



Meeting Agenda

City Council

City Hall
601 4th Avenue E
Olympia, WA 98501

Information: 360.753.8244

Tuesday, October 29, 2019

7:00 PM

Council Chambers

1. ROLL CALL

1.A ANNOUNCEMENTS

1.B APPROVAL OF AGENDA

2. SPECIAL RECOGNITION

2.A [19-0985](#) Special Recognition - Introduction of Fire Chief Mark John

2.B [19-0971](#) Special Recognition - Introduction of City Building Official Larry Merrell

3. PUBLIC COMMENT

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

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

Individual comments are limited to 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 COMMENT (Optional)

4. CONSENT CALENDAR

(Items of a Routine Nature)

4.A [19-0981](#) Approval of October 15, 2019 Study Session Meeting Minutes

Attachments: [Minutes](#)

4.B [19-0982](#) Approval of October 15, 2019 City Council Meeting Minutes

Attachments: [Minutes](#)

- 4.C** [19-0975](#) Approval of Updates to the City's Investment Policy

Attachments: [Draft Investment Policy](#)
 [Guideline Portfolio Strategy](#)

- 4.D** [19-0980](#) Approval of a Resolution Authorizing the Maximum Sales and Use Tax for Affordable Housing Permitted by SHB 1406

Attachments: [Resolution](#)

- 4.E** [19-0927](#) Approval of a Resolution Authorizing Participation in the National Cooperative Purchasing Alliance Program

Attachments: [Resolution](#)

- 4.F** [19-0699](#) Approval of a Resolution Authorizing an Interlocal Agreement with Olympia, Lacey, Tumwater and Thurston County for Environmental Education and Outreach

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

- 4.G** [19-0979](#) Approval of a Resolution Authorizing an Interlocal Agreement with Lewis County for Use of Jail Facilities and Services

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

- 4.H** [19-0925](#) Approval of a Resolution Authorizing a Professional Services Agreement for the Waste ReSources Carpenter Road Facility

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

- 4.I** [19-0978](#) Approval of a Resolution Authorizing the Purchase of Real Estate Owned by Barbara J. Pettus

Attachments: [Resolution](#)
 [Agreement](#)
 [Parcel Map](#)

4. SECOND READINGS (Ordinances) - None

4. FIRST READINGS (Ordinances) - None

5. PUBLIC HEARING

- 5.A** [19-0968](#) Public Hearing on Community Development Block Grant (CDBG) Program Year 2018 Annual Report

Attachments: [Draft 2018 CAPER Citizen's Summary](#)

[Draft 2018 CAPER Full IDIS Version](#)

- 5.B** [19-0984](#) Public Hearing on the Preliminary Capital Facilities Plan and 2020-2025 Financial Plan

Attachments: [Planning Commission Letter](#)

[Bicycle Pedestrian Advisory Committee Letter](#)

[Parks and Recreation Advisory Committee Letter](#)

[Utility Advisory Committee Letter](#)

[Link to Preliminary CFP & 2020 Financial Plan Webpage](#)

6. OTHER BUSINESS

- 6.A** [19-0987](#) Presentation of the 2020 Preliminary Operating Budget

7. CONTINUED PUBLIC COMMENT

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

8. REPORTS AND REFERRALS

8.A COUNCIL INTERGOVERNMENTAL/COMMITTEE REPORTS AND REFERRALS

8.B CITY MANAGER'S REPORT AND REFERRALS

9. ADJOURNMENT

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



City Council

Special Recognition - Introduction of Fire Chief Mark John

Agenda Date: 10/29/2019
Agenda Item Number: 2.A
File Number: 19-0985

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

Title

Special Recognition - Introduction of Fire Chief Mark John

Recommended Action

Committee Recommendation:

Not referred to a committee.

City Manager Recommendation:

Introduce Mark John, the City of Olympia's newly appointed Fire Chief.

Report

Issue:

Whether to introduce Mark John, the City of Olympia's newly appointed Fire Chief.

Staff Contact:

Susan Grisham, Executive Assistant, (360) 753-8244

Presenter(s):

Steve Hall, City Manager

Background and Analysis:

Mark John officially began his service as the City of Olympia's new Fire Chief on September 30, 2019.

John comes to Olympia with 35 years of experience in the fire service. He served more than 26 years with the City of Anaheim Fire Department, serving as a firefighter/paramedic, fire captain and battalion chief. He then served as Fire Chief in Baker City, Oregon. John most recently served with the Spokane Fire Department as Deputy Fire Chief of Operations.

John now leads the 105-member Olympia Fire Department, which includes four fire stations, two medic units and a battalion unit and covers a 25-square mile service area.

Attachments:

None



City Council

Special Recognition - Introduction of City Building Official Larry Merrell

Agenda Date: 10/29/2019
Agenda Item Number: 2.B
File Number: 19-0971

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

Title

Special Recognition - Introduction of City Building Official Larry Merrell

Recommended Action

Committee Recommendation:

Not referred to a committee.

City Manager Recommendation:

Recognize Larry Merrell as the City of Olympia's new Building Official.

Report

Issue:

Receive an introduction to Larry Merrell as City Building Official.

Staff Contact:

Larry Merrell, Building Official, Community Planning and Development, 360.753.8347

Presenter(s):

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

Background and Analysis:

Larry Merrell was appointed as City of Olympia Building Official effective August 16, 2019. In this role, he oversees review of proposed building plans, building and electrical inspections, code enforcement, and floodplain administration. He is also a key member of the City's emergency response team.

Larry has served as the City's building inspection supervisor for nearly two years, demonstrating excellent leadership ability, exceptional communication skills, and a deep knowledge of all building codes. Prior to coming to Olympia, he served in lead roles for building inspection and code enforcement for Washington County, Oregon; and the City of Rocklin and Town of Mammoth Lakes, California. He also worked as a project coordinator and plumber for the University of California - Irvine campus. Overall, he has 34 years of experience in the building and construction field.

Larry holds numerous certifications related to building inspection, code enforcement and emergency

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

response. He has also been an officer and board member for local chapters of the International Code Council several times during his career.

Attachments:

None



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601 4th Avenue E.
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360-753-8244

City Council

Approval of October 15, 2019 Study Session Meeting Minutes

Agenda Date: 10/29/2019
Agenda Item Number: 4.A
File Number: 19-0981

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

Title

Approval of October 15, 2019 Study Session Meeting Minutes



Meeting Minutes - Draft

City Council

City Hall
601 4th Avenue E
Olympia, WA 98501

Information: 360.753.8244

Tuesday, October 15, 2019

5:30 PM

Council Chambers

Study Session

1. ROLL CALL

Present: 6 - Mayor Cheryl Selby, Mayor Pro Tem Jessica Bateman, Councilmember Clark Gilman, Councilmember Nathaniel Jones, Councilmember Lisa Parshley and Councilmember Renata Rollins

Excused: 1 - Councilmember Jim Cooper

2. BUSINESS ITEM

2.A [19-0845](#) Building Repair and Replacement Program Update

Mayor Selby introduced Public Works General Services Director Meliss Maxfield, who gave an update on building repair and replacement for City facilities. She discussed funding sources for the Building Repair and Replacement program and gave background on decision-making criteria to determine facility conditions.

Facilities Operations Supervisor Eli Cole gave an overview of investments since 2013, totaling \$11.4 Million at 10 locations. He outlined the 2020 project list for repairs and discussed the condition of all City buildings and their average score.

Ms. Maxfield shared a summary of all the building deficiencies across City facilities.

Public Works Director Rich Hoey discussed the need to replace the Maintenance Center and Justice Center. He shared the process for relocating Waste ReSources.

Mr. Cole gave an overview of the history of the Justice Center, along with specific issues the building currently has.

City Manager Steve Hall highlighted all the programs held at the Justice Center, noted Thurston County plans to build a new consolidated court house, and shared next steps.

Ms. Maxfield discussed long-term funding needs.

Councilmembers asked clarifying questions.

The study session was completed.

3. ADJOURNMENT

The meeting adjourned at 6:31 p.m.



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601 4th Avenue E.
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City Council

Approval of October 15, 2019 City Council Meeting Minutes

Agenda Date: 10/29/2019
Agenda Item Number: 4.B
File Number: 19-0982

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

Title

Approval of October 15, 2019 City Council Meeting Minutes



Meeting Minutes - Draft

City Council

City Hall
601 4th Avenue E
Olympia, WA 98501

Information: 360.753.8244

Tuesday, October 15, 2019

7:00 PM

Council Chambers

1. ROLL CALL

Present: 6 - Mayor Cheryl Selby, Mayor Pro Tem Jessica Bateman,
Councilmember Clark Gilman, Councilmember Nathaniel Jones,
Councilmember Lisa Parshley and Councilmember Renata Rollins

Excused: 1 - Councilmember Jim Cooper

1.A ANNOUNCEMENTS

Mayor Selby noted the Council met earlier in a Study Session.

1.B APPROVAL OF AGENDA

The agenda was approved.

2. SPECIAL RECOGNITION

2.A [19-0943](#) Special Recognition - American Legion Post 3 Donation of Flags

American Legion Post 3 Commander Scott Olson presented the City of Olympia with 100 American flags.

The recognition was received.

2.B [19-0720](#) Special Recognition - Olympia Middle School Students and the 2020 Water Resources Stewardship through Art Calendar Contest

Senior Program Specialists Erin Conine and Susan McCleary discussed the art calendar contest, announced winning artists, and showed the calendar's art.

The recognition was received.

2.C [19-0942](#) Special Recognition - Proclamation Recognizing Community Conflict Resolution Month

Mayor Selby read a proclamation recognizing October as Community Conflict Resolution Month. Dispute Resolution Center Executive Director Jody Shurbier discussed the work of the Dispute Resolution Center.

The recognition was received.

3. PUBLIC COMMENT

The following people spoke: Danae Rosen, Sara Joseph, Shannon Pardee, Candy Mercer, Maeve Flanigan, Elyanna Calle, Jerry Dierker, Barak Gale, Jennifer Post, Rene Dars, and Talauna Reed.

4. CONSENT CALENDAR

- 4.A** [19-0948](#) Approval of October 8, 2019 Study Session Meeting Minutes

The minutes were adopted.

- 4.B** [19-0947](#) Approval of October 8, 2019 City Council Meeting Minutes

The minutes were adopted.

- 4.C** [19-0926](#) Approval of a Resolution Setting a Public Hearing Date for Consideration of a Street Vacation Petition

The resolution was adopted.

4. SECOND READINGS (Ordinances)

- 4.D** [19-0818](#) Approval of an Ordinance Amending Multiple Chapters of the Unified Development Code

The ordinance was adopted on second reading.

Approval of the Consent Agenda

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

Aye: 6 - Mayor Selby, Mayor Pro Tem Bateman, Councilmember Gilman, Councilmember Jones, Councilmember Parshley and Councilmember Rollins

Excused: 1 - Councilmember Cooper

4. FIRST READINGS (Ordinances) - None

5. PUBLIC HEARING - None

6. OTHER BUSINESS

- 6.A** [19-0939](#) Presentation of the Mentor Court Award to the City of Olympia by the Center for Court Innovation

Community Court Executive Diane Whaley gave a brief overview of the Olympia Community Court.

Judge Scott Ahlf discussed the Community Court and it's successes.

Community Court Program graduate Cassandra Sinclair-Nixon shared her experience in the program.

Center for Court Innovation representative Brett Taylor presented the City with the Mentor Court Award.

Councilmembers asked clarifying questions.

The recognition was received.

6.B [19-0918](#) Update on the Thurston County's Homeless Crisis Response Five-Year Plan

Thurston County Homeless Prevention and Affordable Housing Coordinator Keylee Marineau gave an overview of the Thurston County Five-Year Homeless Crisis Response Plan and background on it's information and data.

Strategic Projects Manager Amy Buckler gave an update on the City's Homeless Response Plan.

Councilmembers asked clarifying questions.

The report was received.

7. CONTINUED PUBLIC COMMENT

The following people spoke: Linda Ann Moniz, Anne Hundley, and Lohen Kinsman.

8. REPORTS AND REFERRALS

8.A COUNCIL INTERGOVERNMENTAL/COMMITTEE REPORTS AND REFERRALS

Councilmembers reported on meetings and events attended.

Mayor Selby announced there will not be a meeting next week.

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

9. EXECUTIVE SESSION

9.A [19-0940](#) Executive Session Pursuant to RCW 42.30.110(1)(b); RCW 42.30.110(1)(c) - Real Estate Matter and RCW 42.30.110(1)(i); Litigation and Potential Litigation

Mayor Selby recessed the meeting to Executive Session at 9:45 p.m. pursuant to RCW

42.30.110(1)(b) and RCW 42.30.110(1)(c) to discuss real estate, litigation, and potential litigation matters. She announced no decisions would be made, the meeting was expected to last no longer than 60 minutes, and the Council would adjourn immediately following the Executive Session. The City Attorney was present at the Executive Session.

The executive session was held and no decisions were made.

9. ADJOURNMENT

The meeting adjourned at 10:45 p.m.



City Council

Approval of Updates to the City's Investment Policy

Agenda Date: 10/29/2019
Agenda Item Number: 4.C
File Number: 19-0975

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

Title

Approval of Updates to the City's Investment Policy

Recommended Action

Committee Recommendation:

Finance Committee discussed and recommends the updates to the City's Investment Policy at their September 18 meeting.

City Manager Recommendation:

Approve the updates to City's Investment Policy as recommended by the Finance Committee.

Report

Issue:

Whether to approve the updates to the City's Investment Policy

Staff Contact:

Nanci Lien, Fiscal Services Director, 360.756.8465

Presenter(s):

None - Consent Calendar Item

Background and Analysis:

The City Investment Policy provides direction on how City funds are invested. The Policy requires a review by Finance Committee every two years, and was last updated and adopted by City Council on May 23, 2017.

The City's investment portfolio is managed by Fiscal Services, in partnership with an investment consultant, Government Portfolio Advisors (GPA). The State statute regarding investments has changed and the City's policy needs to be updated to reflect those changes.

Finance Committee discussed the following with staff and the City's Investment Advisor, Dave Westcott, with Government Portfolio Advisors on September 19:

- City's current Investment Policy
- Recommended policy changes based on State statute

- Explanation of corporate vs commercial paper
- Socially responsible investing
- Return on investment over last three years

The recommended changes to the existing Policy (see attached) are as follows:

- Section 5.2 - New language is added to the “Prudence” section as recommended during Washington Public Treasurer Association review.
- Sections 8.2 and 9.1- per new State statute on Commercial paper, updated description is included in Section 8.2 (Suitable Investments) and updated issuer allocation is included in Table of Constraints in Section 9.1 Diversification, changing from 5 percent to 3 percent.

Please note that while the policy does identify commercial paper, as required by State statute, the investment advisor follows the City’s *Guideline Portfolio Strategy* which does not allow for commercial paper investments.

Neighborhood/Community Interests (if known):

There is increasing interest in how the City invests funds to ensure they are in alignment with our values.

Options:

1. Approve updates to the City’s Investment Policy as approved by Finance Committee.
2. Direct staff to modify recommended changes and approve as amended.
3. Direct staff to perform additional analysis and reschedule further discussion.

Financial Impact:

N/A

Attachments:

Draft Investment Policy

Guideline Portfolio Strategy

INVESTMENT POLICY – DRAFT 2019
ADOPTED _____, 2019

Policy Statement

This policy establishes standards and guidelines for the direction, management and oversight for all of the City of Olympia’s investable cash and funds. Funds must be invested prudently to assure preservation of principal, provide needed liquidity for daily cash requirements, and provide a market rate of return. All investments must conform to federal, state, and local statutes governing the investment of public funds.

