in the first year in which the Authority imposes regular property taxes is \$1.00 per \$1,000 of assessed value. The estimated highest lawful levy for the City of Olympia, less the Authority’s \$1.00 is \$8,172,083.06, and \$4,272,155.00 for the City of Tumwater. There is no change of amount of property tax levied to property owners. The Authority will impose a benefit charge of \$10,500,000.00 across the Authority’s jurisdiction. If approved by 60% of the voters within the boundaries of the Authority as provided in Chapter 52.26 RCW, the Authority will be called the “Olympia Tumwater Fire Authority,” with boundaries coextensive with the boundaries of the City of Olympia and the City of Tumwater, effective September 25, 2023.
3. *Submittal of Proposition to Voters.* There shall be submitted to the qualified electors of the City of Olympia and the City of Tumwater for their approval or rejection, at a special election on April 25, 2023, the question of whether or not the Olympia Tumwater Fire Authority should be formed and

funded by existing property tax levy and a six-year benefit charge, and approval of the Plan related thereto. The City Council of the City of Olympia, Washington, and the City Council of the City of Tumwater, Washington, hereby request the Auditor of Thurston County, as *ex-officio* supervisor of elections to call such election and to submit the following proposition at such election, in the form of a ballot title substantially as follows:

**PROPOSITION NO. 1**

The City of Olympia and City of Tumwater adopted a Joint Resolution concerning formation of a regional fire authority and its Plan.

If approved, this proposition would form the Olympia Tumwater Fire Authority and adopt the Plan to provide fire protection and emergency medical services. The Authority will be funded by property tax (not to exceed \$1.00 per \$1,000 of assessed value) and a six-year benefit charge (not to exceed 60% of the Authority's operating budget). This funding would reduce Olympia's and Tumwater's property tax capacity by the tax rate collected by the Authority.

Should this proposition to form the Olympia Tumwater Fire Authority and its Plan be approved?

- ☐ YES  
☐ NO

For the purposes of receiving notice of any matters related to the ballot title, as provided in RCW 29A.36.080, the City Council of the City of Olympia, and the City Council of the City of Tumwater, hereby designate Mark Barber, Olympia City Attorney, as the person to whom such notice shall be provided.

4. Authorize Continued Acts of the Regional Fire Authority Planning Committee. The City Council of the City of Olympia, Washington, and the City Council of the City of Tumwater, Washington, hereby authorize the Planning Committee described in the recitals of this resolution to continue operating on an as needed basis until the effective date of the Authority. The Planning Committee, for the purposes of RCW 52.26.230, shall conduct a public hearing on the benefit charge and file a report of the hearing with the county treasurer consistent with the requirements of RCW 52.26.230. The Planning Committee shall function as the governing board for the purposes of carrying out the requirements of Chapter 52.26 RCW until such time as a new governing board is established on September 25, 2023, pursuant to the Plan.
5. Pro and Con Committee Appointments. The City Council of the City of Olympia, Washington, and the City Council of the City of Tumwater, Washington, hereby assign to the Planning Committee the task of appointing members to a committee to advocate voters' approval of the proposition and to a committee to advocate voters' rejection of the proposition, as required by law.
6. Severability. If any section, subsection, paragraph, sentence, clause or phrase of this Joint Resolution is declared unconstitutional or invalid for any reason, such decision shall not affect the validity of the remaining portions of this resolution.

7. **Ratification.** Any act consistent with the authority and prior to the effective date of this Joint Resolution is hereby ratified and affirmed.
8. **Effective Date.** This Joint Resolution shall take effect and be in force immediately upon its adoption and passage.
9. **Triplicate Originals.** Three originals of this Joint Resolution are to be signed by the City of Olympia and the City of Tumwater.

**ADOPTED AND PASSED BY THE CITY COUNCIL OF THE CITY OF OLYMPIA, WASHINGTON,** at an open public meeting this \_\_\_\_ day of December 2022.

\_\_\_\_\_  
CHERYL SELBY, MAYOR

ATTEST:

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

**ADOPTED AND PASSED BY THE CITY COUNCIL OF THE CITY OF TUMWATER, WASHINGTON,** at an open public meeting this \_\_\_\_ day of December 2022.

\_\_\_\_\_  
DEBBIE SULLIVAN, MAYOR

ATTEST:

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

APPROVED AS TO FORM:

**Mark Barber**  
Mark Barber, Olympia City Attorney

\_\_\_\_\_  
Karen Kirkpatrick, Tumwater City Attorney

# Regional Fire Authority Planning Committee



**OLYMPIA TUMWATER FIRE AUTHORITY**  
**A REGIONAL FIRE AUTHORITY (RFA) PLAN**

**OLYMPIA TUMWATER FIRE AUTHORITY**  
**A REGIONAL FIRE AUTHORITY (RFA) PLAN**

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## ACKNOWLEDGEMENTS

Recognizing the challenges and opportunities that all fire jurisdictions are facing, the Cities of Olympia and Tumwater, in partnership through several years, agreed to explore the different governance and funding options available to provide regional fire protection and emergency medical services to the communities we serve.

### Planning Committee

#### **City of Olympia**

Councilmember Jim Cooper

Councilmember Lisa Parshley

Councilmember Yến Huỳnh, Vice-Chair

#### **Ex Officio Non-Voting Members:**

Olympia Interim Fire Chief Todd Carson

IAFF Local 468 Steven Busz

#### **City of Tumwater**

Councilmember Eileen Swarthout

Councilmember Leatta Dahlhoff, Chair

Councilmember Michael Althausen

#### **Ex Officio Non-Voting Members:**

Tumwater Fire Chief Brian Hurley

IAFF Local 2409 James Osberg

### Staff Workgroup

#### **City of Olympia**

Jay Burney, City Manager

Aaron BeMiller, Finance Director

Kellie Braseth, Strategic Communications  
Director

Linnaea Jablonski, Human Resources  
Director

Mark Barber, City Attorney

#### **City of Tumwater**

John Doan, City Administrator

Troy Niemeyer, Finance Director

Ann Cook, Communications Manager

James Trujillo, Administrative Services  
Director

<b>SECTION 1</b>	<b>BACKGROUND &amp; NEEDS STATEMENTS</b>
<i>Revision</i>	The <b>BACKGROUND &amp; NEEDS STATEMENTS</b> section of the <b>RFA Plan</b> is subject to amendment by a majority vote of the RFA Governing Board.
<i>Adopted</i>	
<i>Revised</i>	

**A. Background and Needs:**

1. The ability to respond to emergency situations by fire protection and emergency services jurisdictions has not kept up or progressed with the needs and special service demands of the cities of Olympia and Tumwater. Anticipated increases in population, building density and building sizes and heights will exacerbate this problem.
2. In August 2019 a study by Emergency Services Consulting International examined the condition of six fire and emergency medical service providers in the central Thurston County area and considered opportunities for regionalization, ultimately recommending that a Regional Fire Authority be considered by several of the studied organizations, including Olympia and Tumwater.
3. Specific challenges faced by the Olympia and Tumwater fire and emergency medical providers include response times for fire suppression, EMS response and ambulance service increasing to unacceptable levels; rising costs exceeding available revenue; inefficiencies associated with staffing, facilities, equipment, and deployments; increased demands for specialized responses for mental health and chronic conditions; and growing competition for resources within each City's general fund.
4. Providing the highest quality fire protection and emergency services system requires a collaborative partnership and shared responsibility among local and regional governments, the private sector, and the community.
5. Delivery of core emergency services and timely development of significant service improvements can best be achieved through stable funding options for regional fire protection and emergency services. A well-funded and collaborative approach to fire and emergency medical services is best suited to address the increasing volume and complexity of responses.
6. The Cities of Olympia and Tumwater have had a cooperative partnership for years, striving to provide the highest level of fire and emergency services to our communities within the confines of available resources through a long-standing mutual/auto aid agreement and provision of shared training and apparatus maintenance.
7. To address the needs and challenges outlined above, the Cities of Olympia and Tumwater will be asking their citizens to consider combining all functions and services provided by the City of Olympia Fire Department and City of Tumwater Fire Department, called Olympia Tumwater Fire Authority.

8. The Planning Committee established this Plan using an approach to equitably share costs and contribute assets to form the Olympia Tumwater Fire Authority as provided per Chapter RCW 52.26.

**RFA SECTION 1 PLAN REVISION:**

The **NEEDS STATEMENT** section of the **(RFA) Plan** is subject to amendment by a majority vote of the RFA Governing Board.



SECTION 2	DEFINITIONS
<i>Revision</i>	The <b>DEFINITIONS</b> section of the <b>RFA Plan</b> is subject to amendment by a majority vote of the RFA Governing Board.
<i>Adopted</i>	
<i>Revised</i>	

## A. DEFINITIONS

1. The definitions in this section apply throughout this **Plan** unless the context clearly requires otherwise.
  - 1.1. "**Board**," "**Governance Board**," or "**Governing Board**" means the Governance body of a regional fire protection service authority.
  - 1.2. "**Olympia**" means the City of Olympia.
  - 1.3. "**Tumwater**" means the City of Tumwater.
  - 1.4. "**Effective Date**" means September 25, 2023.
  - 1.5. "**EMS Levy**" is the Thurston County voter-approved property tax levy to fund Emergency Medical Services per RCW 84.52.069.
  - 1.6. "**Fire Benefit Charge**" is a service charge determined by the required fire-flow, personnel and equipment costs associated with fighting a fire in a particular type and size of structure. The initial calculation method and formula is described in Appendix B of this Plan.
  - 1.7. "**Participating Jurisdictions**" or "**Cities**" means the Cities of Olympia and Tumwater.
  - 1.8. "**RCW**" means Revised Code of Washington.
  - 1.9. "**Regional Fire Protection Service Authority**," "**Regional Fire Authority**," or "**RFA**" means a regional fire protection service authority formed pursuant to Chapter 52.26 RCW. An RFA is a municipal corporation and independent taxing authority within the meaning of Article VII, Section 1 of the State Constitution, and a taxing district within the meaning of Article VII, Section 2 of the State Constitution.
  - 1.10. "**Regional Fire Authority Planning Committee**" or "**Planning Committee**" means the committee created under RCW 52.26.030 to create and propose to the Cities of Olympia and Tumwater the Regional Fire Authority Plan.
  - 1.11. "**Regional Fire Authority Plan**," "**RFA Plan**" or "**Plan**" means this Regional Fire Protection Service Authority Plan drafted and approved in accordance with Chapter 52.26 RCW for the development, financing, and operation of the Olympia Tumwater Fire Authority (OTFA).

**1.12. “Regional Fire Authority” or “RFA”** means the Olympia Tumwater Fire Authority (OTFA) defined in this plan whose boundaries are coextensive or coterminous with the City of Olympia and City of Tumwater.

**RFA SECTION 2 PLAN REVISION DISPOSITION:**

The **DEFINITIONS** section of the **RFA Plan** is subject to amendment or revision only by a majority vote of the RFA Governance Board.

<b>SECTION 3</b>	<b>FORMATION AUTHORITY</b>
<b><i>Revision</i></b>	The <b>FORMATION AUTHORITY</b> section of the <b>RFA Plan</b> is subject to amendment or revision only by submission of a revised RFA Plan to the electorate for approval.
<b><i>Adopted</i></b>	
<b><i>Revised</i></b>	

#### **A. REGIONAL FIRE PROTECTION SERVICE AUTHORITY**

1. Chapter 52.26 RCW provides statutory authority for the formation of a Regional Fire Authority by the Cities of Olympia and Tumwater.

#### **B. PLANNING COMMITTEE AUTHORITY**

1. RCW 52.26.030 and RCW 52.26.040 provide statutory authority to form and operate a Planning Committee.
2. The Participating Jurisdictions formed a Planning Committee consisting of three (3) elected officials of each City as voting members, along with Fire Chiefs and Union Representatives from each jurisdiction serving in a non-voting capacity.
3. The Planning Committee developed and presented the RFA Plan to the elected officials of each Participating Jurisdiction.

#### **C. RFA PLAN APPROVAL AUTHORITY**

1. The legislative body of each Participating Jurisdiction reviewed and approved the RFA plan by joint resolution and called for an election to approve the RFA Plan.
2. The RFA Plan is being submitted to the voters of the Participating Jurisdictions as a ballot measure that must be approved by not less than sixty (60%) percent of the voters.
3. The Planning Committee has authority to take all necessary actions on behalf of the Participating Jurisdictions and perform all necessary duties as required to place the RFA Plan before the voters and to comply with the public hearing requirements contained in RCW 52.26.230.
4. Should the RFA Plan be approved by sixty percent (60%) or more of the voters of the Participating Jurisdictions, the Olympia Tumwater Fire Authority shall be formed on the Effective Date in accordance with RCW 52.26.070.
5. Upon voter approval of the RFA Plan, Olympia and Tumwater shall continue to exist as Washington State Municipal Corporations and shall continue to levy and collect taxes and/or other revenue and pay expenses of the RFA until such time as the RFA collects its own revenues and pays its own expenses, and to provide representation to the newly formed RFA Governing Board.

6. If the RFA Plan is **not** approved by sixty percent (60%) or more of the voters of the Participating Jurisdictions, then operations relating to the services set forth herein shall remain with the City of Olympia and City of Tumwater.

**RFA SECTION 3 PLAN REVISION DISPOSITION:**

The **FORMATION AUTHORITY** section of the **RFA Plan** is subject to amendment or revision only by submission of a revised RFA Plan to the electorate for approval.

<b>SECTION 4</b>	<b>JURISDICTIONAL BOUNDARIES</b>
<b><i>Revision</i></b>	The <b>JURISDICTIONAL BOUNDARIES</b> section of the <b>RFA Plan</b> is subject to amendment or revision only by a majority vote of the RFA Governing Board.
<b><i>Adopted</i></b>	
<b><i>Revised</i></b>	

#### **A. JURISDICTIONAL BOUNDARIES ON DATE OF FORMATION**

1. On the Effective Date, the jurisdictional boundaries of the RFA shall be the legal boundaries of the Participating Jurisdictions. The boundaries are generally depicted on the map attached hereto and in **Appendix A** of this RFA Plan.
2. On the Effective Date, the RFA shall also be responsible for continuing to provide services to other jurisdictions and organizations per assignment of all interlocal agreements and contracts in place immediately prior to the Effective Date which call for service delivery by the Olympia Fire Department or Tumwater Fire Department. The Cities shall assign the foregoing interlocal agreements to the RFA as of the Effective Date.
3. On the Effective Date, the contracts between Olympia and Tumwater regarding the provision of fire training and fire apparatus and fleet maintenance services shall be terminated.
4. All other professional service agreements in place immediately prior to the Effective Date which call for service delivery to the Olympia Fire Department or Tumwater Fire Department shall be assigned by the Cities to the RFA as of the Effective Date.

#### **B. CHANGES IN JURISDICTIONAL BOUNDARIES AFTER FORMATION OF THE RFA**

1. Boundary changes that do not require an RFA Plan amendment:
  - 1.1. City annexations of areas not included within the RFA are annexed to the RFA as of the effective date of the annexation. On the effective date of such annexation, the territory annexed shall automatically be included within the boundaries of the RFA pursuant to RCW 52.26.290. The territory added to the RFA by such annexation shall be subject to the taxation, charges, and bonded indebtedness (if approved as part of the annexation process) of the RFA. Any transfer of assets or employees that occurs because of annexation shall be between the transferring entity and the RFA.
  - 1.2. RFA Annexations. Pursuant to RCW 52.26.090(1)(g), the RFA shall have the authority to conduct annexations of unincorporated territory adjacent to the RFA pursuant to the statutory authority and procedures set forth in RCW 52.04.001 through RCW 52.04.051.
  - 1.3. RFA Partial Mergers. Pursuant to RCW 52.26.090(g), the RFA shall have the authority to participate in the partial merger process under the authority and pursuant to the procedures set forth in RCW 52.06.090 and RCW 52.06.100.

**2. Boundary Changes that require an RFA Plan Amendment.**

- 2.1. Annexations of Adjacent Fire Protection Jurisdictions.** Other fire protection jurisdictions that are adjacent to the boundaries of the RFA are eligible for annexation by the RFA. Upon Plan amendment and voter approval as provided in the annexation procedures of RCW 52.26.300, the boundary of the RFA will be expanded to include adjacent fire protection jurisdictions.

**RFA SECTION 4 PLAN REVISION DISPOSITION:**

The **JURISDICTIONAL BOUNDARIES** section of the **RFA Plan** is subject to amendment or revision only by a majority vote of the RFA Governing Board.

<b>SECTION 5</b>	<b>GOVERNANCE</b>
<b><i>Revision</i></b>	The <b>GOVERNANCE</b> section of the <b>RFA Plan</b> is subject to amendment or revision only by a majority vote of the RFA Governing Board.
<b><i>Adopted</i></b>	
<b><i>Revised</i></b>	

## **A. GOVERNING BOARD STRUCTURE AND OPERATION**

**Governing Board.** As provided by RCW 52.26.080, the RFA Governing Board shall be established consistent with the terms of this Section and shall have authority as of the Effective Date.

1. **Governing Board.** Upon the Effective Date through December 31, 2025, the Governing Board shall include six (6) voting members consisting of three (3) seated elected officials from the City of Olympia to be appointed by the City Council of Olympia, and three (3) seated elected officials from the City of Tumwater to be appointed by the Mayor of Tumwater according to City procedure.

Beginning January 1, 2026, the Governing Board shall include seven (7) voting members, including two (2) seated elected officials from the City of Olympia appointed by the Olympia City Council, two (2) seated elected officials from the City of Tumwater appointed by the Mayor of Tumwater, and three (3) commissioners elected at-large by the voters. One (1) of the two (2) appointees from each City shall have a term of four (4) years and the second shall have a term of two (2) years. Two (2) of the at-large commissioners shall have six (6)-year terms of office, and one (1) shall have an initial term of office of four (4) years.

Beginning January 1, 2028, the Governing Board shall include seven (7) voting members including one (1) elected official appointed from each City serving the balance of their four (4) year term which began January 1, 2026, the three (3) commissioners elected at-large by the voters for terms beginning January 1, 2026, and two additional commissioners elected at large by the voters for six (6)-year terms beginning January 1, 2028.

