



Meeting Agenda

City Council

City Hall
601 4th Avenue E
Olympia, WA 98501

Information: 360.753.8244

Tuesday, October 23, 2018

7:00 PM

Council Chambers

1. ROLL CALL

1.A ANNOUNCEMENTS

1.B APPROVAL OF AGENDA

2. SPECIAL RECOGNITION

- 2.A** [18-1020](#) Special Recognition - Proclamation Recognizing Civility and Conflict Resolution

Attachments: [Proclamation](#)

- 2.B** [18-0887](#) Special Recognition - Olympia Middle School Students 2019 Calendar Contest, Water Resources Stewardship Through Art

3. PUBLIC COMMUNICATION

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

During this portion of the meeting, citizens may address the 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 three (3) 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 COMMUNICATION (Optional)

4. CONSENT CALENDAR

(Items of a Routine Nature)

- 4.A** [18-1012](#) Approval of October 16, 2018 Study Session Meeting Minutes

Attachments: [Minutes](#)

- 4.B** [18-1013](#) Approval of October 16, 2018 City Council Meeting Minutes
Attachments: [Minutes](#)
- 4.C** [18-1018](#) Approval of 2018 Amendments to City Council Guidebook
Attachments: [Proposed 2018 Amendments to Council Guidebook](#)
- 4.D** [18-1009](#) Approval of a Partnership Between the Faith Community and City of Olympia to Pilot a Tiny House Project
Attachments: [Pilot Partnership Description](#)
 [Tiny House Workshop Flyer](#)
- 4.E** [18-1016](#) Approval of a Funding Request for Salvation Army Shelter Operations
Attachments: [Salvation Army Letter 9.25.18](#)
 [Thurston County Shelter Network 2018 - 2019](#)
- 4.F** [18-0964](#) Approval of a Resolution Granting Special Valuation for the Olympia Heritage Site at 222 Capitol Way North
Attachments: [Resolution](#)
 [Agreement](#)
 [Certificate of Approval](#)
- 4.G** [18-0985](#) Approval of a Resolution Authorizing an Amendment to the Intergovernmental Emergency Medical Services (EMS) Contract for Paramedic Services with Thurston County
Attachments: [Resolution](#)
 [Agreement](#)
- 4.H** [18-0986](#) Approval of a Resolution Authorizing a Lease Agreement Between the City and Thurston County Fire Protection District #3 (Lacey) to allow the Olympia Fire Department to use Vehicle Repair Facility
Attachments: [Resolution](#)
 [Agreement](#)
- 4.I** [18-0987](#) Approval of a Resolution Authorizing an Intergovernmental Agreement with Thurston County Fire Protection District #3 (Lacey) for Vehicle Repair
Attachments: [Resolution](#)
 [Agreement](#)
- 4.J** [18-0988](#) Approval of a Resolution Authorizing an Intergovernmental Agreement with Mason County Fire Protection District 11 for Vehicle Repair
Attachments: [Resolution](#)
 [Agreement](#)
- 4.K** [18-0995](#) Approval of a Resolution to Accept a State Grant from Washington State

Department of Commerce for Percival Landing Bulkhead Replacement Project

Attachments: [Resolution](#)

[Agreement](#)

4. SECOND READINGS (Ordinances)

- 4.L** [18-1006](#) Approval of an Ordinance Amending the Emergency Housing Facilities Code, Olympia Municipal Code (OMC) Chapter 18.50 - First and Final Reading

Attachments: [Ordinance](#)

4. FIRST READINGS (Ordinances) - None

5. PUBLIC HEARING

- 5.A** [18-1007](#) Public Hearing on the Preliminary Capital Facilities Plan and 2019-2024 Financial Plan

Attachments: [Planning Commission Letter](#)

[Bicycle Pedestrian Advisory Committee Letter](#)

[Parks and Recreation Advisory Committee Letter](#)

[Link to Preliminary CFP and 2019-2024 Financial Plan](#)

[Olympia School District CFP – 2019-2024 Draft](#)

[Olympia School District 2019 Proposed Impact Fees](#)

6. OTHER BUSINESS

- 6.A** [18-1008](#) Presentation of the 2019 Preliminary Operating Budget

- 6.B** [18-1005](#) Discussion of Budget Special Topics - Utility Rates, Lodging Tax Advisory Committee Recommendations, Impact Fees and Parking & Business Improvement Area Budget

Attachments: [2019 Proposed Park Impact Fees](#)

[2019 PBIA Draft Budget Recommendations](#)

[2019 Lodging Tax Recommendations](#)

[LTAC Memo](#)

[LTAC Chart History](#)

7. CONTINUED PUBLIC COMMUNICATION

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

8. REPORTS AND REFERRALS

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

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



City Hall
601 4th Avenue E.
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360-753-8244

City Council

Special Recognition - Proclamation Recognizing Civility and Conflict Resolution

Agenda Date: 10/23/2018
Agenda Item Number: 2.A
File Number: 18-1020

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

Title

Special Recognition - Proclamation Recognizing Civility and Conflict Resolution

Recommended Action

Committee Recommendation:

Not referred to a committee.

City Manager Recommendation:

Proclaim the month of October as Community Conflict Resolution Month.

Report

Issue:

Whether to proclaim the month of October as Community Conflict Resolution Month.

Staff Contact:

Susan Grisham, Executive Assistant, 360.753.8244

Presenter(s):

Jody Suhrbier, Executive Director, Dispute Resolution Center

Background and Analysis:

Recently Governor Inslee declared October as Community Conflict Resolution Month in the State of Washington. The City will recognize Community Conflict Resolution Month and the role the Dispute Resolution Center of Thurston County in the Olympia Community.

Attachments:

Proclamation

PROCLAMATION

WHEREAS, local, regional, state and federal governments have an interest in promoting civility, improved communication and the use of mediation to settle a wide range of disputes; and

WHEREAS, the City of Olympia actively promotes the use of its community-based dispute resolution center by citizens through referral and collaboration; and

WHEREAS, thousands of residents of the City of Olympia are served annually by the Dispute Resolution Center to resolve conflicts between neighbors, family members, tenants, landlords, merchants, consumers, employees, employers, civic organizations, and government agencies, via participating in training, calling the resource line, requesting conciliation or participating in mediation; and

WHEREAS, mediation is a uniquely effective means of settling disputes as attested to by 87% of situations being improved, as reported by participants; and

WHEREAS, jurisdictions and taxpayers throughout the State save millions of dollars annually in Municipal, District and Superior court costs for cases that have been settled by community-based mediation centers, rather than court hearings; and

WHEREAS, conflict prevention via training for adults and youth and conflict resolution via the mediation process increases the quality of life and opportunity to experience civic harmony for all residents of the City of Olympia; and

WHEREAS, the third Thursday in October has been designated as International Conflict Resolution Day; and

WHEREAS, the month of October has been designated as Civility & Conflict Resolution Month by the Governor of the State of Washington, as well as the Commissioners of Thurston County; and

NOW THEREFORE, BE IT RESOLVED, that the Olympia City Council does hereby proclaim the month of October as

CIVILITY & CONFLICT RESOLUTION MONTH

SIGNED IN THE CITY OF OLYMPIA, WASHINGTON THIS 23rd DAY OF 2018.

OLYMPIA CITY COUNCIL

***Cheryl Selby
Mayor***



City Council

Special Recognition - Olympia Middle School Students 2019 Calendar Contest, Water Resources Stewardship Through Art

Agenda Date: 10/23/2018
Agenda Item Number: 2.B
File Number: 18-0887

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

Title

Special Recognition - Olympia Middle School Students 2019 Calendar Contest, Water Resources Stewardship Through Art

Recommended Action

Committee Recommendation:

Not referred to a committee.

City Manager Recommendation:

Recognize Olympia Middle School Students whose artwork was selected for the 2019 Water Resources Stewardship Through Art calendar.

Report

Issue:

Whether to recognize Olympia Middle School Students whose artwork was selected for the 2019 Water Resources Stewardship Through Art calendar.

Staff Contact:

Erin Conine, Senior Program Specialist, Public Works Water Resources, 360.570.3793

Presenters:

Erin Conine, Senior Program Specialist
Susan McCleary, Senior Program Specialist

Background and Analysis:

For the second year, Water Resources held an art contest for Olympia Middle School students to promote stormwater pollution prevention and water conservation practices. The City's 2019 Water Resources Stewardship Through Art calendar will include the selected artwork. Twelve key messages were identified for the artwork to depict:

- Only rain down the storm drain
- Use a commercial car wash

- Scoop, bag & trash pet waste
- Grasscycle - leave clippings on lawn
- Don't drip & drive - fix vehicle leaks
- Report spills - call spills hotline
- Install high-efficiency toilets
- Take shorter showers
- Don't let the water run
- Be a leak detector - find & fix
- Water landscapes early or late
- Install a rain barrel

Twelve images were selected to produce the 2019 calendar. Each selected artist will receive a \$50 Amazon Gift Card, a pizza party and City Council recognition. The City will distribute the calendars to each of the selected artists, Olympia middle schools and will be available at City Hall.

Selected artists:

- Mia Bettinson, Olympia Regional Learning Academy
- Samantha Cook, Marshall Middle School
- Natalie ZoBell, Washington Middle School
- Lana Siegner, Washington Middle School
- Jacob Gronka, Washington Middle School
- Lindsey Collett, Olympia Regional Learning Academy
- Karli Kooi, Reeves Middle School
- Helen Neuroth, Reeves Middle School
- Maya Rasmussen, Reeves Middle School
- Mikayla Onley, Marshall Middle School
- Alejandro Breaux-Salazar, Washington Middle School
- Carol Kamerath, Washington Middle School

Attachments:

None



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601 4th Avenue E.
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City Council

Approval of October 16, 2018 Study Session Meeting Minutes

Agenda Date: 10/23/2018
Agenda Item Number: 4.A
File Number: 18-1012

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

Title

Approval of October 16, 2018 Study Session Meeting Minutes



Meeting Minutes - Draft

City Council

City Hall
601 4th Avenue E
Olympia, WA 98501

Information: 360.753.8244

Tuesday, October 16, 2018

5:30 PM

Council Chambers

Study Session

1. ROLL CALL

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

2. BUSINESS ITEM

2.A [18-0975](#) Low Income Housing Institute Plum Street Village Management Plan

Mayor Selby introduced Low Income Housing Institute (LIHI) Executive Director Sharon Lee. Homeless Services Coordinator Colin DeForrest introduced the topic and gave an overview of the agenda for the meeting.

Mr. DeForrest shared the scope of work, that falls primarily to LIHI, which includes site planning and design; project management; community engagement; onsite operations, case management; partnership coordination and administrative oversight. He also shared the location and layout of the site along with site plans. Ms. Lee discussed similar tiny house village models LIHI has in Seattle and what the tiny homes look like.

Mr. DeForrest shared the program design including clear rules and expectations, 24/7 access, adults/couples, no children, coordinated entry used for referrals to village, prioritizing vulnerable homeless in Olympia, no open drug use, no level 2 or 3 sex offenders, and controlled access in and out of the site. Ms. Lee noted there will be strict expectations regarding the use of alcohol or drugs, possession of weapons, illegal activity and violence at the village. She also noted progressive discipline will be put in place to address problem behaviors, which could ultimately end in dismissal from the village.

Mr. DeForrest reviewed the plan for community engagement. Ms. Lee discussed the Community Advisory Committee model to engage neighbors and residents together. Mr. DeForrest shared the intended goals and outcomes of the village and next steps.

Councilmembers asked clarifying questions.

The study session was completed.

3. ADJOURNMENT

The meeting adjourned at 6:49 p.m.



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601 4th Avenue E.
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City Council

Approval of October 16, 2018 City Council Meeting Minutes

Agenda Date: 10/23/2018
Agenda Item Number: 4.B
File Number: 18-1013

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

Title

Approval of October 16, 2018 City Council Meeting Minutes



Meeting Minutes - Draft

City Council

City Hall
601 4th Avenue E
Olympia, WA 98501

Information: 360.753.8244

Tuesday, October 16, 2018

7:00 PM

Council Chambers

1. ROLL CALL

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

1.A ANNOUNCEMENTS

City Manager Steve Hall gave an update on strategies underway to help respond to homelessness.

1.B APPROVAL OF AGENDA

Mayor Selby noted a correction to the RCWs referenced in Items 1.C and 1.D. The corrections have been made to the packet items online.

The agenda was approved as amended.

1.C CONSIDERATION OF A RESOLUTION SUPPORTING INTERCITY TRANSIT LEVY

******THE PUBLIC WILL BE GIVEN AN OPPORTUNITY TO SPEAK AT THIS TIME FOR OR AGAINST THIS LEVY******

[18-0989](#) Consideration of a Resolution Expressing Support for Intercity Transit Authority's Sales and Use Tax Proposal to Maintain, Improve and Expand Public Transportation Services

Mayor Selby opened public comment on 7:09 p.m. and closed it at 7:14 p.m.

The following people spoke in support of the Levy: Walter Smit, Mark Dublin, Mark Jones, and Tracey Carlos.

Councilmember Gilman moved, seconded by Councilmember Rollins, to adopt a resolution of the City Council in support of the Intercity Transit measure to maintain, improve, and expand public transportation services. The motion carried by the following vote:

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

1.D CONSIDERATION OF A RESOLUTION SUPPORTING AN INITIATIVE MEASURE RELATED TO POLLUTION FEES

******THE PUBLIC WILL BE GIVEN AN OPPORTUNITY TO SPEAK AT THIS TIME FOR OR AGAINST THIS INITIATIVE******

[18-0992](#) Consideration of a Resolution Expressing Support for Initiative Measure No. 1631, Charging Pollution Fees on Sources of Greenhouse Gas Pollutants and Use the Revenue to Reduce Pollution, Promote Clean Energy, and Address Climate Impacts

Mayor Selby opened public comment at 7:18 p.m. and closed it at 7:41 p.m.

The following people spoke in support of the initiative: Kendra Johnson, Marianne Tompkins, Faith Addicott, Mason Rolph, Jackie Chambers, Frank Turner, Chris van Daalen spoke, and Alan Hardcastle.

Mayor Pro Tem Jones moved, seconded by Councilmember Parshley, to adopt a resolution in support of Initiative Measure No. 1631 charging pollution fees on sources of greenhouse gas pollutants and use the revenue to reduce pollution, promote clean energy, and address climate impacts. The motion carried by the following vote:

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

2. SPECIAL RECOGNITION

2.A [18-0968](#) Special Recognition - Transportation Master Plan Public Outreach

Senior Planner Sophie Stimson discussed outreach for the Transportation Master Plan and demonstrated the story map tool.

The recognition was received.

3. PUBLIC COMMUNICATION

The following people spoke: Philip Kerrigan, Stacey Waterman-Hoey, Dawn Murphy, Tye Gundel, Lisa Gillotti, Chris van Daalen, Michelle Newlean, and Matt DeBord.

COUNCIL RESPONSE TO PUBLIC COMMUNICATION (Optional)

Councilmembers responded to various comments received during Public Communications.

4. CONSENT CALENDAR

- 4.A [18-0970](#) Approval of October 2, 2018 City Council Study Session Meeting Minutes

The minutes were approved.

- 4.B [18-0971](#) Approval of October 2, 2018 City Council Meeting Minutes

The minutes were approved.

- 4.C [18-0852](#) Approval of Bid Award for the Priority Sewer Repairs Project

The contract was approved.

4. SECOND READINGS (Ordinances)

- 4.D [18-0937](#) Approval of an Ordinance Authorizing Acceptance of a Donation of the Sculpture "Growing II" as a Gift of Art from Artist Jesse Swickard

The ordinance was approved on second reading.

- 4.E [18-0759](#) Approval of Ordinance Amending the Comprehensive Plan and Rezone as part of the 2018 Annual Comprehensive Plan Amendments

The ordinance was approved on second reading.

- 4.F [18-0773](#) Approval of Ordinance Amending the Comprehensive Plan to be Consistent with the Downtown Strategy

The ordinance was approved on second reading.

Approval of the Consent Agenda

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

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

4. FIRST READINGS (Ordinances) - None

5. PUBLIC HEARING - None

6. OTHER BUSINESS

- 6.A [18-0723](#) Approval of a Resolution Adopting Revised Greenhouse Gas Emissions Targets and Authorizing a Regional Climate Mitigation Plan Interlocal Agreement

Performance Management Specialist Danelle MacEwen gave an update on work been completed on the Regional Climate Mitigation Plan and discussed the Phase 2 scope of work and Interlocal Agreement before the City Council for approval.

Councilmembers asked clarifying questions.

Mayor Pro Tem Jones moved, seconded by Councilmember Parshley, to approve a resolution adopting revised greenhouse gas emissions targets and authorizing a regional climate mitigation plan interlocal agreement. The motion carried by the following vote:

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

7. CONTINUED PUBLIC COMMUNICATION - None

8. REPORTS AND REFERRALS

8.A COUNCIL INTERGOVERNMENTAL/COMMITTEE REPORTS AND REFERRALS

Councilmembers reported on meetings and events attended.

8.B CITY MANAGER'S REPORT AND REFERRALS

City Manager Steve Hall reported City Hall is LEED Gold plus status.

9. ADJOURNMENT

The meeting adjourned at 9:32 p.m.



City Council

Approval of 2018 Amendments to City Council Guidebook

Agenda Date: 10/23/2018
Agenda Item Number: 4.C
File Number: 18-1018

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

Title

Approval of 2018 Amendments to City Council Guidebook

Recommended Action

Committee Recommendation:

General Government Committee recommends the Guidebook amendments.

City Manager's Recommendation:

Move to approve the Council Guidebook amendments, as recommended by General Government Committee.

Report

Issue:

Whether to approve attached amendments to the Council Guidebook

Staff Contact:

Kellie Purce Braseth, Strategic Communications Director, Executive Department 360.753.8361

Presenter(s):

None - Consent Calendar item.

Background and Analysis:

The Olympia City Council's usual procedures and practices are contained in the Council's Guidebook. Biennially on even numbered years, or as needed, the Council's General Government Committee reviews the Guidebook and recommends changes, if warranted.

General Government agreed to forward recommended 2018 changes to Council on the Consent Calendar. The changes are shown in attached draft of the Council Guidebook. The changes occur on the following sections:

- Section 2.6: Committee Meetings and Agendas
- Section 2.8: Non-Committee Member Attendance at Council Committee Meeting
- Section 4.5: Councilmember's Role and Relationship with Advisory Bodies

Neighborhood/Community Interests (if known):

None known

Options:

1. Approve the recommended changes.
2. Modify the recommended changes and return to the General Government Committee for further work.
3. Do not approve the recommended changes

Financial Impact:

None

Attachment:

Proposed Amendments to the Council Guidebook

PROPOSED AMENDMENTS TO COUNCIL GUIDEBOOK

2.6 Committee Meetings and Agendas

Each committee shall set a regular meeting date at its first meeting of the year following the confirmation of member appointments for that year. The committee chair or a majority of the committee may cancel a regular meeting or schedule a special meeting of the committee.

A draft work plan, including tentative schedule, is developed by the Committee at its first meeting of the year. The work plan is based on referred items carried over from the prior year, plus committee member and staff knowledge of emerging issues/policies. The committee chair may add a study session to the committee's work plan. The study session would operate like a Council study session (see Council Guidelines Section 3.13) and not include public comment. The draft work plan is forwarded to the full Council for review and approval as a Consent Calendar item.

Commented [KB1]: An addition giving committee chairs authority to add study sessions to Council Committee work plans

During the year, items are added to the work plan as a result of referrals from the Council's retreat or by concurrence with a referral request by a majority of Councilmembers at a Council meeting. Written requests for a *referral to a committee* may be made by the Mayor, individual Councilmembers, or the City Manager.

Throughout the year, a council majority may refer an item to a committee agenda during the regular meeting. Afterwards, the staff liaison will consult with the committee chair to determine when this referral can be added to the committee's current work plan. Due to time constraints and/or heavy workloads, the committee chair may decide the item should be added to the committee work plan for the next year. In this case, if a majority of Councilmembers still feel the item should go to the committee in the current year, they may request the committee chair add an extra meeting to the committee agenda.

2.8 Non-Committee Member Attendance at Council Committee Meetings

There are implications toward the Open Public Meetings Act when four City Councilmembers are present at a committee meeting. Therefore, if a Councilmember who is not a member of the committee wishes to attend a meeting of that committee, s/he ~~should~~ **must** notify the committee's chair ~~no later than the Wednesday~~ **at least 24 hours** prior to the committee meeting date so that the meeting can be noticed appropriately.

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Commented [KB2]: Clarifies and strengthens the language around the notice required for a non-member of a Council Committee to attend committee meetings.

Councilmembers are welcome to attend and observe, but they cannot act as a voting member. All Council committee meetings are intended to be meetings of the committee, even if Councilmembers not assigned to the committee are in attendance. Council committee meetings will be chaired by a member of the committee, and Councilmembers will respect the role of the committee.

4.5 Councilmember's Role and Relationship with Advisory Bodies

The City Council annually reviews and approves work plans for each advisory committee, except for the Design Review Board (primarily a quasi-judicial group).

The General Government Committee is the Council's liaison with advisory committees for membership, procedural and general oversight purposes.

For communication and policy development purposes, the City Council's Land Use and Environment Committee is liaison with the Design Review Board and the Olympia Planning Commission. A Councilmember serves as the Chair of the Lodging Tax Advisory Committee as required by State law. By City ordinance, the Council may appoint a liaison with the Parking and Business Improvement Area Advisory Board. The General Government Committee is liaison with the other Council-appointed committees.

Each year, the General Government Committee shall facilitate the identification of a Councilmember to serve as liaisons to the Arts Commission, Bicycle and Pedestrian Advisory Committee, Heritage Commission, Parks and Recreation Advisory Committee, and the Utility Advisory Committee. The purpose of the liaison role is to serve as a communication contact with the committee(s) on behalf of the City Council. The liaison shall not attempt to influence the committee(s) to endorse or validate their personal point of view on an issue. The liaisons shall briefly report their contacts with committees at City Council meetings, as appropriate.

Unless required by State law (such as with the Lodging Tax Advisory Committee) Olympia Councilmembers do not serve on Council-appointed committees. It is expected that any newly elected Councilmember who is serving on a City advisory board or committee at the time of election will resign from their committee appointment at the time of assuming Council office.

Council Liaisons are recommended to attend a meeting of their appointed committee/commission at least twice a year and to meet with the chair of the committee/commission at least once per year. In general, individual Councilmembers may attend advisory committee meetings to observe the committee's discussion and action, and should refrain from any comments or actions intended to influence the committee.

If an advisory committee chair requests the presence of a Councilmember at a committee meeting, the Councilmember shall inform the full Council of the request. If requested by the committee or committee chair to express an opinion on a policy topic being discussed by the committee, the Councilmember shall make it clear that the opinion they express is their own and should not be construed as reflecting the opinions of other Councilmembers or of the full Council.

Commented [KB3]: Addition of language recommending that Council Liaisons to advisory boards/commissions attend two meetings per year and meet the chair



City Council

Approval of a Partnership Between the Faith Community and City of Olympia to Pilot a Tiny House Project

Agenda Date: 10/23/2018
Agenda Item Number: 4.D
File Number: 18-1009

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

Title

Approval of a Partnership Between the Faith Community and City of Olympia to Pilot a Tiny House Project

Recommended Action

Committee Recommendation:

Finance Committee recommends the City commit to funding the City and Faith Community pilot project in 2019 for an estimated amount of \$100,000.

City Manager Recommendation:

Move to recommend the City commit to funding and staff support for the City and Faith Community pilot project in 2019 for an estimated amount of \$100,000.

Report

Issue:

Whether to approve funding and staff support for a one-year pilot program wherein partners from the faith community/non-profits would host and manage three emergency (homeless) housing sites.

Staff Contact:

Amy Buckler, Downtown Programs Manager, Community Planning & Development, 360.753.5847

Presenter(s):

Amy Buckler, Downtown Programs Manager, Community Planning & Development

Background and Analysis:

In an effort to enhance opportunities for faith-based, non-profit and other government entities to host temporary (homeless) housing facilities subject to a permit, the City adopted interim changes to its Emergency (Homeless) Housing Ordinance on June 5. Councilmembers also expressed interest in providing some funding to support faith-based or non-profit partners that host/sponsor sites.

The United Churches of Olympia (TUCO) is hosting a tiny house workshop on October 27. The workshop is designed to be the next step in the process of identifying what faith communities in Olympia can do to overcome homelessness through the use of tiny houses.

In preparation for the workshop, TUCO representatives met with the Mayor and staff to encourage that the City make a commitment to a pilot partnership (**see description attached**) that could be presented at the workshop. TUCO believes the City's commitment will encourage the faith community to step forward.

Staff and TUCO discussed the pilot partnership proposal with the Council's Finance Committee on October 17. The Committee recommended approval, along with the following guidance, regarding:

- Screening of potential candidates for tiny houses, *the City prefers Coordinated Entry be used; hosts may establish overlay criteria to fit their needs*
- Development of a sample contract format for residents to sign with the managing non-profit and the faith community, *the NGO must be willing to sign a non-discrimination agreement*
- *With support of City resources, use best practices to engage with surrounding neighborhoods. Use what we have learned about what works and does not work when engaging Olympians about this topic.*

Neighborhood/Community Interests (if known):

The issue of homelessness is of significant public concern.

Options:

1. Move to recommend the City commit to funding the City and Faith Community pilot project in 2019 for an estimated amount of \$100,000.
2. Do not recommend the City fund the pilot partnership at this time.

Financial Impact:

\$100,000 in 2019

Attachments:

Pilot Partnership description
Tiny House Workshop flyer

Faith Community & City Tiny House Pilot Partnership

Purpose: To provide support services to enable faith communities and non-profits to establish and manage tiny house and transitional shelter facilities on public or private properties to house homeless people.

Description: City would provide funding and support for a one-year pilot program (2019) for one mid-size and two small sites. The non-profit and faith communities would host and manage these tiny house/shelter villages on their property with City-contracted support, as well as build and supply the tiny houses. The faith community may also contribute to group facilities for homeless people on public land managed by the City.

Steps:

1. Form a Working Group with City staff, representatives of faith communities and individuals with expertise in establishing tiny house communities.
2. Identify faith community sites/hosts
3. Design a program for the City to contract with a non-profit organization to provide services for faith communities including:
 - a. Screening of potential candidates for tiny houses (*the City prefers Coordinated Entry be used; hosts may establish overlay criteria to fit their needs*)
 - b. Provision of portable sanitary facilities
 - c. Provisions for water and sewer services
 - d. Provision for removal of trash
 - e. Linkage to social service providers for aiding residents to deal with mental issues, find jobs and transition to better housing
 - f. Develop a sample contract format for residents to sign with the managing non-profit and the faith community (*the NGO must be willing to sign a non-discrimination agreement*)
4. With support of City resources, use best practices to engage with surrounding neighborhoods.

Three Types of Partnerships

Small Size Sites

- Small number (1-6) of houses/huts on church properties
- City would provide support for two small sites in 2019 (City would fund portable toilets, hand washing, water and sewer services, trash removal, and a contract for services with a non-profit)
- To incentivize this, faith partners are asking the City to modify its emergency (homeless) housing ordinance to make no permit required for 6 or fewer units

Mid-Size Sites

- Approximately 10-20 houses/huts on non-profit or faith community properties
- City would provide support for one mid-size site in 2019 (City would fund portable toilets, hand washing, water and sewer services, trash removal, contract for services with non-profit)
- Some communal facilities (showers, cooking and sanitation - maybe others)
- Association of faith communities to manage and support
- To incentivize this, faith partners are asking the City to modify its emergency (homeless) housing ordinance to make the permitting process less onerous (i.e., two 6-month temporary permits, then a conditional use permit if after one year is a lot process, and risk of uncertainty given the investment of the host)

Faith community contribution of Tiny Houses to Government Sites

- Faith community contracts with governmental entity to operate tiny houses/huts on government owned properties
- Faith communities contribute or fund tiny houses/huts to supplement facilities on government sites
- Government host has some communal facilities on site and services such as showers, laundry, cooking, meeting place for clinic and wrap-around services, trash removal

Estimated Costs for Pilot Project

* For budgeting purposes only. Line items subject to change.

City & Faith Community Pilot Project Partnership for Emergency Housing Facilities Estimated Cost - 2019			
City Contribution	Monthly Cost	Annual Cost	Note
Small Site #1 (Up to 6 units)			
Portable Toilets	\$200	\$2,400	1 ADA stall, maintenance 1/wk
Portable Handwashing Stations	\$150	\$1,800	1 station
Water Service	\$35	\$420	Difficult to separate billing from primary use
Sewer Service	\$22	\$264	Difficult to separate billing from primary use
Trash Service	\$61	\$732	95 gallon 1/wk
Fencing		\$7,500	May be needed as screening required
Small Site #2 (up to 6 units)			
Portable Toilets	\$200	\$2,400	1 ADA stall, maintenance 1/wk
Portable Handwashing Stations	\$150	\$1,800	1 station
Water Service	\$35	\$420	Difficult to separate billing from primary use
Sewer Service	\$22	\$264	Difficult to separate billing from primary use
Trash Service	\$61	\$732	95 gallon 1/wk
Fencing		\$7,500	May be needed as screening required
Mid-Size Site (10-20 units)			
Portable Toilets	\$320	\$3,840	1 ADA + 1 standard stall, maintenance 1/wk
Portable Handwashing Stations	\$300	\$3,600	2 stations
Water Service	\$35	\$420	Difficult to separate billing from primary use
Sewer Service	\$22	\$264	Difficult to separate billing from primary use
Trash & Recycling Service	\$157	\$1,884	1.5 yard dumpster picked up 1/wk
Fencing		\$12,000	May be needed as screening required
Contract with NGO		\$25,000	Based on Eugene cost. Screening of potential candidates, link to service providers, assist with management
Contingency		\$25,000	
TOTAL ESTIMATED ANNUAL COST		\$98,240	



A TINY HOUSE WORKSHOP

OCTOBER 27, 2018

What are tiny houses and how can these work for Faith Communities in Olympia?

You are invited to find out at our **Tiny Home Workshop!**



This workshop is designed to be the next step in the process of identifying what faith communities in Olympia can do to overcome homelessness through the use of tiny houses.

WHEN:

Saturday October 27, 2018, 10am-3pm

LOCATION:

**Evergreen Christian Community
1000 Black Lake Blvd. SW, Olympia WA**

A range of speakers, exhibitors and demonstrations will share information and resources. Attendees will even have an opportunity to build a tiny house during the workshop!

Preregistration is encouraged!

Suggested donation of \$10 at the door, students are free.

Attendees will be provided lunch.

Onsite registration opens at 9:30 am the day of the event.

To pre-register, email:

FAITHINACTIONWORKSHOP@GMAIL.COM



EVENT ORGANIZED BY



The United Churches of Olympia





City Council

Approval of a Funding Request for Salvation Army Shelter Operations

Agenda Date: 10/23/2018
Agenda Item Number: 4.E
File Number: 18-1016

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

Title

Approval of a Funding Request for Salvation Army Shelter Operations

Recommended Action

Committee Recommendation:

Not referred to a committee.

City Manager Recommendation:

Move to approve a one-time funding request of \$66,000 for Salvation Army shelter operations and to maintain critically needed shelter bed capacity for homeless single adults.

Report

Issue:

Whether to maintain the Salvation Army's current level of year-round shelter capacity, currently providing 29 percent of the capacity for homeless single adults.

Staff Contact:

Anna Schlecht, Community Service Programs Manager, Community Planning & Development Department, 360-753-8183

Keith Stahley, Director, Community Planning & Development Department, 360-753-8227

Presenter(s):

None - Consent Calendar Item.

Background and Analysis:

Salvation Army is one of the primary homeless shelter service providers for single childless adults for both the year-round shelter capacity as well as the cold weather shelter capacity. They recently discovered a \$267,000 short fall in their year-round shelter program. This shortfall drastically impacts the network of shelter capacity and could potentially put an additional 37 people on the street. Since this discovery, they have secured \$50,000 from City of Lacey, \$17,000 from International Salvation Army reserves. They are working with Thurston County to secure an additional \$65,000 from their emergency homeless funding. They also have a pending request for \$20,000 from Tumwater. The remainder will come from a private fundraising effort currently underway. The attached letter describes their shortfall and presents their funding plan.

Shelter Capacity: The Salvation Army provides 37 year-round beds for single adults, which is 18 percent of the total shelter beds and 29 percent of the total 129 for single adults. They provide 65 total cold weather beds during the cold weather season of November 1 - April 30, which is 22 percent of the total available beds and 37 percent of the total 177 beds for single adults.

This year, the Salvation Army plans to open up its church building at 4th Avenue and Central Street to offer approximately 30 additional beds in the event of hazardous weather (i.e. deep freeze, wind storm, etc...).

Day Center and Meal Services: Salvation Army is working with our Community Development Block Grant (CDBG) Program to relocate their kitchen and dining facility to accommodate double the number of guests for their meal service and to serve as a new day center. This project is not affected by their funding shortfall.

Fund source #003-4601: In 1991, the City created a Low Income Housing Fund or #003-4601, using general fund monies. The original intent was to utilize the program income for other housing projects. In 2014, the Council passed an ordinance to expand the uses of the program income from this fund to include other CDBG-eligible uses. Funding for shelter operations is CDBG eligible.

History of Salvation Army: Salvation Army has been active in Olympia since 1889 with a mission of ***"Doing the most good"*** for local citizens in need. In 1990, Salvation Army opened the region's second homeless shelter, following the Bread & Roses' Hospitality House which was founded in 1981. Initially, the Salvation Army operated outside the network of secular social services. In recent years, the local Salvation Army leadership has forged closer working relationships with other service providers and has modified their service model to align with current standards of low-barrier shelter and non-discrimination. At present, Salvation Army is a strong member of the Thurston Thrives Homeless Housing Hub and is entirely comfortable with signing our City of Olympia Non-Discrimination Statement.

Unique from most other homeless service providers, Salvation Army has not been a perennial recipient of government funding. The recent CDBG funding award for the Day Center constitutes their first ever contract with local government.

Neighborhood/Community Interests (if known):

All neighborhoods have a compelling interest in maintaining the maximum number of available shelter beds to accommodate our homeless citizens. Absent these shelter beds, there could potentially be another 37 people on the streets, which could add to neighborhood concern about unsheltered and unmanaged homelessness.

Options:

1. Move to approve one-time funding request of \$66,000 from Fund #003-4601 for Salvation Army shelter operations and maintain critically needed shelter bed capacity for homeless single adults.
2. Do not move to approve one-time funding of \$66,000 for Salvation Army Shelter operations and lose critically needed shelter bed capacity, potentially leaving 37 people on the streets.
3. Consider some other means of supporting the Salvation Army's request.

Financial Impact:

This funding request will use \$66,000 from the City's Fund #003-4601 Low Income Housing Loan Account.

Attachments:

Salvation Army Letter of Request
2018 - 2019 Thurston County Shelter Network

Brian Peddle

GENERAL

William Booth

FOUNDER



THE SALVATION ARMY

Founded 1865

Commissioner
Kenneth G. Hodder
TERRITORIAL COMMANDER

Captains Mark & Dora Stearns
CORPS OFFICERS

824 5th Ave. SE, Olympia, WA 98501
all mail – P.O. Box 173, Olympia, WA 98507

Lieutenant Colonel Bill Dickinson Jr.
DIVISIONAL COMMANDER

Captain Robbin Swales
ASSOCIATE CORPS OFFICER

(360) 352-8596

www.olympia.salvationarmy.org

September 25, 2018

RE: Request for Assistance

Greetings to the Community of Olympia,

As winter approaches, I am writing to seek your support for our mission to serve the needs of people in the greater Olympia area. Your assistance will help us to create a 24/7 shelter that will provide a safe, warm and welcoming place for our homeless citizens. As a managed low-barrier shelter, our facility will serve all without discrimination.

For nearly 130 years, The Salvation Army has been serving the needs of the people of Thurston County. Through those years, the work has been done by people who have been devoted to giving people a hand up during the most difficult situations life has to offer. This year, life hit the Olympia Salvation Army in ways we could not have anticipated. While preparing our budgets for the coming year, one of our funding sources became unavailable, leaving us with a **\$267,000 shortfall**. This directly affects our proposed 24/7 Center of Hope. As a result, we were left with the difficult choice to not reopen our shelter. This decision affects the most vulnerable men and women amongst us, as it takes basic protections and comfort from good people.

There is a plan being developed. We are looking toward local government, our partners in the faith-based community and private individual donations to help meet the immediate need. To date, **City of Lacey has pledged \$50,000 and Salvation Army International has committed \$17,000 from emergency reserves**. Another plan is being developed to sustain the work of The Salvation Army for years to come. In our long history in Olympia, we have found our neighbors to be most generous in the support of our mission. This year, as the temperatures cool, we need to be very sensitive to the needs of those who share Olympia as their home with us. We need to give them warmth and protection. The attached fact sheet offers additional information on this request.

Please help us to help others. By helping overcome the shortfall, you will allow us to continue to **“Do the Most Good”** for everyone without discrimination. Thank you for your kind consideration of our neighbors.

Blessings!

Mark C. Stearns

Mark C. Stearns, Captain
Corps Officer
Olympia WA Corps

Brian Peddle

William Booth

Commissioner
Kenneth G. Hodder
TERRITORIAL COMMANDER

GENERAL

FOUNDER



THE SALVATION ARMY

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www.olympia.salvationarmy.org

OLYMPIA SALVATION ARMY 24/7 SHELTER FACT SHEET

Program Overview:

The Salvation Army proposes to launch its first 24/7 Shelter that will accommodate 37 people year round, offering the following services and resources:

- Overnight shelter in the newly remodeled Salvation Army Lodge
- Three meals per day in partnership with Catholic Community Services
- Day Center (newly launched) accommodations with services and referrals
- Storage (limited on a per-person basis)
- On-site case-management along with other service providers

Cost Information:

This Program will operate with the following costs, broken down by year, quarter, month, day and per capita:

\$267,000	Annual Costs
\$ 66,750	Quarterly Costs
\$ 22,250	Monthly Costs
\$ 732	Daily Costs
\$ 20	Daily Costs per resident

Funding Plan:

Salvation Army hope to secure funding as follows:

Amount	Source	Status
\$17,000	Salvation Army Reserves	Confirmed
\$50,000	City of Lacey	<i>In the Lacey 2019 Budget</i>
<i>\$65,000</i>	<i>Thurston County</i>	<i>Formal request under review</i>
<i>\$66,000</i>	<i>City of Olympia</i>	<i>Formal request under review</i>
<i>\$20,000</i>	<i>City of Tumwater</i>	<i>Formal request under review</i>
<i>\$49,000</i>	<i>Private Donations & Events</i>	<i>Initial Donations received, plans for Spring event</i>
\$267,000	TOTAL FUNDING GOAL	

Thurston County Shelter Network 2018 - 2019

Shelter Program Name & Host Agency	Population Served	Location of Shelter	Date/# Conditional Use Permit (CUP)	CUP Year-round Capacity# (%)*	Cold Weather Capacity # (%)**	EXTREME Weather Capacity # (%)***
Community Youth Services – Rosie's	Transition Age Youth, All genders (18 – 24)	520 Pear St SE, Olympia	7.7.14 #14-0052	12 (6%)	+ 5 = 17 (6%)	+ 18 = 35
Family Support Center – Pear Blossom Place	Families with children, all genders	837 7 th Ave SE, Olympia	12.3.12 #12-0097	36 (17%)	+ 20 = 56 (19%)	+10 = 66
Interfaith Works / 1 st Christian Church (2 floors)	Single, childless adults, all genders	701 Franklin St SE, Olympia Main Floor	11.10.14 #14-1041 No CUP – Extreme Weather only	42 (20%)	+ 0 = 42 (14%)	42 (12%)
St Michael's Church	Single adult male-identified people	1208 11 Ave SE, Olympia	5.5.09 MOU (No CUP)	0	12 (4%)	+ 5 = 17 (5%)
Safeplace DV Shelter	Domestic violence survivors	C/O 521 Legion Way SE, Olympia	12.9.14 Letter***	28 & Infants (13%)	28 & Infants (9%)	28 & Infants(8 %)
Salvation Army Shelter (2 locations)	Single, childless adults, all genders	808 5 th Ave SE, Olympia 1505 4 th Ave East, Olympia (NEW)	No CUP (Predates the practice) CUP(CU) 98-0130 11.12.99 – explicitly prohibits year-round shelter	37 (18%)	+ 28 = 65 (22%)	+ 30 = 95 (27%)
Olympia Union Gospel	Single, childless adults, all genders	413 Franklin NE, Olympia	No CUP required – Zone Urban Waterfront, faith-based shelter	50 (24%)	+ 20 = 70 (24%)	70 (20%)
Yelm Community Services Center Shelter	Families with children, all genders	624 Crystal Springs Rd NW, Yelm, WA 98597	No CUP required, 5 or fewer people	5 (>0%)	5 (2%)	5 (1%)
TOTALS				210 (100%)	295 (100%)	358 (100%)

***Year-round Shelter** capacity means January 1 – December 31st of each year (Governed by CUP)

****Cold Weather** capacity means all nights from Nov. 1st through April 30 (Regulated by Fire Dept. Limits)

*****Extreme Weather** or "**Code Blue**" capacity means those nights with deep freeze temperatures, high winds or other hazardous weather conditions (Regulated by Fire Dept. Limits)



City Council

Approval of a Resolution Granting Special Valuation for the Olympia Heritage Site at 222 Capitol Way North

Agenda Date: 10/23/2018
Agenda Item Number: 4.F
File Number: 18-0964

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

Title

Approval of a Resolution Granting Special Valuation for the Olympia Heritage Site at 222 Capitol Way North

Recommended Action

Committee Recommendation:

The Heritage Commission recommends approval of the special valuation application for 222 Capitol Way North

City Manager Recommendation:

Move to approve the resolution granting special property tax valuation status for the historic property at 222 Capitol Way North

Report

Issue:

Whether to approve the application for property tax revaluation based on historic property rehabilitation costs.

Staff Contact:

Katie Pruitt, Associate Planner, Community Planning & Development, 360.570.3746

Presenter(s):

None - Consent Calendar Item.

Background and Analysis:

The City of Olympia participates in the Washington State Special Valuation program. The program provides owners of designated historic buildings with the opportunity to apply for a property tax revaluation following the completion of approved rehabilitation work. The purpose is to incentivize historic preservation by offsetting the costs to maintain and upgrade older buildings. To qualify for special valuation, the rehabilitation expenses must be equal to or greater than 25 percent of the value of the building (not the land value). Details on the Special Valuation program can be found at: <http://www.dahp.wa.gov/special-tax-valuation>.

As outlined in OMC 3.60 Special Property Tax Valuation (<https://www.codepublishing.com/WA/Olympia/>), the Olympia Heritage Commission (OHC) performs a full review of each application and its related expenses. The OHC then makes a recommendation to City Council for approval or denial.

The application must be reviewed or denied by the City Council before December 31, 2018. If approved, the City enters into a ten-year agreement with the property owner to ensure no additional modifications are made without written consent by the City.

The Thurston County Assessor completes the final processing of the special valuation. Beginning in the following year (2019) the property tax is reassessed and the total approved expenditures are subtracted from the new property tax value (based on the improvements) for ten years.

222 Capitol Way North

On August 22, 2018, the Olympia Heritage Commission passed a unanimous motion to recommend approval of the application for Special Valuation at 222 Capitol Way North at the historic Thorp Motors site. The Heritage Commission recommendation is based on the following:

- 1) The property is listed on the Olympia Heritage Register (approved May 31, 2017).
- 2) The rehabilitation work was completed within the requisite 24 months prior to application.
- 3) The rehabilitation work was reviewed by the Heritage Review Committee on April 16, 2018. Noting the high quality of craftsmanship and retention of historic character, the Committee moved that staff review qualified expenditures and process the application.
- 4) The assessed value of the structure prior to rehabilitation work was \$1,447,400.00. Qualified expenditures would have to meet or exceed a value of \$361,850.00 to meet the 25 percent threshold.
- 5) Staff conducted a review of all receipts and found the total of qualified expenditures is \$1,261,833.25 and exceeds the 25 percent of value threshold.

The City Attorney has approved the attached ten-year agreement as to form. The attached Certificate of Approval will be submitted to the Thurston County Assessor.

Neighborhood/Community Interests (if known):

The public has an interest in preserving the places that are important to Olympia's history, culture, and sense of place.

Options:

1. Approve the resolution granting special valuation for the historic property at 222 Capitol Way North.
2. Deny the resolution with findings of inconsistency with program requirements.

Financial Impact:

Approving the application will result in no direct financial impact to City budgets. Staff time for processing Special Valuation applications is included in the operating budget.

Attachments:

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

Resolution
Agreement
Certificate of Approval

RESOLUTION NO. _____

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF OLYMPIA, WASHINGTON, GRANTING SPECIAL PROPERTY TAX VALUATION STATUS TO THE HISTORIC PROPERTY LOCATED AT 222 CAPITOL WAY NORTH AND APPROVING A SPECIAL VALUATION AGREEMENT BETWEEN THE CITY OF OLYMPIA AND THE HISTORICAL DOWNTOWN SQUARE, LLC FOR SUCH PURPOSE

WHEREAS, the APPLICANT has requested special valuation of the property at 222 Capitol Way North in Olympia, Washington ("Property"), pursuant to Chapter 84.26.030 RCW and Olympia Municipal Code ("OMC") 3.60.010; and

WHEREAS, pursuant to OMC 3.60.020(B), the Heritage Commission reviewed the application and made a unanimous recommendation for approval at its meeting on August 22, 2018; and

WHEREAS, the recommendation is required to be forwarded to the Olympia City Council, who acts as the Local Review Board pursuant to OMC 3.60.020(A), the Board that approves or denies applications for special property tax valuation;

WHEREAS, the Olympia City Council, acting as the Local Review Board, has determined that the application meets all the required criteria for special property tax valuation;

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

1. The Olympia City Council, acting as the Local Review Board pursuant to OMC 3.60.020 (A), finds that the property located at 222 Capitol Way North, Olympia, Washington, ("Property") meets the criteria for special valuation and hereby grants special tax valuation status for the Property and approves the form of Special Valuation Agreement ("Agreement") between the City of Olympia and Historical Downtown Square, LLC, under the terms and conditions contained in the Agreement.
2. The City Manager is authorized and directed to execute on behalf of the City of Olympia the Agreement, and to make any minor modifications as may be required and are consistent with the intent of the Special Valuation Agreement, or to correct any scrivener's errors.
3. The City Manager or his designee is hereby authorized to execute a certificate of approval and file a copy of the certificate with the County Assessor within ten days, as provided in RCW 84.26.060.

PASSED BY THE OLYMPIA CITY COUNCIL this _____ day of _____ 2018.

MAYOR

ATTEST:

CITY CLERK

APPROVED AS TO FORM:



DEPUTY CITY ATTORNEY

SPECIAL VALUATION AGREEMENT

THIS SPECIAL VALUATION AGREEMENT, hereinafter referred to as "AGREEMENT", is entered into by and between **Historical Downtown Square, LLC**, ("APPLICANT"), and the **City of Olympia**, ("CITY").

WHEREAS, the APPLICANT is the owner of record of the historic property located at **222 Capitol Way North, Olympia, Washington**, ("PROPERTY"; and

WHEREAS, the APPLICANT has requested special valuation of the PROPERTY pursuant to Chapter 84.26.030 RCW and Olympia Municipal Code ("OMC") 3.60.010; and

WHEREAS, pursuant to OMC 3.60.020(B), the Heritage Commission has reviewed the application and made a unanimous recommendation for approval at its meeting on August 22, 2018; and

WHEREAS, the recommendation is required to be forwarded to the Olympia City Council, who acts as the local review board pursuant to OMC 3.60.020(A), who decides whether or not to approve the application for special property tax valuation;

NOW, THEREFORE, in consideration for the mutual covenants contained herein, the APPLICANT and the Olympia City Council ("Local Review Board") agree as follows:

1. The Local Review Board hereby determines that the property described on the attached **Exhibit A** qualifies for special property tax valuation under Chapter 84.26 RCW and 3.60 OMC because it meets the following criteria:
 - A. The PROPERTY has been substantially rehabilitated within the two-year period preceding the date of application; and
 - B. The rehabilitation work has not altered the property in any way which adversely affects those elements which qualify it as historically significant based on the U.S. Secretary of the Interior's Standards for Rehabilitation set forth in **Exhibit B**; and
 - C. The approved costs of the rehabilitation are One Million, Two Hundred Sixty-One Thousand, Eight Hundred Thirty-Three and 25/100 Dollars (**\$1,261,833.25**) equaling or exceeding twenty-

five percent (25%) of the assessed valuation of the PROPERTY prior to the improvements and such building meets the criteria in OMC 3.60.010; and

- D. The PROPERTY is an historic property which falls within a class of properties determined eligible for special valuation by local ordinance or administrative rule.
2. The APPLICANT agrees that in order to receive the special property tax valuation, APPLICANT MUST comply with the following:
- A. The PROPERTY must not be altered without the prior written consent of the local review board. No construction, alteration or remodeling or any other action shall be undertaken which would affect the historic character of the PROPERTY which classifies it as eligible for special valuation, or which would affect the appearance of the PROPERTY as depicted in the photographs attached hereto and incorporated herein by this reference as **Exhibit C** or which would adversely affect the structural soundness of the property; provided, however, that the reconstruction, repair, repainting or refinishing of presently existing parts or elements of the PROPERTY subject to this AGREEMENT, damage to which has resulted from casualty loss, deterioration or wear and tear, shall be permitted without the prior approval of the local review board, provided that such reconstruction, repair, repainting, or refinishing is performed in a manner which will not alter the appearance of those elements of the PROPERTY subject to this AGREEMENT as they are as of this date. Exterior changes which shall require the consent of the local review board shall include, but not be limited to, any substantial structural change or any change in design, color or materials; and
 - B. There shall be no changes in standards of maintenance, public access, alteration, or report requirements, or any other provisions of this AGREEMENT during the period of the classification without the prior written approval of all parties to this AGREEMENT.
 - C. The PROPERTY must not be demolished without the prior written consent of the local review board; and
 - D. The APPLICANT shall make historic aspects of the PROPERTY accessible to the public one day each year if the PROPERTY is not visible from a public right-of-way; and
 - E. The APPLICANT shall monitor the PROPERTY for its continued qualification for special valuation and notify the Thurston County Assessor within thirty (30) days of PROPERTY disqualification because of:
 - i. a loss of historic integrity,
 - ii. sale or transfer to new ownership exempt from taxation, or
 - iii. sale or transfer to new ownership who refuses to agree to the terms of this AGREEMENT and fails to file a Notice of Compliance form with the Thurston County Assessor; or
3. Terms of the Agreement. This AGREEMENT shall take effect immediately upon signature and remain in effect until the property is no longer eligible for special valuation either through disqualification under

RCW 84.26.080 or upon expiration of the ten-year period of special valuation commencing **January 1, 2019** and ending **December 31, 2028**.

4. Hold Harmless. The APPLICANT and its successors or assigns shall hold the State and City of Olympia, its officers, officials, and employees harmless from any and all liability and claims which may be asserted against the State or City as a result of this AGREEMENT or the participation by the APPLICANT in the Special Valuation Program.
5. Governing Law. The terms of this AGREEMENT shall be construed in accordance with the laws of the State of Washington.

I certify that I am duly authorized to sign this Agreement, which is legally binding, on behalf of Historical Downtown Square, LLC.

HISTORICAL DOWNTOWN SQUARE, LLC:


Signature(s) of Owner(s)/Applicant(s)

Gray Lee Graham
Print Name of Signatory

CITY OF OLYMPIA:

Steven R. Hall, City Manager

Approved as to Form:



Deputy City Attorney

Attachments:

- | | |
|------------|---|
| Exhibit A: | Property Description |
| Exhibit B: | U.S. Secretary of the Interior's Standards for Rehabilitation |
| Exhibit C: | Contemporary Photographs (4 pages) |
| | Historical Photograph (1 page) |

EXHIBIT A

Property Description

Property description for 222 Capitol Way North Olympia, Washington, individually listed on the Olympia Heritage Register:

The site on which Historical Downtown Square was built was the site where Governor Isaac I. Stevens convened the first Territorial Legislature of Washington on February 28th, 1854.

On December 11, 1852, this site was also the original meeting place of Olympia Lodge No. 1 F.&A.M.

As well, the Pacific House, which was directly to the south of the site, was established by Rebecca Howard, the first African American to open a business in Washington. Currently, a mural to memorialize Ms. Howard and the Pacific House, as it might have appeared in 1874, is painted on the south wall of our building.

Immediately after World War 2, the current building was constructed as the Packard Automobile Dealership. In the early sixties it became a Volkswagen Dealership and then in the late Sixties it became a Dodge Dealership. In the 1980s the car dealerships moved out of downtown to the Auto Mall.

The building was remodeled into offices, and was the offices of a number of financial enterprises until 2015, when the last financial company left.

In 2005, Andre LeRest started a French Bakery and Cafe, the Bread Peddler, which gradually expanded to include the south one-third of the building.

Starting in 2015, and completed in November of 2016, the interior of the building was converted into 222 Market, an Artisan Food Hall.

Although the interior of the building has been repurposed on several occasions, the original exterior has remained largely intact.

EXHIBIT B

U.S. Secretary of the Interior's Standards for Rehabilitation

1. A property will be used as it was historically or be given a new use that requires minimal change to its distinctive materials, features, spaces, and spatial relationships.
2. The historic character of a property will be retained and preserved. The removal of distinctive materials or alteration of features, spaces, and spatial relationships that characterize a property will be avoided.
3. Each property will be recognized as a physical record of its time, place, and use. Changes that create a false sense of historical development, such as adding conjectural features or elements from other historic properties, will not be undertaken.
4. Changes to a property that have acquired historic significance in their own right will be retained and preserved.
5. Distinctive materials, features, finishes, and construction techniques or examples of craftsmanship that characterize a property will be preserved.
6. Deteriorated historic features will be repaired rather than replaced. Where the severity of deterioration requires replacement of a distinctive feature, the new feature will match the old in design, color, texture, and, where possible, materials. Replacement of missing features will be substantiated by documentary and physical evidence.
7. Chemical or physical treatments, if appropriate, will be undertaken using the gentlest means possible. Treatments that cause damage to historic materials will not be used.
8. Archeological resources will be protected and preserved in place. If such resources must be disturbed, mitigation measures will be undertaken.
9. New additions, exterior alterations, or related new construction will not destroy historic materials, features, and spatial relationships that characterize the property. The new work will be differentiated from the old and will be compatible with the historic materials, features, size, scale and proportion, and massing to protect the integrity of the property and its environment.
10. New additions and adjacent or related new construction will be undertaken in such a manner that, if removed in the future, the essential form and integrity of the historic property and its environment would be unimpaired.

EXHIBIT C

(5 pages)

**Historical Downtown Square (222 Capitol Way N)
Register Application Photos**

Olympia Avenue (North) Elevation:



Capitol Way (West) Elevation:



Alley (South) Elevation):



Pavement Plaques:



Historic Photo:



Certification of Approval

Regarding Special Valuation on Improvements to Historic Property

OWNER: **Historical Downtown Square, LLC**

SUBJECT: **Thorp Motors, Olympia Heritage Site
222 Capitol Way North, Olympia, Washington**

THE CITY OF OLYMPIA CERTIFIES that the application for the special valuation on improvements to historic property under Chapter 84.26 RCW, Chapter 3.60 of the Olympia Municipal Code, and Thurston Ordinance 8563 was approved by the Olympia City Council at a meeting on **October 23, 2018**. The approved rehabilitation costs are **\$1,261,833.25**.

The City Council found that the property qualified as eligible historic property on the following basis:

1. The building is an eligible class of buildings per Olympia Municipal Code 03.60.010. The property was placed on the Olympia Heritage Register on **May 31, 2017**.
2. The building is not altered in a manner that would adversely affect those elements that qualify it as historically significant. The features named as historically significant when the building was placed on the Register were preserved in this rehabilitation.
3. The rehabilitation cost and time requirements were met.
 - The assessed value of the structure prior to rehabilitation was **\$1,447,400.00**.
 - Twenty-five percent of this is **\$361,850.00**.
 - The rehabilitation cost is **\$1,261,833.25**.
 - Costs were verified by receipts submitted by the owner.
 - The rehabilitation period is within the requisite 24 months prior to the application date of **December 27, 2017**.

A copy of the signed ten year agreement is enclosed.

DATED at Olympia, Washington, this _____.

By:

Steven R. Hall, City Manager



City Council

Approval of a Resolution Authorizing an Amendment to the Intergovernmental Emergency Medical Services (EMS) Contract for Paramedic Services with Thurston County

Agenda Date: 10/23/2018
Agenda Item Number: 4.G
File Number: 18-0985

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

Title

Approval of a Resolution Authorizing an Amendment to the Intergovernmental Emergency Medical Services (EMS) Contract for Paramedic Services with Thurston County

Recommended Action

Committee Recommendation:

Not referred to a committee.

City Manager Recommendation:

Move to approve the resolution authorizing the amendment to the Intergovernmental Emergency Medical Services (EMS) Contract for Paramedic Services with Thurston County and authorize the City Manager to sign.

Report

Issue:

Whether to approve the extension of the Intergovernmental EMS Contract for Paramedic Service with Thurston County via a contract amendment.

Staff Contact:

Mike Buchanan, Assistant Fire Chief 360.791.2963

Presenter(s):

None - Consent Calendar Item.

Background and Analysis:

The City of Olympia has had a contract with Thurston County (Medic One) to provide paramedic services for over 40 years. The current contract is in force until December 31, 2019. To assist in the County's new biannual budget process, the County is requesting that the contract be extended by one (1) year until December 31, 2020.

Neighborhood/Community Interests (if known):

N/A

Options:

1. Approve the resolution authorizing the Amendment to the Intergovernmental EMS Contract for Paramedic Services with Thurston County and authorize the City Manager to sign.
2. Do not approve the resolution.

Financial Impact:

Passage assures that the City of Olympia is able to continue to recover fully the cost of providing paramedic services.

Attachments:

Resolution
Agreement

RESOLUTION NO. _____

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF OLYMPIA, WASHINGTON, APPROVING
AN AMENDMENT TO AN INTERGOVERNMENTAL CONTRACT BETWEEN THE CITY OF
OLYMPIA AND THURSTON COUNTY FOR EMERGENCY MEDICAL SERVICES**

WHEREAS, Chapter 39.34 RCW authorizes local governments to enter into agreements for joint and cooperative undertakings; and

WHEREAS, regulations over the provision of emergency medical services include Chapters 18.71, 18.73, 70.168 RCW and Chapter 246-976 WAC; and

WHEREAS, Thurston County Medic One is supported by a county wide levy in order to provide county wide emergency medical services as provided by law; and

WHEREAS, the City of Olympia ("City") and Thurston County ("County") entered into an Intergovernmental EMS Contract ("Agreement") which became effective on January 1, 2017, and was to run until December 31, 2019; and

WHEREAS, the Agreement also provided that its terms could be "extended for additional periods of time upon the mutual written agreement"; and

WHEREAS, the City and the County desire to amend the Agreement to extend the term;

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

1. The Olympia City Council hereby approves the form of Amendment to an Intergovernmental Contract between the City of Olympia and Thurston County for emergency medical 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 Amendment to an Intergovernmental Contract, and any other documents necessary to execute said Amendment, and to make any minor modifications as may be required and are consistent with the intent of the Amendment, or to correct any scrivener's errors.

PASSED BY THE OLYMPIA CITY COUNCIL this _____ day of _____ 2018.

MAYOR

ATTEST:

CITY CLERK

APPROVED AS TO FORM:



DEPUTY CITY ATTORNEY

AMENDMENT NO. 1
INTERGOVERNMENTAL EMS CONTRACT

THIS AMENDMENT is effective as of the date of the last authorizing signature affixed hereto by and between the **CITY OF OLYMPIA**, a Washington municipal corporation (the "City"), and **THURSTON COUNTY** (County).

RECITALS

1. The City and the County entered into an INTERGOVERNMENTAL EMS CONTRACT ("Agreement"), which became effective on January 1, 2017.
2. The term of the Agreement was to run until December 31, 2019.
3. The Agreement also provided that its terms could be "extended for additional periods of time upon the mutual written agreement" of the City and the County, and that modification of its terms need to be in writing and signed by both parties. (Section II. Effective Date; Duration).
4. The City and the County desire to amend the Agreement to extend the term.

NOW, THEREFORE, THE PARTIES AGREE AS FOLLOWS:

1. Section II of the Agreement, Effective Date; Duration, is hereby amended to read as follows:

II. EFFECTIVE DATE; DURATION

The term of this Contract and performance of the AGENCY shall commence on January 1, 2017. This Contract will terminate on December 31, ~~2019~~2020. This agreement replaces all prior interlocal agreements regarding the subject matter contained in this agreement. This Contract may be extended or terminated upon mutual agreement between the parties hereto and pursuant to the terms and conditions herein.

2. All remaining provisions of the *INTERGOVERNMENTAL EMS CONTRACT* effective January 1, 2017 and not here amended or supplemented shall remain as written in said Agreement, and shall continue in full force and effect.

IN WITNESS WHEREOF, the City and the County have executed this **Amendment No. 1** of the Agreement as of the last authorizing date written below.

CITY OF OLYMPIA

**BOARD OF COUNTY
COMMISSIONERS
Thurston County, Washington**

By: _____
Steven R. Hall, City Manager
City of Olympia
P.O. Box 1967
Olympia WA 98507-1967

Date of Signature _____

Chair

Commissioner

Commissioner

Date of Signatures _____

ATTEST:

Clerk, City of Olympia

ATTEST:

Clerk of the Board

APPROVED AS TO FORM:


Deputy City Attorney

APPROVED AS TO FORM:

John Tunheim
Thurston County Prosecuting Attorney

By: Rick Peters, Deputy Prosecuting
Attorney



City Council

Approval of a Resolution Authorizing a Lease Agreement Between the City and Thurston County Fire Protection District #3 (Lacey) to allow the Olympia Fire Department to use Vehicle Repair Facility

Agenda Date: 10/23/2018
Agenda Item Number: 4.H
File Number: 18-0986

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

Title

Approval of a Resolution Authorizing a Lease Agreement Between the City and Thurston County Fire Protection District #3 (Lacey) to allow the Olympia Fire Department to use Vehicle Repair Facility

Recommended Action

Committee Recommendation:

Not referred to a committee.

City Manager Recommendation:

Move to approve the resolution authorizing the lease agreement to allow Olympia Fire Department (OFD) to use Thurston County Fire Protection District #3's (TCFPD3) vehicle repair facility and authorize the City Manager to sign.

Report

Issue:

Whether to approve the lease agreement continuing OFD's use of TCFPD3's vehicle repair facility. Using this facility provides OFD mechanics the capacity to work on multiple vehicles at one time using their business model for revenue.

Staff Contact:

Mike Buchanan, Assistant Fire Chief 360.791.2963

Presenter(s):

None. Consent Calendar item.

Background and Analysis:

This lease agreement continues the Olympia Fire Department's (OFD) use of Thurston County Fire Protection District #3's (TCFPD3) vehicle repair facility. Utilizing this facility provides OFD mechanics the capacity to work on multiple vehicles at one time. The vehicle repair facility was designed and built with 3 interior bays, of which one is doubled in length, for the sole purpose of repairing and

maintaining fire apparatus. Additionally, the facility has an outdoor drive-thru covered bay. Allowing OFD fire mechanics to continue to use this building ensures their efficiency and productivity.

This space is superior to anything in the city for this type of apparatus work. Special equipment, including lifts, have been installed to facilitate fire apparatus work. The facility has allowed OFD to develop a business model for repairing fire apparatus county wide. OFD offsets the cost of the lease with revenue from this business model. Lacey is one of the customers of OFD vehicle repair business model. Continuation of this lease capitalizes on years of cooperation with LFD#3 and allows the mechanics to maintain their business model.

Neighborhood/Community Interests (if known):

N/A

Options:

Accept the continuation of the lease agreement. This lease agreement allows OFD Mechanics to repair apparatus at the TCFPD3's vehicle repair facility.

This lease agreement provides benefits to OFD in utilizing a vehicle repair shop designed for fire apparatus that will allow OFD fire mechanics to work on multiple fire apparatus at one time.

Financial Impact:

The cost to the City for using this facility is +/- \$61,500.00 and is offset by the revenue generated by being able to work in this facility.

Attachments:

Resolution
Agreement

RESOLUTION NO. _____

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF OLYMPIA, WASHINGTON, APPROVING
A LEASE AGREEMENT BETWEEN THE CITY OF OLYMPIA AND THURSTON COUNTY FIRE
PROTECTION DISTRICT NO. 3 FOR THE VEHICLE MAINTENANCE AND REPAIR BUILDING
LOCATED AT 8407 STEILACOOM ROAD SE.**

WHEREAS, the City of Olympia (City) has need of a space to perform fire department vehicle maintenance and repair; and

WHEREAS, the City and Thurston County Fire Protection District No. 3 (FPD 3) entered into a lease agreement granting the City tenancy for the vehicle maintenance and repair building located at 8407 Steilacoom Road Se, Olympia, Washington, that ran from November 1, 2013 through November 1, 2018; and

WHEREAS, The City of Olympia would like to enter into a new lease agreement with Lacey Fire district 3 for the use of said space, commencing November 1, 2018 and running for two years with an automatic annual extension of one (1) year;

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

1. The Olympia City Council hereby approves the form of Lease Agreement between the City of Olympia and Thurston County Fire Protection District No. 3 for the vehicle maintenance and repair building located at 8407 Steilacoom Rd SE, Olympia, Washington 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 Lease Agreement, and any other documents necessary to execute said Agreement, and to make any minor modifications as may be required and are consistent with the intent of the Lease Agreement, or to correct any scrivener's errors.

PASSED BY THE OLYMPIA CITY COUNCIL this _____ day of _____ 2018.

MAYOR

ATTEST:

CITY CLERK

APPROVED AS TO FORM:



DEPUTY CITY ATTORNEY

LEASE AGREEMENT

(Modified Gross)

THIS LEASE AGREEMENT ("Lease") is made as of the date set forth below between **Fire Protection District No. 3, Thurston County**, a Washington municipal corporation ("Landlord"), and the **City of Olympia**, a Washington municipal corporation ("Tenant"). Landlord and Tenant hereby agree:

BASIC LEASE TERMS

1. **BASIC LEASE INFORMATION AND EXHIBITS.** The following terms as used herein shall have the meanings provided in this Section 1, unless otherwise specifically modified by provisions of this Lease:

- (a) **Commencement Date:** November 1, 2018.
- (b) **Tenant:** City of Olympia
- (c) **Address of Tenant:** City of Olympia
Attn: Fire Chief
100 Eastside St. N.E.
Olympia, WA 98506-4081
- (d) **Landlord:** Fire Protection District No. 3, Thurston County
- (e) **Address of Landlord:** Fire Protection District No. 3, Thurston County
Attn: Fire Chief
1231 Franz St. S.E.
Lacey, Washington 98503
- (f) **Premises:** The vehicle maintenance and repair building (the "Building") located at 8407 Steilacoom Road SE, Olympia, Washington 98513 having approximately 7,676 square feet which is situated on the land legally described in **Exhibit A** attached hereto.
- (g) **Initial Term:** Two years commencing on the Commencement Date, and terminating at midnight on the day before the second (2nd) anniversary of the Commencement Date (the "Termination Date").
- (h) **Extension Term(s):** Automatic annual extension of one (1) year per Section 6.
- (i) **Basic Rent:** \$61,408 annually during the Initial Term, may be subject to increase for each Extension Term
- (j) **Additional Rent:** All other costs, other than Basic Rent, payable by Tenant to Landlord hereunder.
- (k) **Security Deposit:** n/a
- (l) **Permitted Use:** Fire protection vehicle, apparatus and equipment maintenance and repair facility; vehicle part storage; emergency medical staff and associated facility office use, and for no other use or purpose without Landlord's prior consent.

(m) Party Responsible for
Janitorial Services:

Tenant

(n) Exhibits:

Exhibit A - Legal Description of Land

GENERAL LEASE TERMS

2. PREMISES. Landlord does hereby lease to Tenant, and Tenant does hereby lease from Landlord, upon the terms and conditions set forth herein, the Premises described in Section 1, located on the land legally described on Exhibit A attached hereto. Landlord represents to Tenant that (i) fee title in the Premises is vested in Landlord, and (ii) Landlord has the authority to enter into this Lease.

3. COMMENCEMENT AND TERMINATION DATES. The Initial Term of this Lease shall commence on the Commencement Date set forth in Section 1 above. The Initial Term of the Lease shall expire on the Termination Date set forth in Section 1 above.

4. RENT. Tenant shall pay Landlord without notice the Basic Rent stated in Section 1 in quarterly installments in arrears commencing on the first day of the second calendar quarter of the Initial Term, and thereafter on the first day of each subsequent calendar quarter of the Initial Term; for every Extension Term thereafter, Tenant shall pay Basic Rent as increased under Section 6 below. Basic Rent for any partial quarter shall be prorated in proportion to the number of days in such quarter.

5. ADDITIONAL RENT.

(a) Modified Gross Lease. It is the intention of Landlord and Tenant that this Lease is a modified gross lease, so that all costs of owning, operating and maintaining the Building and Premises shall be borne by Landlord except as set forth herein. As provided in Section 7 below, Tenant shall be responsible for all utility expenses and janitorial expenses, and shall pay for such service directly to the provider. Notwithstanding the foregoing, Tenant shall remain responsible for, and shall pay all costs of repair of damage caused by Tenant's negligence or misuse of the Premises, which shall be deemed Additional Rent hereunder, and shall be payable to Landlord upon demand.

(b) Personal Property Taxes. Unless exempt, Tenant shall also pay, prior to delinquency, all personal property taxes payable with respect to all property of Tenant located on the Premises, Building or Land, including any improvements paid for by Tenant, and promptly, upon request of Landlord, shall provide written proof of such payment or exemption.

6. AUTOMATIC EXTENSION OF TERM. Provided that Tenant is not in default of this Lease, upon the expiration of the Initial Term, and subsequently upon the expiration of the then-effective term of this Lease, by mutual agreement of the Fire Chiefs representing the Landlord and Tenant the term hereof may be extended for a period of one (1) year (an "Extension Term") upon the same terms and conditions herein, except that Basic Rent may be increased for the Extension Term, effective and payable on the first day of the Extension Term (the "Adjustment Date"). Landlord shall provide Tenant written notice of any adjustment of Basic Rent not less than one hundred twenty (120) days prior to the applicable Adjustment Date, and Landlord's failure to provide such notice within such time period shall be deemed a waiver of Landlord's right to adjust the Basic Rent for the applicable term. Notwithstanding the foregoing, either party may void the automatic extension of any term hereof by providing the other party written notice thereof not later than ninety (90) days prior to the end of the then-effective term, in which case the then-effective term shall end upon the Termination Date of the then-effective term and there shall be no automatic extension thereof. The foregoing automatic extension is personal to Tenant and shall be ineffective if the Lease has been assigned, voluntarily or involuntarily, to any person or entity other than Tenant.

7. SERVICES AND UTILITIES.

(a) Standard Services. Landlord shall furnish the Premises with electricity service and water and other utilities. Tenant shall be responsible for the cost of all utility services used at the Premises, including but not limited to electricity, water, trash removal, hazardous waste removal, sewer or septic, and oil/water separation and treatment. If not already separately metered, the parties acknowledge that Landlord may have the Premises separately metered at Tenant's expense for one or more utilities. Tenant shall pay directly to the service provider the costs of any separately metered utility service. Janitorial services to the Premises are to be provided by the party identified in the Basic Lease Terms.

(b) Interruption of Services. Except to the extent caused by the gross negligence or intentional misconduct of Landlord or its agents, employees or contractors, failure by Landlord to any extent to furnish or cause to be furnished the utilities or services described in this Lease, or any cessation or interruption thereof, resulting from any cause, including without limitation, mechanical breakdown, overhaul or repair of equipment, strikes, riots, acts of God, shortages of labor or material, compliance by Landlord with any voluntary or similar governmental or business guidelines, governmental laws, regulations or restrictions, or any other similar causes, shall not render the Landlord liable in any respect for damages to either person or property, for any economic loss or other consequential damages incurred by Tenant as a result thereof, be construed as an eviction of Tenant, result in an abatement of rent, or relieve Tenant from its obligation to perform or observe any covenant or agreement contained in this Lease.

(c) Provision of Utility Services. Landlord shall have the right to select and change utility providers from time to time providing service to the Building, and may elect to provide one or more such utility services itself.

8. SECURITY DEPOSIT. There is no Security Deposit requirement under this Lease.

9. USES. The Premises are to be used only for the Permitted Uses set forth in Section 1 above and for no other business or purpose. Tenant shall not commit any act that will increase the then existing rate of insurance on the Building and will immediately pay any such increase to Landlord as Additional Rent. Tenant shall not use the area around the Premises for parking vehicles for extended periods. Tenant shall not commit or allow to be committed any waste upon the Premises, or any public or private nuisance or other act which is unlawful. Tenant shall, at Tenant's expense, comply promptly with all applicable statutes, ordinances, rules, regulations, orders and requirements, including without limitation laws and regulations prohibiting discrimination on the basis of race, gender, religion, national origin, age or disability, in effect during the term hereof, including without limitation the Americans With Disabilities Act, regulating the use, occupancy or improvement of the Premises.

10. IMPROVEMENTS. Upon expiration or sooner termination of this Lease, all improvements and additions to the Premises, except Tenant's trade fixtures, shall be deemed the property of Landlord.

11. ACCEPTANCE OF PREMISES. Tenant hereby accepts the Premises and the Building "as-is" in their condition existing as of the date of the execution hereof, and that Landlord shall have no obligation of any kind to alter, repair, improve, or rebuild the Premises in connection with Tenant's occupancy thereof except to the extent specifically set forth elsewhere in this Lease. Tenant acknowledges that neither Landlord nor Landlord's agent has made any representation or warranty as to the suitability of the Premises for the conduct of Tenant's business, and Tenant hereby waives any rights, claims or actions against Landlord under any express or implied warranties of suitability.

12. CARE OF PREMISES. Landlord shall maintain the structural portions of the Building in reasonably good order and condition, except for damage occasioned by act or omission of Tenant or its contractors, agents, invitees, licensees or employees, the repair of which damage shall be paid by Tenant. Tenant shall, at Tenant's sole cost and expense, keep every other part of the Premises in good condition and repair, damage thereto from causes beyond the reasonable control of Tenant and ordinary wear and tear excepted. If Tenant fails to perform Tenant's obligations under this Section, Landlord may at Landlord's option enter upon the Premises after ten (10) days' prior notice to Tenant and put the same in good order, condition and repair and the cost thereof together with interest thereon at the rate of 12% per annum shall be due and payable as Additional Rent to Landlord together with Tenant's next installment of Basic Rent. All structural repairs required to be made by Landlord shall be those reasonably determined by Landlord as necessary to maintain the structural integrity of the Premises and the Building.

13. ALTERATIONS AND ADDITIONS.

(a) Tenant shall not make any alterations, improvements, additions, or utility installations in or about the Premises (collectively, "Alterations") without first obtaining the written consent of Landlord and, where appropriate, in accordance with plans and specifications approved by Landlord. Any alterations required to be made to the Premises by any applicable building, health, safety, fire, nondiscrimination, or similar law or regulation shall be made at Tenant's sole

expense and shall be subject to the prior written consent of Landlord. Tenant shall reimburse Landlord for any sums expended for examination and approval or architectural or mechanical plans and specifications of the Alterations. Landlord may require a lien and completion bond for such construction, or require the improvements be removed at the expiration of the Term. Landlord's approval of the plans, specifications and working drawings for Tenant's alterations shall create no responsibility or liability on the part of Landlord for their completeness, design sufficiency, or compliance with all laws, rules and regulations of governmental agencies or authorities.

(b) Tenant shall pay, when due, all claims for labor or materials furnished to or for Tenant at or for use in the Premises, which claims are or may be secured by any mechanics' or materialmen's liens against the Premises or any interest therein.

(c) Unless Landlord requires their removal, all Alterations (other than trade fixtures and movable equipment) which may be made on the Premises shall become the property of Landlord and remain upon and be surrendered with the Premises at the expiration of the term.

14. ACCESS. Tenant shall permit Landlord and its agents to enter the Premises at all reasonable times for the purpose of inspecting, repairing, altering or improving the Premises or the Building. Landlord may temporarily close any portion of the Building or Premises without liability to Tenant by reason of such closure, and such closure shall not constitute an eviction of Tenant or release Tenant from any Rent hereunder.

15. DAMAGE OR DESTRUCTION. If all of the Premises or such portions of the Building as may be required for the reasonable use of the Premises are damaged by fire or other casualty, this Lease shall automatically terminate as of the date of such casualty. In the event of casualty to a material part, but less than all, of the Building, where Landlord shall determine that the remaining portions of the Building cannot be economically and effectively used by it (whether on account of physical, economic, aesthetic or other reasons) or where Landlord determines the Building should be restored in such a way as to materially alter the Premises, Landlord shall forward a written notice to Tenant of such determination not more than sixty (60) days after the date of such damage. The term of this Lease shall expire upon such date as Landlord shall specify in such notice but not earlier than sixty (60) days after the date of such notice. If this Lease is not terminated as aforesaid, it shall continue in full force and effect and the Rent shall be equitably reduced during such reconstruction, unless the casualty was due to the negligence or intentional misconduct of Tenant, in which event Rent shall not be abated. If this Lease is terminated as aforesaid, no damages, compensation or claim shall be payable by Landlord for inconvenience, loss of business or annoyance arising from any damage or destruction to any portion of the Premises or the Building. Landlord will not carry insurance of any kind on any improvements paid for by Tenant or on Tenant's furniture, furnishings, fixtures, equipment or appurtenances of Tenant under this Lease and Landlord shall not be obligated to repair any damage thereto or replace the same.

16. CONDEMNATION.

(a) Entire Taking. If all of the Premises or such portions of the Building as may be required for the reasonable use of the Premises are taken by eminent domain, this Lease shall automatically terminate as of the date title vests in the condemning authority. In the event of a taking of a material part, but less than all, of the Building, where Landlord shall determine that the remaining portions of the Building cannot be economically and effectively used by it (whether on account of physical, economic, aesthetic or other reasons) or where Landlord determines the Building should be restored in such a way as to materially alter the Premises, Landlord shall forward a written notice to Tenant of such determination not more than sixty (60) days after the date of taking. The term of this Lease shall expire upon such date as Landlord shall specify in such notice but not earlier than sixty (60) days after the date of such notice. In case of taking of a part of the Premises, or a portion of the Building not required for the reasonable use of the Premises, then this Lease shall continue in full force and effect and the Rent shall be equitably reduced based on the proportion by which the floor area of the Premises is reduced.

(b) Awards and Damages. Landlord reserves all rights to damages to the Premises for any partial, constructive, or entire taking by eminent domain, and Tenant hereby assigns to Landlord any right Tenant may have to such

damages or award, and Tenant shall make no claim against Landlord or the condemning authority for damages for termination of the leasehold interest or interference with Tenant's business. Tenant shall have the right, however, to claim and recover from the condemning authority compensation for any loss to which Tenant may be put for Tenant's moving expenses or taking of Tenant's personal property, provided that such damages may be claimed only if they are awarded separately and not out of or as part of the damages recoverable by Landlord.

17. INDEMNIFICATION.

(a) Indemnity. Tenant shall indemnify, defend and hold Landlord harmless from and against all loss, cost and expense, including attorneys fees, arising from any act, omission, or negligence of Tenant or its officers, contractors, licensees, agents, servants, employees, guests, invitees, or visitors in or about the Building, Premises or Land, or arising from any injury or damage to any person or property, occurring in or about the Building, Premises or Land as a result of any act, omission or negligence of Tenant, or its officers, contractors, licensees, agents, employees, guests, or visitors or arising from any breach or default under this Lease by Tenant. The foregoing provisions shall not be construed to make Tenant responsible for loss, damage, liability or expense resulting from injuries to third parties caused solely by the gross negligence or intentional misconduct of Landlord, or its officers, contractors, licensees, agents, employees, invitees or other tenant of the Building.

(b) Exemption of Landlord from Liability. As a material part of the consideration to Landlord, Tenant hereby agrees that, notwithstanding anything to the contrary in Section 17(a) above, Landlord shall in no event be liable for injury to Tenant's business or assets or any loss of income therefrom or for damage to Tenant's employees, invitees, customers, or any other person in or about the Premises, whether such damage, loss or injury results from conditions arising upon the Premises or upon other portions of the Building of which Premises are a part, or from other sources or places, and regardless of whether the cause of such damage, loss or injury or the means of repairing the same is inaccessible to Tenant. Tenant further agrees that notwithstanding anything to the contrary in Section 17(a) above, Landlord shall in no event be liable for any injury or damage to any person or property of Tenant, Tenant's employees, invitees, customers, agents or contractors arising from any act or neglect of any tenant or occupant of the Building or any other third person. The foregoing provisions shall not be construed to make Tenant responsible for loss, damage, liability or expense resulting from injuries to third parties caused solely by the gross negligence or intentional misconduct of Landlord, or its officers, contractors, licensees, agents, employees, invitees or other tenant of the Building.

(c) Waiver of Subrogation. Landlord and Tenant each waive any and all rights to recover against the other, or against the officers, directors, shareholders, partners, joint ventures, employees, agents, customers, invitees or business visitors of such other party, for any loss or damage to such waiving party arising from any cause covered by any property insurance required to be carried pursuant to this Lease or any other property insurance actually carried by such party. Landlord and Tenant, from time to time, will cause their respective insurers to issue appropriate waiver of subrogation rights endorsements to all property insurance policies carried in connection with the Building or the Premises or the contents of either.

(d) Industrial Insurance Act Waiver. Solely for the purpose of effectuating Tenant's indemnification obligations under this Lease, and not for the benefit of any third parties (including but not limited to employees of Tenant), Tenant specifically and expressly waives any immunity that may be granted it under applicable federal, state or local Worker Compensation Acts, Disability Benefit Acts or other employee benefit acts. Furthermore, the indemnification obligations under this Lease shall not be limited in any way by any limitation on the amount or type of damages, compensation or benefits payable to or for any third party under Worker Compensation Acts, Disability Benefit Acts or other employee benefit acts. The parties acknowledge that the foregoing provisions of this Section have been specifically and mutually negotiated between the parties.

18. HAZARDOUS SUBSTANCES. Tenant shall be solely responsible and liable for, and shall indemnify, defend and hold harmless Landlord for, from and against any and all Hazardous Substances existing on the Premises, or present in or on the air, ground water, soil, buildings or other improvements or otherwise in, on, under or about the

Premises or any other property, resulting from the handling by Tenant of any Hazardous Substance during the period of Tenant's occupancy or use of the Premises. Without limiting the generality of the foregoing, Tenant shall, at any time during the term of the Lease and at the end of the term of the Lease, perform all work necessary to render the Premises or any other property "clean" and free of all Hazardous Substances handled by Tenant, in accordance with all present and then-applicable laws. As used herein, the term "Hazardous Substance" means any hazardous, toxic or dangerous substance, waste or material which is or becomes regulated under any federal, state or local statute, ordinance, rule, regulation or other law now or hereafter in effect pertaining to environmental protection, contamination or cleanup, including without limitation any substance, waste or material which now or hereafter is designated as a "Hazardous Substance" under the Comprehensive Environmental Response, Compensation and Liability Act (42 U.S.C. § 9601 et seq.), or under any local or state rule or regulation. Without limiting the foregoing, Hazardous Substances shall include, but not be limited to, any substance which after being released into the environment and upon exposure, ingestion, inhalation, or assimilation, either directly from the environment or indirectly by ingestion through food chains, will or may reasonably be anticipated to cause death, disease, behavior abnormalities, cancer and/or genetic abnormalities. In addition, Tenant agrees to indemnify, defend and hold harmless Landlord against any and all loss, cost and expense (including, without limitation, consultant fees, attorneys' fees and disbursements) which may be imposed on, incurred or paid by, or asserted against Landlord or the Building, Premises or land by reason of, or in connection with (i) any misrepresentation, breach of warranty or other default by Tenant under this Lease, or (ii) the acts or omissions by Tenant under this Lease, or (ii) the acts or omissions of Tenant, or any sublessee or other person for whom Tenant would otherwise be liable, resulting in the release of any hazardous waste or materials.

19. INSURANCE.

(a) General. Tenant shall, throughout the term of this Lease and any renewal or extension hereof, and at its own expense, keep and maintain in full force and affect the following:

(i) Commercial general liability insurance on an occurrence basis with at least Five Million Dollars (\$5,000,000) per occurrence limit and Ten Million Dollars (\$10,000,000) general aggregate limit;

(ii) Property insurance covering its leasehold improvements to the Premises, furniture, fixtures, equipment, inventory and other personal property located on the Premises in an amount which is not less than one hundred percent (100%) of the insurable replacement value with no coinsurance penalty;

(iii) Fire Legal Liability coverage in the amount of \$1,000,000; and

(iv) Garage Liability and Garage Keepers Legal Liability coverage in the amount of \$1,000,000.