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1.0 INTRODUCTION

This Investment Policy defines the parameters within which funds are to be invested by the City of Olympia ("City"). This policy also formalizes the framework, of the City's Policy and Procedures to provide the authority and constraints for the City to maintain an effective and judicious management of funds within the scope of this policy.

These policies are intended to be broad enough to allow the Fiscal Services Director (Finance Manager) or authorized designee to function properly within the parameters of responsibility and authority, yet specific enough to adequately safeguard the investment assets.

2.0 GOVERNING AUTHORITY

The City of Olympia's investment authority is derived from Chapter 35A.40.050 RCW. The investment program shall be operated in conformance with Washington Revised Statutes and applicable Federal Law. All funds within the scope of this policy are subject to regulations established by the State of Washington.

3.0 SCOPE

This policy applies to activities of the City of Olympia with regard to investing the financial assets of the City. The amount of funds expected to fall within the scope of this policy is \$60MM to \$80MM, including all funds under the control and management of the City of Olympia.

This investment policy applies to all investment transactions involving the financial assets and related activity of all the foregoing funds.

4.0 OBJECTIVES

All funds will be invested in a manner that is in conformance with federal, state and other legal requirements. In addition, the objectives, in order of priority, of the investment activities will be as follows:

4.1 Safety: Safety of principal is the primary objective of the City. Investments shall be undertaken in a manner that seeks to ensure preservation of capital in the overall portfolio. To obtain this objective, funds will be diversified, utilizing highly rated securities, by investing among a variety of securities and financial institutions.

4.2 Liquidity: The investment portfolio will provide liquidity sufficient to enable the City to meet all cash requirements that might reasonably be anticipated. Therefore, the investments shall be managed to maintain a balance to meet daily obligations.

4.3 Return on Investment: The investment portfolio will be structured with the objective of attaining a market rate of return throughout economic cycles, commensurate with the investment risk parameters and the cash flow characteristics of the portfolio.

4.4 Legality: The investment portfolio will be invested in a manner that meets RCW statutes and all legal requirements of the City.

5.0 STANDARDS OF CARE

5.1 Delegation of Authority:

Governing Body: The ultimate responsibility and authority for the investment of City funds resides with the City Council who have the authority to direct the management of the City investment program.

Authority: The overall management responsibility for the investment program is hereby delegated to the Director of Administrative Services, or designee, who shall establish written procedures for the operation of the investment program, consistent with this investment policy. The Fiscal Services Director (Finance Manager) shall be responsible for all transactions undertaken and shall establish a system of controls to regulate the activities of subordinate officials.

Investment Adviser: The City may engage the services of an external investment adviser to assist with the management of the City's investment portfolio in a manner that is consistent with the City's objectives and this policy. Such advisers shall provide recommendation and advice regarding the City investment program including but not limited to advice related to the purchase and sale of investments in accordance with this Investment Policy.

5.2 Prudence:

The standard of prudence to be used by the Fiscal Services Director (Finance Manager) or any designees in the context of managing the overall portfolio is the prudent person rule which states: *Investments will be made with judgment and care, under circumstances then prevailing, which persons of prudence, discretion and intelligence exercise in the management of their own affairs not in regard to speculation but in regard to the permanent disposition of the funds considering the probable income as well as the probable safety of the capital.*

The Fiscal Services Director (Finance Manager) and authorized investment officers and employees who act in accordance with the Fiscal Services Director's written procedures and the City's Investment Policy, and who exercise due diligence, shall be relieved of personal responsibility for the credit risk or market price change of an investment, provided deviations from expectations are reported in a timely fashion and appropriate action is taken to control adverse developments.

5.3 Ethics:

Officers and employees involved in the investment process shall refrain from personal business activity that could conflict with proper execution of the investment program, or which could impair their ability to make impartial investment decisions. Employees and investment officials shall disclose to the Director of Administrative Services in writing any material financial interests in financial institutions that conduct business within this jurisdiction, and they shall further disclose any large personal financial/investment positions that could be related to the performance of the City's portfolio. Employees and officers shall subordinate their personal investment transactions to those of the City of Olympia, particularly with regard to the time of purchases and sales.

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6.0 SAFEKEEPING, CUSTODY AND CONTROLS

6.1 Delivery vs. Payment:

All trades of marketable securities will be executed (cleared and settled) on a delivery vs. payment (DVP) basis to ensure that securities are deposited in the City's safekeeping institution prior to the release of funds.

6.2 Third Party Safekeeping:

Prudent treasury management requires that all purchased securities be bought on a delivery versus payment (DVP) basis and be held in safekeeping by the City, an independent third-party financial institution, or the City's designated depository.

The City's Fiscal Services Director (Finance Manager) shall designate all safekeeping arrangements and an agreement of the terms executed in writing. The third-party custodian shall be required to provide a statement to the City listing at a minimum each specific security, book yield, description, maturity date, market value, par value, purchase date, and CUSIP number.

All collateral securities pledged to the City for certificates of deposit or demand shall be held in a segregated account at the issuing financial institution that is reporting to the State's Public Deposit Protection Commission (PDPC).

6.3 Internal Controls:

The Fiscal Services Director (Finance Manager) is responsible for establishing and maintaining an internal control structure designed to ensure that the assets of the City are protected from loss, theft or misuse. Specifics for the internal controls shall be documented in an investment procedures manual.

The internal control structure shall be designed to provide reasonable assurance that these objectives are met. The concept of reasonable assurance recognizes that the cost of a control should not exceed the benefits likely to be derived and the valuation of costs and benefits requires estimates and judgments by management. The internal controls shall address the following points at a minimum:

- Control of collusion
- Separation of transaction authority from accounting and recordkeeping
- Custodial safekeeping
- Avoidance of physical delivery securities of marketable securities
- Clear delegation of authority to subordinate staff members
- Written confirmation of transactions for investments and wire transfers
- Dual authorizations of wire transfers
- Staff training and
- Review, maintenance and monitoring of security procedures both manual and automated.

7.0 AUTHORIZED FINANCIAL DEALERS

7.1 Broker/Dealers:

The Fiscal Services Director (Finance Manager) shall maintain a list of all authorized financial institutions and broker/dealers that are approved to transact with the City for investment purposes. Any firm is eligible to make an application to the City. Additions and deletions to the list will be made at the City's discretion. Authorized broker/dealers and financial institutions will be limited to those that meet one or more of the following: 1) financial institutions approved by the State of Washington Public Deposit Protection Commission (RCW 39.58) and meet all regulatory capital requirements, 2) primary dealers recognized by the Federal Reserve Bank, 3) non-primary dealers qualified under SEC rule 15C3-1 and a certified member of FINRA. This responsibility can be placed with the investment adviser and the approved list should be provided to the City as updates occur.

7.2 Investment Advisers:

Advisers must be registered under the Investment Advisers Act of 1940 and must act in a non-discretionary capacity, requiring approval from the City prior to all transactions.

The adviser may only provide non-discretionary management services, which requires prior authorization from the City on all transactions.

7.3 Bank Institutions:

The City will only place funds, exceeding the current FDIC insurance limits, with banks who are currently participating in the Washington State PDPC program. Compliance/listing with the PDPC will be verified by the Adviser or designated investment officer utilizing the Washington State Treasurer's website (<http://www.tre.wa.gov/government/pdpc.shtml>).

7.4 Competitive Transactions:

Transactions must be executed on a competitive basis and documented, excluding securities and interfund loans issued by the City of Olympia. Competitive prices should be provided from at least three separate brokers, financial institutions or through a nationally electronic trading platform. When purchasing original issue instrumentality securities, no competitive offerings will be required as all dealers in the selling group offer those securities at the same original issue price. If an Adviser handles trade executions then they must provide the competitive documentation as requested.

8.0 AUTHORIZED AND SUITABLE INVESTMENTS

8.1 Authorized Investments:

All investments of the City are limited by RCW, principally RCW 35A.40.050 and 39.59.020.

Among the authorized investments are U.S. Treasury and agency securities (i.e., obligations of any government sponsored enterprise eligible for collateral purposes at the Federal Reserve), repurchase and for collateral otherwise authorized for investment, municipal debt of this state

with one of the three highest ratings of a national rating agency at the time of investment, debt of the City of Olympia, certificates of deposit with qualified public depositories within statutory limits as promulgated by the Public Deposit Protection Commission at the time of investment, foreign and domestic Bankers Acceptances, Commercial Paper and the Washington State Local Government Investment Pool.

The State of Washington Local Government Investment Pool is the only government-sponsored Pool approved for investment of funds.

8.2 Suitable Investments:

- This policy recognizes S&P, Moody's and Fitch as the major Nationally Recognized Statistical Ratings Organizations (NRSRO).
- In the case of split ratings, where the major NRSROs issue different ratings, the higher rating shall apply. Minimum credit ratings and percentage limitations apply to the time of purchase.
- All securities must be purchased on the secondary market and may not be purchased directly from the issuer.

The City is empowered to invest in the following types of securities:

U. S Treasury Obligations: Direct obligations of the United States Treasury

US Agency Obligations Primary: Government Sponsored Enterprises (GSEs) – Federal Instrumentality Securities include, but are not limited to Federal National Mortgage Association (FNMA), the Federal Home Loan Mortgage Corporation (FHLMC), Federal Home Loan Banks (FHLB), and the Federal Farm Credit Bureau (FFCB).

US Agency Obligations Secondary: Other US government sponsored enterprises that are less marketable are considered secondary GSEs. They include, but are not limited to: Private Export Funding Corporation (PEFCO), Tennessee Valley Authority (TVA), Financing Corporation (FICO) and Federal Agricultural Mortgage Corporation, (Farmer Mac).

Municipal Debt Obligations: General Obligation and Revenue bonds in any local government in the State of Washington. At the time of investment the bonds must have at a minimum a rating of AA- from S&P, or Aa3 from Moody's or AA- from Fitch. Debt of the City of Olympia is not required to be rated.

Commercial Paper: Unsecured debt obligations of corporate issuers that are rated at least A1 by S&P, P1 by Moody's or F1 by Fitch. Commercial paper holdings may not have maturities

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exceeding 270 days. Any commercial paper purchased with a maturity longer than 100 days must also have an underlying long-term credit rating at the time of purchase with a minimum rating of AA- by S&P, Aa3 by Moody's or AA- by Fitch. Issuer constraints for commercial paper combined with corporate notes will be limited to 3% of market value (of the total portfolio) per issuer. Unsecured debt obligations of corporate issuers that are rated at least A1 by S&P, P1 by Moody's and F1 by Fitch. Must be rated by two NRSROs at the time of purchase. Commercial paper holdings may not have maturities exceeding 270 days. Any commercial paper purchased with a maturity longer than 100 days must also have an underlying long-term credit rating of AA- from S&P, or Aa3 from Moody's or AA- from Fitch. Issuer constraints for commercial paper combined with corporate notes will be limited to 3% of market value per issuer.

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Certificates of Deposit: Non-negotiable Certificates of Deposit of financial institutions which are qualified public depositories as defined by RCW 39.58.010(2) and in accordance with the restrictions therein.

Bank Time Deposits and Savings Accounts: Deposits in PDPC approved banks.

Banker's Acceptance: Bankers' acceptances generally are created based on a letter of credit issued in a foreign trade transaction. They are used to finance the shipment of some specific goods within the United States. They are issued by qualified financial institutions.

Local Government Investment Pool: Investment Pool managed by the Washington State Treasury office.

8.3 Bank Collateralization:

The PDPC makes and enforces regulations and administers a program to ensure public funds deposited in banks and thrifts are protected if a financial institution becomes insolvent. The PDPC approves which banks and thrifts can hold state and local government deposits and monitors collateral pledged to secure uninsured public deposits. Under the act, all public treasurers and other custodians of public funds are relieved of the responsibility of executing tri-party agreements, reviewing pledged securities, and authorizing additions, withdrawals, and exchanges of collateral.

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9.0 INVESTMENT PARAMETERS

9.1 Diversification:

The City will diversify the investment of all funds by adhering to the constraints by issuer type in accordance with the following table:

Table of Constraints on the Portfolio

Issue Type	Maximum % Holdings	Maximum % per Issuer	Ratings S&P	Ratings Moody's	Ratings Fitch
US Treasury Obligations	100%	None	N/A	N/A	N/A
US Agency Primary Securities FHLB, FNMA, FHLMC, FFCB	100%	35%	N/A	N/A	N/A
US Agency Secondary Securities FICO, FARMER MAC etc.	10%	5%	AA-	Aa3	AA-
Municipal Bonds (WA only)	20%	5%	AA-	Aa3	AA-
City of Olympia Debt Obligations	15%	None	N/A	N/A	N/A
Commercial Paper	15%	3%	A1	P1	F1
Certificates of Deposit	25%	10%	Long Term AA- Deposits in PDPC approved banks	Long Term Aa3 Deposits in PDPC approved banks	Long Term AA- Deposits in PDPC approved banks
Bank Time Deposits/Savings Accounts	20%	10%	Deposits in PDPC approved banks	Deposits in PDPC approved banks	Deposits in PDPC approved banks
Banker's Acceptance	20%	5%	N/A	N/A	N/A
Washington LGIP	100%	None	N/A	N/A	N/A

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Commented [NL2]: Changes made to "Commercial Paper" row to decrease

9.2 Investment Maturity:

9.2.1 Liquidity Funds – Tier 1

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Liquidity funds will be defined as those funds that are in the State LGIP City, bank deposits, bank certificates of deposits or money market instruments and will be available for immediate use.

9.2.2 Investment Core Funds – Tier 2

Investment funds will be defined as the funds in excess of liquidity requirements and invested in authorized investments. The investments in this portion of the portfolio are allowed to have maturities out to 5 Years and will be only invested in higher quality and liquid (marketable) securities.

9.2.3 Pension, Endowment and Trust Funds– Tier 3

Investment funds will be defined as the funds needed for long term reserves, pension funds or Trust funds and invested in authorized investments. The investments in this portion of the portfolio are allowed to have maturities out to 10 years and will be only invested in higher quality and marketable securities.

9.2.4 Total Portfolio Maturity Constraints

Maturity Constraints	Minimum % of Total Portfolio
Under 30 days	10%
Under 1 year	25%
Under 5 years	90%
Under 10 years	100%
Maturity Constraints	Maximum of Total Portfolio in Years
Weighted Average Maturity	2.00
Security Structure Constraint	Maximum % of Total Portfolio
Callable Agency Securities	25%

9.3 Strategic Allocations:

9.3.1 Funds and their Allocation

- Liquidity fund for the operating account will be allocated to LGIP, CD's, Bank Deposits, Bankers Acceptances, and Commercial Paper
- The structure of the investment core fund will be targeted to a selected market benchmark based on the risk and return objectives of the portfolio.
- Longer term funds trust funds will have an identified market benchmark to manage risk and return.

9.3.2 Monitoring and Portfolio Adjustment: As a general practice securities will be purchased with the intent to hold to maturity. However, it is acceptable for securities to be sold under the following circumstances:

- a. A security with a declining credit may be sold early to protect the principal value of the portfolio.
- b. The portfolio duration or maturity buckets should be adjusted to better reflect the structure of the underlying benchmark portfolio.
- c. A security exchange that would improve the quality, yield and target maturity of the portfolio based on market conditions.
- d. A sell of a security to provide for unforeseen liquidity needs.