### **1.1. More specific details for each board position are set forth below.**

- a. **Position 1.** This position will be filled by a City of Olympia elected official appointed by the Olympia City Council and will expire on December 31, 2025. Thereafter, this position shall be filled by an elected official from the City of Olympia to be appointed by the Olympia City Council for terms of four (4) years.
- b. **Position 2.** This position will be filled by a City of Tumwater elected official appointed by the Mayor of Tumwater and will expire on December 31, 2025. Thereafter, this position shall be filled by an elected official from the City of Tumwater appointed by the Mayor of Tumwater for terms of four (4) years.
- c. **Position 3.** This position will be filled by a City of Olympia elected official and will expire on December 31, 2025. For the two-year period from

January 1, 2026, through December 31, 2027, this position shall be filled by an elected official from the City of Olympia appointed by the Olympia City Council. Thereafter, this position shall be filled by a registered voter residing anywhere in the boundaries of the RFA.

- d. **Position 4.** This position will be filled by a City of Tumwater elected official and will expire on December 31, 2025. For the two-year period from January 1, 2026, through December 31, 2027, this position shall be filled by an elected official from the City of Tumwater appointed by the Mayor of Tumwater. Thereafter, this position shall be filled by a registered voter residing anywhere in the boundaries of the RFA.
- e. **Position 5.** This position initially will be filled by a City of Olympia elected official and will expire on December 31, 2025. Thereafter, this position shall be filled by a registered voter residing anywhere in the boundaries of the RFA.
- f. **Position 6.** This position initially will be filled by a City of Tumwater elected official and will expire on December 31, 2025. Thereafter, this position shall be filled by a registered voter residing anywhere in the boundaries of the RFA.
- g. **Position 7.** This position will not be filled until January 1, 2026, at which time it shall be filled for an initial term of four (4) years by a registered voter residing anywhere within the boundaries of the RFA.

- 1.2. Except as provided above, all commissioner terms shall be six (6)-year terms.
- 1.3. If the RFA Plan is later amended to expand the Governing Board, the total number of voting members shall be an odd number no greater than nine (9) in number and be in accord with RCW 52.26.080.
- 1.4. **Governing Rules.** The RFA Governing Board shall develop and adopt by-laws, governance policies and rules for the RFA Governing Board to conduct business in accordance with RCW 52.26.080.
- 1.5. **Authority.** The RFA Governing Board shall have all the power and authority granted governing boards under Washington State law and shall include the power and authority to make any decisions appropriate for the RFA and for matters related to Title 52 RCW.
- 1.6. **Compensation of Governing Board.** Commissioners of the Governing Board will receive compensation in the same manner and under the same conditions as provided by law in RCW 52.26.080(3)(a)(i) for commissioners of a fire protection district organized under Title 52 RCW.

#### **RFA SECTION 5 PLAN REVISION DISPOSITION:**

The **GOVERNANCE** section of the **Plan** may be amended by a majority vote of the RFA Governing Board.



<b>SECTION 6</b>	<b>FUNDING and FINANCE</b>
<i>Revision</i>	The <b>FUNDING and FINANCE</b> section of the <b>RFA Plan</b> is subject to amendment or revision by the Governing Board except when voter approval is required by statute.
<i>Adopted</i>	
<i>Revised</i>	

#### **A. INTERIM RFA FINANCES**

1. Commencing on the Effective Date, to fund the operation and administration of the RFA the Cities will contribute to the RFA: (i) the funds budgeted for fire department services and reserves in the adopted budget of each City for the remainder of calendar year 2023, (ii) all EMS levy revenues received from Thurston County in 2023 and thereafter, and (iii) revenues from all service contracts described in Section 4.A.2.

#### **B. RFA REVENUES**

1. **Tax Levies.** The RFA shall be authorized to levy and collect taxes in accordance with RCW 52.26.050(1)(b) at the initial tax levy rate of \$1.00 per thousand of assessed valuation.
2. **Fire Benefit Charge.** The RFA shall be authorized to implement a fire benefit charge on all improved properties within the RFA service area, initially based upon the general formula and methodology provided in **Appendix B** in accordance with RCW 52.26.050(1)(a).
3. **EMS Levy.** The Plan does not include an EMS levy under RCW 84.52.069, but the Governing Board may, in the future, seek voter approval of an EMS levy consistent with the requirements of RCW 84.52.069 and state law.
4. **Service Contracts.** To the extent permitted by law, the RFA Governance Board shall have the authority to pursue and contract with agencies and entities exempt from property taxes in accordance with RCW 52.30.020 and related statutes.
5. **Fire Impact and Mitigation Fees.** The RFA may enter into interlocal agreements with the City of Olympia and the City of Tumwater to collect fire impact and mitigation fees.
6. **Permit, Plan Review and Inspection Fees.** The RFA shall enter into an interlocal agreement with the City of Olympia and the City of Tumwater to collect and remit permit, plan review and inspection fees generated within each City, pursuant to Section 8.B.
7. **Transport Fees.** The RFA will charge and collect transport fees in accordance with policies adopted by the RFA Governing Board.
8. **Additional Revenue Options.** The RFA Governing Board shall have the authority to pursue, subject to any applicable statutory voter approval requirements and RFA

Plan amendment, if required, all additional revenue sources authorized by law including, but not limited to, revenue sources specifically identified in Title 52 RCW and Title 84 RCW that are not otherwise addressed in Chapter 52.26 RCW.

### **C. TRANSFER OF ASSETS**

- 1. City of Olympia Assets.** On the Effective Date, Olympia shall immediately transfer to the RFA the following assets:
  - 1.1** The real property identified in **Appendix D** and any building fixtures, keys, passwords, furniture, and contents thereof. The transfer of each parcel of real property and the improvements thereon to the RFA shall contain a right of first refusal providing that the title to the land and the station improvements may return to the City of Olympia if the station ever ceases to be continuously used for fire service, with such additional terms and conditions to which the parties may mutually agree. The term “used for fire service” shall mean more than 50% of the facility is used continuously for fire suppression, department support or administration.
  - 1.2** The apparatus/vehicles identified in **Appendix E**.
  - 1.3** The balance in the Olympia Fire Equipment Reserve Fund of \$164,903 on the Effective Date.
  - 1.4** Eight Million Dollars (\$8,000,000) to be repaid to the City of Olympia by the RFA over time under the terms of two separate loan agreements between the City of Olympia and the RFA:
    - a.** A loan of Four Million Dollars (\$4,000,000) to be repaid within 5 years and six months after the Effective Date; and
    - b.** A loan of Four Million Dollars (\$4,000,000) to be repaid within 5 years and six months after the Effective Date.
  - 1.5** Unless otherwise specified herein, no other City of Olympia funds shall be transferred to the RFA.
  - 1.6** Existing Information Technology equipment currently being operated to support the Olympia Fire Department that is housed in Olympia fire stations or fire vehicles and apparatus will become property of the RFA. The City of Olympia and the RFA will work together to transition electronic files, internet access points, security and other assets necessary to maintain an independent computer system, network, email, and internet access for the RFA. If additional hardware or software is needed, it will be paid for by the RFA. Equipment that supports City-wide technology operations may continue to be utilized for a period of two years after the Effective Date of the RFA unless extended by a future agreement.
  - 1.7** All reports, documents, surveys, books, records, files, papers, or written material used by the City of Olympia to carry out the fire protection and emergency services powers, functions, and duties of the Olympia Fire Department that are owned by or in the possession of the City of Olympia.
  - 1.8** City of Olympia water systems, including fire hydrants and related

appurtenances, shall not be transferred and shall remain City of Olympia property.

**2. City of Tumwater Assets.** On the Effective Date, Tumwater shall immediately transfer to the RFA the following assets:

- 2.1.** The real property identified in **Appendix D** and any building fixtures, keys, passwords, furniture, and contents thereof. The transfer of each parcel of real property and the improvements thereon to the RFA shall contain a right of first refusal providing that the title to the land and the station improvements may return to the City of Tumwater if the station ever ceases to be continuously used for fire service, with such additional terms and conditions to which the parties may mutually agree. The term “used for fire service” shall mean more than 50% of the facility is used continuously for fire suppression, department support or administration.
  - a.** On or around the Effective Date, the City of Tumwater shall complete a parcel subdivision to create a separate parcel of real property for Tumwater Fire Station T-1, separate from the remainder of the Tumwater City Hall property, and shall provide for the necessary dedications of easements and rights of way to facilitate all appropriate use of the fire station by the RFA. The City of Tumwater shall undertake the subdivision and easement process at the City’s own cost.
- 2.2.** The apparatus/vehicles identified in **Appendix E**.
- 2.3.** The amount of One Hundred Sixty-two Thousand Dollars (\$162,000) equal to the balance of reserves collected for the Tumwater Fire Department non-apparatus vehicles in the City of Tumwater Equipment Replacement and Repair Fund.
- 2.4.** The amount of Two Million Dollars (\$2,000,000) which represents the balance of voter-approved lid lift funds collected pursuant to Public Safety Lid Lift (approved by Tumwater voters in 2011) collected for the purchase of two additional fire engines (E3 and E4). The RFA shall ultimately expend such funds for the acquisition of fire apparatus consistent with the levy’s stated purposes.
- 2.5.** Unless otherwise specified herein, no other City of Tumwater funds shall be transferred to the RFA.
- 2.6.** Existing Information Technology equipment currently being operated to support the Tumwater Fire Department that is housed in fire stations or fire vehicles and apparatus will become property of the RFA. City of Tumwater and the RFA will work together to transition electronic files, internet access points, security and other assets necessary to maintain an independent computer system, network, email, and internet access for the RFA. If additional hardware or software is needed, it will be paid for by the RFA. Equipment that supports City-wide technology operations may continue to be utilized for a period of two years after the Effective Date of the RFA unless extended by a future agreement.
- 2.7.** All reports, documents, surveys, books, records, files, papers, or written material used by the City of Tumwater to carry out the fire protection and emergency services powers, functions, and duties of the Tumwater Fire Department that are owned by or in the possession of the City of Tumwater.

- ## D. LIABILITIES

- RFA SECTION 6 PLAN REVISION DISPOSITION:**

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<b>SECTION 7</b>	<b>ORGANIZATIONAL STRUCTURE: PERSONNEL &amp; ADMINISTRATION</b>
<i>Revision</i>	The <b>ORGANIZATIONAL STRUCTURE: PERSONNEL &amp; ADMINISTRATION</b> section of the <b>RFA Plan</b> is subject to amendment by a majority vote of the RFA Governing Board.
<i>Adopted</i>	
<i>Revised</i>	

## **A. ORGANIZATIONAL STRUCTURE**

- 1. Organizational Chart.** The RFA shall be initially organized as provided in **Appendix C** of the RFA Plan; provided, however, that after the Effective Date, the Fire Chief shall have authority to adjust the Organizational Chart as necessary to improve service delivery without amending the RFA Plan.

## **B. PERSONNEL**

- 1. Fire Chief and Deputy Chiefs.** On the Effective Date, Tumwater Fire Chief Brian Hurley shall be the Interim Fire Chief of the RFA until a new, permanent selection is made by the RFA Governing Board. Olympia Interim Fire Chief Todd Carson shall serve as the RFA's Interim Deputy Chief of Operations and Olympia Interim Deputy Chief Mike Buchanan, shall serve as Interim Deputy Chief for Support Services of the RFA, until new, permanent selections are made. The Fire Chief shall at all times be appointed and serve at the pleasure of the RFA Governing Board.
- 2. Personnel.** All personnel of the Olympia and Tumwater Fire Departments in good standing as of the Effective Date shall transfer to the RFA to fulfill assigned duties as outlined in the organizational structure in **Appendix C**. All said personnel shall be transferred on the Effective Date at their current rank, grade and seniority. The Participating Jurisdictions anticipate the near-term consolidation of unionized employees into a single bargaining unit and single labor agreement with the RFA Governing Board.
- 3. Agreements.** All current employee agreements, collective bargaining unit agreements, outstanding labor issues, personal service contracts, and any other contracts or agreements pertaining to work, duties, services or employment with the Olympia Fire Department and Tumwater Fire Department shall be transferred to the RFA with all fire department personnel on the Effective Date.

## **C. ADMINISTRATION**

- 1. Administration.** All current administrative and business functions, agreements, documents, operations, and policies and procedures from the Olympia and Tumwater Fire Departments shall transfer over to the RFA unless otherwise noted in this Plan.
  - 1.1. Creation of Administrative and Information Technology (IT) Systems.** If the RFA is approved by voters at a special election in April 2023, the Cities shall work together prior to the Effective Date to secure the services of (1) a

finance director; and (2) a human resources director for the RFA, who shall become RFA employees subject to confirmation as of the Effective Date by the Interim Fire Chief. In addition, the Cities shall secure consultant services to identify, secure, and establish the IT systems and equipment needed by the RFA. The continued services of the IT consultant will be subject to confirmation by the RFA Governing Board.

- a. Olympia will manage and fund the recruitment of these positions.
- b. The RFA Governing Board may later determine to hire IT staff.
- c. Prior to the Effective Date, these individuals and consultants will work with the Participating Jurisdictions to establish the finance, risk management, human resources, payroll, benefits, information technology, and other administrative systems necessary for the operation of the RFA beginning on the Effective Date. The RFA will reimburse the Cities for the costs of systems and equipment that are established or acquired in support of the RFA's operations.
- d. The Participating Jurisdictions shall share the cost of the salary/services of these individuals/consultants through the Effective Date, with the City of Olympia bearing two-thirds and the City of Tumwater bearing one-third of the cost.

2. **RFA Administrative Responsibilities.** On the Effective Date, the following functions of the RFA shall be the responsibility of the RFA. The RFA Governing Board may contract with either Olympia or Tumwater to perform some of the functions as described below by reimbursing the City providing services at an appropriate cost.

**2.1. Recruitment and Hiring, Labor Relations and Negotiations and all administrative functions related to the Family Medical Leave Act (FMLA), the Family Care Act (FCA), and all other state and federal employment and labor laws.** These services will be provided by the RFA as of the Effective Date.

**2.2. Health Insurance.** The RFA will provide its own health insurance plans as of the Effective Date.

**2.3. Risk Management including Labor and Industries time-loss, Liability and Property Insurance.** The RFA will provide these services as of the Effective Date.

**2.4. Payroll Services.** The RFA will provide or contract for these services as of the Effective Date.

**2.5. Legal Services.** The RFA will obtain its own legal counsel as of the Effective Date.

**2.6. Accounting Services.** The RFA will provide or contract for accounting services as of the Effective Date.

- 2.7. Fleet Maintenance.** The RFA will provide or contract for fire apparatus and fleet maintenance as of the Effective Date.
- 2.8. Facilities.** The RFA will enter into an interlocal agreement with the City of Olympia to provide facility maintenance services to the RFA facilities located in Olympia through 2025 at a rate negotiated between the two parties. The RFA will enter into an interlocal agreement with the City of Tumwater to provide facility maintenance services to the RFA facilities located in Tumwater through 2025 at a rate negotiated between the two parties. The parties may negotiate a contract for long-term provision of such services. Any agreement should address janitorial, scheduled and emergency equipment service, emergency building repairs, scheduled repairs, and use of outside contractors.
- 2.9. Information Technology (IT).** The RFA will contract for these services as of the Effective Date. Participating Jurisdictions' IT equipment used to support Fire Department operations that is housed in fire stations or fire apparatus and vehicles will become property of the RFA. Shared servers and other equipment common to the RFA and the Participating Jurisdictions will be returned to the owner City as soon as practicable. The RFA will enter into agreements with the City of Olympia and the City of Tumwater as necessary to address any shared systems in use as of the Effective Date. The RFA will acquire staff or consultant resources to assist with the separation of the systems and facilitating the RFA IT systems to stand alone (domain names, email addresses, back-ups, security, and software systems) with the target that the RFA system operates independently within two years following the Effective Date. The Cities may agree to provide surplus equipment to the RFA at no cost. The Cities will work with the RFA to facilitate an orderly transition from the Cities to the RFA's IT system.
- 2.10. Communications.** Prior to the Effective Date, the City of Tumwater will manage and fund the recruitment of a communications professional. That person will be hired by the City of Tumwater until the Effective Date and their employment with the RFA shall be subject to confirmation by the Interim Fire Chief. The Participating Jurisdictions shall share the cost of paying this individual through the Effective Date with the City of Olympia paying two-thirds and the City of Tumwater paying one-third of the costs.
- 3. City Retained Administrative Service Responsibilities.** The Cities of Olympia and Tumwater shall continue to provide the following services:
- 3.1.** The City of Olympia LEOFF Board will continue to oversee LEOFF 1 benefits for Olympia retirees in accordance with the City of Olympia LEOFF 1 Policies and Procedures.
- 3.2.** The City of Tumwater LEOFF Board will continue to oversee LEOFF 1 benefits for Tumwater retirees in accordance with the City of Tumwater LEOFF 1 Policies and Procedures.
- 4. Civil Service Board.** The RFA may establish its own Civil Service process as provided by RCW 52.26.280 and RCW 52.26.100(6)(b) no later than January 1 of the first full calendar year after the Effective Date, and the City of Olympia will continue to provide a Civil Service Board for the RFA during the interim at no cost to the RFA.

5. **Seamless Transition.** Unless otherwise noted in the RFA Plan, the transfer of authority and the administration and management of the RFA shall be seamless and shall initially model the current administrative and management components of the City of Olympia and the City of Tumwater within the boundaries of each City. The agreements, operations, and procedures outlined in this Section C (Administration) may be adjusted as necessary to accomplish a seamless transition.

The **ORGANIZATIONAL STRUCTURE: PERSONNEL & ADMINISTRATION** section of the RFA Plan is subject to amendment by a majority vote of the RFA Governing Board.



<b>SECTION 8</b>	<b>OPERATIONS AND SERVICES</b>
<i>Revision</i>	The <b>OPERATIONS AND SERVICES</b> section of the <b>RFA Plan</b> is subject to amendment by a majority vote of the RFA Governing Board.
<i>Adopted</i>	
<i>Revised</i>	

#### **A. FIRE PROTECTION AND EMERGENCY MEDICAL SERVICES**

1. All current operational and service delivery aspects of the Olympia and Tumwater Fire Departments, including Basic Life Support (BLS) ambulance transports, Advanced Life Support (ALS) transports, and fire department CARES programs, shall be transferred to the RFA on the Effective Date. Current staffing models, deployment standards, field operations, command staffing, and operational policies and procedures of the Olympia and Tumwater Fire Departments shall be transferred to the RFA and continued at the current level of service on the Effective Date.
2. Upon the Effective Date, the RFA will initially adopt Olympia's Standards of Coverage Document for the Olympia jurisdictional boundary area and Tumwater's Standards of Coverage Document for the Tumwater jurisdictional boundary area. As such, services, levels of service, standards of coverage, development standards and customer expectations of each Participating Jurisdiction on the Effective Date shall remain unaffected.
  - 2.1. All current automatic aid and mutual aid agreements, all interlocal agreements and contractual services agreements, documents, or memorandums currently in place with the Olympia Fire Department and the Tumwater Fire Department shall be transferred and assigned to the RFA on the Effective Date to provide continuous, seamless readiness and emergency services coverage. Notwithstanding the foregoing, the Olympia and Tumwater interlocal agreements with TCOMM shall be modified to provide that the RFA will assume the fire related rights and obligations under these agreements and that the RFA shall be entitled to each City's fire-related equity interests under both these agreements.