(b) Policy Requirements. Coverage may be achieved through the use of the Washington Cities Insurance Authority risk pool which meets the requirements of this Section. Tenant shall deliver to Landlord an "Evidence of Coverage" letter prior to delivery of the Premises to Tenant, for all insurance required to be carried by Tenant hereunder. All policies of insurance provided for herein shall not contain a deductible greater than \$1,000 or any self-insured retention unless expressly approved in writing by Landlord. All liability and property policies of Tenant shall be written as primary policies, not contributing with, and not in excess of coverage which Landlord may carry, and in no event shall the policy limits of such insurance policy or policies be deemed to limit the liability of Tenant thereunder. As often as any such policy shall expire or terminate, renewal or additional policies shall be procured and maintained by Tenant pursuant to the terms of this Section so that at no time shall the insurance coverage required hereby lapse. All policies of insurance delivered to Landlord must contain a provision that the company writing such policy will give to Landlord and/or Landlord's property manager at least thirty (30) days' notice in writing in advance of any cancellation or lapse or the effective date of any reduction in the amount of or other material change of insurance.

(c) Adequacy of Insurance. Landlord makes no representation or warranty to Tenant that the amount of insurance to be carried by Tenant under the terms of this Lease is adequate to fully protect Tenant's interests. If Tenant believes that the amount of any such insurance is insufficient, Tenant is encouraged to obtain, at its sole cost and expense,

such additional insurance as Tenant may deem desirable or adequate. Tenant acknowledges that Landlord shall not, by the fact of approving, disapproving, waiving, accepting, or obtaining any insurance, incur any liability for or with respect to the amount of insurance carried, the form or legal sufficiency of such insurance, the solvency of any insurance companies or the payment or defense of any lawsuit in connection with such insurance coverage, and Tenant hereby expressly assumes full responsibility therefor and all liability, if any with respect thereto.

(d) Landlord's Right to Obtain Insurance. If Tenant fails to acquire or maintain any insurance or provide any certificate or policy required by this Section, Landlord may, but shall not be required to, obtain such insurance for Landlord's benefit and Tenant shall reimburse Landlord for the costs of the premiums of such insurance within ten (10) days of receipt of a written request for reimbursement from Landlord. Such amounts shall be Additional Rent payable by Tenant hereunder and in the event of non-payment thereof, Landlord shall have rights with respect to such non-payment as it has with respect to any other non-payment of rent hereunder.

20. ASSIGNMENT AND SUBLETTING. Neither this Lease nor any interest therein may be assigned, mortgaged, transferred or encumbered, nor shall all or any part of the Premises be sublet except with the prior written consent of Landlord, which may be withheld in Landlord's sole and absolute discretion. Any assignee or subtenant (each, a "Transferee") shall assume all of Tenant's obligations under this Lease and be jointly and severally liable with Tenant hereunder. No assignment, mortgage, transfer, encumbrance or sublease, whether consented to by Landlord or not, shall effect any release of Tenant's liability hereunder.

21. LIENS AND INSOLVENCY. Tenant shall keep its interest in this Lease and any property of Tenant (other than unattached personal property) and the Premises, the land and the Building free from any liens arising out of any work performed or materials ordered or obligations incurred by or on behalf of Tenant and hereby indemnifies and holds Landlord harmless from any liability from any such lien. Tenant shall have no right or authority to cause or allow the Premises, Building or land to be subjected to any such lien. Tenant shall provide Landlord written notice of intended construction, alteration or repair work at least twenty (20) days before the commencement thereof to afford Landlord an opportunity to post notices of nonresponsibility.

22. DEFAULT.

(a) Default By Tenant. The occurrence of any one or more of the following events shall constitute a material default and breach of this Lease by Tenant: (i) the abandonment of the Premises by Tenant or the vacating of the Premises for more than thirty (30) consecutive days; (ii) the failure by Tenant to make any undisputed payment required to be made by Tenant hereunder, and such failure continues for more than five (5) days after written notice from Landlord (provided that a dispute not giving rise to a default hereunder is made in good faith); (iii) the failure by Tenant to observe or perform any of the other covenants, conditions or provisions of the Lease, where such failure shall continue for a period of twenty (20) days after written notice from Landlord; provided, however, if more than 20 days are reasonably required for its cure then Tenant shall not be deemed to be in default if Tenant commences such cure within said 20-day period and thereafter diligently prosecutes such cure to completion; (iv) the making by Tenant of any general assignment or general arrangement for the benefit of creditors; (v) the filing by or against Tenant of a petition to have Tenant adjudged bankrupt or a petition for reorganization or arrangement under any law relating to bankruptcy (unless, in the case of a petition filed against Tenant, the same is dismissed within sixty (60) days); (vi) the appointment of a trustee or receiver to take possession of substantially all of Tenant's assets located at the Premises or of Tenant's interest in the Lease, where possession is not restored to Tenant within thirty (30) days; (vii) the attachment, execution or other judicial seizure of substantially all of Tenant's assets located at the Premises or of Tenant's interest in this Lease, where such seizure is not discharged within thirty (30) days; or (viii) the assignment or other transfer of all or any interest of Tenant in this Lease, or the subletting of all or any portion of the Premises, in either case which is in violation of Section 20 above. All notice and cure periods set forth above are in lieu of and not in addition to any notice required pursuant to applicable unlawful detainer/eviction statutes.

(b) Landlord's Remedies upon Tenant Default. All rights and remedies of Landlord herein enumerated shall be cumulative, and none shall exclude any other right or remedy allowed by law or in equity, and all of the following

may be exercised with or without legal process as then may be provided or permitted by the laws of the state in which the Premises are situated:

(i) Upon any default under this Lease, Landlord may reenter the Premises and remove or put out Tenant or any other persons found therein. No such reentry shall be construed as an election on Landlord's part to terminate this Lease unless a written notice of such intention is given to Tenant.

(ii) Landlord may elect to re-let the Premises or any part thereof upon such terms and conditions, including rent, term and remodeling or renovation, as Landlord in its sole discretion may deem advisable. To the fullest extent permitted by law, the proceeds of any reletting shall be applied: first, to pay Landlord all costs and expenses of such reletting (including without limitation, costs and expenses incurred in retaking or repossessing the Premises, removing persons or property therefrom, securing new tenants, and, if Landlord maintains and operates the Premises, the costs thereof); second, to pay any indebtedness of Tenant to Landlord; and third, the residue, if any, shall be held by Landlord and applied in payment of other or future obligations of Tenant to Landlord as the same may become due and payable, and Tenant shall not be entitled to receive any portion of such revenue.

(iii) Landlord may also elect to terminate the Lease and all rights of Tenant by giving notice to Tenant of such election. If Landlord elects to terminate the Lease, Landlord shall have the right to reenter the Premises and remove all persons, and to take possession of and remove all equipment and fixtures of Tenant in the Premises. Tenant hereby waives all damages that may be caused by Landlord's reentering and taking possession of the Premises or removing or storing the property thereof, and Tenant shall save Landlord harmless therefrom, and no such reentry shall be considered a forcible entry. If Landlord so elects to terminate the Lease, Landlord may also recover from Tenant any amount necessary to compensate the Landlord for all the detriment proximately caused by the Tenant's failure to perform its obligations under the Lease or which in the ordinary course of things would be likely to result therefrom and at Landlord's election, such other amounts in addition to or in lieu of the foregoing that may be permitted from time to time by applicable law.

(c) Nothing in this Section 22 shall be deemed to affect Landlord's right to indemnification for liability or liabilities arising prior to termination of this Lease for personal injury or property damage under the indemnification provisions or other provisions of this Lease.

23. . This paragraph has been deleted and left blank.

24. SURRENDER OF POSSESSION. Subject to the terms of Section 15 relating to damage and destruction, upon expiration of the term of this Lease, whether by lapse of time or otherwise, Tenant shall promptly and peacefully surrender the Premises to Landlord "broom-clean" and in as good condition as when received by Tenant from Landlord or as thereafter improved, reasonable use, wear and tear excepted. Tenant shall remove all of its personal property and trade fixtures from the Premises at the expiration of the term; any property not so removed shall be deemed abandoned and may be sold or otherwise disposed of as Landlord deems advisable.

25. NON-WAIVER. Waiver by Landlord of any term, covenant or condition herein contained or any breach thereof shall not be deemed to be a waiver of such term, covenant, or condition or of any subsequent breach of the same or any other term, covenant, or condition herein contained.

26. LANDLORD'S LIABILITY. Anything in this Lease to the contrary notwithstanding, covenants, undertakings and agreements herein made on the part of Landlord are made and intended not as personal covenants, undertakings and agreements for the purpose of binding Landlord personally or the assets of Landlord except Landlord's interest in the Premises and Building, but are made and intended for the purpose of binding only the Landlord's interest in the Premises and Building, as the same may from time to time be encumbered.

27. TRANSFER OF LANDLORD'S INTEREST. In the event of any transfer of Landlord's interest in the Premises or in the Building, the transferor shall be automatically relieved of any and all obligations and liabilities on the

part of Landlord accruing from and after the date of such transfer and such transferee shall have no obligation or liability with respect to any matter occurring or arising prior to the date of such transfer. Tenant agrees to attorn to the transferee.

28. RIGHT TO PERFORM. If Tenant shall fail to pay any sum of money required to be paid by it hereunder or shall fail to perform any other act on its part to be performed hereunder, and such failure shall continue for ten (10) days after notice thereof by Landlord, Landlord may, but shall not be obligated so to do, and without waiving or releasing Tenant from any obligations of Tenant, make such payment or perform any such other act on Tenant's part to be made or performed as provided in this Lease.

29. GENERAL.

(a) Headings. Titles to Sections of this Lease are not a part of this Lease and shall have no effect upon the construction or interpretation of any part hereof.

(b) Successors and Assigns. All of the covenants, agreements, terms and conditions contained in this Lease shall inure to and be binding upon the Landlord and Tenant and their respective administrators, successors and assigns.

(c) Authority. Each individual executing this Lease on behalf of Tenant represents and warrants that he or she is duly authorized to execute and deliver this Lease on behalf of Tenant, and that this Lease is binding upon Tenant in accordance with its terms.

(d) No Brokers. Tenant represents and warrants to Landlord that it has not engaged any broker, finder or other person who would be entitled to any commission or fees in respect of the negotiation, execution or delivery of this Lease and shall indemnify and hold harmless Landlord against any loss, cost, liability or expense incurred by Landlord as a result of any claim asserted by any such broker, finder or other person on the basis of any arrangements or agreements made or alleged to have been made by or on behalf of Tenant.

(e) Entire Agreement. This Lease is the final and complete expression of Landlord and Tenant relating in any manner to the leasing, use and occupancy of the Premises, to Tenant's use of the Building and other matters set forth in this Lease. No prior agreements or understanding pertaining to the same shall be valid or of any force or effect and the covenants and agreements of this Lease shall not be altered, modified or added to except in writing signed by both Landlord and Tenant.

(f) Severability. Any provision of this Lease which shall prove to be invalid, void or illegal shall in no way affect, impair or invalidate any other provision hereof and the remaining provisions hereof shall nevertheless remain in full force and effect.

(g) Force Majeure. Except for the payment of Rent, Additional Rent or other sums payable by Tenant to Landlord, time periods for Tenant's or Landlord's performance under any provisions of this Lease shall be extended for periods of time during which Tenant's or Landlord's performance is prevented due to circumstances beyond Tenant's or Landlord's control, including without limitation, embargoes, shortages of labor or materials, governmental regulations, acts of God, war or other strife.

(h) Notices. All notices under this Lease shall be in writing and delivered in person or sent by registered or certified mail, postage prepaid, to Landlord and to Tenant at the addresses provided in Section 1 (provided that after the Commencement Date any such notice shall be mailed or delivered by hand to Tenant at the Premises) and to the holder of any mortgage or deed of trust at such place as such holder shall specify to Tenant in writing; or such other addresses as may from time to time be designated by any such party in writing. Notices mailed as aforesaid shall be deemed given on the date of such mailing.

(i) Costs and Attorneys Fees; Waiver of Jury Trial. If Tenant or Landlord shall bring any action for any relief against the other, declaratory or otherwise, arising out of this Lease, including any suit by Landlord for the recovery of Rent, Additional Rent or other payments hereunder or possession of the Premises each party shall, and hereby does, to

the extent permitted by law, waive trial by jury and the losing party shall pay the prevailing party a reasonable sum for attorneys fees in such suit, at trial and on appeal, and such attorneys fees shall be deemed to have accrued on the commencement of such action. If Landlord retains an attorney in connection with the default of Tenant hereunder, Tenant shall pay Landlord's reasonable attorneys fees whether or not suit is filed.

(j) Governing Law; Venue. This Lease shall be governed by and construed in accordance with the internal laws of the State of Washington. The venue for any action arising under the Lease shall be the Superior Court of Washington in Thurston County.

(k) Recording. Tenant shall not record this Lease or a memorandum hereof without Landlord's prior written consent and such recordation shall, at the option of Landlord, constitute a non-curable default of Tenant hereunder.

(l) Waivers. No waiver by Landlord of any provision hereof shall be deemed a waiver of any other provision hereof or of any subsequent breach by Tenant of the same or any other provision. Landlord's consent to or approval of any act shall not be deemed to render unnecessary the obtaining of Landlord's consent to or approval of any subsequent act by Tenant. The acceptance of Rent hereunder by Landlord shall not be a waiver of any preceding breach at the time of acceptance of such Rent.

(m) Time of Essence. Time is of the essence for the performance of all of the obligations specified hereunder.

(n) Quiet Enjoyment. Subject to the other terms of this Lease, Landlord covenants that Tenant shall, and may peacefully have, hold and enjoy the Premises for the Term free of any claims by any party claiming by, through or under Landlord, provided that Tenant pays the rent to be paid by Tenant under this Lease and performs all of Tenant's covenants and agreements herein provided.

(o) Merger. The voluntary or other surrender of this Lease by Tenant, or a mutual cancellation thereof, shall not work a merger and shall, at the option of Landlord, terminate all or any existing subtenancies or may, at the option of Landlord, operate as an assignment to Landlord of any or all of such subtenancies.

[REMAINDER OF PAGE INTENTIONALLY LEFT BLANK]

IN WITNESS WHEREOF this Lease has been executed the day and year first above set forth.

LANDLORD:

FIRE PROTECTION DISTRICT No. 3, THURSTON COUNTY,
a Washington municipal Corporation

By: _____
Name: _____
Its: _____
Date: _____

TENANT:

CITY OF OLYMPIA, a Washington municipal corporation

By: _____
Name: _____
Its: _____
Date: _____

Approved as to form:

By:  _____
Deputy City Attorney

[Attach notary acknowledgment blocks for each signatory if required**]**

EXHIBIT A

LEGAL DESCRIPTION OF LAND

Parcel "A" of Boundary Line Adjustment No. BLA-0931 as recorded under Auditor's File No. 9006260006, Thurston County records, situated in Section 14, Township 18 North, Range 1 West, Willamette Meridian, Thurston County, Washington.



City Council

Approval of a Resolution Authorizing an Intergovernmental Agreement with Thurston County Fire Protection District #3 (Lacey) for Vehicle Repair

Agenda Date: 10/23/2018
Agenda Item Number: 4.I
File Number: 18-0987

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

Title

Approval of a Resolution Authorizing an Intergovernmental Agreement with Thurston County Fire Protection District #3 (Lacey) for Vehicle Repair

Recommended Action

Committee Recommendation:

Not referred to a committee.

City Manager Recommendation:

Move to approve the resolution authorizing the Interlocal Agreement between the City of Olympia and Thurston County Fire Protection District #3 for fire apparatus repair and authorize the City Manager to sign.

Report

Issue:

Whether to approve an Interlocal Agreement to continue to allow the Olympia Fire Department (OFD) mechanics to provide repairs for Thurston County Fire Protection District #3 vehicles, fulfilling a portion of their business model.

Staff Contact:

Toby Levens, Policy and Finance Coordinator, 360.753.8431

Presenter(s):

None - Consent Calendar Item.

Background and Analysis:

The Olympia Fire Department (OFD) has set a high safety standard for all emergency response vehicles in the fleet: to be maintained by highly skilled and competent mechanics. This high standard has paid off in safer and more reliable front-line and back-up vehicles for Olympia, Thurston County Medic One, Tumwater Fire Department and other local departments. They realize OFD's specialized level of service using a team of mechanics who are certified in Master Fire Apparatus and

Emergency Vehicles, along with experience, are difficult to find at a private repair facility. Most repair facilities are not solely specialized in repair of only emergency vehicles and cannot deliver the level of service needed.

This Interlocal Agreement continues to allow the OFD mechanics to provide repairs for Thurston County Fire Protection District #3 vehicles.

Thurston County Fire Protection District #3 will reimburse the City of Olympia for this service based on the provisions in the attached Interlocal Agreement.

Neighborhood/Community Interests (if known):

N/A

Options:

1. Approve the resolution authorizing the Interlocal Agreement. This joint effort provides benefits to both Olympia and Thurston County Fire Protection District #3 in the goal for community and firefighter safety. When Thurston County Fire Protection District #3 is assisting OFD during mutual aid responses, the apparatus that is travelling within our community is repaired at the highest safety level possible.
2. Do not approve the resolution.

Financial Impact:

Contract defines revenue to the City of Olympia Fire Department from Thurston County Fire Protection District (TCFPD) #3. The Department expects to receive +/- \$251,000.00 from the District. Approximately \$61,500.00 will cover the leasing of the mechanics shop in the District where the work is done. A Lease Agreement between the City and Thurston County Fire Protection District #3 (Lacey) allows the Olympia Fire Department to use the TCFPD#3 Vehicle Repair Facility.

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 THURSTON COUNTY
FIRE PROTECTION DISTRICT #3 FOR FIRE DEPARTMENT VEHICLE REPAIR & MAINTENANCE
SERVICE**

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 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; and

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 Thurston County Fire Protection District #3 for Fire Department Vehicle Repair & Maintenance 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 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 _____ 2018.

MAYOR

ATTEST:

CITY CLERK

APPROVED AS TO FORM:



DEPUTY CITY ATTORNEY

When recorded return to:
City of Olympia
PO Box 1967
Olympia, WA 98507-1967

**INTERLOCAL AGREEMENT
BETWEEN
THE CITY OF OLYMPIA AND THURSTON COUNTY FIRE PROTECTION DISTRICT #3
FOR
FIRE DEPARTMENT VEHICLE REPAIR & MAINTENANCE 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 of local communities; and

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

NOW, THEREFORE, in consideration of the mutual promises contained herein, the City of Olympia and Thurston County Fire Protection District #3 agree as follows:

I. Purpose/Objective

The purpose of this Agreement is to allow the City of Olympia (City), through its Fire Department (OFD), to provide maintenance and repair services to Thurston County Fire Protection District #3 (TCFPD # 3) for Apparatus owned and operated by TCFPD #3. TCFPD #3 does not have sufficient resources to provide such services and desires to have such services performed as set forth below. OFD currently maintains appropriate facilities and sufficient personnel to perform necessary maintenance and repair services, and agrees to extend this service to TCFPD #3 under the terms and conditions specified in this Agreement.

II. Definitions

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

Annual Inspection A yearly inspection conducted at the OFD maintenance facility that includes items listed on the "Apparatus/Fire Engines Annual Inspection" form as set forth on the attached Exhibit "A" as set forth herein or updated in accordance with this Agreement.

Apparatus Fire department owned vehicle used for the purpose of responding to fire or medical emergencies.

Fire Ground Equipment Mechanical and electrical tools assigned to Apparatus.

Fluids Motor oil, antifreeze, transmission fluid, brake fluid, gear oils, grease, and washer fluids.

Front Line Apparatus The primary designated staffed vehicle first in line to respond.

Quarterly Inspection A quarterly inspection conducted at the OFD maintenance facility that includes items listed on the form as set forth on the attached Exhibit "B" as set forth herein or updated in accordance with this Agreement.

III. Scope of Agreement/Work

A. Responsibilities of OLYMPIA (City) shall be as follows:

1. **CITY OF OLYMPIA Maintenance Responsibilities** The Olympia Fire Department (OFD), as the agent of the City, shall be responsible for routine maintenance of the Apparatus and Fire Ground Equipment covered under the terms of this Agreement.
2. **OFD Repair Responsibilities** Modifications and repairs shall be scheduled and performed on a priority basis by OFD or its chosen service provider. Repairs and modifications will be charged at the hourly shop rate established herein, in addition to any other applicable charges authorized in this Agreement.
3. **Work performed by Outside Service Providers** OFD will provide notice to TCFPD #3 prior to work being performed by other service providers.
4. **Maintenance and Repair Limitations** OFD agrees to attempt to complete all maintenance and repair requests within the time TCFPD #3 requests or has scheduled with OFD. TCFPD #3 is aware that there may be times when OFD cannot meet the desired timeline. OFD will make every attempt to maintain or repair all Front Line Apparatus as scheduled.
5. **Covered Apparatus and Equipment** The Apparatus and Fire Ground Equipment OFD agrees to maintain for TCFPD #3 is set forth in the chart outlined in Exhibit "C" attached hereto. The Fire Chief of OFD and Fire Chief of TCFPD #3 are authorized

to amend Exhibit C as necessary, so long as both parties agree to the changes and attach to this Agreement an updated copy of Exhibit C. Unless otherwise specified, any covered Apparatus includes Fire Ground Equipment supporting such Apparatus.

6. **Hours of Work** OFD's Fleet Service's normal working hours are from 7:00 am to 4:00 pm, Monday through Friday except holidays.
7. **Documentation and Safety Concerns** OFD shall supply to TCFPD #3 record of work performed at the time of billing. If TCFPD #3 does not authorize additional repairs that OFD recommends, OFD shall state so on the repair documentation. Items discovered that are safety concerns shall be documented (as above) and notification provided to TCFPD #3. If the level of safety concern meets National Fire Protection Association's (NFPA) criteria as determined by OFD, OFD may make a recommendation directly to TCFPD #3's Fire Chief and OFD will seek direction to proceed with the recommended repair(s) or maintenance. OFD makes no representation that it will discover any safety issue or defect, actual or potential.
8. **Pick-up and Delivery of Apparatus** This may be a joint effort between TCFPD #3 and OFD with TCFPD #3 as the party ultimately responsible for pick-up and delivery. TCFPD #3 remains responsible for any costs associated with pick-up and delivery.

B. Responsibilities of THURSTON COUNTY FIRE PROTECTION DISTRICT #3 shall be as follows:

1. **Notification of Repair and/or Maintenance:** TCFPD #3 agrees to notify OFD via the OFD designated email address, ofd fleetservices@ci.olympia.wa.us, when Apparatus is in need of repair/and or maintenance. TCFPD #3 agrees that it is their intent to maintain the Apparatus to NFPA 1911 Standard for the inspection and maintenance of in-service automotive fire apparatus and, as such, hereby agrees to participate in the OFD preventative maintenance program as outlined in attached Exhibits "A" and "B". If OFD determines that the Apparatus is not being maintained to this standard, OFD may notify the Fire Chief of TCFPD #3.
2. **Authorized Representative:** TCFPD #3 agrees to provide the name and telephone number of a TCFPD #3 authorizing representative who can, in a timely manner, provide any necessary direction to OFD to approve additional repairs, if OFD determines such repairs are recommended or required.
3. **Response to Safety Concerns:** If OFD notifies the TCFPD #3 Fire Chief of any safety concern under Paragraph B, the Fire Chief of TCFPD #3 is responsible for a timely response to OFD's recommendation.
4. **Pick-up and Delivery of Apparatus:** OFD and TCFPD #3 shall coordinate all pick-up and delivery of apparatus with TCFPD #3 as the party ultimately responsible for

pick-up and delivery. TCFPD #3 is responsible for any costs associated with pick-up and delivery.

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

- A. Service and repair charges will be on an hourly basis rounded to the nearest 15 minutes. The shop rate for service is \$124.00 per hour which is inclusive of documentation and reporting of all maintenance work and service work. The shop rate will be reviewed by OFD staff in January of each year and the Fire Chief for OFD may authorize an increase under this Agreement of up to ten percent (10%) so long as TCFPD #3 receives notification of the increase at least 30 days prior to implementation of the new labor rate. Fees do not include Washington State sales tax which will be added to each invoice. In addition, TCFPD #3 agrees to pay OFD for all parts provided by OFD from OFD's stock (at OFD's cost) plus any costs associated with fluids, pick-up and delivery, plus any mark-up as described below. TCFPD #3 shall have the option of terminating the Agreement with 45 days written notice upon being advised of a labor rate increase.
- B. Expenses outlined herein shall be paid by TCFPD #3 in the manner set forth below:
 - 1. Costs of any parts that OFD does not have in-stock may be directly billed by the vendor to TCFPD #3.
 - 2. Service that OFD does not provide but that OFD authorizes another entity to provide may be directly billed by the vendor to TCFPD #3.
 - 3. The cost of parts OFD has in stock or are billed to OFD on behalf of TCFPD #3 will be assessed a 32% mark-up. This cost for parts and all labor services provided by OFD will be directly billed by OFD to District #3. TCFPD #3 shall have the option of purchasing any necessary large part(s), costing more than \$1,500 directly from a vendor specified by OFD and providing to OFD for installation based upon the schedule and terms commensurate with the repair or maintenance work required. ; This applies only to individual parts valued at \$1,500 or more not an aggregation of parts and/or labor for any project.
 - 4. Fluids used and replaced will be billed at the normal rates paid by OFD plus a 32% mark-up as well as fluid accountability requirements and any required disposal charges incurred by OFD.
 - 5. Pick-up and delivery charges will be directly paid by TCFPD #3 to the entity providing such services. For example, if towing is required, TCFPD #3 will pay the towing company directly.

V. Method of Payment

- A. OFD will submit a monthly itemized invoice to TCFPD #3 for all OFD in-stock parts, fluid replacement, labor for completed maintenance and repair services provided by OFD and any other services provided under this Agreement.
- B. TCFPD #3 will make payment within thirty (30) days of receipt of an invoice.

VI. Amendments

Either party to this Agreement may request an amendment or term extension. Any amendment shall be negotiated and agreed to by both parties prior to implementation, except labor costs which can be increased by OFD as provided in this Agreement. Certain updates are expressly authorized to be made by the OFD or TCFPD #3 Fire Chiefs under this Agreement and, when so authorized, must be made in writing and attached hereto.

Any other amendments to this Agreement shall be made in writing and shall be presented to each party's governing authority for approval prior to implementation.

VII. Indemnification

THURSTON COUNTY FIRE PROTECTION DISTRICT #3 and the CITY OF OLYMPIA each agree to defend, indemnify and hold the other, its officers, officials, employees and volunteers harmless from any and all claims, injuries, damages, losses or suits, including reasonable attorney fees, to the extent caused by each entity's respective negligence in performance of its responsibilities under this Agreement. For purposes of this Agreement, the parties each expressly waive their immunity under Title 51 of the Revised Code of Washington, the Industrial Insurance Act, for injuries to their employees and agree that the obligations to protect, save, defend, indemnify, and hold each other harmless provided in this Agreement extend to any claim brought by or on behalf of any employee of the parties. The foregoing waiver is mutually negotiated by the parties to this Agreement.

VIII. Insurance

The City of Olympia (City) shall procure and maintain for the duration of the Agreement, insurance against claims for injuries to persons or damage to property which may arise from or in connection with the performance of the work hereunder by the City or its employees. Before beginning the work described in this Agreement, the City shall provide proof of coverage:

- A. Automobile Liability insurance with limits no less than \$1,000,000 combined single limit per accident for bodily injury and property damage; and
- B. Commercial General Liability insurance shall be written with limits no less than \$1,000,000 each occurrence and aggregate.

- C. Excess Liability insurance with limits not less than \$1,000,000 per occurrence and aggregate.
- D. Garagekeepers Legal Liability policy with limits not less than \$1,000,000 or, in the alternative, acceptable proof from the City's Insurance Pool confirming that OFD is covered for any damage to the TCFPD #3's Apparatus resulting from OFD's negligence while TCFPD #3's Apparatus is being serviced, maintained, repaired or stored by OFD at OFD's facility.
- E. The aforementioned insurance requirements for the City of Olympia shall be fulfilled by the City of Olympia's membership and coverage with the Washington Cities Insurance Authority, a municipal insurance pool. Any payment of deductible or self-insured retention of such coverage shall be the sole responsibility of OFD.
- F. TCFPD #3 shall purchase and maintain automobile physical damage insurance with comprehensive and collision coverage equivalent to those listed above on all vehicles being serviced by the City of Olympia. Any payment of deductible or self-insured retention shall be the sole responsibility of TCFPD #3.

IX. Warranty

Except as expressly provided below, the CITY OF OLYMPIA gives no express or implied warranty for the services provided by OFD under this Agreement. OFD will repair or replace any new parts (except parts not covered by a manufacturers warranty such as electrical parts) or redo any labor which fails in normal service due to defects in parts as determined by the manufacturer, or labor as determined by OFD, provided OFD is immediately notified and allowed to inspect the vehicle to determine whether or not the failure is in fact attributable to defective parts and/or labor. This warranty does not cover loss of time, use, inconvenience, normal wear, abuse, used parts or other matters not specified and neither OFD nor the City shall be liable for any consequential, incidental or commercial damages related to the services in excess of the costs of the specific repairs.

X. Duration of Agreement

This Agreement shall be effective until December 1, 2021 unless otherwise terminated or extended in the manner described under the pertinent sections of this Agreement.

XI. Termination or Extension of Agreement

Should either party choose to terminate this Agreement, the party desiring to terminate the Agreement must provide one year advance written notice to the other party, unless otherwise set forth in this Agreement. In addition, in the event TCFPD #3 is dissatisfied with the OFD's performance of its responsibilities under this Agreement, TCFPD #3 shall provide OFD with a written notice of dissatisfaction that specifically identifies the details of

the OFD's alleged performance deficiencies. OFD shall have three months from the date of the notice of dissatisfaction to remedy the performance deficiencies specifically noted. In the event TCFPD #3 remains dissatisfied at the end of the three month period, TCFPD #3 may terminate the Agreement by providing OFD with an additional 3 months written notice.

Should both parties to this agreement choose to extend this agreement, it may be extended for one additional year upon the signatures of both fire chiefs.

XII. Joint Board/No Separate Legal Entity Created/Property

No joint board and no separate legal entity are created under this Agreement. Each party shall maintain ownership of its own property.

XIII. Entire Agreement

This Agreement along with the Exhibits incorporated by reference sets forth all terms and conditions agreed upon by OFD and TCFPD #3 and supersedes any and all agreements oral or otherwise with respect to the subject matter addressed herein.

XIV. Recording

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

XV. Notice

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

CITY OF OLYMPIA

Attn: Fire Chief

Re: Interlocal Agreement with Thurston County Fire TCFPD #3

PO Box 1967

Olympia, WA 98507-1967

THURSTON COUNTY FIRE PROTECTION DISTRICT #3

Attn: Fire Chief

Re: Interlocal Agreement with Olympia

1231 Franz Street SE

Lacey, WA 98503

XVI. Interpretation and Venue

Vehicle Repair Interlocal Agreement between City of Olympia
And Thurston County Fire Protection District 8

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

XVII. Dispute Resolution

In the event of a dispute between the parties arising by reasons of this Agreement, or any obligation hereunder, the dispute shall first be referred to a representative designated by parties to have oversight over the administration of this Agreement. Said representatives shall meet within fourteen (14) calendar days of either party's request for a meeting, and the parties shall make a good faith effort to attempt to achieve a resolution of the dispute. In the event that the parties are unable to resolve the dispute under the procedure set forth, then the parties hereby agree that the matter shall be referred to mediation. The parties shall mutually agree upon a mediator to assist them in resolving their differences. Any expenses incidental to mediation shall be borne equally by the parties.

XVIII. Ratification

Any act consistent with the authority and prior to the effective date of this Agreement is hereby ratified and confirmed.

XIX. Effective Date

Once properly executed, this Agreement shall take effect as of the date of filing or posting as required by RCW 39.34.040.

CITY OF OLYMPIA

**THURSTON COUNTY FIRE
PROTECTION DISTRICT #3**

City Manager

Steve Brooks, Fire Chief

Date: _____

Date: _____

Approved as to form



City Attorney

Date: 10-1-2018

Vehicle Repair Interlocal Agreement between City of Olympia
And Thurston County Fire Protection District 8

- Exhibit "A" Apparatus/Fire Engines Annual Inspection forms
- Exhibit "B" Quarterly inspection items list and form
- Exhibit "C" The Apparatus and Fire Ground Equipment OFD maintains for District 8

EXHIBIT A
Thurston County Fire Protection District 8

APPARATUS/FIRE ENGINE ANNUAL INSPECTION

Initial if okay, mark with an "x" if repairs are needed

Apparatus # _____ Date _____ Mileage _____

Lube complete chassis

Check coolant level _____ Nitres _____ Degrees _____

Check and adjust brakes (parking & service brake)

Check wheel seals

Check oil in steer axle hubs

check lug nuts (looseness & rust trails)

Check frame and suspension (springs, pins, u-bolts & cross members)

Check exhaust system (leaks)

Check steering components (tie rods, ends, draglink)

Check king pins

Change engine oil Type _____ Quantity _____

Change engine oil filter

Change fuel filters

Change air filter

Check PTO operation

Check air governor cutout/air dryer exhaust (120 psi)

Check toe-in on steer axle Front side _____ in Rear side _____ in

Check all tires (curbing, cuts, wear and pressure)

FRONT

Depth - LF _____/32

Depth - FRO _____/32

REAR

LEO _____/32

LRI _____/32

REAR

RIO _____/32

RRI _____/32

Pressure - LF _____psi

Pressure - RF _____psi

LRO _____psi

LRI _____psi

RRO _____psi

RRI _____psi

Change differential fluid (as needed)

Check u-joints

Change power steering filter

Change transmission filters & fluid

Check windshield washer fluid and change wiper blades

Replace all belts (as needed)

Check all hoses (for leaks and wear)

Check batteries (cables and corrosion)

Check battery (state of charge) if applicable

Check cab & body mounts

Lube door latches

Check all lights, horns and sirens

Check interior lighting (cab & body compartments)

Page 1 of 2

Vehicle Repair Interlocal Agreement between City of Olympia
And Thurston County Fire Protection District 8

[illegible]

Repairs needed: _____

EXHIBIT B
Thurston County Fire Protection District 8
APPARATUS/FIRE ENGINE QUARTERLY INSPECTION

Initial if okay, mark with an "x" if repairs are needed

Apparatus # _____ Date _____ Mileage _____

Lube complete chassis
Check cab and body mounts
Check coolant level _____ Nitres _____ Degrees _____
Check and adjust brakes (parking & service brake)
Check wheel seals
Check frame and suspension (springs, pins, u-bolts & cross members)
Check exhaust system (leaks)
Check steering components (tie rods, ends, draglink)
Change engine oil Type _____ Quantity _____
Change engine oil filter
Check transfer case oil
Change air filter
Change fuel filters
Check PTO
Check air governor cutout/air dryer exhaust (120 psi)
Check all tires (curbing, cuts, wear and pressure)

FRONT	REAR	REAR
Depth - LF _____/32	LEO _____/32	RIO _____/32
Depth - FRO _____/32	LRI _____/32	RRI _____/32
Pressure - LF _____psi	LRO _____psi	RRO _____psi
Pressure - RF _____psi	LRI _____psi	RRI _____psi

Check for water leaks (fire pump area)
Check fire pump switch and lighting
Check primer pump fluid
Check differential fluid
Check transmission fluid
Check windshield washer fluid/wipers
Check all belts & hoses (for cracks and looseness, adjust as needed)
Check batteries (cables & corrosion)
Check all lights, horns and sirens
Check interior lighting (cab & body compartments)
Check interior (seats, door panels, carpets and mats)
Check seat belts (condition, operation)
Check low air warning devices
Observe all gauge operation (oil, water temp and amp)

Check heaters, fans and air conditioning
Check windows (chips, cracks, seals and operation)
Exterior (door operation, hood, trunk)
Install service sticker

Repairs needed: _____

Exhibit C

Thurston County Fire Protection District #3

Vehicles to be included for service in interlocal agreement with City of Olympia:

Pumpers:

- 1996 KME-Spartan 1500 gpm
- 1996 Pierce-Saber 1250 gpm
- 1993 Pierce-Dash 1250 gpm
- 2015 Pierce-Saber 1250 gpm

Tenders:

- 2010 Kenworth-Fouts 2500 gal (86666C)
- 2010 Kenworth-Fouts 2500 gal (86667C)
- 2009 Kenworth-Fouts 2500 gal (86491C)
- 2005 Kenworth-Fouts 2500 gal (70608C)

Fleet No	Designation	Vendor ID Number	WSLN	Year	Make	Model
3120	Utility	1FMPU16596LA79344	43214-C	2006	Ford	Expedition SUV
3122	Utility	1FTWW31596EA33515	54755-C	2006	Ford	F-350 Pick-up
3123	Aid Unit (83)	1FDXE45F4YHA27490	54555-C	2000	Ford-Braun	E-450 Ambulance
3124	Engine (Reserve)	4SS7DT9K01TC020608	35694-C	1996	KME-Spartan	1500 gpm Pumper
3126	Tender (83)	2NKHLN9XXAM239470	86666-C	2010	Kenworth-Fouts	2500 gal Tender
3127	Tender (Reserve)	2NKHLN9X2AM239643	86667-C	2010	Kenworth-Fouts	2500 gal Tender
3130	Engine (83)	4P1CT02UXTA000422	04747-C	1996	Pierce-Saber	1250 gpm Pumper
3131	Engine (82)	4P1CT02M2PA000694	04751-C	1993	Pierce-Dash	1250 gpm Pumper
3133	Aid Unit (81)	1FDWE35P26HA94682	76603-C	2006	Ford-Braun	E-450 Ambulance
3134	Tender (81)	2NKHLN9X4AM239500	86491-C	2009	Kenworth-Fouts	2500 gal Tender
3135	Tender (82)	2NKML2ZX85M108310	70608-C	2005	Kenworth-Fouts	2500 gal Tender
3137	Utility	1GNFK03089R164659	86660-C	2009	Chevrolet	Tahoe SUV
3138	Battalion 81	1GNUKAE05AR185984	86499-C	2010	Chevrolet	Tahoe SUV
	Engine (81)	4P1BAAFF0FA015552	B2413C	2015	Pierce-Saber	1250 gpm Pumper
	Utility	1FNPU16LL3LC18618	63684-C	2003	Ford	Expedition SUV
	Utility-Brush (81)	1FTWW31595EB87477	70602-C	2002	Ford	E-350 Pick-up

Vehicle Repair Interlocal Agreement between City of Olympia
And Thurston County Fire Protection District 8



City Council

Approval of a Resolution Authorizing an Intergovernmental Agreement with Mason County Fire Protection District 11 for Vehicle Repair

Agenda Date: 10/23/2018
Agenda Item Number: 4.J
File Number: 18-0988

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

Title

Approval of a Resolution Authorizing an Intergovernmental Agreement with Mason County Fire Protection District 11 for Vehicle Repair

Recommended Action

Committee Recommendation:

Not referred to a committee.

City Manager Recommendation:

Move to approve the resolution authorizing an Interlocal Agreement between the City of Olympia and Mason County Fire Protection District 11 for fire apparatus repair and authorize the City Manager to sign.

Report

Issue:

Whether to approve the Interlocal Agreement allowing the Olympia Fire Department (OFD) mechanics to provide repairs for Mason County Fire Protection District 11 vehicles, fulfilling a portion of their business model.

Staff Contact:

Mike Buchanan, Assistant Fire Chief, 360.791.2963

Presenter(s):

None - Consent Calendar Item.

Background and Analysis:

The Olympia Fire Department (OFD) has set a high safety standard for all emergency response vehicles in the fleet: to be maintained by highly skilled and competent mechanics. This high standard has paid off in safer and more reliable front-line and back-up vehicles for Olympia, Thurston County Medic One, Tumwater Fire Department and other local departments. They realize OFD's specialized level of service using a team of mechanics who are certified in Master Fire Apparatus and

Emergency Vehicles, along with experience, are difficult to find at a private repair facility. Most repair facilities are not solely specialized in repairing only emergency vehicles and cannot deliver the level of service needed.

This Interlocal Agreement continues to allow the OFD mechanics to provide repairs for Mason County Fire Protection District 11 vehicles.

Mason County Fire Protection District 11 will reimburse the City of Olympia for this service based on the provisions in the attached Interlocal Agreement.

Neighborhood/Community Interests (if known):

N/A

Options:

1. Approve the resolution authorizing the Interlocal Agreement. This joint effort provides benefits to both Olympia and Mason County Fire Protection District 11 in the goal for community and firefighter safety.
2. Do not approve the resolution authorizing the Interlocal Agreement.

Financial Impact:

Contract defines revenue to the City of Olympia Fire Department from Mason County Fire Protection District 11.

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 MASON COUNTY FIRE DISTRICT
11 FOR VEHICLE REPAIR AND MAINTENANCE 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; and

WHEREAS, Mason County Fire District 11 (FD 11) desires the City of Olympia Fire Mechanics to provide vehicle repair and maintenance services for the FD 11 fleet; and

WHEREAS, FD 11 and the City of Olympia have reached an agreement on how this will be done and the compensation that shall be received;

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 Mason County Fire District 11 for vehicle repair and maintenance 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 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 _____ 2018.

MAYOR

ATTEST:

CITY CLERK

APPROVED AS TO FORM:



DEPUTY CITY ATTORNEY

When recorded return to:
City of Olympia
PO Box 1967
Olympia, WA 98507-1967

**INTERLOCAL AGREEMENT
BETWEEN
THE CITY OF OLYMPIA AND MASON COUNTY FIRE DISTRICT 11
FOR
FIRE DEPARTMENT VEHICLE REPAIR & MAINTENANCE 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 of local communities; and

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

NOW, THEREFORE, in consideration of the mutual promises contained herein, the City of Olympia and Mason County Fire District 11 agree as follows:

I. Purpose/Objective

The purpose of this Agreement is to allow the City of Olympia (City), through its Fire Department (OFD), to provide pump testing to Mason County Fire District 11 (FD 11) for Apparatus owned and operated by FD 11. While FD 11 does have sufficient resources to provide such services, FD 11 desires to have the option for emergent services performed as set forth below. OFD currently maintains appropriate facilities and sufficient personnel to perform necessary maintenance and repair services, and agrees to extend this service to FD 11 under the terms and conditions specified in this Agreement.

II. Definitions

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

Apparatus Fire department owned vehicle used for the purpose of responding to fire or medical emergencies.

Vehicle Repair Interlocal Agreement between City of Olympia
And Mason County Fire District 11

Fire Ground Equipment Mechanical and electrical tools assigned to Apparatus.

Fluids Motor oil, antifreeze, transmission fluid, brake fluid, gear oils, grease, and washer fluids.

Front Line Apparatus The primary designated staffed vehicle first in line to respond.

III. Scope of Agreement/Work

A. Responsibilities of OLYMPIA (City) shall be as follows:

1. **CITY OF OLYMPIA Maintenance Responsibilities:** The Olympia Fire Department (OFD), as the agent of the City, shall be responsible for pump testing of the Apparatus covered under the terms of this Agreement if FD 11 exercises the apparatus option listing that apparatus in Exhibit "A".
2. **OFD Repair Responsibilities:** Pump testing shall be scheduled and performed on a priority basis by OFD or an outside service provider as agreed upon by OFD and FD 11. Pump testing will be charged at the hourly shop rate established herein, in addition to any other applicable charges authorized in this Agreement.
3. **Work performed by Outside Service Providers:** OFD will obtain approval by FD 11 prior to work being performed by other service providers.
4. **Pump Testing Limitations:** OFD agrees to attempt to complete all pump testing requests within the time FD 11 requests or has scheduled with OFD. FD 11 is aware that there may be times when OFD cannot meet the desired timeline. OFD will make every attempt to maintain or repair all Front Line Apparatus as scheduled.
5. **Covered Apparatus and Equipment:** The Apparatus and Fire Ground Equipment OFD agrees to test for FD 11 is set forth in the chart outlined in Exhibit "A" attached hereto. The Fire Chief of OFD and Fire Chief of FD 11 are authorized to amend Exhibit A as necessary, so long as both parties agree to the changes and attach to this Agreement an updated copy of Exhibit A and file with the City of Olympia City Clerk. Unless otherwise specified, any covered Apparatus includes Fire Ground Equipment supporting such Apparatus.
6. **Hours of Work:** OFD's Fleet Service's normal working hours are from 7:00 am to 4:00 pm, Monday through Friday except holidays.
7. **Documentation and Safety Concerns:** OFD shall supply to FD 11 all records of work performed at the time of billing. If FD 11 does not authorize additional repairs

that OFD recommends, OFD shall state so on the repair documentation. Items discovered that are safety concerns shall be documented (as above) and notification provided to FD 11. If the level of safety concern meets National Fire Protection Association's (NFPA) criteria as determined by OFD, OFD may make a recommendation directly to FD 11's Fire Chief and OFD will seek direction to proceed with the recommended repair(s) or maintenance. OFD makes no representation that it will discover any safety issue or defect, actual or potential.

8. **Pick-up and Delivery of Apparatus:** This may be a joint effort between FD 11 and OFD with FD 11 as the party ultimately responsible for pick-up and delivery. FD 11 remains responsible for any costs associated with pick-up and delivery.

B. Responsibilities of MASON COUNTY FIRE DISTRICT 11 shall be as follows:

1. **Notification of Pump Testing:** FD 11 agrees to notify OFD via the OFD designated email address, ofdfleetservices@ci.olympia.wa.us, when Apparatus is in need of pump testing. FD 11 agrees that it is their intent to maintain the Apparatus to NFPA 1911 Standard for the inspection and maintenance of in-service automotive fire apparatus.
2. **Authorized Representative:** FD 11 agrees to provide the name and telephone number of a FD 11 authorizing representative who can, in a timely manner, provide any necessary direction to OFD to approve additional repairs, if OFD determines such repairs are recommended or required.
3. **Response to Safety Concerns:** If OFD notifies the FD 11 Fire Chief of any safety concern under Paragraph B, the Fire Chief of FD 11 is responsible for a timely response to OFD's recommendation, in writing.
4. **Pick-up and Delivery of Apparatus:** OFD and FD 11 shall coordinate all pick-up and delivery of apparatus with FD 11 as the party ultimately responsible for pick-up and delivery. FD 11 is responsible for any costs associated with pick-up and delivery.

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

- A. Service charges will be on an hourly basis rounded to the nearest 15 minutes. The shop rate for service is \$122.00 per hour which is inclusive of documentation and reporting of all maintenance work and service work. The shop rate will be reviewed by OFD staff in January of each year and the Fire Chief for OFD may authorize an increase under this Agreement of up to ten percent (10%) so long as FD 11 receives notification of the increase at least 30 days prior to implementation of the new labor rate. Fees do not include Washington State sales tax which will be added to each invoice. In addition, FD 11 agrees to pay OFD for all parts provided by OFD from OFD's stock (at OFD's cost) plus any costs associated with fluids, pick-up and delivery, plus any mark-up as

described below. FD 11 shall have the option of terminating the Agreement with 45 days written notice upon being advised of a labor rate increase, and filing of any such increase together with this original agreement with the City of Olympia City Clerk.

B. If applicable, expenses outlined herein shall be paid by FD 11 in the manner set forth below:

1. Costs of any parts that OFD does not have in-stock may be directly billed by the vendor to FD 11.
2. Service that OFD does not provide but that OFD authorizes another entity to provide may be directly billed by the vendor to FD 11.
3. FD 11 shall have the option of purchasing any necessary large part(s), costing more than \$3,000 directly from a vendor specified by OFD and providing to OFD for installation based upon the schedule and terms commensurate with the repair or maintenance work required, and shall pay a 5% mark-up to OFD when providing such service in lieu of the normal 30% mark-up. This applies only to individual parts valued at \$3,000 or more not an aggregation of parts and/or labor for any project.
4. The cost of parts OFD has in stock or are billed to OFD on behalf of FD 11 will be assessed a 30% mark-up. This cost for parts and all labor services provided by OFD will be directly billed by OFD to FD 11.
5. Fluids used and replaced will be billed at the normal rates paid by OFD plus a 30% mark-up as well as fluid accountability requirements and any required disposal charges incurred by OFD.
6. Pick-up and delivery charges will be directly paid by FD 11 to the entity providing such services. For example, if towing is required, FD 11 will pay the towing company directly.

V. Method of Payment

- A. OFD will submit a monthly itemized invoice to FD 11 for all OFD in-stock parts, fluid replacement, labor for completed pump testing, provided by OFD and any other services provided under this Agreement.
- B. FD 11 will make payment within thirty (30) days of receipt of an invoice.

VI. Amendments

Either party to this Agreement may request an amendment or term extension. Any amendment shall be negotiated and agreed to by both parties prior to implementation, except

labor costs which can be increased by OFD as provided in this Agreement. Certain updates are expressly authorized to be made by the OFD or FD 11 Fire Chief under this Agreement and, when so authorized, must be made in writing and attached to this Agreement and filed with the City of Olympia City Clerk.

Any other amendments to this Agreement shall be made in writing and shall be presented to each party's governing authority for approval prior to implementation.

VII. Indemnification

MASON COUNTY FIRE DISTRICT 11 and the CITY OF OLYMPIA each agree to defend, indemnify and hold the other, its officers, officials, employees and volunteers harmless from any and all claims, injuries, damages, losses or suits, including reasonable attorney fees, to the extent caused by each entity's respective negligence in performance of its responsibilities under this Agreement. For purposes of this Agreement, the parties each expressly waive their immunity under Title 51 of the Revised Code of Washington, the Industrial Insurance Act, for injuries to their employees and agree that the obligations to protect, save, defend, indemnify, and hold each other harmless provided in this Agreement extend to any claim brought by or on behalf of any employee of the parties. The foregoing waiver is mutually negotiated by the parties to this Agreement.

VIII. Insurance

The City of Olympia (City) shall procure and maintain for the duration of the Agreement, insurance against claims for injuries to persons or damage to property which may arise from or in connection with the performance of the work hereunder by the City or its employees. Before beginning the work described in this Agreement, the City shall provide proof of coverage:

- A. Automobile Liability insurance with limits no less than \$1,000,000 combined single limit per accident for bodily injury and property damage; and
- B. Commercial General Liability insurance shall be written with limits no less than \$1,000,000 each occurrence and aggregate.
- C. Excess Liability insurance with limits not less than \$1,000,000 per occurrence and aggregate.
- D. Garagekeepers Legal Liability policy with limits not less than \$1,000,000 or, in the alternative, acceptable proof from the City's Insurance Pool confirming that OFD is covered for any damage to the FD 11's Apparatus resulting from OFD's negligence while FD 11's Apparatus is being serviced, maintained, repaired or stored by OFD at OFD's facility.

- E. The aforementioned insurance requirements for the City of Olympia shall be fulfilled by the City of Olympia's membership and coverage with the Washington Cities Insurance Authority, a municipal insurance pool. Any payment of deductible or self-insured retention of such coverage shall be the sole responsibility of OFD.
- F. FD 11 shall purchase and maintain automobile physical damage insurance with comprehensive and collision coverage equivalent to those listed above on all vehicles being serviced by the City of Olympia. Any payment of deductible or self-insured retention shall be the sole responsibility of FD 11.

IX. Warranty

Except as expressly provided below, the CITY OF OLYMPIA gives no express or implied warranty for the services provided by OFD under this Agreement. OFD will repair or replace any new parts (except parts not covered by a manufacturer's warranty such as electrical parts) or redo any labor which fails in normal service due to defects in parts as determined by the manufacturer, or labor as determined by OFD, provided OFD is immediately notified and allowed to inspect the vehicle to determine whether or not the failure is in fact attributable to defective parts and/or labor. This warranty does not cover loss of time, use, inconvenience, normal wear, abuse, used parts or other matters not specified and neither OFD nor the City shall be liable for any consequential, incidental or commercial damages related to the services in excess of the costs of the specific repairs.

X. Duration of Agreement

This agreement shall renew each December 31st unless otherwise terminated as provided in this Agreement.

XI. Termination of Agreement

Should either party choose to terminate this Agreement, the party desiring to terminate the Agreement must provide one year advance written notice to the other party, unless otherwise set forth in this Agreement. In addition, in the event FD 11 is dissatisfied with the OFD's performance of its responsibilities under this Agreement, FD 11 shall provide OFD with a written notice of dissatisfaction that specifically identifies the details of the OFD's alleged performance deficiencies. OFD shall have three months from the date of the notice of dissatisfaction to remedy the performance deficiencies specifically noted. In the event FD 11 remains dissatisfied at the end of the three month period, FD 11 may terminate the Agreement by providing OFD with an additional 3 months written notice.

XII. Joint Board/No Separate Legal Entity Created/Property

No joint board and no separate legal entity are created under this Agreement. Each party shall maintain ownership of its own property.

XIII. Entire Agreement

This Agreement along with the Exhibits incorporated by reference sets forth all terms and conditions agreed upon by OFD and FD 11 and supersedes any and all agreements oral or otherwise with respect to the subject matter addressed herein.

XIV. Recording

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

XV. Notice

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

CITY OF OLYMPIA

Attn: Fire Chief

Re: Interlocal Agreement with Mason County Fire District 11

PO Box 1967

Olympia, WA 98507-1967

MASON COUNTY FIRE DISTRICT 11

Attn: Fire Chief

Re: Interlocal Agreement with Olympia

PO Box 743

Shelton, WA 98584

XVI. Interpretation and Venue

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

XVII. Dispute Resolution

In the event of a dispute between the parties arising by reasons of this Agreement, or any obligation hereunder, the dispute shall first be referred to a representative designated by parties to have oversight over the administration of this Agreement. Said representatives shall meet within fourteen (14) calendar days of either party's request for a meeting, and the parties shall make a good faith effort to attempt to achieve a resolution of the dispute. In the

Vehicle Repair Interlocal Agreement between City of Olympia
And Mason County Fire District 11

event that the parties are unable to resolve the dispute under the procedure set forth, then the parties hereby agree that the matter shall be referred to mediation. The parties shall mutually agree upon a mediator to assist them in resolving their differences. Any expenses incidental to mediation shall be borne equally by the parties.

XVIII. Ratification

Any act consistent with the authority and prior to the effective date of this Agreement is hereby ratified and confirmed.

XIX. Effective Date

Once properly executed, this Agreement shall take effect as of the date of filing or posting as required by RCW 39.34.040.

CITY OF OLYMPIA

MASON COUNTY FIRE DISTRICT 11

City Manager

Brandon Searles, Fire Chief

Date: _____

Date: _____

Approved as to form



Deputy City Attorney

Date: _____

Exhibit "A" The Apparatus and Fire Ground Equipment OFD maintains for FD 11

Exhibit A

Mason County Fire District 11

Vehicles to be included for pump testing in inter-local agreement with the City of Olympia

Engines:

Tenders:

[illegible]

Vehicle Repair Interlocal Agreement between City of Olympia And Mason County Fire District 11



City Council

Approval of a Resolution to Accept a State Grant from Washington State Department of Commerce for Percival Landing Bulkhead Replacement Project

Agenda Date: 10/23/2018
Agenda Item Number: 4.K
File Number: 18-0995

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

Title

Approval of a Resolution to Accept a State Grant from Washington State Department of Commerce for Percival Landing Bulkhead Replacement Project

Recommended Action

Committee Recommendation:

Not referred to a committee.

City Manager Recommendation:

Move to approve the resolution for the grant agreement with Washington State Department of Commerce for the Percival Landing Bulkhead Replacement in the amount of \$921,500, and authorize the City Manager to execute the agreement.

Report

Issue:

Whether to accept the grant agreement terms and conditions for the Percival Landing Bulkhead Replacement project with Department of Commerce.

Staff Contact:

Kip Summers, Senior Engineer, Parks, Arts and Recreation, 360.570.5834

Presenter(s):

None - Consent Calendar Item.

Background and Analysis:

The City began the first phase of rehabilitation of Percival Landing in 2010. Staff does annual evaluations of the landing and a five-year structural analysis. In our most recent structural evaluation in 2014, the bulkhead was identified as the most vulnerable portion of the landing and needed to be replaced. The City approached our Legislature in 2015 to request funding assistance for the bulkhead replacement project and was awarded this state grant in the approved 2016 Capital Budget.

Neighborhood/Community Interests (if known):

Percival Landing is a vital part of the community and this grant agreement is part of the funding program to maintain Percival Landing.

Options:

- 1) Approve grant agreement as proposed and project proceeds as planned.
- 2) Do not approve the agreement and direct staff to obtain funds from another source.

Financial Impact:

This grant completes the funding package for the project and accepting the grant reduces financial impact to the City. The total project is \$3,000,000, which is funded with \$2,132,500 from City funds and \$921,500 from this state grant.

Attachments:

Resolution
Agreement

RESOLUTION NO. _____

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF OLYMPIA, WASHINGTON, APPROVING
A GRANT AGREEMENT BETWEEN THE CITY OF OLYMPIA AND THE WASHINGTON STATE
DEPARTMENT OF COMMERCE, LOCAL GOVERNMENT DIVISION FOR PERCIVAL LANDING
RENOVATION.**

WHEREAS, the City of Olympia requested funding from the legislature in 2015 for the Percival Landing bulkhead replacement project and was awarded a direct appropriation from the legislature in the 2016 Capital Budget; and

WHEREAS, the City must sign a Direct Appropriation Contract with the Washington State Department of Commerce to receive the direct appropriate grant, \$921,500;

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

1. The Olympia City Council hereby approves the form of Grant Agreement between the City of Olympia and the Washington State Department of Commerce, Local Government Division for Percival Landing restoration 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 Grant Agreement, and any other documents necessary to execute said Agreement, and to make any minor modifications as may be required and are consistent with the intent of the Grant Agreement, or to correct any scrivener's errors.

PASSED BY THE OLYMPIA CITY COUNCIL this _____ day of _____ 2018.

MAYOR

ATTEST:

CITY CLERK

APPROVED AS TO FORM:




DEPUTY CITY ATTORNEY

CONTRACT FACE SHEET

Contract Number: CD16-96503-028

Washington State Department of Commerce
Local Government Division
DIRECT-APPROPRIATION GRANTS

1. Contractor City of Olympia PO Box 1967 Olympia, WA 98501		2. Contractor Doing Business As (optional) N/A	
3. Contractor Representative Kip Summers, Senior Engineer (360) 570-5834 ksummers@ci.olympia.wa.us		4. Commerce Representative Karma Shannon ♥ Lawson, Project Manager PO Box 42525, Olympia, WA 98504 (360) 810-0185 Karma.ShannonLawson@commerce.wa.gov	
5. Contract Amount \$921,500.00	6. Funding Source Federal: State: <input checked="" type="checkbox"/> Other: N/A:	7. Contract Start Date Upon Execution	8. Contract End Date June 30, 2019
9. Federal Funds (as applicable) N/A		Federal Agency N/A	CFDA Number N/A
10. Tax ID # XXXXXXXXXXXXXX	11. SWV # SWV0008653-00	12. UBI # 342000433 00	13. DUNS #
14. Contract Purpose COMMERCE and the Contractor have entered into this Contract to undertake a legislatively approved project that furthers the goals and objectives of Washington State Direct Appropriations Program. The Washington State Department of Commerce (COMMERCE), and Contractor acknowledge and accept the terms of this Contract and attachments and have executed this Contract on the date below to start as of the date and year last written below. The rights and obligations of both parties to this Contract are governed by this Contract and the following other documents incorporated by reference: Contract Terms and Conditions including; ATTACHMENT I: CERTIFICATION OF THE PAYMENT AND REPORTING OF PREVAILING WAGES; ATTACHMENT II: CERTIFICATION OF INTENT TO ENTER THE LEADERSHIP IN ENERGY AND ENVIRONMENTAL DESIGN (LEED) CERTIFICATION PROCESS (if applicable); ATTACHMENT III: CERTIFICATION OF AVAILABILITY OF FUNDS TO COMPLETE PROJECT.			
FOR THE CONTRACTOR _____ Signature _____ Print Name _____ Title _____ Date Approved as to form:  _____ Deputy City Attorney		FOR THE DEPARTMENT OF COMMERCE _____ Mark K. Barkley, Assistant Director, Local Government Division _____ Date APPROVED AS TO FORM ONLY _____ Luke Eaton Assistant Attorney General _____ 4/4/2018 Date	

DECLARATIONS

CLIENT INFORMATION

Contractor Name:	City of Olympia
Contract Number:	CD16-96503-028
State Wide Vendor Number:	SWV0008653-00

PROJECT INFORMATION

Project Title:	Percival Landing Renovation
Project City:	Olympia
Project State:	Washington
Project Zip Code:	98501

CONTRACT INFORMATION

Grant Amount:	\$921,500.00
Appropriation Number:	ESSB 5965 SL (2017 3rd Sp. Session)
Contract End Date:	June 30, 2019 (subject to reappropriation)
Biennium:	2017-2019
Biennium Close Date:	June 30, 2019
Earliest Date for Construction Reimbursement:	July 1, 2014

ADDITIONAL SPECIAL TERMS AND CONDITIONS GOVERNING THIS AGREEMENT

N/A

SCOPE OF WORK

This is a phased project that began in 2006 with the development of the Percival Landing Concept Plan. This Contract is for a portion of Phase 2 of Percival Landing Section A, to replace the failing stacked concrete and wooden bulkheads at Percival Landing along 4th Avenue W and Water Street SW with new steel sheet piling bulkhead. This will increase reliability of this major arterial through downtown Olympia and preserve public access to the boardwalk and utilities in the roadway. Funds from this Contract will be used for the following design, permitting, and construction activities:

- **Design** - Consultant will design the steel sheet piling bulkhead replacement
- **Permitting** - Corps of Engineers Nationwide Maintenance permit, DNR Hydraulic Project Approval, City of Olympia Building permit, and SEPA and Shoreline permit exemptions for maintenance
- **Construction** - Construction bidding, contracting and construction of bulkhead replacement, reconnection of boardwalk to new bulkhead pile cap

Costs may include, but are not limited to, environmental/cultural review, permits, material testing, as-built data gathering, bid documents, construction and construction management.

If the above scope of work includes engineering, planning, or design activities, the Contractor shall make all plans and documents funded in whole or in part by this Contract available for COMMERCE's review upon reasonable request.

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CONTRACT TERMS AND CONDITIONS

Washington State Department of Commerce DIRECT-APPROPRIATION GRANTS

Part 1. SPECIAL TERMS AND CONDITIONS

1.1. DEFINITIONS

As used throughout this Washington State Capital Budget Direct-Appropriation Contract the following terms shall have the meaning set forth below:

- A. "Contract" shall mean this Washington State Capital Budget Direct-Appropriation Contract.
- B. "Contractor" shall mean the local government identified on the Contract Face Sheet performing service(s) under this Contract and who is a Party to the Contract, and shall include all employees and agents of the Contractor.
- C. "COMMERCE" shall mean the Washington State Department of Commerce, and who is a Party to the Contract.
- D. "Declarations" and "Declared" shall refer to the project information, grant terms and conditions as stated on the Declarations Page of this Grant Contract located on page i of this Contract, displayed within the Contract in THIS STYLE for easier identification.

1.2. AUTHORITY

Acting under the authority of Chapter 43.330.050(5) RCW, COMMERCE has awarded the Contractor a Contract for a legislatively approved project pursuant to the legislative APPROPRIATION NUMBER and BIENNIUM as shown on the Declarations Page.

1.3. PURPOSE

COMMERCE and the Contractor have entered into this Contract to undertake a legislatively approved project that furthers the goals and objectives of Washington State. The project will be undertaken by the Contractor and will include the activities described in the SCOPE OF WORK shown on the Declaration page. The project must be undertaken in accordance with the grant terms and conditions, and all applicable federal, state and local laws and ordinances, which by this reference are incorporated into this Contract as though set forth fully herein.

1.4. ORDER OF PRECEDENCE

In the event of an inconsistency in this Contract, the inconsistency shall be resolved by giving precedence in the following order:

- A. Applicable federal and state of Washington statutes and regulations.
- B. Special Terms and Conditions including attachments.
- C. General Terms and Conditions.

1.5. GRANT AMOUNT

COMMERCE shall pay an amount not to exceed the awarded GRANT AMOUNT as shown on the attached Declarations Page for the eligible costs necessary for or incidental to the performance of work as set forth in the described in the SCOPE OF WORK shown on the Declaration page.

1.6. CERTIFICATION OF FUNDS

- A. The release of state funds under this Contract is contingent upon the Contractor certifying that it has expended or has access to funds from other sources as set forth in ATTACHMENT III: CERTIFICATION OF THE AVAILABILITY OF FUNDS TO COMPLETE THE PROJECT to complete all the project activities identified in the SCOPE OF WORK shown on the Declaration page. Such sources may consist of a combination of any of the following:
 - i. Loans or grants.
 - ii. Eligible project expenditures prior to the execution of this Contract.
 - iii. Cash dedicated to the project.
 - iv. Funds available through a letter of credit or other binding loan commitment(s).

- v. Pledges from foundations or corporations.
- vi. Pledges from individual donors.
- vii. The value of real property when acquired solely for the purposes of this project, as established and evidenced by a current market value appraisal performed by a licensed, professional real estate appraiser, or a current property tax statement. COMMERCE will not consider appraisals for prospective values of such property for the purposes of calculating the amount of matching fund credit.
- viii. In-kind contributions, subject to the COMMERCE's approval.

B. The Contractor shall maintain records sufficient to evidence that it has access to or has expended funds from such sources, and shall make such records available for COMMERCE's review upon reasonable request

1.7. BASIS FOR ESTABLISHING REAL PROPERTY VALUES FOR ACQUISITIONS OF REAL PROPERTY PERFORMANCE MEASURES

When the grant is used to fund the acquisition of real property, the value of the real property eligible for reimbursement under this grant shall be established as follows:

- A. Contractor purchases of real property from an independent third-party seller shall be evidenced by a current appraisal prepared by a licensed Washington State commercial real estate appraiser, or a current property tax statement.
- B. Contractor purchases of real property from a subsidiary organization, such as an affiliated LLC, shall be evidenced by a current appraisal prepared by a licensed Washington State commercial real estate appraiser or the prior purchase price of the property plus holding costs, whichever is less.

1.8. PROJECT EXPENDITURES ELIGIBLE FOR REIMBURSEMENT

Payments to the Contractor shall be made on a reimbursement basis only. For the purposes of this Contract, eligible costs shall be construed to mean costs incurred and paid, or costs incurred and payable within thirty (30) days. Only costs incurred on or after the EARLIEST DATE FOR CONSTRUCTION REIMBURSEMENT as shown in the Declaration are eligible for reimbursement under this Contract.

The Contractor may be reimbursed for the following eligible costs related to the activities identified in the SCOPE OF WORK shown on the Declaration page.

- A. Real property and costs directly associated with such purchase, when purchased or acquired solely for the purposes of the project;
- B. Design, engineering, architectural, and planning;
- C. Archaeological/historical review;
- D. Construction management and construction observation (from external sources only);
- E. Construction costs including, but not limited to, the following:
 - i. Site preparation and improvements
 - ii. Permits and fees
 - iii. Labor and materials
 - iv. Taxes on project goods and services
 - v. Capitalized equipment
 - vi. Information technology infrastructure
 - vii. Landscaping
- F. Insurance premiums as required in Section 1.20;
- G. Other costs authorized through the legislation.

1.9. BILLING PROCEDURES AND PAYMENT

COMMERCE shall reimburse the Contractor for eligible project expenditures up to the maximum payable under this Contract. When requesting reimbursement for costs incurred or expenditures made, the Contractor shall submit a signed and completed Invoice Voucher (Form A-19), referencing in the SCOPE OF WORK shown on the Declaration page project activity performed, and any appropriate documentation. The Invoice Voucher must be certified by an official of the Contractor with authority to bind the Contractor.

Each Invoice Voucher must be accompanied by a Project Status Report, which describes, in narrative form, the progress made on the project since the last invoice was submitted, as well as a report of project status to date.

COMMERCE will not release payment for any reimbursement request received until the Project Status Report is received. After approving the Invoice Voucher and Project Status Report, COMMERCE shall promptly remit a warrant to the Contractor.

The final Invoice Voucher payment shall not occur prior to the completion of all project activities as identified in the SCOPE OF WORK shown on the Declaration page. A sum not to exceed ten percent (10%) of the GRANT AMOUNT will be retained until all project activities are complete and a Certified Project Completion Report is completed and submitted by the Contractor, per Section 1.11.

The Contractor shall submit all Invoice Vouchers and any required documentation to:

Local Government Division, Community Assistance and Research Unit
Department of Commerce
PO Box 42525
Olympia, WA 98504-2525

COMMERCE will pay the Contractor upon acceptance of services provided and receipt of properly completed invoices, which shall be submitted to COMMERCE not more often than monthly.

Payment shall be considered timely if made by COMMERCE within thirty (30) calendar days after receipt of properly completed invoices. Payment shall be sent to the address designated by the Contractor.

COMMERCE may, in its sole discretion, terminate the Contract or withhold payments claimed by the Contractor for services rendered if the Contractor fails to satisfactorily comply with any term or condition of this Contract.

No payments in advance or in anticipation of services or supplies to be provided under this Contract shall be made by COMMERCE.

Duplication of Billed Costs. The Contractor shall not bill COMMERCE for services performed under this Contract, and COMMERCE shall not pay the Contractor, if the Contractor is entitled to payment or has been or will be paid by any other source, including grants, for that service.

Disallowed Costs. The Contractor is responsible for any audit exceptions or disallowed costs incurred by its own organization or that of its subcontractors.

1.10. SUBCONTRACTOR DATA COLLECTION

Contractor will submit reports, in a form and format to be provided by Commerce and at intervals as agreed by the parties, regarding work under this Grant performed by subcontractors and the portion of Grant funds expended for work performed by subcontractors, including but not necessarily limited to minority-owned, woman-owned, and veteran-owned business subcontractors. "Subcontractors" shall mean subcontractors of any tier.

1.11. CERTIFIED PROJECT COMPLETION REPORT AND FINAL PAYMENT

The Contractor shall complete a Certified Project Completion Report when activities identified in the SCOPE OF WORK shown on the Declaration page are complete.

The Contractor shall provide the following information to COMMERCE:

- A. A certified statement that the project, as described in the SCOPE OF WORK shown on the Declaration page, is complete and, if applicable, meets required standards.
- B. A certified statement of the actual dollar amounts spent, from all funding sources, in completing the project as described in the SCOPE OF WORK shown on the Declaration page.
- C. Certification that all costs associated with the project have been incurred and accounted for. Costs are incurred when goods and services are received and/or contract work is performed.
- D. A final voucher for the remaining eligible funds.

The Contractor will submit the Certified Project Completion Report together with the last Invoice Voucher for a sum not to exceed the balance of the GRANT AMOUNT including the ten percent (10%) retainage, as described in Section 1.9. The final Invoice Voucher payment shall not occur prior to the completion of all project activities identified in the SCOPE OF WORK shown on the Declaration page and COMMERCE's receipt and acceptance of the Certified Project Completion Report.

1.12. REPORTS

The Contractor shall furnish COMMERCE with Project Status Reports when submitting Invoice Vouchers (as described in Section 1.9), a Certified Project Completion Report at project completion (as described in Section 1.10), and other reports as COMMERCE may require. Failure to file reports as requested may result in termination of this Contract.

1.13. EVALUATION AND MONITORING

The Contractor shall cooperate with and freely participate in any monitoring or evaluation activities conducted by COMMERCE, including site inspections, if necessary.

The Contractor may be asked by COMMERCE to provide photographs, either hard copy or electronically, which visually depict the progress made on the project.

COMMERCE or the State Auditor and any of their representatives shall have full access to and the right to examine all of the Contractor's records with respect to all matters covered in this Contract. Such representatives shall be permitted to audit, examine, and make excerpts or transcripts from such records and to make audits of all contracts, invoices, materials, payrolls, and records of matters covered by this Contract. Such rights last for six (6) years from the date final payment is made.

1.14. OWNERSHIP OF PROJECT/CAPITAL FACILITIES

COMMERCE makes no claim to any real property improved or constructed with funds awarded under this Contract, does not assert, and will not acquire any ownership interest in or title to the capital facilities and/or equipment constructed or purchased with state funds under this Contract. This provision does not extend to claims that COMMERCE may bring against the Contractor in recapturing funds expended in violation of this Contract.

1.15. CHANGE OF OWNERSHIP OR USE FOR CONTRACTOR-OWNED PROPERTY

The Contractor understands and agrees that any or all assets acquired, constructed, or otherwise improved by the Contractor using the funds under this Contract shall be held and used by the Contractor for the purposes stated in the SCOPE OF WORK shown on the Declaration page for a period of at least ten (10) years from the date the final payment is made.

In the event that the Contractor decides to change or transfer ownership of any or all assets acquired, constructed, or otherwise improved by the Contractor using state funds under this Contract, the Contractor agrees that any such decision or action must be submitted in writing and approved by COMMERCE in writing at least thirty (30) days prior to the execution of such decision or action.

In the event the Contractor is found to be out of compliance with this section, the Contractor shall repay the principal amount of the grant as stated in Section 1.5, plus interest calculated at the rate of interest on State of Washington general obligation bonds issued most closely to the effective date of the legislation in which the subject asset was authorized. Repayment shall be made pursuant to Section 1.21. Recapture Provision.

1.16. CHANGE OF USE FOR LEASED PROPERTY

The Contractor understands and agrees that any facility leased by the Contractor that is constructed, renovated, or otherwise improved using state funds under this Contract shall be used by the Contractor for the purposes stated in the SCOPE OF WORK shown on the Declaration page for a period of at least ten (10) years from the date the final payment is made.

In the event the Contractor is found to be out of compliance with this section, the Contractor shall repay the principal amount of the grant as stated in Section 1.5, plus interest calculated at the rate of interest on State of Washington general obligation bonds issued most closely to the effective date of the legislation in which the subject facility was authorized. Repayment shall be made pursuant to Section 1.21. Recapture Provision.

1.17. HISTORICAL AND CULTURAL ARTIFACTS

Prior to commencing construction, Contractor shall complete the requirements of Governor's Executive Order 05-05, or, as a substitute for completion of Governor's Executive Order 05-05, Contractor shall complete Section 106 of the National Historic Preservation Act. Contractor agrees that the Contractor is legally and financially responsible for compliance with all laws, regulations, and agreements related to the preservation of historical or cultural artifacts and agrees to hold harmless COMMERCE and the State of Washington in relation to any claim related to such historical or cultural artifacts discovered, disturbed, or damaged as a result of the project funded by this Contract.

In addition to the requirements set forth in this Contract, Contractor shall, in accordance with Governor's Executive Order 05-05, coordinate with COMMERCE and the Washington State Department of Archaeology and Historic

Preservation (DAHP), including any recommended consultation with any affected tribe(s), during project design and prior to construction to determine the existence of any tribal cultural resources affected by the proposed project funded by this Contract. Contractor agrees to avoid, minimize, or mitigate impacts to the cultural resource as a continuing pre-requisite to receipt of funds under this Contract.

The Contractor agrees that, unless the Contractor is proceeding under an approved historical and cultural monitoring plan or other memorandum of agreement, if historical or cultural artifacts are discovered during construction, the Contractor shall immediately stop construction and notify the local historic preservation officer and the state's historic preservation officer at DAHP, and the Commerce Representative identified on the Face Sheet. If human remains are uncovered, the Contractor shall report the presence and location of the remains to the coroner and local law enforcement immediately, then contact DAHP and the concerned tribe's cultural staff or committee.

The Contractor shall require this provision to be contained in all sub-contracts for work or services related to the SCOPE OF WORK shown on the Declaration page.

In addition to the requirements set forth in this Contract, Contractor agrees to comply with RCW 27.44 regarding Indian Graves and Records; RCW 27.53 regarding Archaeological Sites and Resources; RCW 68.60 regarding Abandoned and Historic Cemeteries and Historic Graves; and, WAC 25-48 regarding Archaeological Excavation and Removal Permits.

Completion of the Section 106 of the National Historic Preservation Act shall substitute for completion of Governor's Executive Order 05-05.

In the event that the Contractor finds it necessary to amend the SCOPE OF WORK shown on the Declaration page the Contractor may be required to re-comply with Governor's Executive Order 05-05 or Section 106 of the National Historic Preservation Act.

1.18. SIGNAGE, MARKERS, AND PUBLICATIONS

If, during the period covered by this Contract, the Contractor displays or circulates any communication, publication, or donor recognition identifying the financial participants in the project, any such communication or publication must identify "The Taxpayers of Washington State" as a participant.

1.19. PREVAILING WAGE LAW

The project funded under this Contract is subject to state prevailing wage law (Chapter 39.12 RCW). The Contractor is advised to consult the Industrial Statistician at the Washington Department of Labor and Industries to determine the prevailing wages that must be paid. COMMERCE is not responsible for determining the prevailing wages applying to this project or for any prevailing wage payments that may be required by law.

1.20. INSURANCE

The Contractor shall provide insurance coverage as set out in this section. The intent of the required insurance is to protect the State of Washington should there be any claims, suits, actions, costs, damages, or expenses arising from any loss, or negligent or intentional act or omission of the Contractor or its subcontractors, or agents of either, while performing under the terms of this Contract.

The insurance required shall be issued by an insurance company authorized to do business within the State of Washington. Except for Professional Liability or Errors and Omissions Insurance, the insurance shall name the State of Washington, its agents, officers, and employees as additional insureds under the insurance policy. All policies shall be primary to any other valid and collectable insurance. The Contractor shall instruct the insurers to give COMMERCE thirty (30) calendar days advance notice of any insurance cancellation or modification.

The Contractor shall submit to COMMERCE within fifteen (15) calendar days of the Contract start date, a certificate of insurance, which outlines the coverage and limits required under this insurance section. During the term of the Contract, the Contractor shall submit renewal certificates not less than thirty (30) calendar days prior to expiration of each policy required under this section.

The Contractor shall provide insurance coverage that shall be maintained in full force and effect during the term of this Contract, as follows:

Commercial General Liability Insurance Policy. Provide a Commercial General Liability Insurance Policy, including contractual liability, written on an occurrence basis, in adequate quantity to protect against legal liability arising out of Contract activity but no less than \$1,000,000 per occurrence. Additionally, the Contractor is responsible for ensuring that any subcontractors provide adequate insurance coverage for the activities arising out of subcontracts.

Automobile Liability. In the event that performance pursuant to this Contract involves the use of vehicles, owned or operated by the Contractor or its subcontractors, automobile liability insurance shall be required. The minimum limit

for automobile liability is \$1,000,000 per occurrence, using a Combined Single Limit for bodily injury and property damage.

Professional Liability, Errors, and Omissions Insurance. The Contractor shall maintain Professional Liability or Errors and Omissions Insurance. The Contractor shall maintain minimum limits of no less than \$1,000,000 per occurrence to cover all activities by the Contractor and licensed staff employed or under Contract to the Contractor. The State of Washington, its agents, officers, and employees need not be named as additional insureds under this policy.

Fidelity Insurance. Every officer, director, employee, or agent who is authorized to act on behalf of the Contractor for the purpose of receiving or depositing funds into program accounts or issuing financial documents, checks, or other instruments of payment for program costs shall be insured to provide protection against loss:

- i. The amount of fidelity coverage secured pursuant to this Contract shall be \$100,000 or the highest of planned reimbursement for the Contract period, whichever is lowest. Fidelity insurance secured pursuant to this paragraph shall name the Contractor as beneficiary.
- ii. Subcontractors that receive \$10,000 or more per year in funding through this Contract shall secure fidelity insurance as noted above. Fidelity insurance secured by subcontractors pursuant to this paragraph shall name the Contractor as beneficiary.

The Contractor shall provide, at COMMERCE's request, copies of insurance instruments or certifications from the insurance issuing agency. The copies or certifications shall show the insurance coverage, the designated beneficiary, who is covered, the amounts, the period of coverage, and that COMMERCE will be provided thirty (30) days advance written notice of cancellation.

Self-Insured Contractors

With prior approval from COMMERCE, the Contractor may provide insurance coverage under a self-insured/liability pool or self-insured risk management program. In order to obtain permission from COMMERCE, the Contractor shall provide:

- i. a description of its self-insurance program, and
- ii. a certificate and/or letter of coverage that outlines coverage, limits, and deductibles.

All self-insured risk management programs or self-insured/liability pool financial reports must comply with Generally Accepted Accounting Principles (GAAP) and adhere to accounting standards promulgated by:

- i. Governmental Accounting Standards Board (GASB),
- ii. Financial Accounting Standards Board (FASB), and
- iii. The Washington State Auditor's annual instructions for financial reporting.

Contractors participating in joint risk pools shall maintain sufficient documentation to support the aggregate claim liability information reported on the balance sheet. The State of Washington, its agents, and employees need not be named as additional insured under a self-insured property/liability pool, if the pool is prohibited from naming third parties as additional insured.

Contractor shall provide annually to COMMERCE a summary of coverages and a letter of self-insurance, evidencing continued coverage under Contractor's self-insured/liability pool or self-insured risk management program. Such annual summary of coverage and letter of self-insurance will be provided on the anniversary of the start date of this Contract.

1.21. RECAPTURE PROVISION

In the event that the Contractor fails to expend state funds in accordance with state law and/or the provisions of this Contract, COMMERCE reserves the right to recapture state funds in an amount equivalent to the extent of noncompliance. Repayment by the Contractor of state funds under this recapture provision shall occur within thirty (30) days of demand. In the event that COMMERCE is required to institute proceedings to enforce this recapture provision, COMMERCE shall be entitled to its cost thereof, including reasonable attorney's fees.

In the event that the Contractor fails to perform this Contract in accordance with state laws, federal laws, and/or the provisions of this Contract, COMMERCE reserves the right to recapture all funds disbursed under the Contract, in addition to any other remedies available at law or in equity. This provision supersedes the Recapture provision in Section 2.32 of the General Terms and Conditions.

1.22. REDUCTION IN FUNDS

In the event state funds appropriated for the work contemplated under this Contract are withdrawn, reduced, or limited in any way by the Washington State Governor or Legislature during the Contract period, the parties hereto shall be bound by any such revised funding limitations as implemented at the discretion of COMMERCE, and shall meet and renegotiate the Contract accordingly.

1.23. REAPPROPRIATION

The parties hereto understand and agree that any state funds, including the ten percent (10%) retainage as described in Section 1.9, not expended by the BIENNIUM CLOSE DATE listed on the Declarations Page will lapse on that date unless specifically reappropriated by the Washington State Legislature or Governor. COMMERCE will make all necessary efforts to seek reappropriation of funds into the declared BIENNIUM. If funds are so reappropriated, COMMERCE's obligation under the terms of this Contract shall be contingent upon the terms of such reappropriation.

In the event any funds awarded under this contract are reappropriated for use in a future biennium, COMMERCE reserves the right to assign a reasonable share of any such reappropriation for administrative costs.

1.24. TERMINATION FOR FRAUD OR MISREPRESENTATION DISINCENTIVE

In the event the Contractor commits fraud or makes any misrepresentation in connection with the Grant application or during the performance of this Contract, COMMERCE reserves the right to terminate or amend this Contract accordingly, including the right to recapture all funds disbursed to the Contractor under this Contract.

Part 2. GENERAL TERMS AND CONDITIONS

2.1. DEFINITIONS

As used throughout this Contract, the following terms shall have the meaning set forth below:

- A. "Authorized Representative" shall mean the Director and/or the designee authorized in writing to act on the Director's behalf.
- B. "COMMERCE" shall mean the Department of Commerce.
- C. "Contract" or "Agreement" means the entire written agreement between COMMERCE and the Contractor, including any Exhibits, documents, or materials incorporated by reference. E-mail or Facsimile transmission of a signed copy of this Contract shall be the same as delivery of an original.
- D. "Contractor" shall mean the entity identified on the face sheet performing service(s) under this Contract, and shall include all employees and agents of the Contractor.
- E. "Personal Information" shall mean information identifiable to any person, including, but not limited to, information that relates to a person's name, health, finances, education, business, use or receipt of governmental services or other activities, addresses, telephone numbers, social security numbers, driver license numbers, other identifying numbers, and any financial identifiers.
- F. "State" shall mean the state of Washington.
- G. "Subcontractor" shall mean one not in the employment of the Contractor, who is performing all or part of those services under this Contract under a separate contract with the Contractor. The terms "subcontractor" and "subcontractors" mean subcontractor(s) in any tier.

2.2. ALLOWABLE COSTS

Costs allowable under this Contract are actual expenditures according to an approved budget up to the maximum amount stated on the Contract Award or Amendment Face Sheet.

2.3. ALL WRITINGS CONTAINED HEREIN

This Contract contains all the terms and conditions agreed upon by the parties. No other understandings, oral or otherwise, regarding the subject matter of this Contract shall be deemed to exist or to bind any of the parties hereto.