9.4 Prohibited Investments:

9.4.1 The City shall not lend securities nor directly participate in a securities lending or reverse repurchase program.

9.4.2 The City shall not invest in mortgage-backed securities.

9.4.3 The City shall not invest in fossil fuel companies.

10.0 REPORTING REQUIREMENTS

10.1 Reporting:

The Fiscal Services Director (Finance Manager) shall be responsible for investment reporting. At a minimum, monthly reporting shall be made to the Director of Administrative Services including but not limited to securities holdings, cash balances, and market values in the investment portfolio will be provided on the month-end reports.

Specific Requirements:

- Book Yield
- Holdings Report including mark to market and security description
- Transactions Report
- Weighted Average Maturity or Duration

10.2 Performance Standards:

The investment portfolio will be designed to obtain a market average rate of return during economic cycles, taking into account investment risk constraints and cash flow needs. A market benchmark will be established to compare risk and return of each investment portfolio identified within each tier. This will provide for accountability of price changes in the portfolio and support the investment strategy related to the duration of the portfolio.

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The earnings benchmark will be the Local Government Investment Pool and an appropriate yield comparison.

10.3 Compliance Report

A compliance report will be generated quarterly comparing the portfolio positions to this investment policy.

11.0 INVESTMENT POLICY ADOPTION

The City's Investment Policy shall be adopted by the City Council and reviewed by the Council Finance Committee as needed but not less than every two years.

Adopted by Olympia City Council on _____, ~~2018~~2019.

12.0 GLOSSARY OF TERMS

Agency Securities: Government sponsored enterprises of the US Government.

Bankers Acceptances: A time draft accepted (endorsed) by a bank or trust company. The accepting institution guarantees payment of the bill, as well as the issuer. BAs are short-term non-interest-bearing notes sold at a discount and redeemed by the accepting bank at maturity for full face value.

Bond: An interest-bearing security issued by a corporation, government, governmental agency, or other body. It is a form of debt with an interest rate, maturity, and face value, and specific assets sometimes secure it. Most bonds have a maturity of greater than one year and generally pay interest semiannually. *See* Debenture.

Broker: An intermediary who brings buyers and sellers together and handles their orders, generally charging a commission for this service. In contrast to a principal or a dealer, the broker does not own or take a position in securities.

Collateral: Securities or other property that a borrower pledges as security for the repayment of a loan. Also refers to securities pledged by a bank to secure deposits of public monies.

Commercial Paper: Short-term, unsecured, negotiable promissory notes issued by corporations.

Current Maturity: The amount of time left until an obligation matures. For example, a one-year bill issued nine months ago has a current maturity of three months.

CUSIP: A CUSIP number identifies securities. CUSIP stands for Committee on Uniform Security Identification Procedures, which was established under the auspices of the American Bankers Association to develop a uniform method of identifying municipal, U.S. government, and corporate securities.

Dealer: An individual or firm that ordinarily acts as a principal in security transactions. Typically, dealers buy for their own account and sell to a customer from their inventory. The dealer's profit is determined by the difference between the price paid and the price received.

Debenture: Unsecured debt backed only by the integrity of the borrower, not by collateral, and documented by an agreement called an indenture.

Delivery: Either of two methods of delivering securities: delivery vs. payment and delivery vs. receipt (also called "free"). Delivery vs. payment is delivery of securities with an exchange of money for the securities.

Duration: A measure used to calculate the price sensitivity of a bond or portfolio of bonds to changes in interest rates. This equals the sum of the present value of future cash flows.

Full Faith and Credit: Indicator that the unconditional guarantee of the United States government backs the repayment of a debt.

General Obligation Bonds (GOs): Bonds secured by the pledge of the municipal issuer's full faith and credit, which usually includes unlimited taxing power.

Government Bonds: Securities issued by the federal government; they are obligations of the U.S. Treasury; also known as "government bonds."

Interest: Compensation paid or to be paid for the use of money. The rate of interest is generally expressed as an annual percentage.

Investment Funds: Core funds are defined as operating fund balance, which exceeds the City's daily liquidity needs. Core funds are invested out the yield curve to diversify maturity structure in the overall portfolio. Having longer term investments in a portfolio will stabilize the overall portfolio interest earnings over interest rate cycles.

Investment Securities: Securities purchased for an investment portfolio, as opposed to those purchased for resale to customers.

Liquidity: The ease at which a security can be bought or sold (converted to cash) in the market. A large number of buyers and sellers and a high volume of trading activity are important components of liquidity.

Liquidity Component: A percentage of the total portfolio that is dedicated to providing liquidity needs for the District.

LGIP: Local Government Investment Pool run by the State of Washington Treasurer's office established to help cities with short term investments.

Mark to Market: Adjustment of an account or portfolio to reflect actual market price rather than book price, purchase price or some other valuation.

Municipals: Securities, usually bonds, issued by a state, its agencies, by cities or other municipal entities. The interest on "munis" is usually exempt from federal income taxes and state and local income taxes in the state of issuance. Municipal securities may or may not be backed by the issuing agency's taxation powers.

Par Value: The value of a security expressed as a specific dollar amount marked on the face of the security or the amount of money due at maturity. Par value should not be confused with market value.

Portfolio: A collection of securities held by an individual or institution.

Prudent Person Rule: A long-standing common-law rule that requires a trustee who is investing for another to behave in the same way as a prudent individual of reasonable discretion and intelligence who is seeking a reasonable income and preservation of capital.

Quotation or Quote: A bid to buy or the lowest offer to sell a security in any market at a particular time. See Bid and Ask.

Repurchase Agreement: Range in maturity from overnight to fixed time to open end. Repos involve a simultaneous sale of securities by a bank or government securities dealer to an investor with an agreement for the bank or government securities dealer to repurchase the securities at a fixed date at a specified rate of interest.

Treasury Bill (T-Bill): An obligation of the U.S. government with a maturity of one year or less. T-bills bear no interest but are sold at a discount.

Treasury Bonds and Notes: Obligations of the U.S. government that bear interest. Notes have maturities of one to ten years; bonds have longer maturities.

Yield: The annual rate of return on an investment, expressed as a percentage of the investment. Income yield is obtained by dividing the current dollar income by the current market price for the security. Net yield, or yield to maturity, is the current income yield minus any premium above par or plus any discount from par in the purchase price, with the adjustment spread over the period from the date of purchase to the date of maturity of the bond.

Yield to Maturity: The average annual yield on a security, assuming it is held to maturity; equals to the rate at which all principal and interest payments would be discounted to produce a present value equal to the purchase price of the bond.

Strategy Items

CORE FUND COMPONENT

	Current	Minimum	Maximum
City Pool Fund	\$66,000,000	\$60,000,000	\$80,000,000
Fire Pension Fund	\$4,500,000	\$2,000,000	\$5,000,000
WA Center Endowment	\$600,000	\$500,000	\$800,000
OPEB	\$1,750,000	\$1,000,000	\$2,000,000

LIQUIDITY FUND COMPONENT

	Current	Minimum	Maximum
City Pool Fund	\$23,246,404	\$10,000,000	\$25,000,000
Fire Pension Fund	\$481,497	\$100,000	\$1,000,000
WA Center Endowment	\$115,804	\$100,000	\$500,000
OPEB	\$1,510,018	\$300,000	\$1,000,000

MATURITY CONSTRAINTS TOTAL PORTFOLIO

Maturity Constraints	Minimum % of Total Portfolio
Under 30 days	10%
Under 1 year	25%
Under 5 years	90%
Under 10 years	100%

Maturity Constraints	Maximum of Total Portfolio in Years
Weighted Average Maturity	2.00

Security Structure Constraint	Maximum % of Total Portfolio
Callable Agency Securities	25%

ADDITIONAL STRATEGY CONSTRAINTS

Maximum Par Amount Per Issuer	
Municipal Bonds at 5%	\$3,750,000
Commercial Paper at 0%	\$0
Bank Deposits at 10%	\$7,750,000

No purchases of Commercial Paper until further notice.





City Council

Approval of a Resolution Authorizing the Maximum Sales and Use Tax for Affordable Housing Permitted by SHB 1406

Agenda Date: 10/29/2019
Agenda Item Number: 4.D
File Number: 19-0980

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

Title

Approval of a Resolution Authorizing the Maximum Sales and Use Tax for Affordable Housing Permitted by SHB 1406

Recommended Action

Committee Recommendation:

Not referred to a committee.

City Manager Recommendation:

Move to approve the resolution declaring the City Council's intent to adopt legislation authorizing a maximum capacity of the sales and use tax for affordable and supportive housing as provided by SHB 1406.

Report

Issue:

Whether to declare Council's intent to re-adopt legislation authorizing a maximum capacity of the sales and use tax for affordable and supportive housing as provided by SHB 1406.

Staff Contact:

Cary Retlin, Housing Manager, Community Planning & Development, 360.570-3956.

Presenter(s):

None - Consent Calendar Item.

Background and Analysis:

During the 2019 legislative session, the state approved a local option to retain existing sales tax revenue and retain it locally for specific affordable housing uses. This local sales tax authority is a credit against the state sales tax, so it does not increase taxes for the consumer.

This bill incentivizes cities to pass local levies like the Home Fund and rewards cities that have already taken that step. Because Olympia has passed a 'qualifying local tax' in the Home Fund, it can claim the higher increment of 0.0146 percent of local sales and use tax for up to 20 years. A city with similar revenue would only be able to withhold half the revenue from the state without a 'qualifying

tax’.

The revenue must be used for acquiring, rehabilitating, or constructing affordable housing; operations and maintenance of new affordable or supportive housing facilities; and rental assistance. The funding must be spent on projects that serve persons whose income is at or below 60 percent of the area median income. Cities can also issue bonds to finance the authorized projects.

The City Council previously stated a resolution of its intent to impose the sales and use tax credit on August 5, 2019, and adopted Ordinance No. 7200 to impose the sales and use tax credit permitted by SHB 1406. Subsequently, the City was informed by Thurston County that if it was permitted to impose the taxes permitted by SHB 1406 first, the County could maximize its revenue under SHB 1406. In order to be a good regional partner, the Olympia City Council repealed Ordinance No. 7200 via Ordinance No. 7204, which was effective five (5) days after publication on October 10, 2019. However, the Olympia City Council now wishes to re-state its intent on behalf of the City of Olympia to re-impose the sales and use tax credit permitted by SHB 1406.

Neighborhood/Community Interests (if known):

Passage of the Home Fund levy is a sign that there is broad community support for dedicating tax revenue to local affordable housing investments. However, siting affordable housing can be controversial.

Options:

1. Approve the resolution declaring the City Council’s intent to re-adopt legislation authorizing a maximum capacity of the sales and use tax for affordable and supportive housing as provided by SHB 1406.
2. Do not approve the resolution.
3. Direct staff to take other action.

Financial Impact:

None at this time. If this resolution is approved staff will prepare an ordinance for Council consideration at a future meeting. If passed, that ordinance would result in approximately \$330,000 in 2020 for new revenue for specific affordable housing uses in Olympia.

Attachments:

Resolution

RESOLUTION NO. _____

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF OLYMPIA, WASHINGTON, DECLARING ITS INTENT TO ADOPT LEGISLATION TO AUTHORIZE THE MAXIMUM CAPACITY OF THE SALES AND USE TAX FOR AFFORDABLE AND SUPPORTIVE HOUSING AS PROVIDED BY SUBSTITUTE HOUSE BILL (SHB) 1406 (CHAPTER 338, LAWS OF 2019), AND OTHER MATTERS RELATED THERETO.

WHEREAS, in the 2019 Regular Session, the Washington State Legislature approved; and the Governor signed Substitute House Bill (SHB) 1406 (Chapter 338, Laws of 2019), hereafter referred to as "SHB 1406"; and

WHEREAS, SHB 1406 authorizes the governing body of a city or county to impose a local sales and use tax for the acquisition, construction or rehabilitation of affordable housing or facilities providing supportive housing, and for the operations and maintenance costs of affordable or supportive housing, and for providing rental assistance to tenants; and

WHEREAS, the tax will be credited against state sales taxes already collected within the City of Olympia and thus will not result in higher sales and use taxes within the City of Olympia, and will provide an additional source of funding to address affordable housing needs in the City of Olympia; and

WHEREAS, the tax must be used to assist persons whose income is at or below sixty percent (60%) of the median income of the city imposing the tax; and

WHEREAS, the City of Olympia has a greater need for affordable housing units, and has determined that imposing the sales and use tax permitted by SHB 1406 to address this need will benefit Olympia's citizens; and

WHEREAS, the City of Olympia is a "Participating city" as defined in SHB 1406 that currently levies a "Qualifying local tax" as provided in RCW 82.14.530, and as such may impose the maximum rate of 0.0146 percent as provided in SHB 1406; and

WHEREAS, in order for a city or county to impose the tax, its legislative authority must adopt a resolution of intent to adopt legislation to authorize the maximum capacity of the tax permitted by SHB 1406 within six months of the date SHB 1406 took effect on July 28, 2019, and legislation to authorize the maximum capacity of the tax permitted in SHB 1406 within one year of the date of SHB 1406's effective date; and

WHEREAS, the adoption of the resolution of intent and legislation to impose the maximum capacity of the tax requires a simple majority approval of the enacting legislative authority; and

WHEREAS, the Olympia City Council originally stated its intent by resolution to impose the tax permitted by SHB 1406, and to adopt legislation to authorize the maximum capacity of the tax permitted by SHB 1406 on August 5, 2019; and

WHEREAS, the Olympia City Council enacted Ordinance No. 7200 to impose the maximum sales and use tax permitted by SHB 1406 on August 20, 2019, which ordinance was published on August 23, 2019, becoming effective five (5) days after publication; and

WHEREAS, the City of Olympia was advised by Thurston County that if the County were permitted to pass its ordinance first under SHB 1406, Thurston County could maximize the amount the County could receive from the State's share of the retail and use tax credit authorized under SHB 1406, but that such action would require the Olympia City Council to repeal Ordinance No. 7200; and

WHEREAS, in an effort to be a good regional partner to assist Thurston County in maximizing the amount that it could receive under SHB 1406 by adopting its ordinance before that of the City of Olympia, the Olympia City Council repealed Ordinance No. 7200 by enacting Ordinance No. 7204, which was passed on October 8, 2019, and published on October 10, 2019, becoming effective five (5) days after publication; and

WHEREAS, Olympia City Council wishes to restate its intent in this resolution on behalf of the City of Olympia to re-impose the tax permitted by SHB 1406, and to adopt legislation to authorize the maximum capacity of the tax permitted by SHB 1406;

NOW, THEREFORE, THE OLYMPIA CITY COUNCIL DOES HEREBY RESOLVE and declares its intent on behalf of the City of Olympia to adopt legislation to authorize the maximum capacity of the sales and use tax authorized by SHB 1406 as a "Participating city" currently levying a "Qualifying local tax" as provided in SHB 1406 and RCW 82.14.530.

PASSED BY THE OLYMPIA CITY COUNCIL this _____ day of October, 2019.

MAYOR

ATTEST:

CITY CLERK

APPROVED AS TO FORM:



CITY ATTORNEY



City Council

Approval of a Resolution Authorizing Participation in the National Cooperative Purchasing Alliance Program

Agenda Date: 10/29/2019
Agenda Item Number: 4.E
File Number: 19-0927

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

Title

Approval of a Resolution Authorizing Participation in the National Cooperative Purchasing Alliance Program

Recommended Action

Committee Recommendation:

Not referred to a committee.

City Manager Recommendation:

Move to authorize the City Manager to register for the National Cooperative Purchasing Alliance Program (NCPA) Cooperative Purchasing program on behalf of the City of Olympia.

Report

Issue:

Whether to authorize the City Manager to register for the NCPA Cooperative Purchasing program on behalf of the City of Olympia.