#### **B. FIRE PREVENTION, FIRE MARSHAL, FIRE INSPECTION and FIRE INVESTIGATION SERVICES**

##### **1. Existing Service Providers:**

- 1.1. **Fire Prevention.** The Cities through their fire departments, currently provide Fire Prevention services within their respective corporate boundaries.
- 1.2. **Fire Marshal, Fire Inspection and Fire Investigation Services.** The Cities through their fire departments also currently provide Fire Marshal, Annual Fire Inspection, and Fire Investigation Services. Olympia's Fire Department also provides New Construction Permit Review and Inspection within Olympia's corporate boundaries; in Tumwater, New Construction Permit services are provided by the Tumwater Community Development Department. These services are collectively referred to as "Fire Marshal Services" pursuant to RCW 19.27.050 and RCW 19.27.110-111 Review and Inspection.

## **2. Fire Marshal Service Providers on Effective Date:**

- 2.1.** On the Effective Date, Fire Marshal Services within the boundaries of the RFA shall be provided as follows:
- a.** Within the City of Olympia: The RFA will provide all Fire Marshal and related Services to Olympia pursuant to an interlocal agreement which compensates the RFA for agreed upon services. The City of Olympia will designate the RFA Fire Chief as its Fire Chief and the RFA Fire Marshal as its Fire Marshal. The RFA shall conduct fire investigation within the City of Olympia and Olympia shall cooperate with the RFA in such investigations and provide police support and prosecute criminal acts when appropriate.
  - b.** Within the City of Tumwater: The RFA will provide all Fire Marshal Services except those related to new construction to Tumwater pursuant to an interlocal agreement which compensates the RFA for agreed upon services. The City of Tumwater will designate the RFA Fire Chief as its Fire Chief and the RFA Fire Marshal as its Fire Marshal. The RFA shall conduct fire investigation within the City of Tumwater and Tumwater shall cooperate with the RFA in such investigations and provide police support and prosecute criminal acts when appropriate. New construction permitting and inspection shall be retained by the City of Tumwater Community Development Department. The parties may negotiate a future agreement to transfer these services to the RFA. Until such time as they transfer, the fees collected by the City of Tumwater for such services shall remain with the City of Tumwater. The parties shall work cooperatively to ensure communication and coordination related to new construction, investigations, inspections, and community safety.
  - c.** The RFA may provide Fire Marshal and inspection services to another local municipal jurisdiction through an interlocal agreement.

## **C. EMERGENCY MANAGEMENT SERVICES**

### **1. Existing Service Providers:**

- 1.1.** The City of Olympia, through the Olympia Fire Department, currently provides Emergency Management Services within the boundaries of the City of Olympia.
- 1.2.** The City of Tumwater, through the Tumwater Fire Department, currently provides Emergency Management Services within the boundaries of the City of Tumwater.

### **2. Emergency Management Services on Effective Date:**

- 2.1.** On the Effective Date, Emergency Management Services within the boundaries of the RFA shall be provided as follows:
- a.** Within the City of Olympia: Olympia shall provide Emergency Management Services within Olympia's boundaries and shall retain emergency management authority in accordance with Washington State Law within its jurisdiction.

- b. Within the City of Tumwater: Tumwater shall provide Emergency Management Services within Tumwater's boundaries and shall retain emergency management authority in accordance with Washington State Law within its jurisdiction.
- c. The Participating Jurisdictions intend to form a collaborative approach to emergency management and share the costs of a shared staff person to provide technical expertise related to emergency management, training, funding, and organizational and community preparedness and education.

#### **D. AMBULANCE SERVICES.**

- 1. The City of Olympia provides Basic Life Support (BLS) Ambulance Services. Both Cities provide Advanced Life Services (ALS) through contract with Thurston County. These services shall transfer to the RFA as of the Effective Date and BLS may be supplemented by private ambulance services.

##### **2. Ambulance Services on the Effective Date:**

**2.1.** The RFA shall continue Basic Life Support (BLS) Ambulance Services and Advanced Life Support (ALS) Ambulance Services as of the Effective Date and may expand those services.

**2.2.** The RFA shall have the authority to expand ambulance service if the RFA Governing Board determines private ambulance service is inadequate, subject to any applicable statutory requirements.

#### **E. PUBLIC EDUCATION AND COMMUNITY RISK REDUCTION SERVICES**

- 1. **Current Service Providers:** The Fire Departments of Olympia and Tumwater currently provide public education and community risk reduction services.
- 2. On the Effective Date, the RFA shall provide Public Education and Community Risk Reduction Services throughout the jurisdiction of the RFA and its service area.

#### **F. SEAMLESS TRANSITION**

- 1. Unless otherwise noted in the RFA Plan or the related interlocal agreements referenced in the Plan required to establish the RFA, the transfer of authority to the RFA shall be seamless.

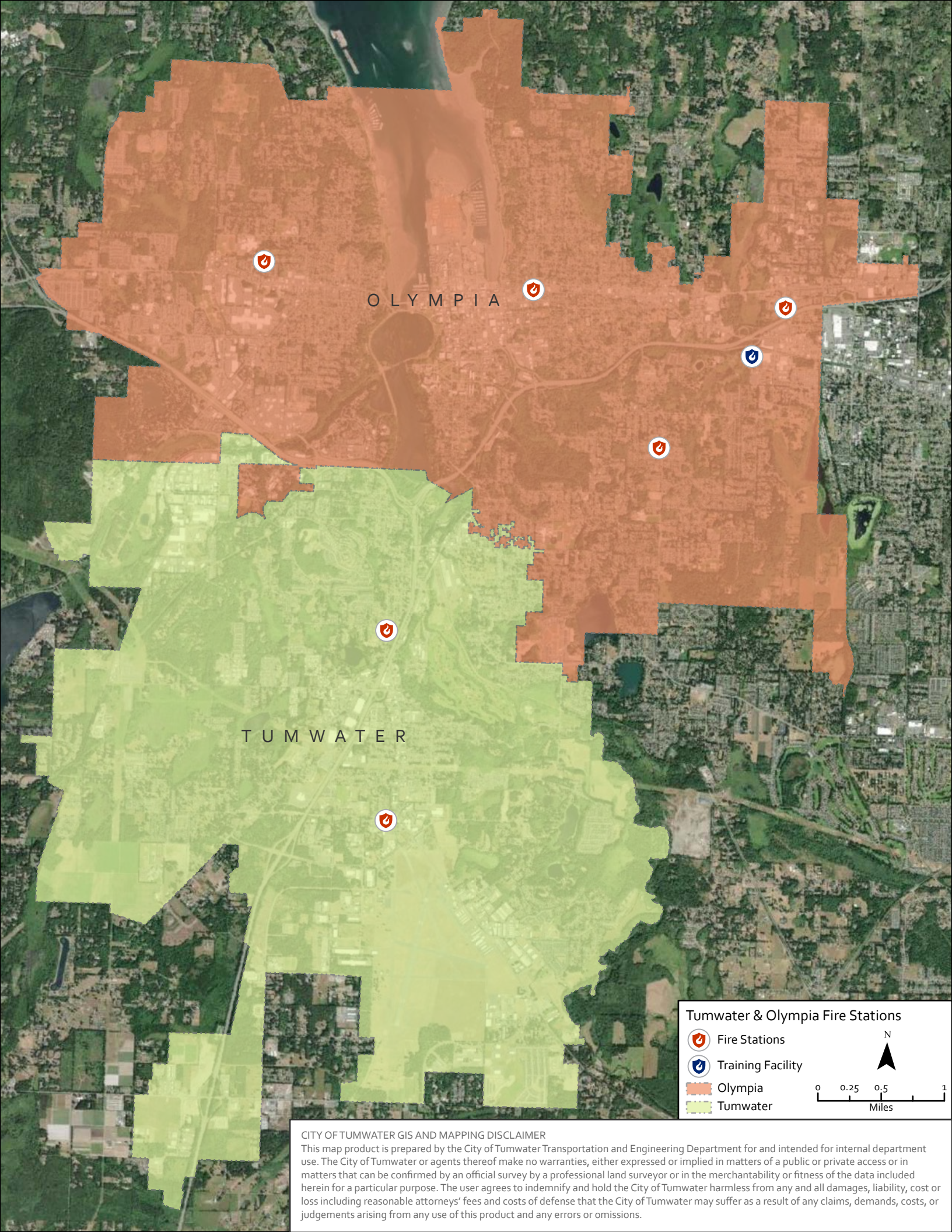
#### **RFA SECTION 8 PLAN REVISION DISPOSITION:**

The **OPERATIONS AND SERVICES** section of the **RFA Plan** is subject to amendment by a majority vote of the RFA Governing Board.

**Appendix A**

**Jurisdiction Boundary Map**







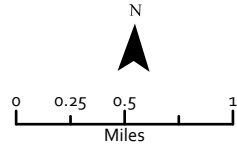


OLYMPIA

TUMWATER

### Tumwater & Olympia Fire Stations

-  Fire Stations
-  Training Facility
-  Olympia
-  Tumwater



**CITY OF TUMWATER GIS AND MAPPING DISCLAIMER**  
This map product is prepared by the City of Tumwater Transportation and Engineering Department for and intended for internal department use. The City of Tumwater or agents thereof make no warranties, either expressed or implied in matters of a public or private access or in matters that can be confirmed by an official survey by a professional land surveyor or in the merchantability or fitness of the data included herein for a particular purpose. The user agrees to indemnify and hold the City of Tumwater harmless from any and all damages, liability, cost or loss including reasonable attorneys' fees and costs of defense that the City of Tumwater may suffer as a result of any claims, demands, costs, or judgements arising from any use of this product and any errors or omissions.



## Appendix B Fire Benefit Charge Formula for 2024

The Fire Benefit Charge (FBC) funding method is a voter-approved, two-part funding system authorized by State Law in 1987 that balances general purpose taxes with a user fee charge. Under this system, the Regional Fire Authority is funded by:

- a. A property tax of up to \$1.00 per \$1,000 assessed value of property to support day to day operations and capital needs of the fire department.
- b. A Fire Benefit Charge (FBC) of up to 60% of the operating budget of the RFA.
- c. Other fee and grant revenue.

The basis for the Fire Benefit Charge (FBC) assessments used or favored by most fire jurisdictions that have approved an FBC is “fire flow.” The principle is that the basic unit of public fire service is delivery of water to a fire. Fire flow increases with fire load, a determination that accounts primarily for building construction type, use-type and size (total area).

The FBC is only imposed on improvements to real property and must be reasonably apportioned based on the services afforded to these properties. The primary factors of the formula are the amount of required “fire flow” or water needed to extinguish a fire, and the type and size of structure being assessed. As structure size or fire loading within a structure increases, the need for required fire flow and RFA resources (firefighters, equipment) also increases. The following formula is adopted for calculating the FBC for the RFA. The formula is based on the Insurance Services Office (ISO) calculation of required fire flow.

The Governing Board shall have the authority set forth in RCW 52.26.180 to fix and impose an FBC annually. The factor weights, classifications, and formula may be adjusted for budget years after 2024 by resolution of the Governing Board to impose a benefit charge proportioned to the measurable benefits to property within the RFA.

$$\text{FBC} = \text{Fire Flow} \times \text{Building Category Factor (CF)} \times \text{Cost per Gallon Factor (CPG)} \times \text{Balancing Factor} \times \text{Sprinkler Discount} \times \text{Exemption Factors}$$

$$\text{Fire Flow} = (\sqrt{\text{Total Square Feet} \times 18})$$

Fire Flow is calculated as the square root of the total gross square feet of the buildings/structures located on the property.

- An FBC will not be applied to parcels with a total improvement square footage of less than 400 sq. ft.
- The square footage for decks and porches is not included in the improvement square footage while carports and garages are included in the calculations.

This is an Insurance Services Office (ISO) formula for determining fire flow (Ref: *National Fire Protection Association Handbook, 18<sup>th</sup> Ed., Ch 6, Water Flow Requirements for Fire Protection*). This Plan uses a construction type factor of “1” due to the variety of construction types in the Regional Fire Authority and the inability to determine the construction type for every structure from existing

database information. Therefore, since the construction type is equal to “1”, this factor is not displayed within the FBC formula.

### Building Category Factor (CF)

Categories are “Use Type” groups. Use Type information is obtained from Thurston County's database. The **Category Factor** is based upon building use and size. Each **Category Factor** is a weighted value and is determined by evaluating the relative “benefit” provided to the category of structures. The benefit to each category of structures is proportional to the total square feet of improvements in the Regional Fire Authority. The building categories and associated factors for 2024 are listed below.

- **Residential:** includes residential buildings (and condominiums when unit ownership information is available from the Thurston County Assessor's database) with up to four units.

<u>Category</u>	<u>Weight</u>	<u>Square Footage</u>
Residential 1	0.41	≤2,000 sq. ft
Residential 2	0.52	2,001-3,000 sq. ft.
Residential 3	0.62	≥3,001 sq. ft.

- **Mobile Home:** Each mobile home unit whether it is located on a single land parcel or in a mobile home park.

<u>Category</u>	<u>Weight</u>	<u>Square Footage</u>
Mobile Home	0	any square footage

- **Apartments:** Other attached residential building structures (five residential units and more)

<u>Category</u>	<u>Weight</u>	<u>Square Footage</u>
Apartments	1.5	any square footage

The same formula is applied to this category, but first the total square feet of the complex is divided by the number of units to produce an average unit square footage. That figure is then inserted into the formula resulting in an average BC for each unit. This average is then multiplied by the number of units to get the total BC to be collected from the parcel owner.

- **Commercial:** All other uses, including but not limited to storage facilities, warehouses, offices and commercial businesses. Mixed use buildings (commercial plus other uses, for example, residential) are classified as Commercial.

<u>Category</u>	<u>Weight</u>	<u>Square Footage</u>
Commercial 1	0.6	≤5,000 sq. ft.
Commercial 2	1.2	5,001-20,000 sq. ft.
Commercial 3	2.0	20,001-50,000 sq. ft.
Commercial 4	3.0	50,001-100,000 sq. ft.
Commercial 5	4.0	100,001-200,000 sq. ft.
Commercial 6	5.0	≥ 200,001 sq. ft.

**Cost Per Gallon Factor (CPG)** = (Total FBC ÷ Total Fire Flow)

This factor describes the relative cost of providing the required fire flow per gallon during a fire incident.

The Cost per Gallon Factor (CPG) is determined by dividing the total (**Total FBC**) by the **Total Fire Flow** ( $\sqrt{\text{Total Square Feet} \times 18}$ ) of the Regional Fire Authority.

## Balancing Factor (BF)

The RCW 52.18.010 requires the Regional Fire Authority to specify the specific revenue amount to be collected via the BC program. The Balancing Factor (BF) is used to “fine-tune” the final calculations to all parcels to equitable and to help make the total benefit charge amount assessed be as specified by the Board of Commissioners. The estimated first year BF is .01 but may be adjusted based on revenue needs.

## Sprinkler Discount

The FBC is adjusted based on available data that confirms the hazard with the structures on the property is reduced. The 2024 FBC formula includes a discount for sprinkler systems. All residential, commercial and multi-family parcels with a full coverage fire sprinkler system will receive a ten percent (10%) FBC discount. Partial coverage systems will receive the discount on the parcels sprinklered square footage.

## Discounts and Exemption Factors

All discounts and exemptions from the FBC provided by state law will apply. A property exempt from benefit charges by law will not pay the FBC.

- **Exemptions.** By way of example and without limitation, RCW 52.26.180 identifies eight instances where a benefit charge does not apply:
  - (1) personal property and improvements to real property owned or used by any recognized religious denomination or religious organization.
  - (2) property of housing authorities that is exempt from property taxes under RCW 35.82.210.
  - (3) property of nonprofit entities providing rental housing for very low-income households or providing space for the placement of a mobile home for a very low-income household that is exempt from property taxes under RCW 84.36.560.
  - (4) property of nonprofit homes for the aging that is exempt from property taxes under RCW 84.36.041.
  - (5) property of nonprofit organizations, corporations, or associations providing housing for eligible persons with developmental disabilities that is exempt from property taxes under RCW 84.36.042.
  - (6) property of nonprofit organizations providing emergency or transitional housing for low-income homeless persons or victims of domestic violence who are homeless for personal safety reasons that is exempt from property taxes under RCW 84.36.043.
  - (7) property of the state housing finance commission that is exempt from property taxes under RCW 84.36.135.
  - (8) property of nonprofit corporations operating sheltered workshops for persons with disabilities that is exempt from property taxes under RCW 84.36.350.
- **Low Income Senior Citizens and Disabled Persons Discounts:**

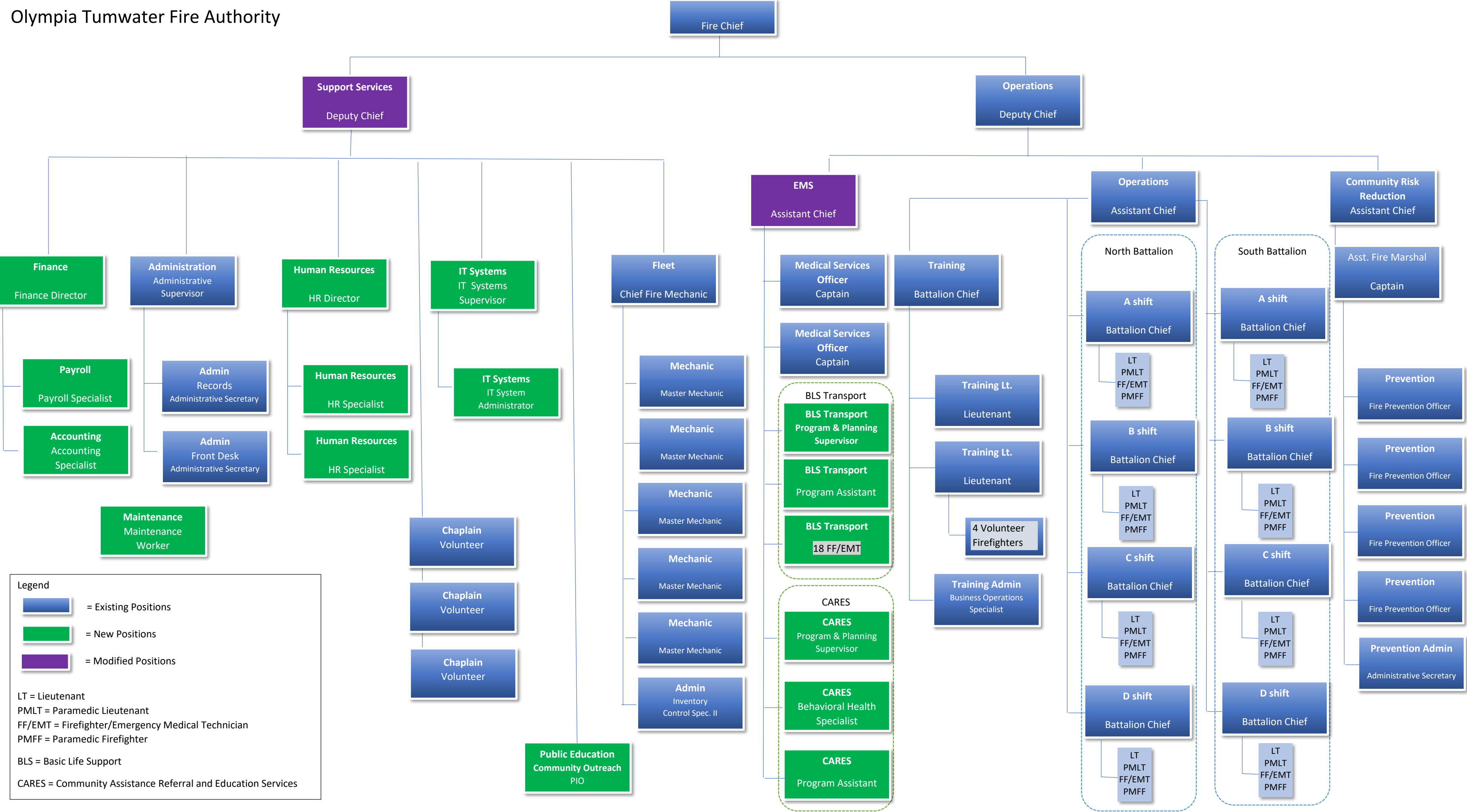
Low-income seniors and disabled persons are eligible for the same discount rate they receive from regular property taxes. This information is obtained from, and maintained by, Thurston County.