2.4. AMENDMENTS

This Contract may be amended by mutual agreement of the parties. Such amendments shall not be binding unless they are in writing and signed by personnel authorized to bind each of the parties.

2.5. AMERICANS WITH DISABILITIES ACT (ADA) OF 1990, PUBLIC LAW 101-336, ALSO REFERRED TO AS THE "ADA" 28 CFR PART 35

The Contractor must comply with the ADA, which provides comprehensive civil rights protection to individuals with disabilities in the areas of employment, public accommodations, state and local government services, and telecommunications.

2.6. APPROVAL

This Contract shall be subject to the written approval of COMMERCE's authorized representative and shall not be binding until so approved. The Contract may be altered, amended, or waived only by a written amendment executed by both parties.

2.7. ASSIGNMENT

Neither this Contract, nor any claim arising under this Contract, shall be transferred or assigned by the Contractor without prior written consent of COMMERCE.

2.8. ATTORNEY'S FEES

Unless expressly permitted under another provision of the Contract, in the event of litigation or other action brought to enforce Contract terms, each party agrees to bear its own attorney's fees and costs.

2.9. AUDIT

A. General Requirements

Contractors are to procure audit services based on the following guidelines.

The Contractor shall maintain its records and accounts so as to facilitate audits and shall ensure that Subcontractors also maintain auditable records.

The Contractor is responsible for any audit exceptions incurred by its own organization or that of its Subcontractors.

COMMERCE reserves the right to recover from the Contractor all disallowed costs resulting from the audit.

Responses to any unresolved findings and disallowed or questioned costs shall be included with the audit report. The Contractor must respond to COMMERCE requests for information or corrective action concerning audit issues within thirty (30) days of the date of request.

B. State Funds Requirements

In the event an audit is required, if the Contractor is a state or local government entity, the Office of the State Auditor shall conduct the audit. Audits of non-profit organizations are to be conducted by a certified public accountant selected by the Contractor.

The Contractor shall include the above audit requirements in any subcontracts.

In any case, the Contractor's records must be available for review by COMMERCE.

C. Documentation Requirements

The Contractor must send a copy of any audit report no later than nine (9) months after the end of the Contractor's fiscal year(s) by sending a scanned copy to auditreview@commerce.wa.gov or a hard copy to:

Department of Commerce
ATTN: Audit Review and Resolution Office
1011 Plum Street SE
PO Box 42525
Olympia WA 98504-2525

In addition to sending a copy of the audit, when applicable, the Contractor must include:

- Corrective action plan for audit findings within three (3) months of the audit being received by COMMERCE.
- Copy of the Management Letter and Management Decision Letter, where applicable.

If the Contractor is required to obtain a Single Audit in accordance with 2 CFR Part 200, a copy must be provided to Commerce; no other report is required.

2.10. CODE REQUIREMENTS

All construction and rehabilitation projects must satisfy the requirements of applicable local, state, and federal building, mechanical, plumbing, fire, energy and barrier-free codes. Compliance with the Americans with Disabilities Act of 1990, 28 C.F.R. Part 35 will be required, as specified by the local building Department.

2.11. CONFIDENTIALITY/SAFEGUARDING OF INFORMATION

A. Confidential Information" as used in this section includes:

1. All material provided to the Contractor by COMMERCE that is designated as "confidential" by COMMERCE;
2. All material produced by the Contractor that is designated as "confidential" by COMMERCE; and
3. All personal information in the possession of the Contractor that may not be disclosed under state or federal law. "Personal information" includes but is not limited to information related to a person's name, health, finances, education, business, use of government services, addresses, telephone numbers, social security

number, driver's license number and other identifying numbers, and "Protected Health Information" under the federal Health Insurance Portability and Accountability Act of 1996 (HIPAA).

- B. The Contractor shall comply with all state and federal laws related to the use, sharing, transfer, sale, or disclosure of Confidential Information. The Contractor shall use Confidential Information solely for the purposes of this Contract and shall not use, share, transfer, sell or disclose any Confidential Information to any third party except with the prior written consent of COMMERCE or as may be required by law. The Contractor shall take all necessary steps to assure that Confidential Information is safeguarded to prevent unauthorized use, sharing, transfer, sale or disclosure of Confidential Information or violation of any state or federal laws related thereto. Upon request, the Contractor shall provide COMMERCE with its policies and procedures on confidentiality. COMMERCE may require changes to such policies and procedures as they apply to this Contract whenever COMMERCE reasonably determines that changes are necessary to prevent unauthorized disclosures. The Contractor shall make the changes within the time period specified by COMMERCE. Upon request, the Contractor shall immediately return to COMMERCE any Confidential Information that COMMERCE reasonably determines has not been adequately protected by the Contractor against unauthorized disclosure.
- C. Unauthorized Use or Disclosure. The Contractor shall notify COMMERCE within five (5) working days of any unauthorized use or disclosure of any confidential information, and shall take necessary steps to mitigate the harmful effects of such use or disclosure

2.12. CONFORMANCE

If any provision of this Contract violates any statute or rule of law of the state of Washington, it is considered modified to conform to that statute or rule of law.

2.13. CONFLICT OF INTEREST

Notwithstanding any determination by the Executive Ethics Board or other tribunal, COMMERCE may, in its sole discretion, by written notice to the Contractor terminate this Contract if it is found after due notice and examination by the COMMERCE that there is a violation of the Ethics in Public Service Act, Chapter 42.52 RCW; or any similar statute involving the Contractor in the procurement of, or performance under this Contract.

Specific restrictions apply to contracting with current or former state employees pursuant to chapter 42.52 of the Revised Code of Washington. The Contractor and their subcontractor(s) must identify and state of Washington employees for former state employees employed or on the firm's governing board during the past 24 months. Identify the individual by name, the agency previously or currently employed by, job title or position held, and separation date. If it is determined by Commerce that a conflict of interest exists, the Contractor may be disqualified from further consideration for the award of a contract.

In the event this Contract is terminated as provided above, COMMERCE shall be entitled to pursue the same remedies against the Contractor as it could pursue in the event of a breach of the Contract by the Contractor. The rights and remedies of COMMERCE provided for in this clause shall not be exclusive and are in addition to any other rights and remedies provided by law. The existence of facts upon which COMMERCE makes any determination under this clause shall be an issue and may be reviewed as provided in the "Disputes" clause of this Contract.

2.14. COPYRIGHT PROVISIONS

Unless otherwise provided, all Materials produced under this Contract shall be considered "works for hire" as defined by the U.S. Copyright Act and shall be owned by COMMERCE. COMMERCE shall be considered the author of such Materials. In the event the Materials are not considered "works for hire" under the U.S. Copyright laws, the Contractor hereby irrevocably assigns all right, title, and interest in all Materials, including all intellectual property rights, moral rights, and rights of publicity to COMMERCE effective from the moment of creation of such Materials.

"Materials" means all items in any format and includes, but is not limited to, data, reports, documents, pamphlets, advertisements, books, magazines, surveys, studies, computer programs, films, tapes, and/or sound reproductions. "Ownership" includes the right to copyright, patent, register and the ability to transfer these rights.

For Materials that are delivered under the Contract, but that incorporate pre-existing materials not produced under the Contract, the Contractor hereby grants to COMMERCE a nonexclusive, royalty-free, irrevocable license (with rights to sublicense to others) in such Materials to translate, reproduce, distribute, prepare derivative works, publicly perform, and publicly display. The Contractor warrants and represents that the Contractor has all rights and permissions, including intellectual property rights, moral rights and rights of publicity, necessary to grant such a license to COMMERCE.

The Contractor shall exert all reasonable effort to advise COMMERCE, at the time of delivery of Materials furnished under this Contract, of all known or potential invasions of privacy contained therein and of any portion of such document, which was not produced in the performance of this Contract. The Contractor shall provide COMMERCE with prompt written notice of each notice or claim of infringement received by the Contractor with respect to any Materials delivered under this Contract. COMMERCE shall have the right to modify or remove any restrictive markings placed upon the Materials by the Contractor.

2.15. DISALLOWED COSTS

The Contractor is responsible for any audit exceptions or disallowed costs incurred by its own organization or that of its Subcontractors.

2.16. DISPUTES

Except as otherwise provided in this Contract, when a dispute arises between the parties and it cannot be resolved by direct negotiation, either party may request a dispute hearing with the the Director and/or the designee, who may designate a neutral person to decide the dispute.

The request for a dispute hearing must:

- be in writing;
- state the disputed issues;
- state the relative positions of the parties;
- state the Contractor's name, address, and Contract number; and
- be mailed to the Director and the other party's (respondent's) Contract Representative within three (3) working days after the parties agree that they cannot resolve the dispute.

The respondent shall send a written answer to the requestor's statement to both the Director or the Director's designee and the requestor within five (5) working days.

The Director or designee shall review the written statements and reply in writing to both parties within ten (10) working days. The Director or designee may extend this period if necessary by notifying the parties.

The decision shall not be admissible in any succeeding judicial or quasi-judicial proceeding.

The parties agree that this dispute process shall precede any action in a judicial or quasi-judicial tribunal.

Nothing in this Contract shall be construed to limit the parties' choice of a mutually acceptable alternate dispute resolution (ADR) method in addition to the dispute hearing procedure outlined above.

2.17. DUPLICATE PAYMENT

The Contractor certifies that work to be performed under this Contract does not duplicate any work to be charged against any other contract, subcontract, or other source.

2.18. GOVERNING LAW AND VENUE

This Contract shall be construed and interpreted in accordance with the laws of the state of Washington, and the venue of any action brought hereunder shall be in the Superior Court for Thurston County.

2.19. INDEMNIFICATION

To the fullest extent permitted by law, the Contractor shall indemnify, defend, and hold harmless the state of Washington, COMMERCE, agencies of the state and all officials, agents and employees of the state, for, from and against all claims for injuries or death arising out of or resulting from the performance of the Contract. "Claim" as used in this contract, means any financial loss, claim, suit, action, damage, or expense, including but not limited to attorney's fees, attributable for bodily injury, sickness, disease, or death, or injury to or the destruction of tangible property including loss of use resulting therefrom.

The Contractor's obligation to indemnify, defend, and hold harmless includes any claim by Contractor's agents, employees, representatives, or any subcontractor or its employees.

The Contractor expressly agrees to indemnify, defend, and hold harmless the State for any claim arising out of or incident to the Contractor's or any subcontractor's performance or failure to perform the Contract. Contractor's obligation to indemnify, defend, and hold harmless the State shall not be eliminated or reduced by any actual or alleged concurrent negligence of State or its agents, agencies, employees and officials.

The Contractor waives its immunity under Title 51 RCW to the extent it is required to indemnify, defend and hold harmless the state and its agencies, officers, agents or employees.

2.20. INDEPENDENT CAPACITY OF THE CONTRACTOR

The parties intend that an independent contractor relationship will be created by this Contract. The Contractor and its employees or agents performing under this Contract are not employees or agents of the state of Washington or COMMERCE. The Contractor will not hold itself out as or claim to be an officer or employee of COMMERCE or of the state of Washington by reason hereof, nor will the Contractor make any claim of right, privilege or benefit which would accrue to such officer or employee under law. Conduct and control of the work will be solely with the Contractor.

2.21. INDUSTRIAL INSURANCE COVERAGE

The Contractor shall comply with all applicable provisions of Title 51 RCW, Industrial Insurance. If the Contractor fails to provide industrial insurance coverage or fails to pay premiums or penalties on behalf of its employees as may be required by law, COMMERCE may collect from the Contractor the full amount payable to the Industrial Insurance Accident Fund. COMMERCE may deduct the amount owed by the Contractor to the accident fund from the amount payable to the Contractor by COMMERCE under this Contract, and transmit the deducted amount to the Department of Labor and Industries, (L&I) Division of Insurance Services. This provision does not waive any of L&I's rights to collect from the Contractor.

2.22. LAWS

The Contractor shall comply with all applicable laws, ordinances, codes, regulations, and policies of local, state, and federal governments, as now or hereafter amended, including, but not limited to:

Washington State Laws and Regulations

- A. Affirmative action, RCW 41.06.020 (1).
- B. Boards of directors or officers of non-profit corporations – Liability - Limitations, RCW 4.24.264.
- C. Disclosure-campaign finances-lobbying, Chapter 42.17A RCW.
- D. Discrimination-human rights commission, Chapter 49.60 RCW.
- E. Ethics in public service, Chapter 42.52 RCW.
- F. Housing assistance program, Chapter 43.185 RCW
- G. Interlocal cooperation act, Chapter 39.34 RCW.
- H. Noise control, Chapter 70.107 RCW.
- I. Office of minority and women's business enterprises, Chapter 39.19 RCW and Chapter 326-02 WAC.
- J. Open public meetings act, Chapter 42.30 RCW.
- K. Prevailing wages on public works, Chapter 39.12 RCW.
- L. Public records act, Chapter 42.56 RCW.
- M. Relocation assistance - real property acquisition policy, Chapter 8.26 RCW.
- N. Shoreline management act of 1971, Chapter 90.58 RCW.
- O. State budgeting, accounting, and reporting system, Chapter 43.88 RCW.
- P. State building code, Chapter 19.27 RCW and Energy-related building standards, Chapter 19.27A RCW, and Provisions in buildings for aged and handicapped persons, Chapter 70.92 RCW.
- Q. State Coastal Zone Management Program, Publication 01-06-003, Shorelands and Environmental Assistance Program, Washington State Department of Ecology.
- R. State environmental policy, Chapter 43.21C RCW.
- S. State Executive Order 05-05 Archeological and Cultural Resources.

2.23. LICENSING, ACCREDITATION AND REGISTRATION

The Contractor shall comply with all applicable local, state, and federal licensing, accreditation and registration requirements or standards necessary for the performance of this Contract.

2.24. LIMITATION OF AUTHORITY

Only the Authorized Representative or Authorized Representative's designee by writing (designation to be made prior to action) shall have the express, implied, or apparent authority to alter, amend, modify, or waive any clause or condition of this Contract.

2.25. LOCAL PUBLIC TRANSPORTATION COORDINATION

Where applicable, Contractor shall participate in local public transportation forums and implement strategies designed to ensure access to services.

2.26. NONCOMPLIANCE WITH NONDISCRIMINATION LAWS

During the performance of this Contract, the Contractor shall comply with all federal, state, and local nondiscrimination laws, regulations and policies. In the event of the Contractor's non-compliance or refusal to comply with any nondiscrimination law, regulation or policy, this Contract may be rescinded, canceled or terminated in whole or in part, and the Contractor may be declared ineligible for further contracts with COMMERCE. The Contractor shall, however, be given a reasonable time in which to cure this noncompliance. Any dispute may be resolved in accordance with the "Disputes" procedure set forth herein.

2.27. PAY EQUITY

The Contractor agrees to ensure that "similarly employed" individuals in its workforce are compensated as equals, consistent with the following:

- A. Employees are "similarly employed" if the individuals work for the same employer, the performance of the job requires comparable skill, effort, and responsibility, and the jobs are performed under similar working conditions. Job titles alone are not determinative of whether employees are similarly employed;
- B. Contractor may allow differentials in compensation for its workers if the differentials are based in good faith and on any of the following:
 - 1. A seniority system; a merit system; a system that measures earnings by quantity or quality of production; a bona fide job-related factor or factors; or a bona fide regional difference in compensation levels.
 - 2. A bona fide job-related factor or factors may include, but not be limited to, education, training, or experience, that is: consistent with business necessity; not based on or derived from a gender-based differential; and accounts for the entire differential.
 - 3. A bona fide regional difference in compensation level must be: consistent with business necessity; not based on or derived from a gender-based differential; and account for the entire differential.

This Contract may be terminated by the Department, if the Department or the Department of Enterprise services determines that the Contractor is not in compliance with this provision.

2.28. POLITICAL ACTIVITIES

Political activity of Contractor employees and officers are limited by the State Campaign Finances and Lobbying provisions of Chapter 42.17 RCW and the Federal Hatch Act, 5 USC 1501 - 1508.

No funds may be used for working for or against ballot measures or for or against the candidacy of any person for public office.

2.29. PREVAILING WAGE LAWS

The Contractor certifies that all contractors and subcontractors performing work on the Project shall comply with state Prevailing Wages on Public Works, Chapter 39.12 RCW, as applicable to the Project funded by this Contract, including but not limited to the filing of the "Statement of Intent to Pay Prevailing Wages" and "Affidavit of Wages Paid" as required by RCW 39.12.040. The Contractor shall maintain records sufficient to evidence compliance with Chapter 39.12 RCW, and shall make such records available for COMMERCE's review upon request.

2.30. PROHIBITION AGAINST PAYMENT OF BONUS OR COMMISSION

The funds provided under this Contract shall not be used in payment of any bonus or commission for the purpose of obtaining approval of the application for such funds or any other approval or concurrence under this Contract provided,

however, that reasonable fees or bona fide technical consultant, managerial, or other such services, other than actual solicitation, are not hereby prohibited if otherwise eligible as project costs.

2.31. PUBLICITY

The Contractor agrees not to publish or use any advertising or publicity materials in which the state of Washington or COMMERCE's name is mentioned, or language used from which the connection with the state of Washington's or COMMERCE's name may reasonably be inferred or implied, without the prior written consent of COMMERCE.

2.32. RECAPTURE

In the event that the Contractor fails to perform this Contract in accordance with state laws, federal laws, and/or the provisions of this Contract, COMMERCE reserves the right to recapture funds in an amount to compensate COMMERCE for the noncompliance in addition to any other remedies available at law or in equity.

Repayment by the Contractor of funds under this recapture provision shall occur within the time period specified by COMMERCE. In the alternative, COMMERCE may recapture such funds from payments due under this Contract.

2.33. RECORDS MAINTENANCE

The Contractor shall maintain books, records, documents, data and other evidence relating to this Contract and performance of the services described herein, including but not limited to accounting procedures and practices that sufficiently and properly reflect all direct and indirect costs of any nature expended in the performance of this Contract.

CONTRACTOR shall retain such records for a period of six (6) years following the date of final payment. At no additional cost, these records, including materials generated under the Contract, shall be subject at all reasonable times to inspection, review or audit by COMMERCE, personnel duly authorized by COMMERCE, the Office of the State Auditor, and federal and state officials so authorized by law, regulation or agreement.

If any litigation, claim or audit is started before the expiration of the six (6) year period, the records shall be retained until all litigation, claims, or audit findings involving the records have been resolved.

2.34. REGISTRATION WITH DEPARTMENT OF REVENUE

If required by law, the Contractor shall complete registration with the Washington State Department of Revenue.

2.35. RIGHT OF INSPECTION

At no additional cost, all records relating to the Contractor's performance under this Contract shall be subject at all reasonable times to inspection, review, and audit by COMMERCE, the Office of the State Auditor, and federal and state officials so authorized by law, in order to monitor and evaluate performance, compliance, and quality assurance under this Contract. The Contractor shall provide access to its facilities for this purpose.

2.36. SAVINGS

In the event funding from state, federal, or other sources is withdrawn, reduced, or limited in any way after the effective date of this Contract and prior to normal completion, COMMERCE may terminate the Contract under the "Termination for Convenience" clause, without the ten-business day notice requirement. In lieu of termination, the Contract may be amended to reflect the new funding limitations and conditions.

2.37. SEVERABILITY

The provisions of this Contract are intended to be severable. If any term or provision is illegal or invalid for any reason whatsoever, such illegality or invalidity shall not affect the validity of the remainder of the Contract.

2.38. SUBCONTRACTING

The Contractor may only subcontract work contemplated under this Contract if it obtains the prior written approval of COMMERCE.

If COMMERCE approves subcontracting, the Contractor shall maintain written procedures related to subcontracting, as well as copies of all subcontracts and records related to subcontracts. For cause, COMMERCE in writing may: (a) require the Contractor to amend its subcontracting procedures as they relate to this Contract; (b) prohibit the Contractor from subcontracting with a particular person or entity; or (c) require the Contractor to rescind or amend a subcontract.

Every subcontract shall bind the Subcontractor to follow all applicable terms of this Contract. The Contractor is responsible to COMMERCE if the Subcontractor fails to comply with any applicable term or condition of this Contract. The Contractor shall appropriately monitor the activities of the Subcontractor to assure fiscal conditions of this Contract. In no event shall the existence of a subcontract operate to release or reduce the liability of the Contractor to COMMERCE for any breach in the performance of the Contractor's duties.

Every subcontract shall include a term that COMMERCE and the State of Washington are not liable for claims or damages arising from a Subcontractor's performance of the subcontract.

2.39. SURVIVAL

The terms, conditions, and warranties contained in this Contract that by their sense and context are intended to survive the completion of the performance, cancellation or termination of this Contract shall so survive.

2.40. TAXES

All payments accrued on account of payroll taxes, unemployment contributions, the Contractor's income or gross receipts, any other taxes, insurance or expenses for the Contractor or its staff shall be the sole responsibility of the Contractor.

2.41. TERMINATION FOR CAUSE / SUSPENSION

In the event COMMERCE determines the Contractor has failed to comply with the conditions of this Contract in a timely manner, COMMERCE has the right to suspend or terminate this Contract. Before suspending or terminating the Contract, COMMERCE shall notify the Contractor in writing of the need to take corrective action. If corrective action is not taken within thirty (30) calendar days, the Contract may be terminated or suspended.

In the event of termination or suspension, the Contractor shall be liable for damages as authorized by law including, but not limited to, any cost difference between the original contract and the replacement or cover contract and all administrative costs directly related to the replacement contract, e.g., cost of the competitive bidding, mailing, advertising and staff time.

COMMERCE reserves the right to suspend all or part of the Contract, withhold further payments, or prohibit the Contractor from incurring additional obligations of funds during investigation of the alleged compliance breach and pending corrective action by the Contractor or a decision by COMMERCE to terminate the Contract. A termination shall be deemed a "Termination for Convenience" if it is determined that the Contractor: (1) was not in default; or (2) failure to perform was outside of his or her control, fault or negligence.

The rights and remedies of COMMERCE provided in this Contract are not exclusive and are, in addition to any other rights and remedies, provided by law.

2.42. TERMINATION FOR CONVENIENCE

Except as otherwise provided in this Contract, COMMERCE may, by ten (10)-business days written notice, beginning on the second day after the mailing, terminate this Contract, in whole or in part. If this Contract is so terminated, COMMERCE shall be liable only for payment required under the terms of this Contract for services rendered or goods delivered prior to the effective date of termination.

2.43. TERMINATION PROCEDURES

Upon termination of this Contract, COMMERCE, in addition to any other rights provided in this Contract, may require the Contractor to deliver to COMMERCE any property specifically produced or acquired for the performance of such part of this Contract as has been terminated. The provisions of the "Treatment of Assets" clause shall apply in such property transfer.

COMMERCE shall pay to the Contractor the agreed upon price, if separately stated, for completed work and services accepted by COMMERCE, and the amount agreed upon by the Contractor and COMMERCE for (i) completed work and services for which no separate price is stated, (ii) partially completed work and services, (iii) other property or services that are accepted by COMMERCE, and (iv) the protection and preservation of property, unless the termination is for default, in which case the Authorized Representative shall determine the extent of the liability of COMMERCE. Failure to agree with such determination shall be a dispute within the meaning of the "Disputes" clause of this Contract. COMMERCE may withhold from any amounts due the Contractor such sum as the Authorized Representative determines to be necessary to protect COMMERCE against potential loss or liability.

The rights and remedies of COMMERCE provided in this section shall not be exclusive and are in addition to any other rights and remedies provided by law or under this Contract.

After receipt of a notice of termination, and except as otherwise directed by the Authorized Representative, the Contractor shall:

1. Stop work under the Contract on the date, and to the extent specified, in the notice;
2. Place no further orders or subcontracts for materials, services, or facilities except as may be necessary for completion of such portion of the work under the Contract that is not terminated;
3. Assign to COMMERCE, in the manner, at the times, and to the extent directed by the Authorized Representative, all of the rights, title, and interest of the Contractor under the orders and subcontracts so terminated, in which case COMMERCE has the right, at its discretion, to settle or pay any or all claims arising out of the termination of such orders and subcontracts;
4. Settle all outstanding liabilities and all claims arising out of such termination of orders and subcontracts, with the approval or ratification of the Authorized Representative to the extent the Authorized Representative may require, which approval or ratification shall be final for all the purposes of this clause;
5. Transfer title to COMMERCE and deliver in the manner, at the times, and to the extent directed by the Authorized Representative any property which, if the Contract had been completed, would have been required to be furnished to COMMERCE;
6. Complete performance of such part of the work as shall not have been terminated by the Authorized Representative; and
7. Take such action as may be necessary, or as the Authorized Representative may direct, for the protection and preservation of the property related to this Contract, which is in the possession of the Contractor and in which COMMERCE has or may acquire an interest.

2.44. TREATMENT OF ASSETS

Title to all property furnished by COMMERCE shall remain in COMMERCE. Title to all property furnished by the Contractor, for the cost of which the Contractor is entitled to be reimbursed as a direct item of cost under this Contract, shall pass to and vest in COMMERCE upon delivery of such property by the Contractor. Title to other property, the cost of which is reimbursable to the Contractor under this Contract, shall pass to and vest in COMMERCE upon (i) issuance for use of such property in the performance of this Contract, or (ii) commencement of use of such property in the performance of this Contract, or (iii) reimbursement of the cost thereof by COMMERCE in whole or in part, whichever first occurs.

- A. Any property of COMMERCE furnished to the Contractor shall, unless otherwise provided herein or approved by COMMERCE, be used only for the performance of this Contract.
- B. The Contractor shall be responsible for any loss or damage to property of COMMERCE that results from the negligence of the Contractor or which results from the failure on the part of the Contractor to maintain and administer that property in accordance with sound management practices.
- C. If any COMMERCE property is lost, destroyed or damaged, the Contractor shall immediately notify COMMERCE and shall take all reasonable steps to protect the property from further damage.
- D. The Contractor shall surrender to COMMERCE all property of COMMERCE prior to settlement upon completion, termination or cancellation of this Contract

All reference to the Contractor under this clause shall also include Contractor's employees, agents or Subcontractors.

2.45. WAIVER

Waiver of any default or breach shall not be deemed to be a waiver of any subsequent default or breach. Any waiver shall not be construed to be a modification of the terms of this Contract unless stated to be such in writing and signed by Authorized Representative of COMMERCE.

**ATTACHMENT I:
CERTIFICATION OF THE PAYMENT AND REPORTING OF
PREVAILING WAGES**

**Washington State Department of Commerce
DIRECT-APPROPRIATION GRANTS**

**Contractor: City of Olympia
Contract Number: CD16-96503-028**

The Contractor, by its signature below, certifies that all contractors and subcontractors performing work on the project as described in the SCOPE OF WORK shown on the Declaration page shall comply with prevailing wage laws set forth in RCW 39.12, as applicable to the project funded by this Contract, including but not limited to the filing of the "Statement of Intent to Pay Prevailing Wages" and "Affidavit of Wages Paid" as required by RCW 39.12.040. The Contractor shall maintain records sufficient to evidence compliance with RCW 39.12, and shall make such records available for Commerce's review upon request.

If any state funds are used by the Contractor for the purpose of construction, applicable State Prevailing Wages must be paid.

The Contractor, by its signature below, certifies that the declaration set forth above has been reviewed and approved by the Contractor's governing body as of the date and year written below.

SIGNATURE

NAME

TITLE

DATE

**ATTACHMENT II:
CERTIFICATION OF THE INTENT TO ENTER THE LEADERSHIP IN ENERGY AND
ENVIRONMENTAL DESIGN (LEED)
CERTIFICATION PROCESS**

**Washington State Department of Commerce
DIRECT-APPROPRIATION GRANTS**

**Contractor: City of Olympia
Contract Number: CD16-96503-028**

The Contractor, by its signature below, certifies that it will enter into the Leadership in Energy and Environmental Design (LEED) certification process, as stipulated in RCW 39.35D, as applicable to the project described in the SCOPE OF WORK shown on the Declaration page funded by this Contract. The Contractor shall, upon receipt of LEED certification by the United States Green Building Council, provide documentation of such certification to Commerce.

The Contractor, by its signature below, certifies that the declaration set forth above has been reviewed and approved by the Contractor's governing body or board of directors, as applicable, as of the date and year written below.

EXEMPT: DO NOT SIGN

SIGNATURE

NAME

TITLE

DATE

**ATTACHMENT III:
CERTIFICATION OF THE AVAILABILITY OF FUNDS TO COMPLETE THE PROJECT**

**Washington State Department of Commerce: DIRECT-APPROPRIATION GRANTS
Contractor: City of Olympia
Contract Number: CD16-96503-028**

Type of Funding	Source Description	Amount
Grant	Washington State Department of Commerce	\$921,500.00
Other Grants		
Grant #1		\$
Total Other Grants		\$0.00
Other Loans		
Loan #1		\$
Total Loans		\$0.00
Other Local Revenue		
Source #1	General Fund (2011 CFP)	\$150,000.00
Source #2	General Fund (2016 CFP)	\$199,000.00
Source #3	General Fund (2018)	\$1,705,000
Total Local Revenue		\$2,054,000.00
Other Funds		
Source #1		\$
Total Other Funds		\$0.00
Total Project Funding		\$2,975,500.00

CERTIFICATION PERFORMANCE MEASURE

The Contractor, by its signature, certifies that project funding from sources other than those provided by this Contract and identified above are fully expended or committed, or both, in an amount sufficient to complete the project, or a distinct phase of the project that is useable to the public, and that the funding will be used for the purpose as described elsewhere in this Contract, as of the date and year written below.

The Contractor shall maintain records sufficient to evidence that it has expended or has access to the funds needed to complete the project, and shall make such records available for COMMERCE's review upon reasonable request.

SIGNATURE

NAME

TITLE

DATE



City Council

Approval of an Ordinance Amending the Emergency Housing Facilities Code, Olympia Municipal Code (OMC) Chapter 18.50 - First and Final Reading

Agenda Date: 10/23/2018
Agenda Item Number: 4.L
File Number: 18-1006

Type: ordinance **Version:** 1 **Status:** 2d Reading-Consent

Title

Approval of an Ordinance Amending the Emergency Housing Facilities Code, Olympia Municipal Code (OMC) Chapter 18.50 - First and Final Reading

Recommended Action

Committee Recommendation:

Not referred to a committee.

City Manager Recommendation:

Move to approve on first and final reading an Ordinance amending the Emergency Housing Facilities Code, OMC Chapter 18.50, to correct scrivener errors, to correct the distance of notification to property owners, to specify that background checks shall be for felony warrants, to add a waiver for public health emergency, and to declare an emergency so this ordinance shall be effective upon adoption.

Report

Issue:

Whether to approve on first and final reading an ordinance amending the Emergency Housing Facilities Code, OMC18.50, to correct scrivener errors, to correct the distance notification to be given to property owners, specifying that checks shall be for felony warrants, adding a waiver for public health emergency, and declaring an emergency so this ordinance shall be effective upon adoption.

Staff Contact:

Amy Buckler, Downtown Programs Manager, Community Planning & Development, 360.570.5847

Presenter(s):

None - Consent Calendar Item.

Background and Analysis:

The Emergency Housing Facilities ordinance is a land use regulation that provides opportunity for faith-based, not-for-profit and government entities to host temporary housing facilities for homeless

individuals on sites they own or control, subject to a permit.

On June 5, 2018, the City Council approved Ordinance No. 7142, which amended the Emergency Housing Facilities Code, OMC 18.50, on an emergency/interim basis. The primary aim of the amendments was to provide more flexibility to meet growing demand for emergency housing/shelter in Olympia. The interim ordinance is currently under review by the Olympia Planning Commission, which will make a recommendation to City Council regarding permanent regulations before the end of November.

Subsequently, on September 4, 2018, the 9th Circuit Court of Appeals issued a decision in *Martin vs. City of Boise*. Upon review of this decision, staff recommends the City Council adopt immediate amendments to OMC Chapter 18.50 (the Amendments), as outlined below. Staff notified the Planning Commission at its October 15, 2018 public hearing on the ordinance that the City Council would be immediately considering these amendments.

Adding a Waiver for Public Health Emergency

The waiver (see 18.50.060.H) would provide authority to the Community Planning & Development Director to waive permit requirements in OMC Chapter 18.50 for faith-based, not-for-profit and government sites when there is a declared public health emergency. Waiving the requirements in certain circumstances may be necessary in order to provide enough shelter options for homeless individuals in light of recent case law.

The July 17, 2018, Declaration of Public Health Emergency Ordinance No. 7146, ostensibly provides this authority already. Adding the waiver to OMC Chapter 18.50 provides transparency and additional defense. It clarifies the waiver can be extended in six-month increments following a public hearing and determination by the City Council that the public health emergency is continuing.

Felony Warrant

Currently, the Emergency Housing Facilities Code requires host or sponsoring agencies to take all reasonable and legal steps to obtain verifiable identification of residents, and use ID received to obtain warrant checks from law enforcement. The amendment to OMC 18.50.060.F clarifies that the checks would be for *felony* warrants (e.g., robbery, assault, rape, murder) as opposed to misdemeanor warrants (e.g., shoplifting). Staff believes this limit is necessary, in light of current case law, to avoid establishing a qualifying barrier to shelter for homeless individuals.

Other Housekeeping

Upon further review of OMC Chapter 18.50, scrivener's error were found. The public notice requirement was intended to apply to property owners within 500 feet (not 300 feet), as was mistakenly left in one place. A couple other small spelling or grammatical errors were also found.

Effective Immediately

If approved by Council, the Amendments will go into effect immediately upon adoption. The Amendments will be folded into the Planning Commission public hearing and recommendation on the overall ordinance.

RCW 35A.13.190 provides that no ordinance shall take effect until five days after the date of publication unless otherwise provided by statute or charter, except that an ordinance designated as a

public emergency ordinance for the protection of public health, public safety, public property or the public peace, may be made effective upon adoption. Such an ordinance requires the vote of one more than the majority of the whole membership of the Council. (A majority plus one.)

Neighborhood/Community Interests (if known):

There is significant public concern about the issue of homelessness in Olympia.

Options:

1. Move to approve on first and final Reading amendments to the Emergency Housing Facilities Code, OMC Chapter 18.50, to correct scrivener errors, to correct the distance of notification to property owners, to specify that background checks shall be for felony warrants, to add a waiver for public health emergency, and to declare an emergency so this ordinance shall be effective upon adoption.

1. Do not adopt amendments to the Emergency Housing Facilities Code at this time.

Financial Impact:

N/A

Attachments:

Ordinance

AN ORDINANCE OF THE CITY OF OLYMPIA, WASHINGTON, AMENDING THE EMERGENCY HOUSING FACILITIES CODE, OMC CHAPTER 18.50, TO CORRECT SCRIVENER ERRORS, TO CORRECT THE DISTANCE NOTIFICATION TO BE GIVEN TO PROPERTY OWNERS, SPECIFYING THAT CHECKS SHALL BE FOR FELONY WARRANTS, ADDING A WAIVER FOR PUBLIC HEALTH EMERGENCY, AND DECLARING AN EMERGENCY SO THIS ORDINANCE SHALL BE EFFECTIVE UPON ADOPTION.

WHEREAS, the City of Olympia recognizes the unique role and rights of faith-based organizations under the United States Constitution; and

WHEREAS, Olympia Municipal Code (OMC) Chapter 18.50 allows for temporary Emergency Housing Facilities hosted by a faith-based organization, not-for-profit organization, or unit of government which provides temporary housing to homeless persons, subject to certain criteria and requirements; and

WHEREAS, OMC 18.50.020 defines a "Host Agency" for an Emergency Housing Facility as a faith-based organization, or a not-for-profit organization, or a unit of government which owns or controls the property or has an ownership interest in the property that is the subject of an application for an Emergency Housing Facility Permit for providing basic services and support to temporary Emergency Housing Facility residents, such as hot meals and coordination of other needed donations and services; and

WHEREAS, a Host Agency may request a permit for an encampment of up to forty (40) residents; and

WHEREAS, the existing provisions in OMC 18.50 provide more freedom to the Host Agency to draft safety plans according to its interests, plans, and needs; and

WHEREAS, this Ordinance allows both high barrier and low barrier camps; and

WHEREAS, this Ordinance allows a Host Agency to provide camps for families, adults, and people transitioning out of facilities; and

WHEREAS, this Ordinance may reduce harm to homeless persons and provide services to assist residents with clean and sober living; and

WHEREAS, Emergency Housing Facilities permitted under OMC Chapter 18.50 ideally should be located in areas where there is easy access to services and affordable food, either by walking or by using public transit; and

WHEREAS, the City encourages self-management of Emergency Housing Facilities and other efforts to create community among their residents; and

WHEREAS, this Ordinance removes certain restrictions on Emergency Housing Facilities, although the Host Agency is still allowed to place restrictions of their choice on the encampment; and

WHEREAS, the City Council determines it to be in the best interest of the City of Olympia to amend OMC Chapter 18.50 to more easily facilitate the establishment and self-management of Emergency Housing Facilities by faith-based organizations, not-for-profit organizations, and units of government, and to comply with RCW 35A.21.360; and

WHEREAS, the City Council also determines that this Ordinance is to immediately address a public emergency due to growing homelessness in the City of Olympia, and also finds said Ordinance is necessary for the immediate protection and preservation of public health, public safety, public property or public peace, and that this Ordinance should be made effective upon adoption; and

WHEREAS, the interim zoning regulations, as previously amended herein, have been referred to the Olympia Planning Commission for review and recommendation, as have these additional amendments. The Olympia City Council shall hold a public hearing on these amendments to OMC Chapter 18.50 within sixty (60) days of the adoption of this Ordinance;

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

Section 1. Amendment of OMC Chapter 18.50. Olympia Municipal Code Chapter 18.50 is hereby further amended to read as follows:

Chapter 18.50 EMERGENCY HOUSING FACILITIES

18.50.000 Chapter Contents

Sections:

- 18.50.010 Emergency Housing Facility
- 18.50.020 Host Agency
- 18.50.030 Sponsoring Agency
- 18.50.040 Who May Apply
- 18.50.050 Applicable Procedures
- 18.50.060 Emergency Housing Facility - Criteria/Requirements for Approval

18.50.010 Emergency Housing Facility

"Emergency Housing Facility" means temporary emergency housing that may include tents and small structures organized and managed as temporary accommodations for homeless people, and may be hosted by a faith-based organization, not-for-profit organization, or a unit of government.

For purposes of this section, a "not-for-profit" shall mean an organization duly incorporated in the State of Washington and recognized by the Internal Revenue Service as an IRC 501 (c)(3) charitable organization.

18.50.020 Host Agency

Emergency Housing Facilities. "Host Agency" means a faith-based organization, or a not-for-profit organization, or a unit of government which owns or controls the property or has an ownership interest in the property that is the subject of an application for an Emergency Housing Facility Permit for providing basic services and support to temporary Emergency Housing Facility residents, such as hot meals and coordination of other needed donations and services.

Ownership interest shall include an interest by recorded title or by fully executed lease of the subject property.

18.50.030 Sponsoring Agency

"Sponsoring Agency" means the Host Agency or another agency that assists the Host Agency and that joins in an application with a Host Agency for an Emergency Housing Facility Permit and assumes responsibility for providing basic services and support to Emergency Housing Facility residents, such as hot meals, social services, sanitation, hygiene, storage of belongings, trash and refuse collection, and coordination of other needed donations and services.

18.50.040 Who May Apply

Emergency Housing Facility. Emergency Housing Facilities shall be permitted as an accommodation of faith-based exercise by a Host Agency and Sponsoring Agency, or by a unit of government, or by a not-for-profit organization. Each Host Agency and Sponsoring Agency shall jointly apply for a permit under this Section and shall jointly certify compliance with all applicable requirements for approval and conditions of this Chapter and the application.

18.50.050 Applicable Procedures

A. Emergency Housing Facility. A Permit for an Emergency Housing Facility is an administrative decision. In addition to the requirements for administrative decisions found elsewhere in the Olympia Municipal Code, the following procedures apply:

1. Advance Notice Required. The Host Agency and Sponsoring Agency shall notify the City of the proposed Emergency Housing Facility a minimum of thirty (30) days in advance of the proposed date of establishment for the Emergency Housing Facility. The advance notification shall be in the form of an application for a Permit for an Emergency Housing Facility and shall contain the following information:
 - a. The date the Emergency Housing Facility will commence;
 - b. The length of time the encampment will continue;
 - c. The maximum number of residents proposed for the encampment;

- d. The host location;
- e. The names of the Host and Sponsoring Agencies; and
- f. The manner in which the Emergency Housing Facility will comply with the requirements of this Chapter.

2. **Informational Meeting Required.** The Host Agency and/or Sponsoring Agency shall conduct at least one (1) informational meeting within, or as close to, the location where the proposed Emergency Housing Facility will be located, a minimum of two (2) weeks prior to the issuance of the temporary use permit. The time and location of the meeting shall be agreed upon between the City and the Host Agency and/or Sponsoring Agency. All property owners within ~~five~~three hundred (3500) feet of the proposed Emergency Housing Facility shall be notified by mail ten (10) days in advance of the meeting by the Host Agency and/or Sponsoring Agency. In lieu of notice by mail, an alternative means of notice may be provided that is reasonably calculated to notify the neighboring property owners within five hundred (500) feet of the proposed encampment.

3. **Signs Required.** The applicant shall also provide notice of the application within the same timeframe identified above by posting two signs or placards on the site or in a location immediately adjacent to the site that provides visibility of the signs to motorists using adjacent streets. The Director of Community Planning and Development or his or her designee shall establish standards for size, color, layout, design, working, placement, and timing of installation and removal of the signs or placards.

18.50.060 Emergency Housing Facility - Criteria/Requirements for Approval

The Director of the Community Planning and Development Department ("Director") or his or her designee may issue a temporary and revocable permit for an Emergency Housing Facility subject to the following criteria and requirements.

A. Site Criteria.

1. Emergency Housing Facility.

- a. If the Sponsoring Agency is not the Host Agency of the site, the Sponsoring Agency shall submit a written agreement from the Host Agency allowing the Emergency Housing Facility, or from the owner of the property, and clarifying the obligations of the Sponsoring Agency.
- b. The property must be sufficient in size to accommodate the tents and necessary on-site facilities, including, but not limited to the following:

- i. Sanitary portable toilets in the number required to meet capacity guidelines for the population of the encampment;
 - ii. Hand washing stations by the toilets and by the food areas;
 - iii. Refuse receptacles for trash, recycling and garbage; and
 - iv. Storage of personal belongings.
- c. The Host and Sponsoring Agencies shall provide an adequate potable water source to the Emergency Housing Facility, as approved by the City.
- d. No Emergency Housing Facility shall be located within a Sensitive/Critical Area or its buffer as defined under OMC Chapter 18.32 except on existing paved or gravel sites
- e. No permanent structures will be constructed for the Emergency Housing Facility.
- f. No more than forty (40) residents shall be allowed at any one encampment. The City may further limit the number of residents as site conditions dictate.
- g. Adequate on-site parking shall be provided for the Emergency Housing Facility. No off-site parking will be allowed. The number of vehicles used by the Emergency Housing Facility residents shall be provided in the permit application. If the Emergency Housing Facility is located on a site that has another preexisting use, it shall be shown that the Emergency Housing Facility parking will not create a shortage of on-site parking for the other use/s on the property.
- h. The Emergency Housing Facility shall be located within a quarter (1/4) mile of a bus stop with seven (7) days per week service, whenever possible. If not located within a quarter (1/4) mile of a bus stop, the Host or Sponsoring Agency must demonstrate the ability for residents to obtain access to the nearest public transportation stop (such as carpools or shuttle buses).
- i. The Emergency Housing Facility shall be adequately buffered and screened from adjacent right-of-way and residential properties. Screening shall be a minimum height of six (6) feet and may include, but is not limited to a combination of fencing, landscaping, or the placement of the Emergency Housing Facility behind buildings. The type of screening shall be approved by the City.
- j. All sanitary portable toilets shall be screened from adjacent properties and rights-of-way. The type of screening shall be approved by the City and may include, but is not limited to, a combination of fencing and/or landscaping.

k. At the time of the City's approval, there shall be no other approved Emergency Housing Facilities located within one thousand (1,000) feet of the approved encampment. Approved Emergency Housing Facilities must be separated by a buffer of at least one thousand (1,000) feet under this Chapter.

B. Security.

1. Emergency Housing Facility.

a. An operations and security plan for the Emergency Housing Facility shall be submitted to the City at the time of application. The security plan shall address potential security and neighborhood impacts within five hundred (500) feet of the encampment site.

b. The Host Agency shall provide to all residents of the Emergency Housing Facility a Code of Conduct for living at the Emergency Housing Facility. A copy of the Code of Conduct shall be submitted to the City at the time of application and shall be in substantially the following form or address the following issues:

- i. Possession or use of illegal drugs is prohibited.
- ii. Violence against staff or residents of the encampment is prohibited.
- iii. Any open flames are prohibited.
- iv. Trespassing on private property in the surrounding neighborhood is prohibited.
- v. Littering on the Emergency Housing Facility site or in the surrounding neighborhood is prohibited.
- vi. Noise or music in excess of the limits set forth in OMC 18.40.080 is prohibited.

Nothing in this Section shall prohibit the Host Agency, Sponsoring Agency or an Emergency Housing Facility Manager from imposing and enforcing additional Code of Conduct conditions not otherwise inconsistent with this Section.

c. All Emergency Housing Facility residents must sign an agreement to abide by the Code of Conduct and failure to do so may result in the noncompliant resident's immediate expulsion from the property.

d. The Host or Sponsoring Agency shall keep a log of all people who stay overnight in the encampment, including names, dates of birth, and dates of stay in the encampment. Logs shall be kept and retained for a minimum of six (6) months.

e. The Host or Sponsoring Agency shall take all reasonable and legal steps to obtain verifiable identification such as a driver's license, government-issued identification card, military identification, passport, or other reasonable forms of identification from prospective and existing encampment residents.

f. The Host or Sponsoring Agency will use identification received from prospective and existing encampment residents to obtain sex offender and felony warrant checks from the Washington State Patrol, the Thurston County Sheriff's Office or ~~local~~ the Olympia pPolice dDepartment.

i. If the felony warrant and sex offender checks reveal either (1) an existing or outstanding felony warrant from any jurisdiction in the United States for the arrest of the individual who is the subject of the check; or (2) the subject of the check is a sex offender, required to register with the County Sheriff or their county of residence pursuant to RCW 9A.44.130, then the Host or Sponsoring Agency may reject the subject of the check for residency in the Emergency Housing Facility or may eject the subject of the check if that person is already an Emergency Housing Facility resident.

ii. The Host or Sponsoring Agency shall immediately contact the Olympia pPolice dDepartment if the reason for rejection or ejection of an individual from the Emergency Housing Facility is an active felony warrant. In other cases of rejection or ejection, the designated representative of the Host or Sponsoring Agency may immediately contact the Olympia Police Department, ~~and the Thurston County Sheriff's Office,~~ or the Washington State Patrol.

g. The Host or Sponsoring Agency shall self-manage its residents and prohibit illegal drugs, violence, and abuse of any kind, littering, or noise disturbances of other residents or adjacent neighbors while located on the Emergency Housing Facility property.

h. The Host or Sponsoring Agency will appoint a designated representative to serve "on-duty" as an Encampment Manager at all times as a point of contact for the Olympia Police Department and will orient law enforcement how the security tent operates for the Emergency Housing Facility. The name of the on-duty designated representative will be posted daily in the security tent. The City shall provide contact numbers of non-emergency personnel, which shall be posted at the security tent.

C. Timing.

Emergency Housing Facility.

The duration of an Emergency Housing Facility shall be for one hundred eighty (180) days, and may be extended for an additional one hundred eighty-five (185) days upon submittal of an application and proof that the site did not have on-site criminal violations greater than the crime rate of the surrounding neighborhood. The site may be approved for a duration longer than one year upon submittal of a conditional use permit to be reviewed and approved by the Olympia Hearing Examiner pursuant to OMC Chapter 18.48. The conditional use permit shall demonstrate consistency with this Chapter and the rest of OMC Title 18. In addition, the applicant must demonstrate that criminal violations onsite were not greater than the crime rate of the surrounding neighborhood. The approval of a conditional use permit may be for a time less than one hundred eighty (180) days, subject to review of demonstrated impacts upon the surrounding neighborhoods.

D. Health and Safety.

1. Emergency Housing Facility. The Emergency Housing Facility shall conform to the following fire requirements:

- a. There shall be no open fires for cooking without pre-approval by the Olympia Fire Department and no open fires for heating;
- b. No heating appliances within the individual tents are allowed without pre-approval by the Olympia Fire Department;
- c. No cooking appliances, other than microwave appliances, are allowed in individual tents;
- d. An adequate number, with appropriate rating, of fire extinguishers shall be provided as approved by the Olympia Fire Department;
- e. Adequate access for fire and emergency medical apparatus shall be provided. This shall be determined by the Olympia Fire Department;
- f. Adequate separation between tents and other structures shall be maintained as determined by the Olympia Fire Department; and
- g. Electrical service shall be in accordance with recognized and accepted practice and codes. Electrical cords shall not be strung together. Any electrical cords used must be approved for outdoor exterior use.

2. The Host Agency and Sponsoring Agency shall permit inspections by City staff and the Thurston County Health Department at reasonable times without prior notice of compliance with the conditions of the Emergency Housing Facility Permit.

E. Director's Decision.

1. Emergency Housing Facility.

- a. Purpose. The Director shall review the proposal to ensure compliance with the provisions of this Chapter and all other applicable laws to ensure that the health, safety and welfare of the citizens of the City is preserved, and to provide an expedient and reasonable land use review process for decisions and interpretations of this Chapter.
- b. Director Authority. The Director may modify the submittal requirements as deemed appropriate.
- c. Notice of Decision. The Director shall notify the Sponsoring and Host Agencies of his or her decision to approve, modify or deny the application within a timely manner, but not prior to fourteen (14) days after the neighborhood informational meeting. The Director's decision is a final decision of the City. Appeals of decisions to approve or deny an Emergency Housing Facility Permit shall be to Thurston County Superior Court.

F. Emergency Housing Facility Permit Termination. If the Host Agency or Sponsoring Agency fails to take action against a resident who violates the terms and conditions of its permit, it may result in immediate termination of the permit issued to the Host Agency or Sponsoring Agency. If the City learns of acts of violence by residents of the encampment and the Host Agency or Sponsoring Agency has not adequately addressed the situation to protect residents, the temporary use permit may be immediately terminated.

G. Emergency Housing Facility Permit Revocation. Upon determination that there has been a violation of any approval criteria or condition of application, the Director of Community Planning and Development or his or her designee, may give written notice to the permit holder describing the alleged violation. Within fourteen (14) days of the mailing of notice of violation, the permit holder shall show cause why the permit should not be revoked. At the end of the fourteen (14) day period, the Director of Community Planning and Development or his or her designee, shall sustain or revoke the permit. When an Emergency Housing Facility Permit is revoked, the Director of Community Planning and Development or his or her designee shall notify the permit holder by first class and certified mail of the revocation and the findings upon which revocation is based. Appeals from the Director's decision to revoke a temporary Emergency Housing Facility permit shall be to Thurston County Superior Court.

H. Public Health Emergency Waiver. Upon adoption of an ordinance by the Olympia City Council declaring a public health emergency, the requirements of this Chapter may be waived by the Director or his or her designee for faith-based organizations, not-for-profit organizations and units of government. Any waiver of the requirements of this Chapter shall be for a period not to exceed six (6) months, except when the Council finds a public health emergency continues to exist after holding a public hearing, then the requirements of this Chapter may be waived for an additional six (6) month period. Further waivers of this Chapter's requirements shall only occur after Council holds a public hearing and finds that the public health emergency is continuing.

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

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

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

Section 5. Effective Date. This Ordinance is for the immediate preservation of public peace, health, safety, and welfare of the public, and shall take effect upon adoption, as provided by law.

MAYOR

ATTEST:

CITY CLERK

APPROVED AS TO FORM:



CITY ATTORNEY

PASSED:

APPROVED:

PUBLISHED:



City Council

Public Hearing on the Preliminary Capital Facilities Plan and 2019-2024 Financial Plan

Agenda Date: 10/23/2018
Agenda Item Number: 5.A
File Number: 18-1007

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

Title

Public Hearing on the Preliminary Capital Facilities Plan and 2019-2024 Financial Plan

Recommended Action

Committee Recommendation:

The Finance Committee reviewed the Preliminary Capital Facilities Plan and 2019-2024 Financial Plan on September 6.

City Manager Recommendation:

Hold a public hearing on the Preliminary Capital Facilities Plan and 2019-2024 Financial Plan.

Report

Issue:

Whether to hold a public hearing on the Preliminary Capital Facilities Plan and 2019-2024 Financial Plan

Staff Contact:

Debbie Sullivan, Administrative Services Director, 360.753.8499

Presenter(s):

Debbie Sullivan, Administrative Services Director

Jennifer Priddy, Assistant Superintendent of Finance and Operations, Olympia School District

Background and Analysis:

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

The CFP identifies which capital facilities are necessary to support development and/or growth. Most projects listed are directly related to the applicable master plan or functional plan, such as the Parks, Arts and Recreation Plan, the Storm and Surface Water Plan; and other similar plans. The CFP covers a 20-year time horizon; however, the Preliminary CFP, 2019-2024 Financial Plan is a six-year financial plan which is required by the Growth Management Act to specifically identify projects, estimated costs, and the funding sources and strategies to implement the plan.

Some of the highlights of the updated CFP, 2019-2024 Financial Plan include:

- Designing an Athletic Field Community Park
- Funding Off-Leash Dog Areas and Trails
- Funding a Sprayground at Lions Park
- Designing Transportation Improvements on Franklin & Legion Way
- Constructing a Bike Lane at Division Street & 28th Avenue
- Constructing Flood Mitigation
- Implementing Habitat Improvement and Stewardship Projects
- Designing the Replacement of a Water Main on Fones Rd.

The Planning Commission received a briefing on the CFP and a copy of the Olympia School District's draft 2019-2024 CFP on August 8. On September 17, the Planning Commission held a public hearing.

The City's Preliminary CFP and 2019-2024 Financial Plan also went to the Bicycle Pedestrian and Advisory Committee (BPAC); Parks & Recreation Advisory Committee (PRAC); and the Utility Advisory Committee (UAC) for review and comment. The Planning Commission, BPAC, and PRAC prepared comments for Council's consideration and their letters are attached. The Utility Advisory Committee held a meeting in early October. A letter from the UAC to City Council supporting the CFP is forthcoming.

Neighborhood/Community Interests (if known):

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

Options:

1. Hold the public hearing. The Council may close the public hearing tonight and continue to take written testimony until October 30, 2018, at 5:00 p.m.
2. Do not hold a public hearing. Staff will reschedule at a later date.

Financial Impact:

The six-year financial plan outlines investments totaling over \$148 million, a slight increase over the current plan. Projects proposed to be funded in 2019 total \$20,001,964 and include parks, transportation, general capital facilities, drinking water, wastewater, and stormwater improvements.

Attachments:

Planning Commission Letter
Bicycle Pedestrian Advisory Committee Letter
Parks and Recreation Advisory Committee Letter
[Hyperlink to Preliminary CFP and 2019-2024 Financial Plan](#)
Olympia School District CFP - 2019-2024 Draft
Olympia School District 2019 Proposed Impact Fees

Olympia Planning Commission

October 15, 2018

Olympia City Council
PO Box 1967
Olympia, WA 98507

Dear Mayor Selby and City Council Members:

The Olympia Planning Commission (OPC) is pleased to report on its annual review of the City of Olympia's 2019-2024 Draft Capital Facilities Plan and Financial Plan (Draft CFP). We commend City staff for producing a very well-organized document. We particularly like how clearly the first section describes the City's capital planning process and answers the many questions the lay public is likely to have about financial planning for capital facilities.

All City departments (except for Public Works, which is currently working on its Transportation Master Plan), have completed master plans in which they describe how they will implement the Comprehensive Plan's goals, objectives and policies over the 20-year period ending in 2034. These plans provide the strategic links between the Comprehensive Plan and the Draft CFP (now considered Volume 2 of the Comprehensive Plan). Completion of these master plans is a major achievement of which our City can be proud.

Through these documents – the Comprehensive Plan, the various master plans, and the Draft CFP, the City has created a well-integrated planning and budgeting process that not only provides the context for the annual projects and budget line items identified in the Draft CFP, but helps support budgetary discipline.

We concur with City staff that projects identified in the Draft CFP are consistent with Comprehensive Plan goals and policies. OPC held a public hearing on the Draft CFP on September 17, 2018 and received no comment.

Financial Overview

We appreciate the inclusion of the City's Long-Term Financial Strategy in the Draft CFP document. We would like to see more information about the City's debt service, specifically how much debt is incurred by each department over time relative to debt limits, how quickly debt is being paid off, and the applicable interest rates and interest costs. Graphs that illustrate this information for both the six-year timeframe of the Financial Plan and the 20-year timeframe of the Comprehensive Plan would be especially useful. We believe this information may be useful in helping the City limit its costs of borrowing to the extent possible.

We would also like the City to consider applying an “equity lens” to ensure that investments are being targeted toward areas in which we may have underinvested in the past. For example, is the order in which we build sidewalks taking the needs of the City’s lowest-income populations into account? This could be determined by an overlay of low-income areas and potential project investment, and should be a consideration when identifying projects and project priority.

Parks, Arts and Recreation

The Parks Department has completed many of its high priority projects from last year, including installation of a new sheet-pile bulkhead along Water Street and Fourth Avenue, replacement of deteriorating Priest Point Park facilities, and Isthmus Park interim improvements.

On page 38, the Parks Department notes that in order to meet existing Level of Service standards, it needs to increase the acreage and development of Neighborhood Parks and Community Parks – we are slightly below our LOS ratios – but does not note how much additional park acreage will be needed to meet the needs of the City’s future population in 2034. While the ratio of open space to population appears adequate for now, the department notes that the Open Space Inventory will need to be substantially increased to meet future needs – again, how much more acreage will be needed?

Given the population increase expected downtown, this chapter includes a line item of \$30,000 for an assessment of future urban park needs. While we support this assessment, we are concerned about creating new pocket parks and amenities if we cannot resolve the kinds of problems that occurred at the now-closed Artesian Commons. As part of this assessment, we suggest that the Parks Department describe how it would address the challenges to potential new downtown pocket parks and amenities posed by a substantial street population, given that some of our goals as a city are to encourage walkability, safety, and more visits to our downtown. What are the criteria (design, features, location, size, etc.) that could affect park use by type of population?

Although one section of Percival Landing has been replaced, no other sections are proposed for replacement at this time. The Parks Department proposes instead to continue annual inspections and to make any needed repairs in 2020. The CFP notes that maintenance reserve funds have been set aside in 2016, 2017, and 2018, and that these will be added to additional reserve funds collected in the next six years to make repairs identified in the Five-Year In-Depth Assessment. The source of these new reserve funds will be the Olympia Metropolitan Parks District. We suggest noting when the next Five-year In-Depth Assessment will take place and scheduling the scoping of Phase II of Percival Landing Replacement, depending on the results of that assessment (p.49).

Transportation

As noted earlier, the Public Works Department’s 20-year Transportation Master Plan is in development and appears to be off to an excellent start. We are impressed with the map-based approach the department has adopted, which includes:

- Identifying all of the improvements that will be needed across the City to develop “complete streets” (i.e., accommodation of walkability, cycling, transit, and auto use and freight) to the extent possible
- Maximizing efficiency by compiling all of the needed improvements into one or more projects by location
- Identifying funding sources for these projects, and

- Developing a final schedule of projects based on location and financial feasibility.
- Analysis of impact-fee related transportation improvements will be addressed at a later date.

Sidewalks

Sidewalks are a perennial issue because they are lacking in certain areas where pedestrians feel unsafe, and many of those that exist are in disrepair, yet they are very expensive to build or rebuild and the City wants to ensure that it can accomplish several goals at once before tearing up streets. Sidewalks are expensive because needed storm-water improvements must be made concurrently, pervious concrete must be used, and other issues may need to be addressed. Construction costs also increase every year. In addition to other criteria used by the City, we suggest prioritizing sidewalk construction in and around neighborhood centers, as these centers are intended to increase walkability.

Developers are required to build sidewalks within subdivisions. Sidewalks in local access streets outside of subdivisions are required to be built by adjacent landowners, but many of those landowners are not aware of this requirement. Of those that are, some may pay fees in lieu of building sidewalks. We would like to confirm whether sidewalk fee-in-lieu funds are directed toward building new sidewalks or whether they go into the general fund. In addition, we would like to know whether it might be possible for a group of neighbors to form a special improvement district in order to build sidewalks.

Because “walkability” is a major goal in the Comprehensive Plan, we would like to more clearly see to what extent and how quickly the City is achieving this goal. For example, what percentage of arterials and major collectors are currently complete streets serving all modes of transportation? How much progress will have been achieved by 2024?

General Capital Facilities

The City owns 16 buildings providing space for 500 City employees and 4,500 daily visitors. The chapter notes that a building condition assessment was completed in 2013 and that an update is currently being developed. Annual costs of maintenance and repair are estimated to exceed \$3 million per year, yet the City is only budgeting \$1.4 million per year in the next six years. What is the explanation for this discrepancy? If maintenance and repair are not being fully funded, what is the effect of not completing this work on the condition of the City’s buildings?

What is the source of the “CFP General Revenue” being used to fund these expenses? Would the Utility Tax on cable television be added to the general revenue and, if so, how much funding would it provide? More detail should be provided in this section.

This section notes that the City will determine what needs to be done to bring City-owned buildings into compliance with the Americans with Disabilities Act. It should also add that a transition plan is in development that will identify the projects necessary for compliance.

A number of other capital expenses loom in the near- and longer-term, including:

- Potential purchase or dedication of property to accommodate homeless encampments, cottage development, and other low-income housing solutions in coordination with non-profit organizations
- Implementation of the City’s “Street Tree Master Plan”

- A new Public Library to replace the greatly outgrown facility downtown, depending on the public's support of such a project
- One or more municipal parking garages downtown, and
- Projects to mitigate the effects of sea-level rise downtown.

These projects are not included in the Draft CFP because no funding is currently available, but no funding will be available unless the City identifies projects to be funded. We believe that it is important to begin identifying these projects and exploring all possible funding sources, so that information can begin to be developed and included in future annual updates of the Draft CFP. Public-private partnerships may be especially useful in funding some of these needs.

Summary

We would like to express our appreciation for the work of all those who helped develop the Draft CFP. Many thanks to Senior Planner Stacey Ray, who provided excellent support, and to the City's department staff who generously provided of their time to answer our questions.

The Olympia Planning Commission appreciates the opportunity to provide these comments and recommendations on the 2019-2024 Draft Capital Facilities and Financial Plan. We hope the Council finds them useful in their budget deliberations. We would be happy to answer any questions that may arise from this letter.

Sincerely,



Rad Cunningham, Chair



Carole Richmond, Vice-Chair



MEMORANDUM

To: Mayor Selby and Members of the Olympia City Council

From: Scott Morgan, Chair, Bicycle & Pedestrian Advisory Committee (BPAC)

Date: October 8, 2018

Subject: 2019-2024 Preliminary Capital Facilities Plan (CFP) and Bicycle/Pedestrian Facilities

The purpose of this memorandum is to provide input on the 2019-2024 Preliminary Capital Facilities Plan (CFP) from the Bicycle and Pedestrian Advisory Committee (BPAC) to the Olympia City Council.

Thank you for the opportunity to comment on the City's 2019-2024 Preliminary Capital Facilities Plan. Members of the BPAC appreciate the efforts of the Olympia City Council and City staff to anticipate the unprecedented growth expected in Thurston County in the coming decade and to take efforts to mitigate the effects of that growth on both automobile and bike/pedestrian facilities in the City.

Multi-modal Level of Service (MMLOS): In 2016, members of the BPAC encouraged the Council and staff to adopt a multi-modal Level of Service (MMLOS) metric with a strong bicycle component to use when evaluating the need for additional facilities or facility maintenance in discrete areas of the city.

We appreciate the increased level of priority for all elements of bicycle and pedestrian facilities, however the implementation of those priorities remains tied to the needs and priorities of the cars – pavement condition and traffic congestion. Priorities are fantastic, however priorities subsequently dependent upon car traffic metrics for implementation are aspirations, not priorities. We need Level of Service metrics for all modes of transportation, as soon as possible. When funding is tied to metrics, then metrics are essential for all of our priorities.

Several cities in Washington already have multi-modal LOS metrics in place (see the Multimodal Concurrency Program Working Paper dated May 10, 2016). BPAC strongly encourages the Olympia City Council to study these plans and modify and adopt a model as soon as possible. Maintaining a level of consistency can best be achieved when all transportation modes have defined metrics.

We support the on-going Transportation Master Plan that specifically includes the MMLOS (bike, pedestrian, transit). However, the current timeline calls for the plan to be adopted around this time next year. In the meantime, bicycle facilities are prioritized according to an aspirational 'complete streets' metric and the 2009 Bicycle Master Plan, and subject to other priorities for implementation. We encourage the City to be thinking now about enhanced metrics that support decision-making around funding, and we urge the Council to take concrete steps toward adoption of the MMLOS with a robust bicycle component.

Transit Access: Sidewalk construction that provides pedestrians with a direct link to bus routes should be prioritized. As cities like Olympia address the increase in traffic that comes with a bigger population, it's important to maximize the number of people that we can get out of their cars. This is stated in Transportation Goal #12 (CFP, page 57) which emphasizes limiting traffic congestion as land use density increases.

In addition to bicycle and pedestrian facilities, it will be necessary to emphasize public transportation as an option. An example is Elliott Ave. in West Olympia, which offers the only access to transit on Division St. Emphasis should be on pedestrian safety and ADA access.

Bike Corridors: In keeping with Transportation Goal #25 (CFP, page 55), BPAC looks forward to completion of the next two bicycle corridor projects and future expansion of the bike corridors program. Besides making cycling a more acceptable option for families, strategically developed bike corridors could eventually become part of a multi-use trail system that supports bicycle commuting and leads to destinations and activities and other bicycle and pedestrian facilities, especially if streets with sidewalks are incorporated into the corridors.

Downtown Parking/Bicycle Parking: Kudos to the City for continuing to make the public aware of parking options downtown and maximizing the space available before considering the construction of a parking garage. Additionally, it is good to see new construction addressing the needs of bicyclists by providing parking for bikes and to know that the City makes bike racks available to businesses currently without them. BPAC supports incentivizing downtown businesses to provide functional bike racks with a goal of at least one bike rack on every block downtown.

Sidewalk/Pathways: We appreciate the flashing crossing beacons and curb cuts or bulb outs installed at intersections and major crossings throughout the city. They represent a big improvement in pedestrian facilities. BPAC also supports City efforts to educate users about infrastructure use, including riding bicycles with traffic in bike lanes and walking against traffic if sidewalks are not available.

Sidewalks, crossings, and bicycle lanes or paths are key infrastructures. However, it isn't easily apparent how and why maintenance is ordered or prioritized on these facilities. We need a well-publicized asset-management (cleaning and maintenance) process that is clear and open and transparent, and which connects the users of the facilities to the people who manage it. Sidewalk maintenance, in particular, is a key to safety for all residents, with special emphasis on ADA compliance.

The members of the BPAC concur with Transportation Goal #22 (CFP, page 59), in which sidewalk construction is prioritized based on a more objective multi-modal Level of Service model (see MMLOS paragraph above). This could include primary route retrofitting being given priority based on traffic volume, safety, and street conditions. An example would be Division St. between Farwell and Elliott. While there is a bike lane along Division, lack of a sidewalk often puts pedestrians in the bike lane facing away from traffic which can be hazardous for cyclists and pedestrians alike. This also dovetails nicely with the Transportation Goal #1 to make streets safe and inviting for pedestrians and bicyclists.

In Conclusion: We appreciate the broad set of construction and maintenance priorities defined within this CFP for transportation projects. We also appreciate the City's on-going work to develop a Transportation Master Plan, and we look forward to a time when multi-modal Level of Service metrics provide a means of prioritizing the most impactful bicycle and/or pedestrian facilities.

Sincerely,



SCOTT MORGAN

Chair

Bicycle & Pedestrian Advisory Committee

SM/ms/kg

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cc: Michelle Swanson, AICP, Senior Program Specialist, Public Works Transportation
BPAC Members
Olympia Planning Commission Members



MEMORANDUM

TO: City Council

FROM: Maria Ruth, Chair
Parks and Recreation Advisory Committee (PRAC)

DATE: August 31, 2018

SUBJECT: Preliminary 2019-2024 Capital Facilities Plan (CFP)
PRAC Recommendation to the Olympia City Council

At our August 16, 2018 meeting, PRAC members reviewed the list of proposed park projects included in the Parks Chapter of the *2019-2024 Preliminary Capital Facilities Plan*. We found the projects to align with the plan for capital investments included in the 2016 Parks, Arts & Recreation Plan. Following a staff briefing and discussion by the Committee, we passed a motion to support the projects proposed for inclusion in the Parks Chapter as written in the *2019-2023 Preliminary Capital Facilities Plan*.

Separate from PRAC's support of the CFP as written, Jim Cooper (Councilmember, Finance Committee chair, and PRAC liaison) discussed with PRAC members at our August 16, 2018, meeting the City's possible use of ½ of 1% Non-Voted Utility Tax (NVUT) funds to help address the City of Olympia's emergency housing crisis. PRAC members received this information from Councilmember Cooper but were not asked for a vote or recommendation City Council on this issue.

The Preliminary CFP (p. 48) includes a total of \$5,940,000 of funding for 2019-2024 from Non-Voted Utility Tax intended for parkland acquisition, maintenance, and development.

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

Sincerely,

Maria Ruth, Chair
Parks and Recreation Advisory Committee

Cc: Olympia Planning Commission



Preliminary Capital Facilities Plan

City of Olympia, Washington

2019-2024 Financial Plan







City of Olympia's Comprehensive Plan-Volume II

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



Information and Resources

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City Council	Planning Commission
Cheryl Selby, Mayor Nathaniel Jones, Mayor Pro Tem Clark Gilman Jessica Bateman	Jim Cooper Lisa Parshley Renata Rollins
	Rad Cunningham, Chair Carole Richmond Tammy Adams Kento Azegami Jessica Blose
	Travis Burns Paula Ehlers Candi Millar Joel Baxter

Information Resources	
LOTT Clean Water Alliance: lottcleanwater.org	Transportation Mobility Strategy: olympiawa.gov/transportation
Olympia Comprehensive Plan: imagineolympia.com	Water System Plan: olympiawa.gov/drinkingwater
Olympia Bicycle Master Plan: olympiawa.gov/transportation	

Capital Facilities Technical Team
The City Council wishes to acknowledge the many individuals who contributed to the preparation of this document. In addition to the required review by the Planning Commission, the following advisory groups also provide technical review of the CFP: Bicycle and Pedestrian Advisory Committee, Parks and Recreation Advisory Committee, and the Utility Advisory Committee.
The Capital Facilities Plan is Volume II of the Olympia Comprehensive Plan developed in compliance with the Washington State Growth Management Act.
The City is committed to the non-discriminatory treatment of all persons in employment and the delivery of services/resources.

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A Message from Steven R. Hall, Olympia City Manager

July 18, 2018

City Council and Citizens of Olympia,

I am pleased to present the Preliminary Capital Facilities Plan, 2019-2024 Financial Plan. This plan demonstrates the City's commitment to the community's vision for a vibrant, healthy, and beautiful Capital City.

In 2014, the Olympia City Council adopted a new and ambitious community vision to guide how the City grows and develops over the next 20 years. We have taken that vision and identified five focus areas that help us organize, track, and share our progress.

1. Community Safety & Health
2. Downtown
3. Economy
4. Environment
5. Neighborhoods

2018 CAPITAL INVESTMENTS

The City is committed to investing in our infrastructure. Here are a few highlights from 2018:

- Replaced the lighting at Yauger park with new LED fixtures to save energy and reduce greenhouse gas emissions.
- Constructed a new roundabout at the intersection of Boulevard Road and Morse-Merryman Road, including features to assist bicyclists and pedestrians.
- Converted Chambers Creek Village, a 26-unit condominium complex, from a septic system to sanitary sewer to protect surface water and ground water.
- Constructed the Meridian Corrosion Control Facility to treat drinking water from the McAllister Wellfield. The project improved water quality by reducing the water's acidity.
- Constructed the Log Cabin Water Tank to provide reserve storage capacity for firefighting.
- Continued to invest in pavement preservation to upgrade and repair roadways before they deteriorate to more expensive reconstruction projects.

2019-2024 CFP OVERVIEW

The capital projects described in this year's six-year financial plan provide tangible proof that these areas are supported by capital investments.

Together, the Capital Facilities Plan along with the City's Long Term Financial Strategy guide our capital investments. The City strives to maximize efficiencies while achieving community values by incorporating asset management principles into our decision making process.

The 2019-2024 plan totals \$148,031,873 only a slight increase over the current plan. While utilities and infrastructure projects comprise the bulk of allocated funding, this is the third year in which Parks projects reflect a substantial increase in the plan due to resources from the Olympia Metropolitan Parks District.

PARKS

The Olympia Metropolitan Park District (OMPD) generates revenue through a property tax for park land acquisition, development, and improvements. In 2019, 2% of the voter-approved utility tax and 1% of non-voted utility tax (on electric, gas and telephone utilities) is dedicated to park land acquisition from 2019-2024. This CFP anticipates using \$2.955 million for park land acquisition. This includes \$1 million for the final installment payment for the Bentrige (LBA Woods) acquisition, \$770,000 for debt service on park land acquisition bonds, and \$1.175 million for other acquisitions to help the City reach its goal of 500 acres of additional park land.

The plan also includes funding important steps to provide more opportunities for recreational activities:

- A master plan and designs for an athletic field complex
- A neighborhood spray ground in Lions Park
- A neighborhood pickleball court
- An Athletic Field Community Park

Parks will also start construction on off leash dog trails in 2019.

MULTIMODAL TRANSPORTATION

Transportation projects for 2019-2024 improves access and safety for all users of the transportation system. This plan includes two bike corridor projects, increased funding for bicycle and pedestrian related projects, and funding for major resurfacing projects on streets in downtown Olympia, specifically Legion and Franklin.

The transportation projects needed to serve anticipated new growth are outlined in this year's plan. The list totals \$26.6 million for projects including: Fones Road; US 101 / West Olympia, Cain Road and North Street; Henderson Blvd. and Eskridge Blvd.; and Wiggins Rd and 37th Avenue. Although the full funding is not identified, the projects along with the estimates are included because the City cannot apply for grants if they are not in the City's CFP.

DRINKING WATER UTILITIES

In the Drinking Water Utility, significant investments are planned in the future to develop adequate water sources and maintain water quality in compliance with Federal and State safe drinking water standards. Specific projects include constructing a 1,100 gallon per minute well at Briggs Village and a treatment facility at the Hoffman Well to remove iron/manganese.

Other Drinking Water Utility projects include replacing and rehabilitating aging infrastructure. To secure essential water supplies in the event of an earthquake, the Elliot and Fir Street Reservoirs will be seismically retrofitted. Each year the Utility replaces approximately half a mile of aging water pipe, mostly asbestos concrete and small diameter pipe. Larger pipe replacement projects will include replacing water mains with the reconstruction of Fones Road and replacing and increasing the capacity of the pipes serving the Capitol Campus and South Capitol neighborhood. Once constructed, these projects will enhance system reliability for the City's water customers.

STORMWATER UTILITY

The Stormwater Utility will continue installing facilities to treat stormwater runoff with a focus on arterial roadways and commercial corridors. An example is the project planned for Martin Way from Mary Elder Road to Sleater-Kinney Road. Polluted runoff from over eight acres of street right-of-way currently flows untreated to Woodard Creek. The Utility's projects will improve water quality and habitat conditions.

WASTEWATER UTILITY

To reduce the risk of sewage releases, the Wastewater Utility has projects in three main categories: repair and replacement of aging and damaged pipes, rehabilitation of lift stations, and sewer extension projects to convert existing septic systems to the sanitary sewer.

To improve reliability and reduce the potential for sewage releases, the Wastewater Utility plans to rehabilitate at least one lift station every two years. Rehabilitation brings aging lift stations up to current standards, typically by increasing pumping capacity, providing backup power generators, and providing emergency bypass pumping capabilities. Specific projects include rehabilitating the Miller and Ann, Old Port, Roosevelt and Yew, and Jasper Avenue lift stations along with replacing the emergency generator at the Water Street Lift Station.

The Wastewater Utility also has a program to extend sewer infrastructure to convert customers from individual septic systems to sanitary sewer service. With more than 4,100 septic systems in the Utility's service area, focus is placed on areas with failing septic systems and areas where septic systems pose a risk to surface water or groundwater.

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

Major Building Maintenance & Americans with Disability Act

To address the Americans with Disabilities Act (ADA), this CFP includes funding for ADA improvements. Transportation and Parks ADA improvements are included in their individual project budgets. In 2019, the Building Condition Assessment completed in 2013 will be updated. This update will include a complete ADA assessment.

Many City-owned buildings are in declining condition and must be repaired for safety and operational efficiency. This CFP allocates \$1.4 million in 2019 to address some of the most critical repairs needed in our City-owned buildings. Savings from the 2018 operating budget will be needed to meet our obligation.

REVENUES

The 2019-2024 Preliminary CFP continues the momentum that started with new revenues the City began to receive in 2017. Parks will invest over \$1.85 million of Olympia Metropolitan Park District (OMPD) funds in capital projects over the next six-years. The CFP calls for the 2% Voted Utility Tax and 1% of the Non-Voted Utility Tax to cover costs of purchasing new park properties, including debt service on bonds. It will also generate funds for future Councils to approve emerging park opportunities.

Olympia's housing market is trending upward. As a result, the 2019 revenue estimate for Real Estate Excise tax is up \$200,000 from 2018. Vehicle license tab renewals are also trending up with an estimated increase of \$190,000 in 2019 from the previous year. These revenues are essential to support the backlog of necessary street repairs on Olympia's roadways.

CONCLUSION

In 2019-2024, new and ongoing capital projects will support the community's vision as embodied in the City's comprehensive plan. I am confident this plan responsibly addresses and supports the infrastructure needs for Olympia. The projects strike an appropriate balance between building new projects and maintaining existing infrastructure. They incorporate creative and efficient solutions to complex challenges and advance the community's priorities from vision to reality.

Respectfully submitted,

A handwritten signature in black ink, appearing to read 'Steven R. Hall', written over a horizontal line.

Steven R. Hall
City Manager



Executive Summary

The 2019-2024 plan is a multi-year plan of capital projects with projected beginning and completion dates, estimated costs, and proposed methods of financing. The plan is reviewed and updated annually according to the availability of resources, changes in City policy and community needs, unexpected emergencies and events, and changes in cost and financial strategies.

It is important to understand that a multi-year Capital Facilities Plan does not represent a financial commitment. City Council approval does not automatically authorize funding. It does approve the program in concept and provides validity to the planning process. Appropriations are made in the Capital Budget, which is the first year of the capital program. Projects beyond the current year Capital Budget should not be viewed as a commitment to fund the project, but instead as an indication that given the information available at the time, the City plans to move forward with the project in the future.

Planning for Capital Facilities

The CFP is the element that makes the rest of the Comprehensive Plan come to life. By funding projects needed to maintain levels of service and for concurrency, the CFP helps shape the quality of life in Olympia. The requirement to fully finance the CFP provides a reality check for the vision of the Comprehensive Plan.

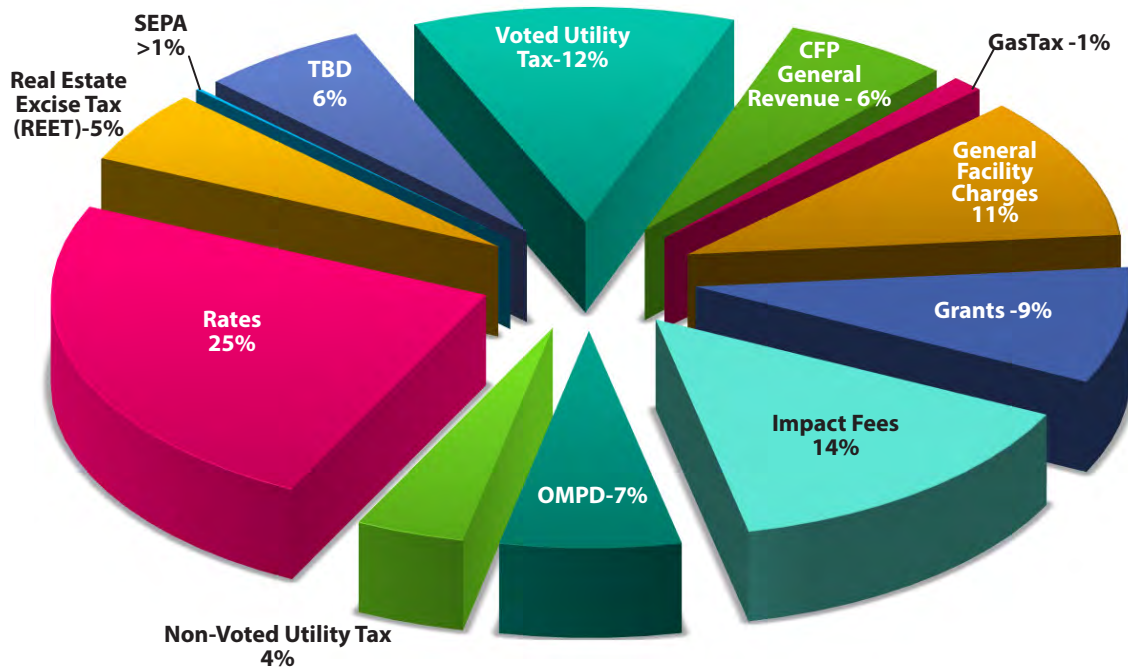
Planning for capital facilities is a complex task. First, it requires an understanding of future needs. Second, it must assess the various types of capital facilities that could be provided, and identify the most effective and efficient array of facilities to support the needed services. Finally, it must address how these facilities will be financed.

Planning what is needed is the first step. Planning how to pay for what is needed is the second step. Only so much can and will be afforded. Securing the most effective array of facilities in light of limited resources and competing demands requires coordination of the planned facilities and their implementation. It also requires a thorough understanding of the fiscal capacity of the City to finance these facilities. Financial planning and implementation of capital facilities cannot be effectively carried out on an annual basis, since oftentimes the financing requires multi-year commitments of fiscal resources. As such, this plan is long-range in its scope. The CFP assumes receipt of outside granting assistance, and if grants are not received, projects may be delayed or pushed out. The CFP is a planning document, not a budget for expenditures.

Prioritization of the projects among programs is difficult; however prioritization between programs is more difficult. Which is more important, parks maintenance or street maintenance? Therefore, the Council established the following general guidelines for prioritizing Capital projects:

- Maintenance or general repair of existing infrastructure
- A legal or statutory requirement
- A continuation of multi-year projects (contractual obligations, etc.)
- Implementation of legislative (Council) goals and objectives
- Ability to leverage outside sources such as grants, mitigation, impact fees, low interest loans, etc
- An acquisition or development of new facilities

2019-2024 Financial Plan Cost by Funding Source - \$148,031,873



Funding Source	2019	2020-2024	Total
CFP General Revenue	\$1,550,000	\$7,500,000	\$9,050,000
Gas Tax	\$353,700	\$1,375,000	\$1,728,700
General Facilities Charge	\$1,270,250	\$14,553,250	\$15,823,500
Grants	\$649,000	\$12,109,927	\$12,758,927
Impact Fees	\$1,577,813	\$19,463,983	\$21,041,795
Olympia Metropolitan Park District	\$1,851,000	\$8,019,000	\$9,870,000
Non-Voted Utility Tax	\$990,000	\$4,950,000	\$5,940,000
Rates	\$6,388,750	\$30,408,750	\$36,797,500
Real Estate Excise Tax	\$1,500,000	\$6,500,000	\$8,000,000
SEPA Mitigation	\$211,451	\$-	\$211,451
Transportation Benefit District	\$1,690,000	\$7,500,000	\$9,190,000
Voted Utility Tax	\$2,970,000	\$14,650,000	\$17,620,000
Total	\$21,001,964	\$127,029,910	\$148,031,873

Revenue Sources Available for the 2019-2024 Planning Period

Utility Projects

City Drinking Water, Wastewater, Storm and Surface Water, and Waste ReSources utilities are operated like businesses and must be self-sustaining. They do not receive support from the City's General Fund. Utility capital projects are funded through a combination of general facility charges, rates, developer improvements, and revenue bonds. In addition, state and federal grants also play an important role in funding utility projects. There are currently no capital projects planned for the Waste ReSources utility.