Staff Contact:

Meliss Maxfield, General Services Director, Public Works Department, 360.753.8202.

Presenter(s):

None - Consent Calendar Item.

Background and Analysis:

The City of Olympia desires to participate in NCPA, which was created by state law as a service cooperative to provide programs and services to members in education and government. NCPA was established with the statutory purpose to assist members in meeting specific needs, which are more efficiently delivered cooperatively than by an entity individually.

The primary purpose of participating in NCPA is to fulfill and execute its respective public governmental purposes, goals, objectives, programs, and functions, including the purchase of technology, office equipment, supplies, materials, furniture or other items and services.

Staff has reviewed the benefits of participating in NCPA and based on this review has concluded the program will provide the best value to taxpayers of the City through the anticipated savings to be realized.

Neighborhood/Community Interests (if known):

None.

Options:

1. Authorize the City Manager to register for the NCPA Cooperative Purchasing program on behalf of the City of Olympia.
2. Do not authorize the City Manager to register for the NCPA Cooperative Purchasing program on behalf of the City of Olympia. Purchasing outside this cooperative would be more expensive.

Financial Impact:

NCPA's cooperative contract purchasing leverages the national purchasing power of more than 90,000 member agencies while also streamlining the required purchasing process. Therefore, the City of Olympia will save time, resources and money when procuring goods and services through NCPA.

Attachments:

Resolution

RESOLUTION NO. _____

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF OLYMPIA, WASHINGTON, AUTHORIZING
PARTICIPATION IN THE NATIONAL COOPERATIVE PURCHASING ALLIANCE**

WHEREAS, the National Cooperative Purchasing Alliance program ("NCPA") is a national government purchasing cooperative created to reduce the cost of goods and services by leveraging the purchasing power of public agencies; and

WHEREAS, NCPA works with Region 14 ESC, which is the lead public agency that competitively solicits national master contracts for use by all public agencies; and

WHEREAS, Region 14 ESC issues a competitive solicitation for a product or service on behalf of NCPA and all public agencies; the solicitation is advertised nationally and contains language that allows the contract to be accessible nationally to public agencies in states whose laws allow for intergovernmental contract use; and

WHEREAS, Chapter 39.34 RCW, the Interlocal Cooperation Act, allows for intergovernmental agreement contract use in the State of Washington; and

WHEREAS, the City of Olympia desires to participate in the NCPA for the purpose of fulfilling and executing its respective public governmental purposes, goals, objectives, programs, and functions, including the purchase of technology, office equipment, supplies, materials, furniture or other items and services; and

WHEREAS, based on review of the benefits of participating in NCPA, staff has concluded the program will provide the best value to taxpayers of the City through the anticipated savings to be realized;

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

Section 1. The City of Olympia's participation in the National Cooperative Purchase Alliance program is hereby authorized.

Section 2. The City Manager or his designee is authorized to register for the NCPA program on behalf of the City of Olympia for the purpose of utilizing purchasing contracts that have been competitively bid by NCPA or other members of the NCPA program.

Section 3. The provision and authorization granted by this Resolution is effective until October 1, 2025, unless modified or rescinded by future action of the Olympia City Council.

PASSED BY THE OLYMPIA CITY COUNCIL this _____ day of _____ 2019.

MAYOR

ATTEST:

CITY CLERK

APPROVED AS TO FORM:



DEPUTY CITY ATTORNEY



City Council

Approval of a Resolution Authorizing an Interlocal Agreement with Olympia, Lacey, Tumwater and Thurston County for Environmental Education and Outreach

Agenda Date: 10/29/2019
Agenda Item Number: 4.F
File Number: 19-0699

Type: resolution **Version:** 2 **Status:** Consent Calendar

Title

Approval of a Resolution Authorizing an Interlocal Agreement with Olympia, Lacey, Tumwater and Thurston County for Environmental Education and Outreach

Recommended Action

Committee Recommendation:

Not referred to a committee

City Manager Recommendation:

Move to approve the resolution authorizing the Interlocal Agreement and authorize the City Manager to sign the Interlocal Agreement with Olympia, Lacey, Tumwater and Thurston County for Environmental Education and Outreach.

Report

Issue:

Whether to approve a resolution authorizing an Interlocal Agreement (ILA) to continue a Regional Environmental Education Partnership (REEP) known as Stream Team by community members.

Staff Contact:

Jeremy Graham, Associate Planner, Public Works Water Resources, 360.753.8097

Presenter(s):

None - Consent Calendar Item

Background and Analysis:

The Interlocal Agreement (ILA) upholds the City's pledge to provide quality education and outreach services to residents around Olympia and the Thurston County region.

In 1989, the Olympia City Council directed Storm and Surface Water Utility staff to create a program to engage volunteers and educate citizens. In 1990, staff launched Stream Team with the mission to protect and enhance water resources and associated habitats through citizen action and education.

Thurston County and the Cities of Lacey and Tumwater have since joined Stream Team.

In 2007, the Department of Ecology issued the four jurisdictions municipal National Pollutant Discharge and Elimination System (NPDES) stormwater permits. These permits require jurisdictions to provide educational programs and encourage coordination within shared geographic areas.

Payment for the Regional Environmental Education Partnership is provided through dedicated funding within Olympia's Storm and Surface Water Utility's operating budget. The maximum annual allocated cost for Olympia is \$23,321. Based on the populations within the service areas of the four jurisdictions, this amount represents a proportionate share of costs to provide educational services.

This Agreement will not increase the workload for Olympia staff and the cost of providing these services will remain the same.

Neighborhood/Community Interests (if known):

Residents throughout the City and Thurston County have come to know and appreciate Stream Team and the programs offered. Together, we deliver consistent messages to the public in a cost-effective manner.

Options:

- Option 1: Approve the resolution and authorize the City Manager to sign the Interlocal Agreement with Olympia, Lacey, Tumwater and Thurston County for Environmental Education and Outreach. This allows the City to continue its commitment in providing collaborative educational opportunities through this partnership with Thurston County and the Cities of Lacey and Tumwater.
- Option 2: Modify the Agreement. Each jurisdiction is currently routing it through their approval authority. Modifications to the proposed Agreement would result in additional review and approval process by the other jurisdictions, delaying implementation of work efforts.
- Option 3: Do not approve the request to sign the Agreement. Without an Agreement, continued coordination with the other jurisdictions will be less efficient and effective.

Financial Impact:

This is not an increase in the current/anticipated funding for these work efforts.

Attachments:

Resolution
Agreement

RESOLUTION NO. _____

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF OLYMPIA,
WASHINGTON, APPROVING AN INTERLOCAL AGREEMENT BETWEEN
THURSTON COUNTY AND THE CITIES OF LACEY, OLYMPIA, AND
TUMWATER IMPLEMENTING A REGIONAL ENVIRONMENTAL
EDUCATION PROGRAM**

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, the Federal Clean Water Act, 33 U.S.C. § 1251 et seq. and the Phase II Stormwater Final Rule promulgated by the U.S. Environmental Protection Agency ("EPA") require the operators of certain municipal separate stormwater sewer systems ("MS4") to obtain National Pollutant Discharge Elimination System ("NPDES") permit coverage; and

WHEREAS, in Washington State, the EPA has delegated authority for the Federal Clean Water Act, including development and administration of the Phase II municipal stormwater management program, to the Washington State Department of Ecology ("ECOLOGY"); and

WHEREAS, ECOLOGY requires owners or operators of a municipal separate storm sewer system to obtain coverage under a Western Washington Phase II Municipal Stormwater Permit ("PERMIT"); and

WHEREAS, Thurston County and the cities of Lacey, Olympia and Tumwater ("PERMITTEES") have all applied for separate coverage under the PERMIT; and

WHEREAS, mutual benefits will accrue to the PERMITTEES and the people which each serves in the cooperative implementation of the Regional Education Partnership ("PARTNERSHIP"), and

WHEREAS, PERMITTEES are required by PERMIT Section S5.C.1 to provide stormwater education and outreach programs designed to achieve measurable reductions in behaviors that cause or contribute to adverse stormwater impacts; and

WHEREAS, coordination among Permittees with adjoining or shared geographic areas is encouraged ECOLOGY and enhances access to federal, state, and other financial and technical support; and

WHEREAS, customers of the PARTNERSHIP share media sources and would benefit from consistent messaging across city boundaries; and

WHEREAS, municipal resource efficiency is increased and cost savings are realized through sharing expertise, expenses, and staff time to gain economies of scale and avoid duplication; and

WHEREAS, Thurston County and the cities of Lacey, Olympia, and Tumwater desire to continue working together under a PARTNERSHIP to coordinate joint development and implementation of stormwater education and outreach program;

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

1. The Olympia City Council hereby approves the form of Interlocal Agreement Between Thurston County and the Cities of Lacey, Olympia, and Tumwater Implementing a Regional Environmental Education Program and the terms and conditions contained therein.
2. The City Manager is directed and authorized to execute on behalf of the City of Olympia the Interlocal Agreement Between Thurston County and the Cities of Lacey, Olympia, and Tumwater Implementing a Regional Environmental Education Program 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 _____ 2019.

MAYOR

ATTEST:

CITY CLERK

APPROVED AS TO FORM:



CITY ATTORNEY

**INTERLOCAL AGREEMENT BETWEEN THURSTON COUNTY
AND THE CITIES OF LACEY, OLYMPIA, AND TUMWATER
IMPLEMENTING A REGIONAL ENVIRONMENTAL EDUCATION PROGRAM**

THIS AGREEMENT ("Agreement") is made and entered into by and between Thurston County, a subdivision of the State of Washington, hereinafter, "COUNTY" and the Cities of Lacey, Olympia and Tumwater, municipal corporations, hereinafter, "CITIES", collectively referred to as the "PARTNERS".

WHEREAS, the Federal Clean Water Act, 33 U.S.C. § 1251 et seq. and the Phase II Stormwater Final Rule promulgated by the U.S. Environmental Protection Agency ("EPA") require the operators of certain municipal separate stormwater sewer systems ("MS4") to obtain National Pollutant Discharge Elimination System ("NPDES") permit coverage; and

WHEREAS, in Washington State, the EPA has delegated authority for the Federal Clean Water Act, including development and administration of the Phase II municipal stormwater management program, to the Washington State Department of Ecology ("Ecology"); and

WHEREAS, the Washington State Department of Ecology requires owners or operators of a municipal separate storm sewer system to obtain coverage under a Western Washington Phase II Municipal Stormwater Permit (PERMIT); and

WHEREAS, Thurston County and the Cities of Lacey, Olympia and Tumwater have all applied for separate coverage under the PERMIT; and

WHEREAS, mutual benefits will accrue to the parties hereto and the people which each serves in the cooperative implementation of the Regional Education Partnership ("PARTNERSHIP"), and

WHEREAS, the Interlocal Cooperation Act, chapter 39.34 RCW, further authorizes the parties hereto to enter into this Agreement; and

WHEREAS, Permittees are required by PERMIT Section S5.C.1 to provide stormwater education and outreach programs designed to achieve measurable reductions in behaviors that cause or contribute to adverse stormwater impacts; and

WHEREAS, coordination among Permittees with adjoining or shared geographic areas is encouraged by Washington State Department of Ecology and enhances access to federal, state, and other financial and technical support; and

WHEREAS, customers of the PARTNERSHIP share media sources and would benefit from consistent messaging across city and county boundaries; and

WHEREAS, municipal resource efficiency is increased and cost savings are realized through sharing expertise, expenses, and staff time to gain economies of scale and avoid duplication; and

WHEREAS, Thurston County, and the cities of Lacey, Olympia, and Tumwater desire to continue working together under a PARTNERSHIP to coordinate joint development and implementation of stormwater education and outreach program;

NOW, THEREFORE, IT IS MUTUALLY AGREED BY THE PARTNERS:

- A. PURPOSE.** The purpose of this Agreement is to provide a mechanism through which the PARTNERS voluntarily collaborate in the development, implementation and funding of stormwater education and outreach messages, materials, activities and program assessment tools for the general public, businesses and other target audiences as required by the PERMIT and other stormwater needs.
- B. AGREEMENT SCOPE.** The PARTNERS shall prepare an annual Work Plan to describe regional stormwater education and outreach project and program priorities, coordination, and jurisdictional roles and responsibilities. The annual Work Plan shall be reviewed and approved in writing by the PARTNERSHIP managers each year, and should occur no later than August 31st of the preceding year to ensure sufficient time to allocate resources to carry out the Work Plan. In the event an annual Work Plan is not approved prior to December 31st of the preceding year, this Agreement shall terminate unless the PARTNERS agree to an extension by which the annual Work Plan shall be reviewed and approved.
- C. RELATIONSHIP OF THE PARTNERS.** The PARTNERS agree that they intend to act cooperatively pursuant to the authority of chapter 39.34 RCW to accomplish the purposes recited herein. No separate legal entity is created by this Agreement. This Agreement shall be administered jointly by the Cities and the County.
- D. PAYMENT AND FUNDING.** Each PARTNER shall provide funds necessary for the execution of the annually updated Work Plan, at a cost not to exceed levels defined in Section J.

For purposes of this Agreement, the approval and adoption of the respective annual stormwater program budgets by the County and Cities will serve as the commitment to fund each PARTNERS share of the Work Plan.

- E. COUNTY AND CITY STAFF REPRESENTATIVES.**
- a. The managers, identified below, shall meet semi-annually, at a minimum, to discuss overall management and direction of the PARTNERSHIP, and review and adopt the Work Plan prepared by staff. The managers shall represent their jurisdictions in all matters pertaining to the projects and services rendered under this Agreement.
 - b. Maximum staff allocations shall be defined by the level of effort and resource availability required to fulfill the adopted annual Work Plan. These allocations represent the full capacity of each jurisdiction to contribute to a regional Work Plan.
 - c. Following a change of representative, PARTNERS will inform each of the other parties in writing within thirty (30) calendar days.
 - d. Any written correspondence shall be delivered to the addresses shown below.

Agency:	Lacey	Olympia	Tumwater	Thurston County
Manager:	Peter Brooks, Water Resources Manager	Joe Roush, Environmental Services Manager	Dan Smith, Water Resources Program Manager	Mark Biever, Interim Water Planning Program Manager
Mailing Address:	420 College Street Lacey, WA 98503	PO Box 1967 Olympia, WA 98507	555 Israel Road SW Tumwater, WA 98501	2000 Lakeridge Drive SW Olympia, WA 98502

F. REPORTING. For each year this Agreement is in effect, the PARTNERS will jointly report the progress and results of work conducted under this Agreement by January 31st of the following year in a manner that is mutually useful in the fulfillment of PERMIT reporting requirements for public education activities, as specified in PERMIT Section S9.E.2.c.

G. RESPONSIBILITIES OF THE PARTNERS. It is mutually understood that PARTNERS agree to the following:

- a. Each of the PARTNERS will be independently responsible for the management and implementation of the projects and programs outlined for the respective jurisdiction(s) in the Work Plan.
- b. The Work Plan shall define staffing commitments and an estimated budget, including material, incentive, contracted services, and supply expenses for all costs to be shared by the Partners.
- c. Non-staff costs shall be allocated proportionately based on the residential population of each jurisdiction as follows:¹

Jurisdiction	Population (Year)	Percentage²
City of Lacey	50,170 (2018)	25%
City of Olympia	52,490 (2018)	26%
City of Tumwater	23,830 (2018)	12%
Thurston County	76,080 (2018)	37%
Total	202,570	100%

- d. In the event the lead jurisdiction for a task, project or program outlined in the Annual Work Plan pays a vendor or contractor for materials or services in full, the lead jurisdiction shall invoice the PARTNERS based on the cost allocation percentages listed in Section G.c. above, so as to ensure equity among the jurisdictions. Invoices shall contain supporting documentation necessary for payment authorization.