**Appendix C**

**Organizational Chart**

Olympia Tumwater Fire Authority



**Legend**

- = Existing Positions
- = New Positions
- = Modified Positions

LT = Lieutenant  
PMLT = Paramedic Lieutenant  
FF/EMT = Firefighter/Emergency Medical Technician  
PMFF = Paramedic Firefighter

BLS = Basic Life Support  
CARES = Community Assistance Referral and Education Services

**Appendix D  
Real Property**

<b>Facility</b>	<b>Year Built</b>	<b>Address</b>	<b>Land SF</b>	<b>Building SF</b>
<b>City of Tumwater Real Property to be Transferred to RFA</b>				
Tumwater Headquarters (T-1)*	2000	311 Israel Rd SW Tumwater, WA 98501	Portion of city hall site*	19,000 sq. ft.
Tumwater Station 2 (T-2)	1995	405 Linwood Ave SW Tumwater, WA 98512	.24 acre 10,454 sq. ft.	5,609 sq. ft.
<b>City of Olympia Real Property to be Transferred to RFA</b>				
Station 1 (Headquarters)	1990	100 Eastside Street NE, Olympia, WA 98506	1.6 acres 69,000 sq. ft.	22,525 sq. ft.
Olympia Station 2	1991	330 Kenyon Street NW Olympia, WA 98502	acres 43,560 sq. ft.	6,070 sq. ft.
Olympia Station 3	1992	2525 22nd Avenue SE Olympia, WA 98501	.33 acres 14,374 sq. ft.	4,750 sq. ft.
Olympia Station 4	2012	3525 Stoll Rd SE Olympia, WA 98501	acres 43,560 sq. ft.	13,000 sq. ft.
Mark Noble Regional Fire Training Center	2011	1305 Fones Rd. SE, Olympia, WA 98501	8 acres 348,480 sq. ft.	15,000 sq. ft.

\*Parcel subdivision and easement required

## Appendix E

### Personal Property – Vehicles and Apparatus

#### Olympia Vehicles and Apparatus

Vehicle ID	Model Year	Make	Vehicle Description	VIN	Vehicle Class
1263	1988	HMD	Sort TRAILER - OFD	WA 86 123566	FIRE NO AD/OP OVERHEAD C
1471	2001	CHE	2001 Chevrolet Box Van / Fire Investigation	1GBHG31RX11217195	COMMAND VEHICLE
305	1995	PRC	1995 PIERCE LADDER TRUCK / Reserve Truck 04	4P1CT02S4SA000669	LADDER TRUCK
306	1990	PRC	1990 PIERCE PUMPER / Reserve Engine 04	4P1CA01G6LA000516	FIRE ENGINE PUMPER
308	1992		Boat/trailer EZ-loader		OTHER
312	2000	ONA	Generator - SPEC A ONAN DSFAE-7573661 - Station 1	A090230078	GENERATOR
313	2000	ONA	Generator - SPEC G ONAN DGBB-4484796 / Station 2	G2000132107	GENERATOR
314	2000	ONA	Generator - SPEC B ONAN DNAF-4485485 / Station 3	G008128937	GENERATOR
315	2010	KOH	Generator - KOHLER 180RE0ZJE / Station 4	2326669	GENERATOR
316	2000	KOH	Generator - KOHLER 20RE0ZCJ / Training Center	SGM32254	GENERATOR
317	2000	MAK	Air Compressor - SCBA MAKO COMP 27CFM / Station 1	5409.3.HA.162	AIR COMPRESSOR
318	2000	MAK	Air Compressor - SCBA MAKO COMP 14CFM / Station 2	5407.3.IAH656	AIR COMPRESSOR
319	2000	MAK	Air Compressor - SCBA MAKO COMP 14CFM / Station 3	6407.3.IAH668	AIR COMPRESSOR
320	2000	MAK	Air Compressor - SCBA MAKO COMP 27CFM / Station 4	5408H20775005	AIR COMPRESSOR
321	2000	BAU	Air Compressor - SCBA BAUER COMP 27CFM / Training Center	167966	AIR COMPRESSOR
323	2016	FOR	2016 FORD F150 / Battalion Chief Training Officer	1FTFW1EG9GKD82337	COMMAND VEHICLE
324	2016	FOR	2016 FORD EXPLORER / Deputy Chief	1FM5K8D85GGC36848	COMMAND VEHICLE
325	2016	FOR	2016 FORD EXPLORER / Asst Chief Operations	1FM5K8D87GGC36849	COMMAND VEHICLE
326	2018	FOR	2018 Ford Escape / Inspector	1FMCU0F72JUC12183	STAFF VEHICLE
327	2018	FOR	2018 Ford Escape / Inspector	1FMCU0F74JUC12184	STATE VEHICLES
328	2018	FOR	2018 Ford Explorer / Fire Chief	1FM5K8D86JGB47605	COMMAND VEHICLE
329	2018	FOR	2018 Ford Explorer / Asst Chief Fire Marshal	1FM5K8D84JGB47604	COMMAND VEHICLE
330	2018	FOR	2018 Ford Expedition / Battalion 01 Command	1FMJU1GT9JEA34727	COMMAND VEHICLE
331	2018	FOR	2018 Ford F150 / Medical Services Officer	1FTEW1EPOJKE25546	COMMAND VEHICLE

Model						
Vehicle ID	Year	Make	Vehicle Description	VIN	Vehicle Class	
332	2018	FOR	2018 Ford F-150 / Shop Truck	1FTEW1EBXJKE18818	STAFF VEHICLE	
333	2018	FOR	2018 Ford F450 / Service Truck	1FD9X4HT1JEC65745	STAFF VEHICLE	
336	2002	FOR	2002 Ford F550 Brush Unit - OFD	1FDAW57F22EC78166	Brush Truck	
340	1999	CHE	1999 Chevrolet Tahoe / Training Lt	1GNEK13ROXJ472176	COMMAND VEHICLE	
359	2003	FOR	2003 FORD E450 / AID UNIT	1FDXE45F93HB08297	AMBULANCE	
370	1995	PRC	1995 PIERCE PUMPER / Reserve Engine 03	4P1CT02545A000638	FIRE ENGINE PUMPER	
371	1998	PRC	1998 PIERCE PUMPER / Reserve Engine 01	4P1CT02S0WA000822	FIRE ENGINE PUMPER	
372	1998	PRC	1998 PIERCE PUMPER / Reserve Engine 02	4P1CT02S4WA000824	FIRE ENGINE PUMPER	
373	2008	PRC	2008 PIERCE PUMPER / Front Line Engine 03	491CV01H78A008144	FIRE ENGINE PUMPER	
374	2010	PRC	2010 PIERCE PUMPER / Front Line Engine 04	4P1CV01H9AA011102	FIRE ENGINE PUMPER	
375	2010	PRC	2010 PIERCE PUMPER / Front Line Engine 02	4PICV01H7AA011101	FIRE ENGINE PUMPER	
376	2010	PRC	2010 PIERCE TILLER / Front Line Truck 01	4P1CV01H6AA011056	LADDER TRUCK	
377	2016	PRC	2016 PIERCE PUMPER / Front Line Engine 01	4P1BAAGF9GA016392	FIRE ENGINE PUMPER	
387	2004	TOY	2004 TOYOTA PRUIS / Inspector	JTDKB22U840063268	STAFF VEHICLE	
388	2005	FOR	2005 FORD TAURUS SEDAN	1FAFP53295A133024	STAFF VEHICLE	
389	2005	FOR	2005 FORD TAURUS SEDAN	1FAFP53255A140908	STAFF VEHICLE	
390	2005	FOR	FORD TAURUS SEDAN	1FAFP53255A164285	STAFF VEHICLE	
393	2000	GMC	2000 GMC STEPVAN / COMMAND UNIT	5BK4P32R9Y3318443	COMMAND VEHICLE	
395	2006	OLM	2006 OLYMPIC TRAILER	1C9UF08146T997647	TRAILER	
396	2005	OLM	2005 OLYMPIC TRAILER	4P5SA121252073132	TRAILER	
397	2007	OLM	2007 OLYMPIC TRAILER	199UF08117T997025	TRAILER	
398	2013	NIS	2013 NISSAN LEAF	1N4AZ0CP0DC419334	STAFF VEHICLE	
399	2014	FOR	2014 FORD EXPEDITION / Battalion 02 Command (Reserve)	1FMJU1G59EEF30523	COMMAND VEHICLE	
721	1924	SEA	SEAGRAVE OLDTIME PUMPER	SR:36450	OTHER	

## Tumwater Vehicles and Apparatus

Vehicle ID	Model Year	Make	Vehicle Description	VIN	Vehicle Class
26	1947	Kenworth	Kenworth Engine	HXE3408085	PARADE ENGINE
	1986	Wells	Wells Disaster Trailer	IWC200E26G4002855	MCI TRAILER
3100-47	2000	KME	KME Pumper	1K9AF428XYN058118	FIRE ENGINE PUMPER
3101-48	2000	KME	KME Pumper	1K9AF4288YN058117	FIRE ENGINE PUMPER
3103	1999	MAKO	Air Compressor	5406E1206	COMPRESSOR
3104-51	2012	PRC	Pierce Pumper	4P1CV01D2DA013324	FIRE ENGINE PUMPER
3105	2019	PRC	Pierce Pumper	4P1BAAGF4KA020021	FIRE ENGINE PUMPER
4819	2014	FOR	BTN1 Ford F150	1FTEX1EM5EKE58633	BATTALION UNIT
4816	2014	FOR	Training Ford F150	1FTEX1EM7EKES8634	STAFF VEHICLE
3828	2000	CHEV	Prevention Chevrolet Silverado	2GCEC19VXY1337633	
4633	2011	FOR	MSO Ford Explorer	1FMHK8B86BGA54245	STAFF VEHICLE
4989	2018	FOR	CHT1 Ford Explorer	1FM5K8AROJGB20199	STAFF VEHICLE
4809	2014	FOR	CHT2 Ford Explorer	1FM5K8AR7EGC15350	STAFF VEHICLE
3036001	2018	KAW	Kawasaki Mule	JKBAFSG12JB503747	OFF ROAD VEHICLE
12839	2020	KARA	Kara Trailer	5KTUS1714LF500836	ORV TRAILER
5054	1995		20KW Diesel Generator	PE6068T075373	GENERATOR



## City Council

### Approval of the 2023 Grants to Arts and Culture Organizations

**Agenda Date:** 12/6/2022  
**Agenda Item Number:** 6.B  
**File Number:** 22-1128

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

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#### **Title**

Approval of the 2023 Grants to Arts and Culture Organizations

#### **Recommended Action**

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

The Arts Commission recommends approval of grants to area arts and culture organizations for 2023.

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

Move to approve grants to area arts and culture organizations for 2023, as recommended by the Arts Commission.

#### **Report**

##### **Issue:**

Whether to approve grants to arts and culture organizations for 2023.

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

Stephanie Johnson, Arts Program Manager, Parks, Arts & Recreation, 360.709.2678.

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

Stephanie Johnson, Parks, Arts & Recreation  
Jim Burlingame, 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.

The total available funding for this grant period is \$20,000. In this fifth year of the program, eleven applications were received, with a total funding request of \$47,880.

Commissioners reviewed the applications in advance of the meeting and discussed applications and submitted their rankings during the Arts Commission meeting on November 10. Commissioner

Vergotis recused themselves from ranking of one of the organizations due to current association. As such, the final ranking was based on the average score of each applicant.

Following tabulation and discussion, Commissioners proposed fully funding the top four (averaged) proposals: The Bridge Music Project (\$4,410), Collaborative Association for Reintegration & Education (CARE) (\$5,000), West Central Park Project (\$3,965), and Earthbound Productions (\$2,130). Commissioners also agreed to reduce the funding request from Arbutus Folk School to \$4,495 each to meet the budget of \$20,000 available.

#### The Bridge Music Project | Community Songwriting Workshops for Underserved Youth

The Bridge will host an eight-week songwriting workshop in Olympia where youth will work as teams to write, record, and perform original music that shares their stories. This program will specifically include youth who have faced major life challenges such as foster care, homelessness, and incarceration.

For youth, this project will be an opportunity to develop their musical skills, learn from experienced musicians and connect with like-minded peers. While many of the youth in this program have experienced similar challenges, they will be brought together not because of any struggle but rather their shared interest in creativity.

#### Collaborative Association for Reintegration & Education (CARE) | Reintegration Through Arts & Culture

This collaborative project between Olympia Lamplighters and CARE offers Arts-Based Peer Counseling and Olympia Lamplighters Scholarships to justice and system impacted youth and young adults (Y-YAs). We are seeking funds to expand our Peer Navigator program and reach 30 more Y-YAs over the next year. CARE's arts-based peer counseling sessions utilize a strengths-based psychosocial perspective, highlighting the mind-body connection and emphasizing improved quality of life, social connectedness, and a sense of agency among Y-YAs. These peer counseling sessions take place both in the community and at Olympia Lamplighters' creative workspace. Olympia Lamplighters Scholarships provide Y-YAs with access to an art gallery and fully equipped creative space that offers a resource library, art classes, sound engineering/music lessons, and support in all creative endeavors.

#### West Central Park Project | West Central Park Project 2023 Summer Arts Event Schedule

West Central Park Project is dedicated to fostering recreational, educational, economic, and creative needs of the community in which it sits. This grant will help us provide for the creative needs of the community by presenting 12 music events. The funds will allow us to give stipends to the musical artists and cover the infrastructure costs needed for the event season June to October: 5 months. In addition, WCP space and stage is used by other creative partners such as the open mic sessions "A Mic for Us" and the Sunday DrumCircle. Our space is also used by the West Central Park Neighborhood Center for their Saturday Market hosting food, crafts, art and music. For our partners, the WCP provides the infrastructure: taxes, insurance, water, garbage, grounds maintenance and porta potty rental. Visitors to the park may enjoy 3-5 free scheduled cultural events every week during the 5 month "summer" period.

#### Earthbound Productions | Luminary Procession and Luminary Workshops

Grant funds will be used to cover: Studio rental space for staging and preparing for the two Luminary Processions; production costs (e.g. maintaining/repairing the art pieces, installing new lights,



transporting lanterns, creating new lanterns for public use in the processions, advertising/flyers for events, permits/fees); studio rental space for art workshops; workshop teacher stipends; art materials and supplies; stipends for musicians/dance group; volunteer appreciation; event insurance.

Arbutus Folk School | Arbutus Folk School Accessibility Initiative

GACO funding would allow Arbutus Folk School to offer hands-on, low-cost art classes dedicated to underserved community members of all ages, expanding the number of people and the backgrounds of people who come through our doors. Underserved audiences include people of color, LGBTQ+, people with disabilities, people who identify as immigrants or refugees, people whose first (or only) language is not English, and people most impacted by social/economic inequities.

Other organizations that submitted applications include: Emerald City Music, Olympia Arts and Heritage Alliance, Capital City Chorus of Olympia, Thurston Climate Action Team, Melodies in Motion, and Harlequin Productions.

**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 2023.
2. Make alternate recommendations to the grants.
3. Do not approve the grants to area arts and culture organizations for 2023.

**Financial Impact:**

\$20,000 from the Municipal Art Fund.

**Attachments:**

The Bridge Music Project Application  
Collaborative Association for Reintegration & Education (CARE) Application  
West Central Park Project Application  
Earthbound Productions Application  
Arbutus Folk School Application

#3

COMPLETE

**Collector:** Web Link 1 (Web Link)  
**Started:** Wednesday, October 19, 2022 10:59:38 AM  
**Last Modified:** Friday, October 21, 2022 12:18:40 PM  
**Time Spent:** Over a day  
**IP Address:** 76.135.114.243

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## Page 1: Grants to Arts and Culture Organization Application

## Q1

## Arts/Culture Organization Information

Name	<b>Bobby Williams</b>
Arts/Culture Organization	<b>The Bridge Music Project</b>
Address	<b>120 STATE AVE #1417</b>
City/Town	<b>Olympia</b>
State/Province	<b>WA</b>
ZIP/Postal Code	<b>98501</b>
Email Address	<b>bobby@bridgemusicproject.org</b>
Phone Number	<b>5743091484</b>

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## Q2

## Project Name

Community Songwriting Workshops for Underserved Youth

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## Q3

## Project Summary

The Bridge will host an eight-week songwriting workshop in Olympia where youth will work as teams to write, record, and perform original music that shares their stories. This program will specifically include youth who have faced major life challenges such as foster care, homelessness, and incarceration.