Non-Utility Projects

Parks, Transportation, and General Capital Facilities projects are funded with general revenue, grants, cost sharing with neighboring jurisdictions (on shared projects), local improvement districts (LIDs), Transportation Benefit District fees, developer contributions, impact fees, the Real Estate Excise Tax (REET) (0.5%), and the Utility Tax. The City is at the statutory limit (6%) for utility taxes, which may be imposed by the Council without a public vote. In September 2004, the voters approved a 3% increase in the Utility Tax above the 6% limit, bringing the total Utility Tax to 9%. Currently, 1% goes directly to the plan for general plan support. Another 0.5% goes to the General Fund for park maintenance on capital projects. Of the 3% voter approved increase, 2% is for Parks and 1% for Pathways/Sidewalks.

Voter-Approved Debt

The City has \$167.2 million capacity for voter-approved bonds (paid back through an excess property tax levy) of which \$97.8 million is available, including \$42.1 million in non-voter approved (councilmanic).

State law limits bonded debt to 2.5% of Assessed Value (AV) of taxable property. The amount of non-voted plus voter-approved may not exceed the 2.5% of assessed value limit.

Non-Voted Debt

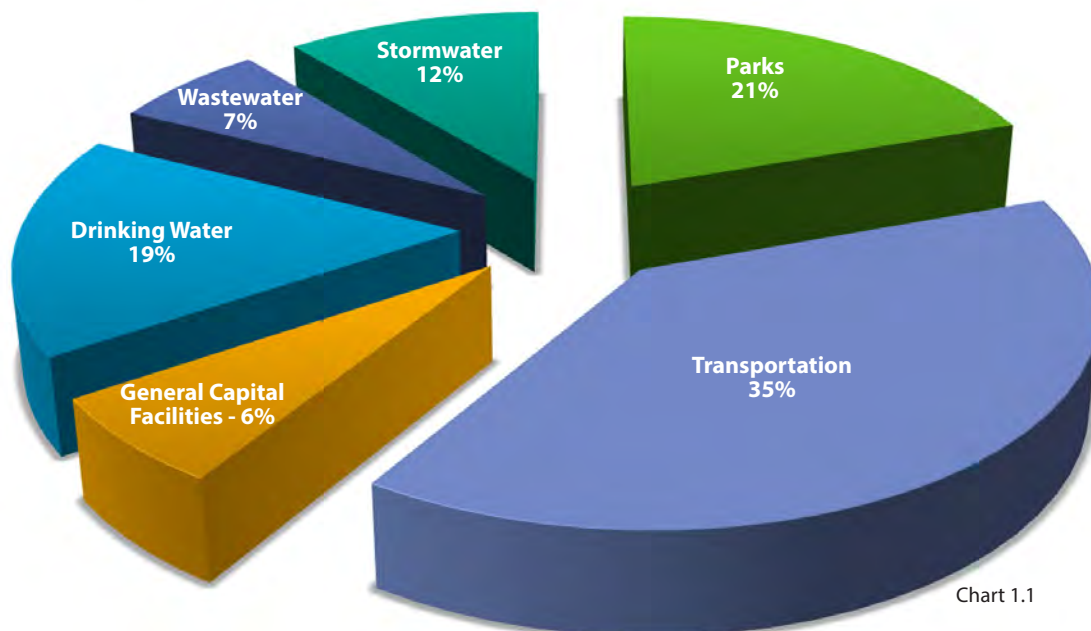
As of January 1, 2017 the City has \$97.8 million in non-voted general obligation bonding capacity (councilmanic) and presently has \$42.1 million of that amount uncommitted and available to use to finance projects. The City Council deliberates carefully before authorizing this method of financing as the City's existing operating revenues must be used for repayment.

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

Capital Costs of Proposed Projects in the 2019-2024 Financial Plan

Capital project costs for the City's 2019-2024 six-year capital facilities planning period total **\$148,031,873**, Chart 1.1 illustrates the percentage of the plan's six-year capital costs attributed to each program category. Table 1.1 illustrates planned capital costs by program category and the planned year of expenditure.

2019-2024 Financial Plan Cost by Project Category - \$148,031,873



Program Category	2019	2020-2024	Total
Parks	\$6,092,000	\$25,406,500	\$31,498,500
Transportation	\$5,201,964	\$47,164,410	\$52,366,373
General Capital Facilities	\$1,550,000	\$7,500,000	\$9,050,000
Drinking Water	\$3,500,000	\$24,003,000	\$27,503,000
Wastewater	\$2,294,000	\$7,901,000	\$10,195,000
Stormwater	\$2,364,000	\$15,055,000	\$17,419,000
Total	\$21,001,964	\$127,029,910	\$148,031,873



Introduction





Readers' Guide

Executive Summary

|

Provides a summary of project costs and funding sources included in the 2019-2024 six-year planning window.

Introduction Section

Overview of Capital Facilities Planning

|

Defines the purpose of the CFP, statutory requirements, and methodologies used to develop the CFP in its entirety.

Comprehensive Plan Goals and Policies

|

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

Frequently Asked Questions

|

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

Financial Section

Long Term Financial Strategies

|

Key financial principles the City uses when making financial decisions.

Funding Sources/Dedicated Revenues

|

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

Debt Limitations

|

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

Project Funding Summary

|

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

Project Section

New and Completed Projects

|

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

Program Sections

Parks, Arts and Recreation

Transportation

Transportation with Impact Fees

General Capital Facilities

Drinking Water

Wastewater

Storm and Surface Water

The next seven sections include the specific projects proposed for the 2019-2024 six-year financial plan. All sections include:

- Introductory Narrative
- Individual Program Information
- Program financial summary table summarizing proposed costs
- Funding sources
- Future operation and maintenance costs

Readers' Guide (continued)

Miscellaneous Reports

Financial Status Reports for all active CFP projects; those currently listed in the CFP and those no longer requiring additional funding
Schedule of collection and usage of impact fees
Quick-reference CFP project location matrix
Public facilities inventory
Index of projects

Glossary

Glossary of Terms
Acronyms

Olympia School District Capital Facilities Plan

The Olympia School District CFP is included because the City charges impact fees on their behalf. Any questions regarding their projects or their impact fees should be directed to the Olympia School District.



View from the Top of Log Cabin Reservoir

An Overview of Capital Facilities Planning

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

What Are Capital Facilities and Why Do We Need to Plan for Them?

Capital facilities are all around us. They are the public facilities we all use on a daily basis. They are our public streets and transportation facilities, our City parks and recreation facilities, our public buildings such as libraries, fire stations, and community centers, our public water systems that bring us pure drinking water, and the sanitary sewer systems that collect our wastewater for treatment and safe disposal. Even if you don't reside within the City, you use capital facilities every time you drive, eat, shop, work, or play here. While a CFP does not cover routine maintenance, it does include renovation and major repair or reconstruction of damaged or deteriorating facilities.

The planning period for a CFP is twenty years, the first six of which are known as the 6-Year Financial Plan. Expenditures proposed for the first year of the program are incorporated into the Annual Budget as the Capital Budget (adopted in December of each year).

One of the most important aspects of the CFP process is that it is not a once-a-year effort, but an important ongoing part of the City's overall management process. New information and evolving priorities require continual review. Each time the review is carried out, it must be done comprehensively.

All of these facilities should be planned for years in advance to assure they will be available and adequate to serve all who need or desire to utilize them. Such planning involves determining not only where facilities will be needed, but also when, and not only how much they will cost, but also how they will be paid for. It is important to note that the CFP is a planning document that includes timeline estimates based on changing dynamics related to growth projections, project schedules, or other assumptions.

To help identify which projects are needed, when, and where, the City adopts "master plans" or "functional plans" for various utilities and infrastructure. The master plans provide more detail about the types of facilities needed. Identified projects are prioritized. Ideally the timeframe, location, and project estimates are provided. Projects identified in the master plans inform the development of the six year financial plan for capital investments.

- Parks, Arts and Recreation Plan
- Storm and Surface Water Plan
- Transportation Master Plan (under development)
- Waste ReSources Management Plan
- Wastewater Management Plan
- Water System Plan

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

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

In response to the effect of unprecedented population growth on our State's environment and public facilities, the Washington State Legislature determined that "uncoordinated and unplanned growth, together with a lack of common goals expressing the public's interest in the conservation and wise use of our lands, pose a threat to the environment, sustainable economic development, and to the health, safety, and high quality of life enjoyed by the residents of this state," and that "it is in the public interest that citizens, communities, local governments, and the private sector cooperate and coordinate with one another in comprehensive land use planning." The State of Washington Growth Management Act (GMA) was adopted by the Legislative body in 1990 to address these concerns.

The GMA requires that all jurisdictions located within counties that (a) have a population of 50,000 or more people and have experienced a population increase of 10 percent or more over the last ten years, or (b) regardless of current population, have experienced a population increase of 20 percent or more over the last ten years, must write, adopt, and implement local comprehensive plans that will guide all development activity within their jurisdictions and associated Urban Growth Areas (UGA) over the next 20 years.

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

The GMA requires that comprehensive plans guide growth and development in a manner that is consistent with the following 13 State planning goals, plus a shoreline goal:

1. Encouragement of urban density growth within designated urban growth management areas.
2. Reduction of urban sprawl outside of designated urban growth management areas.
3. Encouragement of efficient transportation systems, including alternate systems of travel.
4. Encouragement of affordable housing availability to all economic segments.
5. Encouragement of economic development.
6. Just compensation for private property obtained for public use.
7. Timely processing of governmental permits.
8. Enhancement of natural resource-based industries and encouragement of productive land conservation.
9. Encouragement of open space retention for recreational opportunities and wildlife habitat.
10. Protection of the environment, including air and water quality.
11. Encouragement of citizen participation in the planning process.
12. Provision of adequate public facilities to support development without decreasing current service standards below locally established minimum standards.
13. Encouragement of the preservation of lands, sites, and structures that have historical or archaeological significance.
14. Protection of shorelines, including preserving natural character, protecting resources and ecology, increasing public access and fostering reasonable and appropriate uses.

Consistency with the Remainder of Olympia's Comprehensive Plan

The Growth Management Act requires inclusion of mandatory planning elements in each jurisdiction's comprehensive plan, and suggests the inclusion of several optional elements. The mandatory elements required by the GMA are:

- Six-year Financial Plan
- Land Use Element
- Housing Element
- Utilities Element
- Transportation Element
- Rural Element (counties only)
- Park and Recreation Element

Olympia's Comprehensive Plan includes additional elements, such as Community Values and Vision, Public Participation and Partners, Natural Environment, Economy, and Public Services

Concurrency and Levels-of-Service Requirements

The Growth Management Act requires jurisdictions to have capital facilities in place and readily available when new development occurs or as service area population grows. This concept is known as concurrency. Specifically, this means that:

1. All public facilities needed to serve new development and/or a growing service area population must be in place at the time

of initial need. If the facilities are not in place, a financial commitment must have been made to provide the facilities within six years of the time of the initial need; and

- Such facilities must be of sufficient capacity to serve the service area population and/or new development without decreasing service levels below locally established minimum standards, known as levels-of-service.

Levels-of-service are quantifiable measures of capacity, such as acres of park land per capita, vehicle capacity of intersections, or water pressure per square inch available for the water system. Minimum standards are established at the local level. Factors that influence local standards are citizen, City Council and Planning Commission recommendations, national standards, federal and state mandates, and the standards of neighboring jurisdictions. For some facilities, the City is required to address concurrency. If a jurisdiction is unable to provide or finance capital facilities in a manner that meets minimum level-of-service requirements, it must either: (a) adopt and enforce ordinances which prohibit approval of proposed development if such development would cause levels-of-service to decline below locally established standards, or (b) lower established standards for levels-of-service. Under the GMA, concurrency review is required for transportation facilities. Under the GMA, concurrency means that facilities or services necessary to support development are in place or there is a financial commitment to provide them within six years. Jurisdictions may include other facilities in concurrency requirements if it is identified in the Comprehensive Plan and concurrency ordinances are adopted for those facilities. Otherwise, the City is required to reassess its level of service standards at least every eight years during the periodic update of the Comprehensive Plan.

Determining Where, When, and How Capital Facilities Will Be Built

In planning for future capital facilities, several factors have to be considered. Many are unique to the type of facility being planned. The process used to determine the location of a new park is very different from the process used to determine the location of a new sewer line. Many sources of financing can only be used for certain types of projects. Therefore, this capital facilities plan is actually the product of many separate but coordinated planning documents, each focusing on a specific type of facility. Future sewer requirements are addressed via a sewer plan, parks facilities through a parks and recreation plan, urban trail facilities through an urban trails plan, etc. Related plans can also be regional in nature, such as the Regional Urban Trails Plan, Regional Transportation Plan, Sustainable Thurston, and the Regional Climate Action Plan (under development).

Some capital facilities projects are not included in the Comprehensive Plan. Nonetheless, many of the projects are vital to the quality of life in Olympia. These projects meet the growth management definition of capital facilities but do not fall into one of the standard growth management chapters. The Farmers Market and City Hall are examples of this. In addition, the recommendations of local citizens, advisory boards, and the Olympia Planning Commission are considered when determining types and locations of projects. Illustration 2.2 shows how the City's Comprehensive Plan directly impacts the other plans, and ultimately the CFP. The various elements of the Comprehensive Plan affect the type and capacities of capital facilities required.



Illustration 2.2

How Citizens Can Get Involved in the Capital Facilities Plan

The City of Olympia strives to create a CFP which truly responds to the needs of our community. Citizens, community groups, businesses, and other stakeholders can maximize the attention and consideration paid to their suggestions by working with staff and the Olympia Planning Commission to merge their suggestions into major City planning processes. Projects and policies are continually monitored and modified by updates to long-term plans, usually via a public process with associated City boards and commissions. See the 2019-2024 Capital Facilities Plan Calendar of Events, on our website for public hearing dates.

Population Forecasts for Olympia's Urban Growth Management Area (UGMA)

The GMA mandates that capital facility plans be structured to accommodate projected population growth within a jurisdiction's UGA planning area. The Thurston Regional Planning Council (TRPC) anticipates growth of roughly 25 percent in the City's population between

2015 and 2035, or from approximately 51,020 to 68,460 persons. The fastest growing parts of the City will continue to be the West and Southeast sides. Each of the capital project category sections of this CFP demonstrates how the facilities listed under that section have been planned to accommodate the additional growth.

Joint Projects and Projects by Other Jurisdictions

Several of the projects listed within this document will be undertaken jointly with other jurisdictions or agencies. A stormwater project, for instance, may address a drainage problem that ignores City or UGA boundaries. A transportation project may involve the upgrading of a roadway that crosses in and out of the City and the County. On such projects, joint planning and financing arrangements have been detailed on the individual project's worksheet.

Thurston County has several "county only" parks or transportation projects planned within Olympia's unincorporated UGA. Under the joint planning agreement established between the City and Thurston County, initial financing and construction of these projects falls under County coordination. County projects have been listed for reference purposes in the Project Funding Reports. For more detail, please refer to the Thurston County CFP.

Capital Facilities Not Provided by the City

In addition to planning for public buildings, streets, parks, trails, water systems, wastewater systems, and storm drainage systems, the GMA requires that jurisdictions plan for 1) public school facilities, 2) solid waste (garbage) collection and disposal facilities, and 3) wastewater treatment. These facilities are planned for and provided throughout the UGA by the various school districts, the Thurston County Department of Solid Waste, and the LOTT Alliance, respectively. Additionally, Solid Waste may have capital costs for equipment that could be included in the CFP. The City of Olympia charges school impact fees on behalf of the Olympia School District. The District's CFP is included starting on page 131 of this document.

Early in 2000, the LOTT partners (Lacey, Olympia, Tumwater, and Thurston County) signed an agreement to provide a new governance structure to carry out a plan which anticipates development of additional treatment capacity for the LOTT partners through innovative wastewater reclamation and management facilities. The LOTT Wastewater Alliance functions as a regional agency providing wholesale wastewater resource treatment and management services in the public's interest. Therefore, the LOTT Alliance capital facilities are not included in this document.

What is Not Included in This CFP Document?

This Capital Facilities Plan does not provide a status update on previously funded capital projects still in progress. If the project is currently active and requires additional funding in the future, it is included in this plan. Otherwise, it is simply listed in the Active Project list in the Miscellaneous Reports section.

Limitation of Funding Sources

These are substantial financial investments across capital facilities. It is important to note that most of the funding sources can only be used on certain types of projects. For example, monies from the water utility cannot be used to build new play equipment in a City park.

Key Terms

Capital Facilities Plan (CFP) – A 20-year plan to implement the comprehensive plan vision, showing how the city will provide urban governmental services at adopted levels of service standards for the existing and projected population growth in the City and Urban Growth Area. It includes projected timing, location, costs, and funding sources for capital projects. The CFP identifies which capital facilities are necessary to support development/growth. Projects in the CFP are directly related to the applicable master plan or functional plans, such as the Parks, Arts and Recreation Plan, the Storm and Surface Water Plan, and other similar plans. The CFP is an element of the Comprehensive Plan, which is required to be internally consistent with the other chapters of the plan and the City budget.

Six-year Financial Plan – A six-year financially constrained plan of identified projects, anticipated costs, and proposed funding sources that is part of the Capital Facilities Plan.

Capital Improvement – A project to create, expand or modify a capital facility. The project may include design, permitting, environmental analysis, land acquisition, construction, landscaping, site improvements, initial furnishings, and equipment.

Capital Budget – The approved annual budget for capital facilities, as adopted by the City Council. The Capital Budget is "Year one" of the Capital Investment Strategy.

Capital Facilities – A structure, improvement, piece of equipment or other major asset, including land, that has a useful life of at least five years. Capital facilities are provided by or for public purposes and services including, but not limited to, the following:

- Bikeway and Disability Access Ramps
- Detention Facilities
- Drinking Water
- Fire and Rescue
- Government Offices
- Law Enforcement
- Libraries
- Open Space
- Parks (Neighborhood and Community)
- Public Health
- Recreational Facilities
- Roads
- Sanitary Sewer
- Sidewalks
- Solid Waste Collection and Disposal
- Stormwater Facilities
- Street Lighting Systems
- Traffic Signals



CFP Comprehensive Plan Goals and Policies

The CFP is a required element of our 20-year Comprehensive Plan. The following are long-term goals and policies to guide the CFP:

Goal 1: The Capital Facilities Plan provides the public facilities needed to promote orderly compact urban growth, protect investments, maximize use of existing facilities, encourage economic development and redevelopment, promote private investment, increase public wellbeing and safety, and implement the Comprehensive Plan.

- Policy 1.1:** Annually review, update and amend a six-year Capital Facilities Plan that:
- Is subject to annual review and adoption, respectively, by the Planning Commission and City Council.
 - Is consistent with the Comprehensive Plan, master plans and adopted investment strategies.
 - Defines the scope and location of capital projects or equipment.
 - States why each project is needed and its relationship to established levels of service.
 - Includes project construction costs, timing, funding sources, and projected operations and maintenance impacts.
 - Serves as the City's plan for capital project development.
 - Includes an inventory of existing capital facilities and a forecast of capital facility needs.
 - Monitors the progress of capital facilities planning with respect to rates of growth, development trends, changing priorities, and budget and financial considerations.
 - Considers needs and priorities beyond the six-year time horizon.
 - Is coordinated with Thurston County and the Olympia School District if school impact fees are being charged.

- Policy 1.2:** Encourage active citizen participation throughout the process of developing and adopting the Capital Facilities Plan. Provide the public with adequate time to review and respond to the Plan and related proposals.
- Policy 1.3:** Support joint development and use of facilities such as parks and museums, and protection of shared resources such as critical areas and open space.
- Policy 1.4:** Coordinate with other capital facilities service providers to keep each other current, maximize cost savings, and schedule and upgrade facilities efficiently.
- Policy 1.5:** Evaluate and prioritize proposed capital improvement projects using the following long- term financial strategy principles and guidelines:
- Do projects well or not at all.
 - Focus programs on Olympia residents and businesses.
 - Preserve and maintain physical infrastructure.
 - Use an asset management approach to the City's real estate holdings.
 - Use unexpected one-time revenues for one-time costs or reserves.
 - Pursue innovative approaches.
 - Maintain capacity to respond to emerging community needs.
 - Address unfunded mandates.
 - Selectively recover costs.
 - Recognize the connection between the operating and capital budgets.
 - Utilize partnerships wherever possible.
 - Stay faithful to City goals over the long run.
 - Think long-term.
- Policy 1.6:** Ensure that capital improvement projects are:
- Financially feasible.
 - Consistent with planned growth patterns provided in the Comprehensive Plan.
 - Consistent with State and Federal law.
 - Compatible with plans of state agencies.
 - Sustainable within the operating budget.
- Policy 1.7:** Give priority consideration to projects that:
- Are required to meet State or Federal law.
 - Implement the Comprehensive Plan.
 - Are needed to meet concurrency requirements for growth management.
 - Are already initiated and to be completed in subsequent phases.
 - Renovate existing facilities to remove deficiencies or allow their full use, preserve the community's prior investment or reduce maintenance and operating costs.
 - Replace worn-out or obsolete facilities.
 - Promote social, economic, and environmental revitalization of commercial, industrial, and residential areas in Olympia and its Growth Area.
 - Are substantially funded through grants or other outside funding.
 - Address public hazards.
- Policy 1.8:** Adopt each update of this Capital Facilities Plan as part of the Comprehensive Plan.
- Policy 1.9:** Adopt by reference updates of the Olympia School District Capital Facilities Plan as part of this Capital Facilities element. Identify and recommend to the District that it revise any elements of the School District's plan that are inconsistent with the Comprehensive Plan.
- Policy 1.10:** Monitor the progress of the Capital Facilities Plan on an ongoing basis.
- Policy 1.11:** Recognize the year in which a project is carried out, or the exact amounts of expenditures by year for individual facilities, may vary from that stated in the Capital Facilities Plan due to:

- a. Unanticipated revenues or revenues that become available to the City with conditions about when they may be used.
- b. Change in the timing of a facility to serve new development that occurs in an earlier or later year than had been anticipated in the Capital Facilities Plan.
- c. The nature of the Capital Facilities Plan as a multi-year planning document. The first year or years of the Plan are consistent with the budget adopted for that financial period. Projections for remaining years in the Plan may be changed before being adopted into a future budget.

Goal 2: As urbanization occurs, the capital facilities needed to direct and serve future development and redevelopment are provided for Olympia and its Urban Growth Area.

- Policy 2.1:** Provide the capital facilities needed to adequately serve the future growth anticipated by the Comprehensive Plan, within projected funding capabilities.
- Policy 2.2:** Plan and coordinate the location of public facilities and utilities to accommodate growth in advance of need, and in accordance with the following standards:
- a. Coordinate urban services, planning, and standards by identifying, in advance of development, sites for schools, parks, fire and police stations, major stormwater facilities, greenbelts, and open space consistent with goals and policies promoting compact growth in the Comprehensive Plan. Acquire sites for these facilities in a timely manner and as early as possible in the overall development of the area.
 - b. Assure adequate capacity in all modes of transportation, public and private utilities, municipal services, parks, and schools.
 - c. Protect groundwater from contamination and maintain groundwater in adequate supply by identifying and reserving future supplies well in advance of need.
- Policy 2.3:** Use the type, location, and phasing of public facilities and utilities to direct urban development and redevelopment consistent with the Comprehensive Plan. Consider the level of key facilities that can be provided when planning for various densities and types of urban land use.
- Policy 2.4:** Ensure adequate levels of public facilities and services are provided prior to or concurrent with land development within the Olympia Urban Growth Area.
- Policy 2.5:** When planning for public facilities, consider expected future economic activity.
- Policy 2.6:** Maintain a process for identifying and siting essential public facilities consistent with state law and County wide Planning Policies.

Goal 3: The City prudently manages its fiscal resources to provide needed capital facilities.

- Policy 3.1:** Ensure a balanced approach to allocating financial resources among: (1) maintaining existing facilities, (2) eliminating existing capital facility deficiencies, and (3) providing new or expanding facilities to serve development and encourage redevelopment.
- Policy 3.2:** Use the Capital Facilities Plan to integrate all of the community's capital project resources (grants, bonds, city funds, donations, impact fees, and any other available funding).
- Policy 3.3:** Allow developers who install infrastructure with excess capacity to use latecomers agreements wherever reasonable.
- Policy 3.4:** Pursue funding strategies that derive revenues from growth that can be used to provide capital facilities to serve that growth. These strategies include, but are not limited to:
- a. Collecting impact fees for transportation, parks and open space, and schools.
 - b. Allocating sewer and water connection fees primarily to capital improvements related to urban expansion.
 - c. Developing and implementing other appropriate funding mechanisms to ensure new development's fair share contribution to public facilities.
- Policy 3.5:** Assess the additional operations and maintenance costs associated with acquisition or development of new capital facilities. If accommodating these costs places a financial burden on the operating budget, consider adjusting the capital plans.
- Policy 3.6:** Achieve more efficient use of capital funds through joint use of facilities and services by utilizing measures such as inter-local agreements, regional authorities, and negotiated use of privately and publicly owned land.

Policy 3.7: Consider potential new revenue sources for funding capital facilities, such as:

- a. Growth-induced tax revenues.
- b. Additional voter-approved revenue.
- c. Regional tax base sharing.
- d. Regional cost sharing for urban infrastructure.
- e. County wide bonds.
- f. Local Improvement Districts.

Policy 3.8: Choose among the following available contingency strategies should the City be faced with capital facility funding shortfalls:

- Increase general revenues, rates, or user fees; change funding source(s).
- Decrease level of service standards in the Comprehensive Plan and reprioritize projects to focus on those related to concurrency.
- Change project scope to decrease the cost of selected facilities or delay construction.
- Decrease the demand for the public services or facilities by placing a moratorium on development, developing only in served areas until funding is available, or changing project timing and/or phasing.
- Encourage private funding of needed capital project; develop partnerships with Lacey, Tumwater and Thurston County (the metropolitan service area approach to services, facilities or funding); coordinate regional funding efforts; privatize services; mitigate under the State Environmental Protection Act (SEPA); issue long-term debt (bonds); use Local Improvement Districts (LID's); or sell unneeded City-owned assets.

Policy 3.9: Secure grants or private funds, when available, to finance capital facility projects when consistent with the Comprehensive Plan.

Policy 3.10: Reassess the Land Use Element of the Comprehensive Plan if probable funding for capital facilities falls short of needs.

Goal 4: Public facilities constructed in Olympia and its Growth Area meet appropriate safety, construction, durability and sustainability standards.

Policy 4.1: Adhere to Olympia's Engineering Development and Design Standards when constructing utility and transportation related facilities.

Policy 4.2: Regularly update the Engineering Development and Design Standards.

Policy 4.3: Ensure that the Engineering Development and Design Standards are consistent with the Comprehensive Plan.

Policy 4.4: Apply value engineering approaches on major projects in order to efficiently use resources and meet community needs.



Frequently Asked Questions

1. What is a Capital project?

A structure, improvement, piece of equipment, or other major asset, including land, that has a useful life of at least five years. Capital projects are provided by and for public purposes and services including, but not limited to, public streets and transportation facilities, City parks and recreation facilities, public buildings such as libraries, fire stations, community centers, public water systems and sanitary sewer systems. While capital projects do not cover routine maintenance, they do include renovation and major repair or reconstruction of damaged or deteriorating facilities.

2. There are many projects listed in the CFP. How does the City determine which projects are priority?

First, the City determines if it meet the goals of the Comprehensive Plan. Then, each project proposal is matched against the Council's Long-Term Financial Strategy (LTFS) criteria.

When considering which projects are funded in the CFP, adequate funding to construct and maintain projects is determined by two important questions:

1. What can we really afford?

2. How do we choose when two or more priorities are in conflict with each other?

As noted in the LTFS, leveraging outside revenue sources is critical. If grant funds are applied for and received, chances are good that the grant-funded project will become a priority. Grant funds become new and additional revenue to the City, above and beyond the City's current resources. The City continually looks for ways to reduce the reliance on General Fund dollars for capital projects. In essence, grant funds allow the City's current resources to be stretched a little further. Similar to grants are partnerships. The City tries to develop partnerships with other groups to lower the cost for construction or operations and maintenance.

3. Once determined to be a priority, are these projects automatically given funding in priority order?

No. See the last paragraph in question 2. When grant funds are received for a particular project, chances are good that project will become a priority.

4. Do state or federal grants require the City to do projects out of our preferred order?

Not necessarily—the order is determined on a project-by-project basis.

5. It seems likely that a capital project may affect future operating budgets. Does this have an impact on whether or not a project will be approved and funded?

Yes. It is important that capital improvements carrying additional maintenance obligations impacting the General Fund budget do not intensify the strains already being placed on the Operating Budget.

6. When funding a particular project, where does the money come from?

Non-Utility Projects

Parks, Transportation, and General Capital Facilities projects are funded through grants, cost sharing with neighboring jurisdictions (on shared projects), local improvement districts (LIDs), developer contributions, impact fees, the Real Estate Excise Tax (REET) (0.5%), Transportation Benefit District fees, Olympia Metropolitan Park District (OMPD) Fees, Non-Voted Utility Tax (1%), and Voted Utility Tax (V.U.T.) (3%).

Funding for non-utility projects continues to be a challenge. In years when the City ends the year with revenues exceeding expenditures the Council may choose to spend the excess on capital projects.

Utility Projects

City Drinking Water, Wastewater, and Storm and Surface Water utilities are operated like businesses and must be self-sustaining. Utility capital projects are funded through a combination of general facility charges, rates, and developer improvements. In addition, state and federal grants play an important role in funding utility projects.

The Growth Management Act requires projects shown in the six-year financial plan to have sufficient revenues to fund the project.

7. What is the Utility Tax and what projects does it fund?

The City Council has authority to approve, without voter approval, up to a 6% utility tax on private utilities. Five percent of the tax collected goes to the General Fund Operating Budget and 1% goes to fund Capital Projects. Currently the Capital Projects portion is \$1 million. By ordinance, the Council can reallocate the 1% from the CFP to the General Fund. In 2004 the City presented Olympia residents with a ballot measure to raise the utility tax to 9%. This Voted Utility Tax was approved and provides an additional 2% funding to Parks and 1% funding to Pathways/Sidewalks.

8. Once a project has been approved and funded, can any part of the money be used for another project?

Yes. The legislative body (Council) can, by simple majority, vote to appropriate funds to a different project. In most cases, this will be done when money is needed to match a grant the City has applied for on another project, which allows us to receive new and/or additional revenue.

9. If a project was initially funded through the CFP and is not yet complete, will it continue to be listed in the CFP document until it is completed?

It depends. If the project is still in-progress, but no additional money is needed beyond what has already been appropriated, it will not be listed in the CFP in future years. If the project does need additional funds appropriated beyond the current level of funding, it will continue to be listed.

10. Individual project financial information seems to indicate that a specific dollar amount can be expected to be spent on the project over the next six years. Is this a correct interpretation?

No. The planning period for a CFP project is 20 years. Only expenditures and revenues proposed for the first year of the program are incorporated into the Annual Operating Budget as the Capital Budget (adopted in December of each year). It is important to note that the CFP is a planning document that includes timeline estimates based on changing dynamics related to growth projections, project schedules, new information, evolving priorities, or other assumptions. The Capital Facilities Plan is reviewed and amended annually to verify the availability of fiscal resources. Therefore, project cost estimates and timelines may change.

11. What happens if a project does not collect the amount of revenue as anticipated over the next six years?

In deciding how to address a particular shortfall of funding, the City continually assesses current needs against future growth requirements and existing deficiencies against future expansions. Other options available for the City to consider are to decrease level of service standards, decrease the cost of the facility, or decrease the demand for the public service or facility, resulting in postponement or termination of the project.

12. Are all projects in the CFP completed within six years?

No. The Capital Facilities Plan is reviewed and amended annually to verify that fiscal resources are available. And because the need for capital facilities is generated by population growth, existing facility deficiencies, major facility maintenance and repair needs, internal operations, and Council and Comprehensive Plan goals and policies, there is a need to continually assess which projects are affected and should be considered a priority. As a result, project cost estimates and timelines may change.

13. How are lifecycle costs budgeted for replacement projects?

The City hired a consultant to determine the standard industry lifecycle for a variety of projects, (i.e. parks playground equipment, fire equipment, HVAC systems, etc.). Replacement costs were then formulated to identify annual lifecycle costs for the City's replacement projects. The recent acquisition of asset management software allows the City to better understand the optimal lifecycle of major assets, further enabling strategic and financial replacement plans.

14. What are impact fees?

Impact fees are charges assessed against newly-developing property in the City limits. The fees attempt to recover the cost incurred by a local government in providing the public facilities required to serve the new development. Under the Growth Management Act, impact fees can be collected and spent on roads, streets, parks, schools, and fire protection facilities. Currently, the City is not collecting fire impact fees.

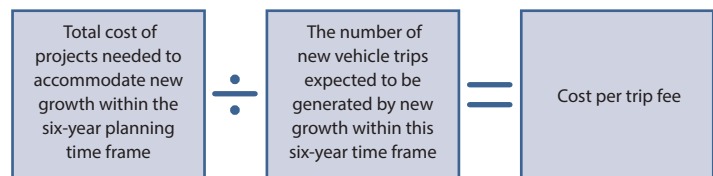
15. What is the difference between State Environmental Policy Act (SEPA) mitigation fees and impact fees?

SEPA mitigation fees are charged to “long plats,” or new, major developments for their direct impact on the system. SEPA mitigation measures must be related to a specific adverse impact identified in the environmental analysis of a project. The impact mitigated may be to the natural or built environment, including public facilities. Transportation mitigation fees are the most common, but mitigation fees may be assessed for any project. These fees are collected for specific projects, and the funds can only be spent on the identified projects. SEPA mitigation fees are assessed on projects within the City of Olympia, Olympia’s Urban Growth Area and adjacent jurisdictions (Tumwater and Lacey).

Olympia’s impact fees are charged to new development only within the City limits. The City is able to spend these fees on “system improvements.” System improvements can include physical or operational changes to existing streets, as well as new street connections that are built in one location to benefit projected needs at another location. Funds collected can only be used for projects that are specifically identified as part of the impact fee calculation.

16. How are Transportation Impact Fees determined?

The impact fee structure for the City of Olympia was designed to determine the fair share of improvement costs that can be charged for a new development. Impact fees are charged to developers of new construction to pay for part of the cost to build streets and other traffic improvements that are needed because of new growth in our community. The following key points summarize the impact fee structure:



- A six-year street facility list, oriented to future growth, is developed. The projects are identified through the City’s transportation planning process as being needed during the next six years to meet adopted level of service standards.
- Existing deficiencies are identified and separated from future trips on the street system.
- Future trips are allocated to geographic areas inside and outside the City using a traffic forecasting model.
- A Citywide fee system is established. The fee is calculated by taking the total cost of projects needed to accommodate new growth within the six-year planning time frame, divided by the number of new vehicle trips expected to be generated by new growth within this six-year time frame. This results in a cost per trip fee.
- A land use-based fee schedule is then developed.

17. How are Olympia’s population figures determined?

The Growth Management Act establishes how population/growth figures will be determined. The Act requires the State Office of Financial Management to provide a high, medium, and low range for all counties. It is up to the County Commissioners to determine what figures to use. The Thurston County Commissioners have delegated this responsibility to the Thurston Regional Planning Council (TRPC). TRPC provides the information for all of Thurston County. The numbers are revised every three to five years and the model relies heavily on census data. If Olympia wanted to modify its figures, TRPC and the other jurisdictions would have to agree.

18. How does the City calculate the amount of Transportation Impact Fees generated in a year?

The amount of transportation impact fees generated in a year is a function of how much growth occurs in a year. For planning purposes, the total cost of projects needed to accommodate new growth in the six-year planning time frame is divided by six to establish the average amount of transportation impact fees the City expects to collect each year.

19. Does Olympia have multiple zones for the Transportation Impact area?

No. The entire City makes up one zone.

20. If the City collects transportation impact fees on a specific project, must it be spent on the impacts of growth in that project’s geographic area?

No. Transportation impact fees collected are pooled into a single account. When it is determined that a geographic area of the City does not have sufficient capital facilities in place and readily available when new development occurs or a service area population grows, money from this pooled fund is used to establish sufficient capacity to serve the service area population and/or new development.

21. What the City anticipates to receive in impact fee funding seems higher than what is actually collected (as indicated in previous years). Why is this and how does it affect a project funded with impact fee revenue?

Impact fee revenue may be overstated. With the economic downturn, this has been the case in Olympia for several years. By showing impact fees in a specific calendar year, public expectations are raised about when a project will be initiated. Funding projections can change significantly based on the rate of growth, areas where growth occurs, and the ability to obtain grant funding for certain projects. As a result, project estimates and timelines may change.

22. Can the City collect impact fees in the Urban Growth Area?

The City of Olympia may not collect impact fees for projects in the Urban Growth Area.

23. Why do various impact fee receipts differ?

Park impact fee receipts will differ from transportation impact fees received based on the projects being constructed/acquired due to new growth. Also, Transportation collects impact fees on both residential and commercial projects, while Parks collects impact fees only on residential projects.

24. When Olympia annexes an area where the County has a current, County-funded project underway, does the City assume responsibility for the project and associated project costs?

When an annexation includes capital projects that will add to Olympia's asset base, the City may negotiate related project costs as part of an interlocal agreement between the City and the County.

25. How does the Capital Facilities Plan (CFP) relate to the Comprehensive Plan (Comp Plan)?

The City of Olympia's Comp Plan describes our community's values and our vision for the future, including a set of goals and policies that aim to define how we will get there. It serves as the foundation upon which City regulations, programs and other plans are formed. As many as 20,000 additional people are expected to join our community over the next two decades. The Comp Plan is our strategy for maintaining and enhancing our high quality of life and environment while accommodating that growth. The CFP is the element that brings the Comp Plan to life. By funding projects needed to maintain Levels of Service and for concurrency, the CFP helps shape the quality of life in Olympia. The requirement to fully finance the CFP provides the reality check for the vision of the Comp Plan. It is volume II of the Comprehensive Plan.

26. What does Level Of Service (LOS) mean?

A Level of Service is a quantifiable measure of the amount of public facility that is provided. Examples include acres of park land per capita, vehicle capacity of intersections, or water pressure per square inch available for the water system.

27. What is concurrency?

Concurrency is a concept that states all public facilities (streets, roads, highways, bikeways, sidewalks, street and road lighting, traffic signals, water systems, stormwater systems, wastewater systems, parks and recreation facilities, and schools) needed to serve new development and/or a growing service area population, must be in place at the time of initial need. If the facilities are not in place, a financial commitment must have been made to provide the facilities within six years of the time of the initial need, and such facilities must be of sufficient capacity to serve the service area population and/or new development without decreasing service levels below locally established minimum standards.

28. If I want to become more involved in the CFP process, how do I get involved?

Citizens, community groups, businesses, and other stakeholders can maximize the attention and consideration paid to their suggestions by working with City staff and the Olympia Planning Commission to wrap their suggestions into major City planning processes. Projects and policies are continually monitored and modified by updates to long-term plans, usually through a public process with associated City advisory committees and commissions. The Planning Commission holds a public hearing on the CFP and the City Council holds at least one public hearing on the CFP. To learn more, view the [Planning Commission](#) and [City Council meeting schedules](#) on the City of Olympia website. (www.olympiawa.gov)

Calendar of Events

Review Status of Existing Projects in CFP	April
Proposed CFP Projects due from Departments	May 7
Present Preliminary CFP to City Council	July 24
Planning Commission Public Hearing on Preliminary CFP (City and School District)	September 17 (Monday)
City Council Public Hearing and Discussion on Preliminary CFP	October 16
First Reading on Capital Budget	December 11
Second and Final Reading and Adoption of Operating and Capital Budgets	December 18

Annual Capital Facilities Plan/Capital Budget Development and Review Process

Project Steps	Jan.	Feb.	Mar.	Apr.	May	Jun.	Jul.	Aug.	Sep.	Oct.	Nov.	Dec.
Prioritize CFP Projects based on Master Plans		○			●							
Estimate Revenues by Funding Source					○	●						
Advisory Committees Review Projects					○						●	
Distribute Preliminary CFP & 6 year Financial Plan							○	●				
Public Involvement and Communication							○					●
City Council Adopts CFP 6-yr Financial Plan & Capital Budget												○
Public Involvement and Communication	Jan.	Feb.	Mar.	Apr.	May	Jun.	Jul.	Aug.	Sep.	Oct.	Nov.	Dec.
City Internet							○					●
Public Hearing									●	●	●	
Media Release										●		
Public Meeting					●		●				●	●
Stakeholders	Jan.	Feb.	Mar.	Apr.	May	Jun.	Jul.	Aug.	Sep.	Oct.	Nov.	Dec.
City Council							●			●		●
City Council Finance Committee								●			●	
Planning Commission								●	●			
Utility Advisory Committee					●							
Bicycle and Pedestrian Advisory Committee							●		●			
Parks and Recreation Advisory Committee								●				
Media											●	



Financial Overview





Long Term Financial Strategy

The Long Term Financial Strategy is an approach to sustaining high quality services, setting priorities and making them happen. The purpose of the Long Term Financial Strategy is to look forward five to six years and provide guidance to the annual budget process.

Key Financial Principals

Make Trade-Offs

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

Do It Well

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

Focus Programs on Olympia Residents and Businesses

However, do not exclude others from participating in these programs as well.

Preserve Physical Infrastructure

Give priority to maintaining existing infrastructure

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

One-time revenues or revenues above projections will be used strategically to fund prioritized capital projects. The City will also consider additional costs such as increased operations and maintenance.

Invest in Employees

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

Pursue Innovative Approaches to Service Delivery

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

Contract In/Contract Out

Consider alternative service delivery to maximize efficiency and effectiveness

Maintain Capacity to Respond to Emerging Community Needs

Pursue Entrepreneurial Initiatives

Address Unfunded Liabilities

Selectively Recover Costs

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

Recognize the Connection Between the Operating Budget and the Capital Budget

Continuous Improvement

At All Times, Maximize Efficiencies While Achieving Community Values

Involve Citizens in Financial Decisions

Update the Long Term Financial Strategy Annually

Long Term Financial Strategy

Guidelines

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

- Increase operating cost recovery (user fees)
- Pursue cost sharing

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

- Assess the situation
- Maintain adequate reserves(10% General Fund)
- Use one-time revenues only for one-time expenses
- Use recurring revenues for recurring costs or for one-time expenses
- Stay faithful to City goals over the long run
- Think carefully when considering revenue cuts
- Think long-term

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

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

What Should the Council Consider Before Increasing Taxes?

- Will the increase result in programs or services that will have a quantifiable public benefit?
- Is the tax source related and connected to the services that are to be supported by the new revenue?
- Is the increase fully justifiable in terms of need?
- Has every effort to educate citizens about the tax been taken in advance of the increase?
- Are the services that are intended to be supported by the new revenue supportable into the foreseeable future?

What Should the Council Consider Before Asking Residents to Increase Taxes?

- Have efforts to educate residents about the tax been made?
- Has there been ample time for residents to debate and discuss the issue?
- Has the council taken the time to listen to residents' concerns?
- Do our residents understand what the results will be following implementation of the new tax?

Revised 2015

Debt Limitations

Olympia issues debt only to provide financing for essential and necessary capital projects. Through debt planning and the Capital Facilities Plan, the City integrates its capital projects. The services that the City determines necessary to its residents and visitors form the basis for all capital projects.

The goal of Olympia's debt policy is to maintain the ability to provide high quality essential City services in a cost effective manner. Councilmembers weigh this goal against maintaining the ability to borrow at the lowest possible rates. The City uses the following guidelines before financing projects with long-term debt:

- Management staff and elected officials conservatively project the revenue sources to pay off the debt.
- The term of the debt will not exceed the useful life of the project.
- The benefits of the improvement must outweigh its costs, including the interest costs of financing.

State law limits bonded debt to 2.5% of assessed value of taxable property. Of this limit, up to 1.5% of assessed value of taxable property may be non-voter approved debt (councilmanic bonds). **However, the amount of non-voted, plus voter-approved, may not exceed the 2.5% of assessed value limit.**

	01/01/2018
Estimated Taxable Assessed Value	\$ 6,690,364,182
General Indebtedness without a Vote of the People:	
Legal Limit, 1.5% of Property Value:	100,355,460
G.O. Bond Liabilities	(58,291,172)
Remaining Non-voted Debt Capacity	<u>\$42,064,288</u>
General Indebtedness with a Vote of the People:	
Legal Limit, 2.5% of Property Value:	\$ 167,259,100
Outstanding Voted Debt	(11,140,000)
Outstanding Non-voted Debt	(58,291,172)
Remaining Voted Debt Capacity	<u>\$ 97,827,928</u>

In addition to the above limits, the City has debt authority with a vote of the people of 2.5% each for parks and utility purposes. Olympia has not accessed this authority.

Funding Sources

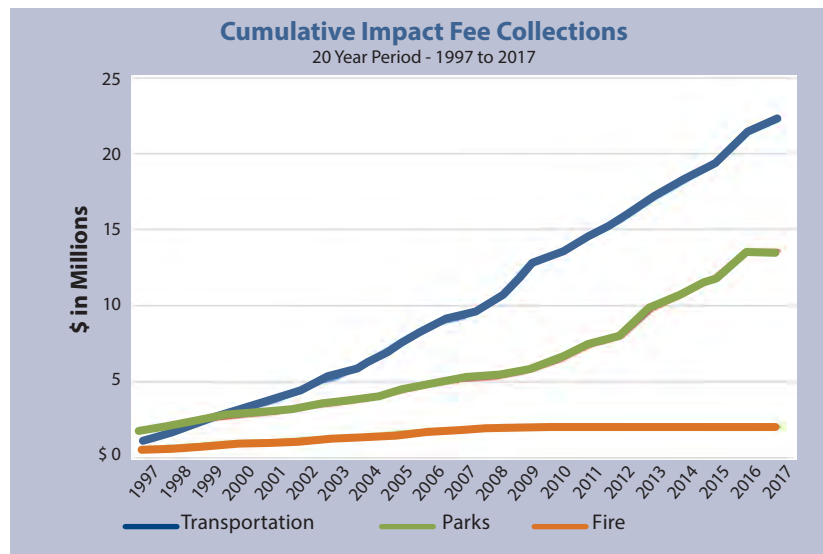
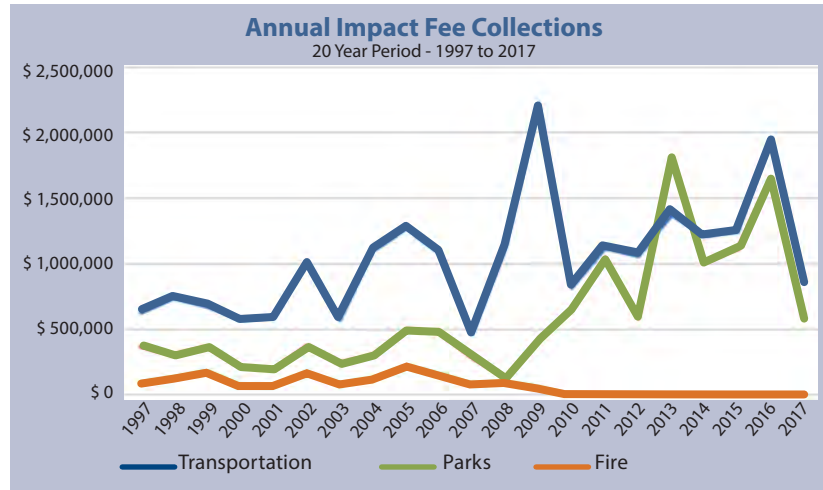
In an attempt to stretch the money as far as it will go, the CFP incorporates many different funding sources. Those sources may include current revenues, bonds backed by taxes or utility revenues, state and federal grants, special assessments on benefiting properties, as well as donations. A complete list of funding sources for the 2019-2024 is:

CFP Funding Sources	
Current Revenues	
<ul style="list-style-type: none"> • Wastewater Rates • Drinking Water Rates • Storm & Surface Water Rates • General Facilities Charges • Non-Voted Utility Tax (1%) 	<ul style="list-style-type: none"> • Voted Utility Tax (3%) • Motor Vehicle Fuel Tax • Interest • Real Estate Excise Tax (REET) (0.5%)* <p>* REET funds must be spent on Parks or Transportation.</p>
Debt	
<ul style="list-style-type: none"> • The City has \$97.8 million of voter-approved debt capacity. Of this, \$42.1 million may be issued by the Council without a vote of the people. 	<ul style="list-style-type: none"> • Loans from State of Washington agencies • Utility Revenue Bonds
Grants	
<ul style="list-style-type: none"> • Federal Surface Transportation Program Funds • State Transportation Improvement Board Funds • Federal Community Development Block Grant 	<ul style="list-style-type: none"> • Federal Highways Administration • Washington State Department of Transportation • State Recreation Conservation Office
Other	
<ul style="list-style-type: none"> • Impact Fees (OMC 15.16) • Transportation Benefit District (TBD) fees • SEPA Mitigation Fees 	<ul style="list-style-type: none"> • Olympia Metropolitan Park District (OMPD)

Revenues Dedicated to the CFP

Impact Fees (OMC 15.16)

Impact Fees are one-time charges imposed on development activity to raise revenue for the construction or expansion of public facilities needed to serve new growth and development. Impact fees are assessed and dedicated primarily for the provision of additional roads and streets, parks, schools, and fire protection facilities. Currently the City does not collect Fire Impact Fees.



Impact Fee Rates

City

Single Family	2014	2015	2016	2017	2018
Parks	\$5,090	\$5,334	\$5,437	\$5,446	\$5,581
Transportation	\$2,654	\$2,688	\$2,913	\$3,498	\$3,450

Schools

Year	2014	2015	2016	2017	2018
Single Family	\$5,090	\$5,895	\$5,240	\$5,298	\$5,350
Multi Family	\$2,654	\$1,749	\$2,498	\$2,520	\$2,621

Revenues Dedicated to the CFP (continued)

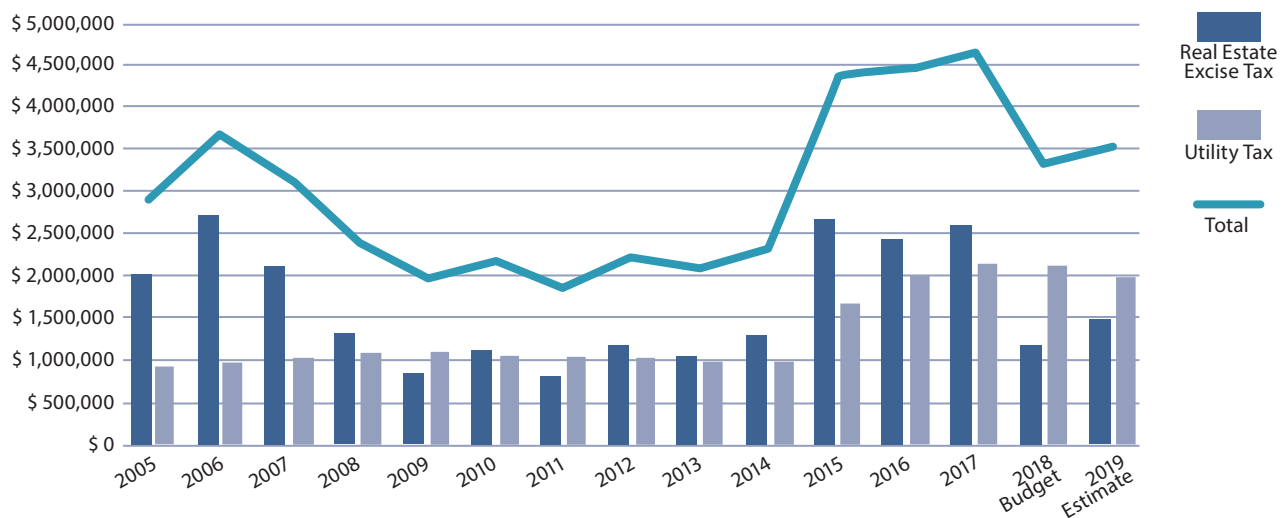
Real Estate Excise Tax (REET)

A tax upon the sale of all residential and commercial property within the City of Olympia at a rate of one-half of 1% of the purchase price. This tax is restricted by State law to Transportation and Parks capital projects. Generally, in Olympia this tax is used for capital transportation projects.

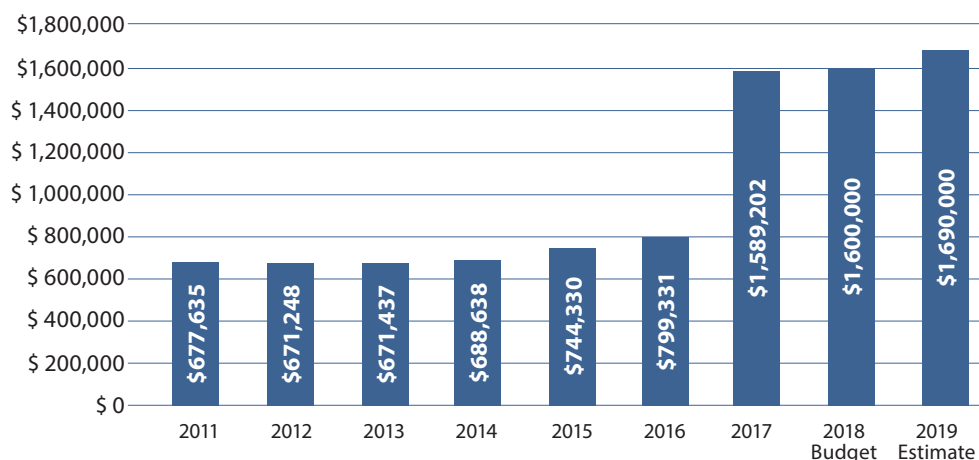
Utility Tax

Of the six percent Non-Voted Utility Tax upon electric, natural gas and telecommunications utilities, one-sixth (1% tax) is allocated by Council policy to the CFP. In addition all of the non-voted utility tax on cable TV is dedicated to the CFP. This tax is a general revenue and can be used for any purpose determined by the Council.

REET and Utility Tax
2005-2017 Actual, 2018 Budget, and 2019 estimate



Transportation Benefit District (TBD) Revenue Collected
2011-2019



Transportation Benefit District (TBD) Revenue

These are gross revenues. Each year approximately \$10,000 is appropriated for operating expenses (audit, insurance, etc.) The net funds are dedicated to the CFP. In 2017 the fees increased from \$20 to \$40 per vehicle.

Project Funding Summary - General Government Projects

General Government Projects: Parks

Parks Projects	Funding	2019	2020-2024	TOTAL
ADA Facility Upgrades	OMPD Funds	\$200,000	\$1,000,000	\$1,200,000
Community Park Development	Impact Fees	\$995,000	\$1,837,500	\$2,832,500
	SEPA Mitigation Fees	\$78,000	\$-	\$78,000
	OMPD Funds	\$500,000	\$2,000,000	\$2,500,000
Capital Asset Management Program	OMPD Funds	\$750,000	\$3,750,000	\$4,500,000
Neighborhood Park Development	Impact Fees	\$65,000	\$150,000	\$215,000
	SEPA Mitigation Fees	\$18,000	\$-	\$18,000
Open Space Acquisition and Development	Impact Fees	\$83,000	\$600,000	\$683,000
	SEPA Mitigation Fees	\$57,000	\$-	\$57,000
Parks Bond Issue Debt Service	Voted Utility Tax	\$770,000	\$4,900,000	\$5,670,000
	OMPD Funds	\$243,000	\$484,000	\$727,000
Parks Land Acquisition	Voted Utility Tax	\$1,185,000	\$4,875,000	\$6,060,000
	Non Voted Utility Tax	\$990,000	\$4,950,000	\$5,940,000
Percival Landing Major Maintenance and Reconstruction	OMPD Funds	\$158,000	\$785,000	\$943,000
Small Capital Projects	Impact Fees	\$-	\$75,000	\$75,000
Total Parks		\$6,092,000	\$25,406,500	\$31,498,500

Funding Recap	Funding	2019	2020-2024	TOTAL
	Impact Fees	\$1,143,000	\$2,662,500	\$3,805,500
	Non-Voted Utility Tax	\$990,000	\$4,950,000	\$5,940,000
	OMPD Funds	\$1,851,000	\$8,019,000	\$9,870,000
	SEPA Fees	\$153,000	\$-	\$153,000
	Voted Utility Tax	\$1,955,000	\$9,775,000	\$11,730,000
Total Parks		\$6,092,000	\$25,406,500	\$31,498,500

General Government Projects: Transportation

Transportation Projects		Funding	2019	2020-2024	TOTAL
Access and Safety Improvements	REET		\$200,000	\$500,000	\$700,000
Bike Improvements	Gas Tax - Multimodal		\$73,300	\$-	\$73,300
	REET		\$200,000	\$500,000	\$700,000
Pre-Design and Planning	Gas Tax		\$50,000	\$250,000	\$300,000
Sidewalks and Pathways	Gas Tax - Sidewalk		\$5,400	\$-	\$5,400
	Stormwater Utility Rates (asphalt overlay)		\$150,000	\$750,000	\$900,000
	Voted Utility Tax - Sidewalks		\$990,000	\$4,750,000	\$5,740,000
	Voted Utility Tax - Parks		\$25,000	\$125,000	\$150,000
Street Repair and Reconstruction	Gas Tax		\$225,000	\$1,125,000	\$1,350,000
	REET		\$1,100,000	\$5,500,000	\$6,600,000
	Transportation Benefit District (TBD)		\$1,690,000	\$7,500,000	\$9,190,000
Total Transportation			\$4,708,700	\$21,000,000	\$25,708,700

Funding Recap		Funding	2019	2020-2024	TOTAL
	Gas Tax		\$353,700	\$1,375,000	\$1,728,700
	Real Estate Excise Tax (REET)		\$1,500,000	\$6,500,000	\$8,000,000
	Transportation Benefit District (TBD)		\$1,690,000	\$7,500,000	\$9,190,000
	Storm Water Utility Rate		\$150,000	\$750,000	\$900,000
	Voted Utility Tax		\$1,015,000	\$4,875,000	\$5,890,000
Total Transportation			\$4,708,700	\$21,000,000	\$25,708,700

General Government Projects: Transportation with Impact Fees

Transportation Impact Fee Projects		Funding	2019	2020-2024	TOTAL
2010 Transportation Stimulus Project Repayment	Impact Fees		\$434,813	\$2,180,863	\$2,615,675
Cain Road & North Street - Intersection Improvements	Grant		\$-	\$171,016	\$171,016
	Impact Fees		\$-	\$251,097	\$251,097
	SEPA Transportation Mitigation		\$375	\$-	\$375
Fones Road—Transportation	Grant		\$-	\$6,317,310	\$6,317,310
	Impact Fees		\$-	\$9,275,516	\$9,275,516
	SEPA Transportation Mitigation		\$41,456	\$-	\$41,456
Henderson Boulevard & Eskridge Boulevard - Intersection Improvements	Grant		\$-	\$-	\$-
	Impact Fees		\$-	\$873,317	\$873,317
	SEPA Transportation Mitigation		\$6,444	\$-	\$6,444
Wiggins Road and 37th Ave Intersection Improvements	Grant		\$-	\$191,990	\$191,990
	Impact Fees		\$-	\$281,893	\$281,893
	SEPA Transportation Mitigation		\$9,484	\$-	\$9,484
US 101/West Olympia Access Project	Grant		\$-	\$2,682,611	\$2,682,611
	Impact Fees		\$-	\$3,938,797	\$3,938,797
	SEPA Transportation Mitigation		\$692	\$-	\$692
Total Transportation with Impact Fee			\$493,264	\$26,164,410	\$26,657,673

Funding Recap		Funding	2019	2020-2024	TOTAL
	Grant		\$-	\$9,362,927	\$9,362,927
	Impact Fees		\$434,813	\$16,801,483	\$17,236,295
	SEPA Transportation Mitigation		\$58,451	\$-	\$58,451
Total Transportation with Impact Fees			\$493,264	\$26,164,410	\$26,657,673

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

General Government Projects: General Capital Facilities

General Capital Facilities Projects	Funding	2019	2020-2024	TOTAL
Building Repair and Replacement	CFP General Revenues	\$1,400,000	\$7,000,000	\$8,400,000
ADA Transition Plan and Projects	CFP General Revenues	\$150,000	\$500,000	\$650,000
Total General Capital Facilities		\$1,550,000	\$7,500,000	\$9,050,000

Funding Recap	Funding	2019	2020-2024	TOTAL
	CFP General Revenues	\$1,550,000	\$7,500,000	\$9,050,000
Total General Capital Facilities		\$1,550,000	\$7,500,000	\$9,050,000

Summary of Funding Sources for General Government Projects

Funding Sources	2019	2020-2024	TOTAL
CFP General Revenues (see below)	\$1,550,000	\$7,500,000	\$9,050,000
Gas Tax	\$353,700	\$1,375,000	\$1,728,700
Grants	\$-	\$9,362,927	\$9,362,927
Impact Fees	\$1,577,813	\$19,463,983	\$21,041,795
Non-Voted Utility Tax	\$990,000	\$4,950,000	\$5,940,000
Olympia Metropolitan Park District Funds	\$1,851,000	\$8,019,000	\$9,870,000
Real Estate Excise Tax (REET)	\$1,500,000	\$6,500,000	\$8,000,000
SEPA Fees	\$153,000	\$-	\$153,000
SEPA Transportation Mitigation	\$58,451	\$-	\$58,451
Storm Water Utility Rates	\$150,000	\$750,000	\$900,000
Transportation Benefit District (TBD)	\$1,690,000	\$7,500,000	\$9,190,000
Voted Utility Tax	\$2,970,000	\$14,650,000	\$17,620,000
Total General Government	\$12,843,964	\$80,070,910	\$92,914,873

CFP General Revenues

ANNUAL PROJECTION:	2018 Budget	2019 Budget
(6%) Cable TV	\$1,130,000	\$1,030,000
General Fund Contribution	\$445,000	\$420,000
Interest	\$35,000	\$100,000
Total	\$1,610,000	\$1,550,000

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

Project Funding Summary - Utility Projects

Drinking Water Utility

Drinking Water Projects	Funding	2019	2020-2024	TOTAL
Asphalt Overlay Adjustments—Water	Rates	\$12,000	\$60,000	\$72,000
Groundwater Protection—Water	Rates	\$-	\$54,000	\$54,000
Infrastructure Pre-Design and Planning—Water	Rates	\$24,000	\$120,000	\$144,000
Reclaimed Water	Rates	\$-	\$116,000	\$116,000
Small Diameter Water Pipe Replacement—Water	Rates	\$580,000	\$2,900,000	\$3,480,000
Transmission and Distribution Projects—Water	General Facility Charges	\$276,750	\$1,367,250	\$1,644,000
	Rates	\$2,390,250	\$11,050,750	\$13,441,000
Water Source Development and Protection	General Facility Charges	\$21,000	\$6,424,000	\$6,445,000
	Rates	\$21,000	\$105,000	\$126,000
Water Storage Systems	Rates	\$175,000	\$1,458,000	\$1,633,000
Water System Planning	General Facility Charges	\$-	\$174,000	\$174,000
	Rates	\$-	\$174,000	\$174,000
Total Drinking Water		\$3,500,000	\$24,003,000	\$27,503,000

Wastewater Utility

Wastewater Projects	Funding	2019	2020-2024	TOTAL
Asphalt Overlay Adjustments - Sewer	Rates	\$12,000	\$60,000	\$72,000
Infrastructure Predesign and Planning - Sewer	Rates	\$44,000	\$220,000	\$264,000
Lift Stations—Sewer	General Facility Charges	\$459,500	\$1,536,000	\$1,995,500
	Rates	\$473,500	\$952,000	\$1,425,500
Onsite Sewage System Conversions - Sewer	General Facility Charges	\$370,000	\$1,850,000	\$2,220,000
Replacement and Repair Projects - Sewer	Rates	\$807,000	\$2,993,000	\$3,800,000
Sewer System Planning - Sewer (Program #9808)	Rates	\$128,000	\$290,000	\$418,000
Total Wastewater		\$2,294,000	\$7,901,000	\$10,195,000

Stormwater Utility

Stormwater Projects	Funding	2019	2020-2024	TOTAL
Aquatic Habitat Improvements - Stormwater	Rates	\$273,000	\$2,590,000	\$2,863,000
Flood Mitigation & Collection - Stormwater	General Facility Charges	\$143,000	\$3,202,000	3,345,000
	Rates	\$853,000	\$5,200,000	6,053,000
Infrastructure Pre-Design & Planning - Stormwater	Rates	\$230,000	\$400,000	630,000
Water Quality Improvements - Stormwater	Rates	\$216,000	\$916,000	1,132,000
	Storm Water Utility Grant	\$649,000	\$2,747,000	3,396,000
Total Stormwater		\$2,364,000	\$15,055,000	\$17,419,000

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

Project	Funding	2019	2020-2024	TOTAL
Sidewalks and Pathways—Transportation Section	Stormwater Utility Rates	\$ 150,000	\$ 750,000	\$ 900,000
	Total	\$ 150,000	\$ 750,000	\$ 900,000

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

Summary of Funding Sources for Utilities Projects

Funding Sources	2019	2020-2024	TOTAL
General Facilities Charges	\$1,270,250	\$14,553,250	\$15,823,500
Rates	\$6,238,750	\$29,658,750	\$35,897,500
Storm Water Utility Grant	\$649,000	\$2,747,000	\$3,396,000
Total Utilities	\$8,158,000	\$46,959,000	\$55,117,000

Combined Summary of Funding Sources for Both General Government and Utilities Projects

Funding Sources	2019	2020-2024	TOTAL
CFP General Revenue	\$1,550,000	\$7,500,000	\$9,050,000
Gas Tax	\$353,700	\$1,375,000	\$1,728,700
General Facilities Charges (GFCs)	\$1,270,250	\$14,553,250	\$15,823,500
Grant	\$649,000	\$12,109,927	\$12,758,927
Impact Fees	\$1,577,813	\$19,463,983	\$21,041,795
Non-Voted Utility Tax	\$990,000	\$4,950,000	\$5,940,000
Olympia Metropolitan Park District Funds	\$1,851,000	\$8,019,000	\$9,870,000
Rates	\$6,238,750	\$29,658,750	\$35,897,500
Real Estate Excise Tax (REET)	\$1,500,000	\$6,500,000	\$8,000,000
Storm Water Utility Rate	\$150,000	\$750,000	\$900,000
SEPA Fees	\$153,000	\$-	\$153,000
SEPA Transportation Mitigation	\$58,451	\$-	\$58,451
Transportation Benefit District (TBD)	\$1,690,000	\$7,500,000	\$9,190,000
Voted Utility Tax	\$2,970,000	\$14,650,000	\$17,620,000
Total	\$21,001,964	\$127,029,910	\$148,031,873

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

County Funded Projects in Olympia Urban Growth Area

At the time of printing, a list of County Funded Projects in the Urban Growth Areas was not available. It will be included in the Final Capital Facilities Plan document.



New & Completed Projects



OlympiaTM



Summary of 2019 Projects by Focus Area

In 2014, the Olympia City Council adopted a new community vision to guide how the City grows and develops over the next 20 years. We have taken that vision and identified five focus areas that help us organize, track, and share our progress: Community, Safety, and Health; Downtown; Economy; Environment; and Neighborhoods.

The construction, renovation, and repair of capital facilities is a critical and highly visible way in which we invest in achieving our community vision. Listed below by focus area are the projects the City has made a financial commitment to planning, designing, or constructing in the next year.

Community, Safety, & Health

- Inclusive, Respectful Civic Participation
- A Safe and Prepared Community
- Health and Wellness
- Adequate Food and Shelter
- A Quality Education



2019 CFP Projects supporting this Focus Area:

Parks

- Design Athletic Field Community Park
- Fund Off Leash Dog Areas and Trails
- Construct a Pickleball Court Conversion
- Construct LBA Park Upper Ballfield and ADA Path

Downtown

- A Vibrant, Attractive Urban Destination
- A Safe and Welcoming Downtown for All
- A Mix of Urban Housing Options
- A Variety of Businesses
- Connections to Our Cultural and Historic Fabric
- Engaging Arts and Entertainment Experiences

2019 CFP Projects supporting this Focus Area:

Transportation

- Design Franklin Street Improvements
- Design Legion Way Improvements

Storm and Surface Water

- Construct Downtown Flood Mitigation Project



Economy

- Abundant Local Products and Services
- A Thriving Arts and Entertainment Industry
- Sustainable Quality Infrastructure
- A Stable Thriving Economy



2019 CFP Projects supporting this Focus Area:

Parks

- Replace Tennis Court at Woodruff Park
- Inspect and Maintain Percival Landing

Transportation

- Design Fones Road Improvements
- Construct Improvements at Henderson and Eskridge Intersection
- Construct a Traffic Signal at Pattison Street and Martin Way

Drinking Water

- Replace Aging Water Pipes
- Design a Water Main Replacement for Fones Road
- Design a Booster Pump Station at Park Drive

Wastewater

- Construct Wastewater Pipe Replacement
- Construct Neighborhood Sewer Extensions
- Design a Lift Station Upgrade at Miller and Central

Storm and Surface Water

- Construct Stormwater Pipe Replacement
- Rehabilitate City-Owned Stormwater Ponds

Environment

- Clean Water and Air
- A Daily Connection to Nature
- Preserved, Quality Natural Areas
- A Toxin-Free Community
- A Waste-Free Community

2019 CFP Projects supporting this Focus Area:

Transportation

- Construct a Bike Lane at Division Street/28th Avenue

Storm and Surface Water

- Stormwater Water Quality Retrofit (Lions Park)
- Implement Habitat Improvement/Stewardship Projects



Neighborhoods

- Distinctive Places and Gathering Spaces
- Nearby Goods and Services
- Neighborhoods that are Engaged in Community Decision Making
- Safe and Welcoming Places to Live



2019 CFP Projects supporting this Focus Area:

Parks

Fund Sprayground #2 (Lions Park)

Transportation

Construct Fern Street Sidewalk

Construct 26th Avenue Sidewalk

New Projects

How do we define “new” projects? Capital facilities projects are considered new when (1) funding is requested for the first time, or (2) when a project appeared in the CFP more than three years ago, was removed and is now being added back.

Parks, Arts and Recreation

Athletic Field Community Park Construction (Phase 1)

Project Description:

Following completion of design drawings for the park, this project will set aside funds for future construction of an athletic field community park to include soccer fields and other compatible community park features such as a playground, dog park and/or community garden.

Anticipated Result:

Two to four soccer fields, as well as other compatible community park uses such as a playground, dog park and/or community garden.

Off-leash Dog Areas

Project Description:

Designated areas in a small number of existing parks for dogs to play off-leash.

Anticipated Result:

Development of areas at a couple existing parks for use by off-leash dogs. Project includes items such as site preparation, fencing, and signage.

Pickleball Court Conversion

Project Description:

As a component of the larger Woodruff Park tennis court replacement project, this project will convert two of the existing tennis courts at Woodruff Park into six dedicated Pickleball courts.

Anticipated Result:

Six dedicated Pickleball courts at Woodruff Park.

Off-leash Dog Trails

Project Description:

This project will include such items as fencing, signage, and site preparation for trail areas that can be used for dogs off leash.

Anticipated Result:

A small number of trails where dogs may be off-leash.

Transportation

Ensign Road Pathway

Project Description:

Connect Ensign Road to the Chehalis-Western Trail with a paved pathway.

Anticipated Result:

People biking and walking, including those using walking aids, will be able to safely access the trail.

Drinking Water

Briggs Well Construction

Project Description:

This project will construct a new groundwater supply well in the Briggs Urban Village Area to supply Zone 338 with an additional anticipated 1,100 gallons per minute of source capacity.

Anticipated Result:

Construct a new groundwater supply well and associated treatment facilities in the Briggs Urban Village Area. Once constructed bring enhanced supply redundancy and reliability for Zones 417 and 338.

Wastewater

Wastewater Management Plan

Project Description:

The City's Wastewater Management Plan, updated every six years, identifies Wastewater Utility goals and objectives and develops specific strategies to address them. This project will develop the City of Olympia's 2019 Wastewater Management Plan.

Anticipated Result:

The plan will serve as a guide to implement an overall strategy of watershed-based management, as a framework for integrating the management of all the water resources and related infrastructure in our community.

Residential STEP Rehabilitation Equipment

Project Description:

This project intent is to replace major components of residential STEP systems at the end of their anticipated life cycle.

Anticipated Result:

Rehabilitating residential STEP systems with discontinued components will reduce operating costs and minimize unscheduled service interruptions due to faulty equipment.

Storm and Surface Water

Ascension and 4th Avenue Pond

Project Description:

This project will construct a stormwater pond on City-owned land between 4th and Ascension.

Anticipated Result:

This is a retrofit project that will provide flow control to reduce flooding downstream stormwater conveyance system and water quality treatment to improve conditions in Schneider Creek.

Completed Projects

How do we define “completed” projects? Completed projects are those that were completed during the prior year. In this 2019 CFP, it refers to projects that were completed in 2018.

Parks, Arts and Recreation

Capital Asset Management Program

Project Description:

Completed the following major maintenance projects: Priest Point Park (PPP) Restroom #2 Replacement, PPP Kitchen #2 Replacement, PPP Garden Kiosk Roof Replacements.

End Result:

Maintain existing park infrastructure.

Isthmus Park Interim Improvements

Project Description:

The project created one large grass park on the site of the former Thurston County housing building and a park/event space on the site of the former Thurston County health building.

End Result:

Remove existing concrete foundation and construct a park on the isthmus properties.

Margaret McKenny Playground

Project Description:

Constructed new playground and site improvements at Margaret McKenny Park.

End Result:

The project installed a new playground, improved grass play area, new asphalt pathways and modifications to the existing basketball court.

Percival Landing Bulkhead Replacement

Project Description:

Completed the new sheet pile bulkhead along Water Street and 4th Avenue.

End Result:

The Landing, roadways and utilities will be protected from slope failure and provide the foundation for the next phase of Percival Landing rehabilitation.

Stevens Field Ballfield Lighting Replacement

Project Description:

Replaced the light poles and lights on field #1 at Stevens Field.

End Result:

Replaced wooden poles that are at the end of their useful life and provided a more consistent lighting of the field surfaces by installing new poles, LED lighting fixtures, lighting controls, and an electrical service panel.

West Bay Park Master Plan

Project Description:

Installed synthetic turf infield at Stevens Field Ballfield #1.

End Result:

The synthetic surface enhances player safety, reduces rain-outs, extends the playing season, and reduces infield maintenance costs.

Transportation

2018 Crack Sealing Project

Project Description:

Sealed roadway pavement cracks throughout the City.

End Result:

Sealed cracks in the road surface in order to preserve the integrity of the pavement and provide a seal so that moisture cannot penetrate the crack and then freeze, causing the crack to widen and deepen.

2018 Pavement Preservation

Project Description:

Restored the pavement surface condition and extended the life of the roadways by applying a chip seal application and asphalt resurfacing.

End Result:

Improved the roadway surface condition and striping on streets throughout the City.

4th Avenue Bridge Railing Repair

Project Description:

Made repairs to the bridge railing.

End Result:

The cracking and spalling of the railing has been eliminated preventing future structural damage.

Pacific Avenue Pedestrian Crossings

Project Description:

Improved the crossings of Pacific Avenue at Lansdale Road and Devoe Street.

End Result:

The crossing islands help pedestrians cross half the street at a time. Flashing beacons raise driver awareness of crossing pedestrians.

Pedestrian Crossing Flashing Beacons

Project Description:

Replace older in-pavement crosswalk lights with flashing beacon systems at nine locations Citywide.

End Result:

The beacons systems are more durable and reliable and therefore more effective at raising driver awareness of pedestrians trying to cross the street.

Quince Street Sidewalk

Project Description:

A sidewalk from Miller Avenue to Reeves Middle School.

End Result:

This improvement helps students walk to school and residents walk for recreation and transportation.

Boulevard Road and Morse Merryman Roundabout

Project Description:

A roundabout with associated lighting, landscaping, connections to sidewalks, and bike lanes.

End Result:

Improved traffic flow and safety at this intersection.

State Avenue and Phoenix Street Sidewalk

Project Description:

A sidewalk on the south side of State Avenue and west side of Phoenix Street.

End Result:

A safe walking facility on two major streets in close proximity to commercial destinations and transit stops.

Bike Corridor Permanent Improvements

Project Description:

Replaced interim devices along the bike corridor from Lions Park to Sylvester Park with permanent improvements.

End Result:

A more functional and durable bike corridor.

School Zone Beacons

Project Description:

School zone speed limit warning beacons at Carlyon Avenue and Lybarger Street and North Street and Pifer Road.

End Result:

A safer environment for students walking and biking to school in southeast Olympia.

General Facilities

Family Support Center

Project Description:

Installed new roof and replaced metal flashing.

End Result:

Prevented water leaks and reduced ongoing maintenance needs.

Fire Station No. 1

Project Description:

Repaired metal roof and replaced existing skylight.

End Result:

Prevented leaks and reduced ongoing maintenance needs.

Drinking Water

Boulevard Reservoir Coatings (Interior / Exterior)

Project Description:

Recoated the existing steel storage reservoir to prevent corrosion.

End Result:

Prolonged service life and enhanced water quality.

Kaiser Road Water Main Extension

Project Description:

Installed a new 12-inch water main from the LOTT sewer lift station to Evergreen Park Drive.

End Result:

Increased service reliability to the Evergreen State College area.

Kenyon Ross Intertie and Otis Street Pressure Reducing Valve (PRV)

Project Description:

Installed an important intertie and a pressure reducing valve station.

End Result:

Improved service redundancy and water quality.

Small Diameter and Asbestos Cement (AC) Pipe Replacement

Project Description:

Replaced AC mains associated with a high frequency of repairs and excessive water outages. Replaced many small diameter pipes associated with low water pressure and flow (commonly galvanized lines that corrode on the inside).

End Result:

Improved system reliability and performance while mitigating the risk and associated cost of water main failure.

Wastewater

Water Street Lift Station Generator Construction

Project Description:

Installed an on-site emergency generator at the lift station.

End Result:

Decreased operations and maintenance costs, enhanced station reliability, and reduced potential for sewage spills.

Storm and Surface Water

Downtown Flood Mitigation

Project Description:

Modified the stormwater conveyance system on 7th Avenue.

End Result:

Reduced the risk of flooding and effort needed to prevent flooding in the area between 5th Avenue and 7th Avenue and Water Street and Columbia Street.

Port of Olympia Stormwater Separation

Project Description:

Separated City and Port of Olympia stormwater drainage systems.

End Result:

Jurisdictional stormwater management responsibilities are delineated and City streets are better protected from flooding from backflow of marine water.

Parks, Arts and
Recreation Projects



OlympiaTM





Parks, Arts and Recreation

The 2019-2024 Financial Plan for Parks, Arts and Recreation is based on the Capital Investment Strategy adopted as part of the 2016 Parks, Arts and Recreation Plan. This strategy includes proposed projects and funding sources reviewed by the community and approved by City Council. Pulling projects from this road map of investment is a crucial first step in developing the capital budget.

Another critical step is to review the current project inventory in the Capital Asset Management Program (CAMP). Annually, one-third of the park system infrastructure is inspected and the condition of facilities is scored. Based on the scoring, projects are then submitted for funding in the CFP.

Capital Project Funding Sources

Park capital projects are funded primarily by six sources:

1. Park impact fees
2. State Environmental Policy Act (SEPA) mitigation fees
3. Non-voted utility tax
4. Voted utility tax revenue from the Parks and Pathways Funding Measure
5. Olympia Metropolitan Park District (OMPD)
6. Grants

The general direction in the CFP is that new park development is funded through park impact fees, SEPA mitigation fees, Metropolitan Park District Funds, and grants. Land acquisition

is funded primarily through the voted utility tax and non-voted utility tax.

Major maintenance and ADA upgrades are funded through the Metropolitan Park District. Percival Landing annual inspections and maintenance reserves are also funded via the Metropolitan Park District.

Base Programs

The Parks, Arts and Recreation Chapter of the Capital Facilities Plan consists of nine program categories:

1. ADA Facilities Upgrades
2. Capital Asset Management Program
3. Community Park Development
4. Neighborhood Park Development
5. Open Space Acquisition and Development
6. Park Bond Issue Debt Service
7. Percival Landing Major Maintenance and Reconstruction
8. Park Land Acquisition
9. Small Capital Projects

Level of Service Standards

Level of Service standards are the ratio of developed park land per 1,000 residents. This is how the City evaluates whether we need to acquire more park land or build more recreation facilities. The

Capital Facilities Plan identifies the means by which the City finances new park acquisition and development. Park land acquisition and development is funded by a variety of sources, including the voted utility tax, OMPD revenue, park impact fees, SEPA mitigation fees, grants, and donations.

The following table presents the existing and target levels of service standards from the 2016 Parks, Arts and Recreation (PAR) Plan. It shows that additional park land and development are needed if the target levels of service standards are to be met. In the category of Open Space, the existing ratio of parks to population is slightly higher than the target ratio. While this would appear to indicate no additional open space acquisition would be needed, this is not the case; substantial population growth is projected during the plan's 20-year horizon. In order to meet the target Level of Service Standard, the open space inventory will need to be substantially increased.

Existing and Target Levels of Service Standards for Parks*

Park Type	Existing Developed Acres (2016 PAR Plan)	Existing Ratio (2016 PAR Plan - Acres /1,000)	Target Ratio (2016 PAR Plan - Acres/1,000)
Neighborhood Parks	44.63	.71	1.09
Community Parks	144.45	2.30	3.00
Open Space	723.15	11.49	11.19

* For levels of service standard calculations, only developed parks are included.

ADA Facility Upgrades

Location

Various locations Citywide

Links to Other Projects or Facilities

N/A

Description

Many of Olympia's parks and associated facilities were constructed prior to the passage of the Americans with Disabilities Act (ADA) in 1990. In 2017, the City conducted an ADA assessment of its parks system. The assessment identified the various components within the parks that do not comply with current ADA regulations. The assessment reviewed all the park facilities, parking and access pathways and identified the modifications necessary to bring the component in compliance with ADA. These upgrades were prioritized and a six-year improvement plan was developed.

Projects identified for 2019 are:

- LBA Park Upper Ballfield ADA Path Construction - This will provide accessibility for players and spectators to the upper baseball field at LBA that is currently only accessible by stairs.

Justification (Need/Demand)

ADA regulations prohibit discrimination against individuals on the basis of disability and require local governments to make their facilities accessible or all. These requirements focus on providing accessibility by addressing and eliminating structural barriers associated with park facilities.

Level of Service Standard

N/A

Comprehensive Plan and Functional Plan(s) Citations

This CFP reflects the goals and policies of the 2016 Parks, Arts and Recreation Plan and the following policy of the Olympia Comprehensive Plan:

Policy Public Health, Parks, Arts, and Recreation 10.1

Enhance recreation opportunities for the Olympia area's physically and mentally disabled populations.

Capital Costs:	2019	2020-2024	Total
ADA Facility Upgrades	\$200,000	\$1,000,000	\$1,200,000
Total	\$200,000	\$1,000,000	\$1,200,000

Funding Sources	2019	2020-2024	Total
OMPD Funds	\$200,000	\$1,000,000	\$1,200,000
Total	\$200,000	\$1,000,000	\$1,200,000

Annual Operations and Maintenance

Estimated Costs	Since this project is not adding new facilities but rather upgrading existing facilities, it is not anticipated that there will be additional maintenance costs.
Estimated Revenues	None
Anticipated Savings Due to Project	None
Department Responsible for Operations	Parks, Arts and Recreation
Quadrant Location	Citywide

Community Park Development

Location

Various locations Citywide

Links to Other Projects or Facilities

N/A

Description

Community parks are places for large-scale community use. Community parks include facilities such as athletic fields, picnic shelters, tennis courts, water access and other facilities.

Justification (Need/Demand)

In 2019, funding is requested for the following projects:

Athletic Field Community Park Design

This project develops the design drawings for an athletic field complex at a yet-to-be determined community park. Depending on the size of the chosen park, the complex will likely include two to four soccer fields and associated parking and support facilities. The project may also consider adding other complementary recreational facilities, such as a playground, dog park, or community garden.

Athletic Field Community Park Construction (Phase 1)

Following completion of design drawings for the park, this project will set aside funds for future construction of Phase one improvements at the park. Phase one improvements could include construction of soccer fields, parking areas, a restroom, and other compatible improvements such as a playground, dog park and/or community garden. Grants will be pursued to help fund this project.

Downtown Park Analysis

Following on the work of the Downtown Strategy, this analysis will look at park needs for Olympia's downtown. Park features, amenities, sizes, and locations will be examined.

Off-Leash Dog Area Construction

The need for off-leash dog areas has been identified as a long standing need in the community. This project includes creating off-leash dog areas at one or more of Olympia's parks. Site selection was a component of the 2018 CFP. Project costs include such items as, fencing, signage, and site preparation.

Level of Service Standard

Target level of service standard (2016 Parks, Arts and Recreation Plan): 3.00 acres/1,000 population

Existing Ratio (2016 Parks, Arts and Recreation Plan): 2.30 acres/1,000 population



Community Park Development (continued)

Comprehensive Plan and Functional Plan(s) Citations

This CFP reflects the goals and policies of the 2016 Parks, Arts and Recreation Plan and the following policies of the Olympia Comprehensive Plan:

Policy Public Health, Parks, Arts, and Recreation 2.5

Search for opportunities for mixed-use facilities and public/private partnerships.