¹The population figures shall be updated upon this AGREEMENT's renewal.

²Percentages shown are based on the full participation of all PARTNERS.

- e. It is mutually understood that the PARTNERS will independently provide administrative services and act as financial manager for this Agreement. Where separate professional service contracts are engaged, the lead jurisdiction shall manage the contract and allocate costs to the PARTNERS as outlined in Section G.c. of this Agreement.

H. REIMBURSEMENT. PARTNERS shall pay the lead jurisdiction for actual expenses, not including staff time, upon presentation of a properly executed invoice. Costs shall be charged based on the cost allocation percentages listed in Section G.c. above and paid up to the maximum annual level agreed to in Section J of this Agreement. Reimbursement requests shall not be made more than once per month. PARTNERS shall pay the lead jurisdiction within thirty (30) days of receipt of a properly executed invoice with supporting documentation.

I. ASSIGNMENT. The PARTNERS may assign or subcontract any portion of the services provided within the terms of this Agreement. All terms and conditions of the Agreement shall apply to any approved subcontract or assignment related to this Agreement.

J. ESTIMATED COST AND FINANCING: For consideration of this Agreement, the PARTNERS shall plan activities under the abovementioned Work Plan, such that estimated total costs do not exceed the Maximum Annual Cost Allocation identified below:

Jurisdiction	Maximum Annual Cost Allocation	Agreement Maximum
Thurston County	\$33,300	\$199,800
Lacey	\$22,500	\$135,000
Olympia	\$23,400	\$140,400
Tumwater	\$10,800	\$64,800
TOTAL	\$90,000	\$540,000

- a. Each party shall make a good faith effort to participate at the funding levels necessary to fund the pro-rata share of the Agreement's Work Plan, as permitted by the adoption and approval of the annual budget. In the event a PARTNER fails to secure the necessary funding, refer to Section K – REALLOCATION OF FUNDS DUE TO BUDGET REDUCTION hereafter.
- b. In the event additional funds are necessary due to increased programmatic needs or level of effort, as requested by the Partners, each jurisdiction shall secure additional funds independently, or jointly through a grant application, and amend this section.

K. REALLOCATION OF FUNDS DUE TO BUDGET REDUCTION: Should a PARTNER fail to secure adequate funding for any or all of the elements outlined in the Work Plan, the PARTNER shall:

- a. Provide written notice to the PARTNERS within thirty (30) calendar days of its budget adoption.

- b. The PARTNERSHIP Managers agree to meet within fourteen (14) calendar days thereafter to discuss the impacts of such a budget reduction. As participation for each PARTNER is contingent upon final budget approval and adoption, the PARTNERS may elect to redistribute costs or eliminate specific program elements as needed, provided that the participating PARTNERS do not exceed the maximum amounts indicated in Section J: ESTIMATED COST AND FINANCING, unless otherwise agreed upon in writing through either subsequent agreements or addendums to this Agreement.
- L. DURATION.** This Agreement shall be retroactive to January 1, 2019 and shall terminate on December 31, 2024, subject to amendment, and may be extended upon written agreement of the PARTNERS.
- M. HOLD HARMLESS AND INDEMNIFICATION.** All PARTNERS shall accept responsibility for any and all liability arising from acts of its own officers, employees, agents and contractors to the extent provided by law.
- a. Each party agrees to indemnify, defend, and hold harmless the other party, and its officers, agents, and employees for all claims (including demands, suits, penalties, losses, damages or costs of any kind whatsoever) including costs, expenses and reasonable attorney's fees, to the extent such a claim arises or is caused by the indemnifying party's own negligence or that of its officers, agents, or employees in performance of this Agreement.
- b. Nothing contained in this section of this Agreement shall be construed to create a liability or a right of indemnification in any third party.
- c. This section shall survive the expiration of this Agreement.
- N. SETTLEMENT OF DISPUTES.** In the event that a dispute arises under this Agreement, written notification of the nature of the dispute will be provided to the representatives designated in Section E, herein. If resolution cannot be achieved by the representatives, the department or division director of each party shall meet and attempt to resolve the dispute. In the event the parties are unable to resolve the dispute in this manner, the dispute may be resolved by mediation or arbitration if the parties mutually agree in writing. If there is no agreement for alternate dispute resolution, any party may file a lawsuit in a court of competent jurisdiction according to the terms of this Agreement.
- O. ENTIRE AGREEMENT.** The parties agree that this Agreement is the complete expression of its terms and conditions. Any oral or written representations or understandings not incorporated in this Agreement are specifically excluded.
- P. AMENDMENTS.** The parties hereby further agree that this Agreement cannot be amended or modified without the written concurrence of all parties.
- Q. ADMISSION OF ADDITIONAL PARTIES.** Additional parties may be added to this Agreement upon such terms and conditions as determined by the PARTNERS. The admission of such additional parties shall be by written addendum to this Agreement, signed by the PARTNERS and the new party.
- R. TERMINATION.** Any party to this Agreement may terminate this Agreement by giving the other parties at least sixty (60) days advance written notice. If this Agreement is so terminated, the parties shall be liable only for performance

rendered or costs incurred in accordance with the terms of this Agreement prior to the effective date of termination. The hold harmless and indemnification provisions of this Agreement shall survive termination or expiration of this Agreement.

- S. **WAIVER**. A failure by any party to this agreement to exercise its rights under this Agreement shall not preclude that party from subsequent exercise of such rights and shall not constitute a waiver of any other rights under this Agreement unless stated to be such in writing signed by an authorized representative of the party and attached to the original Agreement.
- T. **VENUE**. The venue for any action to enforce or interpret this Agreement shall lie in the Superior Court of Washington for Pierce or Lewis County, Washington.
- U. **COUNTERPARTS**. This Agreement may be executed in counterparts, and all such counterparts once so executed shall together be deemed to constitute one final agreement, as if one document had been signed by all PARTNERS, and each such counterpart, upon execution and delivery, shall be deemed a complete original, binding on the PARTNERS. A faxed or email copy of an original signature shall be deemed to have the same force and effect as the original signature.
- V. **SEVERABILITY**. If any provision of this Agreement or any provision of any document incorporated by reference shall be held invalid, such invalidity shall not affect the other provisions of this Agreement that can be given effect without the invalid provision, if such remainder conforms to the requirements of applicable law and the fundamental purpose of this Agreement, and to this end the provisions of this Agreement are declared to be severable.

Each party has caused this Agreement to be signed by its duly authorized officer or representative as of the date set forth below its signature.

SIGNATURE PAGES FOLLOW

CITY OF LACEY

City Manager

Date: _____

APPROVED AS TO FORM

City Attorney

ATTEST:

City Clerk

CITY OF OLYMPIA

City Manager

Date: _____

APPROVED AS TO FORM:



City Attorney

ATTEST:

City Clerk

CITY OF TUMWATER

Mayor

Date: _____

APPROVED AS TO FORM:

City Attorney

ATTEST:

City Clerk

THURSTON COUNTY BOARD OF COUNTY COMMISSIONERS

Chair

Date:

Vice-Chair

Date:

Board Member

Date:

ATTEST:

Clerk

APPROVED AS TO FORM:

PROSECUTING ATTORNEY
Jon Tunheim

Deputy Prosecuting Attorney



City Council

Approval of a Resolution Authorizing an Interlocal Agreement with Lewis County for Use of Jail Facilities and Services

Agenda Date: 10/29/2019
Agenda Item Number: 4.G
File Number: 19-0979

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

Title

Approval of a Resolution Authorizing an Interlocal Agreement with Lewis County for Use of Jail Facilities and Services

Recommended Action

Committee Recommendation:

Not referred to a committee.

City Manager Recommendation:

Move to approve the resolution approving the Interlocal Agreement for use of jail facilities between the City of Olympia and Lewis County and authorize the City Manager to sign the agreement.

Report

Issue:

Whether to approve an interlocal agreement with Lewis County to provide use of its jail facilities and services to the City of Olympia and authorize the City Manager to sign the agreement.

Staff Contact:

Chandra Brady, Support Administrator, Olympia City Jail, 360.753.8214

Presenter(s):

None - Consent Calendar Item.

Background and Analysis:

The City is required by law to provide for the incarceration of misdemeanants sentenced in its jurisdiction. The City has its own jail facility to house short-term (30 days or less) prisoners. The City has traditionally purchased long-term jail services from other jurisdictions. Since 2011, the City has purchased inmate beds and services from Lewis County.

Attached is the 2020 update of the agreement with Lewis County for Olympia's continued use of Lewis County inmate beds and jail services.

Neighborhood/Community Interests (if known):

N/A

Options:

1. Move to approve the resolution and authorize the City Manager to sign the Interlocal Agreement for Use of Jail Facilities with Lewis County.
2. Direct staff to work with Lewis County to modify the terms of the Interlocal Agreement.
3. Do not approve the resolution authorizing the Interlocal Agreement with Lewis County and direct staff to either contract with another agency or to house fewer suspects/criminals.

Financial Impact:

Lewis County rates have increased for 2020. These costs are included in the Olympia City Jail's 2020 budget.

Attachments:

Resolution
Interlocal Agreement

RESOLUTION NO. _____

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF OLYMPIA, WASHINGTON, APPROVING
AN INTERLOCAL AGREEMENT BETWEEN THE CITY OF OLYMPIA AND LEWIS COUNTY FOR THE
USE OF JAIL FACILITIES**

WHEREAS, Lewis County (the County) is authorized by law to operate a jail for misdemeanants and felons, and the City of Olympia (the City) is authorized by law to operate a jail for misdemeanants; and

WHEREAS, the City wishes to designate the County jail as a place of confinement for the incarceration of one or more inmates lawfully committed to the City's custody; and

WHEREAS, the County is amenable to accepting and keeping inmates received from the City in the County's custody at its jail for a rate of compensation mutually agreed upon; and

WHEREAS, Chapter 39.34 RCW, Chapter 70.48 RCW, and other Washington laws authorize any public agency to contract with another public agency to perform services and activities that each such public agency is authorized by law to perform; and

WHEREAS, the County and the City have considered the anticipated costs of incarceration services and potential revenues to fund such services and determined it is in each of their best interests to enter into this Agreement as authorized and provided for by RCW 39.34.080, RCW 39.34.180, Chapter 70.48 RCW, and other Washington law;

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 Lewis County for the use of jail facilities 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 for Use of Jail Facilities, or to correct any scrivener's errors.

PASSED BY THE OLYMPIA CITY COUNCIL this _____ day of _____ 2019.

MAYOR

ATTEST:

CITY CLERK

APPROVED AS TO FORM:



DEPUTY CITY ATTORNEY

INTERLOCAL AGREEMENT FOR USE OF JAIL FACILITIES

This Agreement is made and entered into by and between LEWIS COUNTY, a political subdivision of the State of Washington (hereinafter "County"), and the CITY OF OLYMPIA a Washington municipal corporation, (hereinafter called "Contract Agency").

RECITALS

WHEREAS, the County is authorized by law to operate a jail for misdemeanants and felons and the Contract Agency is authorized by law to operate a jail for misdemeanants; and,

WHEREAS, the Contracting Agency wishes to designate the County jail as a place of confinement for the incarceration of one or more inmates lawfully committed to the Contract Agency's custody; and,

WHEREAS, the County is amenable to accepting and keeping inmates received from the Contract Agency in the County's custody at its jail for a rate of compensation mutually agreed to herein; and,

WHEREAS, Chapter 39.34 RCW, Chapter 70.48 RCW, and other Washington laws authorize any public agency to contract with another public agency to perform services and activities that each such public agency is authorized by law to perform; and

WHEREAS, the County and Contract Agency have considered the anticipated costs of incarceration services and potential revenues to fund such services and determined it is in each of their best interests to enter into this Agreement as authorized and provided for by RCW 39.34.080, RCW 39.34.180, Chapter 70.48 RCW, and other Washington law.

AGREEMENT

For and in consideration of the conditions, covenants and agreements contained herein the parties agree as follows:

1. PURPOSE:

It is the purpose of this Agreement to provide for the use by the Contract Agency of the County's jail facilities and services at the County's jail located at the Lewis County Jail, 28 SW Chehalis Avenue, Chehalis, Washington, 98532-1900.

2. MAILING AND CONTACT ADDRESS:

All written notices, reports and correspondence required or allowed by this Agreement shall be sent to the following:

County: Lewis County Jail
Attention: Chief of Corrections
28 SW Chehalis Avenue
Chehalis, WA 98532-190
Facsimile: (360) 740-1463
Telephone Number: (360) 740-2714

Contract Agency: City of Olympia Jail
Attn: Support Administrator
900 Plum St. SE Olympia, WA 98501
Facsimile: (360) 709-2773
Telephone Number: (360) 753-8042

Mailing Address
Olympia City Jail
P. O. Box 1967
Olympia, WA 98507-1967

Contract Agency
Healthcare Provider: Healthcare Delivery, Incorporated
Shannon Slack, President
Phone: (360) 742-6882
Fax: (360) 688-1862
Email: jsyoung360@gmail.com

3. AVAILABILITY OF JAIL FACILITIES:

Subject to the County's rights with respect to certain inmates set forth in Sections 8 and 9 herein, the County will accept and keep inmates at the request of the Contract Agency, unless the facility is declared at or near capacity by court order, or in the sole discretion of the County, its inmate population is at capacity or so near capacity that there is a risk that the reasonable operational capacity limits of the County's jail might be reached or exceeded if the County does not begin to refuse or request removal of inmates.

If available, the County shall consider the Contract Agencies inmates for alternative incarceration programs as allowed by the Contract Agencies court order. The County retains sole discretion of the inmate's eligibility for alternative programs. Costs for participation in alternative incarceration programs shall be borne by the Contract agencies inmates. The Contract agency will not be charged for a bed day for inmates on alternative programs.

4. COMPENSATION FROM CONTRACT AGENCY:

(a) Daily Rate. In return for the County's housing of an inmate of the Contract Agency, the Contract Agency shall pay the County sixty-eight and fifty-four cents (\$68.54) for every calendar day said inmate is in the custody of the County. Any portion of the day over four hours will be

billed as one calendar day. Such time period shall be measured from the time said inmate is transferred to the custody of the County and ends when the Contract Agency resumes custody. The County will only house up to 16 inmates at a time for the Contract Agency unless otherwise agreed.

In addition to the above referenced rate, by mutual agreement outlined in section (e) below, the Contract Agency agrees to pay the County a daily rate of ninety-one dollars and forty-one (\$91.41) for inmates defined by both parties as "high needs".

The County may house additional Olympia inmates on any given day so long as there are adequate beds available in the County jail. Any portion of the day over four hours will be billed as one calendar day. Such time period shall be measured from the time said inmate is transferred to the custody of the County and ends when the Contract Agency resumes custody.

(b) Other Costs. The Contract Agency shall also pay such other costs to the County or third parties as set forth herein, as well as any medical costs required by Section 5.

(c) Billing. The County will invoice the Contract Agency for inmate days quarterly. The County agrees to provide the Contract Agency with monthly reports documenting the names of the inmates held in the County jail, the number of inmate days for each inmate, and a tally of the total inmate days used for the month. Upon reaching 5840 inmate days each calendar year, the County agrees to invoice the Contract Agency for beds used at a flat rate of \$68.54 per bed day on a quarterly basis. Account balances overdue 30 days or more will be subject to a service charge of 1% per month (12% per annum). Should collection become necessary, the Contract Agency will pay all collection costs associated with late payments.