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## Q4

## Total Grant Request Amount

\$4,410

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## Q5

What types of expenses will your grant be used to cover?

Grant funds will be used to cover:

- Rehearsal and Performance Venue Rental
  - Team Hoodies for Youth
  - Pizza for Youth
  - Youth Professional Development Stipends
  - Recording Expenses
  - Guest Artist Speaking Fees
- 

## Q6

How many people do you expect to engage with this project?

37

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## Q7

Yes

Eligibility - To apply for this opportunity, Olympia-based organizations must: Have programs centered on arts and/or culture in Olympia Have 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?

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## Q8

Arts/Culture Organization – Please upload a statement\* about your organization, addressing the following questions. (\*Not to exceed one, double-sided page) Describe your history of involvement and activity within the community? How does the prior work of your Arts/Culture Organization prepare you to complete the proposed project? How do you anticipate your project will engage Olympia's citizens in meaningful ways to expand involvement in arts and culture?

Question%208-%20Bridge%20Music-%20Oly%20Grant%202022.pdf (44.1KB)

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## Q9

Project Proposal – Please upload a statement\* about your project proposal, addressing the following questions. (\*Not to exceed one, double-sided page) How does your proposal contribute to broad distribution of arts and culture experiences throughout Olympia? How does your project provide for diverse forms of art and culture within the community? How does your project contribute to a balanced offering of arts and culture experiences within the Olympia community

Question%209-%20Bridge%20Music%20-%20City%20of%20Oly%20Grant%202022.pdf (48.1KB)

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**Q10**

Public Benefit - Please upload a statement\* about your project proposal, addressing the following questions. (\*Not to exceed one, double-sided page) Describe how this project provides equitable access to arts and culture for all Olympians? Especially populations and groups that have faced barriers to accessing community arts and culture programs. How do you intend to connect this opportunity with underserved communities?

Question%2010-%20Bridge%20Music-%20City%20of%20Oly%20Grant%202022.pdf (63.1KB)

**Q11**

Project Expenses: please list a description and the amount of each project expense. (Eg. Artist fees: \$500)

Project Expense 1	<b>Staff Time: \$8,040</b>
Project Expense 2	<b>Rehearsal &amp; Performance Venue: \$2,600</b>
Project Expense 3	<b>Pizza for Youth- \$1,400</b>
Project Expense 4	<b>Team Hoodies for Youth- \$1,200</b>
Project Expense 5	<b>Admin Fees: \$1,190</b>
Project Expense 6	<b>Professional Development Stipends: \$500</b>
Project Expense 7	<b>Recording Cost: \$500</b>
Project Expense 8	<b>Guest Artists Speaking Fees: \$350</b>
Total Expenses	<b>\$15,780</b>

**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	<b>Theater Sponsorship (50%)- \$1,300 Pizza</b>
Project Income 2	<b>Discount (60%)- \$840</b>
Project Income 3	<b>Jubilation Foundation Grant- \$9,230</b>
Total Income (Matching Funds)	<b>\$11,370</b>
Grant Request Amount	<b>\$4,410</b>
Overall Total (Add total income & Grant Request amount)	<b>\$15,780</b>

**Q13**

Will you accept partial funding, if offered?

Yes

**Q14**

Please attach verification of your organization's 501(c)3 status.

**Bridge%20IRS%20Determination%20Letter%20.pdf (362.1KB)**

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**Q15**

Optional: Please upload any supplemental information.

**The%20Bridge-%20collage.jpg (876.2KB)**

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## **8.) Arts/ Culture Organization**

The Bridge Music Project is a Thurston County based non-profit organization that uses music, mentorship, and community as tools for youth empowerment. The Bridge was created in 2014 when Bobby Williams, our Executive Director worked as a foster care case-aid. The youth that Bobby served had often bounced between ten or more different foster placements. As a musician himself, Bobby began teaching these youth songwriting. What he found was these youth used the experience as a chance to process their emotions and begin to heal.

In 2017, The Bridge became a stand-alone non-profit. The Bridge now hosts programming throughout our community at detention centers, prisons, group homes, middle schools, and music venues. In 2021, The Bridge served 243 individual youth.

In this grant, we are requesting funding to support an eight-week community songwriting workshop for local youth artists between the ages of 14 and 21. In this project, youth will participate in eight weekly two-hour-workshops at the Capitol Theater in Downtown Olympia.

We plan to run this workshop series from March through May 2023.

The first portion of each workshop will be dedicated to team building activities, group lessons, artists guest speakers, and performance rehearsal. The second portion of each session will be focused on youth writing collaborative songs in small breakout teams. These breakout teams will be led by experienced music mentors from the Olympia community. After the sixth week of workshops, youth will record their finished music with a professional audio engineer. The workshops will conclude with a high production value final public performance.

Through this project youth will develop as musicians, build life skills, and create supportive community.

## **9.) Project Proposal**

Through this project we will create a space where youth's voices, cultures, and talents are celebrated.

For youth, this project will be an opportunity to develop their musical skills, learn from experienced musicians, and connect with like-minded peers. While many of the youth in this program have experienced similar challenges, they will be brought together not because of any struggle but rather their shared interest in creativity.

Each participating youth will bring with them their own musical style, voice, and perspective.

Through the collaborative nature of this program, youth will learn from each other and expand their musical horizons. This project will include all styles of music and feature youth singing, rapping, playing instruments, and reciting poetry.

The youth will showcase their finished songs to the community at-large through a final concert titled "The Bridge Performance Flowcase." Youth will be encouraged to promote the event to their friends, families, and other supporters. This will be a free public concert held at the Capitol Theater.

This project will create a unique cultural experience through helping develop and highlight original music created by some of our communities most underserved youth.

## **10.) Public Benefit**

Participation in our eight-week songwriting workshop will be open to all youth who want to be involved. Part of what will make the program special is that youth from different backgrounds will be working on music collaboratively.

This program will create further equity within Olympia's arts community through including youth who have not traditionally participated in arts programming. We will include youth who have experienced major life challenges such as foster care, homelessness, incarceration, or are in danger of dropping out of high school.

We will connect with these youth through targeted outreach. In addition to reaching out to our network of social service and juvenile justice professionals, we will present to youth directly during class time at Avanti, Olympia's alternative high school.

We will remove barriers that could prevent youth from participating by:

- Providing the workshops 100% free of charge
- Coordinating plans with group homes
- Creating youth safety plans, when needed
- Ongoing communication and advocacy with youth-serving professionals

This project will be co-facilitated by a former youth participant as part of our Professional Development & Leadership Program. This young adult will act as second-in-command throughout the project. Some of their roles will include presenting group lessons, helping coordinate volunteers, and mentoring youth directly. Using the skills developed during this project, our former participant will eventually lead their own workshops and programs.





# *The Bridge Music Project*



#8

**COMPLETE**

**Collector:** Web Link 1 (Web Link)  
**Started:** Sunday, October 30, 2022 1:46:06 AM  
**Last Modified:** Sunday, October 30, 2022 1:06:12 PM  
**Time Spent:** 11:20:05  
**IP Address:** 76.135.72.234

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## Page 1: Grants to Arts and Culture Organization Application

**Q1**

## Arts/Culture Organization

## Information

Name	<b>Emily Clouse</b>
Arts/Culture Organization	<b>Collaborative Assn. for Reintegration &amp; Education (CARE)</b>
Address	<b>5640 Indian Crest Ln. NE</b>
City/Town	<b>Olympia</b>
State/Province	<b>WA</b>
ZIP/Postal Code	<b>98516</b>
Email Address	<b>careolympia@gmail.com</b>
Phone Number	<b>3608100993</b>

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**Q2**

## Project Name

Reintegration Through Arts &amp; Culture

**Q3**

## Project Summary

This collaborative project between Olympia Lamplighters and CARE offers Arts-Based Peer Counseling and Olympia Lamplighters Scholarships to justice and system impacted youth and young adults (Y-YAs). We are seeking funds to expand our Peer Navigator program and reach 30 more Y-YAs over the next year. CARE's arts-based peer counseling sessions utilize a strengths-based psychosocial perspective, highlighting the mind-body connection and emphasizing improved quality of life, social connectedness, and a sense of agency among Y-YAs. These peer counseling sessions take place both in the community and at Olympia Lamplighters' creative workspace. Olympia Lamplighters Scholarships provide Y-YAs with access to an art gallery and fully equipped creative space that offers a resource library, art classes, sound engineering/music lessons, and support in all creative endeavors.

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#### Q4

Total Grant Request Amount

\$5,000

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#### Q5

What types of expenses will your grant be used to cover?

Olympia Lamplighters Scholarships:

- Creative classes, workshops, and art supplies
- Limited access to the Audio Recording Studio
- Unlimited access to the creative workspace during operating hours
- Creative services, including (but not limited to): portfolio assistance, audio engineering support, and art storage

CARE Peer-Counseling:

- Liability insurance (up to \$500 per terms of funding contract)
  - Transportation, meals (one per session), and communication costs required for peer counseling sessions
  - Printing
- 

#### Q6

How many people do you expect to engage with this project?

We expect to expand our program to serve 30 additional YYAs over the next 12 months.

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#### Q7

Yes

Eligibility - To apply for this opportunity, Olympia-based organizations must: Have programs centered on arts and/or culture in Olympia Have 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?

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#### Q8

Arts/Culture Organization – Please upload a statement\* about your organization, addressing the following questions. (\*Not to exceed one, double-sided page) Describe your history of involvement and activity within the community? How does the prior work of your Arts/Culture Organization prepare you to complete the proposed project? How do you anticipate your project will engage Olympia's citizens in meaningful ways to expand involvement in arts and culture?

Arts\_Culture%20Organization%20Statement.pdf (46.3KB)

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**Q9**

Project Proposal – Please upload a statement\* about your project proposal, addressing the following questions. (\*Not to exceed one, double-sided page)How does your proposal contribute to broad distribution of arts and culture experiences throughout Olympia?How does your project provide for diverse forms of art and culture within the community? How does your project contribute to a balanced offering of arts and culture experiences within the Olympia community

**Project%20Proposal%20Statement.pdf (39.3KB)**

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**Q10**

Public Benefit - Please upload a statement\* about your project proposal, addressing the following questions. (\*Not to exceed one, double-sided page)Describe how this project provides equitable access to arts and culture for all Olympians? Especially populations and groups that have faced barriers to accessing community arts and culture programs. How do you intend to connect this opportunity with underserved communities?

**Public%20Benefit%20Statement.pdf (42.2KB)**

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**Q11**

Project Expenses: please list a description and the amount of each project expense. (Eg. Artist fees: \$500)

Project Expense 1	<b>CARE Liability Insurance (\$500)</b>
Project Expense 2	<b>Transportation (\$1200)</b>
Project Expense 3	<b>Meals (\$1450)</b>
Project Expense 4	<b>Communication (\$800)</b>
Project Expense 5	<b>Printing (\$800)</b>
Project Expense 6	<b>Creative classes and workshops (\$1250)</b>
Project Expense 7	<b>Art supplies (\$1000)</b>
Project Expense 8	<b>Audio Recording Studio Lessons (\$2000)</b>
Project Expense 9	<b>Creative Services (\$1,000)</b>
Total Expenses	<b>\$10,000</b>

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**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	<b>Individual CARE Contributions \$2,400</b>
Project Income 2	<b>CARE Bank Balance \$2,100</b>
Project Income 3	<b>Volunteer Hours \$500</b>
Total Income (Matching Funds)	<b>\$5,000</b>
Grant Request Amount	<b>\$5,000</b>
Overall Total (Add total income & Grant Request amount)	<b>\$10,000</b>

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**Q13**

Will you accept partial funding, if offered?

Yes

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**Q14**

Please attach verification of your organization's 501(c)3 status.

**CARE%20501(c)3%20Letter.pdf (449.7KB)**

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**Q15**

Optional: Please upload any supplemental information.

**IRS%20Determination%20Letter.PDF (361KB)**

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## *Arts/Culture Organization Statement*

The Collaborative Association for Reintegration and Education (CARE) has actively served justice-involved community members in Thurston County for three years. CARE started as a grassroots, community-based mutual aid team in 2019, and became incorporated as a Washington State Nonprofit in June 2021. Our initial goals have been primarily centered around building trust and sustainable relationships with the population we serve by engaging neighbors in meaningful ways. CARE currently offers Mutual Aid, Youth and Young Adult (Y-YA) Recreation, and Peer Navigator programs. Over 75% of the Y-YAs we serve have expressed interest in the arts, both personally and professionally. CARE's Arts-Based Peer Counseling is an extension of our Peer Navigator program that was developed in response to this influx in creatively inclined Y-YAs we serve.

CARE has worked with Olympia Lamplighters since its inception by providing over 100 peer counseling sessions with 25% being in the creative workspace. These peer counseling sessions decrease risk factors for Y-YAs by building trust, increased autonomy, and improved life trajectories. Specifically, our work with Olympia Lamplighters reduces barriers to Y-YA involvement in arts and culture. This includes increased access to the arts through building the art community and increasing social connectedness, learning the arts through their classes, being able to financially support themselves by selling their artwork through their gallery space, and having access to music through their audio recording room.

### *Arts/Culture Organization Statement*

CARE utilizes a strengths-based psychosocial perspective to engage with Y-YAs by providing an outlet for expressing thoughts and ideas in creative and therapeutic ways. This project will strengthen relationships between prosocial peers who can educate one another about arts and culture in a safe and secure setting. These methods provide Y-YAs with opportunities to learn new skills, develop new talents, and cultivate a sense of purpose and belonging. This distinctive approach creates an environment in which Y-YAs can learn alternative ways of processing difficult feelings and emotions, rather than acting in potentially dangerous or destructive ways.

## *Project Proposal Statement*

Our commitment to the broad distribution of arts and culture experiences promotes enhanced overall functioning and quality of life for the Y-YAs we serve. This proposal reflects our commitment by improving reintegration outcomes and connecting justice-involved Y-YAs to opportunities that are typically perceived as inaccessible to them. Additionally, our Peer Navigators provide guidance and mentorship for Y-YAs who aspire to become financially self-sufficient artists by supporting them in their own personal distribution of art. Utilizing the space at Olympia Lamplighters provides Y-YAs an environment to build upon and develop new skills by engaging in creative experiences that foster a sense of empowerment.

Program activities may take many forms, including visual or performing arts, storytelling, dance, crafts, literature, and music. Integrating diverse forms of art and culture provides a wide range of opportunities that contribute to positive cognitive development, self-awareness, freedom of expression, and identity affirmation for the Y-YA we serve. Increased exposure to a myriad of creative experiences throughout Olympia is a critical component of transformative healing and liberation through the arts. For example, performing arts allow Y-YAs to practice certain prosocial skills and behaviors that can be applied to other arenas in life, such as communication and relationship building. Conversely, creative writing is a more solitary activity that can allow for self-reflection and mood control. This balanced offering of arts and culture experiences allows us to engage with Y-YAs in ways that are unique and meaningful to each individual we serve through this project.



### *Public Benefit Statement*

This project will connect justice-involved Y-YAs in CARE's Peer Navigator program to the Olympia Lamplighters Scholarship program. The majority of the Y-YAs in our Peer Navigator program are unhoused, and reside in shelters, camps, hotels, and vehicles. This project provides equitable access to arts and culture by providing meals and transportation during peer counseling sessions. Our commitment to ensuring equitable access includes the elimination of barriers to the arts faced by the lack of essential basic needs many of our justice-impacted neighbors experience.

Olympia Lamplighters provides equitable access to arts and culture for all Olympians. Their mission statement is "to provide creators and artists of all ages and disciplines, a space to engage, inspire and grow together as an all-inclusive community." Their values statement includes, "Respect for all people, communities, and cultures. We honour our community by being socially, financially, and environmentally responsible and strive to meet the highest ethical standards. We challenge each other to strive for excellence and to continually learn as well as to embrace continuous improvement, change, and to foster bold creativity." They also offer free nights every Tuesday, a Queer Professional Networking monthly Meeting, a free monthly all ages queer dance, scholarships for art classes and space use, ADA accessible space, and gallery space to sell artwork.

#10

COMPLETE

**Collector:** Web Link 1 (Web Link)  
**Started:** Sunday, October 30, 2022 6:31:55 PM  
**Last Modified:** Sunday, October 30, 2022 8:03:43 PM  
**Time Spent:** 01:31:48  
**IP Address:** 96.93.115.18

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## Page 1: Grants to Arts and Culture Organization Application

## Q1

## Arts/Culture Organization Information

Name	Amy Sewell
Arts/Culture Organization	West Central Park Project
Address	2103 Harrison Ave. NW, PMB 2835
City/Town	Olympia
State/Province	WA
ZIP/Postal Code	98502
Email Address	amy@aparkforus.org
Phone Number	3604022641

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## Q2

## Project Name

West Central Park Project 2023 Summer Arts Event Schedule

## Q3

## Project Summary

West Central Park Project is dedicated to fostering recreational, educational, economic, and creative needs of the community in which it sits. This grant will help us provide for the creative needs of the community by presenting 12 music events. The funds will allow us to give stipends to the musical artists and cover the infrastructure costs needed for the event season June to October: 5 months. In addition, WCP space and stage is used by other creative partners such as the open mic sessions "A Mic for Us" and the Sunday Drum Circle. Our space is also used by the West Central Park Neighborhood Center for their Saturday Market hosting food, crafts, art and music. For our partners, the WCP provides the infrastructure: taxes, insurance, water, garbage, grounds maintenance and portapotty rental. Visitors to the park may enjoy 3-5 free scheduled cultural events every week during the 5 month "summer" period.

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#### Q4

Total Grant Request Amount

\$3965.00

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#### Q5

What types of expenses will your grant be used to cover?

Musician and sound technician stipends, PortaPotty rental, Promotion and advertising, Overhead costs for 5 months such as insurance, office rental, utilities and supplies.

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#### Q6

How many people do you expect to engage with this project?

3000 at events + 1200 at partner events at the park

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#### Q7

Yes

Eligibility - To apply for this opportunity, Olympia-based organizations must: Have programs centered on arts and/or culture in Olympia Have 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?