Policy Public Health, Parks, Arts, and Recreation 3.1

Provide parks in close proximity to all residents.

Policy Public Health, Parks, Arts, and Recreation 3.4

Identify and acquire future park and open space sites in the Urban Growth Area.

Policy Public Health, Parks, Arts, and Recreation 6.2

Establish a dedicated and sustainable funding source for maintaining City parks, landscape medians, roundabouts, entry corridors, street trees, City buildings, and other landscaped areas in street rights-of-way.

Policy Public Health, Parks, Arts, and Recreation 9.2

Provide programs and facilities that stimulate creative and competitive play for all ages.

Policy Public Health, Parks, Arts, and Recreation 10.1

Enhance recreation opportunities for the Olympia area's physically and mentally disabled populations.

Capital Costs:	2019	2020-2024	Total
Athletic Field Community Park Master Plan and Design	\$500,000	\$-	\$500,000
Athletic Field Community Park Construction (Phase 1)	\$800,000	\$3,337,500	\$4,137,500
Downtown Park Analysis	\$30,000	\$-	\$30,000
Off-Leash Dog Area Construction	\$243,000	\$-	\$243,000
Ward Lake Park Phase I Development	\$-	\$500,000	\$500,000
Total	\$1,573,000	\$3,837,500	\$5,410,500

Funding Sources	2019	2020-2024	Total
Impact Fees	\$995,000	\$1,837,500	\$2,832,500
SEPA Mitigation Fees	\$78,000	\$-	\$78,000
OMPD Funds	\$500,000	\$2,000,000	\$2,500,000
Total	\$1,573,000	\$3,837,500	\$5,410,500

Annual Operations and Maintenance

Estimated Costs	Estimated maintenance of newly constructed off-leash dog areas could be approximately \$12,000 annually per site.
Estimated Revenues	None
Anticipated Savings Due to Project	None
Department Responsible for Operations	Parks, Arts and Recreation
Quadrant Location	Citywide

Capital Asset Management Program (CAMP)

Location

Various locations Citywide

Links to Other Projects or Facilities

Citywide Asset Management Program

Description

Sustaining a maintenance fund for parks is as important as building new facilities. It is critical that future maintenance requirements are identified and funded concurrently with new construction so that the community is assured uninterrupted access to its inventory of public recreation facilities.

The Capital Asset Management Program incorporates a systematic inspection and criteria-based prioritization process for fixing park infrastructure. One-third of all park infrastructure is inspected annually by a City staff engineer and Park maintenance staff.

The Department is continuing to integrate park facilities into the Citywide Asset Management System and has continued to integrate condition data and project prioritization assessments developed for CAMP into the system.

With voter approval of the Olympia Metropolitan Park District and the Parks, Arts and Recreation Plan, funding for CAMP is targeted at \$750,000 per year. This stable and predictable funding source provides the foundation to schedule and make repairs. Allocation at this funding level helps make repairs identified in the annual assessments. With new repair needs identified every year, the steady revenue source will improve the park Facility Condition Index (FCI) over time.

CAMP projects identified for 2019 are:

- Woodruff Park Tennis Court Replacement
- Yauger Park and Stevens Field Scoreboard Replacements
- Exterior Painting Projects
- Playground Fall Protection Repair

Justification (Need/Demand)

CAMP is the maintenance backbone of Olympia's park system. Funding maintenance isn't glamorous, but it is essential to responsibly maintain public assets. CAMP is necessary to ensure that existing park facilities are rehabilitated and replaced as needed to maintain the park amenities citizens expect. This program supports sustainability by extending the life of our park facilities. Deferred maintenance can result in closed facilities or additional maintenance costs.

Level of Service Standard

N/A

Comprehensive Plan and Functional Plan(s) Citations

This CFP reflects the goals and policies of the 2016 Parks, Arts and Recreation Plan and the Olympia Comprehensive Plan.

Goal Public Health, Parks, Arts, and Recreation 6

Olympia's parks, arts and recreation system investments are protected.

Policy Public Health, Parks, Arts, and Recreation 6.1

Continue to implement and refine the City-wide Asset Management Program to make sure the City's public facilities remain functional and safe for as long as they were designed for.

Policy Public Health, Parks, Arts, and Recreation 6.5

Establish a strategy for funding maintenance and operation of new park facilities before they are developed.

Capital Asset Management Program (CAMP) (continued)

Capital Costs:	2019	2020-2024	Total
CAMP Major Maintenance Projects	\$750,000	\$3,750,000	\$4,500,000
Total	\$750,000	\$3,750,000	\$4,500,000

Funding Sources	2019	2020-2024	Total
OMPD Funds	\$750,000	\$3,750,000	\$4,500,000
Total	\$750,000	\$3,750,000	\$4,500,000

Annual Operations and Maintenance	
Estimated Costs	None
Estimated Revenues	None
Anticipated Savings Due to Project	None
Department Responsible for Operations	Parks, Arts and Recreation
Quadrant Location	Northeast, Southeast



Neighborhood Park Development

Location

Various locations Citywide

Links to Other Projects or Facilities

N/A

Description

Neighborhood parks are an integral part of implementing the urban design strategy for Olympia's neighborhoods. Neighborhood parks are a common gathering place for families and children, and are a high priority for expanding Olympia's park system.

Justification (Need/Demand)

In 2019, funding is requested for the following projects:

Sprayground #2 (Lions Park)

A sprayground is a recreation area for water play that has little or no standing water and includes ground nozzles that spray water upwards out of the splash pad's raindeck. They eliminate the need for lifeguards because there is little risk of drowning and they require less maintenance than a pool. Adding a sprayground amenity to a neighborhood park will address the recreation trend for water play features for children. Lions Park has been selected as the sprayground location. Funding for this project includes planning, design and construction, and will be allocated over at least three years, starting in 2018. If the grant application is successful, construction would occur in 2021.

Pickleball Court Conversion

Pickleball is a rapidly growing sport in Washington. Currently several tennis courts in Olympia parks are lined for both Pickleball and tennis, however there are currently no dedicated Pickleball courts in Olympia's park system. A Pickleball court is the size of a badminton court, has a lower net, and has low fencing between the courts. As a component of the larger Woodruff Park tennis court replacement project, this project will convert two of the existing tennis courts at Woodruff Park into six dedicated Pickleball courts. The other two existing tennis courts at Woodruff Park will remain dedicated to tennis.

Level of Service Standard

Target level of service standard (2016 Parks, Arts and Recreation Plan): 0.71 acres/1,000 population

Existing Ratio (2016 Parks, Arts and Recreation Plan): 1.09 acres/1,000 population

Comprehensive Plan and Functional Plan(s) Citations

This CFP reflects the goals and policies of the 2016 Parks, Arts and Recreation Plan and the following goals and policies of the Olympia Comprehensive Plan:

Goal Public Health, Parks, Arts, and Recreation 1

Unique facilities, public art, events, and recreational programming encourage social interaction, foster community building, and enhance the visual character and livability of Olympia.

Goal Public Health, Parks, Arts, and Recreation 4

An urban trails system interconnects parks, schools, neighborhoods, open spaces, historical settings, neighboring jurisdictions' trails systems, important public facilities, and employment centers via both on- and off-street trails.

Policy Public Health, Parks, Arts, and Recreation 3.4

Identify and acquire future park and open space sites in the Urban Growth Area.

Neighborhood Park Development (continued)

Capital Costs:	2019	2020-2024	Total
Sprayground #2	\$65,000	\$150,000	\$215,000
Pickleball Court Conversion	\$18,000	\$-	\$18,000
Total	\$83,000	\$150,000	\$233,000

Funding Sources	2019	2020-2024	Total
Impact Fees	\$65,000	\$150,000	\$215,000
SEPA Mitigation Fees	\$18,000	\$-	\$18,000
Total	\$83,000	\$150,000	\$233,000

Annual Operations and Maintenance

Estimated Costs	The project proposed does not add facilities that would require additional operations and maintenance.
Estimated Revenues	None
Anticipated Savings Due to Project	None
Department Responsible for Operations	Parks, Arts and Recreation
Quadrant Location	Citywide



Open Space Acquisition and Development

Location

Various locations Citywide

Links to Other Projects or Facilities

N/A

Description

Open space is property acquired to protect the special natural character of Olympia's landscape. The Open Space Network includes trail corridors, greenways, forests, streams, wetlands and other natural features. Facility development is limited to trails and trailhead facilities that include parking, restrooms, information kiosks and environmental education and interpretation facilities.

Justification (Need/Demand)

In 2019, funding is requested for the following project:

Off-Leash Dog Trails

Olympia has a long-standing need for off-leash dog areas. This project will include such items as fencing, signage, and site preparation for trail areas that can be used for dogs off leash. The specific trails have not yet been identified. Site selection was a component of the 2018 CFP.

Level of Service Standard

Target level of service standard (2016 Parks, Arts and Recreation Plan): 11.19 acres/1,000 population

Existing Ratio (2016 Parks, Arts and Recreation Plan): 11.49 acres/1,000 population

Comprehensive Plan and Functional Plan(s) Citations

This CFP reflects the goals and policies of the 2016 Parks, Arts and Recreation Plan and the following policies of the Olympia Comprehensive Plan:

Policy Public Health, Parks, Arts, and Recreation 5.3

Develop a West Bay trail alignment that follows the shoreline and connects to Deschutes Parkway to the south.

Policy Public Health, Parks, Arts, and Recreation 5.4

Designate waterfront trails and important waterfront destinations as the "Olympia Waterfront Route" as outlined in the Thurston Regional Trails Plan.

Capital Costs:	2019	2020-2024	Total
Off-Leash Dog Trails	\$140,000		\$140,000
West Bay Park Trail Design		\$600,000	\$600,000
Total	\$140,000	\$600,000	\$740,000

Funding Sources:	2019	2020-2024	Total
Impact Fees	\$83,000	\$600,000	\$683,000
SEPA Mitigation Fees	\$57,000	\$-	\$57,000
Total	\$140,000	\$600,000	\$740,000

Annual Operations and Maintenance

Estimated Costs	The new off-leash dog trail is anticipated to cost approximately \$9,000 annually to maintain.
Estimated Revenues	None
Anticipated Savings Due to Project	None
Department Responsible for Operations	Parks, Arts and Recreation
Quadrant Location	Citywide

Parks Bond Issue Debt Service

Location

N/A

Links to Other Projects or Facilities

N/A

Description

In 2011, the City of Olympia issued a Bond Anticipation Note (BAN) in the amount of \$2,500,000 to partially fund the \$14.5 million Percival Landing Phase 1 Reconstruction Project. In 2013, \$1,670,000 in bonds were issued to refinance the BAN. Final payment of the 2013 bonds will be in 2021.

In 2016 the City issued an additional BAN for land acquisition. The City will have interest only payments due on the BAN (\$60,000 approximately) twice a year. In 2019, the City anticipates refinancing the BAN with a 20-year bond. To date, the City has used the BAN funds to purchase 132.89 acres known as LBA Woods, 69 acres known as Kaiser Woods, and 1.61 acres known as West Bay Woods.

Justification (Need/Demand)

N/A

Level of Service Standard

N/A

Comprehensive Plan and Functional Plan(s) Citations

This CFP reflects the goals and policies of the 2016 Parks, Arts and Recreation Plan and the following policies of the Olympia Comprehensive Plan:

Policy Public Health, Parks, Arts, and Recreation 6.2

Establish a dedicated and sustainable funding source for maintaining City parks, landscape medians, roundabouts, entry corridors, street trees, City buildings, and other landscaped areas in street rights-of-way.

Capital Costs:	2019	2020-2024	Total
2013 Bond Debt Service	\$243,000	\$484,000	\$727,000
2016 Bond Anticipation Note (BAN)	\$120,000	\$-	\$120,000
2019 Bond Debt Service	\$650,000	\$4,900,000	\$5,550,000
Total	\$1,013,000	\$5,384,000	\$6,397,000

Funding Sources:	2019	2020-2024	Total
Voted Utility Tax (VUT)	\$770,000	\$4,900,000	\$5,670,000
OMPD Funds	\$243,000	\$484,000	\$727,000
Total	\$1,013,000	\$5,384,000	\$6,397,000

Annual Operations and Maintenance

Estimated Costs	None
Estimated Revenues	None
Anticipated Savings Due to Project	None
Department Responsible for Operations	Parks, Arts and Recreation
Quadrant Location	N/A

Park Land Acquisition

Location

Various locations Citywide

Links to Other Projects or Facilities

N/A

Description

This program is designed to set aside almost \$12 million for park land acquisition over the next six years. The 2016 Parks, Arts & Recreation Plan identified acquisition of additional Community Parks, Neighborhood Parks, and Open Space areas as important to provide adequate park and recreation spaces for a growing Olympia. Land acquisition funds are also used for pre-purchase investigations, as well as minimal actions necessary to make the property safe for public access and to protect sensitive areas on the property.

In 2017, the City exercised an Option to Purchase the Bentrige parcel, which is the final remaining piece of LBA Woods. In 2019, the final payment of \$1 million will be made.

The Capital Investment Strategy included in the Parks Plan proposed selling bonds to be financed by the voted utility tax and a portion of non-voted utility tax. In 2016, City Council approved the sale of \$10 million in Bond Anticipation Notes (BAN) to pay for acquisitions. Any future park land acquisitions require Council review and approval.

The park land acquisition program will also use 1% Non-voted Utility Tax and the 2% Voted Utility Tax.

Justification (Need/Demand)

Additional park land is needed to meet the target outcome ratios established for parks. Once the debt has been sold and the land acquired, this project will be rolled into the Park Bond Issue Debt Service project.

Level of Service Standard

Various

Comprehensive Plan and Functional Plan(s) Citations

This CFP reflects the goals and policies of the 2016 Parks, Arts and Recreation Plan and the following policies of the Olympia Comprehensive Plan:

Policy Public Health, Parks, Arts, and Recreation 3.1

Provide parks in close proximity to all residents.

Policy Public Health, Parks, Arts, and Recreation 3.4

Identify and acquire future park and open space sites in the Urban Growth Area.

Policy Public Health, Parks, Arts, and Recreation 7.2

Provide urban green spaces that are in people's immediate vicinity and can be enjoyed or viewed from a variety of perspectives.

Policy Natural Environment 1.4

Conserve and restore natural systems, such as wetlands and stands of mature trees, to contribute to solving environmental issues.

Capital Costs:	2019	2020-2024	Total
Bentrige (LBA Woods) Installment Payments	\$1,000,000	\$-	\$1,000,000
Land Acquisition	\$1,175,000	\$9,825,000	\$11,000,000
Total	\$2,175,000	\$9,825,000	\$12,000,000
Funding Sources:	2019	2020-2024	Total
Voted Utility Tax	\$1,185,000	\$4,875,000	\$6,060,000
Non Voted Utility Tax	\$990,000	\$4,950,000	\$5,940,000
Total	\$2,175,000	\$9,825,000	\$12,000,000
Annual Operations and Maintenance			
Estimated Costs	Maintenance costs for the LBA Woods (Bentrige parcel) is estimated at \$17,000.		
Estimated Revenues	None		
Anticipated Savings Due to Project	None		
Department Responsible for Operations	Parks, Arts and Recreation		
Quadrant Location	Citywide		

Percival Landing Major Maintenance and Reconstruction

Location

Port Plaza southward along the shoreline of the West Bay of Budd Inlet to its southern terminus at the 4th Avenue Bridge

Links to Other Projects or Facilities

N/A

Description

Percival Landing is one of the most popular destinations in the region, drawing a wide range of visitors to the waterfront and downtown. Percival Landing was constructed in three phases in the 1970s and 1980s and is exhibiting the effects of years of exposure to the harsh marine environment.

In 2004, the City began managing Percival Landing in two ways. The first is to maintain the boardwalk in a safe manner, until it can be replaced, and the second is to plan for its complete replacement.

To maintain the Landing, we conduct walk through assessments of the Landing on an annual basis and every five years do a complete assessment. The five-year, in-depth assessments identify deficiencies needing repair and form the scope of work for the Percival Landing repair projects. The annual assessments monitor the landing to make sure it is safe and operational.

Efforts to replace Percival Landing began in 2004. In 2007, a concept plan was completed for the entire length of Percival Landing. Phase I rehabilitation was the first section of the Landing to be replaced. Phase I was dedicated in August 2011 and extends from Water Street to Thurston Avenue.

Justification (Need/Demand)

Percival Landing Projects

There is no project funding in 2019 for Percival Landing Replacement. The scope for the next phase of Percival Landing replacement has not been determined.

Five-year in-depth Assessment that will look at the entire structure, include sampling of the pilings, review of the supporting structure, as well as a review of the walking surfaces and railings.

Maintenance reserve funds set aside funds on an annual basis to make repairs to Percival Landing as defined in the five-year in-depth Assessments. These funds will be put with the funds we have collected in 2016, 2017, and 2018 to make repairs in 2020.

Level of Service Standard

The repair and replacement of the Percival Landing boardwalk is necessary to ensure public safety and will not affect the target outcome ratios.

Comprehensive Plan and Functional Plan(s) Citations

This CFP reflects the goals and policies of the 2016 Parks, Arts and Recreation Plan and the following goals and policies of the Olympia Comprehensive Plan:

Goal Public Health, Parks, Arts and Recreation 5

A lively public waterfront contributes to a vibrant Olympia.

Policy Public Health, Parks, Arts, and Recreation 5.1

Complete Percival Landing reconstruction and West Bay Park construction.

Capital Costs:	2019	2020-2024	Total
Annual Inspection	\$40,000	\$80,000	\$120,000
Maintenance Reserve	\$118,000	\$705,000	\$823,000
Total	\$158,000	\$785,000	\$943,000

Funding Sources:	2019	2020-2024	Total
OMPD Funds	\$158,000	\$785,000	\$943,000
Total	\$158,000	\$785,000	\$943,000

Annual Operations and Maintenance

Estimated Costs	None
Estimated Revenues	None
Anticipated Savings Due to Project	None
Department Responsible for Operations	Parks, Arts and Recreation
Quadrant Location	Downtown

Small Capital Projects

Location

Various locations Citywide

Links to Other Projects or Facilities

N/A

Description

The Small Capital Projects Program enables the Department to construct several citizen-requested, small capital park improvement projects annually. The typical funding request for the program is \$25,000 annually, funded by Park Impact fees and SEPA mitigation funds.

Justification (Need/Demand)

Throughout the year, the Parks, Arts and Recreation Department receives citizen requests for minor park enhancements. By adding a small piece of play equipment, a basketball half-court or other small improvements, the Department can respond to operational needs and community requests and increase the use and enjoyment of parks. No projects have been identified for 2019.

Level of Service Standard

N/A

Comprehensive Plan and Functional Plan(s) Citations

This CFP reflects the goals and policies of the 2016 Parks, Arts and Recreation Plan and the following policies of the Olympia Comprehensive Plan:

Policy Public Health, Parks, Arts, and Recreation 1.3:

Be responsive to emerging needs for programs, facilities, and community events.

Policy Public Health, Parks, Arts, and Recreation 2.1:

Seek non-profit organization and citizen partnerships, sponsorships, grants, and private donations for park and facility acquisition, development, operation, programming, and events.

Policy Public Health, Parks, Arts, and Recreation 2.2:

Use creative problem-solving and cost-effective approaches to development, operations, and programming.

Policy Natural Environment 2.1:

Acquire and preserve land by a set of priorities that considers environmental benefits, such as stormwater management, wildlife habitat, or access to recreation opportunities.

Policy Public Health, Parks, Arts, and Recreation 4.4:

Encourage walking and bicycling for recreation and transportation purposes by linking parks to walking routes, streets, and trails.

Capital Costs:	2019	2020-2024	Total
Small Capital Projects in Existing Parks	\$-	\$75,000	\$75,000
Total	\$-	\$75,000	\$75,000

Funding Sources:	2019	2020-2024	Total
Impact Fees	\$-	\$75,000	\$75,000
Total	\$-	\$75,000	\$75,000

Annual Operations and Maintenance	
Estimated Costs	None
Estimated Revenues	None
Anticipated Savings Due to Project	None
Department Responsible for Operations	Parks, Arts and Recreation
Quadrant Location	Citywide

Transportation Projects



OlympiaTM





Transportation

The CFP brings the vision of the Olympia Comprehensive Plan to reality. The Comprehensive Plan is the blueprint for the development of our transportation system, and provides guidance in these areas:

- Address system capacity by moving people—not just cars—through walking, biking and transit
- Build complete streets with features to support all modes of transportation
- Develop bus corridors with fast, frequent, and user-friendly bus service
- Increase network connectivity through more street connections and off-street pathways

Types of Projects

Our transportation system is comprised of more than 526 lane miles of streets, along with signs, markings, signals, street lights, roundabouts, bike lanes, sidewalks, and trees. A project is included in this plan because it does at least one of the following:

- Maintains and preserves the system we have
- Improves the safety and function of a street, such as adding sidewalks
- Increases the capacity of the street system, such as building a roundabout

How Projects are Added to the CFP

Projects are listed either individually, or as a set of priorities in a program. Projects are identified through planning efforts or engineering studies. A project can be added to the CFP because it is a priority defined in a plan, or it is needed based on a specific evaluation. Some of the ways a project becomes a part of the CFP are as follows:

Plans

Plans are developed to identify and quantify a specific need in our system, such as bike lanes and sidewalks. Plans like the Sidewalk Program (2004) and Bicycle Master Plan (2009) define projects, which are then added to the CFP.

Studies

Corridor or district studies evaluate issues and identify solutions and opportunities in a specific area. Projects that result from these area-specific evaluations are added to the CFP.

Advisory Boards

The Olympia Planning Commission and the Bicycle and Pedestrian Advisory Committee provide input in the development of plans and studies, and annually provide input in the development of the CFP.

Citizen requests

Throughout the year, City staff, the Council, and advisory committees receive comments about needs and priorities in our transportation system. These are evaluated when drafting the CFP.

Pavement ratings

The condition of street pavement is surveyed annually. Damaged streets are listed for repairs. Streets with some wear are resurfaced with low-cost treatments to prevent further damage and to offset the need for costly reconstruction; these are not shown in the CFP. Streets needing major reconstruction are shown in the CFP.

Capacity review

Annually, staff reviews how well the transportation system is working relative to growth in traffic volumes. Capacity projects help to reduce congestion at certain intersections or along sections of street. Capacity projects in the CFP might include street widening or changes to intersections, such as roundabouts.

Coordination for Efficiency

Within the Transportation Section programs, projects are combined for construction efficiencies. For example, bike lanes and or bulb outs may be added when a street is resurfaced. Transportation work is also coordinated with utility work. When we plan to rebuild a road, we take the opportunity to upgrade sewer and water lines under the pavement, or find a better way to manage the stormwater that flows off the pavement.

Recent Trends

Transportation projects in the CFP are funded by impact fees, grants, Transportation Benefit District fees (\$40 per vehicle) and other types of specific taxes. (e.g. Utility, Gas Tax, and Real Estate Excise Taxes (REET)).

An emphasis in this and prior CFPs continues to be pavement preservation. If the life of a street's pavement can be preserved with a low-cost treatment now, we can avoid costly resurfacing later. Keeping our pavement conditions from deteriorating will lead to future budget savings.

Another area of sustained funding is sidewalks. In 2004, Olympia voters approved the Parks and Recreation Facilities funding measure. The funding measure, referred to as "Parks and Pathways," is the primary source of funds for sidewalks — about one million dollars annually. This revenue comes from the private utility tax levied on utilities, such as cell phone and natural gas.

Impact fees are collected from new developments to help pay for additional vehicle trips that the development adds to the current street system. These fees are used for capacity projects.

The development of a Transportation Master Plan is underway and will influence the programs and projects in this chapter.

Access and Safety Improvements

Location

Various locations Citywide

Links to Other Projects or Facilities

Infrastructure Pre-Design and Planning–Stormwater

Description

The purpose of this program is to improve access and safety for all users of the transportation system:

- Hazard Elimination and Safety projects improve safety on high accident street sections or intersections. Projects may include new guardrails, railroad crossings, and intersection improvements.
- Pedestrian Crossing Improvements help pedestrians cross major streets. Improvements may include bulb-outs, crossing islands, and/or flashing crosswalk beacons.
- Street Access projects remove barriers on walkways for persons with disabilities. Projects may include ADA access ramps or audible pedestrian signals.

Project List

Hazard Elimination and Safety Projects	Cost Estimate
Martin Way and Pattison Street traffic signal. This signal will be installed in partnership with Intercity Transit	\$800,000
Wiggins Road roadway and storm drainage improvements. This project will include safety, shoulder and stormwater modification and will be designed and funded with the Stormwater Utility.	\$1,500,000
Legion Way and Adams Street traffic signal	\$1,091,800
Jefferson Street and 8th Avenue traffic signal	\$1,223,000
Harrison Avenue and Division Street right turn lane. This project is also likely needed for capacity reasons and will be recommended for future impact fee funding.	\$1,312,600
Pedestrian Crossing Improvements	
East Bay Drive and Olympia Avenue	
Martin Way and Chambers Street	
Street Access Projects: (a long-term list is maintained by staff)	
Audible pedestrian signals at Pacific and Pattison, and Plum at 8th and Legion	
Access ramps are planned on Columbia at Talcott, Columbia at 10th and on Central at Thurston	

Justification (Need/Demand)

Hazard Elimination and Safety projects are identified through an annual collision analysis. Trends are evaluated and high accident locations are identified in this analysis. Traffic signal installation is based upon signal warrants, criteria established by the Federal Highways Administration that define when a signal is needed.

Pedestrian crossing improvements are based upon requests from the public. Requests are evaluated and prioritized based upon a methodology that considers traffic volumes, number of lanes for the pedestrian crossing, speed of traffic, and any collision history.

Street Access projects are identified each year with feedback from citizens. The City is currently doing a system-wide inventory of access ramps.

Measurable Outcome/Level of Service Standard

Under Development.

Access and Safety Improvements (continued)

Comprehensive Plan and Functional Plan(s) Citations

This CFP reflects the following goals and policies of the Olympia Comprehensive Plan.

- Goal Transportation 1**
All streets are safe and inviting for pedestrians and bicyclists. Streets are designed to be human scale, but also can accommodate motor vehicles, and encourage safe driving.
- Policy Transportation 1.6**
Build intersections that are safe for pedestrians, bicyclists, and motor vehicles. Use minimum dimensions (narrow lanes and crossings) for a human-scale environment, while maintaining vehicle access and safety.
- Goal Transportation 23**
Pedestrian crossing improvements remove barriers for walkers on major streets, especially wide streets with high vehicle volumes.
- Policy Transportation 23.1**
Build new streets and retrofit existing streets with crossing islands and “bulb-outs” to increase pedestrian safety.
- Policy Transportation 23.2**
Raise driver awareness of pedestrians at crosswalks on wide, high-volume streets using blinking lights, flags, signs, markings, and other techniques.
- Policy Transportation 23.3**
Add safe, mid-block crossings for pedestrians to new and existing streets. This is especially important on major streets that have long distances between stop lights and those with high-frequency transit service.
- Policy Transportation 23.6**
Consider the needs of the elderly and disabled in all crosswalk design and signal timing.

Capital Costs:	2019	2020-2024	Total
Pedestrian Crossing Improvements	\$100,000	\$250,000	\$300,000
Street Access	\$100,000	\$250,000	\$300,000
Total	\$200,000	\$500,000	\$700,000

Funding Sources	2019	2020-2024	Total
REET	\$200,000	\$500,000	\$700,000
Total	\$200,000	\$500,000	\$700,000

Annual Operations and Maintenance

Estimated Costs	These costs are included in the existing Public Works Transportation operating budgets. Until asset management programs are in place, specific costs are not available.
Estimated Revenues	None
Anticipated Savings Due to Project	None
Department Responsible for Operations	Public Works
Quadrant Location	Citywide

Bike Improvements

Location

Various locations Citywide

Links to Other Projects or Facilities

None

Description

The purpose of this program is to complete elements of the bicycle network:

- Bike Corridors—Low-volume, low-stress streets improved for bicycle travel.
- Other Improvements—Gaps and spot improvements in the bike lane network.

Generally, new bike lanes are added in the Street Repair and Reconstruction Program as part of Complete Street Reconstruction work.

Project List

Bike Corridor projects:

1. Southeast to Downtown Route: Sylvester Park to the I-5 bike path
2. Westside Route: Thomas/Plymouth/Decatur

Gaps and spot improvement projects:

1. Division Street and 28th Avenue widening for bike lanes
2. Lakeridge Drive re-striping for bike lane

Justification (Need/Demand)

A bike lane network on major streets provides bicyclists direct access to destinations. Bike corridors are a network of low-stress streets that serve bicyclists of all ages and abilities.

Measurable Outcome/Level of Service Standard

We are monitoring the percentage of arterials and major collectors that are “complete streets” serving all modes of transportation. Currently 59 percent of these streets have bike lanes.

Comprehensive Plan and Functional Plan(s) Citations

This CFP reflects the goals and policies of the 2009 Bicycle Master Plan and the Olympia Comprehensive Plan.

Goal Transportation 25

Bicycling is safe and inviting, and many people use their bikes to both travel and stay active.

Policy Transportation 25.1

Retrofit streets to provide safe and inviting bicycle facilities. Use the Bicycle Master Plan (2009) to guide facilities development, but look for other opportunities to provide bicycle facilities where possible.

Goal Transportation 1

All streets are safe and inviting for pedestrians and bicyclists. Streets are designed to be human scale, but also can accommodate motor vehicles, and encourage safe driving.

Policy Transportation 1.1

Retrofit major streets to be human scale and include features to make walking, biking and transit use safe and inviting.

Goal Transportation 2

As new streets are built and existing streets are reconstructed, add multimodal features as specified in the City of Olympia Engineering Design and Development Standards.

Policy Transportation 2.1

Build arterial streets to serve as primary routes connecting urban centers and the regional transportation network. Include bike lanes, sidewalks, planter strips, pedestrian-crossing features, and other amenities that support pedestrian comfort and safety.

Policy Transportation 2.2

Build major collector streets to connect arterials to residential and commercial areas. Include bike lanes, sidewalks, planter strips and pedestrian-crossing features.

Bike Improvements (continued)

Capital Costs:	2019	2020-2024	Total
Bike Corridors	\$173,300	\$250,000	\$423,300
Other Improvements	\$100,000	\$250,000	\$350,000
Total	\$273,300	\$500,000	\$773,300

Funding Sources	2019	2020-2024	Total
Gas Tax - Multimodal	\$73,300	\$-	\$73,300
REET	\$200,000	\$500,000	\$700,000
Total	\$273,300	\$500,000	\$773,300

Annual Operations and Maintenance

Estimated Costs	Bike facility maintenance is incorporated in annual street sweeping program costs. Until asset management programs are in place, specific costs for bike facilities are not available.
Estimated Revenues	None
Anticipated Savings Due to Project	None
Department Responsible for Operations	Public Works
Quadrant Location	Citywide

Pre-design and Planning

Location

Various locations Citywide

Links to Other Projects or Facilities

Pre-design work for multiple projects

Description

Develop scope, schedule, and budget for multiple planned transportation projects.

Project List

The project list will be developed annually based on master plans and other program priorities.

Justification (Need/Demand)

By doing early project development, we can more efficiently scope and plan for capital projects before resources are allocated and design is initiated.

Measurable Outcome/Level of Service Standard

N/A

Comprehensive Plan and Functional Plan(s) Citations

This CFP reflects the goals and policies of the Olympia Comprehensive Plan.

Goal Transportation 2

As new streets are built and existing streets are reconstructed, add multimodal features as specified in the City of Olympia Engineering Design and Development Standards.

Goal Transportation 9

The impacts of new land-use development on the transportation system are mitigated appropriately.

Goal Transportation 12

The transportation system provides attractive walking, biking, and transit options so that land use densities can increase without creating more traffic congestion.

Goal Transportation 28

Transportation facilities and services are funded to advance the goals of the City and the region.

Capital Costs:	2019	2020-2024	Total
Pre-design and Planning	\$50,000	\$250,000	\$300,000
Total	\$50,000	\$250,000	\$300,000

Funding Sources	2019	2020-2024	Total
Gas Tax	\$50,000	\$250,000	\$300,000
Total	\$50,000	\$250,000	\$300,000

Annual Operations and Maintenance	
Estimated Costs	None
Estimated Revenues	None
Anticipated Savings Due to Project	None
Department Responsible for Operations	Public Works
Quadrant Location	Citywide

Sidewalks and Pathways

Location

Various locations Citywide

Links to Other Projects or Facilities

N/A

Description

The purpose of this program is to:

- Maintain and repair sidewalks and pathways.
- Construct pathways for pedestrians and bicyclists. Pathways are non-motorized short-cuts that link streets to parks, schools, trails, and other streets.
- Construct new sidewalks based upon the 2004 Sidewalk Program. The program focuses on building sidewalks on at least one side of arterials, major collectors, and neighborhood collectors.

The Transportation Master Plan, which is under development, will update the 2004 Sidewalk Program and evaluate the Neighborhood Pathways program. New prioritization systems and project lists are anticipated to be proposed in the Transportation Master Plan.

Project List

Sidewalk and pathway repair and maintenance will be identified annually.

Pathways are determined on an annual basis.

These sidewalk projects are derived from the prioritized 2004 Sidewalk Program and will be constructed with Voted Utility Tax revenues. These four projects are high priority due to new pedestrian destinations, land use density changes, or sub area planning work that was recently done.

1. Fern Street from 9th Avenue to 14th Avenue—\$500,000
2. Eastside Street/22nd Avenue from Fir Street to I-5—Estimated cost: \$4,042,000
3. Elliott Avenue from Division Street to Crestline Boulevard
4. Boulevard Road from 15th Avenue to 22nd Avenue

These sidewalk projects are also derived from the 2004 Sidewalk Program. City funds and grants are needed for these projects:

5. 4th Avenue from Pacific Avenue to Phoenix Street
6. Martin Way from Pattison Street to Lilly Road

Justification (Need/Demand)

The need for sidewalk and pathway repair and maintenance continues to grow.

Pathways provide bicyclists and pedestrians more safe and direct off-street routes within neighborhoods.

By completing sidewalks on major streets, people are safer and more comfortable walking for transportation and recreation.

Measurable Outcome/Level of Service Standard

We are monitoring the percentage of arterials and major collectors that are “complete streets” serving all modes of transportation. Currently 76% of these streets have sidewalks on at least one side. Our target is 100%.

Comprehensive Plan and Functional Plan(s) Citations

This CFP reflects the goals and policies of the 2004 Sidewalk Program and the Olympia Comprehensive Plan.

Goal Transportation 6

Pathways enhance the transportation network by providing direct and formal off-street routes for bicyclists and pedestrians.

Policy Transportation 6.1

Establish and improve pathways in existing built areas.

Goal Transportation 21

Walking is safe and inviting, and more people walk for transportation.

Policy Transportation 21.3

Build new streets and retrofit existing streets to be more inviting for walking with sidewalks, crossing improvements, and streetscape enhancements.

Sidewalks and Pathways (continued)

Comprehensive Plan and Functional Plan(s) Citations (continued)

Goal Transportation 22

Sidewalks make streets safe and inviting for walking.

Policy Transportation 22.2

Focus City sidewalk construction on major streets, where heavy traffic volumes and speeds make it difficult for walkers to share space with motor vehicles. Prioritize sidewalk construction projects based upon street conditions, transit routes, and the proximity to destinations such as schools.

Capital Costs:	2019	2020-2024	Total
Maintenance	\$55,400	\$250,000	\$305,400
Pathways	\$175,000	\$875,000	\$1,050,000
Sidewalks	\$940,000	\$4,500,000	\$5,440,000
Total	\$1,170,400	\$5,625,000	\$6,795,400

Funding Sources	2019	2020-2024	Total
Gas Tax - Sidewalk	\$5,400	\$-	\$5,400
Stormwater Utility Rates (asphalt overlay)	\$150,000	\$750,000	\$900,000
Voted Utility Tax - Sidewalks	\$990,000	\$4,750,000	\$5,740,000
Voted Utility Tax - Parks	\$25,000	\$125,000	\$150,000
Total	\$1,170,400	\$5,625,000	\$6,795,400

Annual Operations and Maintenance

Estimated Costs	\$50,000 per year has been identified for sidewalk repair and pathway maintenance.
Estimated Revenues	None
Anticipated Savings Due to Project	None
Department Responsible for Operations	Public Works
Quadrant Location	Citywide



Street Repair and Reconstruction

Location

Various locations Citywide

Links to Other Projects or Facilities

Asphalt Overlay Adjustments—Drinking Water and Wastewater sections

Description

This program addresses:

- Complete Street Reconstruction projects address streets with pavement in the worst condition. These reconstruction projects may add bicycle and pedestrian facilities at the time the street is reconstructed.
- Maintenance projects that are beyond the capacity of City maintenance crews. Examples include repairing and replacing striping, guardrails, railing, signals, and lighting.
- Major Resurfacing projects are repaving projects that may include other elements such as ADA access ramps, bulb-outs for pedestrians at intersections, and bike facilities.
- Street Preservation is an on-going effort to preserve the condition of our streets and delay major reconstruction. Examples include chip sealing streets and sealing cracks.

Project List

Complete Street Reconstruction project timing is based upon the pavement condition rating. Because these projects have a larger scope than just resurfacing, they will require grant funds and/or other funding sources to be completed.

- Mottman Road from Mottman Court to West of South Puget Sound Community College—includes an asphalt overlay, as well as bike lanes and sidewalk, planter strip, and street lighting on one side. \$ 5,714,500 (Legislative Transportation Funding anticipated 2023-2027.)

Maintenance projects include:

- Maintenance projects will be identified annually

Major Resurfacing projects in this six-year period are focused on downtown streets:

1. Franklin Street from Legion Way to State Avenue
2. Legion Way from Water Street to Franklin Street
3. Capitol Way from Legion Way to State Avenue
4. Washington Street from Legion Way to Olympia Avenue

Street Preservation work is identified annually based upon pavement condition ratings and are not shown here.

Justification (Need/Demand)

The City uses a pavement condition rating system to evaluate the condition of our street surfaces. Depending upon the level of deterioration, a project may require minor preservation work such as chip sealing, a simple resurfacing, or full reconstruction. A major emphasis in this program is to preserve the condition of a street before it deteriorates to a point that more costly full reconstruction is needed.

Currently our backlog of deferred maintenance is approximately \$48,000,000. Addressing this backlog would bring the streets in our system that are in poor condition up to fair and good condition.

Measurable Outcome/Level of Service Standard

The pavement condition is rated on every street in the City, ranging from 0-100 (with 0 being the worst and 100 being the best). A segment of street with a rating of 49 or below is poor; 50-69 is fair, and; 70-100 is good. The average pavement condition rating target is 75. The current system rating is 66.

Street Repair and Reconstruction (continued)

Comprehensive Plan and Functional Plan(s) Citations

This CFP reflects the goals and policies of the Olympia Comprehensive Plan.

Goal Transportation 29:

The transportation system is maintained at the lowest life-cycle cost to maximize the City's investment in its infrastructure.

Policy Transportation 29.1:

Schedule regular maintenance of the City's transportation system for efficiency and greater predictability, and to reduce long-term cost.

Policy Transportation 29.2:

Protect street pavement by resurfacing streets with low-cost treatments before they deteriorate to a point that requires major reconstruction.

Policy Transportation 25.1:

Retrofit streets to provide safe and inviting bicycle facilities. Use the Bicycle Master Plan (2009) to guide facilities development, but look for other opportunities to provide bicycle facilities where possible.

Capital Costs:	2019	2020-2024	Total
Maintenance	\$100,000	\$500,000	\$600,000
Major Resurfacing	\$1,537,000	\$6,735,000	\$8,272,000
Street Preservation	\$1,378,000	\$6,890,000	\$8,268,000
Total	\$3,015,000	\$14,125,000	\$17,140,000

Funding Sources	2019	2020-2024	Total
Gas Tax	\$225,000	\$1,125,000	\$1,350,000
REET	\$1,100,000	\$5,500,000	\$6,600,000
Transportation Benefit District (TBD)	\$1,690,000	\$7,500,000	\$9,190,000
Total	\$3,015,000	\$14,125,000	\$17,140,000

Annual Operations and Maintenance

Estimated Costs	This project helps minimize the need for additional maintenance funds.
Estimated Revenues	None
Anticipated Savings Due to Project	None
Department Responsible for Operations	Public Works
Quadrant Location	Citywide



Transportation Projects Funded with Impact Fees



OlympiaTM





Transportation Projects Funded with Impact Fees

Background

Transportation projects funded with Impact Fees are transportation projects needed to serve anticipated new growth, consistent with the 2040 Regional Transportation Plan, the Olympia Comprehensive Plan, and the requirements of the Washington State Growth Management Act (GMA).

Transportation System Improvements Needed to Serve New Growth

The GMA requires the City to plan for its share of growth over a 20-year period as part of Thurston County’s growth projections. Growth projections for the County and City are developed by the Thurston Regional Planning Council (TRPC). This growth projection is the foundation for much of the Comprehensive Plan. Long-range (20-year) transportation system needs are identified in the Comprehensive Plan and are based on these growth projections. The City’s financial Plan is a six-year document, so the 20-year growth forecast is adjusted by TRPC to reflect anticipated growth over the next six-year period. The regional transportation model is then updated to reflect this six-year growth increment to identify transportation system needs. The current six-year growth increment projects an additional 6,241 new vehicle trips in the afternoon peak hours (4-6 p.m.) each day on the City’s street system. Therefore, the City’s transportation planning must address these anticipated impacts.

The GMA also requires local governments to establish Transportation Level of Service (LOS) standards. These LOS standards describe acceptable levels of congestion. The City’s LOS threshold is based on a two-hour peak traffic period.

Transportation LOS Standards		
Downtown	LOS E	A point at which traffic flow can be expected to be delayed through two full cycles at a signalized intersection.
Urban Corridors	LOS E	
Other City Streets	LOS D	A point at which traffic flow can be expected to be delayed through at least one full cycle at signalized intersections.
Urban Growth Areas	LOS D	

The City has identified a number of locations that it will accept higher levels of delay and these are identified in the Transportation Chapter of the Comprehensive Plan.

These LOS standards serve as a gauge for judging performance of the transportation system. Transportation projects that meet our LOS standards today, but are expected to fall below the LOS standards within the next six-years, are candidates for using Transportation Impact Fee funding. Any transportation projects that are already below our LOS standards are not eligible to be funded by Transportation Impact Fees.

Project Development and Funding Strategy

Once the transportation modeling analysis is complete for the given growth forecast, the City must make decisions on how to fund the projects necessary to serve the anticipated growth.

There are two options for the City to consider:

1. Develop a funding strategy and plan for the transportation system improvements needed to serve the anticipated growth; or
2. Work with TRPC to lower our transportation LOS standards on specific corridors or intersections and accept more congestion, in lieu of providing additional capacity.

Decisions as to how to proceed are difficult, as there are implications in both the short and long term:

- Developing a funding strategy to provide the necessary transportation system improvements for planned growth will have a financial impact to both the City and the development community.
- Reducing the amount of planned transportation system improvements will require lowering of the Transportation LOS standards, thereby accepting more congestion in the future.
- The GMA does not allow the use of Transportation Impact Fees to resolve an existing deficiency. Therefore, if projects are not planned for the anticipated growth and a facility falls below our LOS standards, the City will have to prohibit development until either project funding is provided or a decision is made to accept the congestion. If congestion is ultimately not acceptable to the public, the City will need to fund the project without the benefit of Transportation Impact Fee funding.
- Transportation Impact Fees will go down with a reduced project list, but the remaining project's time lines for construction will not be accelerated as a result. This is because growth stays constant while Transportation Impact Fee rates go down.

Other Requirements That Need to be Made to be Compliant with State Law

- Transportation projects in the CFP need to account for growth projections of the City.
- Transportation projects must be in the CFP in order to be eligible to use Transportation Impact Fee funding.
- Transportation Impact Fees cannot be used to fund existing deficiencies.
- The City cannot apply for grants on projects that are not identified in the City's CFP and Transportation Improvement Program (TIP).

The following project list has been identified using this process. The project list totals \$26.6 Million to meet our capacity needs to accommodate forecasted growth. Of this cost, 59.5 percent will be collected through Transportation Impact Fees (\$17.2 Million). The remaining 40.5 percent of the cost will be through a combination of State and/or Federal Transportation Grants and City funds.

Timeline for Construction

This project list provides the transportation system capacity needed to serve the forecasted growth from new development.

The next projects to be addressed are:

- Fones Road (improvements from Pacific Avenue to 17th Avenue)
- US 101 / West Olympia Access Project Design, Permitting, and Right-of-Way
- Cain Road and North Street Intersection Improvements
- Henderson Blvd and Eskridge Blvd Intersection Improvements
- Wiggins Road and 37th Avenue Intersection Improvements

While the forecast is for a six-year period, the needs and timelines will be dependent on growth. If new development occurs faster than projections, the timelines for the projects will need to be accelerated. If the development occurs slower than projections, then all of the identified projects will not be needed within the current six-year planning period.

Historically, development has not kept pace with our growth forecasts. This suggests it may be appropriate to lower the impact fee collection projections. However, as stated earlier, transportation planning must address all anticipated growth. Lowering the impact fee projection would lower the impact fee rate for projects and could lead to deficiency projects. Any transportation projects that fall below our LOS standards are not eligible to be funded by Transportation Impact Fees in the future.

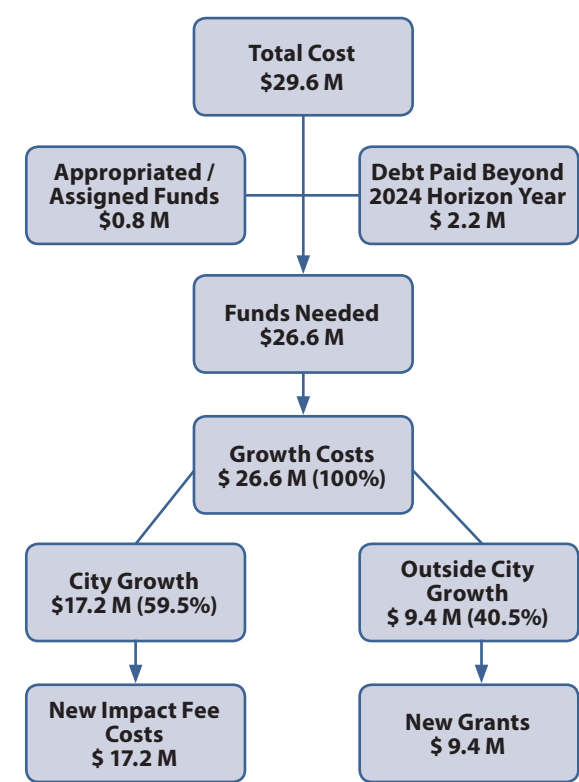
Each year the City does an evaluation to determine the amount of development that has occurred in order to ensure transportation system improvements are keeping pace with the rate of actual development.

Transportation Impact Fee Rate Analysis

The impact fee structure for the City of Olympia is designed to determine the fair share of improvement costs that may be charged for a new development. The following key points summarize the impact fee structure:

- A six-year roadway facility list oriented to future growth.
- Existing deficiencies are identified and separated from future trips on the roadway system.
- Future trips are allocated to geographic areas inside and outside the City using a traffic-forecasting model.
- A Citywide fee system is established.
- A land use-based fee schedule is developed.

The figure below illustrates the transportation impact fee cost allocation process:



The Cost per New Trip is then calculated as follows:

Impact Fee Costs	\$17,236,296
New Peak (4 -6 p.m.) Hour Trips	<u>÷ 6,241</u>
Cost per New Trip without Administrative Fee	\$2,762
Administrative Fee	\$20
Cost per New Trip with Administrative Fee	\$2,782

The Transportation Impact Fee Rate Schedule is developed by adjusting the Cost per New Trip information to reflect differences in trip-making characteristics for a variety of land use types between the different geographic areas within and outside the City limits. The fee schedule is a table where fees are represented as dollars per unit for each land use category.

Please note: The project components commonly used in Transportation Projects funded by impact fees are defined in the Glossary section of this document, and therefore not necessarily listed in the individual project descriptions.

Project Components Commonly Used in Transportation Projects Funded by Impact Fees	
Bicycle Facilities:	One of four classes of bicycle facilities.
Illumination:	Decorative street lighting along the frontage of streets to provide uniformity and increased safety.
Intersections at Grade:	Where a road or street meets or crosses at a common grade or elevation with another road or street.
Medians:	A space or island between two opposing lanes of traffic.
Pavement:	Construction of new travel lanes during road widening.
Pedestrian Crossings:	A marked area across a roadway that allows for safe passage of pedestrians and bicyclists.
Public Transfer Facilities:	Designated bus stops.
Raised Pavement Markings:	Used to define the boundary between opposing traffic flows and traffic lanes.
Roadside Planting:	Grass, trees, shrubs, and other forms of vegetation, including irrigation.
Roundabouts:	Possible installation at each intersection of circular intersections with specific design and traffic control features.
Sidewalks:	A walk for pedestrians at the side of the street and part of the frontage improvements at intersections and approaches to the intersections.
Signage:	Any of a group of posted commands, warnings, or directions.
Street Furniture:	Consists of items such as benches, trash receptacles, bicycle racks, etc.
Striping:	Applying painted lines or necessary instructional signage on pavement surfaces.
Traffic Control Signals:	Installation of automated traffic signal devices at the intersection.
Under Grounding:	Utility lines (electrical, fiber optics) buried underground, except high voltage lines.

2010 Transportation Stimulus Project Repayment

Location

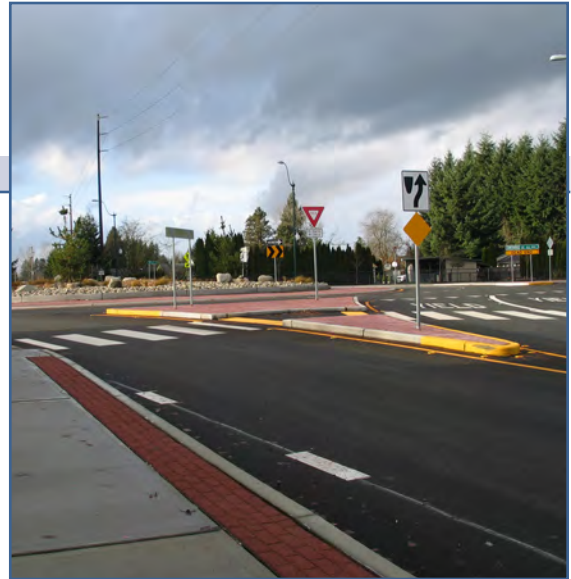
In May 2009, the Council agreed to fund a stimulus package for Harrison Avenue, Harrison Avenue - 500' Extension, Boulevard/Log Cabin roundabout, and 18th Avenue from Hoffman Road to Fones Road.

Bond funds were also used to pay for a portion of the City's Yelm Highway project.

Description

Repayment of bonds used to complete capacity-related street projects.
Payment Remaining:

YEAR	PRINCIPAL	INTEREST	TOTAL
2019	\$280,000	\$154,812.50	\$434,812.50
2020	\$295,000	\$143,612.50	\$438,612.50
2021	\$305,000	\$131,812.50	\$436,812.50
2022	\$315,000	\$119,612.50	\$434,612.50
2023	\$330,000	\$107,012.50	\$437,012.50
2024	\$340,000	\$93,812.50	\$433,812.50
2025-2029	\$1,930,000.00	\$250,137.50	\$2,180,137.50



Project List *(Quadrant: Map Coordinate)

Harrison Avenue, Phase II and III, from College Station frontage improvements to Yaeger Way (W:C2)*

18th Avenue from Hoffman Road to Fones Road (S:D7)*

Boulevard and Log Cabin roundabout (S:E6)*

Yelm Highway from Henderson Boulevard to East City Limits (S:F6)*

Justification (Need/Demand)

In 2010, the City issued councilmanic debt for approximately \$6 million to complete major street capacity projects identified through the City's Concurrency Review. The projects were completed in 2010 at a cost of \$18,861,000. The bonds are 20-year bonds.

Measurable Outcome/Level of Service Standard

N/A

Comprehensive Plan and Functional Plan(s) Citations

This CFP reflects the goals and policies of the 2040 Regional Transportation Plan and the Olympia Comprehensive Plan.

Goal Transportation 9:

The impacts of new land-use development on the transportation system are mitigated appropriately.

Policy Transportation 9.2:

Require new development to construct improvements or contribute funds towards measures that will improve the function and safety of the streets, such as installing bike and pedestrian improvements, turn pockets or special lanes for buses, or roundabouts, or modifying traffic signals.

Goal Transportation 28:

Transportation facilities and services are funded to advance the goals of the City and the region.

Policy Transportation 28.4:

Continue to be innovative with the use of existing funds and explore new funding sources for transportation.

Funding Sources for Debt Repayment	2019	2020-2024	Total
Impact Fees	\$434,812.50	\$2,180,862.50	\$2,615,675.00
Total	\$434,812.50	\$2,180,862.50	\$2,615,675.00

Annual Operations and Maintenance

None

Cain Road and North Street Intersection Improvements (Program #0631)

Location

Intersection of North Street and Cain Road

Links to Other Projects or Facilities

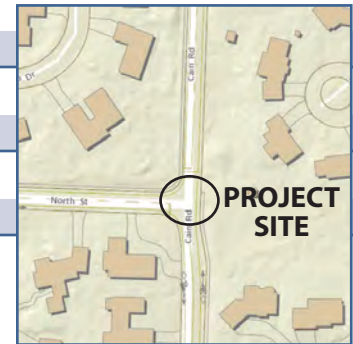
N/A

Description

Installation of a compact roundabout and sidewalk modifications in intersection.

Justification (Need/Demand)

Installation of compact roundabout improves motor vehicle safety and flow, particularly during periods of peak traffic. An annual review process prioritizes non-signalized intersections.



Measurable Outcome/Level of Service Standard

LOS D

Project Type: Capacity project. Deficient within six years. Functionality project. Functionally deficient.

Comprehensive Plan and Functional Plan(s) Citations

This CFP reflects the goals and policies of the Olympia Comprehensive Plan.

Policy Transportation 1.6:

Build intersections that are safe for pedestrians, bicyclists, and motor vehicles. Use minimum dimensions (narrow lanes and crossings) for a human-scale environment, while maintaining vehicle access and safety.

Policy Transportation 28.1:

Make it a high funding priority to enhance the operational efficiency of the City's transportation system.

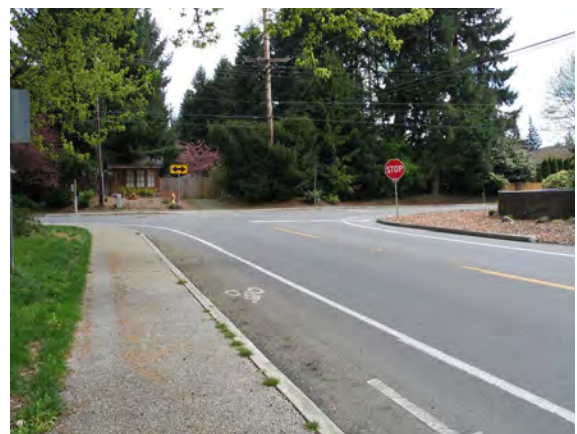
Capital Costs:	2019	2020-2024	Total
Construction	\$-	\$298,900	\$298,900
Design and Engineering	\$375	\$123,213	\$123,588
Total	\$375	\$422,113	\$422,488

Funding Sources:	2019	2020-2024	Total
Grant	\$-	\$171,016	\$171,016
Impact Fees	\$-	\$251,097	\$251,097
SEPA Trans. Mitigation	\$375	\$-	\$375
Total	\$375	\$422,113	\$422,488



Annual Operations and Maintenance

Estimated Costs	\$15,000 per lane mile or \$2,550 annually
Estimated Revenues	None
Anticipated Savings Due to Project	None
Department Responsible for Operations	Public Works
Quadrant Location	South



Fones Road—Transportation (Program #0623)

Location *(Quadrant: Map Coordinate)

Fones Road from Pacific Avenue on the north to 17th Avenue SE on the south. (S:D7)*

Links to Other Projects or Facilities

Transmission and Distribution—Drinking Water section

Description

Multi-modal improvements to this corridor are planned, including:

- Lane reconfiguration and traffic signal modification to address vehicle flow and safety and truck access to industrial sites.
- Safe and inviting bicycle and pedestrian facilities, such as protected bike lanes, sidewalks and safe crossings, landscaping, and street lighting.

A pre-design study is underway to define the specific scope of improvements to the street. The pre-design work is informed by a 2017 value planning charrette that explored how street design concepts could meet broader community goals.

Project components are expected to include streetlights, paving, landscaping, sidewalks, signs, striping, pedestrian crossings, bicycle facilities, utility undergrounding, and stormwater improvements.

Justification (Need/Demand)

Improvements are needed to address bicycle and pedestrian access and safety, as well as vehicle flow and safety.

Measurable Outcome/Level of Service Standard

LOS D

Comprehensive Plan and Functional Plan(s) Citations

This CFP reflects the goals and policies of the 2040 Regional Transportation Plan and the Olympia Comprehensive Plan.

Goal Transportation 9

The impacts of new land-use development on the transportation system are mitigated appropriately.

Policy Transportation 9.2

Require new development to construct improvements or contribute funds towards measures that will improve the function and safety of the streets, such as installing bike and pedestrian improvements, turn pockets or special lanes for buses, or roundabouts, or modifying traffic signals.

Goal Transportation 28

Transportation facilities and services are funded to advance the goals of the City and the region.

Policy Transportation 28.1

Make it a high funding priority to enhance the operational efficiency of the City's transportation system.



Fones Road—Transportation (Program #0623) Continued

Capital Costs:	2019	2020-2024	Total
Construction	\$-	\$8,845,800	\$8,845,800
Design and Engineering	\$41,456	\$1,402,226	\$1,443,682
Land and Right-of-Way	\$-	\$5,344,800	\$5,344,800
Total	\$41,456	\$15,592,826	\$15,634,282

Funding Sources:	2019	2020-2024	Total
Grant	\$-	\$6,317,310	\$6,317,310
Impact Fees	\$-	\$9,275,516	\$9,275,516
SEPA Transportation Mitigation	\$41,456	\$-	\$41,456
Total	\$41,456	\$15,592,826	\$15,634,282

Annual Operations and Maintenance	
Estimated Costs	\$15,000 per lane mile or \$12,000 annually
Estimated Revenues	None
Anticipated Savings Due to Project	None
Department Responsible for Operations	Public Works
Quadrant Location	South

Henderson Blvd and Eskridge Blvd Intersection Improvements (Program #0630)

Location

Intersection of Henderson Boulevard and Eskridge Boulevard (S:E6)*
*(Quadrant:Map Coordinate)

Links to Other Projects or Facilities

N/A

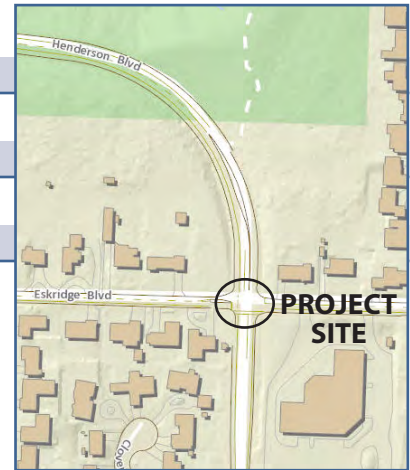
Description

Install a compact roundabout and make sidewalk modifications at intersection.

Justification (Need/Demand)

A traffic signal provides better traffic flow during peak periods, reduces the frequency of accidents, and improves the LOS during off peak hours. In the latest annual concurrency review, traffic levels at this intersection will exceed the current LOS standard within the next six years. This improvement will bring the intersection back within the established LOS.

If and when widening is needed at this intersection, a roundabout would be considered. Roundabout construction would include sidewalk, street lighting, bike lanes and landscaping within project limits. The City intends to begin design in 2018.



Measurable Outcome/Level of Service Standard

LOS D

Project Type: Capacity Project. Capacity deficient within six years.

Comprehensive Plan and Functional Plan(s) Citations

This project implements the following Olympia Comprehensive Plan goals and policies:

Policy Transportation 8.5

Consider roundabouts instead of signals at intersections to maintain traffic flow.

Goal Transportation 9

The impacts of new land-use development on the transportation system are mitigated appropriately.

Goal Transportation 28

Transportation facilities and services are funded to advance the goals of the City and the region.

Policy Transportation 28.1

Make it a high funding priority to enhance the operational efficiency of the City's transportation system.

Capital Costs:	2019	2020-2024	Total
Construction	\$6,444	\$873,317	\$879,761
Total	\$6,444	\$873,317	\$879,761

Funding Sources:	2019	2020-2024	Total
Impact Fees	\$-	\$873,317	\$873,317
SEPA Transportation Mitigation	\$6,444	\$-	\$6,444
Total	\$6,444	\$873,317	\$879,761

Annual Operations and Maintenance

Estimated Costs	\$20,630 per lane mile or \$4,750 annually
Estimated Revenues	None
Anticipated Savings Due to Project	None
Department Responsible for Operations	Public Works
Quadrant Location	South



Wiggins Road and 37th Avenue Intersection Improvements (Program # 0629)

Location

Intersection of Wiggins Road and 37th Avenue

Links to Other Projects or Facilities

N/A

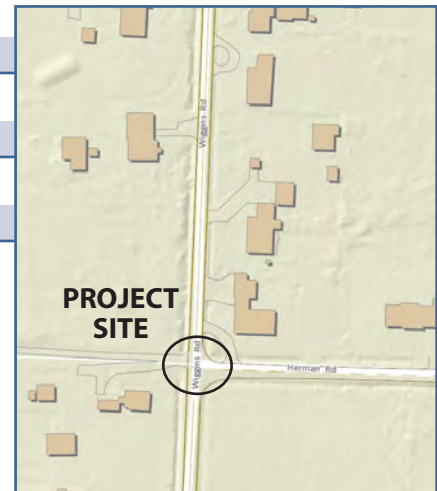
Description

Install a traffic signal within existing intersection configuration.

Justification (Need/Demand)

A traffic signal provides better traffic flow during peak periods, reduces the frequency of accidents, and improves the LOS during off peak hours. In the latest annual concurrency review, traffic levels at this intersection will exceed the current LOS standard within the next six years. This improvement will bring the intersection back within the established LOS.

If and when widening is needed at this intersection, a roundabout would be considered. Roundabout construction would include sidewalk, street lighting, bike lanes and landscaping within project limits.



Measurable Outcome/Level of Service Standard

LOS D

Project Type: Capacity project. Deficient within six years. Functionality project. Functionally deficient.

Comprehensive Plan and Functional Plan(s) Citations

This project implements the following Olympia Comprehensive Plan goals and policies:

Policy Transportation 8.5

Consider roundabouts instead of signals at intersections to maintain traffic flow.

Goal Transportation 9

The impacts of new land-use development on the transportation system are mitigated appropriately.

Goal Transportation 28

Transportation facilities and services are funded to advance the goals of the City and the region.

Policy Transportation 28.1

Make it a high funding priority to enhance the operational efficiency of the City's transportation system.

Capital Costs:	2019	2020-2024	Total
Construction	\$9,484	\$473,883	\$483,367
Total	\$9,484	\$473,883	\$483,367

Funding Sources:	2019	2020-2024	Total
Grant	\$-	\$191,990	\$191,990
Impact Fees	\$-	\$281,893	\$281,893
SEPA Transportation Mitigation	\$9,484	\$-	\$9,484
Total	\$9,484	\$473,883	\$483,367

Annual Operations and Maintenance

Estimated Costs	\$15,000 per lane mile or \$2,550
Estimated Revenues	None
Anticipated Savings Due to Project	None
Department Responsible for Operations	Public Works
Quadrant Location	South



US 101/West Olympia Access Project (Program # 0627)

Location

US 101 at Kaiser Road and the extension of Yauger Way from the Black Lake Boulevard and US 101 Interchange

Links to Other Projects or Facilities

N/A

Description

The initial funding for this project will complete the design, environmental permit and mitigation work, and right-of-way. The project will construct a new westbound off-ramp from US 101 to Kaiser Road and an eastbound on-ramp from Kaiser Road to US 101. The project will also construct a new westbound off-ramp from US 101 to Yauger Way via an at-grade connection through the existing interchange at US 101 and Black Lake Boulevard. Auxiliary lanes (one eastbound and one westbound) on US 101 will be constructed between Black Lake Boulevard and the new Kaiser Road ramps to facilitate weaving and merge/diverge movements safely.

Justification (Need/Demand)

The intersection of Black Lake Boulevard and Cooper Point Road as well as the Black Lake Boulevard and US 101 Interchange are showing the strain of sustained residential and economic growth. Traffic delays during the evening peak period are approaching unacceptable levels and mobility for other travel modes in the area is strained. There is a need for improved access to US 101 to support planned community growth and maintain emergency access, while providing safe and acceptable levels of service on both the Local and State transportation system.

Additional information on the project can be found on our website

Measurable Outcome/Level of Service Standard

LOS E

Project Type: Capacity project. Deficient within six years without improvements. Meets LOS standard when project is complete.

Comprehensive Plan and Functional Plan(s) Citations

This CFP reflects the goals and policies of the 2040 Regional Transportation Plan and the Olympia Comprehensive Plan.

Goal Transportation 9

The impacts of new land-use development on the transportation system are mitigated appropriately.

Goal Transportation 28

Transportation facilities and services are funded to advance the goals of the City and the region.

Policy Transportation 28.1

Make it a high funding priority to enhance the operational efficiency of the City's transportation system.

Capital Costs:	2019	2020-2024	Total
Design & Engineering	\$692	\$4,273,108	\$4,273,800
Land & Right-of-Way	\$-	\$2,348,300	\$2,348,300
Total	\$692	\$6,621,408	\$6,622,100

Funding Sources:	2019	2020-2024	Total
Grant	\$-	\$2,682,611	\$2,682,611
Impact Fees	\$-	\$3,938,797	\$3,938,797
SEPA Trans Mitigation	\$692	\$-	\$692
Total	\$692	\$6,621,408	\$6,622,100

Annual Operations and Maintenance

Estimated Costs	\$15,000 per lane mile or \$4,300
Estimated Revenues	None
Anticipated Savings Due to Project	None
Department Responsible for Operations	Public Works
Quadrant Location	West



General Capital Facilities Projects







General Capital Facilities

General government facilities are designed to meet a broad spectrum of needs—facilities that directly serve the public, such as libraries, and those that house City staff as they work to assure that public and governmental responsibilities are met. The 16 City-owned buildings provide space for 500 City employees and 4,500 daily visitors. Several community and non-profit organizations operate out of these buildings including:

- Timberland Regional Library
- Washington Center for the Performing Arts
- Hands On Children's Museum
- Senior Services for South Sound

General Government facilities are unique in that the level of service (LOS) may be defined by community preference and standards. Several capital needs of the City may not specifically be included in the City's Comprehensive Plan. Nonetheless, these projects are vital to the quality of life of the community or the operational efficiency of the City and may be included in the Capital Facilities Plan.

The 2019-2024 Financial Plan includes the Building Repair and Replacement program. This project is included in the CFP even though it may not fit neatly into a traditional capital project category, such as parks, transportation or utilities. There are also no established levels of service in the Comprehensive Plan for this project. However, the project adds to the infrastructure or asset base of the community.

In this six-year Financial Plan, Council recognizes that there are long-term maintenance needs that must be addressed. With the inclusion of the Utility tax on cable television, the Council will be able to fully fund building repair and replacement (\$1.4 million per year). Our long-term financial strategy says we will maintain what we have before we add new. For these reasons, we have funded building repair in this plan meeting the long-term maintenance needs of the CFP.

In addition, this section includes an Americans with Disabilities Act (ADA) Program to determine what needs to be done for all City-owned buildings to be in compliance with ADA requirements.

And finally, there are many unmet needs in the CFP. The need for additional library facilities, art center, sidewalk maintenance, Street Tree Master Plan implementation, sea-level rise, and a parking garage. These are all great projects but no funding strategy has been developed. Therefore, these projects are not included in this six-year Financial Plan.

Building Repair and Replacement (Program # 029)

Location

City Hall
Court Services
Family Support Center
Hands on Children's Museum
Lee Creighton Justice Center
Maintenance Center-Public Works

Mark Noble Regional Fire Training Center
Olympia Fire – Command Training Center
Olympia Fire – Main
Olympia Fire – 2
Olympia Fire – 3
Olympia Fire – 4

Olympia Police – Firing Range
The Olympia Center
Timberland Regional Library
Washington Center for the Performing Arts

Links to Other Projects or Facilities

N/A

Description

This program covers major maintenance to building interior and exterior, as well as equipment replacement at the 16 locations listed above. In 2019, the annual debt service for the Washington Center Exterior Repair will be \$235,000 which comes from this program's funding.

Justification (Need/Demand)

In 2013, Public Works conducted a building condition assessment. The purpose was to evaluate the state of the major systems and equipment, identify repair and replacement needs, prioritize identified needs, and develop planning level cost estimates. Based on the 2013 report, the City's facility repair and replacement costs are estimated to exceed \$3 million per year over the next six years. An update to the building condition assessment, which will identify new projects and priorities, is currently underway.

Measurable Outcome/Level of Service Standard

N/A

Comprehensive Plan and Functional Plan(s) Citations

Although not included specifically in the Comprehensive Plan, the City's Long Term Financial Strategy (LTFS) states that we should maintain what we have before we add new.

Capital Costs:	2019	2020-2024	Total
Major Maintenance	\$1,400,000	\$7,000,000	\$8,400,000
Total	\$1,400,000	\$7,000,000	\$8,400,000

Funding Sources	2019	2020-2024	Total
CFP General Revenue	\$1,400,000	\$7,000,000	\$8,400,000
Total	\$1,400,000	\$7,000,000	\$8,400,000

Annual Operations and Maintenance

Estimated Costs	Not Determined
Estimated Revenues	None
Anticipated Savings Due to Project	None
Department Responsible for Operations	Public Works
Quadrant Location	Citywide



ADA Program

Location

Various City-owned buildings and facilities

Links to Other Projects or Facilities

Transportation and Parks currently includes ADA modifications in their programs. This project focuses on non-transportation or Parks related projects.

Description

Modification of existing buildings/facilities to ensure accessibility.

Justification (Need/Demand)

Compliance with American with Disabilities Act (ADA) provides accessibility to City buildings and facilities.

Measurable Outcome/Level of Service Standard

N/A

Comprehensive Plan and Functional Plan(s) Citations

This CFP reflects the goals and policies of the Olympia Comprehensive Plan.

Capital Costs	2019	2020-2024	Total
ADA Projects	\$150,000	\$500,000	\$650,000
Total	\$150,000	\$500,000	\$650,000

Funding Sources	2019	2020-2024	Total
CFP General Revenue	\$150,000	\$500,000	\$650,000
Total	\$150,000	\$500,000	\$650,000

Annual Operations and Maintenance	
Estimated Costs	There are no additional costs associated with increasing accessibility.
Estimated Revenues	None
Anticipated Savings Due to Project	None
Department Responsible for Operations	Public Works and Parks
Quadrant Location	Citywide



Drinking Water Projects



OlympiaTM





Drinking Water

The mission of the Drinking Water Utility is to ensure a safe and sustainable supply of drinking water for the community. Four key influencing factors drive the development of the nine water capital project programs identified in the Capital Facilities Plan:

- 1. **Regulation/Compliance** Achieve legal compliance with the Federal Safe Drinking Water Act (SDWA), Washington State Department of Health (DOH) regulations, and the Uniform Fire Code (UFC) fireflow criteria.
- 2. **Adopted Sustainability Philosophy** Manage the water in sustainable ways and develop integrated solutions that solve more than one problem at a time.
- 3. **Growth:** Accommodate growth as defined by Olympia’s Comprehensive Plan and continue to provide and improve service to existing customers.
- 4. **Operational and System Delivery Strategies** Manage water as a limited resource, meet water regulation objectives using approaches that limit human influence on the naturally good quality of water Olympia has, and implement system changes for cost-effective delivery.

Drinking Water capital facilities are designed and built to provide citizens with safe and sustainable drinking water. Drinking Water capital program activities acknowledge the importance of managing the water as a limited, precious resource that needs to be protected, conserved, and managed responsibly.

The 2015-2020 Water System Plan serves as the basis for the development of the Drinking Water Capital Facilities Plan. The projects contained in the CFP are funded annually through Drinking

Water Utility rates and General Facilities Charges (GFCs). Low interest state loans and grants are pursued as available. The 2015-2020 Water System Plan includes a financial strategy for planned capital improvements that involves a combination of cash and debt financing.

Growth-Related Projects

Projects that fall under this category are associated with work needed to accommodate new development and are funded by GFC revenue. When a project serves both new and existing development, a portion of the project cost will also be funded through Drinking Water Utility rates.

Project	Percent Growth-Related
Distribution System Oversizing.....	100%
Booster Station Upgrade / Rehabilitation	25%
Briggs Well Construction	100%
Briggs Well Design.....	100%
Eastside St & Henderson Blvd Water Main Ext. Design.....	25%
Eastside St & Henderson Blvd Water Main Ext. Construction. 25%	
Fones Road Water Main Design.....	25%
Fones Road Water Main Construction	25%
Hoffman Well Treatment Design.....	100%
Hoffman Well Treatment Construction	100%
Kenyon Ross Intertie & Otis Street PRV	50%
McAllister Wellfield Mitigation - Deschutes River.....	50%
McAllister Wellfield Mitigation - Woodland Creek	50%
Olympia Brewery Water Engineering Analysis	100%
Water System Plan	50%

Level of Service (LOS) Determinations

Level of Service I

The first level of service (LOS I) involves maintaining the current system as-is and addressing the need to remain in regulatory compliance for water quality and quantity requirements.

- Meet minimal standards for water pressure (30 psi) and UFC fireflow criteria.
- Addressing new State and Federal Safe Drinking Water Act requirements.
- Addressing existing system deficiencies due to growth or infrastructure failure.

Level of Service II

The second level of service (LOS II) focuses on more proactive system maintenance and anticipating future regulatory needs.

- Anticipates future water quality regulations and develops facilities that will accommodate the increased requirements prior to the system becoming deficient.
- Goes beyond the required minimum of 30 psi average water pressure for residents and strives to improve the minimum to 40 psi. The higher standard is the most cost-effective approach to anticipating and meeting system growth needs. LOS II also strives to eventually eliminate areas within the system that do not meet UFC fireflow criteria.

Level of Service III

The final level of service (LOS III) recognizes Olympia’s commitment to sustainability and to the approach of managing water as a limited resource. LOS III projects and programs address DOH regulations to a further extent, with the underlying driver to be a responsible water steward and purveyor.

- To comply with DOH regulations, there must be some form of conservation activity within an adopted Water Plan. The degree to which the City of Olympia approaches a conservation program is a component of managing a limited resource.

Capital Facilities Projects by Level of Service	
LOS I	<ul style="list-style-type: none">• Asphalt Overlay Adjustments
LOS II	<ul style="list-style-type: none">• Small Diameter Water Pipe replacement• Transmission and Distribution Projects• Water Source Development and Protection• Water System Planning• Water Storage Systems
LOS III	<ul style="list-style-type: none">• Groundwater Protection/Land Acquisition• Infrastructure Pre-Design and Planning• Reclaimed Water

Level of Service Standards

Municipal utilities in the United States and elsewhere commonly use LOS standards to evaluate whether the physical systems or operations are functioning to an adequate level. LOS can be

defined in terms of the customer’s experience of utility service and/or technical standards based on the professional expertise of Utility staff.

These LOS standards can help guide investments in maintenance and repair and replacement. New assets can be used to establish design criteria and prioritize needs. Using a structured decision process that incorporates LOS standards can help a utility achieve desired service outcomes while minimizing life-cycle costs.

The Drinking Water Utility has developed a set of formal LOS standards. Utility staff used the following criteria in selecting LOS:

- Specific goal or expectation
- Customer and community focus
- Quantifiable and measurable
- Relatively simple to understand and apply
- Available budget constraints for maintenance, repair and replacement

The selected LOS standards are in the following areas:

- System performance (including service interruption due to breakage, pressure, system reliability)
- Sustainability (energy efficiency)
- Customer service (response to water quality and service-related complaints)

These LOS standards have been incorporated in the development of this Capital Facilities Plan. Since regulatory compliance is considered a given, these LOS standards address issues of concern for customers beyond regulatory minimums and those that have an influence on decisions regarding infrastructure investments.

The LOS standards are:

System Performance

- Service interruption due to line breaks. During a three-year period, no customer will experience more than two service interruptions due to a line break; such service interruptions will average four hours or less.
- Pressure. Water will be delivered to new construction at a minimum pressure of 40 psi at the service meter.
- System reliability with largest water source off-line. Utility will meet winter-time demands (inside use only) with the loss of our largest water source (McAllister Wellfield). This would require complete curtailment of all outside and non-essential water use, but would maintain service for critical needs such as drinking, cooking, sanitation and firefighting.

Sustainability

- Energy efficiency. All pumps are rated 80% efficient or higher, unless it is not cost-effective to do so (i.e., the value of energy savings would not pay back the cost of the improvement within five years).

Customer Service

- The Utility responds to main breaks within 15 minutes during business hours and within one hour outside business hours.
- The Utility responds to low pressure and water quality complaints by the end of the following business day.

Annual Operations and Maintenance

The water supplied to Olympia flows through concrete, cast iron, galvanized, asbestos cement (AC), ductile iron, and PVC pipe. These lines, in general, have a life expectancy of at least 50 years. New water lines are typically replaced with ductile iron, ductile iron cement lined, or high density polyethylene (HDPE) pipes. Currently, most maintenance work involves repairs to the older asbestos cement water lines and non-ductile iron connections, and valves within the City. Breaks within these lines are usually caused by age, geological shifts within the ground or from construction work. Replacing these aging facilities will help to reduce operations and maintenance costs.

The annual operations and maintenance costs for both potable water and reclaimed water represent an overall average that is subject to change due to unique circumstances that may be encountered at each location. For new infrastructure, initial operations and maintenance costs for repairs, replacements, and cleaning are minimal. As the infrastructure ages, maintenance costs will increase.

Annual Operations and Maintenance Costs

Repair service leak (3/4"–1").....	\$ 1,050 per repair
Install service (meter) on a 3/4" –1" line.....	\$ 2,500 per install
Install small main (2" line).....	\$ 80 per linear foot
Install 6" or larger main.....	\$ 130 per linear foot
Main line valve installation and replacement.....	\$ 5,500 per install
Main line (2"–8" line) leak repair.....	\$ 3,500 per repair
Fire hydrant installation or replacement.....	\$ 4,500 per install
Fire hydrant repair.....	\$ 750 per repair
Reservoir maintenance (e.g. Meridian).....	\$ 37,500 annually
Pump station maintenance.....	\$ 55,500 per station

Project Components Commonly Used in Drinking Water Projects	
Hydrants:	Connection or placement of new hydrants as necessary.
Hydraulic Modeling:	Use of a mathematical model to determine the size of a water line based on the volume of water passing through the line.
Groundwater Protection Plans:	Update and develop groundwater protection plans to ensure that drinking water supplies are protected from potential contamination from activities in the surrounding areas.
Intersections at Grade:	Where a road or street meets or crosses at a common grade or elevation with another road or street.
Reservoirs:	Storage facility for water based-on life-cycle costing and evaluation of options.
Valves:	Mechanical devices by which the flow of water may be started, stopped, or regulated as necessary.
Vaults:	Structures that provide access to underground valves and pumps with the connection of new water pipes.
Water Lines:	Water supply pipe that connects the water storage source to lines located at the street.
Water Quality and Treatment:	Use various technologies to ensure safety of the City's water storage systems.
Water Rights:	Legal authorization to put water to beneficial use.
Water System Structures and Equipment:	In conjunction with reservoirs, including booster pump stations. Includes castings, manholes, inlets, and covers.
Watershed Remodeling and Plan:	Maintain updated documents presenting the findings and recommendations for a Watershed Management Program.
Wells:	Drill and develop new wells as needed to ensure adequate future water supplies.

Asphalt Overlay Adjustments—Water (Program #9021)

Location

Various locations Citywide

Links to Other Projects or Facilities

Street Repair and Reconstruction Projects—Transportation section

Asphalt Overlay Adjustments—Wastewater section

Description

Make necessary adjustments to raise water system components to street level in conjunction with the annual asphalt overlay/street reconstruction process. This is a pass-through amount that is used by the Transportation Street Repair and Reconstruction Project for water facilities.

Justification (Need/Demand)

Asphalt overlay and street reconstruction projects require the adjustment of water system structures and equipment (e.g., castings, manholes, inlets, and covers) during construction as part of the paving process.

Measurable Outcome/Level of Service (LOS) Standard

LOS I – See program overview for LOS definitions.

Comprehensive Plan and Functional Plan(s) Citation

This CFP reflects the goals and policies of the Olympia Comprehensive Plan.

Goal Utilities 3

Utilities are developed and managed efficiently and effectively.

Policy Utilities 3.1

Utilities are developed and managed efficiently and effectively.

Policy Utilities 7.7

Develop and maintain adequate storage, transmission, and distribution facilities.

Capital Costs:	2019	2020-2024	Total
Construction	\$12,000	\$60,000	\$72,000
Total	\$12,000	\$60,000	\$72,000

Funding Sources	2019	2020-2024	Total
Rates	\$12,000	\$60,000	\$72,000
Total	\$12,000	\$60,000	\$72,000

Annual Operations and Maintenance	
Estimated Costs	None (Work conducted by transportation crew.)
Estimated Revenues	None
Anticipated Savings Due to Project	None
Department Responsible for Operations	Public Works
Quadrant Location	Citywide

Groundwater Protection (Program #9701)

Location

Various locations Citywide-See Project List

Links to Other Projects or Facilities

Critical Habitat Land Acquisition—Storm and Surface Water section
Open Space Expansion—Parks, Arts and Recreation section

Description

This program is targeted towards the purchase of land and other activities that will monitor and protect the groundwater that Olympia relies on for its drinking water supply.

Project List

YEAR	PROJECT DESCRIPTION	COST ESTIMATE
2020-2024	Groundwater Protection (Easements, Appraisals, etc.)—This project is needed for installation of groundwater monitoring wells. Depending on the location of the wells, the City may have to obtain easements on property outside of the right-of-way and pay for those easements. The appraisals will determine the cost of the easements.	\$54,000

Justification (Need/Demand)

The acquisition of land within the City's designated groundwater protection areas represents the ultimate groundwater protection strategy. By owning land or easements, the City can control land uses and associated activities on land near its water sources and help prevent contamination of critical groundwater resources.

Measurable Outcome/Level of Service Standard

LOS III – See program overview of LOS definitions.

Comprehensive Plan and Functional Plan(s) Citations

This CFP reflects the goals and policies of the Olympia Comprehensive Plan.

Goal Utilities 6

Groundwater in the City's Drinking Water (Wellhead) Protection Areas is protected from contamination so that it does not require additional treatment.

Policy Utilities 6.1

Monitor groundwater quality to detect contamination, evaluate pollution reduction efforts, and to understand risks to groundwater.

Policy Utilities 5.3

Monitor water levels in aquifers and maintain numerical groundwater models.

Capital Costs:	2019	2020-2024	Total
Land and Right of Way	\$-	\$54,000	\$54,000
Total	\$-	\$54,000	\$54,000
Funding Sources:	2019	2020-2024	Total
Rates	\$-	\$54,000	\$54,000
Total	\$-	\$54,000	\$54,000

Annual Operations and Maintenance

Estimated Costs	Minimal
Estimated Revenues	None
Anticipated Savings Due to Project	None
Department Responsible for Operations	Public Works
Quadrant Location	Citywide

Infrastructure Pre-Design and Planning—Water (Program #9903)

Location

City water service area

Links to Other Projects or Facilities

Not yet determined.

Description

Perform pre-design evaluation and analysis of water project alternatives in order to recommend projects identified in the Water System Plan and support other City project planning requirements that occur outside of the annual CFP process.

Project List

YEAR	PROJECT DESCRIPTION	COST ESTIMATE
2019-2024	Pre-Design and Planning	\$ 144,000

Justification (Need/Demand)

The City's Water System Plan and six-year Financial Plan identify projects from a planning level perspective based on detected deficiencies in a specific portion of the system. They also include planning level cost estimates done at the time the plan was developed and may not include enough detail in the scope to accurately assess project costs. This program evaluates these projects prior to their appropriation in the annual Capital Facilities Plan update. It ensures accurate scope of work and cost estimates and a full evaluation of project alternatives. Other uses for this information include project scheduling, assessment of rate impacts, and cash flow planning.

Measurable Outcome/Level of Service Standard

LOS III – See program overview of LOS definitions.

Comprehensive Plan and Functional Plan(s) Citations

This project reflects the following goals and policies of the Olympia Comprehensive Plan.