(d) Booking Fee. The Contract Agency will reimburse the County \$30 for each booking conducted by the County where the inmate's stay does not exceed four hours. The County shall invoice the Contract Agency quarterly.

(e) Classification. Subject to mutual agreement between the County's Jail Administrator and the Contract Agency's Support Administrator, the County will agree to house inmates classified as high needs. High Needs inmates are defined as inmates requiring special housing or additional resources to ensure care and custody of the offender. If approved, the Contract Agency shall pay the County in accordance with Section 4 of the Agreement for Use of Jail Facilities at a rate of ninety-one dollars and forty-one cents (\$91.41) per day said inmate is in the custody of the County after the point of agreement. If not approved, the inmate will be returned on the next transport day. Nothing in this section is intended to modify the County's right to refuse/return an inmate.

5. MEDICAL COSTS AND TREATMENT:

(a) Services Provided. Upon transfer of custody to the County, the County will provide or arrange for the Contract Agency's inmates to receive necessary medical, psychiatric and dental services to safeguard their health while confined, in accordance with RCW 70.48.130 and

other applicable law, as now in effect or hereinafter amended, and the policies and rules of the County jail. The County agrees to notify the Contract agency within three hours of any emergency medical, dental or psychiatric services necessary for a Contract Agency inmate.

The County will not accept, utilize, dispense and account for prescription medication from the Contract Agency for Contract Agency inmates; unless under extenuating circumstances which have been discussed with the County Contract Medical agency. The County agrees to use the DOC Formulary, whenever possible, when it prescribes medications to Contract Agency inmates. The County will only charge the Contract Agency for medications dispensed to the Contract Agency inmates.

The County and Contract Agency agree to collaboratively provide continuity of care for medical cases involving the following issues: pregnancy, abortions, acquired immune deficiency syndrome (AIDS), psychiatric medications, and tuberculosis patients. The County agrees to not prescribe sleep aid medication to Contract Agency inmates except for in extreme situations wherein lack of sleep is causing health problems for the inmate or others.

(b) Cost Responsibility. The Contract Agency shall be responsible for the cost of all medication prescribed for its inmates. The Contract Agency shall also be responsible for all costs associated with the delivery of necessary medical, psychiatric and dental services provided to an inmate that are not available from the health care program within the County jail and for all emergency medical services, wherever provided at the County's cost. These costs shall be paid directly to the provider or as a reimbursement to the County, as directed by the County.

(c) Notice. Except in situations deemed an emergency by the County, the County shall notify the Contract Agency at (360) 753-8247 prior to transfer of a Contract Agency's inmate to a medical, dental, or psychiatric provider outside of the County jail or to a hospital for medical, psychiatric, or dental services.

(d) Pre-Confinement Consents or Refusals. If a Contract Agency inmate has received or refused medical, psychiatric or dental treatment from the Contract Agency before confinement in the County jail, the Contract Agency shall provide to the County written verification of any authorization of or refusal to authorize care or treatment for such inmate(s).

(e) Return for Medical Services. Nothing herein shall preclude the Contract Agency from resuming custody of an ill or injured inmate by picking such inmate up for transfer at the County jail; provided, in situations in which the County deems an inmate requires emergency medical care, the County shall have the right to arrange for emergency medical services (at the Contract

Agency's expense) notwithstanding a request from the Contract Agency to transfer custody of the inmate back to the Contracting Agency.

(f) Records. The County shall keep records of all medical, psychiatric or dental services it provides to an inmate. Upon resumption of custody by the Contract Agency, and in accordance with applicable law, the Contract Agency shall receive a copy of the medical, psychiatric or dental records held by the County for an inmate of the Contract Agency. Lewis County and the

contract medical provider for Lewis County shall comply with all requirements under the Health Insurance Portability and Accountability Act (HIPAA) and other applicable law.

6. TRANSPORTATION OF CONTRACT INMATES:

(a) Regular Transport. The County agrees to provide transportation to and from the Contracting Agency's jail on a mutually agreed scheduled basis at least three times per week (when the week does not include a holiday).

(b) Additional Transport with Costs. For additional transports by the County, required by court order or made at the Contract Agency's request, the Contract Agency shall reimburse the County for staffing and fuel costs associated with such transport; such transports shall be approved by the Contract Agency prior to the transport.

7. TRANSFER OF CUSTODY:

(a) Commencement of Custody by County. The Contract Agency's inmates shall be deemed transferred to the custody of the County when Corrections Officers from the Lewis County Sheriff's Office take physical control of an inmate. The County will not take such control of an inmate until the Contract Agency has delivered copies of all inmate records pertaining to the inmate's incarceration by the Contract Agency or its agent, including a copy or summary of each inmate's medical records held by the Contract Agency or its agent. If the County requests additional information, the parties shall mutually cooperate to obtain such information. In the absence of documentation and information satisfactory to the County, the receiving officer may refuse to accept the Contract Agency's inmate for confinement. Property shall be limited to the amount which can be stored in a grocery size bag. The Contract Agency's officers delivering an inmate to the transportation location shall be responsible for ensuring that all paperwork is in order and all property allowed to be transported with the inmate is properly packaged. Only when all paperwork and property are in order will the County take physical control and assume custody and responsibility for the Contract Agency's inmate for confinement.

(b) Further Transfer of Custody. Except as otherwise allowed by Section 10 of this Agreement, the County will not transfer custody of any inmate confined pursuant to this Agreement to any agency other than back to the Contract Agency without written authorization from a court of competent jurisdiction.

(c) Responsibilities upon Assumption of Custody. Upon transfer of custody to the County, it shall be the County's responsibility to confine the inmate; to supervise, discipline and control said inmate; and to administer the inmate's sentence pursuant to the order of the committing court in the State of Washington. During such confinement, the County shall provide and furnish or arrange for all necessary medical and hospital services and supplies in accordance with Section 5 of this Agreement.

(d) Resumption of Custody by Contracting Agency. The Contract Agency shall be deemed to have resumed custody of an inmate transferred to the County upon either presentation of such

inmate to the Contracting Agency, or upon the Contract Agency's officers taking physical control of an inmate at any other location.

8. RIGHT TO REFUSE/RETURN AN INMATE:

The County shall have the right to refuse or return any of the Contract Agency's inmates under any one of the following circumstances.

(a) Pending Medical Needs. The County shall have the right to refuse to accept any Contract Agency inmate who, at the time of presentation for transportation to the County jail for confinement, appears in need of medical, psychiatric or dental attention, until the Contract Agency has provided medical, psychiatric or dental treatment to the inmate to the satisfaction of the County. At the time of custody transfer it is the Contract Agency's responsibility to provide all available information relevant to the care and custody of the Contract Agency's inmate.

(b) Problematic Physical History or Behavior and New Medical Conditions. The County shall have the right to refuse or return any Contract Agency's inmate that, in the sole judgment of the County, has a history of serious medical problems, presents a risk of escape, presents a risk of injury to other persons or property, or develops an illness or injury that may adversely affect or interfere with operations of the County Jail. Any special transport costs, medical or otherwise, incurred in the return of Contract Agency's inmate under this subsection will be the responsibility of the Contract Agency.

(c) Claims/Litigation. The County shall have the right to refuse or return any Contract Agency inmate that files a claim or lawsuit against the County in the interest of safety and security and preserving the rights of all affected parties.

(d) Return for Release. The County shall have the right to return any Contract Agency inmate anytime within five (5) days of the scheduled completion of the offender's sentence.

(e) Return Due to Upcoming Expiration. The County shall have the right to begin returning Contract Agency's inmates during the thirty days preceding expiration of this Agreement so that all inmates may be transported pursuant to the regular transports under Section 6 (a) and (b) above.

(f) Court order space requirement. The County shall return inmates when a court of competent jurisdiction orders that space be made available.

(g) Notice of Return and Transport. The County shall provide written notice, via facsimile or e-mail, of the anticipated return of an inmate under this Section 8 to the contact person identified herein for the Contract Agency.

(h) Overcrowding. In the event the county has a need to go on booking restrictions due to overcrowding, the county will not accept any contract inmates during this time frame.

9. REMOVAL FROM JAIL:

The Contract Agency's inmates may be removed from the County jail for reasons outlined below.

- (a) Request by Contract Agency. Upon the County's receipt of written request for inmate return made by the Contract Agency, the inmate will be transported by the Contract Agency or the County pursuant to Section 6 above.
- (b) Court Order. Upon the County's receipt of an order issued by a court having jurisdiction over a Contract Agency's inmate, transport will be according to the terms expressed in the court order, or by the Contract Agency or the County pursuant to Section 6 above.
- (c) Completion of Sentence. The Contract Agency shall provide return dates for each contract inmate. The Contract Agency shall provide e-mail release notification to the county at least 24 hours prior. The County shall not be expected to process Contract Agency Releases. The Contract Agencies inmate's shall only be released from the Contract Agency's facility.
- (d) Treatment Outside of Jail. The Contract Agency's inmate may be removed from the County jail for medical, psychiatric or dental treatment or care not available within the County jail.
- (e) Catastrophe. In the event of any catastrophic condition presenting, in the sole discretion of the County, an eminent danger to the safety of the inmate(s), the County will inform the Contract Agency, at the earliest practical time, of the whereabouts of the inmate(s) and shall exercise all reasonable care for the safekeeping and custody of such inmate(s).
- (f) Overcrowding. In the event the county has a need to go on booking restrictions, the county may elect to return contract inmates if the need arises during restrictions.

10. TRANSFER OF INMATES UPON TERMINATION/EXPIRATION OF AGREEMENT:

- (a) Termination by County. In the event of a notice of termination from the County in accordance with Section 19 below, it shall be the County's obligation to transport the Contract Agency's inmates to the Contract Agency, at no expense to the Contract Agency. Such transports shall be made as if the Agreement were expiring and in accordance with the terms of Section 8 above, subsection (e).
- (b) Termination by Contract Agency. In the event of a notice of termination from the Contract Agency in accordance with Section 19 below, it shall be the Contract Agency's obligation to transport the Contract Agency's inmates at its own expense, on or before the effective date of such termination. Until such removal, the Contract Agency shall pay the compensation and costs set forth herein related to the housing of such inmate(s). With respect to any inmate(s) not removed in accordance with this Section 10, the Contract Agency shall pay the base rate set forth in Section 4(a) above plus an additional five dollars (\$5) per inmate for every 24 hour period or part thereof that said inmate(s) remains in the County jail past the expiration date; and the

County shall retain all rights hereunder, notwithstanding such termination, until all of the Contract Agency's inmates are removed from the County jail.

11. INMATE RIGHTS, ACCOUNTS AND PROGRAMS:

(a) Early Release Credit and Discipline. The Contract Agency's inmates confined under this Agreement shall earn early release credits under the policies and rules prescribed by the Contract Agency and state law for all inmates at the County jail. With respect to the Contract Agency's inmates, the County shall maintain and manage disciplinary issues and will administer sanctions as per facility rules. If the County finds removal of earned early release credits is appropriate, the County will provide the Contract Agency with hearing results and request earned early release credits be removed. No discipline prohibited by federal or state law will be permitted. The disciplinary policies and rules of the County jail will apply equally to inmates confined pursuant to this Agreement and to those otherwise confined.

(b) Inmate Accounts. The County shall establish and maintain an account for each inmate received from the Contract Agency and shall credit to such account all money received from an inmate or from the Contract Agency on behalf of an inmate. The County shall make disbursements from such accounts by debiting such accounts in accurate amounts for items purchased by the inmate for personal needs. Disbursements shall be made in limited amounts as are reasonably necessary for personal maintenance. At termination or expiration of this Agreement, an inmate's return to the Contract Agency, or death or escape of an inmate, the County shall submit a check to the Contract Agency in the name of each inmate eligible for reimbursement in order to transfer an inmate's money to an inmate account administered by the Contract Agency.

(c) Programs. The County shall provide the Contract Agency's inmates with access to all educational, recreational and social service programs offered at the County jail under the terms and conditions applicable to all other inmates at the jail.

12. ACCESS TO FACILITY AND INMATES:

(a) Access to Facility. Contract Agency shall have the right to inspect, at mutually agreeable times, the County jail in order to confirm such jail maintains standards acceptable to the Contract Agency and that its inmates are treated appropriately. The County agrees to manage, maintain and operate its facilities consistent with all applicable federal, state and local laws.

(b) Access to Inmates. Contract Agency personnel shall have the right to interview inmates from the Contract Agency at any reasonable time within the jail. Contract Agency officers shall be afforded equal priority for use of jail interview rooms with other departments, including the Lewis County Sheriff's Office.

13. ESCAPES AND DEATHS:

(a) Escapes. In the event of an escape by a Contract Agency's inmate from the County jail, the Contract Agency will be notified by telephone or fax with a follow-up in writing as soon as

practical. The County will have the primary authority to direct the investigation and to pursue the inmate within its jurisdiction. Any costs related to the investigation and pursuit within its jurisdiction will be the responsibility of the County. The County will not be required to pursue and return the Contract Agency's escaped inmates from outside of the County.

(b) Deaths.

1) In the event of a death of a Contract Agency inmate in the County jail, the Contract Agency's Support Administrator shall be promptly notified by telephone or fax with a follow-up notification in writing via US mail. Lewis County Sheriff's Office and the Lewis County Coroner will investigate the circumstances. The Contract Agency may, if it wishes, join in the investigation and receive copies of all records and documents in connection with the investigation.

2) The County shall, subject to the authority of the Lewis County Coroner, follow the written instructions of the Contract Agency regarding the disposition of the body. Such written instructions shall be provided within three working days of receipt by the Contract Agency of notice of such death. All expenses related to necessary preparation of the body and transport charges shall be the responsibility of the Contract Agency. With written consent from the Contract Agency, the County may arrange burial and all matters related or incidental thereto, and the Contract Agency shall pay all such expenses. This paragraph deals with relations between the parties to this Agreement and is not intended to relieve any relative or other person from responsibility for the disposition of the deceased or any associated expenses.

14. RECORD KEEPING:

The County agrees to maintain a system of record keeping relative to the booking and confinement of each of the Contract Agency's inmates consistent with the record keeping by the County for all other inmates and in accordance with all statutory requirements. The County shall make copies of said records available to the Contract Agency upon its request.

15. INDEMNIFICATION AND INSURANCE:

(a) Indemnification of Contract Agency. The County shall indemnify the Contract Agency, its officers, agents and employees, from and against any claim, damages, losses and expenses, including but not limited to costs and reasonable attorney's fees, arising from the County's performance under this Agreement; provided, to the extent the claim, damages, losses and expenses are caused by intentional acts of or by the concurrent negligence of the Contract Agency, its officers, agents, or employees, the County's indemnification obligation hereunder shall be limited to the County's proportionate share of liability as agreed to by the parties to this Agreement or determined by a court of competent jurisdiction.

(b) Indemnification of County. The Contract Agency shall indemnify the County, its officers, agents and employees, from and against any claim, damages, losses and expenses, including but not limited to costs and reasonable attorney's fees, arising from the Contract Agency's performance under this Agreement; provided, to the extent the claim, damages,

losses and expenses are caused by intentional acts of or by the concurrent negligence of the County, its officers, agents, or employees, the Contract Agency's indemnification obligation hereunder shall be limited to the Contract Agency's proportionate share of liability as agreed to by the parties to this Agreement or determined by a court of competent jurisdiction.

(c) Insurance Requirement. Each party shall obtain and maintain liability coverage in minimum liability limits of Two Million Dollars (\$2,000,000) per occurrence and Three Million Dollars (\$3,000,000) in the aggregate for its conduct creating liability exposures related to confinement of inmates, including general liability, errors and omissions, auto liability and police professional liability. The insurance policy or policies shall provide coverage for those events that occur during the term of the policy, despite when the claim is made.