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#### Q8

Arts/Culture Organization – Please upload a statement\* about your organization, addressing the following questions. (\*Not to exceed one, double-sided page) Describe your history of involvement and activity within the community? How does the prior work of your Arts/Culture Organization prepare you to complete the proposed project? How do you anticipate your project will engage Olympia's citizens in meaningful ways to expand involvement in arts and culture?

8%20WACO.pdf (72.9KB)

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#### Q9

Project Proposal – Please upload a statement\* about your project proposal, addressing the following questions. (\*Not to exceed one, double-sided page) How does your proposal contribute to broad distribution of arts and culture experiences throughout Olympia? How does your project provide for diverse forms of art and culture within the community? How does your project contribute to a balanced offering of arts and culture experiences within the Olympia community

9%20GACO%20grant.pdf (69.5KB)

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**Q10**

Public Benefit - Please upload a statement\* about your project proposal, addressing the following questions. (\*Not to exceed one, double-sided page) Describe how this project provides equitable access to arts and culture for all Olympians? Especially populations and groups that have faced barriers to accessing community arts and culture programs. How do you intend to connect this opportunity with underserved communities?

10%20GACO%20grant.pdf (67.8KB)

**Q11**

Project Expenses: please list a description and the amount of each project expense. (Eg. Artist fees: \$500)

Project Expense 1	Printing and Copying (promotional materials) \$255
Project Expense 2	Advertising (social media posts) \$150
Project Expense 3	Web Page Maintenance (5 months) \$20
Project Expense 4	Park Office Rent (5 months) \$75
Project Expense 5	Liability Insurance (5 months) \$580
Project Expense 6	Program Contractor Fees (Musicians, Sound) \$4800
Project Expense 7	PortaPotty Rental \$1300
Project Expense 8	Supplies and Maintenance \$250
Project Expense 9	Water and Garbage Service (5 months) \$500
Total Expenses	\$7930

**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	Restricted Event Donations (remains from '22) \$2000
Project Income 2	Park Space Rent \$250
Project Income 3	Volunteer Staff at Events (7*12 events) \$1715
Total Income (Matching Funds)	\$3965
Grant Request Amount	\$3965
Overall Total (Add total income & Grant Request amount)	\$7930

**Q13**

Will you accept partial funding, if offered?

Yes

**Q14**

Please attach verification of your organization's 501(c)3 status.

**501c3%20Letter.jpeg.pdf (1MB)**

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**Q15**

Optional: Please upload any supplemental information.

**2022%20Event%20Schedule.pdf (1MB)**

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## 8. Arts/Culture Organization description - answer the following questions

- **Describe your history of involvement and activity within the community**

West Central Park Project began in 2013 as a vacant lot that was slated to be developed into yet another commercial corner. Through the forethought and exemplary efforts, the founding members created a vision for this sad, grubby, busy street corner lot. WCPP has spent the next almost 10 years aspiring to fulfil our mission statement: **The WCPP is dedicated to creating a public, open, green space ("Park") that will foster the recreational, educational, economic, and creative needs of the community in which it sits.**

WCPP sits on a busy commercial corner on the west side of Olympia and has been providing an open greenspace and cultural hub to the neighbors to date. In addition to being a respite from the daily hustle and bustle, a place to sit, relax, graze on the edible landscaping, walk your pet, or enjoy your family picnic; we have been dedicated to providing arts and cultural activities in the park. Free Concerts began in 2013 and with a break for Covid-19, resumed in 2022. We encourage a wide range of genres which includes Olympia school bands to choral music to Jazz to rock to folk to surf tunes. The park has hosted local artist exhibits their works as one person shows and a little Free Art gallery (based on the little free library model) was inaugurated in 2022. We have dedicated fencing to provide gallery space for outdoor exhibits. WCPP has hosted cultural events such as the Zine fest, Sustainability Fair, Cider pressing and Choral events.

The West Central Park Project is an entirely volunteer staffed 501(3)c organization.

- **How does your prior work of your organization prepare you to complete the proposed project.**

This past summer WCPP hosted 12 music concerts, twice a month open mic nights, weekly drumming circle, story and craft children's programs. We have a dedicated group of volunteers who help with set up, break down, providing support during the performances to maintain a family friendly atmosphere.

The covered stage area (12'x20') was completed in 2017 which greatly increased our capacity for events. Sound boards, speakers, mics, stands, have been donated and upgraded over time. Stage lighting and booms enhance the concert experience. Three rotating sound technician volunteers run the sound and light systems at each event.

- **How do you anticipate your project will engage Olympia's citizens in meaningful ways to expand involvement in arts and culture?**

Our visitors have so many ways to engage with the park. The musical events provide opportunities to enjoy live free music, engage in movement activities with the dance flags, and glow toys, and percussion instruments. Artists come to the park to draw and paint. Visitors leave or take small art pieces in The Little Free Art Gallery. Open Mic night encourages 5-6 musicians to perform on our stage in front of their friends and neighbors. The drum circle includes 8-10 participants each week. The Saturday market brings many visitors and artists to the park to browse and buy and sell arts and crafts as well as listing to the weekly musical

guests. Special events such as the Zine fest brings new visitors to the park each year to engage with graphic artists and learn about the Zine culture.

## 9. Project Proposal

- **How does your proposal contribute to broad distribution of arts and culture experiences throughout Olympia?**

WCPP provides an anchor spot on the west side of Olympia for music, arts, and cultural events. It complements the outdoor summer concerts in downtown Olympia and provides a venue locally on the west side so families and neighbors can walk to an event near their homes. Our regularly scheduled events: concerts on Saturdays (also some mid-week), drum circle on Sundays, open mic on Thursdays, Saturday markets with food, musical guests, arts and crafts (hosted by our partners The West Central Park Neighborhood Center) provide a weekly summer schedule of free events, culture, and cuisine. Half of the neighbors, as we have learned from our surveys, visit the park for more than two of our offerings. One third live within a mile of the park and a third live within three miles. WCPP provides walkable neighborhood destination.

Special events such as the Zine fest, “Olympia Zine Fest is an annual community event that promotes zines and other forms of DIY culture” also brings more visitors to the park to meet local graphic novel and comics artists for this annual event.

- **How does your project provide for diverse forms of arts and culture within the community?**

In 2023 we will host 12 musical concerts in WCPP from various musical genres. The West Central Park Neighborhood Center’s Farmers market brings crafts and music to the park. A movement artist attends one of our musical events and encourages dance and movement with dance flags handed out to the audience. Our Little Free library encourages visitors to make and share their small artworks with others. The Open Mic program and the drumming circle encourage visitors to be a part of the event. Our park partners are instrumental in making the visitor experience both as a participant or an audience member.

- **How does your project contribute to a balanced offering of arts and culture experiences within the Olympia Community?**

- Musical guests in our summer program perform in a variety of genres, and a variety of experience and ages: Middle school band to seasoned local bands. A goal of the 2023 program will be to expand our range to more genres.
- Local artists have exhibited their works as one person shows and a little Free Art gallery (based on the little free library model) which was inaugurated in 2022.
- Spoken word arts are also represented in our story times and open mic opportunities.
- Dance and movement is woven into some of our event performances.
- Olympia Zine Fest is an annual community event that showcases graphic novel artists, comics illustrators and other forms of DIY culture.



10. Public benefit (Upload a statement with answers):

- **Describe how this project provides equitable access to arts and culture for all Olympians?**

All our events are free and open to the public. Our space has no barriers for persons with disabilities. All audience members are encouraged to participate in the event performances as audience members; we provide bubble wands, dance flags, glow toys, rhythm makers to encourage movement during the performances. Park volunteers circulate during the performances interacting with our audience. During the Luminary Procession, the Earthbound productions group brought Luminary lanterns to loan to the attendees so they could all participate in the parade. In 2023, our events will continue to be inclusive and participatory.

Our partners: Drum Circle and Open Mic for Us both open their events to anyone who is interested.

- **Especially populations and groups that have faced barriers to accessing community arts and culture programs.**

We have been inviting our un-homed neighbors who use the park regularly to become our partners and volunteers. By engaging them in our volunteer work and maintenance work parties they are comfortable attending our events.

During events our volunteers circulate in the audience and engage with the participants. Many have heard the music when they stop by and by receiving a personal invitation and a flyer handed to them, they are welcomed and often attend future events.

- **How do you intend to connect this opportunity with underserved communities?**

Our 2023 plan includes more targeted social media posts and ads so we can increase our exposure. This neighborhood has many low income families and access to this demographic will be through the local schools. We have a former educator on our board who will pursue this.

As we learned from our surveys, 1/3 of our visitors live within 1 mile of the park so we will increase outreach by posting signs and updating our information kiosk more often. We have a Facebook page and an email sign up and a blog. New this year, we will also post event notices in community locations and businesses. Many people pass through the park casually and return for events if the advertising is current and accessible. We will rely on social media, signs and flyers to connect with visitors.

# Summer In The Park

Check our schedule at [www.westcentralpark.org](http://www.westcentralpark.org) for updates

## RECURRING EVENTS - NEW IN 2022

**EVERY SUNDAY**  
6:00 to 8:00 pm

**Community Rhythm Circle**  
*Drumming - Beginners Welcome*

**FIRST & THIRD THURSDAY**  
5:30 to 8:00 pm

**A Mic For Us**  
*Open Mic Nights - Sign up at event*

## CONCERTS & OTHER EVENTS

**Saturday - June 18**  
7:30 pm to 10:00 pm

**The Wanderin' Kind**  
*High-energy from rock 'n roll to R&B - Come out and dance into summer!*

**Saturday - June 25**  
3:00 pm to 5:00 pm

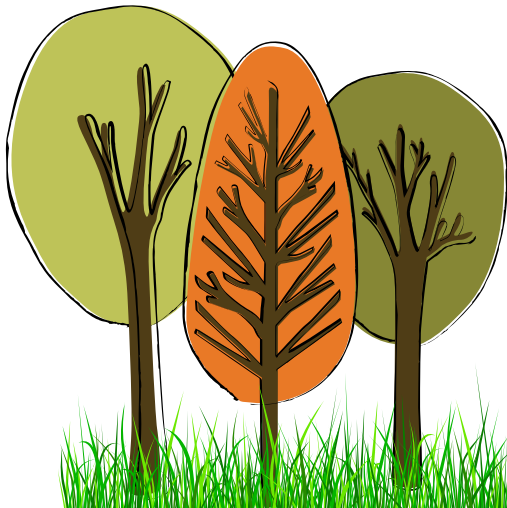
**Story Book & Craft Afternoon In the Park**  
*Join @eatdrinkandseeoly for a storybook circle starting at 3pm followed by a guided craft activity with @soireesocietypnw.*

**Saturday - July 2**  
7:00 pm to 9:00 pm

**Ben Martin Jazz Quartet**  
*Local jazz musician Benjamin Martin and his band kick off our July schedule with their sophisticated sound.*

## COMING UP IN JULY AND BEYOND...

**WCP Yard Sale | The Lumen | Lunamelt  
Vendredi's Bag | Jacked Lords | Backlash Band |  
Reckoning | Olympia Zine Fest  
Luminary Parade w/ Artesian Rumble Arkestra  
...more to be announced!**



## Summer In The Park

Check our schedule at [www.westcentralpark.org](http://www.westcentralpark.org) for updates

**Sunday - July 10**  
**8:00 am to 5:00 pm**

### WCP YARD SALE

*Find some great stuff AND support the operations of West Central Park with your purchases. We're going to make it a yard party!*

**Saturday - July 30**  
**7:00 pm to 9:00 pm**

### The Lumen

*Always a favorite at the park, The Lumen gets everyone dancing with high-energy rock classics and more.*

**Monday- Aug 1**  
**7:00 pm to 9:00 pm**

### Vendredi's Bag Celebrates Jerry Garcia's Birthday

*These talented musicians love Django and Jobim right along with Irving and Miles. Throw in some Eddie Harris, Dr. John and Jerry, and you have a good sense of what their bag is all about.*

**Thursday - Aug 11**  
**7:00 pm to 9:00 pm**

### Lunamelt

*Perrenial park favorites Lunamelt heat up the mid-week stage with their big funk sound. Put on your dancing shoes!*

**Saturday - Aug 20**  
**8:00 pm to 10:00 pm**

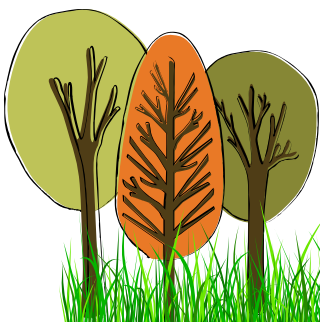
### Backlash Band

*Backlash brings their classic rock & roll energy to a broad set list ranging from rock and country to blues.*

**Saturday - Sept 3**  
**7:00 pm to 9:00 pm**

### The Hinges

*The Hinges return to the WCP stage with their unique psychedelic folk sound and original tunes; vocals, guitars, bass, drums, keyboards, and more.*





# Summer In The Park

Check our schedule at [www.westcentralpark.org](http://www.westcentralpark.org) for updates

**Saturday - Sept 10**  
**7:00 pm to 9:00 pm**

## LUMINARY PARADE AT WEST CENTRAL PARK

*We're delighted to host another fantastic Westside Luminary Parade, featuring the great sounds of the Artesian Rumble Arkestra. Past parades have been the highlight of our summer so don't miss this one!*

**Saturday - Sept 17**  
**8:00 pm to 10:00 pm**

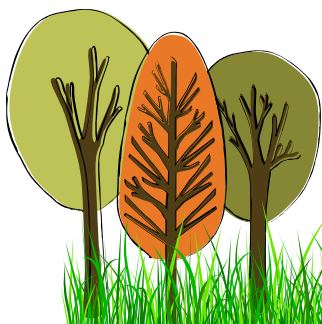
## Creep/88 Grizzly

*An Olympia 90s Psych-Punk Band , Creep's original four founding members have reunited. Playing with local 88 Grizzly.*

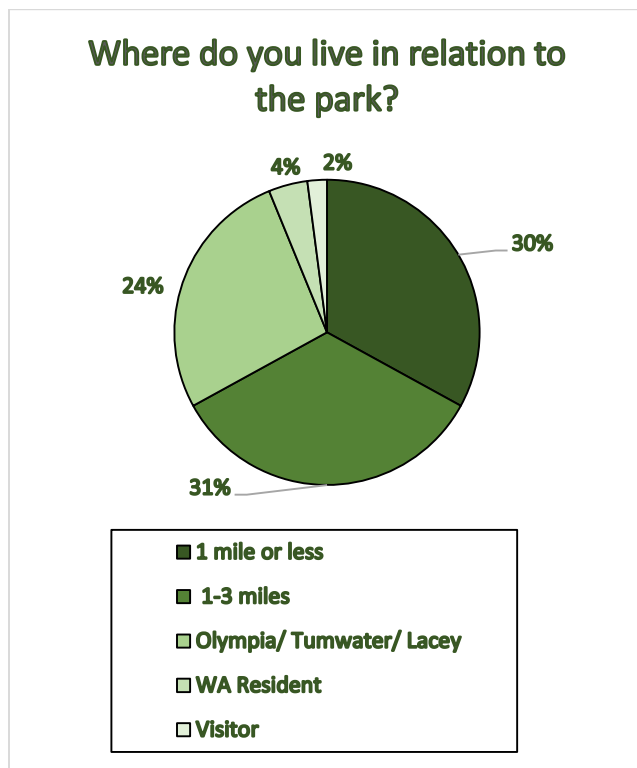
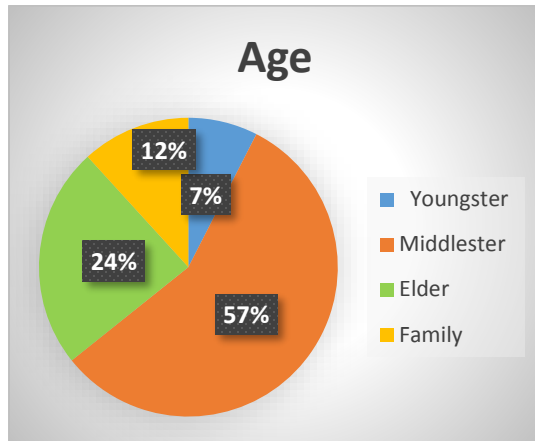
**Saturday - Oct 22**  
**7:00 pm to 9:00 pm**

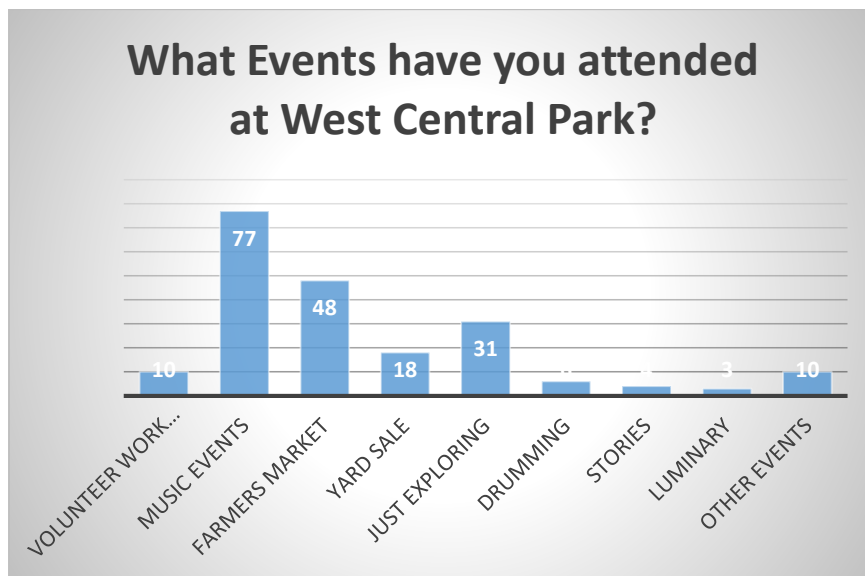
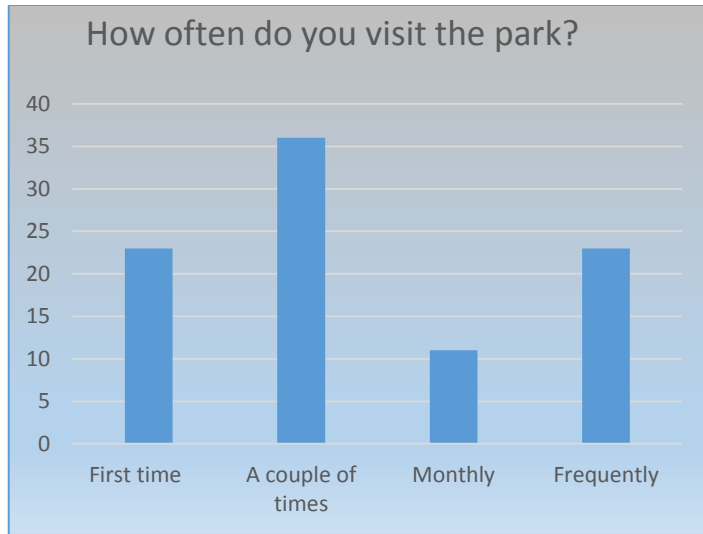
## Reckoning

*Celebrate the end of a great summer with this collection of talented musicians.*



# The Survey Says.....





#11

COMPLETE

**Collector:** Web Link 1 (Web Link)  
**Started:** Sunday, October 30, 2022 2:00:45 PM  
**Last Modified:** Sunday, October 30, 2022 9:27:41 PM  
**Time Spent:** 07:26:55  
**IP Address:** 63.225.165.177

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Page 1: Grants to Arts and Culture Organization Application

Q1

Arts/Culture Organization Information

Name	Joyce Mercuri
Arts/Culture Organization	Earthbound Productions
Address	P. O. Box 7192
City/Town	OLYMPIA
State/Province	WA
ZIP/Postal Code	98517
Email Address	chela2@Q.com
Phone Number	(360) 464-7006

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Q2

Project Name

Luminary Procession and Luminary Workshops

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### Q3

#### Project Summary

As has been the case since the early 1990's, the core value at the center of Earthbound Productions is to elevate the dignity of the human spirit by enhancing the cultural exchange that we have with each other and with the natural world through imagination, creation, and sharing.