Goal Utilities 7

The drinking water system is reliable and is operated and maintained so that high quality drinking water is delivered to customers.

Policy Utilities 7.3

Design Olympia's water supply system to achieve the most favorable and practical fire insurance rating, consistent with adopted service levels.

Policy Utilities 7.7

Develop and maintain adequate storage, transmission, and distribution facilities.

Capital Costs:	2019	2020-2024	Total
Engineering	\$24,000	\$120,000	\$144,000
Total	\$24,000	\$120,000	\$144,000

Funding Sources:	2019	2020-2024	Total
Rates	\$24,000	\$120,000	\$144,000
Total	\$24,000	\$120,000	\$144,000

Annual Operations and Maintenance

Estimated Costs	None
Estimated Revenues	None
Anticipated Savings Due to Project	None
Department Responsible for Operations	Public Works
Quadrant Location	Citywide

Reclaimed Water—Water (Program #9710)

Location

Various Locations Citywide. See Project List.

Links to Other Projects or Facilities

N/A

Description

This program is targeted towards delivery of reclaimed water. Reclaimed water is delivered through a completely separate distribution system that consists of purple colored pipes, connections, and distribution points for easy identification. Reclaimed water is recycled municipal wastewater that has been cleaned and treated in order to remove pollutants and contaminants so that the water can be safely reused for a variety of approved uses, such as irrigation.

Project List

YEAR	PROJECT DESCRIPTION	COST ESTIMATE
2020	Reclaimed Water Filling Stations. Install reclaimed water filling stations at convenient locations for contractors to use on construction projects. This project will reduce the likelihood of cross connections occurring and increase the use of reclaimed water.	\$116,000

Justification (Need/Demand)

Given that sources of potable water are limited, State law and Olympia's Water System Plan strongly encourage the use of reclaimed water as a resource to help meet current and future water needs. The LOTT Sewer Plan calls for the use of reclaimed water by each of the LOTT partner cities. LOTT is now producing reclaimed water at its Budd Inlet Reclaimed Water Plant and Martin Way Reclaimed Water Plant to help meet Federal and State water quality discharge standards to protect Budd Inlet. Water treated at the Budd Inlet Reclaimed Water Plant is now being used for irrigation at the Port of Olympia, the City's Percival Landing Park, and near Capitol Lake by the State's General Administration building.

Measurable Outcome/Level of Service Standard

LOS III – See program overview of LOS definitions.

Comprehensive Plan and Functional Plan(s) Citations

This project reflects the following goals and policies of the Olympia Comprehensive Plan.

Goal Utilities 4

Use Olympia's water resources efficiently to meet the needs of the community, reduce demand on facilities, and protect the natural environment.

Policy Utilities 4.1

Encourage and allow re-use techniques, including rainwater collection, greywater systems, and use of Class A reclaimed water as alternatives to use of potable water, in order to enhance stream flows or recharge aquifers, while also protecting water quality.

Policy Utilities 4.6

Advance the use of reclaimed water as defined in Council-adopted policies.

Capital Costs:	2019	2020-2024	Total
Construction	\$-	\$92,800	\$92,800
Design and Engineering	\$-	\$23,200	\$23,200
Total	\$-	\$116,000	\$116,000
Funding Sources:	2019	2020-2024	Total
Rates	\$-	\$116,000	\$116,000
Total	\$-	\$116,000	\$116,000

Annual Operations and Maintenance

Estimated Costs	None
Estimated Revenues	None
Anticipated Savings Due to Project	None
Department Responsible for Operations	Public Works
Quadrant Location	Citywide

Small Diameter Water Pipe Replacement (Program #9408)

Location

Various locations based on the Utility's Small Diameter Water Pipe Upgrade Plan. Projects selected are based on service complaints, and operation and maintenance records of leaks and main breaks.

Links to Other Projects or Facilities

N/A

Description

Replace small diameter substandard water pipes within the existing system. Project components may include hydraulic modeling, valves, vaults, and water lines.

Project List

2019-2024 Small Diameter Water Pipe Replacement Location

LOCATION - Street	FROM	TO
7th Avenue	Central Street	Boundary Street
Boundary Street	9th Avenue	8th Avenue
Fir Street	4th Avenue	State Avenue
Giles Street	Thomas Street	Division Street
Percival Street	Harrison Avenue	Jackson Avenue
Puget Street	4th Avenue	State Avenue
Union Avenue	Central Street	Fir Street
7th Avenue	Boundary Street	Central Street
Thurston Avenue	Tullis Street	Puget Street
Amhurst Street	18th Avenue	20th Avenue
Brown Street	18th Avenue	22nd Avenue
Eastside Circle	To End	To End
End of Rogers Court	South of 11th Court	End of Street
McCormick Street	13th Avenue	Union Avenue
13th Avenue	Fir Street	Fairview Street
Fir Street	14th Avenue	13th Avenue
Evergreen Park Lane	At Cul-de-sac	At Cul-de-sac
Water Street	22nd Avenue	24th Avenue

Justification (Need/Demand)

The City is responsible for providing domestic and firefighting water flows at minimum pressures as established by the Department of Health. This program implements the improvements outlined in the 2015-2020 Water System Plan. The Plan identifies location, size, and timing of major and minor water main distribution line improvements. The Plan also identifies deficient areas that require looping or upgrading to improve flows and pressures. This project provides improvements to the basic system to assure adequate pressure and flow for domestic and firefighting situations. Maintenance records and service complaints are used to identify the lines needing replacement.

Measurable Outcome/Level of Service Standard

LOS II – See program overview of LOS definitions.

Small Diameter Water Pipe Replacement (Program #9408) (continued)

Comprehensive Plan and Functional Plan(s) Citations

This CFP reflects the goals and policies of the Olympia Comprehensive Plan.

Goal Utilities 7

The drinking water system is reliable and is operated and maintained so that high quality drinking water is delivered to customers.

Policy Utilities 7.3

Design Olympia's water supply system to achieve the most favorable and practical fire insurance rating, consistent with adopted service levels.

Policy Utilities 7.7

Develop and maintain adequate storage, transmission, and distribution facilities.

Capital Costs:	2019	2020-2024	Total
Construction	\$464,000	\$2,320,000	\$2,784,000
Design and Engineering	\$116,000	\$580,000	\$696,000
Total	\$580,000	\$2,900,000	\$3,480,000

Funding Sources:	2019	2020-2024	Total
Rates	\$580,000	\$2,900,000	\$3,480,000
Total	\$580,000	\$2,900,000	\$3,480,000

Annual Operations and Maintenance	
Estimated Costs	None
Estimated Revenues	None
Anticipated Savings Due to Project	Decreases cost of line breaks — estimated at \$1,400 per repair. Some main breaks also require extensive road restoration costs.
Department Responsible for Operations	Public Works
Quadrant Location	Citywide



Transmission and Distribution Projects—Water (Program #9609)

Location

Various locations within the existing system as service complaints and operation and maintenance records indicate. See Project List.

Links to Other Projects or Facilities

Sewer Pipe Extensions—Sewer Program
 Boulevard Road Intersection—Transportation Impact Fee section
 Fones Road—Transportation Impact Fee section
 Thurston County CFP

Description

This program includes projects necessary to rehabilitate and replace existing transmission and distribution facilities, including water mains, valves, fire hydrants, service meters, and booster pump stations. These projects are targeted to respond to identified capacity problems (related to flow, pressure, firefighting) as well as to replace infrastructure that is beyond its useful life. This program also includes installation of new transmission mains to connect new key facilities to the system.

Projects are often coordinated with other public works projects (e.g., road improvements), to take advantage of cost efficiencies and to minimize inconvenience to citizens. Specific components covered under this program include hydrants, hydraulic modeling, valves, vaults, water lines, and water system structures and equipment.

Project List

YEAR	PROJECT DESCRIPTION (Quadrant: Map Coordinate)	COST ESTIMATE
2019-2024	Aging Pipe Replacement. This is an annual project to replace substandard pipe throughout the City. Each year based on maintenance records and asset management scores, the City will choose which pipes to replace based on age and material. The primary focus is on Asbestos Cement (AC) pipe. Currently 40% of the City's water system is comprised of AC pipe which is prone to leaking and breaks.	\$3,480,000
2019-2024	Asset Management Program. This project will begin the process to provide an asset management plan to replace, rehabilitate, and maintain the City's water system to ensure it is reliable.	\$354,000
2019-2024	Corrosion Control Aeration Tower Condition Assessment and Upgrades. The City has three corrosion control towers that will need periodic large scale maintenance that is beyond the normal day to day maintenance. This project will assess the work that is needed and perform the upgrades.	\$180,000
2019-2024	Cross Country Mains. This project will identify water mains that are located outside of roadways and cross through neighborhoods. The project will determine if the water mains have easements and if they should be relocated to areas that have easier access for maintenance.	\$180,000
2019-2024	Distribution and Transmission Main Condition Assessment. This project is a part of the asset management program to assess the condition and reliability of the distribution mains to prioritize repair or replacement.	\$1,140,000
2019-2024	Distribution System Oversizing. This project funds oversizing of distribution pipeline projects associated with development-related improvement to provide additional capacity to meet anticipated future needs that may be greater than at the time of development. This project is funded by GFCs.	\$192,000
2022	Eastside Street and Henderson Boulevard Water Main Extension Design. This project will design a new 16-inch water main to replace an existing 10-inch pipe that presents a bottleneck in the Zone 264 distribution system. The replacement line will connect to an existing 16-inch main at Eastside Street, where it originates as a tap off of the 36-inch transmission main near the Fir Street Storage Tanks. The new line will then extend approximately 3,500 feet through the City's Maintenance Center property and across Henderson Boulevard, terminating at an existing 12-inch main that feeds a portion of Zone 264 west of Henderson. This project is partially funded by GFCs.	\$301,000
2023	Eastside Street and Henderson Boulevard Water Main Extension Construction. This project will construct a new 16-inch water main to replace an existing 10-inch pipe that presents a bottleneck in the Zone 264 distribution system.	\$1,202,000

Transmission and Distribution Projects—Water (Program #9609) (continued)

Project List (Continued)

2019-2024	On-site Generator Replacement Plan. This project sets aside money to enable replacement of on-site generators located at the water pumping facilities. The generators will be replaced as their useful life nears an end.	\$528,000
2019-2024	Security and Remote Systems Program. This project will provide enhancements to the security and remote monitoring systems of Drinking Water Utility sites.	\$330,000
2019-2024	Booster Station Upgrade/Rehabilitation. This is a project to upgrade pumps, electrical and other associated upgrades and rehabilitation necessary to keep the system running and reliable. Construction will occur approximately every five years at sites identified by operations staff as requiring the most upgrades. This project is partially funded by GFCs.	\$1,050,000
2019-2024	Water Meter Replacement Program. This project will provide for a systematic replacement of water meters and AMR radios.	\$1,626,000
2019	Fones Road Water Main Design. This project will design a new water main to replace the existing AC water main in Fones Road from Pacific Ave to 18th Avenue, to be coordinated with planned roadway reconstruction. This project is partially funded by GFCs.	\$340,000
2020	Fones Road Water Main Construction (N:C7). This project installs a new water main to replace an existing AC water main in Fones Road from Pacific Avenue to 18th Avenue, to be coordinated with a planned roadway reconstruction. This project is partially funded by GFCs.	\$2,451,000
2019	Park Drive Booster Pump Station Design. This project will design a new booster pump station to increase residential pressure and fire flows in a small portion of Zone 298 just west of Ken Lake in the Park Drive area.	\$284,000
2020	Park Drive Booster Pump Station Construction. This project will install a new booster pump station to increase residential pressure and fire flows in a small portion of Zone 298 just west of Ken Lake in the Park Drive area.	\$850,000
2019	Pressure Reducing Valve (PRV) (N:C6). East Bay Drive: Installation of PRV stations to reduce high pressures in the waterlines along East Bay Drive and allow water to flow from Zone 247 to Zone 226.	\$301,000
2021	Pressure Reducing Valve (PRV) Telemetry. This project will install radio-based telemetry instrumentation in PRV vaults. The new telemetry will enhance system operation and efficiency by increasing the ability to monitor flows through PRVs. Additionally, better understanding of system operation and water usage will facilitate improved calibration of the hydraulic model.	\$64,000

Justification (Need/Demand)

This program will ensure that existing distribution and transmission facilities are rehabilitated and replaced as needed in order to continue to secure a safe and sustainable water supply. Priority projects are targeted to those areas of the water system that fall short of meeting DOH standards for water pressure and UFC fire flow criteria or have ongoing maintenance problems (e.g., a history of repeated main breaks). This program also provides funding for the installation of new transmission mains to connect new critical source and storage facilities to the water system.

Measurable Outcome/Level of Service Standard

LOS II – See program overview of LOS definitions.

Comprehensive Plan and Functional Plan(s) Citations

This Project reflects the following goals and policies of the Olympia Comprehensive Plan.

Goal Utilities 7

The drinking water system is reliable and is operated and maintained so that high quality drinking water is delivered to customers.

Policy Utilities 7.3

Design Olympia's water supply system to achieve the most favorable and practical fire insurance rating, consistent with adopted service levels.

Policy Utilities 7.4

Continue and improve maintenance management, including preventive maintenance, repairs and replacements.

Policy Utilities 7.6

Continue to improve operations and maintenance program management, including safety, asset management and meter replacement.

Policy Utilities 7.7

Develop and maintain adequate storage, transmission and distribution facilities.

Transmission and Distribution Projects—Water (Program #9609) (continued)

Capital Costs:	2019	2020-2024	Total
Construction	\$1,417,600	\$9,510,200	\$10,927,800
Design and Engineering	\$1,249,400	\$2,907,800	\$4,157,200
Total	\$2,667,000	\$12,418,000	\$15,085,000

Funding Sources:	2019	2020-2024	Total
General Facility Charges	\$276,750	\$1,367,250	\$1,644,000
Rates	\$2,390,250	\$11,050,750	\$13,441,000
Total	\$2,667,000	\$12,418,000	\$15,085,000

Annual Operations and Maintenance	
Estimated Costs	Minimal maintenance on new transmission main
Estimated Revenues	None
Anticipated Savings Due to Project	Decreases cost of line breaks — estimated at \$2,700 per repair. Some main breaks also require extensive road restoration costs.
Department Responsible for Operations	Public Works
Quadrant Location	Citywide



Water Source Development and Protection (Program #9700)

Location

Various locations Citywide. See Project List.

Links to Other Projects or Facilities

N/A

Description

The overall goal of this project is to develop and maintain a water source system that provides adequate water source and water quality in compliance with Federal and State safe drinking water standards. It would also ensure that storage reservoirs are sized sufficiently to have reserve water for fire fighting. Specific project types include water source reliability, water quality and treatment, water system structures, and equipment.

Project List

YEAR	PROJECT DESCRIPTION	COST ESTIMATE
2019-2024	McAllister Mitigation (Smith Property Restoration). This is an annual project to restore the Smith farm located near the Deschutes River as part of the mitigation plan related to the operations of the new McAllister Wellfield. Reforestation of a riparian zone along the Deschutes River will improve fish habitat. This project is partially funded by GFCs.	\$186,000
2019-2024	McAllister Wellfield Mitigation (Woodland Creek Infiltration Facility) O&M Costs. This is a joint project with Lacey. Olympia will participate in the operations and maintenance costs as part of the mitigation for the McAllister Wellfield project. This project is partially funded by GFCs.	\$66,000
2020	Olympia Brewery Water Engineering Analysis. This project continues the study to determine the best way to develop this new source in conjunction with Tumwater and Lacey. This project is funded by GFCs.	\$59,000
2022	Hoffman Well Treatment Design. This project will design hypo-chlorination and iron/manganese removal treatment facilities for the Hoffman Well 3, needed to provide high quality water from this source. This project is funded by GFCs.	\$626,000
2023	Briggs Well Design. The City previously purchased and transferred water rights to the Briggs well. This project will design a new groundwater supply well in the Briggs Urban Village Area to supply Zone 338 with an additional anticipated 1,100 gallons per minute of source capacity, enhancing supply redundancy and reliability for Zones 417 and 338. Drilling was originally scheduled for 2008, but the project was delayed primarily due to the need for costly iron and manganese treatment. The City obtained approval to extend the water rights development schedule until 2019, and hopes to negotiate additional extensions as needed. This project is funded by GFCs.	\$626,000
2023	Hoffman Well Treatment Construction. This project will construct hypo-chlorination and iron/manganese removal treatment facilities for the Hoffman Well 3, needed to provide high quality water from this source. This project is funded by GFCs.	\$2,504,000
2024	Briggs Well Construction. This project will construct a new groundwater supply well, and associated iron and manganese treatment facilities, in the Briggs Urban Village Area. This project is partially funded by GFCs	\$2,504,000

Justification (Need/Demand)

The Safe Drinking Water Act (SDWA) of 1974 signaled the beginning of a new age in public water supply. The detection of organic contaminants in drinking water throughout the United States spurred the passage of the SDWA.

The 2015–2020 Water System Plan calls for additional source water quality treatment in various areas of the City to meet State drinking water requirements.

Measurable Outcome/Level of Service Standard

LOS II – See program overview of LOS definitions.

Water Source Development and Protection (Program #9700) (continued)

Comprehensive Plan and Functional Plan(s) Citations

This Project reflects the following goals and policies of the Olympia Comprehensive Plan.

Goal Utilities 5

Adequate supplies of clean drinking water are available for current and future generations and instream flows and aquifer capacity are protected.

Policy Utilities 5.1

Reserve water supply rights for at least 50 years in advance of need, so that supplies can be protected from contamination and they are not committed to lower priority uses.

Policy Utilities 5.2

Develop and maintain multiple, geographically-dispersed sources of water supply to increase the reliability of the system.

Goal Utilities 7

The drinking water system is reliable and is operated and maintained so that high quality drinking water is delivered to customers.

Policy Utilities 7.2

Maintain 100 percent compliance with all state and federal requirements, and continually improve our water quality management program.

Policy Utilities 7.3

Design Olympia's water supply system to achieve the most favorable and practical fire insurance rating, consistent with adopted service levels.

Policy Utilities 7.7

Develop and maintain adequate storage, transmission, and distribution facilities.

Capital Costs:	2019	2020-2024	Total
Construction	\$33,600	\$5,176,000	\$5,209,600
Design and Engineering	\$8,400	\$1,353,000	\$1,361,400
Total	\$42,000	\$6,529,000	\$6,571,000

Funding Sources:	2019	2020-2024	Total
General Facility Charges	\$21,000	\$6,424,000	\$6,445,000
Rates	\$21,000	\$105,000	\$126,000
Total	\$42,000	\$6,529,000	\$6,571,000

Annual Operations and Maintenance	
Estimated Costs	None
Estimated Revenues	None
Anticipated Savings Due to Project	None
Department Responsible for Operations	Public Works
Quadrant Location	Citywide

Water Storage Systems (Program #9610)

Location

Various locations Citywide. See Project List.

Links to Other Projects or Facilities

N/A

Description

The overall goal of this project is to develop and maintain a water reservoir system that provides adequate water storage and "chlorine contact time" in compliance with Federal and State safe drinking water standards. It would also ensure that storage reservoirs are sized sufficiently to have reserve water for firefighting. Specific project types include reservoirs, water lines, seismic upgrades, water quality and treatment, water system structures, and equipment.

Project List

YEAR	PROJECT DESCRIPTION (Quadrant:Map Coordinate)	COST ESTIMATE
2020	Hoffman Court Reservoir Coating Replacement Construction (S:E7). This project will recoat the inside and outside of the Hoffman Reservoir in order to prolong service life by preventing rust and corrosion.	\$583,000
2019-2024	Storage Reservoir Coatings (Interior/Exterior). This project provides for the recoating of existing steel storage reservoirs on the inside and outside to prolong their life by preventing rust and corrosion.	\$1,050,000

Justification (Need/Demand)

The Safe Drinking Water Act (SDWA) of 1974 signaled the beginning of a new age in public water supply. The detection of organic contaminants in drinking water throughout the United States spurred the passage of the SDWA.

One of the federally-mandated standards of the SDWA is adequate "chlorine contact time." When added to drinking water, chlorine is a disinfecting agent. The chlorine needs time, however, to react with the water to provide adequate disinfection. Water reservoirs provide the safest and most effective method to ensure that chlorine levels and contact times are adequate to meet disinfection levels. Reservoirs also provide water storage to allow for proper domestic and firefighting flows.

The 2015-2020 Water System Plan calls for additional storage in the southeast area of the City to meet State drinking water requirements. This new reservoir in the 417 Zone will provide adequate storage for at least the next 25 years.

Updated evaluations of the Fir Street and Elliot reservoirs completed in 2011 call for seismic upgrades to improve the structural integrity of the reservoirs.

Measurable Outcome/Level of Service Standard

LOS II – See program overview of LOS definitions.

Comprehensive Plan and Functional Plan(s) Citations

This Project reflects the following goals and policies of the Olympia Comprehensive Plan.

Goal Utilities 7

The drinking water system is reliable and is operated and maintained so that high quality drinking water is delivered to customers.

Policy Utilities 7.3

Design Olympia's water supply system to achieve the most favorable and practical fire insurance rating, consistent with adopted service levels.

Policy Utilities 7.7

Develop and maintain adequate storage, transmission, and distribution facilities.

Water Storage Systems (Program #9610) (continued)

Capital Costs:	2019	2020-2024	Total
Construction	\$140,000	\$1,283,000	\$1,423,000
Design and Engineering	\$35,000	\$175,000	\$210,000
Total	\$175,000	\$1,458,000	\$1,633,000

Funding Sources:	2019	2020-2024	Total
Rates	\$175,000	\$1,458,000	\$1,633,000
Total	\$175,000	\$1,458,000	\$1,633,000

Annual Operations and Maintenance

Estimated Costs	\$50,000. In addition, Log Cabin Reservoir requires \$3,300 annually.
Estimated Revenues	None
Anticipated Savings Due to Project	None
Department Responsible for Operations	Public Works
Quadrant Location	South, West



Water System Planning (Program #9606)

Location

N/A (Planning activities)

Links to Other Projects or Facilities

N/A

Description

Various types of planning efforts are needed on an on-going basis to ensure that the Utility is able to meet future growth needs, maintain regulatory compliance, and invest money wisely in infrastructure. Planning efforts under this program are targeted towards the comprehensive Water System Plan, updated every six years per State requirements. Work on the 2015-2020 Water System Plan began in 2013 and the plan was adopted in 2015. Other smaller-scale planning efforts to evaluate project alternatives may also be conducted under this program. This program is partially funded by GFCs.

Project List

YEAR	PROJECT DESCRIPTION	COST ESTIMATE
2020	Update of six-year Water System Plan. This project is partially funded by GFCs.	\$348,000

Justification (Need/Demand)

Under State drinking water requirements, the City must complete a comprehensive Water System Plan update every six years. The Water System Plan outlines capital improvements, program efforts, and financial strategies that are necessary to ensure that the Water Utility can meet growth demands, be in regulatory compliance and maintain existing facilities over a 20-year horizon. For the first time, the 2015-2020 Water System Plan also included a 50-year planning horizon for water demand and water supply.

Measurable Outcome/Level of Service Standard

LOS II – See program overview of LOS definitions.

Comprehensive Plan and Functional Plan(s) Citations

This program implements the following Olympia Comprehensive Plan goals and policies:

Policy Utilities 3.2

Regularly revise the Olympia Municipal Code and Engineering Development and Design Standards to give detailed guidance on how utility services should be delivered and paid for in accordance with the principles established in this Comprehensive Plan.

Policy Utilities 3.3

Update all utility master plans regularly and in accordance with state law.

Policy Utilities 7.1

Maintain and update the Water System Plan, Engineering Design and Development Standards and Olympia Municipal Code to ensure drinking water utility facilities meet the requirements of the Growth Management Act, North Thurston County Coordinated Water System Plan, Washington State Department of Health, and Olympia Fire Code.

Capital Costs:	2019	2020-2024	Total
Pre-design and Planning	\$-	\$348,000	\$348,000
Total	\$-	\$348,000	\$348,000
Funding Sources:	2019	2020-2024	Total
General Facility Charges (GFC)	\$-	\$174,000	\$174,000-
Rates	\$-	\$174,000	\$174,000
Total	\$-	\$348,000	\$348,000
Annual Operations and Maintenance			
Estimated Costs	None		
Estimated Revenues	None		
Anticipated Savings Due to Project	None		
Department Responsible for Operations	Public Works		
Quadrant Location	None		









Wastewater

Effective wastewater system management is essential to public and environmental health. The challenges of effective management continue as the Olympia area population grows, land use densities increase, and development occurs in outlying areas distant from the LOTT Clean Water Alliance treatment facility. Responding to these challenges necessitates proactive management of our public and private wastewater infrastructure.

Capital facility funding is important to the heavily infrastructure-dependent Wastewater Utility. The public system maintained by Olympia is comprised of approximately 185 miles of gravity pipe and 31 regional lift stations. The Utility is also responsible for the operation and maintenance of approximately 1,730 residential and 20 commercial Septic Tank Effluent Pumping (STEP) sewer systems that use individual effluent pumps at residences and 28 miles of associated STEP pressure mains. Additionally, the continued use of over 4,140 septic systems in Olympia and its Urban Growth Area creates long-term public health and water quality concerns. Conversion of septic systems to the municipal system is encouraged.

The pipes making up the wastewater infrastructure vary in age, materials, and structural integrity. Ongoing work to systematically televise and evaluate the condition of the individual pipes helps prioritize repair and replacement needs. Considerable work has

been completed in recent years. However, this work effort will continue in the years to come with subsequent inclusion of repair and replacement projects in the CFP.

The Olympia City Council adopted the most recent Wastewater Management Plan in 2013. The Plan supports the continuation and refinement of current practices; the repair and replacement of existing pipes and pumps, extensions of major trunk lines, and conversions of onsite sewage systems to public sewer service. This plan evaluates wastewater needs for a 20-year planning horizon. It also provides for the review of existing policies related to the use of onsite sewage systems and STEP systems. The plan will be revised for 2019 as the City is required to update the plan on a six-year cycle.

The projects contained in the Wastewater CFP are funded annually through Utility rates and General Facilities Charges. State low-interest loans and grants are pursued as needed. The 2013 Wastewater Management Plan includes a financial strategy that relies primarily on cash financing of capital projects.

There are currently no projects identified in the CFP under the pipe capacity upgrade program of the Wastewater Program. Additional capacity upgrade projects may be developed and incorporated into future CFPs.

Growth-Related Projects

Projects that fall under this category are associated with work accommodating customer base expansion and are therefore funded by General Facility Charges (GFC) revenue. When an upgrade project serves both new and existing development, a portion of the project cost is funded by GFCs. This CFP identifies numerous lift station upgrades and sewer extensions that are appropriate for GFC funding. These projects will often accommodate both existing and future needs:

Project	% Growth Related
Miller and Central lift station upgrade	50%
Jasper Lift Station Upgrade	75%
Old Port II lift station upgrade	75%
Roosevelt and Yew lift station upgrade	75%
	% Expansion Related
Annual sewer extension.....	100%
Neighborhood sewer program	100%



Asphalt Overlay Adjustments—Sewer (Program #9021)

Location

Citywide as determined by the Transportation Program's six-year Transportation Improvement Program (TIP)

Links to Other Projects or Facilities

Street Repair and Reconstruction Projects—Transportation Section
Asphalt Overlay Adjustments—Drinking Water and Storm and Surface Water Sections

Description

The work of the City's annual overlay and street reconstruction projects includes replacing and adjusting wastewater utility castings within streets. These wastewater funds are passed-through to transportation street repair and reconstruction projects for incidental wastewater upgrades.

Justification (Need/Demand)

Asphalt overlay and street reconstruction projects often require the adjustment/replacement of wastewater system structures (e.g., manhole frames and lids) as part of the paving process. The goal of this work is to replace damaged castings and to ensure that all castings are adjusted to the new pavement level.

Comprehensive Plan and Functional Plan(s) Citations

This Program reflects the following goals and policies of the Olympia Comprehensive Plan.

Goal Utilities 3

Utilities are developed and managed efficiently and effectively.

Policy Utilities 3.1

Utilities are developed and managed efficiently and effectively.

Capital Costs:	2019	2020-2024	Total
Construction	\$12,000	\$60,000	\$72,000
Total	\$12,000	\$60,000	\$72,000

Funding Sources:	2019	2020-2024	Total
Rates	\$12,000	\$60,000	\$72,000
Total	\$12,000	\$60,000	\$72,000

Annual Operations and Maintenance	
Estimated Costs	Minimal
Estimated Revenues	None
Anticipated Savings Due to Project	Efficient upgrades to existing infrastructure
Department Responsible for Operations	Public Works
Quadrant Location	Citywide



Infrastructure Pre-design and Planning—Sewer (Program #9903)

Location

City sewer service area

Links to Other Projects or Facilities

Not defined at this time

Description

These funds support pre-design conceptual evaluation of wastewater projects and potential alternatives in order to refine complex projects prior to launching full permitting and design. Additionally, the funds are used to expediently respond to emergencies and other unanticipated needs.

Project List

YEAR	PROJECT DESCRIPTION	COST ESTIMATE
2019-2024	Pre-design and planning. Develops project scopes and cost estimates. Responds to emergencies.	\$ 264,000

Justification (Need/Demand)

The City's Wastewater Management Plan and six-year Financial Plan identify projects from a planning- level perspective based on detected deficiencies in specific portions of the system. They also include planning-level cost estimates completed at the time the Plan was developed. These estimates may not include enough detail in the scope to accurately assess project costs. This program evaluates complex projects prior to full initiation of design and permitting. It ensures accurate scope of work, cost estimates and a full evaluation of project alternatives. Other uses for this information include timely staff response to unanticipated public or environmental risks while long-term funding is secured.

Comprehensive Plan and Functional Plan(s) Citations

This Program reflects the following goals and policies of the Olympia Comprehensive Plan.

Goal Utilities 8

The City and its growth area are served by a City-owned wastewater collection and transmission system that is designed to minimize leakage, overflows, infiltration and inflows so as to provide sufficient capacity for projected demand.

Policy Utilities 8.8

Evaluate the structural integrity of aging wastewater facilities, and repair and maintain as needed.

Capital Costs:	2019	2020-2024	Total
Pre-design and Planning	\$44,000	\$220,000	\$264,000
Total	\$44,000	\$220,000	\$264,000

Funding Sources:	2019	2020-2024	Total
Rates	\$44,000	\$220,000	\$264,000
Total	\$44,000	\$220,000	\$264,000

Annual Operations and Maintenance

Estimated Costs	None
Estimated Revenues	None
Anticipated Savings Due to Project	Project specific savings
Department Responsible for Operations	Public Works
Quadrant Location	Citywide



Lift Stations—Sewer (Program #9806)

Location

Various locations Citywide. See Project List.

Links to Other Projects or Facilities

N/A

Description

Aging pumps and associated systems in our lift stations need to be upgraded or reconstructed in order to provide dependable service while meeting increasing wastewater flows. Projects include providing needed increased pumping capacity, providing backup power generators, and upgrading facilities to current Department of Ecology sewage pump station design criteria.

Project List

YEAR	PROJECT DESCRIPTION (Quadrant:Map Coordinate)	COST ESTIMATE
2019-2024	Onsite Generator Replacement Program. This project funds future replacement of emergency generators that serve wastewater lift stations.	\$528,000
2019	Miller and Central Lift Station Upgrade Construction (N:B6). Upgrade the existing lift station for existing and future flows. This project is partially funded by GFCs.	\$697,000
2019	Old Port II Lift Station Upgrade Design. Design of upgrades to the existing lift station to enhance system reliability for current and future flows. This project is partially funded by GFCs.	\$148,000
2020	Old Port II Lift Station Upgrade Construction (W:B4). Upgrade the existing lift station for existing and future flows. This project is partially funded by GFCs.	\$584,000
2021	Roosevelt and Yew Lift Station Upgrade Design. Design of upgrades to the existing lift station to enhance system reliability for current and future flows. This project is partially funded by GFCs.	\$148,000
2022	Roosevelt and Yew Lift Station Upgrade Construction (N:C6). Upgrade the existing lift station for existing and future flows. This project is partially funded by GFCs.	\$584,000
2023	Jasper Lift Station Upgrade Design. Design of upgrades to the existing lift station to enhance system reliability for current and future flows. This project is partially funded by GFCs.	\$148,000
2024	Jasper Lift Station Upgrade Construction. Upgrade the existing lift station for current and future flows. This project is partially funded by GFCs.	\$584,000

Justification (Need/Demand)

Pumps are an integral element of our sewer infrastructure. Lift stations pose critical risks for spills and associated public and environmental health impacts. Unlike gravity sewer pipes, pump stations are complex mechanical and electrical systems susceptible to chronic or acute failure. The lift stations must operate well in order to prevent sewer overflows.

Comprehensive Plan and Functional Plan(s) Citations

This Program reflects the following goals and policies of the Olympia Comprehensive Plan.

Goal Utility 8

The City and its growth area are served by a City-owned wastewater collection and transmission system that is designed to minimize leakage, overflows, infiltration and inflows so as to provide sufficient capacity for projected demand.

Policy Utility 8.1

Extend the wastewater gravity collection system through both public and private development projects.

Policy Utility 8.8

Evaluate the structural integrity of aging wastewater facilities and repair and maintain as needed.

Lift Stations—Sewer (Program #9806)(continued)

Capital Costs:	2019	2020-2024	Total
Construction	\$767,400	\$2,104,000	\$2,871,400
Design and Engineering	\$165,600	\$384,000	\$549,600
Total	\$933,000	\$2,488,000	\$3,421,000

Funding Sources:	2019	2020-2024	Total
General Facility Charges (GFCs)	\$459,500	\$1,536,000	\$1,995,500
Rates	\$473,500	\$952,000	\$1,425,500
Total	\$933,000	\$2,488,000	\$3,421,000

Annual Operations and Maintenance	
Estimated Costs	Not yet determined
Estimated Revenues	Several projects support future growth
Anticipated Savings Due to Project	Projects decrease likelihood of system failure
Department Responsible for Operations	Public Works
Quadrant Location	Citywide



Onsite Sewage System Conversions—Sewer (Program #9813)

Location

Various locations Citywide

Links to Other Projects or Facilities

N/A

Description

Supporting the conversion of existing onsite sewage systems to municipal sewer services is a City priority. Efforts to pursue conversions rely on both mandatory regulations and financial incentives. This program provides funding for both minor sewer extensions typically along a short section of street and coordinated neighborhood sewer extensions covering larger areas.

Project List

YEAR	PROJECT DESCRIPTION	COST ESTIMATE
2019-2024	Annual Sewer Extensions. As part of the onsite sewer conversion program, this project funds minor extensions of the public pipe systems for new conversions. This project is funded by GFCs.	\$1,050,000
2019-2024	Neighborhood Sewer Program. Similar to Annual Sewer Extensions, but focused on larger neighborhood-scale projects. This project is funded by GFCs.	\$ 1,170,000

Justification (Need/Demand)

In increasingly densely developed urban settings, onsite septic systems pose long-term threats to public and environmental health. City goals and policies provide various resources, including CFP funding, for the conversion to municipal sewer.

Comprehensive Plan and Functional Plan(s) Citations

This program reflects the following goals and policies of the Olympia Comprehensive Plan.

Goal Utilities 8

The City and its growth area are served by a City-owned wastewater collection and transmission system that is designed to minimize leakage, overflows, infiltration and inflows so as to provide sufficient capacity for projected demand.

Policy Utilities 8.1

Extend the wastewater gravity collection system through both public and private development projects.

Policy Utilities 8.4

Encourage septic system owners to connect to the City wastewater system by offering incentives, cost-recovery mechanisms, pipe extensions, and other tools.

Capital Costs:	2019	2020-2024	Total
Construction	\$296,000	\$1,480,000	\$1,776,000
Design and Engineering	\$74,000	\$370,000	\$444,000
Total	\$370,000	\$1,850,000	\$2,220,000

Funding Sources:	2019	2020-2024	Total
General Facility Charges (GFCs)	\$370,000	\$1,850,000	\$2,220,000
Total	\$370,000	\$1,850,000	\$2,220,000

Annual Operations and Maintenance

Estimated Costs	Not yet determined
Estimated Revenues	Supports new wastewater customer through conversion program
Anticipated Savings Due to Project	Facilitates gradual expansion of sewer system
Department Responsible for Operations	Public Works
Quadrant Location	Citywide

Replacements and Repairs—Sewer (Program #9703)

Location

City sewer service area

Links to Other Projects or Facilities

N/A

Description

Provide funds for scheduled repairs, as well as unexpected repairs, replacements and rehabilitation of existing pipe systems and manholes. When possible, trenchless technologies are used to minimize disruptions and costs. Projects include work to abandon several high-maintenance STEP systems and provide gravity service through newly-installed gravity systems.

Project List

YEAR	PROJECT DESCRIPTION	COST ESTIMATE
2019-2024	Allocation of prioritized repairs—Citywide. Funds major pipe repairs and replacements.	\$2,266,000
2019-2021	Residential STEP Rehabilitation Equipment	\$450,000
2019-2024	Side Sewer Repairs. This project will repair City-owned sewer laterals in the right of way.	\$156,000
2019-2024	Spot Repairs. Repairs and replaces small sections of sewer pipe.	\$696,000
2021-2024	Manhole Repair and Replacement. Address structural deficiencies, leaks, and/or corrosion needs.	\$232,000

Justification (Need/Demand)

This program provides improvements to the sewer pipe system to assure adequate service and prevent catastrophic system failure and sewage release. An annual list of priority projects is developed based on the results of televising inspections of the sewer lines and implementation of the condition rating program. Planned repairs include major prioritized work, minor spot repairs, manhole repairs, and manhole lining to address corrosion in manholes associated with STEP system effluent gases. Reducing maintenance needs is also a priority.

Comprehensive Plan and Functional Plan(s) Citations

This program reflects the following goals and policies of the Olympia Comprehensive Plan.

Goal Utilities 8

The City and its growth area are served by a City-owned wastewater collection and transmission system that is designed to minimize leakage, overflows, infiltration and inflows so as to provide sufficient capacity for projected demand.

Policy Utilities 8.8

Evaluate the structural integrity of aging wastewater facilities and repair and maintain as needed.

Goal Utilities 9

The Utility will facilitate the implementation and use of new technology and management systems.

Capital Costs:	2019	2020-2024	Total
Construction	\$675,600	\$2,454,400	\$3,130,000
Design and Engineering	\$131,400	\$538,600	\$670,000
Total	\$807,000	\$2,993,000	\$3,800,000

Funding Sources:	2019	2020-2024	Total
Rates	\$807,000	\$2,993,000	\$3,800,000
Total	\$807,000	\$2,993,000	\$3,800,000

Annual Operations and Maintenance

Estimated Costs	Decreases maintenance and emergency response costs
Estimated Revenues	None
Anticipated Savings Due to Project	Decreases likelihood of system failure, sewage release and emergency repair
Department Responsible for Operations	Public Works
Quadrant Location	Citywide

Sewer System Planning—Sewer (Program #9808)

Location

Within the City's Urban Growth Area

Links to Other Projects or Facilities

N/A

Description

Planning and evaluation efforts necessary to address long-term infrastructure and program needs. At this point in time, projects are limited to ongoing televising and condition rating evaluations.

Project List

YEAR	PROJECT DESCRIPTION	COST ESTIMATE
2019	Asset Management Implementation. This project provides for the Utility's initial implementation of the City Works asset management software system.	\$70,000
2019-2024	Sewer System Televising and Condition Rating Program. The ongoing work effort provides pipe condition monitoring support to planning and operations staff. Repair and replacement projects stem from the condition rating program.	\$150,000
2019-2024	Sewer Force Main Condition Assessment Program. This project provides ongoing funding for collection of force main condition assessment data to support planning of future force main rehabilitation and/or replacement projects.	\$198,000

Justification (Need/Demand)

Funds are contributed annually for investigation of pipe structural conditions and overall troubleshooting. This work supports repairs of existing infrastructure.

Comprehensive Plan and Functional Plan(s) Citations

This program reflects the following goals and policies of the Olympia Comprehensive Plan.

Goal Utilities 8

The City and its growth area are served by a City-owned wastewater collection and transmission system that is designed to minimize leakage, overflows, infiltration and inflows so as to provide sufficient capacity for projected demand.

Policy Utilities 8.8

Evaluate the structural integrity of aging wastewater facilities and repair and maintain as needed.

Goal Utilities 9

The Utility will facilitate the implementation and use of new technology and management systems.

Capital Costs:	2019	2020-2024	Total
Construction	\$52,200	\$261,000	\$313,200
Design and Engineering	\$75,800	\$29,000	\$104,800
Total	\$128,000	\$290,000	\$418,000

Funding Sources:	2019	2020-2024	Total
Rates	\$128,000	\$290,000	\$418,000
Total	\$128,000	\$290,000	\$418,000

Annual Operations and Maintenance

Estimated Costs	None
Estimated Revenues	None
Anticipated Savings Due to Project	Proactive investigation of potential infrastructure problems
Department Responsible for Operations	Public Works
Quadrant Location	Citywide









Storm and Surface Water

Storm and surface water management is a key environmental service provided by the City. Capital projects funded by the Storm and Surface Water Utility reflect a local responsibility to correct flooding problems, protect water quality, and enhance aquatic habitat in local creeks, wetlands, and marine waters. Typical projects include:

- Stormwater pipe systems
- Regional stormwater storage ponds
- Neighborhood stormwater treatment facilities
- Storm and surface water planning
- Culvert replacements
- Stream bank stabilization
- Forest and wetland revegetation
- Demonstration projects using new technologies
- Environmental land purchase and stewardship

The effectiveness of the City's stormwater system at managing flooding and protecting the natural environment varies depending on location. Private developments and City capital projects constructed prior to the mid-1980s were required to provide modest stormwater conveyance capacity, no water quality treatment, and very minimal storage of runoff in constructed ponds. Numerous complex flooding problems and irreversible habitat loss were caused by these early developments. Until recently, the majority of stormwater project funding has been spent addressing these historical concerns. Community expectations and regulations for

managing stormwater have improved dramatically in recent years, resulting in a more holistic look at stormwater management.

The Storm and Surface Water program's success at resolving flooding problems during the last fifteen years has provided the City an opportunity to focus on water quality improvement, habitat protection, and scheduled replacement of aging pipe systems. The 2017 Storm and Surface Water Plan emphasizes the role of the Utility in environmental protection. The Plan provides guidance on Utility goals, implementation strategies, and expected outcomes. Capital projects, in concert with other elements of the Storm and Surface Water program, help meet these Utility goals:

Flooding

Reduce the frequency and severity of flooding so hazards are eliminated, except during major storm events. The Utility will minimize potential flooding associated with new development through regulations for on site stormwater systems. Flooding arising from existing inadequate public infrastructure will be addressed in a timely manner.

Water Quality

Improve water quality Citywide, while focusing infrastructure upgrades to reduce stormwater contaminant loads from untreated areas of the City. Improving water quality in Budd Inlet by retrofitting older high-traffic arterials and adjacent areas for stormwater treatment is a high priority.

Aquatic Habitat

Improve aquatic habitat functions Citywide, while focusing on protecting intact habitat, improving Budd Inlet, and managing riparian area vegetation. The relationship between aquatic habitat conditions and land-use impacts in urbanizing basins is scientifically complex and managerially challenging. Efforts include protecting high quality habitats while providing tangible improvements to other systems. Work to better quantify opportunities for land acquisition and stewardship is underway. This work will help prioritize future efforts.

Several new capital needs are facing the Utility including new State and Federal regulations and long-term infrastructure replacement. Regulations stemming from the Federal Clean Water Act (e.g., Total Maximum Daily Loads, National Pollution Discharge Elimination System) have led to new areas of water quality work. Equally significant from a financial perspective is the acknowledgement that numerous major stormwater conveyance systems are reaching, or have exceeded, their life expectancy. Efforts are underway to evaluate and document aging pipe systems. Prioritized pipe repairs and upgrades have become a regular component of the CFP.

The projects contained in the plan are financed annually through Storm and Surface Water Utility rates and General Facilities Charges. Loans and grants are used, especially for water quality projects. Debt financing has been only nominally used by the Utility.

Growth-Related Projects

Projects that fall under this category are associated with work to accommodate new development and are funded by General Facility Charge revenue. When a project serves both new and existing development, a portion of the project cost will also be funded through Stormwater Utility rates.

Project	% Expansion Related
Cooper Point and Black Lake Conveyance Project.....	50%
Ken Lake Flood Conveyance Project addresses both existing and future flows	50%

Following a cost-sharing policy approved by City Council in 2009, the Storm and Surface Water Utility allocates funding annually to the Transportation Program to cover a portion of stormwater mitigation costs on transportation projects. In recent years, these funds have been directed to the Parks and Pathways sidewalk program to offset stormwater mitigation costs associated with sidewalk projects.

PROJECT	2019	2020-2024	TOTAL
Sidewalks and Pathways	\$ 150,000	\$ 750,000	\$ 900,000
Total	\$ 150,000	\$750,000	\$ 900,000



Aquatic Habitat Improvements (Program #9024)

Location

Various locations Citywide

Links to Other Projects or Facilities

Water Quality Improvements—Storm and Surface Water Section
Open Space Expansion—Parks, Arts and Recreation Section

Description

Implement habitat restoration strategies that protect and enhance aquatic and associated terrestrial habitat in Olympia. This work involves removing invasive species and planting native trees and shrubs to enhance riparian buffers along local streams across the City. Collaboration with Olympia Parks, neighborhoods, private land owners and local community organizations allows the Utility to target properties containing aquatic resources and adjacent forested buffer areas across the landscape. This project hires a Washington Conservation Corps (WCC) crew each year to implement restoration and enhancement projects on high priority properties and funds acquisition, easements, and/or incentives to protect important aquatic habitats citywide.

Project List

YEAR	PROJECT DESCRIPTION	COST ESTIMATE
2019-2024	Habitat Improvement – This project will protect and enhance aquatic and associated terrestrial habitat by implementing stewardship strategies as identified and prioritized in the Habitat and Stewardship Strategy developed by the Storm and Surface Water Utility.	\$1,638,000
2023-2024	Ellis Creek Fish Passage - This project will design and construct a fish passable replacement for the East Bay Drive culvert crossing of Ellis Creek.	\$1,125,000
2023-2024	Mission Creek Fish Passage - This project will design and construct a fish passable replacement for the East Bay Drive culvert crossing of Mission Creek.	\$100,000

Justification (Need/Demand)

The quality of aquatic habitat within Olympia continues to be challenged as land is developed for urban uses. The Storm and Surface Water Utility has a responsibility to help manage and enhance our aquatic habitats. The Planning Commission and Utility Advisory Committee have recently encouraged the Utility to increase emphasis on, and funding for, aquatic habitat land acquisition and stewardship.

Comprehensive Plan and Functional Plan(s) Citations

This program implements the following Olympia Comprehensive Plan goals and policies:

Goal Natural Environment 6

Healthy aquatic habitat is protected and restored.

Policy Natural Environment 6.1: Restore and manage vegetation next to streams, with an emphasis on native vegetation, to greatly improve or provide new fish and wildlife habitat.

Policy Natural Environment 6.3: Establish and monitor water quality and aquatic habitat health indicators based on the best scientific information available.

Policy Natural Environment 6.6: Preserve and restore the aquatic habitat of Budd Inlet and other local marine waters.

Policy Natural Environment 6.7: Partner with other regional agencies and community groups to restore aquatic habitat through coordinated planning, funding, and implementation.

Capital Costs	2019	2020-2024	Total
Construction	\$173,000	\$1,615,000	\$1,788,000
Planning and Design	\$100,000	\$975,000	\$1,075,000
Total	\$273,000	\$2,590,000	\$2,863,000
Funding Sources:	2019	2020-2024	Total
Rates	\$273,000	\$2,590,000	\$2,863,000
Total	\$273,000	\$2,590,000	\$2,863,000
Annual Operations and Maintenance			
Estimated Costs	None		
Estimated Revenues	None		
Anticipated Savings Due to Project	Not Determined		
Department Responsible for Operations	Public Works		
Quadrant Location	Citywide		

Flood Mitigation and Collection—Stormwater (Program #9028)

Location

Various locations Citywide. See Project List.

Links to Other Projects or Facilities

Infrastructure Predesign and Planning—Storm and Surface Water Section

Description

Stormwater pipe systems collect and convey runoff to appropriate locations in order to prevent or mitigate flooding. Some projects identified in the program anticipate or correct flooding; others provide for the timely replacement of old, problematic pipe systems.

The replacement of aging and deteriorating pipe systems is an increasingly important financial responsibility of the Utility. Problematic pipes are identified through ongoing Citywide pipe televising and condition rating programs. Several pipes have been identified that are currently failing or are expected to fail within five years. Some of the problems involve long sections of pipes; others involve only isolated spot repairs. These pipes are prioritized and repaired.

Project List

The following project list and priorities are subject to change. Priority is based on a condition rating system.

YEAR	PROJECT DESCRIPTION (Quadrant:Map Coordinate)	COST ESTIMATE
2019	Ascension and 4th Avenue Pond Construction (W:C4). This project will construct a stormwater facility on City-owned land between 4th and Ascension Avenues. It will provide flow control and water quality treatment to flows generated from existing developed areas that discharge to the downstream stormwater conveyance system.	\$300,000
2019-2024	City-Owned Stormwater Pond Rehabilitation. These projects rehabilitate City-owned stormwater facilities including removing sediments, amending soils, establishing attractive low maintenance landscaping and modifying the structures within the facility as needed. Rehabilitation involves more work than is typically performed during routine maintenance, and is intended to enhance the function of the facility. This project will provide for the rehabilitation of one facility per year, on average.	\$325,000
2019-2024	Condition Rating of Existing Conveyance. Television inspection and condition rating is provided for existing stormwater conveyance systems. Condition rating outcomes are used to determine replacement and repair schedules. There are approximately 172 miles of storm sewer owned and operated by the Storm and Surface Water Utility.	\$691,000
2019-2024	Conveyance Spot Repairs (Pipe Replacement). This project provides for relatively minor spot repairs to the stormwater conveyance system at locations prioritized by the condition-rating database. Repairs to the worst portions of the storm sewer system are typically accomplished within two years of problem identification.	\$513,000
2019-2024	Downtown Flood Mitigation (DT:C5). Olympia's downtown is currently vulnerable to tidal flooding. In the years to come, the problem could be exacerbated by sea level rise. This project will install tide gates on key stormwater out falls to Budd Inlet thereby preventing tides from flowing up the pipes and discharging to low lying downtown streets.	\$530,000
2021	Ken Lake Flood Conveyance Design (W:D3). This project will design a stormwater conveyance system which will reduce historical overland flooding associated with the Gruen Swale and Stonewall Swale tributary to Ken Lake. This project is partially funded by GFCs.	\$184,000
2022	Ken Lake Flood Conveyance Construction (W:D3). This project will construct the stormwater conveyance system identified and designed in the prior year design phase. This project is partially funded by GFCs.	\$530,000
2024	Cooper Point and Black Lake Conveyance Construction (W:C3). This project will construct the conveyance improvements to the stormwater system between Yauger Park and State Route 101. Specific construction goals will be identified in prior year analysis and design. This project is partially funded by General Facility Charges (GFCs). This project is subject to loan funding.	\$5,084,000
2024	Pacific Avenue at Chambers Street Pipe Replacement. Replace failing or substandard pipe.	\$430,000
2021-2023	Wiggins Road Conveyance Modifications. In coordination with the Transportation line of business, this project will reconstruct the stormwater conveyance system along Wiggins Road south of Morse-Merryman Road. This project will improve safety and conveyance capacity.	\$811,000

Flood Mitigation and Collection—Stormwater (Program #9028) (continued)

Justification (Need/Demand)

The stormwater infrastructure needs repairs and upgrades to prevent flooding and to update aging components. This program replaces parts of the existing system based on televising and a condition pipe rating system. Flooding problems have been reduced in recent years through capital development. However, some regional and localized problems still exist.

Comprehensive Plan and Functional Plan(s) Citations

This program implements the following Olympia Comprehensive Plan goals and policies:

Goal Utilities 10

The frequency and severity of flooding are reduced and hazards are eliminated, except during major storm events.

Policy Utilities 10.1

Improve stormwater systems in areas that are vulnerable to flooding.

Policy Utilities 10.3

Evaluate the structural integrity of aging stormwater pipes and repair as needed.

Policy Utilities 10.6

Ensure that private pipe and pond systems are maintained.

Capital Costs:	2019	2020-2024	Total
Construction	\$747,000	\$6,327,000	\$7,074,000
Design and Engineering	\$249,000	\$2,075,000	\$2,324,000
Total	\$996,000	\$8,402,000	\$9,398,000

Funding Sources:	2019	2020-2024	Total
General Facility Charges (GFCs)	\$143,000	\$3,202,000	\$3,345,000
Rates	\$853,000	\$5,200,000	\$6,053,000
Total	\$996,000	\$8,402,000	\$9,398,000

Annual Operations and Maintenance

Estimated Costs	Not yet determined
Estimated Revenues	None
Anticipated Savings Due to Project	Decreases likelihood of system failure
Department Responsible for Operations	Public Works
Quadrant Location	Citywide



Infrastructure Pre-design and Planning - Stormwater (Program #9903)

Location

City stormwater service area. See project list.

Links to Other Projects or Facilities

Flood Mitigation and Collection—Storm and Surface Water Section

Description

This program provides funds for specific pre-design and planning efforts associated with the stormwater system construction, including emergency projects. Additional funding is provided under the program for pervious pavement contingency/repair work. Funding for pre-design is not needed at the present time, but could be requested in future CFPs.

Project List

YEAR	PROJECT DESCRIPTION	COST ESTIMATE
2019-2024	Infrastructure Predesign and Planning. This project provides the means for the Storm and Surface Water utility to contract with consultants for professional services such as soils and geotechnical investigations, hydraulic modeling and computer simulations of the storm network, and project feasibility analyses for capital projects.	\$330,000
2019-2024	Pervious Pavement Contingency Fund. This project provides a means for the City to manage one of its key innovative technologies, pervious pavement in sidewalks. In the long run, the technology is seen as an effective means for managing stormwater runoff. However, in the short-term, some level of problems or failures can be expected. The contingency fund is jointly funded by the General Fund and Stormwater Utility as pervious pavement projects are built. The fund builds over time and is used to repair or mitigate the impacts of a potential failure of pervious pavement projects.	\$150,000
2019	Asset Management Program. This project will develop an asset management plan to maintain, rehabilitate, and replace the City's aging stormwater infrastructure to ensure reliability.	\$150,000

Justification (Need/Demand)

New technologies for stormwater management are needed. This program supports applied research in the area of pervious pavement. The work is supported by City policy decisions.

Other potential projects in this program evaluate future projects prior to their appropriation in the annual Capital Facilities Plan to ensure accurate scope of work, cost estimates, and a full evaluation of project alternatives. Initial work on emergencies and other unanticipated needs can be funded at a limited level under this program.

Comprehensive Plan and Functional Plan(s) Citations

This program reflects the following goals and policies of the Olympia Comprehensive Plan.

Goal Natural Environment 4

The waters and natural processes of Budd Inlet and other marine waters are protected from degrading impacts and significantly improved through upland and shoreline preservation and restoration.

Policy Utilities 3.9

Ensure consistent maintenance, asset management, and emergency management practices for all utilities.

Capital Costs:	2019	2020-2024	Total
Pre-Design and Planning	\$230,000	\$400,000	\$630,000
Total	\$230,000	\$400,000	\$630,000

Funding Sources:	2019	2020-2024	Total
Rates	\$230,000	\$400,000	\$630,000
Total	\$230,000	\$400,000	\$630,000

Annual Operations and Maintenance

None

Water Quality Improvements (Program #9027)

Location

Various locations Citywide. See Project List.

Links to Other Projects or Facilities

N/A

Description

Continue to improve water quality in Olympia's creeks, wetlands, lakes, and marine environments through projects that treat contaminated stormwater runoff. Projects are identified and prioritized based on Citywide needs. Water quality projects are subject to grant and/or loan funding.

Project List

YEAR	PROJECT DESCRIPTION (Quadrant:Map Coordinate)	COST ESTIMATE
2019	Brawne Avenue Basin Water Quality Retrofit. This project would design and construct a stormwater treatment facility for currently untreated runoff discharged to Budd Inlet from portions of the Northwest neighborhood.	\$865,000*
2020	Capitol Way Water Quality Retrofit (DT:C5). The project would construct a water quality treatment facility to treat runoff from an area roughly bounded by Capitol Way, Adams Street, 7th Avenue, and Union Avenue. The drainage basin is tributary to Capitol Lake and comprises approximately 20 fully developed acres.	\$692,000*
2023	Evergreen Park Drive Treatment Facility (W:D4). This project would create a stormwater treatment facility for currently untreated runoff from Evergreen Park Drive. The project will evaluate different treatment technologies and locations for the project. It shall also evaluate providing water quality treatment for water that currently discharges directly to Capital Lake or to Percival Cove.	\$595,000*
2024	East Bay Drive Water Quality Retrofit (TBD).	\$649,000
2021	Martin Way at Mary Elder Water Quality Retrofit (E:C7). The project would construct water quality facilities providing treatment of stormwater runoff on Martin Way from Mary Elder Road to Sleater-Kinney Road. Martin Way is an arterial roadway located in a High Density Corridor zone. Polluted street runoff from over eight acres of street right-of-way currently flows untreated to Woodard Creek just west of Mary Elder Road.	\$595,000*
2022	Plum Street Water Quality Retrofit (DT:D5). The project would construct water quality facilities providing treatment of stormwater runoff from Plum Street and areas east to Quince Street, zoned Downtown Business, Professional Office, High Density Commercial Service, and Residential Mixed Use. The Plum Street arterial and adjacent areas are tributary to Moxlie Creek and comprise approximately 42 acres of untreated high use area.	\$ 865,000*
2024-2026	South Capitol Combined Sewer/Storm Separation with LID. (TBD). Design work, estimated at \$217,000 will begin in 2024.	\$650,000
2024-2037	West Bay Drive Water Quality Retrofit. (TBD). Design work estimated at \$50,000 will begin in 2024.	\$3,600,000

* These projects, if qualified, will be 75% funded with available stormwater grants and loans.

Justification (Need/Demand)

Managing water quality problems associated with stormwater runoff is a primary responsibility of the Storm and Surface Water Utility. Increasingly stringent Federal and State requirements (e.g., National Pollutant Discharge Elimination System) necessitate increased efforts to manage water quality.

Water Quality Improvements (Program #9027) (continued)

Comprehensive Plan and Functional Plan(s) Citations

This CFP reflects the goals and policies of the Olympia Comprehensive Plan.

Goal Natural Environment 4

The waters and natural processes of Budd Inlet and other marine waters are protected from degrading impacts and significantly improved through upland and shoreline preservation and restoration.

Goal Natural Environment 5

Ground and surface waters are protected from land uses and activities that harm water quality and quantity.

Policy Natural Environment 5.3

Retrofit existing infrastructure for stormwater treatment in areas with little or no treatment.

Capital Costs:	2019	2020-2024	Total
Construction	\$649,000	\$2,747,000	\$3,396,000
Design and Engineering	\$216,000	\$916,000	\$1,132,000
Total	\$865,000	\$3,663,000	\$4,528,000

Funding Sources:	2019	2020-2024	Total
Rates	\$216,000	\$916,000	\$1,132,000
Storm Water Utility Grant	\$649,000	\$2,747,000	\$3,396,000
TOTAL	\$865,000	\$3,663,000	\$4,528,000

Annual Operations and Maintenance

Estimated Costs

Martin Way Treatment Facility \$1,200 annually

Union Avenue Treatment Facility \$1,000 annually

The following costs will depend on the selected treatment technology

Brawne Avenue Treatment Facility \$1,000 to \$7,000 annually

Capitol Way Treatment Facility \$1,200 to \$8,000 annually

Plum Street Treatment Facility \$2,800 to \$6,400 annually

Estimated Revenues

None

Anticipated Savings Due to Project

None

Department Responsible for Operations

Public Works

Quadrant Location

Citywide







ACTIVE PROJECT STATUS REPORT AS OF MAY 31, 2018

GENERAL GOVERNMENT CIP FUND (317) - General Government, Parks, Transportation

	Pre-2018 Budget	2018 Additions & Adjustments	Total Budget	Pre-2018 Costs	2018 Costs	Total Costs	Balance
GENERAL GOVERNMENT							
0001 Transfers to Other Funds	\$16,901,116	\$1,330,000	\$18,231,116	\$16,901,116	\$-	\$16,901,116	\$1,330,000
0209 Streetscape	362,048	-	362,048	361,458	-	361,458	590
0211 Economic Development CFP Projects	2,552,842	1,834,251	4,387,093	693,855	141,490	835,345	3,551,748
0214 Neighborhood Street Trees	115,052	-	115,052	115,052	-	115,052	-
0216 2001 Downtown Enhancements	117,159	-	117,159	114,962	-	114,962	2,197
0217 Artesian Well	68,000	-	68,000	67,837	-	67,837	163
0219 Urban Forestry and Street Trees	983,079	-	983,079	927,512	-	927,512	55,567
0221 Climate Change	250,000	-	250,000	215,855	-	215,855	34,145
0222 Fire Training Center-Garage	156,565	-	156,565	156,564	-	156,564	1
0223 Shoreline Restoration	265,000	-	265,000	132,970	1,082	134,052	130,948
0305 Library Improvements, 1999 +	37,848	-	37,848	37,848	-	37,848	-
0901 ADA Compliance	443,000	180,000	623,000	227,301	57,435	284,736	338,264
Subtotal General Government	\$22,251,709	\$3,344,251	\$25,595,960	\$19,952,330	\$200,007	\$20,152,337	\$5,443,623
PARKS							
0111 Neigh Park Acq./Develop.	\$2,943,132	\$175,000	\$3,118,132	\$2,376,763	\$78,280	\$2,455,043	\$663,089
0114 Open Space	9,367,855	300,000	9,667,855	6,369,193	163,814	6,533,007	3,134,848
0115 Parks/Open Space Planning	72,954	-	72,954	72,954	-	72,954	-
0118 Ballfield Expansion	923,624	-	923,624	923,623	-	923,623	1
0129 Parks Project Funding	341,317	-	341,317	341,319	-	341,319	(2)
0130 Special Use Parks	18,399,392	-	18,399,392	18,399,391	-	18,399,391	1
0132 Major Maintenance Program	4,534,998	750,000	5,284,998	3,840,155	26,334	3,866,489	1,418,509
0133 Community Park Partnership	4,075,072	-	4,075,072	4,075,072	-	4,075,072	-
0134 Small Park Capital Projects	79,242	3,000	82,242	38,533	-	38,533	43,709
0135 Park Acquisition Account	14,915,000	3,305,000	18,220,000	10,879,539	1,243,976	12,123,515	6,096,485
0136 Percival Maint. & Reconstruction	1,152,188	658,000	1,810,188	186,597	46,795	233,392	1,576,796
0137 Park ADA Upgrades	-	200,000	200,000	-	-	-	200,000
0310 Community Parks	3,675,829	510,000	4,185,829	2,006,255	267,186	2,273,441	1,912,388
0406 Urban Trails	1,006,097	-	1,006,097	1,006,097	-	1,006,097	-
0504 Yauger Park	9,679	-	9,679	9,679	-	9,679	-
Subtotal Parks	\$61,496,379	\$5,901,000	\$67,397,379	\$50,525,170	\$1,826,385	\$52,351,555	\$15,045,824
TRANSPORTATION							
0122 Pedestrian Crossings	\$2,718,574	\$81,900	\$2,800,474	\$2,396,644	\$218,017	\$2,614,661	\$185,813
0200 Bike Improvements	2,279,602	350,000	2,629,602	1,935,100	25,077	1,960,177	669,425
0208 Sidewalk Improvements	3,620,039	-	3,620,039	3,620,039	-	3,620,039	-
0442 Mud Bay/Harrison & Kaiser	13,953,283	-	13,953,283	13,935,448	-	13,935,448	17,835
0599 Street Repairs & Reconstruction	37,205,389	2,420,170	39,625,559	33,245,203	310,627	33,555,830	6,069,729
0616 Log Cabin Road Extension	664,939	-	664,939	660,270	-	660,270	4,669
0619 18th Ave/Elizabeth/14th Ave	12,908,147	-	12,908,147	12,902,388	-	12,902,388	5,759
0621 Street Lighting Improvement	3,255,162	-	3,255,162	3,052,836	-	3,052,836	202,326
0622 Olympia Avenue	25,000	-	25,000	-	-	-	25,000
0623 Fones Road	1,182,396	-	1,182,396	903,662	46,244	949,906	232,490
0626 Sidewalks & Pathways	10,002,337	2,044,830	12,047,167	7,057,482	343,492	7,400,974	4,646,193
0627 Yauger Way Interchange	2,092,211	-	2,092,211	1,853,182	-	1,853,182	239,029
0628 Boulevard Road	17,070,039	2,646,153	19,716,192	11,961,304	486,621	12,447,925	7,268,267
0629 Wiggins & 37th	244,333	-	244,333	-	-	-	244,333
0630 Henderson & Eskridge	125,639	-	125,639	-	-	-	125,639
0631 Cain Road & North Street	20,012	-	20,012	-	-	-	20,012
0633 Access & Safety Improvement	860,945	18,100	879,045	96,556	133,185	229,741	649,304
0634 Pre Design & Planning	350,000	50,000	400,000	17,612	30,508	48,120	351,880
9309 Signal Improvements	931,969	(153,219)	778,750	326,003	11,203	337,206	441,544
Subtotal Transportation	\$109,510,016	\$7,457,934	\$116,967,950	\$93,963,729	\$1,604,974	\$95,568,703	\$21,399,247
0909 Contingency	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Grand Total Fund 317	\$193,258,104	\$16,703,185	\$209,961,289	\$164,441,229	\$3,631,366	\$168,072,595	\$41,888,694

ACTIVE PROJECT STATUS REPORT AS OF MAY 31, 2018

	Pre-2018 Budget	2018 Additions & Adjustments	Total Budget	Pre-2018 Costs	2018 Costs	Total Costs	Balance
PARKS AND RECREATION SIDEWALK UTILITY TAX FUND (134)							
Capital							
0001 Transfer to Bond Redemption Fund	\$12,860,458	\$113,714	\$12,974,172	\$12,854,172	\$59,011	\$12,913,183	\$60,989
0111 Neighborhood Parks	1,013,305	-	1,013,305	1,013,304	-	1,013,304	1
0114 Open Space	394,205	-	394,205	329,967	173	330,140	64,065
0129 Parks Project Funding/GGCIP	58,441	-	58,441	58,441	-	58,441	-
0130 Special Use Parks	2,438,411	-	2,438,411	2,438,411	-	2,438,411	-
0132 Parks Projects/Major Maint. Program	111,056	-	111,056	111,056	-	111,056	-
0133 Community Parks Partnership	1,205,816	-	1,205,816	1,205,816	-	1,205,816	-
0135 Capital Improvement Fund 317	2,230,000	1,805,000	4,035,000	393,163	1,258,772	1,651,935	2,383,065
0136 Percival Maint. and Reconstruction	144,180	-	144,180	62,607	28,663	91,270	52,910
0310 Community Parks	75,455	-	75,455	75,455	-	75,455	-
0626 Recreational Walking Facilities	13,733,281	975,000	14,708,281	11,621,412	85,738	11,707,150	3,001,131
Capital Total	\$34,264,608	\$2,893,714	\$37,158,322	\$30,163,804	\$1,432,357	\$31,596,161	\$5,562,161
Non-Capital							
7301 Parks Maintenance	\$3,179,396		\$3,179,396	\$3,179,396	\$-	\$3,179,396	\$-
7302 Parks Planning	1,900,661		1,900,661	1,900,661	-	1,900,661	-
7303 Park Stewardship	827	(16)	811	811	-	811	-
Non-Capital Total	\$5,080,884	\$(16)	\$5,080,868	\$5,080,868	\$-	\$5,080,868	\$-
Total Fund 134	\$39,345,492	\$2,893,698	\$42,239,190	\$35,244,672	\$1,432,357	\$36,677,029	\$5,562,161

EQUIPMENT AND FACILITY REPLACE RESERVE (029)							
8001 Major Repair Contingency	\$ 369,086	\$ -	\$ 369,086	\$ -	\$ -	\$ -	\$ 369,086
8002 General Energy	53,115	3,290	56,405	33,348	-	33,348	23,057
8011 City Hall - Old (Plum St)	1,867,165	(30,000)	1,837,165	93,943	16,297	110,240	1,726,925
8012 Council/Court Chambers	-	-	-	-	-	-	-
8013 City Hall, Annex	2,716	-	2,716	2,716	-	2,716	-
8014 City Hall - New(4th Ave)	77,619	-	77,619	38,381	-	38,381	39,238
8021 Family Support Center	126	255,000	255,126	-	1,992	1,992	253,134
8022 Library	22,132	-	22,132	-	-	-	22,132
8023 Washington Center	1,578,511	234,775	1,813,286	1,536,828	10,724	1,547,552	265,734
8051 OFD Main	233,665	200,000	433,665	160,082	43,031	203,113	230,552
8052 OFD Station 2 (west)	-	-	-	-	-	-	-
8061 OPD West	120,124	190,000	310,124	77	10,011	10,088	300,036
8062 Firing Range	-	-	-	-	-	-	-
8071 Olympia Center	5,546	-	5,546	-	-	-	5,546
8081 Maintenance Center	333,765	200,000	533,765	234,749	332	235,081	298,684
8117 PW Facilities Operations	15,500	50,000	65,500	13,159	-	13,159	52,341
8212 Engineering	63,463	50,000	113,463	-	-	-	113,463
8406 Maintenance & Custodial	-	-	-	-	-	-	-
Total Fund 029	\$ 4,742,533	\$1,153,065	\$ 5,895,598	\$2,113,283	\$ 82,387	\$ 2,195,670	\$ 3,699,928

ACTIVE PROJECT STATUS REPORT AS OF MAY 31, 2018

PUBLIC WORKS UTILITY CIP FUNDS

		Pre-2018 Budget	2018 Additions & Adjustments	Total Budget	Pre-2018 Costs	2018 Costs	Total Costs	Balance
WATER CIP FUND (461)								
908	W/S Bond Reserve Fund	\$623,854	\$-	\$623,854	\$623,854	\$-	\$623,854	\$-
8081	Facility Major Repair & Maint.	100,000	-	100,000	36,326	-	36,326	63,674
9014	Emergency Preparedness	1,109,525	-	1,109,525	1,083,171	-	1,083,171	26,354
9021	Upgrades, Overlays, Ext. & Oversize	575,969	12,000	587,969	566,059	-	566,059	21,910
9408	Water Upgrades (small pipe)	6,263,223	-	6,263,223	5,937,822	8,937	5,946,759	316,464
9609	Distribution System Improvements	32,237,255	2,253,000	34,490,255	25,767,999	319,821	26,087,820	8,402,435
9610	Storage	31,208,468	2,809,000	34,017,468	22,102,214	642,671	22,744,885	11,272,583
9700	Source of Supply	28,458,575	40,000	28,498,575	24,254,531	1,267,801	25,522,332	2,976,243
9701	McAllister Water Protection	4,031,560	413,000	4,444,560	3,037,544	-	3,037,544	1,407,016
9710	Reclaimed Water Pipe	750,000	-	750,000	709,567	-	709,567	40,433
9903	Pre-design & Planning	601,656	24,000	625,656	470,695	-	470,695	154,961
9906	Water System & Comp. Planning	1,875,249	-	1,875,249	1,875,234	371	1,875,605	(356)
9909	Contingency	13,586	-	13,586	-	-	-	13,586
Total Fund 461		\$107,848,920	\$5,551,000	\$113,399,920	\$86,465,016	\$2,239,601	\$88,704,617	\$24,695,303

SEWER CIP FUND (462)								
9021	Upgrades w/ Street Reconstruction	\$551,575	\$12,000	\$563,575	\$352,099	\$-	\$352,099	\$211,476
9703	Transmission & Collection Projects	16,044,592	1,001,000	17,045,592	14,152,683	93,787	14,246,470	2,799,122
9801	Westside I&I Reduction	7,684,744	-	7,684,744	7,539,824	-	7,539,824	144,920
9806	Lift Station Assessment & Upgrades	10,287,143	486,000	10,773,143	8,721,006	104,892	8,825,898	1,947,245
9808	Sewer System Planning	1,031,020	57,000	1,088,020	949,334	-	949,334	138,686
9809	Pipe Extensions	7,466,000	-	7,466,000	5,892,948	762	5,893,710	1,572,290
9810	Pipe Capacity Upgrades	3,926,453	-	3,926,453	3,926,405	-	3,926,405	48
9813	On-site Sewage System Conversion	1,820,853	359,000	2,179,853	445,132	45,349	490,481	1,689,372
9903	Pre-design & Planning	563,455	42,000	605,455	454,535	24,179	478,714	126,741
Total Fund 462		\$49,375,835	\$1,957,000	\$51,332,835	\$42,433,966	\$268,969	\$42,702,935	\$8,629,900

STORM AND SURFACE WATER CIP FUND (434)								
9001	Transfers Out	\$3,569,000	\$150,000	\$3,719,000	\$2,900,579	\$2,749	\$2,903,328	\$815,672
9017	Habitat Land Acquisition	1,129,478	21,567	1,151,045	1,151,045	-	1,151,045	-
9024	Aquatic Habitat Improvements	5,216,592	244,433	5,461,025	3,494,989	121,171	3,616,160	1,844,865
9026	Stormwater Fee-In-Lieu Projects	150,000	-	150,000	146,412	-	146,412	3,588
9027	Stormwater Quality Improvements	6,064,361	600,000	6,664,361	3,854,124	-	3,854,124	2,810,237
9028	Flood Mitigation & Collections Projects	12,436,039	783,700	13,219,739	10,621,794	98,673	10,720,467	2,499,272
9811	Emission Reduction & Alt. Power	25,000	-	25,000	-	-	-	25,000
9903	Pre-design & Planning	1,154,114	701,026	1,855,140	908,996	28,439	937,435	917,705
9904	Stormwater Plans & Studies	517,048	-	517,048	414,114	218	414,332	102,716
Total Fund 434		\$30,261,632	\$2,500,726	\$32,762,358	\$23,492,053	\$251,250	\$23,743,303	\$9,019,055

Impact Fees (Collection & Usage) through May 31, 2018

2018 Amount	Fire	Transportation	Transportation Administration Fees	Neighborhood Parks	Community Parks	Open Space	Ball Parks	Tennis Courts	Urban Trails	Special Use & Unallocated	Total City
Jan	\$-	\$35,776	\$1,489	\$2,085	\$7,916	\$3,061	\$-	\$-	\$-	\$-	\$50,327
Feb	-	173,270	23	1,738	6,602	2,552	-	-	-	-	184,185
Mar	-	85,053	467	26,083	98,999	38,303	-	-	-	-	248,905
Apr	-	15,826	2,738	2,649	10,142	3,892	-	-	-	-	35,247
May	-	14,557	99	3,916	14,885	5,756	-	-	-	-	39,213
Jun	-	-	-	-	-	-	-	-	-	-	-
Jul	-	-	-	-	-	-	-	-	-	-	-
Aug	-	-	-	-	-	-	-	-	-	-	-
Sep	-	-	-	-	-	-	-	-	-	-	-
Oct	-	-	-	-	-	-	-	-	-	-	-
Nov	-	-	-	-	-	-	-	-	-	-	-
Dec	-	-	-	-	-	-	-	-	-	-	-
YTD Total	\$-	\$324,481	\$4,817	\$36,471	\$138,544	\$53,564	\$-	\$-	\$-	\$-	\$557,877
IMPACT FEE COLLECTION AND USAGE, By Year (cash basis)											
1992 - 2004	\$1,432,297	\$6,420,717	\$-	\$399,102	\$257,771	\$2,159,064	\$724,903	\$70,082	\$268,727	\$-	\$11,732,663
2005	215,847	1,270,881	-	28,694	n/a	335,742	80,707	8,873	44,315	-	1,985,058
2006	153,029	1,086,086	-	27,569	n/a	322,449	77,458	8,517	42,683	-	1,717,791
2007	83,416	470,653	-	16,474	n/a	191,883	45,862	5,001	25,886	Special Use	839,175
2008	95,679	1,128,246	-	12,329	12,932	68,360	12,155	1,329	6,811	14,151	1,351,992
2009	53,060	2,212,795	-	61,427	103,981	140,091	299	33	163	114,925	2,686,775
2010	640	821,417	-	106,335	176,897	196,271	-	-	-	184,936	1,486,495
2011	-	1,124,036	-	158,551	270,122	324,904	-	-	-	289,306	2,166,919
2012	-	1,065,528	-	92,875	156,379	173,983	-	-	-	163,461	1,652,226
2013	-	1,371,693	-	288,671	1,049,649	432,988	-	-	-	37,306	3,180,307
2014	-	1,214,136	-	161,957	513,478	257,152	-	-	-	85,447	2,232,169
2015	-	1,241,584	-	178,022	676,853	261,943	-	-	-	467	2,358,869
2016	-	1,950,920	-	261,698	993,861	387,653	-	-	-	-	3,594,132
2017	-	876,572	3,497	98,875	375,545	141,744	-	-	-	-	1,496,233
2018 (YTD)	-	324,481	4,817	36,471	138,544	53,564	-	-	-	-	557,877
Total Since Nov. 1992	\$2,033,967	\$22,579,745	\$8,313	\$1,929,049	\$4,726,012	\$5,447,791	\$941,384	\$93,835	\$388,585	\$889,999	\$39,038,681
Court Ordered Refunds (fee portion)	\$-	\$(278,075)	\$-	\$(62,571)	\$-	\$(174,169)	\$(84,087)	\$(7,857)	\$(25,707)	\$-	\$(632,466)
USE OF IMPACT FEES: (-) NEGATIVE = USAGE											
1993 - 2004	\$(720,493)	\$(5,104,777)	\$-	\$(360,127)	\$(263,276)	\$(1,342,703)	\$(459,015)	\$(47,376)	\$(136,671)	\$-	\$(8,434,439)
2005	(48,374)	(179,571)	-	(27,471)	-	(37,929)	(2,852)	-	(14,037)	-	(310,234)
2006	(4,300)	(321,895)	-	(422)	-	(263,541)	(212)	-	(18,337)	-	(608,708)
2007	(46,048)	(73,826)	-	74	-	(873,336)	(136)	-	(34,497)	-	(1,027,769)
2008	(646,837)	(69,821)	-	-	-	(119,644)	(1,548)	(238)	(100,930)	-	(939,017)
2009	(675,430)	(1,063,672)	-	(8,228)	-	-	-	-	(32,723)	-	(1,780,052)
2010	(225,582)	(3,726,910)	-	(84,348)	-	(253,192)	(76,215)	-	(21,201)	(119,200)	(4,506,648)
2011	-	(2,221,697)	-	(27,781)	(95,000)	(515,494)	(357,550)	(58,132)	-	(91,011)	(3,366,665)
2012	-	(1,204,603)	-	(15,279)	-	(80,042)	(1,139)	(34)	(9,320)	(166)	(1,310,581)
2013	-	(149,994)	-	(120,145)	(626,760)	-	-	-	(9,749)	(289,000)	(1,195,648)
2014	-	(1,606,447)	-	(44,414)	(293,337)	-	-	-	(4,664)	(25,000)	(1,973,861)
2015	-	(601,310)	-	(43,555)	(58,415)	(177,999)	-	-	(13,033)	(16,431)	(910,743)
2016	-	(1,041,789)	-	(54,437)	(403,425)	(299,874)	-	-	(0)	-	(1,799,525)
2017	(1,198,548)	-	(15,991)	(113,791)	(57,187)	(158,676)	-	(14,782)	(200,190)	(1,759,166)	(1,078,588)
2018 (YTD)	(158,866)	-	(115,904)	(3,396)	(154,073)	-	-	-	(54,718)	(486,956)	(1,078,588)
Total Usage	\$(18,723,726)	\$-	\$(918,028)	\$(1,857,399)	\$(4,175,013)	\$(1,057,344)	\$(105,779)	\$(409,944)	\$(795,716)	\$(30,410,013)	\$(29,242,480)
Note: Usage is as of process date; if accounting month is not closed, amount may vary.											
Balance	\$(333,097)	\$3,577,944	\$8,313	\$948,450	\$2,868,613	\$1,098,608	\$(200,047)	\$(19,801)	\$(47,066)	\$94,283	\$7,996,201
Interest	\$333,097	\$1,085,949	\$-	\$53,456	\$66,751	\$491,855	\$200,047	\$19,801	\$47,305	\$8,966	\$2,307,226
Balance w/Interest	\$-	\$4,663,894	\$8,313	\$1,001,906	\$2,935,364	\$1,590,463	\$-	\$-	\$239	\$103,249	\$10,303,428
Budget Balance	\$-	\$7,239,207		\$996,757	\$2,159,004	\$1,587,470	\$(0)	\$-	\$(0)	\$97,008	\$12,079,446
Balance Available For Appropriations	\$-	\$(2,575,314)	\$8,313	\$5,148	\$776,360	\$2,993	\$0	\$-	\$239	\$6,241	\$(1,776,018)

Numbers are rounded.

Project Location Detail Report

The project detail sheets identify the location of each of the projects. However, some locations have not been determined yet and some projects are located in more than one location. This worksheet allows citizens to identify specific projects in their area of the City. Please refer to the individual project information sheets for more detailed information on each project.

Citywide

- Access and Safety Improvements
- ADA Transition Plan and Projects
- Aquatic Habitat Improvements - Stormwater (Program #9024)
- Asphalt Overlay Adjustments - Sewer (Program #9021)
- Asphalt Overlay Adjustments - Water (Program #9021)
- Bike Improvements
- Building Repair and Replacement
- Capital Asset Management Program (CAMP)
- Community Park Expansion
- Flood Mitigation & Collection - Stormwater (Program #9028)
- Infrastructure Pre-Design & Planning - Sewer (Program #9903)
- Infrastructure Pre-Design & Planning - Stormwater (Program #9903)
- Lift Stations—Sewer (Program #9806)
- Neighborhood Park Development
- Onsite Sewage System Conversions - Sewer (Program #9813)
- Open Space Acquisition and Development
- Parks Land Acquisition
- Reclaimed Water (Program #9710)
- Replacement and Repair Projects - Sewer (Program #9703)
- Sewer System Planning - Sewer (Program #9808)
- Sidewalks and Pathways
- Small Capital Projects
- Small Diameter Water Pipe Replacement (Program #9408)
- Street Repair and Reconstruction
- Transmission & Distribution Projects—Water (Program #9609)
- Water Quality Improvements (Program #9027)

South Side

- 2010 Transportation Stimulus Project Repayment
- Cain Road & North Street - Intersection Improvements
- Community Park Expansion
- Fones Road - Transportation (Program #0623)
- Groundwater Protection (Program #9701)
- Henderson Boulevard & Eskridge Boulevard - Intersection Improvements
- Water Storage Systems (Program #9610)
- Wiggins Road and 37th Ave Intersection Improvements

West Side

- 2010 Transportation Stimulus Project Repayment
- Community Park Expansion
- Groundwater Protection (Program #9701)
- US 101/West Olympia Access Project
- Water Storage Systems (Program #9610)

Downtown

- Community Park Expansion
- Percival Landing Major Maintenance and Reconstruction

City of Olympia – Public Facilities Inventory

The Growth Management Act requires a jurisdiction's Capital Facilities Plan (CFP) to identify what existing capital facilities are owned, their locations, and capacity. The physical locations of water facilities are kept confidential. This confidentiality is in accordance with City policy to keep the City's water system, secure and protected.