(d) Certificate of Insurance. Each party to this Agreement agrees to provide the other with evidence of insurance coverage in the form of a certificate from a solvent insurance provider confirming coverage from a solvent insurance pool which is sufficient to address the insurance obligations set forth above.

16. NON-DISCRIMINATION POLICY:

The County and the Contract Agency agree not to discriminate in the performance of this Agreement because of race, color, national origin, sex, sexual orientation, age, religion, creed, marital status, disabled or Vietnam era veteran status, or the presence of any physical, mental, sensory handicap, or any other status protected by law.

17. CONTRACT ADMINISTRATION/REQUIREMENTS OF CHAPTER 39.34 RCW:

This Agreement is executed in accordance with the authority of Chapter 39.34 RCW, the Interlocal Cooperation Act and other applicable law. Pursuant to the provisions of RCW 39.34.030, the Lewis County Sheriff shall be responsible for administering the confinement of inmates. No real or personal property will be jointly acquired by the parties under this Agreement. All property owned by each of the parties shall remain its sole property to hold and dispose of in its sole discretion. Prior to its entry into force, an agreement made pursuant to this chapter shall be filed with the county auditor or, alternatively, listed by subject on a public agency's web site or other electronically retrievable public source.

18. WAIVER OF RIGHTS:

No waiver of any right under this Agreement shall be effective unless made in writing by an authorized representative of the party to be bound thereby. Failure to insist upon full performance on any occasion shall not constitute consent to or waiver of any continuation of nonperformance or any later nonperformance; nor does payment of a billing or continued performance after notice of a deficiency in performance constitute acquiescence thereto.

19. TERMINATION:

This Agreement may be terminated upon 90 days written notice from either party to the other party. Notice shall be sent to the attention of the administrative contact person specified in Section 2 above both by first class mail and by email to his or her usual email address used for communication between the parties. The notice shall indicate when and how the City of Olympia will assume physical custody and control over any inmates housed by Lewis County, and how it will transport them from the Lewis County Jail. In default of such indication Lewis County shall deliver any Olympia inmates in its custody or control at a time or times of its choosing on the effective date of the termination to the front door of the Olympia City Jail, and the City of Olympia shall reimburse Lewis County for its expense in so transporting such inmates. If the Agreement is properly terminated by the Contract Agency with the required notice, Contract Agency shall not be responsible for paying for the quarters remaining in the year, effective upon termination. For example, notice provided on July 1 to terminate as of October 1 would mean that the Contract Agency has zero beds reserved for the fourth quarter of the year and is, therefore, relieved from making payment for any bed days in that quarter.

20. WAIVER OF ARBITRATION RIGHTS:

Both parties acknowledge and agree that they are familiar with the provisions of RCW 39.34.180(3), as now in effect, and that of their own free will they hereby expressly waive any and all rights under RCW 39.34.180(3), as now in effect or as hereinafter amended, to arbitrate the level of compensation for incarceration services charged under this Agreement, or any renewal thereof, that either party may possess. The parties further agree that such level of compensation and all other issues related to the purpose of this Agreement will only be as agreed to herein or as otherwise agreed to in a writing executed by the parties.

21. DURATION:

This Agreement shall be effective on January 1, 2020, and shall continue through December 31, 2020, unless terminated earlier under the terms set forth in Section 19 above. This agreement may be renewed for successive periods of one year by written addendum executed by all parties hereto under such terms as the parties agree in writing. Nothing in this Agreement shall be construed to make it necessary for the Contracting Agency to continuously house inmates with the County.

22. GOVERNING LAW AND VENUE:

The parties hereto agree that, except where expressly otherwise provided, the laws and administrative rules and regulations of the State of Washington shall govern in any matter relating to this Agreement and an inmate's confinement under this Agreement. The venue shall be in the Thurston County Superior Court.

23. MISCELLANEOUS:

In providing these services to the Contract Agency, the County is an independent contractor and neither its officers, agents, nor employees are employees of the Contract Agency for any purpose including responsibility for any federal or state tax, industrial insurance or Social Security

liability. No provision of services under this Agreement shall give rise to any claim of career service or civil service right, which may accrue to an employee of the Contract Agency under any applicable law, rule, or regulation.

24. PREA- CUSTODIAL AND SEXUAL MISCONDUCT

In the performance of services under this Agreement, County shall comply with all federal and state laws regarding sexual misconduct, including, but not limited to, the Prison Rape Elimination Act of 2003 (PREA); RCW 9A.44.010, Definitions; RCW 9A.44.160 Custodial sexual misconduct in the first degree; RCW 9A.44.170, Custodial sexual misconduct in the second degree.

DATE: _____

LEWIS COUNTY, WASHINGTON

_____, Chairman

_____, Vice Chair

_____, Member

Constituting the Board of County Commissioners
of Lewis County, Washington

Attest:

Rieva Lester, Clerk of the Board
Approved as to Form and Content:

Robert R Snaza, Sheriff
Lewis County Sheriff's Office

Jonathan Meyer, Prosecuting Attorney

By: Deputy Prosecuting Attorney

DATE: _____

CITY OF OLYMPIA, WASHINGTON

By: _____
Steven R. Hall, City Manager

Approved as to Form:



Deputy City Attorney



City Council

Approval of a Resolution Authorizing a Professional Services Agreement for the Waste ReSources Carpenter Road Facility

Agenda Date: 10/29/2019
Agenda Item Number: 4.H
File Number: 19-0925

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

Title

Approval of a Resolution Authorizing a Professional Services Agreement for the Waste ReSources Carpenter Road Facility

Recommended Action

Committee Recommendation:

Not referred to a committee.

City Manager Recommendation:

Move to approve the resolution approving the Professional Services Agreement and authorizing the City Manager to sign the Professional Services Agreement with KPFF Consulting Engineers, in the amount of \$569,000, for preliminary design of the Waste ReSources Carpenter Road Facility.

Report

Issue:

Whether to approve a Professional Services Agreement with KPFF Consulting Engineers for preliminary design of the Waste ReSources Carpenter Road Facility.

Staff Contact:

Jeff Johnstone, P.E., Senior Engineer, Public Works Engineering, 360.753.8290

Presenter(s):

None - Consent Calendar Item.

Background and Analysis:

In July 2015, the City Council received a briefing on the function and status of the City's Public Works Maintenance Center at 1401 Eastside Street. The Maintenance Center was originally built in 1976 as a Public Works/Intercity Transit facility. Since that time, Public Works operations and maintenance programs have continued to occupy the facility. It is accessed 24 hours a day, seven days a week; serves as a critical facility during small and large-scale emergencies; and houses 107 full-time employees. Currently the building and major systems are near the end of their useful lives. More than \$10 million of projects have been identified to repair the building and major systems. These repairs do not address capacity, functionality, or seismic upgrades.

The Parks maintenance headquarters at Priest Point Park is similarly inadequate to meet the department's needs. It is comprised of wooden structures built in the 1940's and 1950's that never originally was intended to be a maintenance facility. The facility is significantly undersized, well beyond its useful life, and does not meet the operational needs of the Parks maintenance staff.

In response, as part of the 2016 budget, City Council included funding for a feasibility study to explore renovating/rebuilding a new facility on the existing site or on a different site. Council also expressed interest in exploring the viability of co-locating Parks and Public Works maintenance functions.

On September 14, 2016, staff briefed the Finance Committee on the preliminary findings of the Maintenance Center Feasibility Study. The study calculated that 18.5 acres would be needed to co-locate Parks and Public Works functions on a site. After an extensive property search, staff concluded that one location of this size was unavailable within the City. Staff then moved forward exploring the use to three City-owned properties in combination. These properties include the existing Maintenance Center on Eastside Street, the former Fire Training Pad off Eastside Street (part of the Lee Creighton Justice Center property), and the Police Firing Range site located on Carpenter Road in Thurston County. Staff has identified the City-owned property on Carpenter Road as an ideal location for Waste ReSources given the proximity to the Thurston County Waste and Recovery Center. Moving Waste ReSources in the nearer term would also free up needed space for Public Works and Parks at the Maintenance Center.

On June 22, 2017, staff shared preliminary cost estimates to develop the Carpenter Road site for Waste ReSources, along with potential financing and phasing options. Then, as part of the 2018 budget process, Council approved a Waste ReSources utility rate increase of 4 percent to raise money to begin design of the new facility and refine cost estimates to determine funding options.

This Professional Services Agreement will refine and supplement the work completed in the 2017 feasibility study to ensure feasibility of developing a new Waste ReSources facility at the Carpenter Road site. The scope of work includes refining the site plan and floor plans, developing a list of equipment needs for the facility, geotechnical engineering, schematic designs, and cost estimations.

Neighborhood/Community Interests (if known):

None identified at this early phase related to the Carpenter Road site. However, due to the location of the Carpenter Road property in the Lacey Urban Growth Area, City of Lacey officials have requested a briefing on the City's plans at the appropriate time.

Options:

1. Approve a resolution authorizing the City Manager to sign the Professional Services Agreement with KPFF Consulting Engineers, in the amount of \$569,000, for preliminary design of the Waste ReSources Carpenter Road Facility. This allows the project to move forward to determine feasibility and costs associated with developing a new Waste ReSources facility at the Carpenter Road site.
2. Do not approve the resolution and direct staff to advertise for a different engineering consulting firm. This would result in delays to the project and cost additional staff time to select a new consultant.

Financial Impact:

Existing Waste ReSources utility funds are available to cover the cost of the proposed design work. Consultant work will help the City determine specific costs, so Waste ReSources staff can develop utility rates and effective financing options.

Attachments:

Resolution
Agreement

RESOLUTION NO. _____

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF OLYMPIA, WASHINGTON, AUTHORIZING A PROFESSIONAL SERVICES AGREEMENT BETWEEN KPFF CONSULTING ENGINEERS AND THE CITY OF OLYMPIA FOR PRELIMINARY DESIGN OF THE WASTE RESOURCES CARPENTER ROAD FACILITY

WHEREAS, in 2017, the City of Olympia (the City) completed a feasibility study for the City-owned Maintenance Center Facility that looked into potential options for redevelopment of the Maintenance Center to optimize the needs of the individual programs housed in the facility; and

WHEREAS, from the feasibility study, Waste ReSources was identified as a program that could be relocated to a site separate from the Maintenance Center; and

WHEREAS, the City-owned Carpenter Road property was selected as a potential site for a new Waste ReSources facility; and

WHEREAS, KPFF Consulting Engineers was selected through a competitive request for qualifications process to provide engineering services; and

WHEREAS, this work will refine and supplement the 2017 feasibility study to further the design to ensure feasibility of developing a new Waste ReSources facility at the Carpenter Road site as well as providing estimates of costs associated with development of the site.

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

1. The Olympia City Council hereby approves the form of Professional Services Agreement between the City of Olympia and KPFF Consulting Engineers, for the preliminary design of the Waste ReSources Carpenter Road Facility.
2. The City Manager is authorized and directed to execute on behalf of the City of Olympia the Professional Services Agreement, and any other documents necessary to execute said Agreement, and to make any minor modifications as may be required and are consistent with the intent of the Agreement, or to correct any scrivener's errors.

PASSED BY THE OLYMPIA CITY COUNCIL this _____ day of _____ 2019.

MAYOR

ATTEST:

CITY CLERK

APPROVED AS TO FORM:



DEPUTY CITY ATTORNEY

**PROFESSIONAL SERVICES AGREEMENT
FOR
WASTE RESOURCES FACILITY – CARPENTER ROAD SITE DEVELOPMENT DESIGN SERVICES**

This Professional Services Agreement ("Agreement") is effective as of the date of the last authorizing signature ("effective date"). The parties ("Parties") to this Agreement are the City of Olympia, a Washington municipal corporation ("City"), and KPFF Consulting Engineers, a Washington corporation ("Consultant").

A. The City seeks the temporary professional services of a skilled independent consultant capable of working without direct supervision, in the capacity of Waste ReSources Facility Carpenter Road Site Development Design Services; and

B. Consultant has the requisite skill and experience necessary to provide such services.

NOW, THEREFORE, the Parties agree as follows:

1. Services.

Consultant shall provide the services more specifically described in Exhibit A – Scope of Work and Fee Schedule, attached hereto and incorporated by this reference ("Services"), in a manner consistent with the accepted practices for other similar services, and when and as specified by the City's representative.

2. Term.

The term of this Agreement commences upon the effective date of this Agreement and terminates upon the completion of the Services, but in any event no later than December 31, 2020 ("Term"). This Agreement may be extended for additional periods of time upon the mutual written agreement of the City and the Consultant.

3. Termination.

Prior to the expiration of the Term, this Agreement may be terminated immediately, with or without cause by the City.

4. Compensation.

A. Total Compensation. In consideration of the Consultant performing the Services, the City agrees to pay the Consultant an amount not to exceed Five Hundred Sixty Nine Thousand and No/100 Dollars (\$569,000.00) calculated on the basis of the fee schedule attached hereto as Exhibit A – Scope of Work and Fee Schedule.

B. Method of Payment. Payment by the City for the Services will only be made after the Services have been performed, a voucher or invoice is submitted in the form specified by the City, which invoice must specifically describe the Services performed, the name of Consultant's personnel performing such Services, the hourly labor charge rate for such personnel, and the same is approved by the appropriate City representative. The City shall make payment on a monthly basis, within thirty (30) days after receipt of such voucher or invoice.

C. Consultant Responsible for Taxes. The Consultant is solely responsible for the payment of any taxes imposed by any lawful jurisdiction as a result of the performance and payment of this Agreement.

5. Compliance with Laws.

Consultant shall comply with and perform the Services in accordance with all applicable federal, state, and City laws including, without limitation, all City codes, ordinances, resolutions, standards, and policies, existing as of the effective date, or as adopted or amended during the term of this Agreement. Where such codes, ordinances, resolutions, standards, and policies pertain to the performance of Consultant's professional services, Consultant shall comply to the extent not inconsistent with the professional standard of care.

6. Assurances.

The Consultant affirms that it has the requisite training, skill, and experience necessary to provide the Services and is appropriately accredited and licensed by all applicable agencies and governmental entities, including but not limited to being registered to do business in the City of Olympia by obtaining a City of Olympia business registration.

7. Independent Contractor/Conflict of Interest.

It is the intent and understanding of the Parties that the Consultant is an independent contractor and that the City is neither liable for nor obligated to pay Consultant, or any of its agents or employees, sick leave, vacation pay, or any other benefit of employment, nor to pay any social security or other tax which may arise as an incident of employment. The Consultant shall pay all income and other taxes due. Insurance that is purchased for the benefit of the City, regardless of whether such may provide a secondary or incidental benefit to the Consultant, does not convert this Agreement to an employment contract. It is recognized that Consultant may be performing professional services during the Term for other parties; provided, however, that such performance of other services may not conflict with or interfere with Consultant's ability to perform the Services. Consultant agrees to resolve any such conflicts of interest in favor of the City.

8. Equal Opportunity Employer.

A. In all Consultant services, programs, or activities, and all Consultant hiring and employment made possible by or resulting from this Agreement, contractor, and any of Consultant's employees, agents, subcontractors, or representatives, shall not unlawfully discriminate against any person based on any legally protected class status including but not limited to: sex, age (except minimum age and retirement provisions), race, color, religion, creed, national origin, marital status, veteran status, sexual orientation, gender identity, genetic information, or the presence of any disability, including sensory, mental, or physical handicaps; provided, however, that the prohibition against discrimination in employment because of disability does not apply if the particular disability prevents the performance of the essential functions required of the position.