This project will further that goal by supporting the continued renewal (post-Covid!\*) of Olympia's treasured Luminary Procession. Grant funds will be used to produce two Luminary Procession events and three small public workshops to teach community members to make their own lanterns to carry in the processions. One Luminary Procession event would coincide with downtown Olympia Spring Artswalk in 2023, with another smaller local event at the West Central Park Project in west Olympia during the summer of 2023.

In addition to the Luminary Processions, funds would also be dedicated to offering three workshops for lantern-making: Two workshops will be offered to the general public for a fee, and one workshop will offered to at-at-risk youth for free.

\*After a 2 year hiatus due to Covid 19, the Luminary Procession (which, pre-Covid, took place during the spring Artswalk), was rejuvenated in 2022. Last August and September, in collaboration with the West Central Park Project, volunteers from Earthbound provided a luminary making workshop (attended by 12 people) and produced a small Luminary Procession at the park on Harrison and Division Street in West Olympia (attended by 400 people!). In October, 2022, we worked with the City of Olympia to fold a (somewhat impromptu) Luminary Procession into the Fall Artswalk festivities. There were lots of smiles all around!

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### Q4

#### Total Grant Request

Amount

\$2130.00

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### Q5

What types of expenses will your grant be used to cover?

Grant funds will be used to cover: Studio rental space for staging and preparing for the two Luminary Processions; production costs (e.g. maintaining/repairing the art pieces, installing new lights, transporting lanterns, creating new lanterns for public use in the processions, advertising/flyers for events, permits/fees); studio rental space for art workshops; workshop teacher stipends; art materials and supplies; stipends for musicians/dance group; volunteer appreciation; event insurance.

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### Q6

How many people do you expect to engage with this project?

We anticipate approximately 1500 or more people would engage with the project, based on previous experience with the Luminary Procession in Olympia. The Artswalk Luminary Processions in the past have directly engaged 100 or more participants who carry artful lanterns provided by Earthbound, or bring their own lanterns. Also directly participating in the events will be local musical and dance troupes such as Samba Olywa or Artesian Rumble Arkestra with up to 40 members. The Luminary Procession events also engage multitudes of enthusiastic spectators, who often follow along with the procession route, dance to the music and celebrate with the group. (At the West Central Park Project Luminary Procession in September 2022, at least 400 people attended according to a survey conducted at the park on the night of the event.) We will engage approximately 45-50 people in the luminary workshops. One of the workshops will be specifically targeted to at risk youth, where up to 20 participants would be engaged.



**Q7**

Yes

Eligibility - To apply for this opportunity, Olympia-based organizations must: Have programs centered on arts and/or culture in Olympia Have 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?

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**Q8**

Arts/Culture Organization – Please upload a statement\* about your organization, addressing the following questions. (\*Not to exceed one, double-sided page) Describe your history of involvement and activity within the community? How does the prior work of your Arts/Culture Organization prepare you to complete the proposed project? How do you anticipate your project will engage Olympia's citizens in meaningful ways to expand involvement in arts and culture?

**GACO%20Luminary%20Earthbound%20%238.pdf (618.4KB)**

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**Q9**

Project Proposal – Please upload a statement\* about your project proposal, addressing the following questions. (\*Not to exceed one, double-sided page) How does your proposal contribute to broad distribution of arts and culture experiences throughout Olympia? How does your project provide for diverse forms of art and culture within the community? How does your project contribute to a balanced offering of arts and culture experiences within the Olympia community

**GACO%20Luminary%20Earthbound%20%239.pdf (602.8KB)**

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**Q10**

Public Benefit - Please upload a statement\* about your project proposal, addressing the following questions. (\*Not to exceed one, double-sided page) Describe how this project provides equitable access to arts and culture for all Olympians? Especially populations and groups that have faced barriers to accessing community arts and culture programs. How do you intend to connect this opportunity with underserved communities?

**GACO%20Luminary%20Earthbound%20%2310.pdf (600.5KB)**

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**Q11**

Project Expenses: please list a description and the amount of each project expense. (Eg. Artist fees: \$500)

Project Expense 1	<b>\$960: Rent studio space for producing Luminary Processions</b>
Project Expense 2	<b>\$500: Truck rental/gas/insurance to transport luminaries for processions</b>
Project Expense 3	<b>\$200: Musician/Dancer honoraria</b>
Project Expense 4	<b>\$180: Misc. administration (detail attached)</b>
Project Expense 5	<b>\$500: Materials for workshops/lantern making/repairs</b>
Project Expense 6	<b>\$600: Instructor stipends for workshops</b>
Project Expense 7	<b>\$720: Rent studio space for workshops</b>
Project Expense 8	<b>\$200: Volunteer appreciation</b>
Project Expense 9	<b>\$400: Event Insurance</b>
Total Expenses	<b>\$4,260</b>

**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	<b>Workshop fees (30 participants x \$25): \$750</b>
Project Income 2	<b>Volunteer hours (43 hours x 31.72/hr): \$1380</b>
Total Income (Matching Funds)	<b>\$2130</b>
Grant Request Amount	<b>\$2130</b>
Overall Total (Add total income & Grant Request amount)	<b>\$4,260</b>

**Q13**

Will you accept partial funding, if offered?

Yes. Any funding will help, but we would need to scale back the program to accommodate the reduction. At a minimum we would need to pay for transporting the art pieces and some studio time for preparations.

**Q14**

Please attach verification of your organization's 501(c)3 status.

**501c3%20documentation.pdf (263.5KB)**

**Q15**

Optional: Please upload any supplemental information.

**GACOgrant-Luminary-2022.pdf (1.3MB)**

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8. Arts/Culture Organization description - answer the following questions (upload a file with answers not to exceed one, double-sided page)

a) Describe your history of involvement and activity within the community:

In January 1995 a group of Olympia residents organized an event to celebrate the 25<sup>th</sup> anniversary of Earth Day and to support the Congressional renewal of the Endangered Species Act. The group decided on a positive statement of support in the form of a community celebration. They developed ideas for action and agreed on several basic tenants, along with three simple rules, which became their working principles: no written words, no live pets, and no motorized vehicles. And so, the Procession of the Species Celebration was born.

Each year from the inception of the Procession of the Species, until the onset of the Covid 19 pandemic in 2020 (24 years), Earthbound provided the vibrant Procession of the Species community art studio to Olympia and produced the Procession of the Species event each spring to celebrate Earth Day. The volunteer-run art studio provided supplies and space for individuals and groups to create art. The studio offered public art workshops to a diverse community of people from the wider Olympia/Thurston County area and provided space for community-building of artful floats for the Procession. The studio provided workshops at little to no cost to the community, and never turned away anyone for lack of funds.

We engaged thousands of people in our community through their creation of art and music, walking/dancing in the Procession, volunteering as staff in the art studio, volunteering to create sculptures for the Procession, helping produce the events, and as happy observers/participants on the day of the Procession. Individuals, K-12 school groups, daycares, scout troops, church groups, social and cultural clubs, local businesses, and extended families have all participated. Over the years, we have worked collaboratively with other arts organizations such as Samba Olywa, Artesian Rumble Arkestra, and the Bon Odori Summer Dance festival to provide production space and support for their costuming and productions. There have been over 60 cities in the United States and abroad that have enacted Processions based on the format was created in Olympia.

In 2004, the Luminary Procession was added to the events of Procession of the Species and it continued every year until the Covid 19 lockdown in 2020. Public luminary-building workshops were held at the art studio, where hundreds of people learned to make lanterns and then participated in the Luminary Processions. In 2018 and 2019, Earthbound volunteers worked with the non-profit West Central Park Project to produce 'mini' Luminary Procession events at the park in West Olympia. After a 2 year hiatus due to Covid 19, in August/September 2022, we once again collaborated with West Central Park project by teaching a lantern-making workshop, and producing a small event at the park (attended by approximately 400 people).

b) How does your prior work of your organization prepare you to complete the proposed project

Because of our long history of productions and collaboration, Earthbound is poised to resume the Luminary Processions and workshops. We already own much of the key equipment such as hot glue guns, cutting tools, extension cords, scissors, etc. We have a (currently) small but very dedicated group of long-time Procession artists/volunteers that have the skills to teach workshops. From the Fall Artswalk Luminary Procession, new volunteers have joined our group and are eager to participate. We own a large library of existing lanterns that are loaned to the public to carry in the processions. We have several skilled artists who know how to make new pieces to add to the lantern library, as well as repair and refurbish older pieces. We have existing collaborative relationships with West Central Park Project, Samba Olywa, Artesian Rumble Arkestra, City of Olympia, and many other organizations who may assist with productions and/or participate in the planned processions.

c) How do you anticipate your project will engage Olympia's citizens in meaningful ways to expand involvement in arts and culture?

Studio workshops enable new, inexperienced students to engage in the arts both as artists producing works, and as participants in the event itself. These new volunteers and artists are included in all aspects of the production, including planning and execution, which both enriches their lives and contributes to the community. Making the beginning artwork that will be taught at the workshops does not require special skills, therefore completely inexperienced people from many walks of life can become directly involved in art-making and contributing directly to the community's enjoyment of the Luminary Procession.

Because we provide lanterns for the general public to carry in the Luminary Procession, we directly involve anyone who wants to participate. Because the processions are held at existing events (i.e., Spring Artswalk and West Central Park concerts), a wide diversity of people are already present and can jump in at the spur of the moment. A big part of the fun and joy of the Luminary Procession is the excitement and smiles of the people who come to 'borrow' from the luminary library and walk in the event itself – kids seem to love it best. Also, many community members are often inspired to create their own lanterns, lighted clothing and accessories or other simple and artful ways to contribute to the beauty of the procession.

9. Project Proposal (upload a statement with answers, not to exceed one, double-sided page).

a) How does your proposal contribute to broad distribution of arts and culture experiences throughout Olympia?

Unlike a stationary event held at a theater or gallery, the Luminary Processions are held at two public events which draw a wide range of people (i.e., downtown Olympia Artswalk and West Central Park), therefore they are enjoyed by people from many parts of Olympia as well as Thurston County and surrounding towns. Additionally, people who may not otherwise attend the downtown Friday Artswalk culmination celebration are often drawn to Olympia to participate in or watch the Luminary Procession, and therefore are exposed to other arts offerings in the same evening.

Open participation in the event by its nature is broadly distributing the arts experience because it draws people from many walks of life and backgrounds who can directly participate and assist. We have observed in the past that the new skills learned by participation in the Luminary production enables participants to return to the community as a whole as well as their own small, diverse organizations with these new skills. Thus, the synergy so created spreads well beyond the Luminary event(s) envisioned in this application.

The enjoyment of the events are spread to a wider audience through posting of images and videos of the Luminary Processions on the Olympia Procession of the Species and West Central Park Project Facebook pages (with 2,900 and 2,000 followers, respectively).

b) How does your project provide for diverse forms of arts and culture within the community?

Because it is the only one of its kind, luminary art uniquely adds to the diversity of other existing arts and culture experiences available in Olympia. It is unique in the style of art being presented, the variety of forms it may take (e.g., lanterns of many shapes, degree of complexity, and materials; as well as do-it-yourself efforts for participating in a do-it-yourself 'illuminated' manner). The informal 'direct-participation' nature of the procession is also a unique offering within Olympia, where anyone can join in, and be both participant and spectator of the event.

Further, within the event itself, people can enjoy not only the illuminated art, but also the dance/music group.

c) How does your project contribute to a balanced offering of arts and culture experiences within the Olympia Community?

As explained above, this is a unique event which does not replicate any other visual or performative art forms being offered within the Olympia community, thereby providing an alternative offering of art which is not available through other organizations.

The Luminary Processions and workshops also provide for a balanced offering of arts/culture experiences in Olympia because it does not target or cater to a particular audience - people of all ages and all walks of life are invited to attend, create, and celebrate with all people involved. For example, children do not often get an opportunity to participate directly in a public arts event, but they are so happy and thrilled to be included in the Luminary Procession (see photos attached in additional uploads).

GRANTS TO ARTS AND CULTURE ORGANIZATIONS  
CITY OF OLYMPIA, 2022, APPLICATION 11

10. Public benefit (upload a statement with answers, not to exceed one, double-sided page).

- a) Describe how this project provides equitable access to arts and culture for all Olympians? Especially populations and groups that have faced barriers to accessing community arts and culture programs. How do you intend to connect this opportunity with underserved communities?

Since its inception in the 1990's, Earthbound Productions has always held an open invitation to anyone in the community to participate in imagination, creation, and sharing. Having held a 'free to all' studio for nearly 30 years we intend to continue to offer opportunities for disenfranchised persons in our community to participate fully in our activities. By fostering inclusiveness and collaboration, we engage residents regardless of age, cultural or ethnic background, financial status, or ability.

By producing two different luminary events, we will reach a wider array of people than would be reached only at the downtown Artswalk event. Because participation in the processions is completely free - with Earthbound providing lanterns to carry, or with minimal do-it-yourself preparation, or as a spectator - there is not a financial barrier to participating and enjoying the processions. The events will be promoted through the Olympia Procession of the Species Facebook page, which is followed by 2,900 people of all backgrounds.

For the activities under this grant, we plan to focus attention to the underserved community of Olympia at-risk youth by offering a no-cost workshop for youth to attend. We will reach out to local youth support groups such as Big Brothers-Big Sisters, Our Ark, and Community Youth Services to engage youth attendance at the workshop.



## 1. Admin details—name of organization, address, contact info

Redacted

## 2. Project Name

Luminary Procession and Luminary Workshops

## 3. Project Summary – short narrative

As has been the case since the early 1990's, the core value at the center of Earthbound Productions is to elevate the dignity of the human spirit by enhancing the cultural exchange that we have with each other and with the natural world through imagination, creation, and sharing.

This project will further that goal by supporting the continued renewal (after Covid!\*) of Olympia's treasured Luminary Procession. Grant funds will be used to produce two Luminary Procession events and three small public workshops to teach community members to make their own lanterns to carry in the processions. One Luminary Procession event would coincide with downtown Olympia Spring Artswalk in 2023, with another smaller local event at the West Central Park Project in west Olympia during the summer of 2023.

In addition to the Luminary Processions, funds would also be dedicated to offering three workshops for lantern-making: Two workshops will be offered to the general public for a fee, and one workshop will offered to at-at-risk youth for free.

*\*After a 2 year hiatus due to Covid 19, the Luminary Procession (which, pre-Covid, took place during the spring Artswalk), was rejuvenated in 2022. Last August and September, in collaboration with the West Central Park Project, volunteers from Earthbound provided a luminary making workshop (attended by 12 people) and produced a small Luminary Procession at the park on Harrison and Division Street in West Olympia (attended by 400 people!). In October, 2022, we worked with the City of Olympia to fold a (somewhat impromptu) Luminary Procession into the Fall Artswalk festivities. There were lots of smiles all around!*

#### 4. Total Grant Request

**\$2130** (City Share, before match by Earthbound)

#### 5. What types of expenses will your grant be used to cover?

Grant funds will be used to cover: Studio rental space for staging and preparing for the two Luminary Processions; production costs (e.g. maintaining/repairing the art pieces, installing new lights, transporting lanterns, creating new lanterns for public use in the processions, advertising/flyers for events, permits/fees); studio rental space for art workshops; workshop teacher stipends; art materials and supplies; stipends for musicians/dance group; volunteer appreciation; event insurance.

#### 6. How Many people do you expect to engage with this project?

We anticipate approximately 1500 or more people would engage with the project, based on previous experience with the Luminary Procession in Olympia.

The Artswalk Luminary Processions in the past have directly engaged 100 or more participants who carry artful lanterns provided by Earthbound, or bring their own lanterns. Also directly participating in the events will be local musical and dance troupes such as Samba Olywa or Artesian Rumble Arkestra with up to 40 members. The Luminary Procession events also engage multitudes of enthusiastic spectators, who often follow along with the procession route, dance to the music and celebrate with the group. (At the West Central Park Project Luminary Procession in September 2022, at least 400 people attended according to a survey conducted at the park on the night of the event.)

We will engage approximately 45-50 people in the luminary workshops. One of the workshops will be specifically targeted to at risk youth, where up to 20 participants would be engaged.

#### 7. Eligibility certification – does your organization meet these criteria *(This is a yes/no question to certify your group meets all of the below:*

**YES**

- Have programs centered on arts and/or culture in Olympia
- Have minimum two-year history of continuous operation serving Olympia residents
- Be a 501(c)3 non-profit organization
  - Yes, EIN 91-1692144
- Have at least one ongoing arts program open to the public in Olympia
- A City of Olympia Business License
  - Yes, 601649953

8. Arts/Culture Organization description - answer the following questions (upload a file with answers not to exceed one, double-sided page)

a) Describe your history of involvement and activity within the community:

In January 1995 a group of Olympia residents organized an event to celebrate the 25<sup>th</sup> anniversary of Earth Day and to support the Congressional renewal of the Endangered Species Act. The group decided on a positive statement of support in the form of a community celebration. They developed ideas for action and agreed on several basic tenants, along with three simple rules, which became their working principles: no written words, no live pets, and no motorized vehicles. And so, the Procession of the Species Celebration was born.