Asset					Asset Status			
Facility	Location	Date Acquired	Historical or Purchase Cost	Acres / Capacity	Present Condition	Improvements Required	Year Needed	Estimated Cost of Improvement
Olympia Parks (Citywide Service Area)	Citywide	Varies	\$55,359,979	1,234.43 Acres	Varies	See Below	See Below	See Below
8th Avenue Park	3000 8th Ave NE	2006	\$580,392	3.99	Undeveloped			
Artesian Commons	415 4th Ave	2013		0.2	Good			
Restroom		2017	\$355,000		Excellent			
Bigelow Park	1220 Bigelow Ave NE	1943	Unknown	1.89				
Shelter/RR (2 unisex)		1949	Unknown		Fair	Replacement	2021	\$330,000
Playground		2005	\$256,500		Good			
Bigelow Springs Open Space	930 Bigelow Ave NE	1994	Unknown	1.3	Good			
Burri Park	2415 Burbank Ave NW	1997	\$230,000	2.32				
Interim Use Improvements		2009	\$25,500		Good			
Chambers Lake Parcel	4808 Herman Rd SE	2003	\$476,000	47.09	Undeveloped			
Cooper Crest Open Space	3600 20th Ave NW	2003	\$232,484	13.37	Good			
Decatur Woods Park	1015 Decatur St SW	1988	\$33,853	6.27				
Restroom (1 unisex)		2004	\$75,000		Excellent			
Shelter		2004	\$25,000		Excellent			
Playground		2004	\$114,000		Good			
East Bay Waterfront Park	313 East Bay Dr NE	1994	Lease	1.86				
Overlook		1994			Fair			
East Bay View	613 East Bay Dr NE	2000	N/A		Good			
Edison St Parcel	1400 Block Edison St SE	1997	\$95,974	4.52	Undeveloped			
Evergreen Park	1445 Evergreen Park Dr SW	2008	\$73,867	3.99				
Interim Use Improvements		2008	\$17,000		Good			
Friendly Grove Park	2316 Friendly Grove Dr NE	2002	\$240,000	14.48				
Shelter/RR		2002	\$170,300		Good	Replacement	2020	\$370,000
Playground		2002	\$59,000		Good			
Tennis Court		2002	\$53,000		Excellent			
Basketball		2002	\$11,000		Good			
Skate Court		2002	\$23,000		Good			
Garfield Nature Trail	701 West Bay Dr NW	1900	Unknown	7.41	Good			
Grass Lake Nature Park	814 Kaiser Rd NW	1990	\$1,800,000	195.34	Undeveloped	Trail Development	2020	\$2,600,000
Harrison Avenue Parcel	3420 Harrison Avenue NW	2011	\$300,334	24	Undeveloped			
Harry Fain's Legion Park	1115 20th Ave SE	1933	Unknown	1.34				
Playground		2005	\$181,250		Good			
Hawthorne Open Space	1870 Yew Ave NE	2016	\$60,880	2.98	Undeveloped			
Heritage Park	330 5th Ave SE	1996	\$1,400,000	1.18				
Fountain		1996	\$610,000		Good			
Isthmus Parcels	505/529 4th Ave W		\$3,100,000	2.34	Good		2018	500,000
Interim Use Improvements								
Kaiser Woods	4300 Park Dr SW	2016	\$1,014,360	75	Undeveloped			
Kettle View Park	1250 Eagle Bend Dr SE	2007	\$204,836	4.8				
Restroom (1 unisex)		2011	\$216,000		Excellent			
Playground		2011	\$100,000		Excellent			
Tennis Court		2011	\$60,000		Excellent			
Shelter		2013	\$100,000		Excellent			
LBA Park	3333 Morse Merryman Rd SE	1974/2016/2017	\$11,561,137	155.5				
Concessions/RR		1974			Fair			
Kitchen		1974			Good			
Lower RR		1974			Good			
Maintenance Buildings		1974			Good			
Shelter/RR		1974			Fair			
Playground		2011	\$230,000		Excellent			
Fields (6)					Good			
Tennis					Good			

Asset					Asset Status			
Facility	Location	Date Acquired	Historical or Purchase Cost	Acres / Capacity	Present Condition	Improvements Required	Year Needed	Estimated Cost of Improvement
Olympia Parks (Citywide Service Area)	Citywide	Varies	See Start of Section		Varies	See Below	See Below	See Below
Lions Park	800 Wilson St SE	1946	Unknown	3.72				
Shelter		2012	\$274,000		Excellent			
Restroom (2 unisex)		2012	\$100,000		Excellent			
Playground		2011	\$130,000		Excellent			
Basketball		2010	\$11,500		Excellent			
Fields					Fair			
Tennis Court(2)					Fair			
Log Cabin Parcel	2220 Log Cabin Rd SE	2010	\$673,000	2.35	Undeveloped			
Madison Scenic Park	1600 10th Ave SE	1989	\$144,000	2.21				
Trail		2013	\$9,000		Excellent			
Margaret McKenny Park	3111 21st Ave SE	1999	\$199,203	4.16				
Playground					Excellent		2018	\$260,000
McGrath Woods Park	2300 Cain Rd SE	1998	\$202,272	4				
Interim Use Improvements		2009	\$32,000		Good			
McRostie Parcel	1415 19th Ave SE	1997	N/A	0.23	Undeveloped			
Mission Creek Nature Park	1700 San Francisco Ave SE	1996	\$250,000	36.83				
Interim Use Improvements		2009	\$24,000		Good			
Olympia Woodland Trail	1600 Eastside St SE	2003	\$500,000	39.2	Good			
Restroom		2007	\$142,000		Excellent			
Olympic Park	1300 Block Olympic Dr NE	1925		0.6	Undeveloped			
Percival Landing	300 4th Ave W	1970	Unknown	3.38				
D & E Floats		1970			Poor			
North Boardwalk		1970			Fair			
W Restroom (4 unisex)		1988			Fair			
West Boardwalk		1988			Fair			
Harbor House (2 unisex)		2011	\$900,000		Excellent			
NE Pavilion		2011	\$200,000		Excellent			
SE Pavilion		2011	\$200,000		Excellent			
Phase I		2011	\$10,000,000		Excellent			
F Float		2015	\$500,000		Excellent			
Bulkhead		2018	\$3,000,000		Excellent			
Priest Point Park	2600 East Bay Dr NE	1906	Unknown	313.5				
Carpenter Shop		1940s			Poor	Repair	2021	\$100,000
Equip Storage		2004			Good			
Equip Repair		1980s			Fair			
Office/Tool		1940			Poor	Repair	2021	\$100,000
Restroom 1		1968			Good			
Restroom 2		2018	\$350,000		Excellent			
Restroom 3		1952			Good			
Shelter 1 (Rose Garden)		2016	\$300,000		Excellent			
Shelter 2		2018	\$170,000		Excellent			
Shelter 3		2008	\$87,000		Excellent			
Shelter 4		2015	\$100,000		Excellent			
Shelter 5		1960			Fair			
Shelter 6					Fair			
Shelter 7					Fair			
VIP Building		1950			Fair			
Playground		2008	\$124,000		Good			
Basketball					Good			
E Trails					Good			
W Trails					Good			
South Capitol Lots	2015 Water St SW	1994	Unknown	0.92	Undeveloped			
Springwood Dr Parcel	1500 Springwood Dr NE	2015	\$0	3.2	Undeveloped			
Stevens Field	2300 Washington St SE	1963	Unknown	7.84				
Concession		1986			Good			
Field 1		2018	\$785,000		Excellent	New Lighting	2018	\$400,000
Field 2					Good			
Storage/RR		1950s			Fair			
Shelters (3)		1990			Poor			
Tennis (2)					Good			
Sunrise Park	505 Bing St NW	1988	Unknown	5.74				
Restroom (1 unisex)		2011	\$216,000		Excellent			
Playground		2015	\$100,000		Excellent			
Basketball		1994			Good			
Community Garden		2011	\$40,000		Excellent			

Asset					Asset Status			
Facility	Location	Date Acquired	Historical or Purchase Cost	Acres / Capacity	Present Condition	Improvements Required	Year Needed	Estimated Cost of Improvement
Olympia Parks (Citywide Service Area)	Citywide	Varies	See Start of Section		Varies	See Below	See Below	See Below
Trillium Open Space	900 Governor Stevens Ave SE	1989	Unknown	4.53	Good			
Ward Lake Parcel	2008 Yelm Hwy SE	2007	\$3,575,958	9.14	Undeveloped			
Watershed Park	2500 Henderson Blvd SE	1955	Unknown	153.03	Good			
West Bay Park	700 West Bay Dr NW	2006	\$6,600,000	17.04	Excellent			
West Bay Woods Open Space	1200 Hays Ave NW	2016	\$98,238	1.14	Undeveloped			
Parcel	West Bay Dr/Farwell Ave	2017	\$194,250	1.61	Undeveloped			
Wildwood Glen Parcel	2600 Hillside Dr SE	1999	\$86,390	2.38	Undeveloped			
Woodruff Park	1500 Harrison Dr NW	1892	\$1	2.46		New Shelter/ Sprayground	2019	\$1,000,000
Storage/RR		1950			Fair			
Tennis		1950			Fair	Replacement	2019	\$650,000
Basketball		1950			Fair			
Volleyball		1950			Fair			
Yashiro Japanese Garden	1010 Plum St SE	1990	Unknown	0.74	Good			
Yauger Park	3100 Capital Mall Dr SW	1978	Unknown	39.77				
Concessions/RR		1982			Excellent			
Kitchen/Shelter		1982			Fair			
Athletic Fields		1982			Good			
Skate Court		2000	\$392,000		Good			
Playground		2011	\$267,000		Excellent			
Community Garden		2011	\$40,000		Excellent			
Yelm Highway Parcel	3535 Yelm Hwy SE	2000	\$417,500	3.54	Undeveloped			
Other Jurisdictions' Community Parks				49.86 Ac				
Capitol Campus (Landscaped areas)	416 Sid Snyder Avenue SW			20				
Centennial Park	200 Block Union Ave SE			0.8				
Heritage Park	501 5th Ave SW			24				
Marathon Park	Deschutes Parkway SW			2.1				
Port Plaza	700 Block Columbia St NW			1.2				
Sylvester Park	600 Capitol Way S			1.3				
Ward Lake Fishing Access	4135 Ward Lake Ct SE			0.46				
Other Jurisdictions' Open Space				8.64 Ac				
Chambers Lake Trailhead	3725 14th Ave SE			1.71				
I-5 Trail Corridor	Adjacent to I-5 from Capitol Campus to Lacey City Hall			4.21				
Percival Canyon/West Bay Link	701 4th Ave W			2.72				
Water Pipe								
Water Pipe, 8" and larger, all material types 1,064,200 l.f. (202 miles)	Citywide	Varies			Varies	Maintenance & Repair	Annual	
11 Water Tanks/Reservoirs	Citywide	Varies		31 M gallon total capacity	Good			
6 Booster Stations	Citywide	Varies		3.10 Mgd	Good to Poor			
9 Springs/Wells		Varies		22 Mgd	Good			
Pipes - Stormwater								
172 miles of storm pipe, varying diameters	Citywide	Varies		Conveyance	Varies	Spot Repairs	Annual	
Manholes and Catch Basins - Stormwater								
Approx. 8,900 catch basins and manholes	Citywide	Varies		Collection/Conveyance	Varies	Spot Repairs and Cleaning	Annual	

Asset					Asset Status			
Facility	Location	Date Acquired	Historical or Purchase Cost	Acres / Capacity	Present Condition	Improvements Required	Year Needed	Estimated Cost of Improvement
Management Sites - Stormwater			\$9,005,000					
5th Avenue Pond	5th Avenue/Olympic Way	2004		Treatment, Storage	Good	None	Not Scheduled	
9th Ave/Milroy Pond	1901 9th Ave	2003		Treatment, Storage	Good	Vegetation Management	Annual	
12th Ave/Cushing Pond	12th Ave/Cushing	2004		Treatment, Storage	Good	None	Annual	
13th Ave/ Plymouth Pond	13th/ Plymouth St SW	1980s		Storage	Good	Vegetation Management	Annual	
14th/Lybarger Pond	14th/Lybarger St	Late 1990s		Storage	Fair	Additional planting, maintenance	Annual	
18th/Fones Pond	18th/Fones Rd	2007	\$375,000	Treatment, Storage	Good	Vegetation Management	Annual	
18th Avenue/ Ellis Street Pond	Between 18th Avenue SE and Ellis Street	2013	\$250,000	Storage, Treatment	Good	Vegetation maintenance,	Annual	
18th Avenue/ Craig Street Pond	Between 18th Avenue SE 3100 Block	2013	\$500,000	Storage, Treatment	Good	Vegetation maintenance,	Annual	
21st/Black Lake Blvd Ponds	21st/Black Lake Blvd	1990		Storage	Good	Vegetation Management	Annual	
21st/Fir Pond	21st/Fir St SE	1990s		Storage	Fair	Vegetation Management	Annual	
Bayhill Pond	Harrison Ave/Kaiser Rd	2004		Storage, Infiltration	Poor	Vegetation Management	Annual	
Black Lake Meadows	Percival Basin	1995		Storage, Treatment	Good	Vegetation Management	Annual	
"Boone Lake"/Automall Pond	Cooper Pt./Behind Truck Ranch	1980s		Storage, Infiltration	Good	Vegetation Management. Improve Outlet Access	Annual	
Boulevard Rd/Log Cabin Rd Roundabout Pond	Boulevard Rd/Log Cabin Rd	2010	\$180,000	Storage, Infiltration	Good	Vegetation Management	Annual	
Boulevard Rd/22nd Avenue Roundabout Pond	Boulevard Rd/22nd Ave	2014		Treatment, Storage	Good		Annual	
"C6"/Automall Pond	Cooper Pt./Behind Volvo	1996	\$200,000	Storage	Fair	Vegetation Management, Improve Outlet Access	Not Scheduled	
Capital High School	Percival Basin			Treatment, Storage	Good	Vegetation Management	Annual	
Cedars Kettle	Log Cabin/Cain Road SE	1997	\$400,000	Infiltration	Good	Vegetation Management	Annual	
Cedars Wetpond	Cedar Park Loop	1997		Infiltration	Good	Vegetation Management	Annual	
Division and Farwell Pond	Division St/Farwell Ave	2008		Treatment, Storage	Fair	Vegetation Management	Annual	
Fern St Pond	13th/Fern St SW	1980s		Storage	Good	Soil augmentation, native shrubs	Annual	
Frederick/Thurston	Frederick/Thurston Ave			Infiltration	Good	Vegetation Management	Annual	
Harrison Ave and Kaiser Road Pond	Harrison Ave/Kaiser Rd	2011	\$200,000	Treatment, Storage, Infiltration	Good	Vegetation maintenance	Annual	
Hoffman Road Infiltration Gallery	30th/Hoffman Rd SE	1990s		Infiltration	Good	Cleaning maintenance	Annual	
Indian Creek Treatment Facility	Frederick St/Wheeler Avenue	2001	\$400,000	Water Quality Treatment	Good	Sediment removal all cells, vegetation, trail and wall maintenance	Annual	
Joy Ave and Quince St Pond	Joy Ave/Quince St		\$150,000	Treatment	Good	Vegetation Management	Annual	
Log Cabin Rd Water Tank Pond	East of Log Cabin/Boulevard Rd	2011	\$200,000	Treatment, Storage, Infiltration	Good	Vegetation Management	Annual	
Mud Bay Road Pond	Harrison Ave/Cooper Pt Road NW	2001		Storage/ Treatment	Poor	Compliance with permits, vegetation maintenance	Annual	
North Percival Constructed Wetland	21st/Black Lake Blvd	1995	\$2,300,000	Storage/ Treatment	Good	Vegetation/ Public Use Management	Annual	
Oak/Fairview Pond	Oak Avenue/Fairview Street	1990s		Storage	Good	Vegetation Management	Annual	

Asset					Asset Status			
Facility	Location	Date Acquired	Historical or Purchase Cost	Acres / Capacity	Present Condition	Improvements Required	Year Needed	Estimated Cost of improvement
Management Sites - Stormwater (Continued)								
Pacific Avenue Treatment Facility	Pacific Avenue at Indian Creek	2014	\$650,000	Water Quality Treatment	Good	Vegetation maintenance, hydrodynamic separator cleaning, StormFilter filter replacement	Annual	
Sleater-Kinney Pond	15th/Sleater-Kinney Road	2002	\$300,000	Storage/ Treatment	Good	Vegetation Management	Annual	
Stan Hope Pond	Stanhope/Landau, NE	1980		Treatment, Infiltration	Good	Vegetation Management	Annual	
Taylor Wetlands Pond	North of Fones Rd (Home Depot)	2003	\$400,000	Treatment, Storage, Infiltration	Good	Vegetation Management	Annual	
Yauger Park Regional Pond	Cooper Pt./Capital Mall Dr.	1983 (Upgraded 2011)	\$2,500,000	Treatment, Storage	Good	Vegetation management, plant establishment	Annual	
Low Impact Development Facilities - Stormwater			\$30,000					
11th Avenue Bio Swale	11th Avenue SW/Plymouth Street	2006		Treatment, Infiltration, Conveyance	Fair	Vegetation Management	Annual	
Decatur Bio Swale	Decatur St /9th Ave	2009	\$30,000	Treatment	Good	Vegetation Management	Annual	
Division/Bowman Rain Garden	Division St/Bowman Ave	2008		Treatment, Storage	Good	Vegetation Management	Annual	
Hoadly Rain Garden	Hoadly Street/Governor Stevens Avenue			Treatment, Storage, Infiltration	Fair	Vegetation Management	Annual	
Oak/Fir Rain Garden	Oak Avenue/Fir Street	2011		Treatment, Infiltration	Good	Vegetation Management	Annual	
Yelm Highway Bioinfiltration Swales	Yelm Hwy/Henderson			Treatment, Infiltration	Good	Vegetation Management	Annual	
Treatment Vaults - Stormwater			\$1,060,000					
4th Ave Bridge Treatment Facility	4th Ave Bridge	2004		Water Quality Treatment	Good	Filter Replacement	Bi-Annual	
4th Ave East Treatment Facility	4th Ave/Quince St	2015		Water Quality Treatment	Good	Sediment Removal	Annual	
City Hall Treatment	City Hall	2011	\$40,000	Treatment	Good	Sediment Removal, Filter Replacement	Annual	
Decatur StormFilter	Decatur St /9th Ave	2009	\$20,000	Water Quality Treatment	Good	Filter replacement and cleaning	Annual	
Fire Station Headquarters Street Treatment	Puget St/4th Ave E			Water Quality Treatment	Good	Filter replacement and cleaning		
Giles Avenue Treatment Vault	Giles Ave/Division St NW	2004	\$300,000	Water Quality Treatment	Good	Sediment removal, primary cell and filter vault	Annual	
Hands On Children's Museum	Marine Drive	2011		Water Quality Treatment	Good	Filter replacement and cleaning	Annual	
Harrison Avenue Treatment	Three vaults on Harrison Avenue west of Kaiser road	2011	\$50,000	Water Quality Treatment	Good	Mulch replacement	Annual	
San Francisco Ave Treatment	San Francisco Ave/Rose St	2009						
Sleater-Kinney / San Mar Treatment	San Mar To Martin Way (Under West Sidewalk)	2003		Treatment	Good	Maintenance cleaning	Annual	
State Avenue Treatment	State Ave, from Plum to Central Street	2015		Water Quality Treatment	New	None	Annual	
West Bay Drive Treatment	West Bay Drive Sidewalk	2015		Water Quality Treatment	New	None	Annual	
Pacific Avenue Treatment Facility	Pacific Avenue at Indian Creek	2014	\$650,000	Water Quality Treatment	Good	Vegetation maintenance, hydrodynamic separator cleaning, StormFilter filter replacement	Annual	
Percival Landing Treatment Vault	Olympia Ave / Columbia St	2011		Water Quality Treatment	Good	Filter replacement and cleaning	Annual	
Property Maintained - Stormwater --Natural Resource Areas								
Schneider Creek Check Dams	Ellion St/Orchard Dr				Poor	Remove/Replace	Not Scheduled	

Asset					Asset Status			
Facility	Location	Date Acquired	Historical or Purchase Cost	Acres / Capacity	Present Condition	Improvements Required	Year Needed	Estimated Cost of Improvement
Wastewater Conveyance System								
Wastewater Pipes – Gravity - 187 total linear miles	Citywide	Varies			Good (150 miles) Fair (23 miles) Poor (13 miles) Unknown (1 mile)	Priority repairs	Annual	\$365,000
Wastewater Pipes – Force Main - 10 total linear miles	Citywide	Varies				Long-term force main upgrades	2024-2029	\$1,800,000
Wastewater STEP Systems 1,730 residential and 20 commercial	Citywide	Varies				Residential STEP Equipment Upgrades	Ongoing, as feasible	\$450,000
Wastewater STEP Pressure Mains - 28 total linear miles	Citywide	Varies						
Wastewater Structures (manholes, cleanouts, etc.)	Citywide	Varies				Manhole repair and replacements	2021-2024	\$232,000
Other Jurisdictions’ Wastewater and Reclaimed Water Facilities (Owned by LOTT Clean Water Alliance)								
Capitol Lake Pump Station	Deschutes Parkway			24mgd				
Budd Inlet Treatment Plan	500 Adams St NE			Can process up to 22mgd of wastewater; Can produce up to 1.5 mgd of reclaimed water				
Major Interceptor Sewer Lines	Along Martin Way and Capitol Way; Indian and Percival Creeks; Black Lake and Cooper Pt Roads; around Capital Lake			16 miles				
Reclaimed Water Transmission Lines	Downtown area			4,000 feet				
Creeks								
Indian/Moxie Creek	Various Locations					Water Quality/ Habitat Improvements	Ongoing	
Percival Creek	Between Percival Cove & Hwy 101					Water Quality/ Habitat Improvements	Ongoing	
Schneider Creek	Various Locations					Water Quality/ Habitat Improvements	Ongoing	
Woodard Creek	Various Locations					Water Quality/ Habitat Improvements	Ongoing	
Parking Lots			\$3,686,390	2.41 Acres				
Columbia St & 4th Ave Parking Lot	122 4th Ave W		\$286,150	.17 Ac	Fair	Drainage, repavement, striping	Not scheduled	
Olympia Ave at Franklin St Parking Lot	303 Franklin St NE		\$369,340	.33 Ac	Fair	Drainage, repavement, striping	Not scheduled	
State Ave and Washington St Parking Lot	205 State Ave NE		\$457,600	.33 Ac	Poor	Drainage, repavement, striping	Not scheduled	
Former Senior Center Gravel Parking Lot at State and 4th	114 Columbia St NW		\$275,950	.17 Ac	Poor	Paving	Not scheduled	
	116 Columbia St NW		\$288,150	.17 Ac				
State and Capital Parking Lot	107 State Ave NE		\$269,600	.16 Ac	Fair	repavement, striping	Not scheduled	
State and Franklin Parking Lot (former DOT lot)	318 State Ave NE		\$1,739,600	1.08 Ac	Good	Currently developed for interim use	Not scheduled	

Asset					Asset Status			
Facility	Location	Date Acquired	Historical or Purchase Cost	Acres / Capacity	Present Condition	Improvements Required	Year Needed	Estimated Cost of Improvement
Facilities		Year Built	\$ 97,891,500	This Section below is currently being updated as part of the Building Condition Assessment Report				
City Hall	601 4th Ave E	2011	\$35,650,000		Excellent			
Community Center/ Olympia Center	222 N Columbia	1987	\$5,301,000		Good			
Court Services Building	909 8th Ave	1975	\$143,000		Fair			
Family Support Center	201/211 N Capitol Way	1940	\$1,443,600		Good			
Farmers Market	Capitol Way	1996	\$1,000,000		Good			
Fire Station No. 1	100 Eastside St NE	1993	\$4,403,900		Good			
Fire Station No. 2	330 Kenyon St NW	1991	\$1,233,500		Good			
Fire Station No. 3	2525 22nd Ave SE	1992	\$416,700		Good			
Fire Station No. 4	3525 Stoll Rd SE	2011	\$7,095,700		Excellent			
Hands On Children's Museum	401 Jefferson St SE	2012	\$18,500,000		Excellent			
Lee Creighton Justice Center	900 Plum St SE	1967	\$2,432,300		Fair			
Maintenance Center Complex	1401 Eastside St	1976	\$3,849,300		Fair			
Mark Noble Regional Fire Training Center	1305 Fones Rd	2013	\$8,720,800		Excellent			
Old Fire Station Training Center	2200 Boulevard Rd SE	1962	\$65,000		Good			
Police Firing Range	6530 Martin Way E	1987	\$245,000		Good			
The Washington Center	512 Washington St	1985	\$4,181,700		Good			
Olympia Timberland Library	313 8th Ave SE	1981	\$2,743,800		Good			
Facilities Owned by Other Public Entities Within the City of Olympia								
Olympia School District	See the Olympia School District's Capital Facilities Plan for a facilities inventory list, capacities and map (part of Olympia's Adopted CFP).							
Port of Olympia	See Port of Olympia Comprehensive Scheme of Harbor Improvements for a Budd Inlet District Map. (http://www.portolympia.com/index.aspx?nid=235)							
South Puget Sound Community College Campus	2011 Mottman Road SW. See SPSCC website for a campus map. (http://spscc.ctc.edu/)			Varies (Olympia campus is about 102 acres; with about 86.5 acres in City of Olympia jurisdiction)				
State of Washington	See campus map on State of Washington Department of Enterprise Services website. (http://des.wa.gov/Pages/default.aspx)							
Thurston County	See inventory list in Thurston County Capital Facilities Plan. (http://www.co.thurston.wa.us/planning/comp_plan/comp_plan_document.htm)							

Asset					Asset Status			
Facility	Location	Date Acquired	Historical or Purchase Cost	Acres / Capacity	Present Condition	Improvements Required	Year Needed	Estimated Cost of Improvement
Bridges			\$39,000,000					
Olympia-Yashiro Friendship Bridge	4th Ave Bridge	1919, Replaced 2004	\$39,000,000		Good			
5th Avenue Bridge	5th Ave	1958, Rebuilt 2004			Good			
Priest Point Park Bridge	2700 Block East Bay Dr	1972			Good			
Percival Creek Bridge	Cooper Point Dr/AutoMall Dr at Evergreen Park Dr SW	1986			Good			
R.W. Johnson Road Culvert	R.W. Johnson Blvd, 700' N of Mottman Rd	2003			Good	Bank Stabilization		
Streets								
Arterial Classification 106 lane miles	Citywide	Varies			Average system condition rating is 66. Target condition rating is 75.			\$48 million (in 2012 dollars)
Collector Classification 124 lane miles	Citywide	Varies						
Neighborhood Collector Classification 42 lane miles	Citywide	Varies						
Local Access Classification 236 lane miles	Citywide	Varies						
Urban Collector 17 lane miles	Citywide	Varies						
Wellhead Protection			\$1,154,788	10 Acres				
Klabo		1998	\$1,000,000					
McAllister Wellfield Vicinity		2003	\$154,788	10 Acres	Unimproved			
Miscellaneous			\$3,743,000	13.08 Acres				
Chambers Ditch (Maintained by Chambers Drainage Ditch District)	Southeast, from outlet of Chambers Lake to Yelm Highway			Stormwater Conveyance				
Old City Dump/Top Foods	NW of Top Foods		\$3,586,800	12.34 Ac				
Old Gravel Pit	800' East of Kenyon St & 4th Ave		\$128,000	.35 Ac				
Woodland Park Parcel (Acquired through LID delinquency)	2710 Aztec Dr NW	2010	\$28,200	.39 Ac	Undeveloped			

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Glossary





Glossary of Terms	
Allocation:	To set aside or designate funds for specific purposes. An allocation does not authorize the expenditure of funds.
Appropriation:	An authorization made by the City Council for expenditures against the City's Annual Budget. Appropriations are usually made for fixed amounts and are typically granted for a one-year period.
Appropriation Ordinance:	An official enactment by the legislative body establishing the legal authority for officials to obligate and expend resources.
Arterial Street Funds (ASF):	State grants received for the dedicated purpose of improvements to arterials. The source of funding is the state gas tax.
Assessed Value (AV):	The fair market value of both real (land and building) and personal property as determined by the Thurston County Assessor's Office for the purpose of setting property taxes.
Assets:	Property owned by a government which has monetary value.
Bond:	A written promise to pay (debt) a specified sum of money (principal or face value) at a specified future date (the maturity date(s)) along with periodic interest paid at a specified percentage of the principal (interest rate).
Bond Anticipation Notes (BANs):	Short-term interest bearing notes issued in anticipation of bonds to be issued at a later date. The notes are retired from proceeds of the bond issue to which they are related.
Budget (Operating):	A plan of financial operation embodying an estimate of proposed expenditures for a given period (typically a fiscal year) and the proposed means of financing them (revenue estimates). The term is also sometimes used to denote the officially approved expenditure ceilings under which a government and its departments operate.
Bulbout:	An extension of the curb that juts out into the roadway, approximately seven feet wide (the width of a parking space).
Capital Budget:	A plan of proposed capital expenditures and the means of financing them. The capital budget may be enacted as part of the complete annual budget including both operating and capital outlays. The capital budget is based on a Capital Facilities Plan (CFP).
Capital Expenditure:	Expenditure resulting in the acquisition of or addition to the City's general fixed assets.
Capital Facilities:	<p>A structure, improvement, piece of equipment or other major asset, including land, that has a useful life of at least five years. Capital facilities are provided by or for public purposes and services including, but not limited to, the following:</p> <ul style="list-style-type: none"> • Bikeway and Disability Access Ramps • Detention Facilities • Drinking Water • Fire and Rescue • Government Offices • Law Enforcement • Libraries • Open Space • Parks (Neighborhood and Community) • Public Health • Recreational Facilities • Roads • Sanitary Sewer • Sidewalks, Bikeway, and Disability Access Ramps • Solid Waste Collection and Disposal • Stormwater Facilities • Street Lighting Systems • Traffic Signals
Capital Facilities Plan:	A twenty-year plan to implement the comprehensive plan vision, showing how the City will provide urban governmental services at adopted levels of service standards for the existing and projected population growth in the City and Urban Growth Area. It includes projected timing, location, costs, and funding sources for capital projects. The CFP identifies which capital facilities are necessary to support development/growth. Projects in the CFP are directly related to the applicable master plan or functional plans, such as the Parks, Arts and Recreation Plan, the Storm and Surface Water Plan, and other similar plans. The CFP is an element of the Comprehensive Plan, which is required to be internally consistent with the other chapters of the plan and the City budget.
Capital Improvement:	A project to create, expand or modify a capital facility. The project may include design, permitting, environmental analysis, land acquisition, construction, landscaping, site improvements, initial furnishings, and equipment.
Capital Improvement Plan (CIP) Fund:	A fund used to pay for general municipal projects (excludes utilities). The money is derived from the real estate excise tax, interest, utility tax (1%), and the year-end cash surplus.
CFP General Fund Revenues:	These revenues include 1% non-voted utility tax on gas, electric and telephone utilities plus 6% utility tax on Cable TV. In addition to the utility tax, CIP revenues include REET, interest, and contributions from the General Fund.
Concurrency:	In growth management terms, capital facilities have to be finished and in place at the time or within a reasonable time period following the impact of development.
Councilmanic:	Debt that is incurred by the City Council. A vote of the people is not required. The funds to repay the debt must come from the City's general revenues.
Debt Capacity:	The amount of money a jurisdiction can legally afford to borrow.
Debt Service:	Payment of interest and principal to holders of a government's debt instruments.

Glossary of Terms	
Development Orders and Permits:	Any active order or permit granting, denying, or granting with conditions an application for a land development approval including, but not limited to: impact fees, inventory, and real estate excise tax.
Federal Aid To Urban Systems (FAUS):	A grant received for improvements to the City's transportation network.
Fund Balance:	The excess of an entity's assets over its liabilities. The City's policy is to maintain a fund balance of at least 10% of the operating revenues in all funds. This term may also be referred to as Retained Earnings in the Utility funds or year end surplus in the General Fund.
Gas Tax:	Money received by the City from the State Gas Tax. The funds may only be used for improvements to arterials.
General Facility Charges (GFC):	Payment of monies imposed for development activity as a condition of granting development approval in order to pay for utilities needed to serve new development.
Grant:	A funding source provided by the State or Federal government.
Impact Fees:	A payment of money imposed for development activity as a condition of granting development approval in order to pay for the public facilities needed to serve new growth and development. By state law, impact fees may be collected and spent on roads and streets, parks, schools, and fire protection facilities.
Increased Rates (INCRATES):	Sufficient funds do not exist for the project to occur without a rate increase.
Interim Use and Management Plan (IUMP):	The portion of the Parks Plan that reflects parks/parcels that need minimal property development of the property so that it can be used until the property is further developed for full use by the public.
Inventory:	A listing of City of Olympia's public facilities including location, condition, and future replacement date.
Level of Service:	A quantifiable measure of the amount of public facility that is provided. Typically, measures of levels of service are expressed as ratios of facility capacity to demand (i.e., actual or potential users).
Local Improvement Districts: (LID)	A mechanism to pay for improvements (i.e., streets, sidewalks, utilities) that directly benefit the property owner.
Neighborhood Traffic Management Program: (NTMP)	A program to reduce the speed/traffic in neighborhoods. The plan includes the use of traffic circles or islands, speed bumps, improved signage or restriping.
Operation and Maintenance (O&M)	Operation and maintenance expense.
Pervious or Porous Pavement:	A permeable pavement surface with a stone reservoir underneath. The reservoir temporarily stores surface runoff before infiltrating it into the subsoil. Runoff is thereby infiltrated directly into the soil and receives some water quality treatment.
Public Works Trust Fund (PWTF) Loans:	Low interest loans from the State of Washington for "public works" projects.
Rates:	The existing rate of the various utilities sufficient to pay for the cost of projects.
Repairs and Maintenance: (General)	Building/facility repairs/maintenance up to \$50,000, and with a life expectancy of less than five years. General repairs and maintenance are paid from the City Operating Budget.
Repairs and Maintenance: (Major)	Building/facility repairs/maintenance up to \$50,000 or more with a life expectancy of five years or more. Major repairs and maintenance are paid from the Capital Budget.
Real Estate Excise Tax (REET):	The City of Olympia charges 1/2% tax on all real estate transactions to fund capital improvements.
SEPA Mitigation Fees:	Fees charged to "long plats" or new major developments for their direct impact on the system. SEPA mitigation measures must be related to a specific adverse impact identified in the environmental analysis of a project. The impact may be to the natural or built environment, including public facilities.
Septic Tank Effluent Pump (STEP):	This is an alternative to gravity flow sewage systems. The Council eliminated the use of future STEP systems in 2005.
Six-year Financial Plan:	A six-year financially constrained plan of identified projects, anticipated costs, and proposed funding sources that is part of the Capital Facilities Plan.
Site Stabilization Plan (SSP):	The portion of the Parks Plan that reflects parks/parcels that need additional work to increase safety by putting up fences, gates, or removing debris, etc.
Transportation Benefit District: (TBD)	The Olympia City Council makes up the TBD Board, enacted by City Council in 2008. Each vehicle registered within the City of Olympia at the time of renewal is assessed \$40 for transportation improvements in Olympia. The TBD Board currently contracts with the City to fund transportation projects.
Utility Tax:	The City of Olympia charges the statutory limit of 6% on private utilities (electric, gas, telephone and Cable TV). 1% of the amount on gas electric and telephone goes to the Financial Plan. The total 6% tax on Cable TV goes to major maintenance. In 2004, voters approved an additional 3% increase in this tax, for a total of 9%. Of the 3%, 2% is for Parks and 1% is for recreational sidewalks.
Voted:	Voted debt requires the citizens' vote for approval to increase property taxes to pay for the project.

Acronyms	
AC Asbestos Cement	LOTT Lacey, Olympia, Tumwater, Thurston County
ADA Americans with Disabilities Act	LTFS Long Term Financial Strategy
AV Assessed Value	NPDES National Pollutant Discharge Elimination System
CAMP Capital Asset Management Program	NTMP Neighborhood Traffic Management Program
CFP Capital Facilities Plan	O&M Operations and Maintenance
CIP Capital Improvement Program	OPARD Olympia Parks, Arts and Recreation Department
DFW Department of Fish and Wildlife	OMPD Olympia Metropolitan Park District
DOE Department of Energy	OWT Olympia Woodland Trail
DOH Department of Health	PFD Public Facilities District
EDDS Engineering Design and Development Standards	PMMP Parks Major Maintenance Program
EMS Emergency Medical Services	PSI Pounds per Square Inch
ENV Environmental	PWTF Public Works Trust Fund
FF&E Furniture, Fixtures and Equipment	RCO Recreation and Conservation Office
GFC General Facilities Charge	REET Real Estate Excise Tax
GHG Green House Gases	RFP Request for Proposal
GMA State of Washington Growth Management Act	SDWA Federal Safe Drinking Water Act
GMP Guaranteed Maximum Price	SEPA State Environmental Policy Act
GO General Obligation	SPSCC South Puget Sound Community College
GTEC Growth and Transportation Efficiency Centers	SSP Site Stabilization Plan
HES Hazard Elimination Safety	STEP Septic Tank Effluent Pump
HOCM Hands On Children's Museum	TBD Transportation Benefit District
I&I Inflow and Infiltration	TIP Transportation Improvement Program
IAC Interagency Committee for Outdoor Recreation	TOR Target Outcome Ratios
IPM Integrated Pest Management	TRPC Thurston Regional Planning Council
IUMP Interim Use and Management Plan	TSP Transit Signal Priority
LBA Little Baseball Association	UBIT Under Bridge Inspection Truck
LED Light Emitting Diodes	UFC Uniform Fire Code
LEED Leadership in Energy and Environmental Design	UGA Urban Growth Area
LID Local Improvement District	UGMA Urban Growth Management Area
LOS Level of Service	WWRF Washington Wildlife Recreation Fund
	WWRP Washington Wildlife and Recreation Program



Olympia School
District - CFP



OlympiaTM





Olympia School District

1113 Legion Way SE, Olympia WA, 98501 • <http://osd.wednet.edu>

June 28, 2018

Debbie Sullivan, Administrative Services Director
City of Olympia
PO Box 1967
Olympia WA 98507-1967

Subject: Olympia School District Capital Facilities Plan 2019-2024

Dear Ms. Sullivan:

This is a preliminary notice acknowledging that a draft of the Olympia School District's 2019-2024 Capital Facilities Plan will be provided to your office by August 1, 2018.

We plan on submitting our final CFP to you by the first week of October, with a Board-adopted copy provided to you the last week of October.

Thank you for your help keeping on track with City timelines.

Sincerely,

Jennifer Priddy, Assistant Superintendent
Olympia School District

"Creating opportunities and shaping success for all students"

Board of Directors: Frank Wilson, Joellen Wilhelm, Leslie Huff, Hilary Seidel, Scott Clifthorne, Ainsley Austin (Student Rep.)
Patrick C. Murphy, Ed.D., Superintendent



Olympia School District
Capital Facilities Plan,
DRAFT
2019-2024

8-6-2018

Executive Summary

The Olympia School District's 2019-2024 Capital Facilities Plan (CFP) has been prepared as the district's principal six-year facility planning document in compliance with the requirements of the Washington State Growth Management Act. This plan is developed based on the district's recent long range facilities master plan work, which looked at conditions of the district facilities, projected enrollment growth, utilization of current schools and the capacity of the district to meet these needs from 2010 to 2025. This report is the result of a volunteer Facilities Advisory Committee (FAC) who worked with the district and a consulting team for nearly six months. In addition to this CFP 2011 master plan and the updates that are underway, the district may prepare other facility planning documents consistent with board policies, to consider other needs of the district as may be required.

This CFP consists of four elements:

1. An inventory of existing capital facilities owned by the Olympia School District including the location and student capacity of each facility.
2. A forecast of future needs comparing student enrollment projections against permanent facility student capacities. The basis of the enrollment forecast was developed by demographer Dr. W. Les Kendrick. The student generation rate used to calculate the impact fee for this plan was developed by demographer Michael McCormick.
3. The proposed locations and capacities of new and expanded facilities anticipated to be constructed or remodeled over the next six years and beyond.
4. A financing plan for the new and expanded facilities anticipated to be constructed over the next six years. This plan outlines the source of funding for these projects including state revenues, local bond revenue, local levy revenue, impact fees, mitigation fees, and other revenues.

This CFP contains updates to plans that address how the district will respond to state policies to reduce class size. The Legislature has recently enacted legislation that targets class size reduction by the 2017-18 school year (SY). The Supreme Court has mandated implementation of this legislation, and an initiative of the people (I-1351) was enacted, significantly impacting school housing needs. All three of these efforts/ entities have included conversion of half-day kindergarten to full-day kindergarten as a high priority.

The 2011 Master Plan and updates contain multiple projects to expand the district's facility capacity and major modernizations. Specifically, the plan included major modernizations for Garfield (with expanded capacity), Centennial, McLane, and Roosevelt Elementary Schools; limited modernization for Jefferson

Middle School; and modernizations for Capital High School. The plan called for the construction of a new building, with expanded capacity, for the Olympia Regional Learning Academy. The plan called for the construction of a new elementary/intermediate school (serving grades 5-8) on the east side of the district. In the 2015 Master Plan update to the 2011 Master Plan, this new intermediated school project will not move forward. The district will expand capacity at five elementary schools via mini-buildings of permanent construction consisting of 10 classrooms each. In addition, in order to nearly double Avanti High School enrolment, Avanti is scheduled to expand to use the entire Knox building; the administration would move to a different building. At Olympia High School, the district would reduce reliance on 10 portables by building a new permanent building of about 22 classrooms. Finally, the plan includes a substantial investment in systems modernizations and major repairs at facilities across the district.

This 2019-2024 Capital Facilities Plan (CFP) is intended to guide the district in providing new capital facilities to serve projected increases in student enrollment as well as assisting the district to identify the need and time frame for significant facility repair and modernization projects. The CFP will be reviewed on an annual basis and revised accordingly based on the updated enrollment and project financing information available

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DRAFT Capital Facilities Plan

2019-2024

Olympia School
District August 2018

I. School Capacity, Methodology and Levels of Service

The primary function of calculating school capacities is to allow observations and comparisons of the amount of space in schools across the Olympia School District (OSD) and plan for growth in the number of students anticipated at each school. This information is used to make decisions on issues such as locations of specialty program offerings, enrollment boundaries, portable classroom units, new construction and the like.

School capacities are a general function of the number of classroom spaces, the number of students assigned to each classroom, how often classrooms are used, and the extent of support facilities available for students, staff, parents and the community. The first two parameters listed above provide a relatively straightforward calculation, the third parameter listed is relevant only to middle and high schools, and the fourth parameter is often a more general series of checks and balances.

The district's historical guideline for the maximum number of students in elementary school classrooms is as follows. The table below also identifies the guideline of the new initiative and the square footage guideline used for costing construction:

Class Size Guidelines	OSD Historical Guidelines	2014 I-1351 Voter Approved (Not funded by Legislature):	Square Footage Guideline:	ESHB 2242 Enacted in 2017:
Kindergarten	23 students	17 students	25-28 students	17 students
Grades 1-2	23 students	17 students	25-28 students	17 students
Grades 3	25 students	17 students	28 students	17 students
Grades 4-5	27 students	25 students	28 students	27 students

As the district constructs new classrooms, the class size square footage guideline is tentatively set to accommodate 25-28 students. Occasionally, class sizes must exceed the guideline, and be in overload status. The district funds extra staffing supports for these classrooms when they are in overload status. In most cases, the district needs to retain flexibility to a) place a 4th or 5th grade into any physical classroom; and b) size the classroom square footage to contain a classroom in overload status where needed. In addition, there is the possibility that class sizes would be amended at a later time to increase or the reality that state policy makers appear to not intend to fully implement the guidelines of Initiative 1351. For these reasons, the district is

maintaining its historical practice of constructing classrooms to hold 28 students comfortably. This is consistent with the newly enacted finance system for K-12 public education, in that the 2017 Legislature has retained the class size for 4th and 5th grade at 27 students.

Typically, OSD schools include a combination of general education classrooms, special education classrooms, and classrooms dedicated to supportive activities, as well as classrooms dedicated to enrichment programmes such as art, music, language and physical education. Some programs, such as special education serve fewer students but require regular-sized classrooms. An increased need for these programs at a given school can reduce that school's total capacity. In other words, the more regular sized classrooms that are occupied by smaller numbers of students, the lower the school capacity calculation will be. Any school's capacity, primarily at elementary level, is directly related to the programs offered at any given time.

Special education classroom use at elementary level includes supporting the Infant/Toddler Preschool Program, Integrated Kindergarten Program, DLC Program (Developmental Learning Classroom, which serves students with moderate cognitive delays), Life Skills Program (students with significant cognitive delays), LEAP Program (Learning to Engage, be Aware and Play program for students with significant behavior disabilities) and the ASD Program (Students with Autism Spectrum Disorders.) At middle and/ or high level, special education classroom use includes supporting the DLC Program, Life skills Program, HOPE Program (Help Our People Excel for students with significant behavior disabilities) and the ASD Program.

Classrooms dedicated to specific supportive activities include serving IEP's (Individual Education Plan) OT/PT services (Occupational and Physical Therapy), speech and language services, ELL services (English Language Learner), ALPS services (the district's program for highly capable 4th and 5th graders), as well as non-specific academic support for struggling students (primarily Title I of the No Child Left Behind Act.)

Of note, the district has a practice of limiting school size to create appropriately-sized learning communities by limiting elementary school size to 500 students, middle school size to 800 students, and high school size to 1,800 students. These limits represent a guide, but not an absolute policy limit and in this CFP update the guideline is adjusted slightly. The district's 2015 review and update of the 2011 Master Plan included the FAC's recommendation that exceeding these sizes was desirable if the school still functioned well, and that a guideline should be exceeded when it made sense to do so. Therefore the plans for future enrollment growth are based on this advice and some schools are intended to grow past these sizes.

Methodology for Calculating Building Capacity

Elementary School

For the purpose of creating an annual CFP, student capacity at individual elementary schools is calculated by using each school's current room assignments. (E.g. How many general education classrooms are being used, and what grade level is being taught? How many different special education classrooms are being used? How many classrooms are dedicated to supportive activities like the PATS Program, ELL students, etc.?)

Throughout the district's elementary schools, special programs are located according to a combination of criteria including the proximity of students who access these special programs, the efficiency of staffing resources, and available space in individual schools. Since the location of special programs can shift from year to year, the student capacities can also grow or retract depending on where the programs are housed. This fluctuation is captured in what is termed the "Program Capacity" of each school. That is to say that "Program Capacity" is calculated based on the programs offered at a given school each year, instead of a simple accounting of the number of classroom spaces (See Table A.)

Middle and High Schools

Capacity at middle school and high school levels are based on the number of "teaching stations" that include general-use classrooms and specialized spaces, such as music rooms, computer rooms, physical education space, industrial arts space, and special education and/ or classrooms dedicated to supportive activities. In contrast to elementary schools, secondary students simultaneously occupy these spaces to receive instruction. As a result, the district measures the secondary school level of service based on a desired average class size and the total number of teaching stations per building. The capacities of each secondary school are shown on Table B.

Building capacity is also governed by a number of factors including guidelines for maximum class size, student demands for specialized classrooms (which draw fewer students than the guidelines allow), scheduling conflicts for student programs, number of work stations in laboratory settings, and the need for teachers to have a work space during their planning period. Together these limitations affect the overall utilization rate for the district's secondary schools.

This rate, in terms of a percentage, is applied to the number of teaching stations multiplied by the average number of students per classroom in calculating the effective capacity of each building. The levels of service for both middle and high school equates to an average class loading of 28 students based upon an 80% utilization factor. The only exception is Avanti High School, the district's alternative high school program, which does not consist of any specialized classroom space and has relatively small enrollment, so a full 100% utilization factor was used to calculate this school's capacity.

The master plan includes estimates for both current and maximum utilization. In this CFP we have used the current utilization capacity level because it represents the ideal OSD configurations of programs and services at this time. It is important to note that there is very little added capacity generated by employing the maximum utilization standard.

Level of Service Variables

Several factors may impact the district's standard Level of Service(LOS) in the future including program demands, state and federal funding, collective bargaining agreements, legislative actions, and available local funding. These factors will be reviewed annually to determine if adjustments to the district's LOS are warranted. The district is experiencing growth in its special education preschool population and is exploring opportunities to provide other additional or expanded programs to students in grades K-12. This review may result in a change to the standard LOS in future Capital Facilities Plans.

Alternative Learning

The district hosts the Olympia Regional Learning Academy (ORLA), which serves students from both within and outside of the district's boundaries. The program, which began in 2006, now serves approximately 440 students. Each year since 2006 the program's enrollment has increased and the proportion of students from within the Olympia School District has increased. Therefore, over time, the program will have a growing positive impact on available capacity within traditional district schools. As more students from within district schools migrate to ORLA, they free up capacity to absorb projected growth.

The Olympia School District is also committed to serving as this regional hub for alternative education and services to families for non-traditional education. The program is providing education via on-line learning, home-school connect (education for students that are home-schooled), and Montessori elementary education.

Finally, Olympia School District is committed to providing families with alternatives to the traditional public education, keeping up with the growing demand for these alternatives, and to providing ORLA students and families with a safe facility conducive to learning.

Elementary School Technology

In capacity analyses, the district has assumed that current computer labs will be converted to classrooms. The ease of use, price, and industry trend regarding mobile computing afford the district the opportunity to eventually convert six classrooms/ portables from a computer lab into a classroom.

Preschool Facilities

The district houses 10 special needs preschool classrooms across the district. Recently the district has been leasing space from a church due to a lack of classroom space. The CFP addresses the need to house these classrooms in district facilities. For the 2017-18 SY, all preschool classrooms are housed in public schools; 2 classrooms have been moved from leased space to schools. (The infant toddler classrooms(s) were temporarily housed in leased space and moved to district classroom space mid-year.)

Table A

*Elementary School Capacities (Current Utilization Standard and Current Class Size)***Olympia School District Capacity; 2015 Master Plan with Selected Updates**

	September 2017 Headcount K-5	Building Capacity	Portable Capacity	Total Capacity	
Elementary Schools*					*Some capacity used for Preschool.
Boston Harbor	168	176	42	218	
Brown, LP	386	360	42	402	
Centennial	529	764	63	827	Mini-building included.
Garfield	358	449	58	507	
Hansen	446	827	42	869	Mini-building included.
Lincoln	280	273	0	273	
Madison	234	252	42	294	
McKenny	352	402	84	486	
McLane	303	738	42	780	Mini-building included.
Pioneer	441	759	0	759	Mini-building included.
Roosevelt	412	751	0	751	Mini-building included.
Totals	3,909	5,751	415	6,166	
West Side Totals	1,493	2,374	184	2,558	(LPBES, GES, HES, McLES)
East Side Totals	2,416	3,377	231	3,608	(BHES, CES, LES, MES, McKES, PES, RES)

Table B

Middle and High School Capacities (Current Utilization Standard and Current Class Size)

Olympia School District Capacity; 2015 Master Plan with Selected Updates

	September 2017 Headcount K-5	Building Capacity	Portable Capacity	Total Capacity	
Middle Schools*					*Utilization Factor for middle schools = 80%.
Jefferson	430	600	23	623	Portable is devoted to Boys/Girls Club.
Marshall	384	515	0	515	
Reeves	443	559	23	582	
Washington	812	797	23	820	
Totals	2,069	2,471	69	2,540	
High Schools*					*Utilization Factor for comp. high schools = 80%.
Avanti	144	200	0	200	
Capital	1,371	1,452	46	1,498	
Olympia	1,772	1,665	185	1,850	
High School Totals	3,287	3,317	231	3,548	
ORLA	444	700	0	700	Capacity is calculated as an elementary school (100% utilization); 25 students per classroom.
Total Capacity	9,709	12,239	715	12,954	

Olympia School District Building Locations

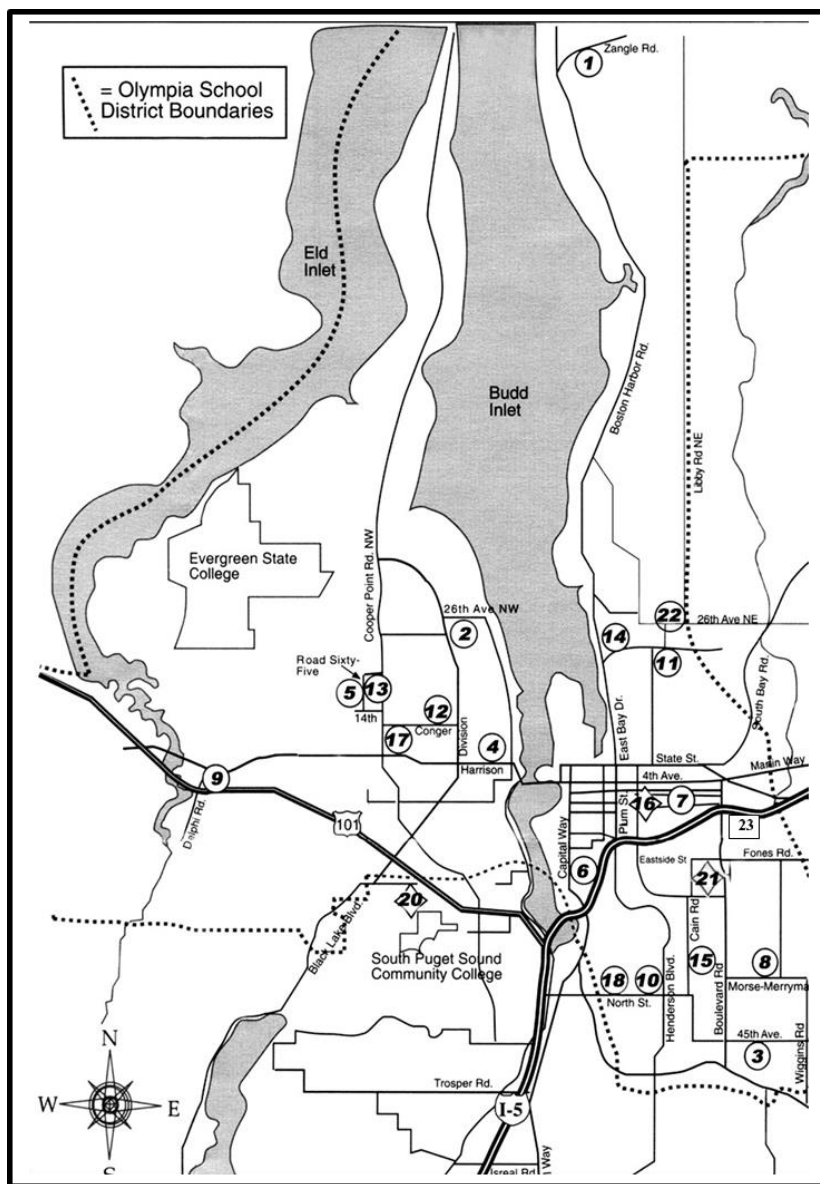


Figure 1: Map of Olympia School District with each school referenced on the map.

Elementary Schools

1. Boston Harbor
2. L.P. Brown
3. Centennial
4. Garfield
5. Hansen
6. Lincoln
7. Madison
8. McKenny
9. McLane
10. Pioneer
11. Roosevelt

Middle Schools

12. Jefferson
13. Marshall
14. Reeves
15. Washington

High Schools

16. Avanti
17. Capital
18. Olympia

Other Facilities

19. New Market Voc. Skills Ctr.
20. Transportation
21. Support Service Center
22. John Rogers
23. Olympia Regional Learning Academy

II Forecast of Future Facility Needs

Olympia School District Enrollment Projections

The following enrollment projection summary was prepared by Dr. William ‘Les’ Kendrick. The district updates enrollment projections every five years; this summary was prepared in 2015.

Summary Prepared by Demographer, Dr. Les Kendrick

Enrollment in the Olympia School District has trended up over the past three years. This is in sharp contrast to the relatively flat enrollment trend that was in place for much of the past decade. Over the past three years we have seen improvements in the local and regional real estate market, and the entering kindergarten classes have been larger as the bigger birth cohorts from 2007 to 2009 have become eligible for school. These trends have contributed to the recent net gains in enrollment. The question is, will these trends continue or do we expect a return to a flat or declining pattern over the next decade?

In a report completed in 2011, a demographer predicted Olympia would begin to see a general upward trend in enrollment between 2011 and 2025, due to larger birth cohorts entering the schools and projected population and housing growth within the district boundary area. For the most part this pattern has held true, though the official enrollment in October 2014 was approximately 150 students below the medium range projection completed in March 2011. The purpose of this report is to update the enrollment projections and extend them out to 2030.

The first part of this analysis provides general narrative describing the recent enrollment and demographic trends with a discussion of what is likely to happen in the future. The next part of the analysis is divided into sections which highlight specific demographic trends and their effect on enrollment. Each section begins with a set of bulleted highlights which emphasize the important information and conclusions to keep in mind when viewing the accompanying charts and tables.

Following this discussion, the detailed forecasts by grade level for the district are included. This section provides a variety of alternative forecasts including low, medium, and high range options that emphasize the uncertainty we encounter when trying to predict the future. The medium range forecast is recommended at this time, though it is important to give at least some consideration to the low and high alternatives in order to determine what actions might be taken if enrollment were to trend close to these options.

The final section presents enrollment projections by school. These projections are balanced to the medium range district forecast and are designed to assist with facilities planning, boundary adjustments, or other matters that are relevant in school district planning.

Finally, it is worth noting that sometimes there will be unpredictable changes in the local or regional environment (dramatic changes in the economy, the housing market, or even natural disasters that can lead to enrollment trends that diverge widely from the estimates presented here. For this reason, the district will update the long range projections periodically to take advantage of new information; typically, a new update is prepared every 5 years.

Enrollment Trends – Past, Present, and Future

As noted in the introduction, enrollment in the Olympia School District has trended up in the past three years. Olympia's share of the county K-12 public school enrollment has also increased during this time period. Between 2000 and 2010 the district's share of the County K-12 enrollment declined from 24.3% in October 2000, to 22.7% by October 2010. The North Thurston and Yelm school districts saw big gains in their K-12 population between 2000 and 2010, consistent with their overall gain in the general population. Since 2010, however, Olympia's share of the K-12 public school market has increased to 23.1%.

Shifts and changes in school age populations over time are not unusual as housing development, local economic changes, and family preferences can lead to shifts and changes from year to year. Over the next decade, however, it is likely that most, if not all, of the school districts in the County will see some gain in their enrollment as the larger birth cohorts from recent years become eligible for school. Since 2007, Thurston County has seen an average of about 3000 births per year, with recent years trending even higher. This compares to an average of 2500 births a year that we saw between 1997 and 2006. As these larger birth cohorts have begun to reach school age (kids born in 2007 would be eligible for school in 2012) overall kindergarten enrollment in Thurston County has increased. In Olympia specifically, the 2014 kindergarten class was larger than any class from the previous 13 years.

Looking ahead, births are expected to continue to trend up some at least through 2025, with births in the county remaining above 3000 for the foreseeable future. This trend is partly generational, as the grandchildren of the baby boomers reach school age, and partially due to a good State economy that continues to attract young adults who already have children or might be expected to have children in the future. The forecast from the State for Thurston County predicts that there will be more women in the population between the ages of 20 and 45 over the next decade than we have seen in the previous decade. As a result, we expect larger birth cohorts with accompanying gains in K-12 enrollment. This trend is also evident in the counties near Seattle (King, Pierce, Kitsap, and Snohomish). More births throughout the region mean that there will be more families with school-age children buying houses over the next decade.

In addition to birth trends, the real estate market is improving. According to a recently completed report by Mike McCormick, the Olympia School District saw a net gain of over 1,000 new single family units and over 600 multi-family units between 2009 and 2013. These numbers are substantially higher than results of the 2011 analysis.

New housing development typically brings more families with children into the district. According to the McCormick analysis, Olympia saw a gain of about 50 students for every 100 new single family homes that were built, and about 23 students for every 100 new multi-family units. These gains are in line with the averages seen in the Puget Sound area where there is typically an average gain of about 50 students per 100 new single family homes and 20-25 students for every 100 new multi-family units. These are averages, of course, and the numbers can vary widely across districts.

The McCormick results are also consistent with estimates from the Office of Financial Management (OFM) for the State of Washington. OFM reports that just under 1,800 housing units have been added to the district's housing stock since the 2010 Census (2010 to 2014). If this pace were to continue, the district would see over 4000 units added to the housing stock between 2010 and 2020.

There are reasons to project that the pace of new home development could be even greater. The OSD tracking of current housing projects shows that there are just over 3200 units (approximately 1,700 single family units and 1,500 multi-family units) that are in various stages of planning. Some of the units have been recently completed and others are moving at a very slow pace, so it is difficult to predict how many will be completed by 2020¹. Assuming complete build-out by 2020, this would add an additional 3,200 units to those already completed, resulting in a net gain of approximately 5,000 housing units between 2010 and 2020. This is reasonably close to the housing forecasts produced by the Thurston Regional Planning Council (TRPC), though the latter forecast also predicts that the average household size in Olympia will continue to drop over time, resulting in fewer residents per house (and perhaps fewer students per house as well). Since the 2015 analysis of new homes/ units, 1 major potential housing development has been sold as a park and another potential housing development has been downsized. These changes will significantly decrease pressure on McKenny Elementary School, Washington Middle School and Olympia High School.

Housing estimates are one factor that can be used when predicting future enrollment. Information about housing developments that are currently in the pipeline (i.e., projects that we know are on the books) can be used to help us forecast enrollment over the next five to six-year period. Beyond that point we either need housing forecasts (which are available from the TRPC) or more general estimates of population growth and even K-12 population growth that we can use to help calibrate and refine our long range forecasts.

Addressing population growth specifically, various estimates suggest that the Olympia School District will grow at about the same rate as the overall county over the next ten to fifteen years. In addition, due to the larger birth cohorts referenced earlier, the Office of Financial Management (OFM) is predicting continued gains in the Age 5-19 population between now and 2030 in its medium range forecast for the County. Given the projected growth in housing and population, and the trends in births, the projections assume that enrollment in Olympia and the County will continue to grow between now and 2025 at a healthy pace, with a slowing growth trend between 2025 and 2030. The latter trend occurs because as we go out further, graduating 12th grade classes get larger (as the large kindergarten classes from recent years roll up through the grades.) Between 2025 and 2030, some of the gains from the large kindergarten classes begin to be offset by the size of each year's exiting 12th grade class. In addition, the projections include a slight decline in the size of the birth cohorts that will be entering school during this time period.

There is, as always, some uncertainty in predicting the future. The hardest factor to predict is the net gain or loss in the population that occurs from people moving into or out of an area. These changes, referred to a "migration", can shift due to changes in the local, regional or State economy. In addition, large shifts in the military population in an area can also lead to unexpected changes in migration.

As a result of this uncertainty alternative forecasts were developed. First, a series of forecasts, using different methods, were produced; these lend support to the medium range option recommended in the final section. And, in addition to the final medium range forecast, low and high alternatives that show what might happen if housing and population growth (especially K-12 population growth) were to be lower or higher than what assumed in the medium model.

¹ This includes only those projects that are not yet complete or were recently completed in 2014.

Accumulated over time, these differences show alternative scenarios for future enrollment. Although the medium range forecast is consistent with our expectations about births, population, and housing development, it is important to consider the low and high alternatives, since the unexpected does sometimes happen.

It should also be noted that the recommended forecast in this report is somewhat lower than the recommended forecast from 2011. This reflects the fact that the current birth forecasts, while still predicting gains compared to the previous decade, are lower than the forecasts from 2011. This difference reflects recent changes in fertility rates (the number of children born to women in their child-bearing years) and updated forecasts of the female population for Thurston County that were completed after 2011. It also reflects the latest kindergarten trends which show Olympia enrolling a smaller proportion of the County kindergarten population.

The current forecast also takes account of the latest forecast of the Thurston County population by age group, obtained from the Office of Financial Management (OFM). As a result of this information and the data on births and kindergarten enrollment, the present forecast is lower than the one completed in 2011.

Final Forecasts by Grade

A final low, medium and high range forecast by grade level was produced for the district. The medium forecast is recommended at this time.

- **Medium Range Forecast:** This forecast assumes the addition of approximately 476 new housing units annually and population growth of about 1.3% a year between now and 2030. It also assumes some overall growth in the school age population based on the expected rise in births and the forecast of the Age 5-19 County population (OFM Medium Range Forecast).
- **Low Range Forecast:** This forecast assumes that the K-12 population will grow at a rate that is about 1% less on an annual basis than the growth projected in the medium range forecast.
- **High Range Forecast:** This forecast assumes that the K-12 population will grow at a rate that is about 1% more on an annual basis than the growth projected in the medium range forecast.

Considerations regarding the Forecast

Although multiple models lend credibility to our medium range forecast, there is always a possibility that our forecast of future trends (births, population, and housing) could turn out to be wrong. This is the reason for the low and high alternatives.

There are several key indicators to keep in mind when looking at future enrollment trends. These indicators are helpful for knowing when enrollment might start trending higher or lower than expected.

- **Births** – If births between 2015 and 2025 are higher or lower than our present forecasts, we can expect a corresponding increase or decrease in the overall enrollment.
- Also, it is useful to track the district's share of the county kindergarten enrollment. If it continues to decline as in recent years, or trends up more dramatically, this too will have a corresponding effect on long term enrollment growth.

- Migration – There has been a lot of discussion in recent years of young families opting for a more urban lifestyle in cities. This is certainly true of recent trends in Seattle where the K-12 enrollment has gone up dramatically as the number of families opting to stay in the City and attend city schools has increased. Similar trends can also be seen in the Bellevue School District. In Olympia, one should take note if there is more enrollment growth in the more urban areas of the district or, alternatively, less growth in outlying districts like Yelm that saw tremendous population and housing growth between the 2000 and 2010 Census. These trends, if present, might indicate that enrollment will trend higher than we are predicting in our medium range model.

Graph A: Low, Medium and High Range Forecasts 2015- 2030

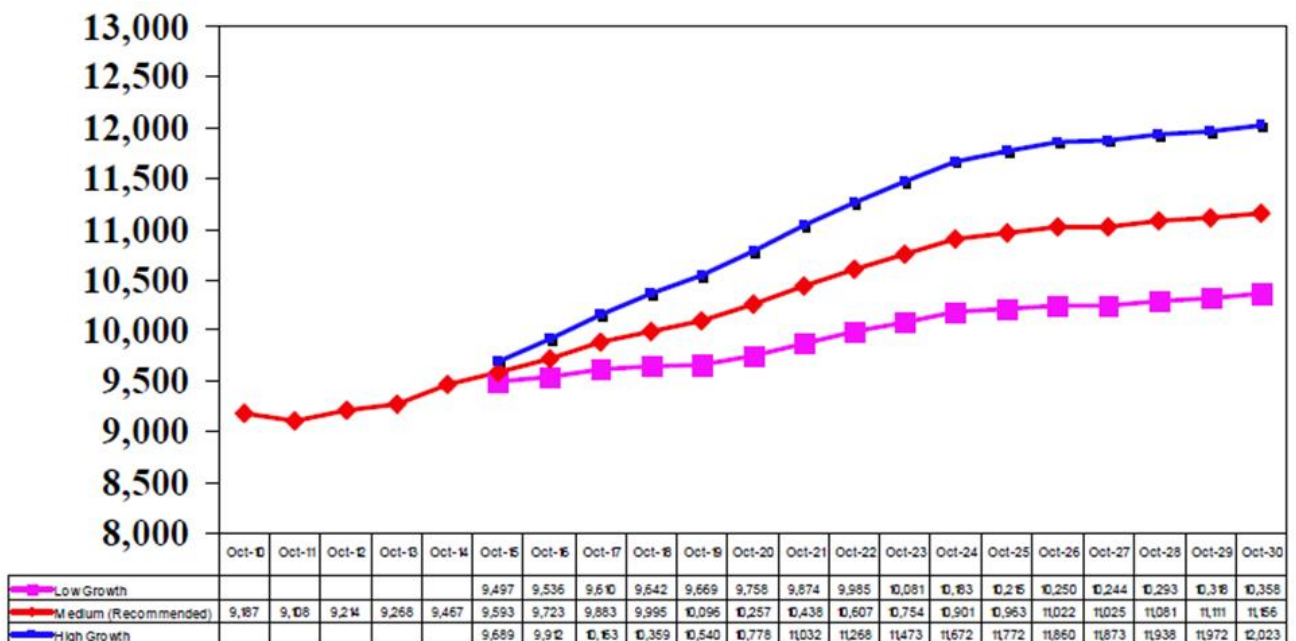


Figure 2: identifies the low, medium and high range enrollment forecasts for 2015-2030.

Graph A is based on Birth Trends and Forecasts, Grade-to-Grade growth and an adjustment for projected future changes in housing growth and growth in the Age 5-19 population.

The table below displays the 10-year enrollment forecast, by grade level.

Table 1

Table 1: Table C identifies the enrollment forecast by year by grade, years 2015-2030.

Grade	Oct '14	Oct '15	Oct '16	Oct '17	Oct '18	Oct '19	Oct '20	Oct '21	Oct '22	Oct '23	Oct '24	Oct '25
K		634	656	658	669	661	671	716	722	727	733	704
1		710	673	697	699	711	702	712	760	766	772	777
2		688	728	689	714	715	728	718	728	778	784	790
3		727	703	743	704	729	731	743	733	743	794	800
4		700	746	722	763	723	748	750	762	752	762	814
5		723	722	769	744	786	745	770	772	785	774	785
6		686	715	713	760	735	777	738	763	764	777	767
7		701	708	738	737	785	759	804	764	790	791	804
8		672	714	721	752	750	799	775	821	779	806	807
9		884	833	885	894	931	929	992	961	1,019	967	1,000
10		878	889	837	889	898	935	936	999	968	1,026	974
11		782	845	855	806	856	864	902	902	963	934	898
12		807	792	856	867	816	867	882	921	921	983	953
Total	9,467	9,593	9,723	9,883	9,995	10,096	10,257	10,438	10,607	10,754	10,901	10,963
Change		126	130	161	112	101	160	181	170	147	147	62
% of Change		1.33%	1.36%	1.66%	1.13%	1.01%	1.58%	1.76%	1.63%	1.39%	1.37%	0.57%

Chart 1 depicts the number of new students expected at the elementary level for each of the 3 enrollment projections: low, medium and high. Based on the medium projection, in 10 years the district will need to be housing an additional 567 elementary-age students.

Chart 1: Elementary School Cumulative Enrollment Change; Low, Medium and High Projections

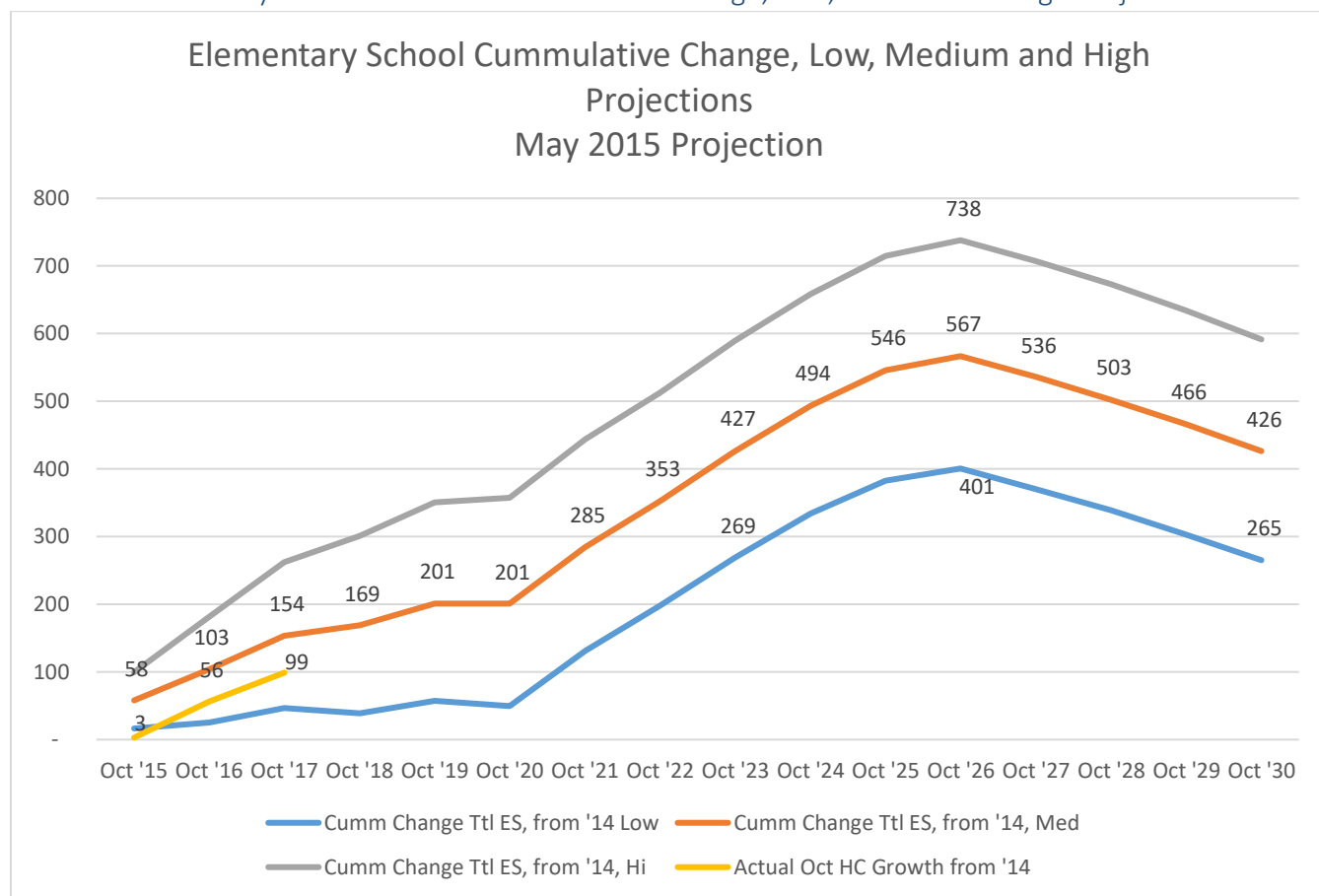


Chart 2 depicts the number of new students expected at the middle school level for each of the 3 enrollment projections: low, medium and high. Based on the medium projection, in 10 years the district will need to be housing an additional 322 middle school-age students.

Chart 2: Middle School Cumulative Enrollment Change; Low, Medium and High Projections

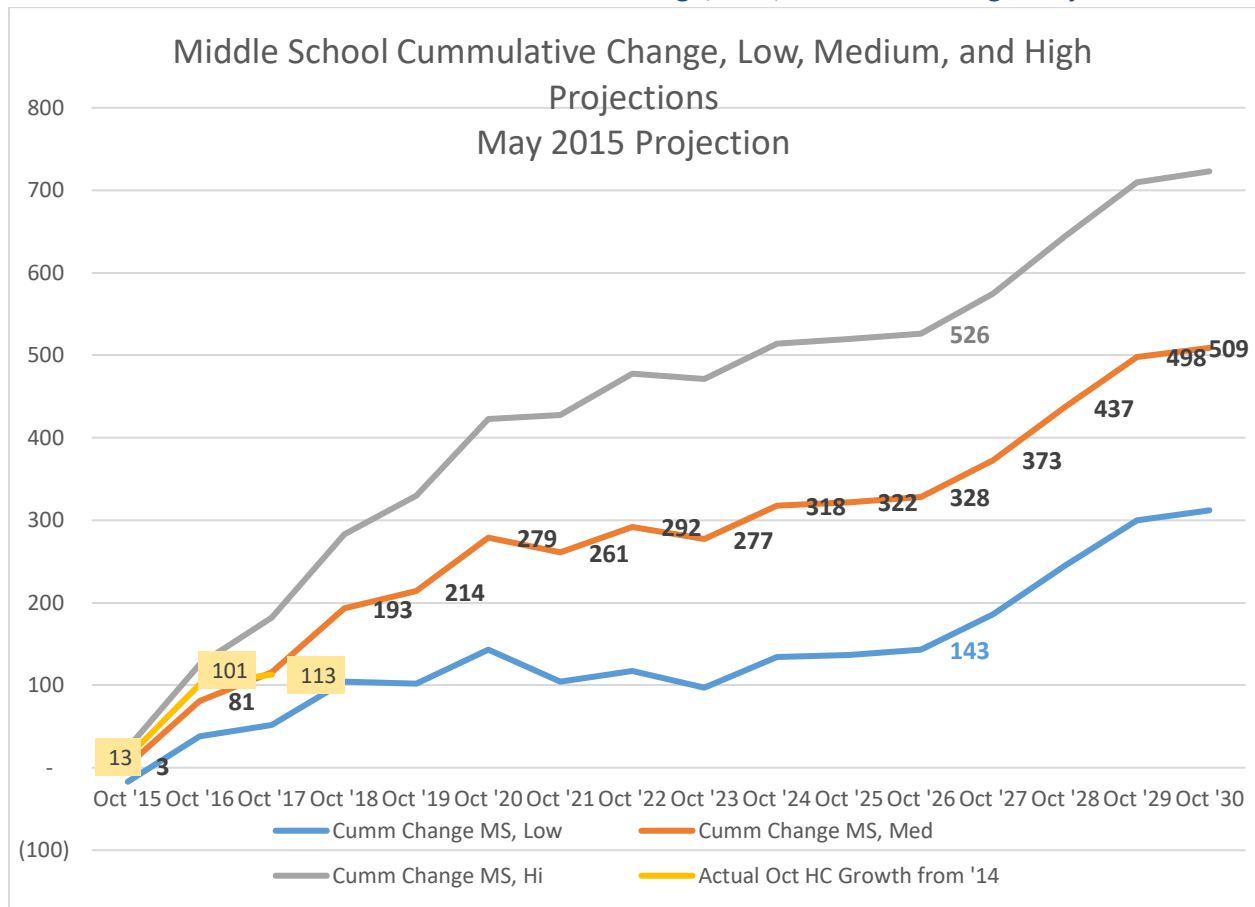
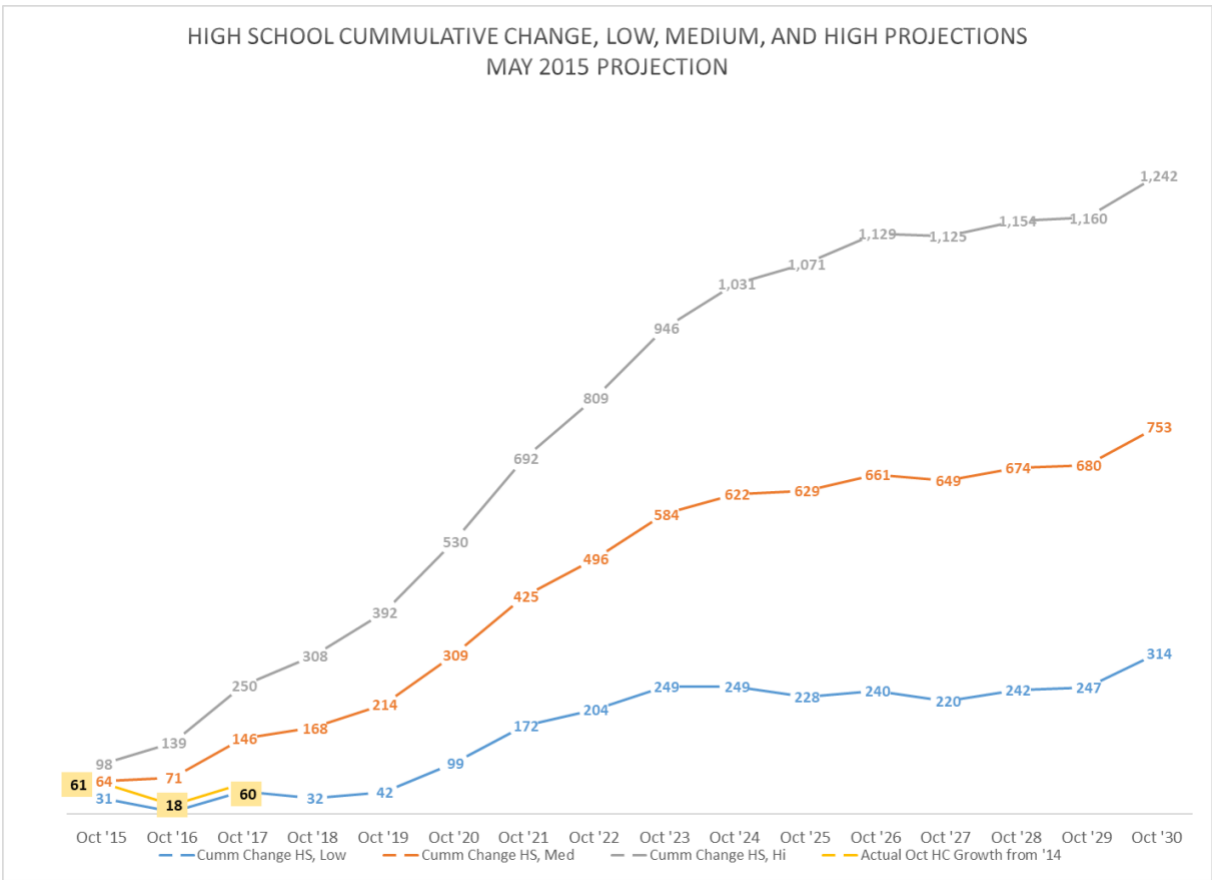


Chart 3 depicts the number of new students expected at the high school level for each of the 3 enrollment projections: low, medium and high. Based on the medium projection, in 10 years the district will need to be housing an additional 629 high school-age students.

Chart 3: High School Cumulative Enrollment Change; Low, Medium and High Projections



School Forecasts

Forecasts were also created for schools. This involved allocating the district medium range projection to schools based on assumptions of differing growth rates in different service areas. Two sources of information were used for this forecast. First, housing development information by service area, provided by the Olympia School District, was used to forecast school enrollments between 2015 and 2020. (See next section for Student Generation Rate study results.) The average enrollment trends by grade were extrapolated into the future for each school. The numbers were then adjusted to account for additional growth or change due to new home construction. For the period between 2020 and 2030 adjustments to the school trends were based on housing forecasts by service area obtained from the Thurston Regional Planning Council.

For secondary schools, the entry grade enrollment forecasts (grade 6 and 9) were based on enrollment trends and housing, as well as estimates of how students feed from elementary into middle school and middle into high school. For alternative schools and programs, it was assumed that their share of future enrollment would be consistent with recent trends. This means that ORLA, for example, would increase its enrollment over time, consistent with the overall growth in the district's enrollment.

In all cases, the final numbers were balanced to the district medium projection which is assumed to be most accurate. This analysis by school allows the district to look at differential growth rates for different parts of the district and plan accordingly. Summary projections by school are provided below.

Although the school projections are carried out to 2030, is very likely that changes in demographics, program adjustments, and even district policy changes will lead to strong deviations from the projected numbers that far out. Because school service area projections are based on small numbers (30–50 per grade level in some cases) they are subject to greater distortion than district-level projections (especially over a longer range time period) and higher error rates. Estimates beyond five years should be used with caution.

Instead of focusing on the exact projection number for the period between 2020 and 2030, it is recommended that the focus be on the comparative general trend for each school. Is it going up more severely than other schools, down more severely, or staying about the same during this time frame?

Table D:

Projection Summary by School (October Headcount 0215-2030) Medium Range Forecast

Medium Projections																
School	Oct'15	Oct'16	Oct'17	Oct'18	Oct'19	Oct'20	Oct'21	Oct'22	Oct'23	Oct'24	Oct'25	Oct'26	Oct'27	Oct'28	Oct'29	Oct'30
Boston Harbor	130	122	117	115	122	122	125	129	133	136	139	141	140	139	138	137
Centennial	526	525	519	516	528	530	540	544	550	555	560	562	557	553	549	544
Garfield	327	332	332	335	333	336	343	350	357	363	367	367	365	362	359	356
Hansen	485	491	497	500	492	498	508	508	509	512	513	512	507	503	500	495
Lincoln	300	293	293	302	308	310	316	322	328	334	338	339	337	335	333	330
LPBrown	301	319	330	329	329	324	330	335	340	345	349	353	354	353	352	350
Madison	271	289	298	293	296	281	286	290	294	298	301	303	300	298	296	293
McKenny	361	359	370	370	368	372	379	401	422	439	453	457	454	448	442	437
McLane	351	371	367	381	392	396	404	401	400	401	400	399	396	393	390	386
Pioneer	459	465	481	491	498	504	513	510	510	510	510	509	503	499	494	489
Roosevelt	406	399	410	401	400	394	402	419	434	447	457	465	466	464	462	459
Jefferson	402	375	367	383	414	434	429	426	421	428	430	432	443	456	468	472
Marshall	387	384	387	408	428	422	430	428	431	433	426	420	420	425	430	429
Reeves	391	402	420	443	437	476	452	465	445	456	462	470	485	504	522	528
Washington	760	831	850	859	836	844	847	867	877	894	897	899	916	939	960	962
AHS	144	149	142	151	151	155	163	169	168	173	172	175	173	175	175	177
CHS	1,350	1,400	1,459	1,435	1,430	1,452	1,462	1,523	1,581	1,585	1,594	1,589	1,583	1,587	1,579	1,598
OHS	1,802	1,755	1,754	1,772	1,809	1,869	1,963	1,965	1,992	2,023	2,019	2,054	2,050	2,069	2,082	2,131
ORLA	265	266	269	271	273	276	280	284	288	292	295	296	296	297	298	299
ORLAB	175	198	221	239	252	262	266	270	275	278	280	281	281	282	283	284
9,593		9,723	9,883	9,995	10,096	10,257	10,438	10,607	10,754	10,901	10,963	11,022	11,025	11,081	11,111	11,156
Note: Numbers may not add to exact totals due to rounding																

Student Generation Rates Used to Generate School Forecasts and Calculate Impact Fees

Enrollment forecasts for each school involved allocating the district medium projection to schools based on assumptions of differing growth rates in different service areas. Two sources of information were used for this forecast of student data. First, housing development information by service area, provided by the City and County. Second, student generation rates are based on City and County permits and OSD in-district enrollment data, 2009-2013². The student generation rates are applied to future housing development information to identify where the growth will occur.

The process of creating the student generation rates involved comparing the addresses of all students with the addresses of each residential development in the prior 5 completed years. Those which matched were aggregated to show the number of students in each of the grade groupings for each type of residential development. A total of 1,051 single family residential units were counted between 2009 and 2013 within the school district boundary. There are a total of 624 students from these units. A total of 632 multiple family units were counted. There are 148 students associated with these units.³

Based on this information, the resulting student generation rates are as follows:

Student Generation Rates

(Olympia only, not including Griffin; based on cumulative file 2009-2013 permits)

	Single-Family	Multi-Family
Elementary Schools (K-5)	0.309	0.119
Middle Schools (6-8)	0.127	0.059
High Schools (9-12)	0.158	0.057
Total	0.594	0.234
Change from August 2013 Study ⁴	15% Increase	11% Increase

Based on this data, the district enrolls about 59 students for every 100 single family homes permitted over a five-year period. The rate is highest in the most mature developments. The rates are lowest in the most recent years because it is likely that the district has not yet seen all the students.

Again using the above data, the district enrolls about 23 students for every 100 multi-family units, but the rate varies considerably from year to year (most likely due to the type of development- rental, condo, townhome, and the number of bedrooms of each). Utilizing the five-year average is probably best practice because it includes enough units and types to provide a reliable measure of growth from multi-family homes.

Class Size Reduction Assumptions

Elementary School

² Student generation rate study was conducted by Mike McCormick, February 2015

³ McCormick, February 2015

⁴ August 2013 results were an average of 0.516 for single family homes and 0.212 for multi-family homes.

Elementary school class size represents a major set of assumptions to project adequacy of classroom space. In 2017, the permanently Legislature nullified implementation of Initiative 1351 at most grade levels. However, the Legislature reduced class size in kindergarten through the third grade by enacting ESHB 2242 in 2017. The Legislature did not decrease class size in grades 4 and 5.

One additional nuance to the class size planning effort is that the text of I-1351 and the Legislative implementation guidance includes specialist teachers in the calculation of class size. Therefore, to reach a K-3 class size of 17, a school district will meet requirements by pairing 1.1 teachers (1 full-time classroom and .05 PE and .05 music) with 19 students. All projections in this document assume that specialist teachers are contributing to the class size accountability tests.

The legislature has universally funded full day kindergarten(FDK) since fall 2016. Therefore, full day kindergarten (FDK) is also a major factor to the classroom space equation.

An additional assumption in this analysis is that all computer labs will be disbanded and replaced with mobile computer labs. This conserves several classrooms across the district and is consistent with best-resource practices.

Middle School

Analysis of the need for new classrooms is based on the following assumptions:

- The district will continue to fund 1 teacher per 28 students. (The state funds 6th grade at a class size of 1 teacher per 27 students and 7th and 8th grade at 1 teacher per 28.53 students.)
- The district will build classrooms to accommodate 30-32 students so as to ensure viability over the 30-year life of new construction and flexibility regardless of shifts in funding and class offerings.
- The district will assume that each classroom is “empty” for 1 period per day so the teacher can plan with his/her equipment rather than be forced to plan away from the classroom because the space is used for another classroom offering. (80% utilization rate.)
- For any major project, the district will maximize classrooms in order to accommodate potential class size reduction at grades 6-8. However, the district will not undertake a construction project for the sole reason of reducing class size; legislative policy is unpredictable and actions thus far indicate minimal commitment to secondary-grade class size reduction.

High School

Analysis of the need for new classrooms is based on the following assumptions:

- The district will continue to fund 1 teacher per 28 students; an enhanced formula over the state allocation of 1 teacher for every 28.7 students.
- The district will build classrooms to accommodate 30-32 students so as to ensure viability over the 30-year life of new construction and flexibility regardless of shifts in funding and class offerings.
- The district will meet or exceed the state requirement that students obtain 3 laboratory science credits (instead of the historical 2 credits), and therefore construct enough science labs to serve students for three of their four high school years.

- The district will raise retention rates toward graduation.
- The district will assume that each classroom is 'empty' for 1 period so that the teacher can plan with his/her equipment rather than be forced to plan away from the classroom because the space is used for another classroom offering. (80% utilization rate.)
- For any major project, the district will maximize classrooms in order to accommodate potential class size reduction at grades 9-12. However, the district will not undertake a construction project for the sole reason of reducing class size; legislative policy is unpredictable and actions thus far indicate minimal commitment to secondary-grade class size reduction.

Need for New Classrooms

In summary, the combination of enrollment projections (based on updated student generation rates and developments underway) and class size reduction, the district will need new classroom seats or student classroom capacity.

Elementary

Chart 4 on the next page depicts that, if class size is reduced to 19 students per classroom (17 students per teacher), in all grades K-3, the district will have an immediate need for additional classrooms. The seating capacity deficit, based on the medium projection, totals 415 students by October 2020.

Chart 5 depicts that if class size is reduced to 19 students per classroom (17 students per teacher) for grades K-3 only (grades 4-5 remain at traditional levels), and the district builds 5 mini-buildings of 10 classrooms each, the district has adequate capacity at the elementary level through 2030. This is the class size scenario enacted by the Legislature in House Bill 2242 on June 30, 2017 (six months after construction of the 5 mini-buildings was undertaken).

Chart 4: Seating Capacity by Year for Elementary schools, Historical Class Size, Historical Capacity

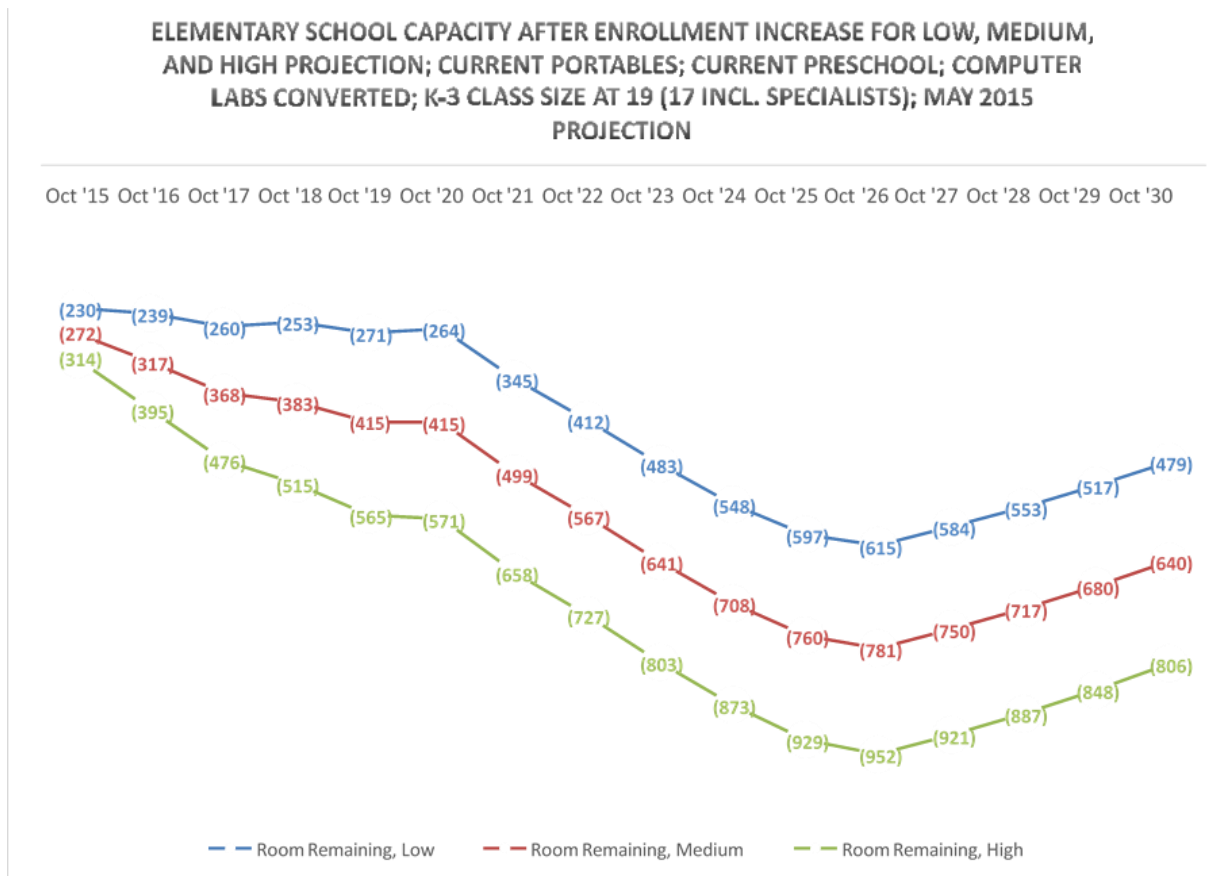


Chart 5: Seating Capacity (Room Remaining) by year for Elementary Schools, New Capacity via Capital Construction

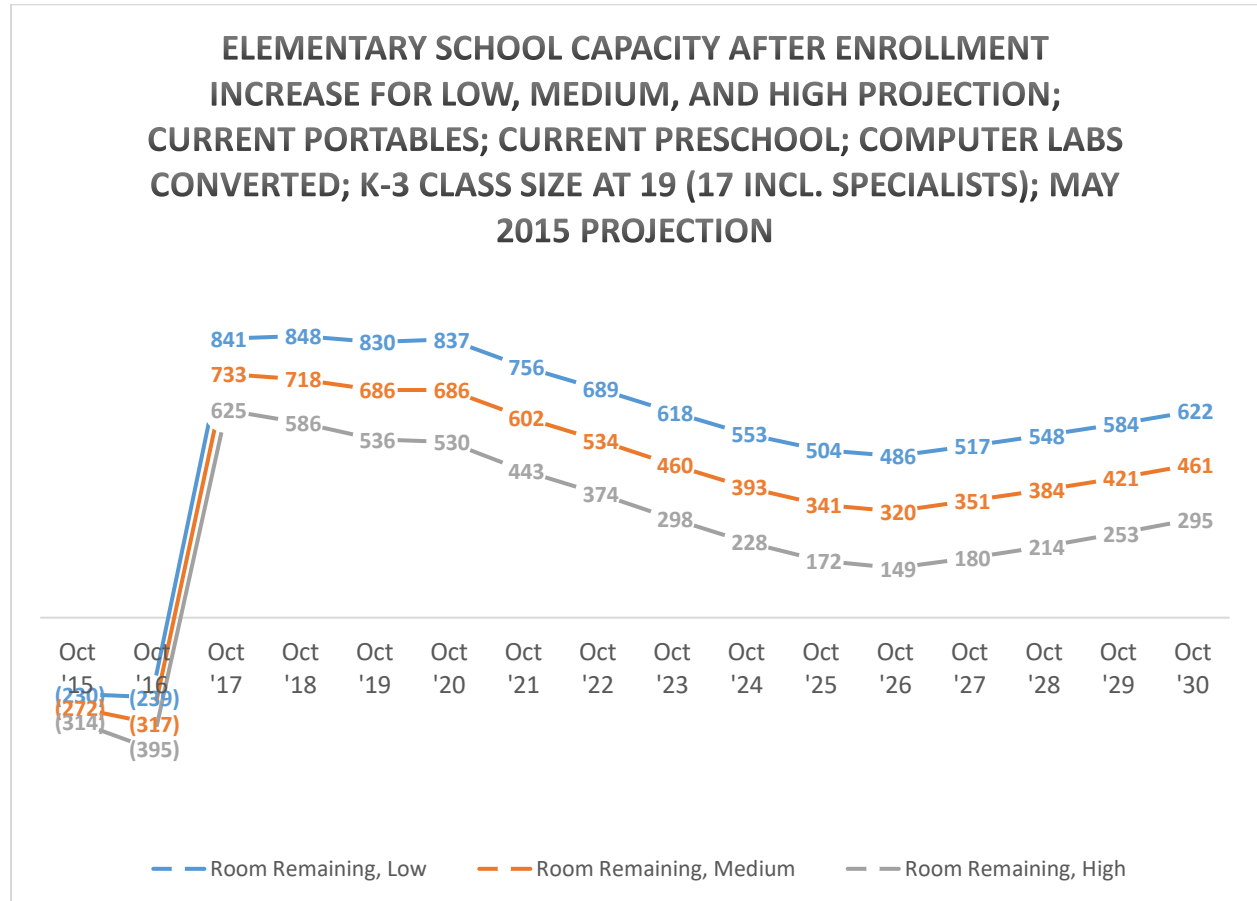


Chart 6: Seating Capacity by Year by Middle School

At the middle school level, seating capacity is sufficient at 3 of 4 middle schools. The deficit at Washington Middle School is highly dependent on development of two housing complexes: Bentrige and Ashton Woods. Enrollment is being watched carefully for impact of new housing developments and out-of-district enrollment.

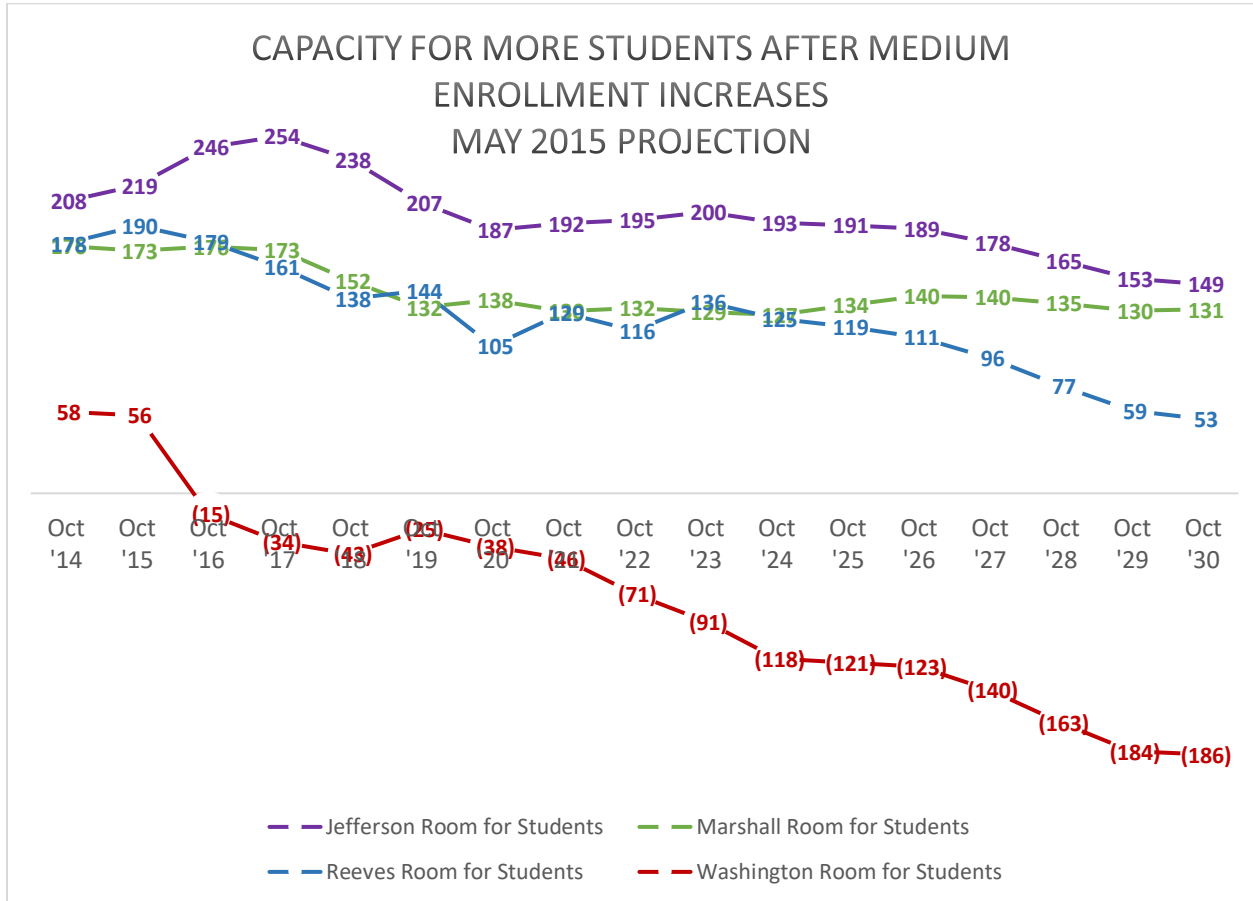
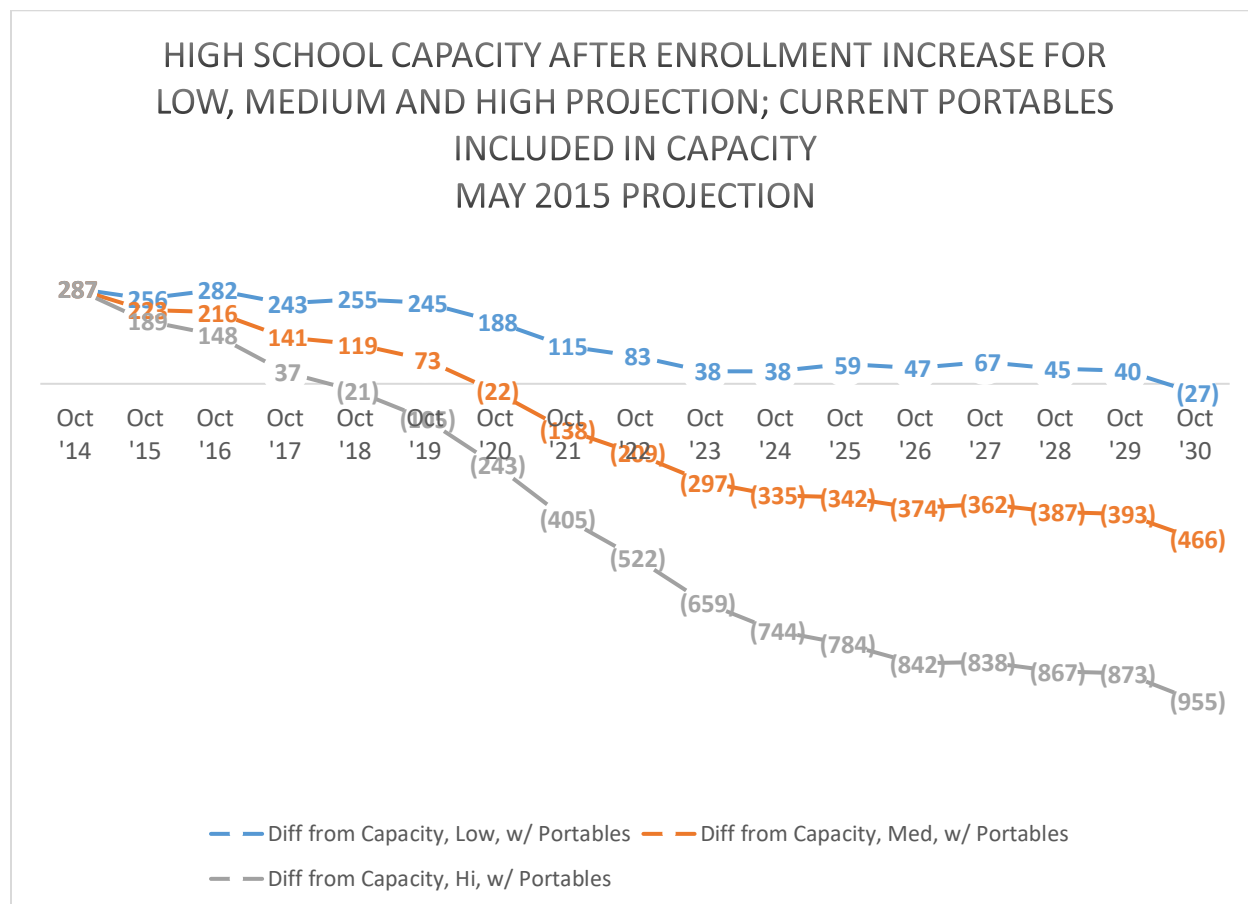


Chart 7: Seating Capacity by Year by High School

At the high school level, seating capacity is sufficient through October 2020 at Olympia High school and sufficient through October 2023 at Capital High School



III Six-Year Facilities and Construction Plan

History and Background

In September of 2010 Olympia School District initiated a Long Range Facilities Master Planning endeavor to look 15 years ahead at trends in education for the 21st century. Conditions of district facilities, projected enrollment growth, utilization of current schools and the capacity of the district to meet these future needs were considered. The 15 year planning horizon enabled the district to take a broad view of the needs of the community, what the district is doing well, the challenges the district should anticipate and some solutions to get started on.

The Planning Advisory Committee (PAC), consisting of parents and interested community citizens, was convened in October of 2010 and met regularly through July 2011. They made their presentation of development recommendations to the Olympia School Board on August 8th, 2011.

2011 Master Plan Recommendations

The following master plan development recommendations were identified to best meet needs over the first half of the 15 year planning horizon:

- Build a New Centennial Elementary/ Intermediate School on the Muirhead Property.
- Renovate Garfield ES and build a new gym due to deteriorating conditions. (Completed)
- Full Modernization of three “Prototype” Schools; Centennial, McLane & Roosevelt ES.
- Build a New Facility for Olympia Regional Learning Academy (ORLA). (Completed)
- Expand Avanti High School into the entire Knox Building, relocate District Administration.
- Replace 10 portables at Olympia HS with a Permanent Building.
- Capital HS renovation of components not remodeled to date and Improvements to support Advanced Programs.
- Remodel a portion of Jefferson MS to support the new advanced math and science programing. (Completed)
- Small works and minor repairs for remaining schools. (Substantially Completed)

Each of these development recommendations represent single or multiple projects that bundled together would constitute a capital bond package. In 2012 voters approved a capital bond package for the first Phase of the Master Plan.

In 2015 the district undertook an update to the 2011 Master Plan in order to more thoroughly plan for Phase II.

2015 Planning for Phase II of Master Plan

The district formed a citizen’s Facilities Advisory Committee (FAC). Sixteen members of the community devoted time over 6 months to review enrollment projections and plan for enrollment growth, review field condition studies, review and score small works project requests, and ultimately make recommendations for the next phase of construction and small works.

The district contracted with experts for several updates:

- An analysis of play field conditions to determine how to ensure safe play by students and the community.
- Enrollment projections (discussed previously).
- Seismic analysis of each school to ensure that any needed seismic upgrades were built into the construction plan.
- A Site Study and Survey update for each school, a state-required analysis of major mechanical systems.

District staff analyzed space utilization and readiness for class size reduction.

In addition, school administrators generated a Facilities Condition Assessment which comprised items that each administrator felt must be addressed at their school. These items were analyzed to eliminate duplicates, identify items that were maintenance requirements (not new construction), and bundle items that were associated with a major remodel of the facility. Remaining items totaled about 120 small works items. These items were analyzed for scope and cost, and were then scored using a rubric to rank urgency for investment. (The scoring rubric rates the condition, consequence of not addressing, educational impact of not addressing, and impact on capacity of the facility.) Finally, the Facilities Advisory Committee ranked each item on a 1-3 scale (1- most important for investment).

The following describes the administrative recommendations which are largely based on the recommendations of the FAC. Where the administration recommendation varies from the FAC recommendation, this variation is noted.

Overview of Phase II Master Plan Update Recommendations (2015)

(Recommendations are updated for 2016 changes to mini-building plans.)

1. Do not construct an Intermediate School adjacent to Centennial Elementary School.
2. Complete renovation of the remaining 26-year-old Prototype Schools: Centennial, McLane and Roosevelt Elementary Schools. (Garfield renovation is completed.)
3. Reduce class size and accommodate enrollment growth by expanding the number of elementary classrooms across the school district with six permanently constructed mini-buildings on the grounds of current schools (sometimes referred to as pods of classrooms).
4. Build a new building on the Olympia High School grounds to reduce reliance on portables and accommodate enrollment growth.
5. Renovate portions of Capital High School.
6. Build a sufficient theater for Capital High School.
7. Expand Avanti High School to create an alternative arts-based school and relieve enrollment pressure from Olympia and Capital High Schools. This requires moving the district administration office to another site.
8. Renovate playfields to improve safety and playability.
9. Invest in electronic key systems to limit access to schools and to instigate lockdowns.
10. Address critical small works and HVAC or energy-improvement projects.

1. Do Not Construct an Intermediate School Adjacent to Centennial ES

In 2011 the master Plan included a new school built on the Muirhead property. The recommendation was based on projected enrollment on the Eastside that would compromise the education quality. At this time, the school is **not** recommended for construction. Two factors contribute to the updated recommendation. First, enrollment growth has proceeded more slowly than projected. Two housing developments on the Eastside are delayed for construction, one is scaled down in size, and one may not proceed at all. Second, based on a species being listed as Endangered by the U.S. Fish and Wildlife Department, the district must develop a Habitat Conservation Plan (HCP) to mitigate the negative impact on the pocket gopher as a result of construction. The HCP is reliant on a larger county-wide effort to identify mitigation options. The district continues to make progress to gain approval by the U.S. Fish and Wildlife Department to construct on the site.

The delay due to a need for an HCP is fortuitous, as enrollment patterns do not warrant building of the school at this time.

The Muirhead land must likely be used for a school in the upcoming decades, and will be preserved for this purpose. However, in the meantime, the land can be used for its original purpose- agriculture. The district's farm-to-table program is housed on this site and will remain here for the near future.

Voters approved the resources for this construction in 2012. The resources have been retained and set-aside. The district will request voter approval on an updated construction request, and if approved, will devote the resources to Phase II of the Master Plan accordingly.

2. Complete the Remodel of Prototype Schools: Centennial, Garfield, McLane & Roosevelt Elementary Schools (Garfield was completed in 2014)

The four “prototype” schools built in the late 1980’s have some of the worst building condition ratings in the District. The 2009 facility condition survey and interviews with leaders of the schools identified problems with heating and cooling, inconsistent technology, poor air quality, parking and drop off/ pick up issues, poor drainage in the playfields, security at the front door and the multiple other entries, movable walls between classrooms that do not work, a shortage of office space for specialists, teacher meeting space that is used for instruction, security at the perimeter of the site, storage and crowded circulation through the school. We have also learned about the frequent use of the pod’s shared area outside the classrooms; while it’s heavily used, there isn’t quiet space for small group or individual activities. These schools also lack a stage in the multipurpose room. The 2010 Capital levy made improvements to some of these conditions, but a comprehensive modernization of these schools is required to extend their useful life another 20-30 years and make improvements to meet contemporary educational needs.

The 2011 Master Plan proposed a comprehensive modernization of Garfield, Centennial, McLane and Roosevelt Elementary Schools to improve all of these conditions. The renovation of Garfield is now complete. The intent of the remaining projects is to do so as much as is feasible within the footprint of the school; the buildings are not well configured for additions. The exterior finishes of the schools will be refurbished; exterior windows and doors replaced as needed. Interior spaces will be reconfigured to enhance security, efficiency and meet a greater range of diverse needs than when the schools were first designed. Major building systems will be replaced and updated. Site improvements would also be made.

The modernization and replacement projects should also consider aspects of the future educational vision outlined in the master plan, such as these:

- Accommodate more collaborative hands on projects, so children learn how to work in teams and respect others
- Work with personal mobile technology that individualizes their learning
- Creating settings for students to work independently
- Meeting the needs of a diverse range of learning styles and abilities
- Places for students to make presentations and display their work
- Teacher planning and collaboration
- Fostering media literacy among students and teachers
- Make the building more conducive to community use, while reducing the impact on education and security
- Support for music, art and science

3. Invest in New Classrooms to Reduce Class Size and Respond to Enrollment Growth

The Washington State Legislature has now reduced K-3 class size by about 30% from 23 students to 17 students. Class sizes of other grade levels have not been decreased, but some special programs have been decreased: Career and Technical Education (CTE) courses and laboratory sciences. The largest impact will be on elementary schools of course; but middle and high schools will have increased need for classrooms (science laboratories and CTE) as a result of the changes.

Table E displays the changing outlook of classroom surplus and deficit based on legislative changes

	A	B	C
	Historical K-5 Class Size	I-1351 and 2014 Legislative Intent (Basis for Mini-Buildings Construction)	Enacted HB 2242 With Final Class Size and Addition of 5 of 6 Mini-Buildings
Elementary Classroom Capacity, No Portables	4638	4,097	5,489
Projected Elementary Students In 2025	4,670	4,670	4,670
Classroom Capacity Surplus/ Deficit	1.5 classroom deficit	27 classroom deficit	39 classroom surplus

As the district considered options to respond to the deficit driven by Initiative 1351 and expressed Legislative intent, there were three main options: 1) Add portables to school grounds; 2) Build a new elementary school and change all boundaries to pull students into the new school and reduce enrollment at all other schools (only Boston Harbor boundaries would be unchanged); 3) Add mini buildings of classrooms at schools across the school district. Table F on the following page displays the pros and cons of each of these options.

Table F: Benefits and Drawbacks of Investments in Portables, a New Building, or Mini-buildings
(Green identifies a benefit of the option; yellow identifies a concern of the option.)

Portable	New Building	Mini-Buildings or Pod of Classrooms
Land Intensive: Requires more vacant land for corridors between portables at each school site (corridor land)	Requires vacant land near center of district	Requires vacant land OR must replace portables and build enough classrooms to both replace portables and expand capacity, BUT at 2 stories are space efficient and requires less “corridor” land than portables
Cheapest option	expensive (\$35 million plus cost of land)	Less expensive than a new school because not buying new land
Can be distributed across the district, does not require boundary revisions	Requires re-drawing most boundaries	Can be distributed across the district, does not require boundary revisions
Least attractive	New building can be designed with full esthetic license	Nice looking (can be built to match school)
Variable number of portables can be added (as few or as many as required)	Can build variable number of classrooms(as few or as many as required)	Set number of classrooms not as variable as portables but more flexible than a new school
Does not reduce strain on administrative space	Reduces strain on administrative space of current schools by drawing away excess enrollment	Reduces strain on administrative space if designed accordingly

The administration concurs with the FAC: the district should be less reliant on portables, build mini-buildings instead of portables, and add mini-buildings to conserve resources and largely retain current boundaries.

Based on these options and specific growth and class size reduction readiness, the district makes the following set of Westside and Eastside observations in Table G and Table H on the following pages. These observations are based on the initial planning for lower class sizes represented by Table E, column B.

Table G: Westside Observations

	OK in 2016? (w/ Reduced Class Size)	OK in 2020? (w/ Reduced Class Size)	OK in 2025? (w/ Reduced Class Size)	Number New Classrooms by 2025	Mini-Building That Fits?
McLane (Remodel Planned in ~2018)	No, Team Teaching Required	No, Team Teaching or New Rooms Required	Same as 2020	3 New + 2 Replace Portable (RP) + Music + 1 Special Needs (SN)	Mini-building of 11 classrooms will fit w/o impinging on play area or fire lane
Hansen (No Remodel Pending)	Yes, with Team Teaching. If HES reaches High Poverty Status, 3 Classrooms are Needed	Yes, with Team Teaching. If HES reaches High Poverty Status, 3 Classrooms are Needed	Dependent on Poverty Status	1 at current poverty level; 3 if High Poverty (HP)	Mini-building of 11 classrooms will fit.
Garfield (Remodel Completed)	Yes	Yes	Yes	0, even at HP	NA
LP Brown (No Remodel Pending)	Yes, with minor Team Teaching, or 1 classroom is needed for no Team Teaching.	Yes, with minor Team Teaching, or 1 classroom is needed for no Team Teaching.	Yes, with minor Team Teaching, or 2 classrooms are needed for no Team Teaching	1-2 depending on Team Teaching model	NA

Table H: Eastside Observations

	Ok in 2016? (w/ Reduced Class Size)	OK in 2020? (w/ Reduced Class Size)	OK in 2025? (w/ Reduced Class Size)	Number New Classrooms by 2025	Mini-Building That Fits?
McKenny (No Remodel Planned)	Yes	No; Need Team Teaching or 1 New Classroom	No; Need Team Teaching or 8 New Classrooms	8 New+ 1SN + Music	Mini-building of 11 classrooms will fit. Need is highly dependent on 2 housing developments
Pioneer (No Remodel Pending)	No; Team Teaching Required	No; Team Teaching or New Rooms Required	Same as 2020	5 New + 2 RP* +Music + 1 SN	Mini-building of 11 classrooms will fit
Lincoln No Remodel Pending)	No; Team Teaching Required	No; Team Teaching or New Rooms Required	Same as 2020	3 New or Policy Options	Mini-building of 7 classrooms will not fit. A building of fewer class-rooms is cost prohibitive. Pursue policy options.
Madison (No Remodel Pending)	No; Move Preschool or Team Teach	Same as 2016	Same as 2016	3 New or Policy Options	Mini-building of 7 classrooms will not fit. A building of fewer classrooms is cost prohibitive. Pursue policy options
Roosevelt (remodel Pending)	No; Team teaching Required	No; Teaching or New Rooms Required	Same as 2020	5 New + 1 SN +2 RP + Music	Mini-building of 11 classrooms will fit
Centennial (Remodel Pending)	No; Team Teaching Required	No; Team Teaching or New Rooms Required	Same as 2020	5 New + 1 SN+ 2RP + Music	Mini-building of 11 classrooms will fit ⁵
B Harbor (No Remodel Pending)	Yes	Yes	Yes	----	NA

⁵ Originally Centennial and Pioneer were identified as being able to accommodate a 7 – classroom building. We have since identified that these schools can accommodate a 10 classroom building.

Table I, displays the original recommendations for elementary construction given the above observations, the combination of enrollment growth, need for classrooms to respond to 2014 class size reductions, and available space on the school grounds to build a mini-building. While much has changed about the outlook and need for classroom space, the table is included to identify the basis for construction decisions.

Table I: Classroom Construction Recommendations

	School	# Classrooms Needed by 2025	# Built	Classrooms/ Mini-building	Potential Cost
Mini-building Not Recommended	Lincoln	3	Building complexities and high cost; pursue policy options and team teaching		
	Madison	3			
	LP Brown	2			
	McKenny	9+1 SN (special needs)	10 New	1 Mini of 11	\$6.5 M
Recommended Mini-building	McLane	3+1M (music) + 1 SN	5 New + 2 PR (replace portable)	1 Mini of 11 10	\$6.5 M
	Hansen	3+ 1 M	4 New + 4 PR	1 Mini of 11 10	\$6.5 M
	Pioneer	5 + 1 M + 1 SN	7 New + 2 PR	1 Mini of 7 10	\$6.5 M
	Roosevelt	4 +1 M +1 SN	6 New + 2 PR	1 Mini of 11 10	\$6.5 M
	Centennial	5 + 1 M + 1 SN	7 New + 2 PR	1 Mini of 7 10	\$6.5 M
	Subtotal	25 + 4 SN =29	29 + 12 PR=41	47 50	\$29.4 M \$32.5M
On Hold	McKenny, Washington, Reeves or preschool	9 + 1 SN	10 New	1 Mini of 11 10	\$7.7 M
Total Construction Financing Request					\$40.2 M

In addition, the administration recommends financing for one additional mini-building that can be deployed at McKenny or Washington, or Reeves, if needed to address the construction of two housing developments or to build a preschool center, which frees-up classrooms through-out the district. This will cost \$7.7 million; for a total investment in classrooms via the mini-building or option of \$40.2 million, in 2015 dollars. Escalation of costs is likely if the mini-buildings are constructed over time, the district will endeavor to shorten the construction timeframe of the first five buildings.

The mini-building structure that is identified for five to six elementary schools, accomplishes several improvements: portables are replaced with a permanent structure and can therefore better control the environment (heating/ cooling), are footprint efficient, and are more appealing.

The structures will cost \$6.3 million for construction and provide classrooms space for 189⁶ students assuming 9 classrooms, two large-group work-spaces between classrooms, 1 small office area, and 1 large music room (and stairs and an elevator). The mini-building includes restrooms, of course.

Importantly, the classrooms are expected to accommodate a class size of 25-28 in designing the mini-buildings (about 900 square feet). This is the appropriate size for 4th and 5th grade classrooms. The district needs to ensure that 4th and 5th grade classes can be placed in most classrooms, the building would likely serve 4th and 5th grade classes, and the building is a 30-year structure that must be designed to accommodate future state policy decisions regarding class size. (21 students per classroom is assumed to calculate classroom capacity of a school overall, as some classrooms will server fewer than 28 students. However, building occupancy standards typically exceeds this number and a larger number for calculating capacity is possible.)

Also, the original recommendation of the FAC was to build mini-buildings of 7 classrooms each at Pioneer and Centennial. The district ultimately built larger buildings at Pioneer and Centennial (10 classrooms instead of 7) based on new information that the building site can accommodate a larger building. Based on original class size estimates (I-1351) both Centennial and Pioneer need 8 and 9 classrooms respectively; so a 7 classroom building was always smaller than was needed. At Centennial we originally anticipated needing to remove two portables in order to build the mini-building. At this time, the district must only remove 1 portable. Ultimately the district can remove more, but as a policy decision, not as a requirement to build.

The new larger buildings will cost \$2.2 million more than is budgeted.

4. Olympia High School: Reduce Reliance on Portables with a Permanent Building

While there are still many physical improvements that need to be made at Olympia High School (HS), one of the greatest needs that the Planning Advisory Committee (PAC) identified in 2010 is the replacement of 10 portables with permanent space. District informal guidelines targets 1,800 students as the desired maximum enrollment that Olympia HS should serve. These 10 portables, while temporary capacity, are part of the high school's capacity for that many students. The PAC's recommendation was that these portables should be replaced with a new permanent building and they considered some options with respect to the kinds of spaces that new permanent area should include:

- a) Replicate the uses of the current portables in new permanent space.
- b) Build new area that operates somewhat separate from the comprehensive HS to offer a new model.
- c) Build new area that is complimentary to the comprehensive high school, but a distinction from current educational model (if the current educational model has a high proportion of classrooms to specialized spaces), build new area with primarily specialized space following some of the themes the PAC considered for future learning environments, including:
 - Demonstrate a place for 21st century learning.

⁶ The mini-buildings are calculated to serve 189 students assuming 21 students per classroom, the district standard calculator of classroom space. However, the buildings can comfortably and safely accommodate 252 students at 28 students per classroom.

- Retain students who are leaving for alternative programs at college or skills centers.
- Partner with colleges to deliver advanced services.
- Create a culture that equalizes the disparity between advanced students and those still needing remediation without holding either group back.
- Create a social, networked and collaborative learning environment, assisted by assisted by personal mobile technology.
- A place where students spend less of their time in classes, the rest in small group and individual project work that contributes to earning course credits.
- All grades, multi grade classes.
- Art and science blend.
- Convert traditional shops to more contemporary educational programs, environmental science, CAD/CNC manufacturing, health careers, biotechnology, material science, green economy/ energy & waste, etc.
- More informal learning space for work done on computers by small teams and individuals.
- Collaborative planning spaces, small conference rooms with smart boards.
- A higher percentage of specialized spaces to classroom/ seminar spaces.
- Focus on labs (research), studios (create) and shops (build) learn core subjects through projects in these spaces. (cross-credit for core subjects).
- Blend with the tech center building and curriculum.
- Consider the integration of specialized “elective” spaces with general education. All teachers contribute to integrated curriculum.
- Provide a greater proportion of area in the school for individual and small group project work.
- Support deep exploration of subjects and crafting rich material and media, support inquiry and creativity.

Music and science Programs are strong draws to Olympia High School, which also offers an AP curriculum. Conversation with school leaders found support for the idea of including more specialized spaces in the new building. Some of the suggested programs include:

- More science, green building, energy systems, environmental sciences.
- Material sciences and engineering.
- Art/ technology integration, music, dance, recording.
- Stage theater, digital entertainment.
- Need place for workshops, presentations, poetry out loud.

An idea that garnered support was to combine the development of a new building with the spaces in the school’s Tech Building, a relatively new building on campus, detached from the rest of the school. The Tech Building serves sports medicine, health career technician, biotechnology and microbiology. It also has a wood shop that is used only two periods per day and an auto shop that is not used all day so alternative uses of those spaces should be considered.

Enrollment projections show that Olympia High School will exceed 1,800 students by more than 400 students later in the 15 year planning horizon. A new building could serve alternative schedules. Morning and afternoon sessions would double the number of students served by the building. A hybrid online arrangement could serve more students in the Olympia HS enrollment are without needing to serve more than 1,800 students on site at any given time.

If the combination of the Tech Building and this new addition was operated somewhat autonomously from the comprehensive high school, alternative education models could be implemented that would draw disaffected students back into learning in ways that engage them through more “hands on” experiential education.

5. Capital High School Modernization and STEM Pathway

Capital High School has received three major phases of improvements over the last 15 years, but more improvements remain, particularly on the exterior of the building. The majority of the finishes on the exterior are from the original construction in 1975, 40 years ago. Most of the interior spaces and systems have seen improvements made, but some changes for contemporary educational considerations can still bring improvement.

One of the primary educational considerations the Planning Advisory Committee (PAC) explored is driven by the creation of the new Jefferson Advanced Math and Science (JAMS) program, which is centered around Science, Technology, Engineering and Math (STEM) programs, and the need to provide a continuing pathway for STEM students in that program who will later attend Capital HS. Relatively small improvements can be made to Capital HS that relate to STEM education and also support Capital High School’s International Baccalaureate (IB) focus as well.

The conversations with the PAC and leaders in the school focused on 21st century skills like creative problem solving, teamwork and communication. Proficiency with ever changing computer networking and communication/ media technologies were also discussed.

Offering an advanced program at the middle school was the impetus for the new JAMS program. Career and Technical Education (CTE) is changing at Capital HS to support STEM education and accommodate the students coming from Jefferson. Math and science at Capital HS would benefit from more integration. Contemporary CTE programs are transforming traditional shop programs like wood and metal shop into engineering, manufacturing and green building technologies. Employers are looking for graduates who can think critically and problem solve; mapping out the steps in a process and knowing how to receive a part, make their contribution and hand it off to the next step in fabrication. Employers want good people skills; collaborating and communicating well with others. Increasingly these skills will be applied working with colleagues in other countries and cultures. Global awareness will be important. JAMS at the middle school level, and STEM and IB at high school can be a good fit in this way.

The JAMS curriculum is a pathway into IB. The school is adjusting existing programs to accommodate IB programs. The JAMS program supports the Capital HS IB program through the advanced nature of the curriculum. 60 students are currently enrolled in IB and it was recently affirmed as a program the district would continue to support. The advanced nature of

the JAMS program could increase enrollment in the Capital HS IB program. Leaders in the school intend that all students need to be part of this science/ math focus.

Capital High School is intentional about connecting to employers and to people from other cultures through distance learning. The district is working with Intel as a partner, bringing engineers in and having students move out to their site for visits and internships. Currently there is video conferencing in the Video Production Studio space. College courses can be brought into the high school, concentrating on courses that are a pathway to higher education. The district is already partnering with universities on their engineering and humanities programs to provide university credits.

The development recommendation for Capital High School is to remodel the classroom pods to re-create the learning purpose in the center of each pod. The more mobile learning assistive technologies like laptops and tablet computers, with full time access to a network of information and people to collaborate with are changing the way students can engage with the course material, their teachers and their peers. Further development is also recommended in the shops and adjacent media/ technology studios. The building area of these interior renovations is estimated to be 10% of the total building area.

Extensive renovation of the original exterior walls, windows, doors and roof areas that have not been recently improved is the other major component of this development recommendation.

6. Build a Theater sized for the Student-body of Capital High School

In 2000 when Capital High School was partially remodeled, construction costs were escalating and a decision had to be made to address a too-small cafeteria and commons area. At the time, the available solution was to reduce the theater by 200 seats. As the school has grown, and will grow further in the next 10 years, the reduced-size theater is now too small for the school. The theater cannot hold even one class of CHS students, and can barely hold an evening performance for the Jefferson or Marshall Middle School orchestra, choir or band.

Remodeling the current theater was designed and priced. The cost of the remodel is as much as building a new theater and the remodeled theater would have several deficiencies. In order to remodel the theater, the roof would need to be raised and the commons reduced.)

Therefore, the administration is recommending the construction of a new theater on the south side of the gyms. The new theater will have 500 seats, 200 more than the current theater.

7. Avanti High School

Through the master plan process in 2010 and 2015, the district affirmed the importance of Avanti High School and directed that the master plan includes options for the future of the school. Avanti has changed its intent in recent years to provide an arts-based curriculum delivery with an entrepreneurial focus. Enrollment will be increased to 250 students with greater outreach to middle school students in the district who may choose Avanti as an alternative to the comprehensive high schools, Olympia and Capital High Schools. The school appreciates its current location, close proximity to the arts and business community downtown and the partnership with Madison Elementary School.

The six main classrooms in the building are not well suited to the Avanti curriculum as it is developing, and hinder the growth of the school. The settings in the school should better reflect the disciplines being taught through “hands on” learning. The school integrates the arts as a

way to learn academic basics. Avanti creates a different learning culture through personalizing education, focuses on depth over breadth, and teaches good habits of the heart and mind. Students come together in seminars, so space is needed for “town hall” communication sessions. The auditorium does not work well for the town hall sessions as it is designed for presentations of information to an audience and the seating impedes audience participation—the school needs more options.

Recently Avanti has expanded by two classrooms and Knox Administrative space has been reduced.

To implement the Avanti expansion, the administration offices and warehouse will be moved to a recently purchased location, for now referred to as The Olympian building.

Ten learning settings were identified as an appropriate compliment of spaces with the intent for them all to support teaching visual and performing arts:

1. Drama (writing plays, production)
2. Music/ recording studio (writing songs)
3. Dance (math/ rhythm)
4. Painting/ drawing
5. Three dimensional art (physical & digital media, game design)
6. Photography/ video/ digital media (also support science & humanities)
7. Language Arts
8. Humanities
9. Math
10. Science

Additional support spaces: special needs, library, independent study, food service, collaborative study areas, administration/ counselors, community partnerships.

This development recommendation proposes that Avanti High School move into the entire Knox Building, including the district warehouse space. Light renovation of the buildings would create appropriate space of the kind and quality that the curriculum and culture of the school need.

The long-term growth of Avanti High School is seen as a way, over time, to relieve the pressure of projected enrollment growth at Olympia High School.

The 2015 Facility Advisory Committee also supported the expansion of Avanti, regardless of whether or not the school would ultimately reduce enrollment pressure at Olympia or Capital High Schools.

The administration recommendation is to budget \$9.9 million to remodel the 2nd and 3rd floors of the Knox Building, expanding Avanti by about 12 classrooms. At this time the recommendation does not include a remodel of the current warehouse, as this is cost prohibitive. If fewer upgrades are necessary in the main building, then the district will consider updating the warehouse for more career and technical education options.

8. Renovate Playfields to Improve Safety and Playability

Based on FAC support for improved fields and playgrounds, the district is recommending the installation of 2 turf fields and renovation of an additional 8 fields. The cost is estimated at \$6.9 million. Specifically, the district recommends the following improvements:

- a) North Street field at OHS: renovate the field with installation of new sod.
- b) Henderson Street field at OHS: install a synthetic turf field, low level lighting and minor fencing.
- c) Football/ soccer field at CHS: install a synthetic turf field, low level lighting and minor fencing⁷
- d) Jefferson, Marshall and Reeves field: renovate the field with sod.
- e) Lincoln: renovate the playfield with seed and improve the playground.
- f) Centennial, McLane and Roosevelt: renovate the fields with seed (after remodel of the buildings).

9. Invest in Electronic Key Systems to Limit Access to Schools and Instigate Lockdowns

The district is recommending the investment of \$2 million in key systems across the district, targeting schools that have not been upgraded as part of a remodel.

10. Address Critical Small Works and HVAC or Energy- Improvement Projects

The district will pursue state of Washington energy grants for a portion of a total investment of \$8.5 million.

In addition, the small works roster is summarized below. The roster represents the facilities projects that must be undertaken in the near future. While we have attempted to plan for a six year small- works list, new items may be identified during the life of the CFP.

Improve and upgrade:

- Parking lots and paving at five schools
- Drainage controls, and/ or repair foundations at five schools/ sites
- Electrical service and new fire or intrusion alarm systems at four schools, security cameras at multiple schools, access controls at multiple schools and perimeter fencing at five schools
- Roofing at three schools, install roof tie-off safety equipment at multiple sites, and caulk and or paint and renovate siding at four sites
- Gutter systems at two schools
- Interior and classroom capital improvements at twelve sites
- Wiring and electrical systems at two sites

In addition, the district Board of Directors will determine the next steps for the John Rogers building. This building has been in service for 50 years and requires significant upgrades. In the upcoming six- year period the district will either demolish the building (and seed the field), or perform small repairs to decommission the building for possible use at a later time.

⁷ The administrative recommendation for turf fields includes low-level lighting and fencing for each; lighting/ fencing is included to extend play hours to off-set the higher expense of a turf field. The CHS football and Henderson turf field with lighting and fencing will cost \$3.3 million. If the hours cannot be extended with lighting, the original administrative recommendation was to renovate the Capital football and Henderson fields with improved drainage and new sod, instead of turf, and use the remaining resources to renovate the Capital soccer, Washington, Jefferson and Marshall fields (drainage/ sod) and running tracks. This alternative increases the hours-of- play available generally in the community as these fields are generally considered less “playable” in their current state. Improved drainage and new sod at the Henderson field, Washington, and CHS football and soccer fields, and drainage, sod and improve running tracks at Jefferson and Marshall fields would cost \$3 million; roughly the same as the two turf fields.

Utilization of Portables as Necessary

The CFP continues to include expenditures for portables, as these represent a foundation investment where enrollment is faster than expected. Portables are considered to be a last-resort and are utilized where other options are not possible.

Capital Facilities Plan(CFP) Project Revisions for Class Size Reductions

Table J below describes several components of the CFP analysis. First, the table describes the recommended construction build into the district's facilities plan. The second column identifies if the project is included in the Impact Fee Calculation. The third column identifies the reason the project is included or not.

Table J: CFP Considerations

Project	Included in 2019 Impact Fee?	Reason
Centennial Elementary	Yes	This project adds seating capacity for 189 students
Roosevelt Elementary	No	This project is complete.
McLane Elementary	Yes	This project adds seating capacity for 189 students
Hansen Elementary	No	This project is complete.
Pioneer Elementary	No	This project is complete.
#6 th Mini-Building	Yes	This project is possible within the 6 year horizon of the Capital Facilities Plan.
Olympia High School	Yes	This project will add capacity to accommodate additional growth of 235 students
Portables	No	The plan includes the cost of 5 portables but these are a second priority to mini-buildings
Capital High School Modernization	Yes	This project will add capacity for 112 students.
Avanti High School	Yes	This project will add capacity for 100 students.

Cost of Converting Portables to Permanent Construction

Further, the value of converting a portable into permanent construction is included in full in the calculation of the impact fee. This bears further explanation. The impact fee calculation is based on construction costs (costs that are within the timeframe of the CFP) associated with growth, divided by the number of growth/ seats/ students. So, if the CFP includes a plan to construct a \$10 million structure to house 100 students, and 90 students are generated by new housing/ developments, then the per student cost of construction to accommodate growth is \$90,000 ($(\$10,000,000 / 100) * (90/100) = \$90,000$). This is the amount that is included in the calculation of the impact fee. Even if the new building replaces 50 portable seats, the calculation is the same: what is the cost of planned construction, and what proportion is associated with seats needed to accommodate growth, and therefore, what is the per growth seat cost of construction regardless of prior use of portables?

The number of students expected to be driven by growth is the key factor (90 in this example). The student growth must be based on upcoming growth and cannot be based on prior growth (from the example above, it could not be based on 50 + 90). It is important to note from that,

regardless of the number of portables being converted, a proportional cost of a \$6.5 million mini-building is included based on expected growth; portable conversion is not deducted from the calculation.

IV Finance Plan

Impact Fees

Impact fees are utilized to assist in funding capital improvement projects required to serve new development. For example, local bond monies from the 1990 authority and impact fees were used to plan, design, and construct Hansen Elementary School and Marshall Middle School. The district paid part of the costs of these new schools with a portion of the impact fees collected. Using impact fees in this manner delays the need for future bond issues and/ or reduces debt service on outstanding bonds. Thurston County, the City of Olympia and the City of Tumwater all collect school impact fees on behalf of the district.

Impact fees must be reasonably related to new development and the need for public facilities. While some public services use service areas or zones to demonstrate benefit to development, there are four reasons why the use of zones is inappropriate for school impact fees: 1) the construction of a new school benefits residential developments outside the immediate service area because the new school relieves overcrowding in other schools; 2) some facilities and programs of the district are used by students throughout the district (Special Education, Options and ALPS programs); 3) school busing is provide for a variety of reasons including special education students traveling to centralized facilities and transportation of students for safety or due to distance from schools; 4) uniform system of free public schools throughout the district is a desirable public policy objective.

The use of zones of any kind, whether municipal, school attendance boundaries, or some other method, conflict with the ability of the school board to provide reasonable comparability in public school facilities. Based on this analysis, the district impact fee policy shall be adopted and administered on a district-wide basis.

Current impact fee rates, current student generation rates, and the number of additional single and multi-family housing units projected over the next six-year period are sources of information the district uses to project the fees to be collected.

These fees are then allocated for capacity-related projects as recommended by a citizens' facilities advisory committee and approved by the Board of Directors.

The fee calculation is prescribed by law:

- The calculation is designed to identify the cost of the new classrooms space for new students associated with new development.
- The cost of constructing classrooms for current students is not included in the impact fee calculation.
- The calculation includes site acquisition costs, school construction costs, any costs for temporary facilities.

- Facility Cost / Facility Capacity = Cost per Seat / Student Generation Rate = Cost per Single Family Home (or Cost Per Multi-Family Home).
- The Cost Per Single Family home is then discounted for 1) any state construction funding the district receives and 2) a credit for the taxes that the home will generate for the upcoming 10 years.
- In this example, a \$15,000,000 facility, and a .20 single-family home student generation rate is calculated as such: $\$15,000,000 / 500 = \$30,000 * .20 = \$6,000$. This \$6,000 is then reduced by state construction funds (\$9 per home in 2015) and a 10-year tax credit (\$1,912 in 2015). This leaves a single family home rate of \$4,079 (*example amount only*).
- The Olympia School District Board of Directors would then reduce the \$4,079 by a “discount rate”. This is the margin that districts use to ensure that they do not collect too much impact fee (and possibly pay back part of the fees if construction costs are reduced or state construction funding is increased.) The Olympia School District has typically used a discount rate of 15%, which would leave a single family home impact fee of \$3,467 or $(\$4079 * .85)$.

The prescribed calculation, the district’s construction plan in the CFP planning horizon, expected state revenue and expected taxes credited to new housing developments yield an impact fee as follows:

Impact Fees Are Not Yet Finalized for 2019---Will be Inserted Here

Table K on the following page identifies the historical impact fees.

Table K: Historical Impact Fees

Year	Discount Percentage	Single Family Home Fee	Multi-Family Home fee	Downtown Residence Fee	Mobile Home Fee
1992	67	\$894	\$746		\$791
1993	67	\$1,703	\$746		\$791
1994	55	\$1,717	\$742		\$1,385
1995	70	\$1,754	\$661		\$1033
1996	52	\$1,725	\$661		\$1,176
1997	51	\$1,729	\$558		
1998	56	\$1,718	\$532		
1999	50 & 70	\$2,949	\$1,874		
2000	50 & 70	\$2949	\$1874		
2001	50 & 70	\$2949	\$1,874	\$841	
2002	50 & 70	\$2,949	\$1,874	\$841	
2003	50 & 70	\$2,949	\$1,874	\$841	
2004	50 & 70	\$2,949	\$1,874	\$841	
2005	40 & 60	\$4,336	\$3,183	\$957	
2006	45 & 60	\$4,336	\$3,183	\$957	
2007	15	\$5,042	\$1,833	\$874	
2008	15	\$5042	\$1,833	\$0	
2009	15	\$4,193	\$1,770	\$0	
2010	15	\$2,735	\$1,156	\$0	
2011	15	\$659	\$1,152	\$0	
2012	15	\$2,969	\$235	\$0	
2013	15	\$5,179	\$0	\$0	
2014	15	\$5,895	\$1,749	\$0	
2015	15	\$4,978	\$1,676	\$0	
2016	15	\$5,240	\$2,498	\$0	
2017	15	\$5,298	\$2,520	\$0	
2018	15	\$5,350	\$2,621	\$0	
Prior 10-Year Average		\$4,206	\$1,553		
10-Year Average		\$4,219	\$1,459		

Eligibility for State Funding Assistance

The district will always apply to the state for state construction funding assistance, and attempt to maximize this support. Based on eligibility criteria, and experience obtaining funding for the remodel of Garfield Elementary, we estimate that the district will qualify for at least \$12 million for the remodel of Centennial, McLane and Roosevelt Elementary Schools. This is a conservative estimate, as the district qualified for about \$6 million for the Garfield remodel.

Bond Revenue

The primary source of school construction funding is voter-approved bonds. Bonds are typically used for site acquisition, construction of new schools, modernization of existing facilities and other capital improvement projects. A 60% super-majority voter approval is required to pass a bond. Bonds are then retired through the collection of local property taxes. Proceeds from bond sales are limited by bond covenants and must be used for the purposes for which bonds are issued. They cannot be converted to a non-capital or operating use. As described earlier, the vast majority of the funding for all district capital improvements since 2003 has been local bonds.

The projects contained in this plan exceed available resources in the capital fund, and anticipated School Impact and Mitigation Fee revenue. The Board of Directors sold bonds in June 2012 allowing an additional \$82 million in available revenue for construction projects.

Voters have approved \$161 million in bond sales to finance Phase II of the Master Plan. Of this amount, \$55 million have been sold; \$72 million will be sold in 2018; and \$34 million will be sold in 2020.

Current Balance in Capital Fund

The finance plan for this schedule of construction is heavily dependent on the current balance in the district's Capital Fund. First, funds from the 2012 voter approved bond, about \$28 million in bond resources, have been preserved to devote to the finance plan of Phase II of the Master Plan. Second, the district successfully qualified for state construction assistance of \$10 million for the construction of ORLA and remodel of Garfield. These resources are reserved. The balance of resources is a combination of impact fees, mitigation fees, and a small amount of capital levy funds.

Finance Plan Summary

Table L, on the following page, represents preliminary estimates of revenue associated with each group of projects.

Table L

Item Description	Project Amount	Cumulative Total
1. New Classrooms (Minis at Pioneer, Hansen, Centennial, Roosevelt, McLane, + 1 additional)	\$37,063,000	\$37,063,000 ⁸
2. Phase II of 2011 Master Plan (Multiple Items Above)	\$136,559,394	\$173,622,394
3. Capital High School Theater	\$12,665,000	\$186,287,394
4. Small Works Projects, Categorized as Immediate Need	\$10,733,848	\$197,021,242
5. John Rogers Demolition and Re-seed	\$520,000	\$197,541,242
6. Security- Access Control Systems	\$2,000,000	\$199,541,242
7. Heating/ Ventilation Improvements and Energy Savings	\$8,484,000	\$208,025,242
8. Field and Playground Renovations	\$6,873,845	\$214,899,087
Subtotal of Planned Investments	\$214,899,087	
Existing Resources (Capital Fund Balance)	- \$42,200,000	
Estimated New State Construction Funding	- \$12,000,000	
New Construction Bond Authority Approved by Voters in 2016	=\$160,699,087	

⁸ The 2016 plan to build 5 mini-buildings of 10 classrooms instead of a combination of 11 classroom buildings and 7 classroom buildings will cost an additional \$2.2 million. The district has several cost saving opportunities to make up this difference: reduce the scope of the extra mini-building (currently budgeted at \$7.7 million), pursue savings in the 3 main remodel projects (Roosevelt, Centennial, and McLane), remodel the 3 schools sooner (to avoid escalation costs), and spend less in the mini-building furnishings. (Given that the district will construct 50 classrooms in the mini-buildings, instead of 47, the district has more flexibility to reduce expenditures for portables, has portables to sell/ surplus, and has the flexibility to reduce the scope of the final mini-building.)

Appendix A – Inventory of Unused District Property

Future School Sites

The following is a list of potential future school sites currently owned by the district. Construction of school facilities on these sites is not included in the six-year planning and construction plan

- **Mud Bay Road Site**
This site is a 16.0-acre parcel adjacent to Mud Bay Road and Highway 101 interchange. The site is currently undeveloped. Future plans include the construction of a new school depending on growth in the student enrollment of adjoining school service areas.
- **Muirhead Site**
This is a 14.92-acre undeveloped site directly adjacent to Centennial Elementary School, purchased in 2006. Future plans include the construction of a new Intermediate/ Middle School.

Other District Owned Property

- **Henderson Street and North Street (Tree Farm) Site**
This site is a 2.25-acre parcel across Henderson Street from Pioneer Elementary School and Ingersoll Stadium. The site is currently undeveloped. Previously, the site was used as a tree farm by Olympia High School's vocational program. The district has no current plans to develop this property.

Future Site Acquisition

The district is seeking additional properties for use as future school sites. Construction of school facilities for these sites is not included in the six-year planning and construction plan. The district has identified the following priorities for acquisition:

- New west side elementary school site – approximately 10-acres
- New east side elementary school site – approximately 10-acres

Elementary School Modernization

Grades K-5

Project Name:	Centennial Elementary School Modernization
Location:	2637 45 th Ave SE, Olympia
Site:	11.8-acres
Capacity:	357 students (189 seats new student capacity)
Square Footage:	45,345 s.f.
Cost:	Total project \$27.9 million, including a \$6.3 million mini-building of 10 classrooms and a \$800,000 field renovation.
Project Description:	Major modernization of existing school facility. Modernization work will include all new interior finishes and fixtures, furniture and equipment, as well as exterior finishes.
Status:	Subject to bond approval, the district anticipates this facility will be available in 2019.

Elementary School Modernization

Grades K-5

Project Name:	McLane Elementary School Modernization
Location:	200 Delphi Road SW, Olympia
Site:	8.2-acres
Capacity:	310 students (189 seats new student capacity) (New Lower Utilization Standard)
Square Footage:	45,715 S.f.
Cost:	Total project: \$23.5 million, including a \$6.3 million mini-building of 10 classrooms and a \$700,000 field renovation.
Project Description:	Major modernization of existing school facility. Modernization work will include all new interior finishes and fixtures, furniture and equipment, as well as exterior finishes.
Status:	Subject to bond approval, the district anticipates this facility will be available in 2019.

Elementary School Modernization

Grades K-5

Project Name:	Roosevelt Elementary School Modernization
Location:	1417 San Francisco Ave NE, Olympia
Site:	6.4 acres
Capacity: <i>(New Lower Utilization Standard)</i>	386 students (189 new student capacity)
Square Footage:	47,616 s.f.
Cost:	Total project: \$22.4 million, including a \$6.3 million mini-building of 10 classrooms and \$800,000 field renovation.
Project Description:	Major modernization of existing school facility. Modernization work will include all new interior finishes and fixtures, furniture and equipment, as well as exterior finishes.
Status:	Subject to bond approval, the district anticipates this facility will be available in 2020.

High School Modernization

Grades 9-12

Project Name:	Capital High School modernization
Location:	2707 Conger Ave NW, Olympia
Site:	40-acres
Capacity: <i>(current Utilization Standard)</i>	1,496 students (new student capacity not yet determined)
Square Footage:	254,772 s.f.
Cost:	Total project: \$20.6 million
Project Description:	Modify classroom pod areas and other portions of the existing school in order to support educational trends and students matriculating from the Jefferson Advanced Math and Science program. Replace older failing exterior finishes and roofing.
Status:	Subject to bond approval, the district anticipates this facility will be available in 2021.

High School Addition

Grades 9-12

Project Name:	Olympia High School Addition/ portable replacement
Location:	1302 North Street SE, Olympia
Site:	40-acres
Capacity: (Current Utilization Standard)	will limit to 1811 students, adds 280 permanent seats. Which is 70 new seating/ student capacity
Square Footage:	233,960 s.f.
Cost:	Total project: \$24.3 million
Project Description:	Provide additional permanent building area to replace ten portable classrooms. Support educational trends with these new spaces.
Status:	Subject to bond approval, the district anticipates this facility will be available in 2020.

Elementary School Expansion

Grades K-5

Project Name:	Pioneer and Hansen Elementary Schools
Capacity:	Replace portables with new two-story structures at each school. Adds 189 student seats to each school to address new capacity of 82 students needed at Pioneer and 67 students needed at Hansen.
Cost:	Each structure will cost \$6.3 million. Pioneer costs associated with growth and therefore, impact fees total \$2.1 million; Hansen growth costs total \$700,000.
Status:	Subject to bond approval, the district anticipates this facility will be available in 2019.

High School Addition/ Admin. Center

Grades 9-12

Project Name:	Avanti High School Addition and Modernization & Re-location of district Administrative Center
Location:	<u>Avanti HS:</u> 1113 Legion Way SE, Olympia (Currently located on 1 st floor of district Administrative Center.) <u>District Administrative Center:</u> To be determined
Site:	<u>Avanti HS:</u> 7.5-acres
Capacity: (current Utilization Standard)	<u>Avanti HS:</u> will limit to 250 students <u>District Administrative Center:</u> To be determined
Square Footage:	<u>Avanti HS:</u> 78,000 s.f. <u>District Administrative Center:</u> To be determined
Cost:	<u>Avanti HS:</u> Total project: \$9.9 million <u>District Administrative Center:</u> Estimated \$7.8 million
Project Descriptions:	<u>Avanti HS:</u> Expand Avanti High School by allowing the school to occupy all three floors of the District Administrative Center. Expanding the school will allow additional programs and teaching and learning options that might not be available at the comprehensive high schools. <u>District Administrative Center:</u> Provide a new location for administrative offices somewhere in the downtown vicinity.
Status:	Subject to bond approval, the district anticipates this facility will be available in 2020.

Appendix C- Single Family and Multi- Family Residences Impact Fee Calculations

As of August 6, 2018, impact fee data for 2019 is in the process of being finalized. At this time, data indicates that the single-family home impact fee will remain in the range of \$5,000. Data for the multi-family home is far too preliminary to predict an impact fee outcome.

Olympia School District 2019 Proposed Impact Fees

Year	Discount Percentage	Single Family Home Fee	Multi-Family Home Fee	Downtown Residence Fee	Mobile Home Fee
1992	67	\$894	\$746		\$791
1993	67	\$1,703	\$746		\$791
1994	55	\$1,717	\$742		\$1,385
1995	70	\$1,754	\$661		\$1,033
1996	52	\$1,725	\$661		\$1,176
1997	51	\$1,729	\$558		
1998	56	\$1,718	\$532		
1999	50 & 70	\$2,949	\$1,874		
2000	50 & 70	\$2,949	\$1,874		
2001	50 & 70	\$2,949	\$1,874	\$841	
2002	50 & 70	\$2,949	\$1,874	\$841	
2003	50 & 70	\$2,949	\$1,874	\$841	
2004	50 & 70	\$2,949	\$1,874	\$841	
2005	40 & 60	\$4,336	\$3,183	\$957	
2006	45 & 60	\$4,336	\$3,183	\$957	
2007	15	\$5,042	\$1,833	\$874	
2008	15	\$5,042	\$1,833	\$0	
2009	15	\$4,193	\$1,770	\$0	
2010	15	\$2,735	\$1,156	\$0	
2011	15	\$659	\$1,152	\$0	
2012	15	\$2,969	\$235	\$0	
2013	15	\$5,179	\$0	\$0	
2014	15	\$5,895	\$1,749	\$0	
2015	15	\$4,978	\$1,676	\$0	
2016	15	\$5,240	\$2,498	\$0	
2017	15	\$5,298	\$2,520	\$0	
2018	15	\$5,350	\$2,621	\$0	
2019	15	\$4,972	\$2,575	\$0	<i>Proposed</i>
Prior 10-Yr Avg		\$4,322	\$1,565		
10-Yr Avg Incl 2019		\$4,328	\$1,618		



City Council

Presentation of the 2019 Preliminary Operating Budget

Agenda Date: 10/23/2018
Agenda Item Number: 6.A
File Number: 18-1008

Type: information **Version:** 1 **Status:** Other Business

Title

Presentation of the 2019 Preliminary Operating Budget

Recommended Action

Committee Recommendation:

The Finance Committee discussed utility rates and development fees and a proposed budget stabilization reserve policy at their October 17 meeting and will continue budget discussions at the October 25 meeting.

City Manager Recommendation:

Receive a presentation on the 2019 Preliminary Operating Budget and begin budget discussions. Briefing only; no action requested.

Report

Issue:

Whether to receive a presentation on the 2019 Preliminary Operating Budget

Staff Contact:

Debbie Sullivan, Administrative Services Director, 360.753.8499

Presenter(s):

Debbie Sullivan, Administrative Services Director
Steve Hall, City Manager

Background and Analysis:

The City's 2019 Preliminary Operating Budget will be presented to Council. The preliminary budget maintains service levels and programs with some enhancements in priority areas.

The 2019 preliminary budget is \$155.9 million reflecting a 3.8 percent increase over 2018 adopted budget. The budget includes a 1 percent increase for property taxes, plus new construction, and an increase in State shared revenue. The General Fund, which covers basic municipal services, is \$81.85 million, a 4.2 percent increase over the 2018 budget.

Staff will present the 2019 preliminary budget, which will include a five-year projection of General

Fund revenue and expenses, 2019 revenue and expense assumptions, additions to the General Fund baseline, operational efficiencies, and considerations for year-end funds.

The preliminary operating budget does not include all of the 2019 revenue and expenses associated with the immediate strategies to address homelessness. The final budget will be adjusted before Council approval on December 11.

The Finance Committee and City Council will continue discussing the operating budget at the following scheduled meetings:

Oct. 25	Finance Committee review and discuss preliminary
Nov 13	City Council review and discuss preliminary budget
	Public Hearing
	<ul style="list-style-type: none">• Ad Valorem Tax• Operating Budget and Capital Facilities Plan
Nov 23	Finance Committee final review of preliminary budget
Nov 27	City Council Discuss final balancing
Dec 11	Approve Operating and Capital budget - 1 st Reading
Dec 18	Adopt Final Operating and Capital Budget

Neighborhood/Community Interests (if known):

N/A

Options:

Briefing only.

Financial Impact:

The 2019 preliminary operating budget is \$155.9 million. The General Fund portion is \$81.85 million representing a 4.2 percent increase over the 2018 adopted budget.

Attachments:

None



City Council

Discussion of Budget Special Topics - Utility Rates, Lodging Tax Advisory Committee Recommendations, Impact Fees and Parking & Business Improvement Area Budget

Agenda Date: 10/23/2018
Agenda Item Number: 6.B
File Number: 18-1005

Type: discussion **Version:** 1 **Status:** Other Business

Title

Discussion of Budget Special Topics - Utility Rates, Lodging Tax Advisory Committee
Recommendations, Impact Fees and Parking & Business Improvement Area Budget

Recommended Action

Committee Recommendation:

The Lodging Tax Advisory Committee (LTAC) is recommending tourism service contracts in the amount of \$383,000 and the Utility Advisory Committee (UAC) is making recommendations on utility rates and general facility charges (GFC).

City Manager Recommendation:

Review and discuss the following operating budget topics: LTAC tourism service contracts in the amount of \$383,000, the UAC 2019 recommended utility rate and general facility charges, Parks and Transportation impact fees, and the proposed Parking & Business Improvement Area Board (PBIA) Budget.

Report

Issue:

Whether to discuss the following operating budget special topics: LTAC tourism service contracts in the amount of \$383,000, the UAC 2019 recommended utility rate and general facility charges, Parks and Transportation impact fees, and the 2019 PBIA Draft Budget. Action will be taken in mid-December as part of the budget approval process

Staff Contact:

Debbie Sullivan, Administrative Services Director, Administrative Services, 360.753.8499

Presenter(s):

Debbie Sullivan, Administrative Services Director
Andy Haub, Director of Water Resources, Public Works
Laura Keehan, Parks Planning & Design Manager, Parks, Arts & Recreation
Randy Wesselman, Engineering & Planning Supervisor, Public Works

Amy Buckler, Downtown Programs Manager

Kellie Purce Braseth, Strategic Communications Director, Lodging Tax Advisory Committee Staff Liaison

Background and Analysis:

The 2019 Preliminary Operating and Capital Budget assumes revenue and expenses from utility rates, GFCs, lodging taxing tax, parks impact fees, transportation impact fees, and PBIA. Staff will present information on these topics and take questions from Council for future budget discussion meetings.

Utility Rates and GFC Increases

On October 4, the UAC discussed 2019 utility rates and proposed changes for the four utilities - Drinking Water, Wastewater, Stormwater, and Waste ReSources. This recommendation was presented to Finance Committee on October 17. Staff will share the recommendation with the full Council.

Park Impact Fees

In 2018, the City hired the consulting firm FCS Group to update the City's Park Impact Fee calculations. Their report was completed in August, 2018. For most housing types, the updated fee calculations would result in an increase of 26-38% over 2018 rates. Staff proposes to phase this increase in over two years. The proposed fee structure for 2019 (attached) therefore contains just half of the increase.

Transportation Impact Fees

Public Works Transportation staff annually adjusts project costs to remain current with the cost of labor, construction materials, and real property. Staff makes updates to the Transportation Impact Fee Rate Study approximately every three-five years. The last update was in 2016. The Transportation Impact Fee will decrease from \$2,957 to \$2,782 per new PM peak hour trip. This represents a -5.9% decrease. The transportation impact fee is decreasing due to the removal of recently completed projects.

PBIA Draft Budget

Staff will share the 2019 Draft budget. The PBIA Board is scheduled to take a final vote on November 7.

Lodging Tax

The Lodging Tax Advisory Committee (LTAC) met and developed funding recommendations. RCW 67.28.1816 defines City Council's role regarding LTAC recommendations as follows:

- (ii) The local lodging tax advisory committee must select the candidates from amongst the applicants applying for use of revenues in this chapter and provide a list of such candidates and recommended amounts of funding to the municipality for final determination. The municipality may choose only recipients from the list of candidates and recommended amounts provided by local lodging tax advisory committee.

Neighborhood/Community Interests (if known):

A public hearing is scheduled for November 13 on the operating and capital budget. Council can hear testimony on the proposed changes at that time.

Options:

1. After hearing the presentation, request additional information from City staff.

Financial Impact:

Briefing only.

Attachments:

2019 Proposed Park Impact Fees
2019 PBIA Draft Budget Recommendations
2019 Lodging Tax Recommendations
LTAC Memo
LTAC Chart History



Proposed 2019 Park Impact Fees by Dwelling Type

October 15, 2018

Dwelling Type	Current Fee (2018)	2018 Rate Study Calculation	Proposed Fee for 2019	Percentage Increase
Single-Family (including manufactured homes on individual lots), Townhomes	\$5,581	\$7,438	\$6,510	17%
Duplex, Triplex, Fourplex, Cottage Housing	\$3,796	\$5,256	\$4,526	19%
5 or more unit Multi-family, Courtyard Apartments	\$3,796	\$4,801	\$4,299	13%
Units in Senior Housing Developments (including single family units)	\$3,796	\$4,801	\$4,299	13%
Mobile Home in Mobile Home Parks	\$3,796	\$5,085	\$4,441	17%
Accessory Dwelling Units	\$2,233	\$2,829	\$2,531	13%
Single Room Occupancy Units, Studios	\$2,233	\$2,829	\$2,531	13%
Downtown Multi Family (Including Townhouses)	\$2,902	\$3,025	\$2,964	2%

PBIA - 2019 Draft Budget		3-Oct-18	
	Category/Item	Budget Amount	Notes
	Communications		
	Clean & Safe		
	Ambassadors & Clean Team	\$ 43,500	
	Mural protection	\$ 2,500	<i>estimated cost of labor and materials to cover 3 murals</i>
	Extra alley flushings	\$ 1,200	<i>3 extra flushings for July, August, September</i>
	Streetscape Beautification		
	Flower baskets	\$ 5,000	<i>(74) 18" from Fessler's + (5) 24" moss from DeGottis</i>
	Flower basket watering	\$ 18,000	<i>assumes 75% of 2018 cost, Probation Services</i>
	Art/photos in windows	\$ 5,000	
	Marketing		
	Holiday lighting & Twinklefest	\$ 14,000	
	Event sponsorships	\$ 7,000	
	Parking	\$ -	
	Business Training	\$ -	
	Administration	\$ 2,300	<i>e.g., annual member dinner, survey monkey, misc.</i>
	Contingency	\$ 1,500	
	TOTAL BUDGET	\$ 100,000	

2019 Lodging Tax Recommendations

Tourism-Related Service Contracts:

Arbutus Folk School	\$ 7,000
Capital Lakefair	\$ 7,000
Gateway Rotary Club	\$ 6,339
Greater Olympia Dixieland Jazz Festival	\$ 30,000
Hands on Children's Museum	\$ 66,361
Harbor Days	\$ 45,000
Harlequin Productions	\$ 20,000
Olympia Downtown Alliance	\$ 4,000
Olympia Film Society	\$ 20,000
Olympia & Beyond Sports Commission/VCB	\$ 15,000
Olympia-Lacey-Tumwater Visitor and Convention Bureau	\$100,000
Olympic Flight Museum	\$ 6,000
Olympia Parks, Arts & Recreations	\$ 9,500
South Sound Reading Foundation	\$ 26,800
Washington State Senior Games	<u>\$ 20,000</u>
TOTAL CONTRACTS	<u>\$383,000</u>

Total 2019 Recommendation

\$383,000



TO: Olympia City Council

FROM: Jessica Bateman, Councilmember and Chair, Lodging Tax Advisory Committee

DATE: October 23, 2019

SUBJECT: 2019 Lodging Tax Committee Recommendations

The Olympia Lodging Tax Advisory Committee (LTAC) recommends 2019 tourism service contracts in the amount of \$383,000. As a reminder, the committee considers one-half of the Lodging Tax Fund; the other half is committed to The Washington Center for the Performing Arts per a formal agreement with the Center.

The Olympia LTAC received 15 requests for 2019 funds, and three fewer applications than in 2018. The total requested amount of \$388,661 was more than \$5,700 over the total requested last year.

Further, the total requested amount for 2019 was just \$5,661 more than the \$383,000 available, after allowing for the traditional 20 percent contingency balance. The Committee, therefore, was able to recommend fully funding most of the requests. In the end, the Committee recommended full funding for 13 of the 15 requests (one of which we are required to fund at that level).

As in previous years, the LTAC continues to place high priority on supporting tourism marketing and on tried and true events and activities that resulted in documented and documentable overnight stays in Olympia lodging establishments. Because of Washington state law reporting requirements, the LTAC has emphasized in the application the need to show documented paid overnight lodging numbers. LTAC continues to encourage Lodging Tax recipients to work with the Visitor and Convention Bureau on how to capture overnight stays that result from their activities, in order to provide the best measurable outcomes possible back to the LTAC.

Attachments:

1. Chart of Recommendations
2. Chart of History of Olympia Lodging Tax
3. Draft Minutes – LTAC October 1, 2018 meeting

Lodging Tax Advisory Committee - City of Olympia WA

Agency	2019 Requests	2019 LTAC	2018 LTAC	2017	2016	2015	2014	2013	2012	2011	2010	2009
Arbutus Folk School	\$ 7,000.00	\$ 7,000.00	\$ 5,000.00	\$ -	\$ 5,000.00			-	-	-	-	-
Arbutus Folk School	\$ -	\$ -	\$ 10,000.00									
Big Brother, Big Sister (Olyworks LLC)	\$ -	\$ -	\$ 5,000.00									
Capital City Pride Festival (Rainbow)	\$ -	\$ -		\$ 7,000.00	\$ 5,000.00	\$ -	\$ 5,000.00	\$ 5,000.00	\$ 5,000.00	\$ 4,000.00	\$ 6,250.00	\$ 7,000.00
Capital Lakefair	\$ 7,000.00	\$ 7,000.00	\$ 7,500.00	\$ -	\$ 5,000.00	\$ 5,000.00		-	-	\$ -	\$ -	\$ -
Capital Recovery Center	\$ -	\$ -	\$ -	\$ -	\$ 5,000.00							
Earthbound Productions	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 5,000.00	\$ 14,650.00	\$ 5,000.00	\$ 6,500.00	\$ -
Gatway Rotary Club	\$ 10,000.00	\$ 6,339.00										
Greater Olympia Dixieland Jazz Society	\$ 30,000.00	\$ 30,000.00	\$ 30,000.00	\$ 25,000.00	\$ 21,000.00	\$ 16,000.00	\$ 14,000.00	\$ 14,000.00	\$ 14,000.00	\$ 10,000.00	\$ 13,000.00	\$ 13,900.00
Hands on Children's Museum	\$ 66,361.00	\$ 66,361.00	\$ 52,550.00	\$ 51,500.00	\$ 45,000.00	\$ 60,023.00	\$60,000.00	\$ 53,500.00	\$ 50,000.00	\$ 25,000.00	\$ 30,000.00	\$ 35,000.00
Harbor Days	\$ 45,000.00	\$ 45,000.00	\$ 35,000.00	\$ 20,000.00								
Harlequin Productions	\$ 20,000.00	\$ 20,000.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	-	\$ -	\$ -	\$ -
Olympia Downtown Alliance	\$ -	\$ -	\$ -	\$ 25,000.00	\$ 8,535.00	\$ -	\$10,000.00	-	-	\$ -	\$ 11,000.00	\$ -
Olympia Downtown Association	\$ 6,000.00	\$ 4,000.00	\$ 5,950.00									
Olympia Downtown Association	\$ -	\$ -	\$ -									
Olympia Downtown Association	\$ -	\$ -	\$ 7,500.00									
Olympia Film Society	\$ 20,000.00	\$ 20,000.00	\$ 15,000.00	\$ -	\$ 4,500.00	\$ -	\$ 5,000.00	\$ 5,000.00	-	\$ -	\$ -	\$ -
Olympia &Beyond Sports Commission /VCB	\$ 15,000.00	\$ 15,000.00										
Olympia-Lacey-Tumwater VCB	\$ 100,000.00	\$ 100,000.00	\$ 100,000.00	\$ 100,000.00	\$ 100,000.00	\$ 100,000.00	\$ 100,000.00	\$ 103,500.00	\$ 100,000.00	\$ 90,000.00	\$ 90,500.00	\$ 112,570.00
Olympic Flight Museum	\$ 6,000.00	\$ 6,000.00	\$ 6,000.00	\$ 6,000.00	\$ 6,000.00	\$ 6,000.00	\$ 6,000.00	\$ 6,000.00	\$ 6,000.00	\$ 4,000.00	\$ 6,350.00	\$ 6,600.00
Olympia Parks, Arts & Recreation	\$ 9,500.00	\$ 9,500.00										
PARC Foundation/Olympia Adventure Race				\$ 10,000.00	\$ 10,000.00	\$ 10,000.00						
Parrot Heads of Puget Sound	\$ -	\$ -	\$ 18,500.00	\$ 11,500.00	\$ 5,000.00							
Recreation Northwest / Olympia Traverse (SEE PARC)							\$ 6,000.00					
South Sound Reading Foundation	\$ 26,800.00	\$ 26,800.00										
St. Martin's / Dragon Boat Festival	\$ -	\$ -	\$ 6,000.00	\$ 6,000.00	\$ 5,000.00	\$ 5,000.00	\$4,000.00					
WA State Hist Society/State Cap. Museum	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 2,000.00	-	-	-	-
Washington State Senior Games	\$ 20,000.00	\$ 20,000.00	\$ 20,000.00	\$ 20,000.00	\$ 20,000.00	\$ 10,000.00	\$ 10,000.00	\$ 10,000.00	\$ 10,000.00	\$ 6,000.00	\$ 7,000.00	\$ 7,500.00
Wolf Haven International	\$ -	\$ -	\$ 5,000.00	\$ 5,000.00	\$ 5,000.00	\$ 10,000.00	\$ 10,000.00	\$ 18,500.00	\$ 15,000.00	\$ 4,000.00	\$ 14,000.00	\$ 25,000.00
City - Promotional/Information Brochures	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 8,000.00		-	-	\$ -	\$ -	\$ -
City - Wayfinding	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 18,000.00		-	-	\$ -	\$ -	\$ -
2012 Canoe Journey - City expenses	\$ -	\$ -	\$ -	\$ -	\$ -				\$ 25,850.00			
Prior City commitment - HOCM Building	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 30,000.00	\$ 35,000.00	\$35,000.00	\$100,000.00	\$100,000.00
Total Proposals/Service Contracts	\$ 388,661.00	\$ 383,000.00	\$ 329,000.00	\$ 287,000.00	\$ 250,035.00	\$ 248,023.00	\$ 230,000.00	\$ 252,500.00	\$ 275,500.00	\$ 183,000.00	\$ 284,600.00	\$ 307,570.00
Requests from Non-profit Agencies	\$ 379,161.00	\$ 379,161.00										
Requests from Government Agencies	\$ 9,500.00	\$ 9,500.00	\$ -	\$ -								
Total Requests	\$ 388,661.00	\$ 388,661.00										
Projected Maximum Available Funds for 2019	\$ 383,000.00	\$ 383,000.00										
Information prepared 01 Oct. 2018, kpb												