Each year from the inception of the Procession of the Species, until the onset of the Covid 19 pandemic in 2020 (24 years), Earthbound provided the vibrant Procession of the Species community art studio to Olympia and produced the Procession of the Species event each spring to celebrate Earth Day. The volunteer-run art studio provided supplies and space for individuals and groups to create art. The studio offered public art workshops to a diverse community of people from the wider Olympia/Thurston County area and provided space for community-building of artful floats for the Procession. The studio provided workshops at little to no cost to the community, and never turned away anyone for lack of funds.

We engaged thousands of people in our community through their creation of art and music, walking/dancing in the Procession, volunteering as staff in the art studio, volunteering to create sculptures for the Procession, helping produce the events, and as happy observers/participants on the day of the Procession. Individuals, K-12 school groups, daycares, scout troops, church groups, social and cultural clubs, local businesses, and extended families have all participated. Over the years, we have worked collaboratively with other arts organizations such as Samba Olywa, Artesian Rumble Arkestra, and the Bon Odori Summer Dance festival to provide production space and support for their costuming and productions. There have been over 60 cities in the United States and abroad that have enacted Processions based on the format was created in Olympia.

In 2004, the Luminary Procession was added to the events of Procession of the Species and it continued every year until the Covid 19 lockdown in 2020. Public luminary-building workshops were held at the art studio, where hundreds of people learned to make lanterns and then participated in the Luminary Processions. In 2018 and 2019, Earthbound volunteers worked with the non-profit West Central Park Project to produce 'mini' Luminary Procession events at the park in West Olympia. After a 2 year hiatus due to Covid 19, in August/September 2022, we once again collaborated with West Central Park project by teaching a lantern-making workshop, and producing a small event at the park (attended by approximately 400 people).

b) How does your prior work of your organization prepare you to complete the proposed project

Because of our long history of productions and collaboration, Earthbound is poised to resume the Luminary Processions and workshops. We already own much of the key equipment such as hot glue guns, cutting tools, extension cords, scissors, etc. We have a (currently) small but very dedicated group of long-time Procession artists/volunteers that have the skills to teach workshops. From the Fall Artswalk Luminary Procession, new volunteers have joined our group and are eager to participate. We own a large library of existing lanterns that are loaned to the public to carry in the processions. We have several skilled artists who know how to make new pieces to add to the lantern library, as well as repair and refurbish older pieces. We have existing collaborative relationships with West Central Park Project, Samba Olywa, Artesian Rumble Arkestra, City of Olympia, and many other organizations who may assist with productions and/or participate in the planned processions.

c) How do you anticipate your project will engage Olympia's citizens in meaningful ways to expand involvement in arts and culture?

Studio workshops enable new, inexperienced students to engage in the arts both as artists producing works, and as participants in the event itself. These new volunteers and artists are included in all aspects of the production, including planning and execution, which both enriches their lives and contributes to the community. Making the beginning artwork that will be taught at the workshops does not require special skills, therefore completely inexperienced people from many walks of life can become directly involved in art-making and contributing directly to the community's enjoyment of the Luminary Procession.

Because we provide lanterns for the general public to carry in the Luminary Procession, we directly involve anyone who wants to participate. Because the processions are held at existing events (i.e., Spring Artswalk and West Central Park concerts), a wide diversity of people are already present and can jump in at the spur of the moment. A big part of the fun and joy of the Luminary Procession is the excitement and smiles of the people who come to 'borrow' from the luminary library and walk in the event itself – kids seem to love it best. Also, many community members are often inspired to create their own lanterns, lighted clothing and accessories or other simple and artful ways to contribute to the beauty of the procession.

9. Project Proposal (upload a statement with answers, not to exceed one, double-sided page).

a) How does your proposal contribute to broad distribution of arts and culture experiences throughout Olympia?

Unlike a stationary event held at a theater or gallery, the Luminary Processions are held at two public events which draw a wide range of people (i.e., downtown Olympia Artswalk and

West Central Park), therefore they are enjoyed by people from many parts of Olympia as well as Thurston County and surrounding towns. Additionally, people who may not otherwise attend the downtown Friday Artswalk culmination celebration are often drawn to Olympia to participate in or watch the Luminary Procession, and therefore are exposed to other arts offerings in the same evening.

Open participation in the event by its nature is broadly distributing the arts experience because it draws people from many walks of life and backgrounds who can directly participate and assist. We have observed in the past that the new skills learned by participation in the Luminary production enables participants to return to the community as a whole as well as their own small, diverse organizations with these new skills. Thus, the synergy so created spreads well beyond the Luminary event(s) envisioned in this application.

The enjoyment of the events are spread to a wider audience through posting of images and videos of the Luminary Processions on the Olympia Procession of the Species and West Central Park Project Facebook pages (with 2,900 and 2,000 followers, respectively).

b) How does your project provide for diverse forms of arts and culture within the community?

Because it is the only one of its kind, luminary art uniquely adds to the diversity of other existing arts and culture experiences available in Olympia. It is unique in the style of art being presented, the variety of forms it may take (e.g., lanterns of many shapes, degree of complexity, and materials; as well as do-it-yourself efforts for participating in a do-it-yourself 'illuminated' manner). The informal 'direct-participation' nature of the procession is also a unique offering within Olympia, where anyone can join in, and be both participant and spectator of the event.

Further, within the event itself, people can enjoy not only the illuminated art, but also the dance/music group.

c) How does your project contribute to a balanced offering of arts and culture experiences within the Olympia Community?

As explained above, this is a unique event which does not replicate any other visual or performative art forms being offered within the Olympia community, thereby providing an alternative offering of art which is not available through other organizations.

The Luminary Processions and workshops also provide for a balanced offering of arts/culture experiences in Olympia because it does not target or cater to a particular audience - people of all ages and all walks of life are invited to attend, create, and celebrate with all people involved. For example, children do not often get an opportunity to participate directly in a public arts event, but they are so happy and thrilled to be included in the Luminary Procession (see photos attached in additional uploads).

10. Public benefit (upload a statement with answers, not to exceed one, double-sided page).

- a) Describe how this project provides equitable access to arts and culture for all Olympians? Especially populations and groups that have faced barriers to accessing community arts and culture programs. How do you intend to connect this opportunity with underserved communities?

Since its inception in the 1990's, Earthbound Productions has always held an open invitation to anyone in the community to participate in imagination, creation, and sharing. Having held a 'free to all' studio for nearly 30 years we intend to continue to offer opportunities for disenfranchised persons in our community to participate fully in our activities. By fostering inclusiveness and collaboration, we engage residents regardless of age, cultural or ethnic background, financial status, or ability.

By producing two different luminary events, we will reach a wider array of people than would be reached only at the downtown Artswalk event. Because participation in the processions is completely free - with Earthbound providing lanterns to carry, or with minimal do-it-yourself preparation, or as a spectator - there is not a financial barrier to participating and enjoying the processions. The events will be promoted through the Olympia Procession of the Species Facebook page, which is followed by 2,900 people of all backgrounds.

For the activities under this grant, we plan to focus attention to the underserved community of Olympia at-risk youth by offering a no-cost workshop for youth to attend. We will reach out to local youth support groups such as Big Brothers-Big Sisters, Our Ark, and Community Youth Services to engage youth attendance at the workshop.

11. Project expenses – list and amounts for each.

(See attached budget)

12. Project Income – list and amounts for each

(See attached budget).

13. Will you accept partial funding, if offered?

Yes. Any funding will help, but we would need to scale back the program to accommodate the reduction. At a minimum we would need to pay for transporting the art pieces and some studio time for preparations.

14. Attach verification of the 501(c)3 status.

(attached to Survey Monkey document); also available at:

<https://www.guidestar.org/profile/91-1692144>

15. Upload any supplemental information

This document is the upload.

See Supplemental Information below (budget and photos)



Luminary Procession photos:  
Fall Artswalk Luminary Procession, October 2022  
(photo from Artswalk website).



West Central Park Luminary Procession, September, 2022







Luminary-making workshop for West Central Park event August, 2022



#5

COMPLETE

Collector: Web Link 1 (Web Link)  
Started: Thursday, October 27, 2022 4:07:17 PM  
Last Modified: Thursday, October 27, 2022 4:29:18 PM  
Time Spent: 00:22:00  
IP Address: 73.225.109.91

Page 1: Grants to Arts and Culture Organization Application

Q1

Arts/Culture Organization Information

Name	Hillary Tully
Arts/Culture Organization	Arbutus Folk School
Address	610 4th Ave E
City/Town	Olympia
State/Province	WA
ZIP/Postal Code	98501
Email Address	hillary@arbutusfolkschool.org
Phone Number	3603500187

Q2

Project Name

Arbutus Folk School Accessibility Initiative

Q3

Project Summary

GACO funding would allow Arbutus Folk School to offer hands-on, low-cost art classes dedicated to underserved community members.

Q4

Total Grant Request Amount

\$5,000

## Q5

What types of expenses will your grant be used to cover?

Expenses ordinarily covered by student registration fees: instructor payment and course materials; pro-rated operating costs such as rent and utilities; administrative time to plan and implement the classes, and for marketing/outreach to underserved audiences.

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## Q6

How many people do you expect to engage with this project?

\$10,000 would serve approximately 50 community members. The number will vary based on length of classes offered, subject of classes and materials costs, instructor rate of pay, and other factors. However, to give a sense of costs - a sample 5-week ceramics class dedicated to and led by community members of color has \$1,100 in expenses and accommodates up to 8 students. Fiber arts classes, on the other hand, are typically lower in overall cost.

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## Q7

Yes

Eligibility - To apply for this opportunity, Olympia-based organizations must: Have programs centered on arts and/or culture in Olympia Have 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?

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## Q8

Arts/Culture Organization – Please upload a statement\* about your organization, addressing the following questions. (\*Not to exceed one, double-sided page) Describe your history of involvement and activity within the community? How does the prior work of your Arts/Culture Organization prepare you to complete the proposed project? How do you anticipate your project will engage Olympia's citizens in meaningful ways to expand involvement in arts and culture?

[GACO%20October%202022%20Application%20-%20About%20AFS.pdf \(149.9KB\)](#)

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## Q9

Project Proposal – Please upload a statement\* about your project proposal, addressing the following questions. (\*Not to exceed one, double-sided page) How does your proposal contribute to broad distribution of arts and culture experiences throughout Olympia? How does your project provide for diverse forms of art and culture within the community? How does your project contribute to a balanced offering of arts and culture experiences within the Olympia community

[GACO%20October%202022%20Application%20-%20About%20the%20Project.pdf \(97.1KB\)](#)

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**Q10**

Public Benefit - Please upload a statement\* about your project proposal, addressing the following questions. (\*Not to exceed one, double-sided page) Describe how this project provides equitable access to arts and culture for all Olympians? Especially populations and groups that have faced barriers to accessing community arts and culture programs. How do you intend to connect this opportunity with underserved communities?

**GACO%20October%202022%20Application%20-%20Public%20Benefit.pdf (64.9KB)**

**Q11**

Project Expenses: please list a description and the amount of each project expense. (Eg. Artist fees: \$500)

Project Expense 1	<b>Arts instructor payroll expenses (taxes, wages, mileage): \$4,000</b>
Project Expense 2	<b>Materials (clay, wood, wool): \$1,050</b>
Project Expense 3	<b>Additional insurance required by City: \$600</b>
Project Expense 4	<b>Admin (processing, planning, outreach): \$450</b>
Project Expense 5	<b>Studio space (facilities, utilities, &amp; equipment): \$3,900</b>
Total Expenses	<b>\$10,000</b>

**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	<b>Partial registration fees paid by participants: \$1,500 (approximate)</b>
Project Income 2	<b>Private funding for operations (rent, insurance): \$3,500</b>
Total Income (Matching Funds)	<b>\$5,000</b>
Grant Request Amount	<b>\$5,000</b>
Overall Total (Add total income & Grant Request amount)	<b>\$10,000</b>

**Q13**

Will you accept partial funding, if offered?

Yes - project is scalable both up and down

**Q14**

Please attach verification of your organization's 501(c)3 status.

**501C3%20Approval%20Letter.pdf (54.8KB)**

**Q15**

**Respondent skipped this question**

Optional: Please upload any supplemental information.

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## **Arbutus Folk School Accessibility Initiative**

*GACO funding would allow Arbutus Folk School to offer hands-on, low-cost art classes dedicated to underserved community members.*

### **ABOUT OUR ORGANIZATION**

Arbutus Folk School has offered classes in ceramics, woodworking, fiber arts & more in downtown Olympia since our founding in 2014. In 2021, we offered 150 classes & workshops that engaged over 600 students in hands-on craft classes such as woodturning, weaving, blacksmithing, and more. Key programs last year also included Spanish-language ceramics, Native arts classes such as cedar bark basketweaving and storytelling, and expanded studio/shop open hours in support of local creatives needing access to space, tools, and equipment. We employ dozens of artists to create our unique programming and have become a hub for Olympia's arts ecosystem.

We consistently find that regular registration fees for our classes, even as they allow us to fairly pay local artists and pay rent for an accessible location downtown, have limited the audiences able to participate.

As a result, Arbutus Folk School has piloted several program models to address this disparity since reopening from Covid:

Since November 2021 we have been piloting a new class model in our ceramics studio, where we have hosted a free class dedicated to and led by community members who are Black, Indigenous, & people of color. This studio time is an opportunity for networking, creative expression, and artistic growth. Some use this as studio time to advance their creative practice, while others attend to connect with new & friendly faces in a community space, or express their creativity through a new craft. Students shared, "I had so much fun learning pottery with [the instructor Hyung Mo Chu] and friends; and I really appreciate this amazing opportunity;" "I am so happy to be able to be part of this;" and "I wanted to thank you for this opportunity to have access to a community like this... Thank you for providing the space and the funds to make ceramics accessible for the BIPOC community in Olympia."

From the success of this model, we began growing in new directions with other craft areas. Most recently, we offered free weaving classes on our large floor looms, dedicated to and led by LGBTQ community members. Participants shared, "Wow! So nice to have a queer friendly space to meet friends, learn an exciting new craft, and engage in art. So grateful. Fan of Arbutus for years who couldn't afford;" "Loved the queer community building;" and "Thank you so much for offering this."

In 2021 we also launched a youth scholarship program with the generous support of a GACO grant by the City of Olympia. Students applied to receive a 100% discount for any Arbutus class they wished to take. All were low-income and would not otherwise have been able to participate due to financial barriers. Students shared, “Me and my brother both participated and we had an absolute blast. Personally I learned a lot about slowing down and taking time with my art. It was very calming... my brother says he really enjoyed the creative aspect and he enjoyed working with the clay. Thank you so much for the opportunity;” and “Pottery was extremely fun, I love the pieces I did, my personal favorite being the worm bowl.” Please see our complete report to you as a generous funder of this program to find further information about its positive impact participating students.

We have received overwhelming confirmation from participants that these accessibility initiatives make a positive impact in their life by removing barriers and increasing a sense of inclusion and community. This inspires us to continue seeking public support for such programs to continue.

However, we have found one significant issue with these models – that some students who sign up for a free class do not, at times, end up attending, which unfairly excludes others who wanted to participate but were turned away for lack of space. The best way we know of to solve this issue is to request that students pay a small portion of the registration fee to ensure their commitment to attend class. This is why we would now like to offer ‘low-cost’ opportunities rather than ‘no-cost’ as in past models.

Our growing experience in and reputation for expanding the accessibility of our high-quality craft classes equips us to continue doing so in the coming year, especially as we remain committed to continue identifying barriers and exploring creative solutions with our artists’ leadership.

## **Arbutus Folk School Accessibility Initiative**

*GACO funding would allow Arbutus Folk School to offer hands-on, low-cost art classes dedicated to underserved community members.*

### **PROJECT PROPOSAL**

Arbutus Folk School's regular programming provides arts and cultural experiences for a general, paying audience of Olympians every day.

GACO funding would allow Arbutus Folk School to offer hands-on, low-cost art classes dedicated to underserved community members of all ages, expanding the number of people and the backgrounds of people who come through our doors. Underserved audiences include people of color, LGBTQ+, people with disabilities, people who identify as immigrants or refugees, people whose first (or only) language is not English, and people most impacted by social/economic inequities.

Priority for leadership of these classes will be for artists who identify as a member of the group served. This goal is supported by ongoing efforts to increase diversity in our staffing and to support equitable opportunities for Olympia's emerging artists. For example, by rededicating our artist-in-residence programs to emerging artists who identify as LGBTQ+ and BIPOC, we have not only provided workspace and professional development for queer artists and artists of color in our community, but have gone on to hire several residents as permanent staff who are now leading our classes, and have expressed a desire to plan and lead more accessible programming. This representation, at the level of program leadership, is extremely meaningful as we seek to serve and engage all Olympians.

Outreach to a wide network of Olympians will be made possible through community relationships and partners such as Centro Integral Educativo Latino de Olympia, South Puget Sound Community College, WA Department of Children Youth and Families, the Olympia Area Chinese Association, contacts at regional schools, Tribes, social service agencies, state agencies, and more – community partners express enthusiasm to share accessible opportunities at Arbutus Folk School with their networks, recognizing both their importance and usually limited availability in our area.

If funded, we will offer a broad array of accessible classes across Arbutus program areas. A fully-funded line-up of low-cost classes dedicated to and led by underserved audiences will most likely include: basketweaving, ceramics, woodworking, weaving, and sewing, representing a diversity of art forms. This project increasing community access to craft would balance a currently much larger number of visual and performing arts opportunities in Olympia.



## **Arbutus Folk School Accessibility Initiative**

*GACO funding would allow Arbutus Folk School to offer hands-on, low-cost art classes dedicated to underserved community members.*

### **PUBLIC BENEFIT**

This project recognizes historical as well as current inequities in access to and opportunities in the arts, and seeks to address these inequities by creating art spaces that are dedicated to underserved groups and directly addressing financial and social barriers to access. Here is an example of some feedback we received from community members of color: “We would love to take these classes but financially cannot afford them; at this point we can only take classes that have options for scholarships, as the price for these classes are way over our budget for basic survival;” and “To look around in a room and not see ourselves represented... feels jarring and uncomfortable.”

There are both financial and social barriers which make participation in our downtown Olympia arts programming less possible or even impossible for some residents, and that is what this project seeks to address, by reducing the cost of classes as well as investing in artists as leaders who identify with the groups we seek to serve and better represent our community.