This requirement applies, but is not limited to the following: employment, advertising, layoff or termination, rates of pay or other forms of compensation, and selection for training, including apprenticeship. Consultant shall not violate any of the terms of Chapter 49.60 RCW, Title VII of the Civil Rights Act of 1964, the Americans with Disabilities Act, Section 504 of the Rehabilitation Act of 1973 or any other applicable federal, state, or local law or regulation regarding nondiscrimination. Any material violation of this provision is grounds

for termination of this Agreement by the City and, in the case of the Consultant's breach, may result in ineligibility for further City agreements.

B. In the event of Consultant's noncompliance or refusal to comply with the above nondiscrimination plan, the City may rescind, cancel, or terminate this Agreement, and the Consultant may be declared ineligible for further agreements or contracts with the City. The City shall, however, give the Consultant a reasonable time in which to correct this noncompliance.

C. To assist the City in determining compliance with the foregoing nondiscrimination requirements, Consultant must complete and return the *Statement of Compliance with Nondiscrimination* attached as Exhibit B. If the contract amount is \$50,000 or more, the Consultant shall execute the attached Exhibit C – Equal Benefits Declaration.

9. Confidentiality.

Consultant shall not disclose, to anyone other than its employees, agents, and subconsultants on a need to know basis or as may be required by law or court order, any information and/or documentation obtained by Consultant in performance of this Agreement that has been expressly declared confidential by the City. Breach of confidentiality by the Consultant is grounds for immediate termination.

10. Indemnification/Insurance.

A. Indemnification / Hold Harmless. Consultant shall defend, indemnify, and hold the City, its officers, officials, employees, and volunteers harmless from any and all claims, injuries, damages, losses, or suits including attorney fees, arising out of or resulting from the acts, errors or omissions of the Consultant in performance of this Agreement, except for injuries and damages caused by the sole negligence of the City.

Should a court of competent jurisdiction determine that this Agreement is subject to RCW 4.24.115, then, in the event of liability for damages arising out of bodily injury to persons or damages to property caused by or resulting from the concurrent negligence of the Consultant and the City, its officers, officials, employees, and volunteers, the Consultant's liability under this section is only to the extent of the Consultant's negligence. It is further specifically and expressly understood that the indemnification provided in this section constitutes the Consultant's waiver of immunity under Industrial Insurance, Title 51 RCW, solely for the purposes of this indemnification. This waiver has been mutually negotiated by the Parties. The provisions of this section survive the expiration or termination of this Agreement.

B. Insurance Term. The Consultant shall procure and maintain for the Term 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 Consultant, its agents, representatives, or employees.

C. No Limitation. Consultant's maintenance of insurance as required by this Agreement does not limit the liability of the Consultant to the coverage provided by such insurance, or otherwise limit the City's recourse to any remedy available at law or in equity.

D. Minimum Scope of Insurance. Consultant shall obtain insurance of the types described below:

1. Automobile Liability insurance covering all owned, non-owned, hired, and leased vehicles. Coverage shall be at least as broad as ISO occurrence form (ISO) form CA 00 01 or a substitute form providing equivalent liability coverage.

2. Commercial General Liability insurance shall be at least as broad as ISO occurrence form CG 00 01 and shall cover liability arising from premises, operations, independent contractors, stop gap liability, personal injury, and advertising injury. The City shall be named as an additional insured under the Consultant's Commercial General Liability insurance policy with respect to the work performed for the City using an additional insured endorsement at least as broad as ISO CG 20 26.

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

4. Professional Liability insurance appropriate to the Consultant's profession.

E. Minimum Amounts of Insurance. Consultant shall maintain the following insurance limits:

1. Automobile Liability insurance with a minimum combined single limit for bodily injury and property damage of \$1,000,000 per accident.

2. Commercial General Liability insurance shall be written with limits no less than \$1,000,000 each occurrence, \$2,000,000 general aggregate.

3. Professional Liability insurance shall be written with limits no less than \$1,000,000 per claim and \$1,000,000 policy aggregate limit.

F. Other Insurance Provisions. The Consultant's Automobile Liability and Commercial General Liability insurance policies are to contain, or be endorsed to contain, that they shall be primary insurance as respect the City. Any Insurance, self-insurance, or insurance pool coverage maintained by the City is excess of the Consultant's insurance and shall not contribute with it.

G. Acceptability of Insurers. Insurance is to be placed with insurers with a current A.M. Best rating of not less than A:VII.

H. Verification of Coverage. Consultant shall furnish the City with original certificates and a copy of the amendatory endorsements, including but not necessarily limited to the additional insured endorsement, evidencing the insurance requirements of the Consultant before commencement of the work.

I. Notice of Cancellation. The Consultant shall provide the City with written notice of any policy cancellation, within two (2) business days of their receipt of such notice.

J. Failure to Maintain Insurance. Failure on the part of the Consultant to maintain the insurance as required constitutes a material breach of contract, upon which the City may, after giving five (5) business days' notice to the Consultant to correct the breach, immediately terminate the Agreement or, at its discretion, procure or renew such insurance and pay any and all premiums in connection therewith, with any sums so expended to be repaid to the City on demand, or at the sole discretion of the City, offset against funds due the Consultant from the City.

K. City's Full Access to Consultant Limits. If the Consultant maintains higher insurance limits than the minimums shown above, the City is insured for the full available limits of Commercial General and Excess or Umbrella liability maintained by the Consultant, irrespective of whether such limits maintained by the Consultant are greater than those required by this Agreement or any certificate of insurance furnished to the City evidences limits of liability lower than those maintained by the Consultant.

11. Work Product.

Any deliverables identified in the Scope of Work or otherwise identified in writing by the City that are produced by Consultant in performing the Services under this Agreement and which are delivered to the City become the property of the City upon receipt of all amounts owed under this Agreement. Any modification to such deliverables or reuse for purposes outside the scope of this Agreement by the City or others, without the express agreement of Consultant, is prohibited, and the City shall defend, indemnify, and hold Consultant harmless from any claims, losses, or damages arising from unpermitted modification or reuse. Consultant shall deliver any such work product to the City at the termination or cancellation date of this Agreement, or as soon thereafter as possible. All other documents are owned by the Consultant.

12. Treatment of Assets.

A. Title to all property furnished by the City remains in the name of the City.

B. Title to all nonexpendable personal property and all real property purchased by the Consultant, the cost of which the Consultant is entitled to be reimbursed as a direct item of cost under this Agreement, passes to and vests in the City, or if appropriate, the state or federal department supplying funds therefor, upon delivery of such property by the Consultant. If the Consultant elects to capitalize and depreciate such nonexpendable personal property in lieu of claiming the acquisition cost as a direct item of cost, title to such property remains with the Consultant. An election to capitalize and depreciate or claim acquisition cost as a direct item of cost is irrevocable.

C. Nonexpendable personal property purchased by the Consultant under the terms of this Agreement in which title is vested in the City shall not be rented, loaned, or otherwise passed to any person, partnership, corporation/association or organization without the prior expressed written approval of the City or its authorized representative, and such property may, unless otherwise provided herein or approved by the City or its authorized representative, be used only for the performance of this Agreement.

D. As a condition precedent to reimbursement for the purchase of nonexpendable personal property, title to which vests in the City, the Consultant shall execute such security agreements and other documents as necessary for the City to perfect its interest in such property in accordance with the "Uniform Commercial Code--Secured Transactions" as codified in Article 9 of Title 62A, the Revised Code of Washington.

E. The Consultant is responsible for any loss or damage to the personal property of the City including expenses entered thereunto which results from negligence, willful misconduct, or lack of good faith on the part of the Consultant, or which results from the failure on the part of the Consultant to maintain and administer in accordance with sound management practices that property, to ensure that the property will be returned to the City in like condition to that in which it was furnished or purchased, fair wear and tear excepted.

F. Upon the happening of loss or destruction of, or damage to, any City property, the Consultant shall notify the City or its authorized representative and shall take all reasonable steps to protect that property from further damage.

G. The Consultant shall surrender to the City all property of the City within thirty (30) days after rescission, termination, or completion of this Agreement unless otherwise mutually agreed upon by the Parties.

13. Books and Records/Public Records.

The Consultant shall maintain, for a period of seven years from termination of this Agreement or completion of the Services, books, records, and documents which sufficiently and properly reflect all work, as well as direct and indirect costs, related to the performance of this Agreement. In addition, Consultant shall maintain such accounting procedures and practices as may be deemed necessary by the City to assure proper accounting of all funds paid pursuant to this Agreement. All Consultant records related in any way to this Agreement are subject, at all reasonable times, to inspection, review, copying, or audit by the City, its authorized representative, the State Auditor, or other governmental officials authorized by law to monitor this Agreement.

Records prepared, owned, used, or retained by the City that meet the definition of a "public record" in Chapter 42.56 RCW, even if records are in the possession of the Consultant, are subject to disclosure under Washington's Public Records Act. Whether or not the records meet the definition of a public record is the City's determination. If the Consultant disagrees with the City's determination or believes the records to be subject to an exemption, the City agrees to provide the Consultant with ten (10) calendar days to obtain and serve on the City a court order specifically preventing release of such records.

Should the Consultant fail to provide records related to this Agreement to the City within ten (10) calendar days of the City's request for such records, Consultant shall indemnify, defend, and hold the City harmless for any public records judgment against the City for failure to disclose and/or release such records, including costs and attorney's fees. This section survives expiration of the Agreement.

14. Non-Appropriation of Funds.

If sufficient funds are not appropriated or allocated for payment under this Agreement for any future fiscal period, the City is not obligated to continue the Agreement after the end of the current fiscal period, and this Agreement automatically terminates upon the completion of all remaining Services for which funds are allocated. No penalty or expense accrues to the City in the event this provision applies.

15. General Provisions.

A. Entire Agreement. This Agreement contains all of the agreements of the Parties with respect to any matter covered or mentioned in this Agreement and no prior agreements are effective for any purpose.

B. Modification. No provision of this Agreement, including this provision, may be amended or modified except by written agreement signed by the Parties.

C. Full Force and Effect; Severability. Any provision of this Agreement that is declared invalid or illegal in no way affects or invalidates any other provision hereof and such other provisions remain in full force

and effect. Further, if it should appear that any provision of this Agreement is in conflict with any statutory provision of the State of Washington, the conflicting provision is inoperative and null and void insofar as it may be in conflict, and must be deemed modified to conform to such statutory provision.

D. Assignment. Neither the Consultant nor the City may transfer or assign, in whole or in part, any or all of its obligations and rights under this Agreement without the prior written consent of the other Party.

1. If the Consultant desires to assign this Agreement or subcontract any of its work hereunder, the Consultant shall submit a written request to the City for approval not less than fifteen (15) days prior to the commencement date of any proposed assignment or subcontract.

2. Any work or services assigned or subcontracted for hereunder are subject to each provision of this Agreement.

3. Any technical/professional service subcontract not listed in this Agreement, which is to be charged to this Agreement, must have prior written approval by the City.

4. The City reserves the right to inspect any assignment or subcontract document.

E. Successors in Interest. Subject to the foregoing Subsection, the rights and obligations of the Parties inure to the benefit of and are binding upon their respective successors in interest, heirs, and assigns.

F. Attorney Fees. In the event either of the Parties defaults on the performance of any term of this Agreement or either Party places the enforcement of this Agreement in the hands of an attorney, or files a lawsuit, the prevailing party is entitled to its reasonable attorneys' fees, costs, and expenses to be paid by the other Party.

G. No Waiver. Failure or delay of the City to declare any breach or default immediately upon occurrence does not waive such breach or default. Failure of the City to declare one breach or default does not act as a waiver of the City's right to declare another breach or default.

H. Governing Law. This Agreement is made in and governed by, and must be interpreted in accordance with, the laws of the State of Washington.

I. Authority. Each individual executing this Agreement on behalf of the City and Consultant represents and warrants that such individuals are duly authorized to execute and deliver this Agreement on behalf of the Consultant or the City.

J. Notices. Any notices required to be given by the Parties must be delivered at the addresses set forth below. Any notices may be delivered personally to the addressee of the notice or may be deposited in the United States mail, postage prepaid, to the address set forth below. Any notice so posted in the United States mail is deemed received three (3) days after the date of mailing.

K. Captions. The respective captions of the Sections of this Agreement are inserted for convenience of reference only and do not modify or otherwise affect any of the provisions of this Agreement.

L. Performance. Time is of the essence in performance of this Agreement and each and all of its provisions in which performance is a factor. Adherence to completion dates set forth in the description of the Services is essential to the Consultant's performance of this Agreement.

M. Remedies Cumulative. Any remedies provided for under the terms of this Agreement are not intended to be exclusive, but are cumulative with all other remedies available to the City at law, in equity, or by statute.

N. Counterparts. This Agreement may be executed in any number of counterparts, which counterparts collectively constitute the entire Agreement.

O. Equal Opportunity to Draft. The Parties have participated and had an equal opportunity to participate in the drafting of this Agreement, and the Exhibits, if any, attached. No ambiguity may be construed against any party upon a claim that that party drafted the ambiguous language.

P. Venue. All lawsuits or other legal actions whatsoever with regard to this agreement must be brought in Thurston County, Washington, Superior Court.

Q. Ratification. Any work performed prior to the effective date that falls within the scope of this Agreement and is consistent with its terms is hereby ratified and confirmed.

R. Certification Regarding Debarment, Suspension, and Other Responsibility Matters.

1. By signing the agreement below, the Consultant certifies to the best of its knowledge and belief, that it and its principles:

a. Are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any federal department or agency;

b. Have not within a three-year period preceding this proposal been convicted of or had a civil judgment rendered against them for commission or fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (federal, state, or local) transaction or contract under a public transaction; violation of federal or state antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;

c. Are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (federal, state, or local) with commission of any of the offenses enumerated in paragraph 1.b. of this certification; and

d. Have not within a three (3) year period preceding this application/proposal had one or more public transactions (federal, state, or local) terminated for cause or default.

2. Where the Consultant is unable to certify to any of the statements in this certification, Consultant shall attach an explanation to this proposal.

S. Early Retirement from the State of Washington- Certification. By signing this form, you certify that no one being directly compensated for their services pursuant to this Agreement has retired from the Washington State Retirement System using the 2008 Early Retirement Factors with restrictions on returning to work.

CITY OF OLYMPIA

By: _____
Steven R. Hall
City Manager

P.O. Box 1967
Olympia WA 98507-1967
Date of Signature: _____

APPROVED AS TO FORM:



Deputy City Attorney

I certify that I am authorized to execute this Agreement on behalf of the Consultant.

KPFF CONSULTING ENGINEERS

By: _____
Mark R. Steepy, P.E., Principal
612 Woodland Square Loop SE
Suite 100
Lacey, WA 98503
Mark.steepy@kpff.com
360.292.7230
Date of Signature: _____

EXHIBIT A
SCOPE OF WORK AND FEE SCHEDULE

KPFF Consulting Engineers

CARPENTER ROAD WASTE RECOVER FACILITY – CITY OF OLYMPIA

SCHEMATIC DESIGN SCOPE OF WORK

PROJECT DESCRIPTION AND OBJECTIVE

The objective of the project is to develop the approximate 10-acre site owned by the City of Olympia along Carpenter Road for their new Waste Resource Facility (WRC). This project site was identified in 2017 as part of the City of Olympia's Maintenance Center Facility (MCF) Feasibility Study as a candidate to move a portion of the MCF operations to ease congestion at the Eastside Street location.

The intent of the City is to refine and supplement the 2017 Feasibility Study as it pertains to the Carpenter Road site and to develop design and estimates of probable construction costs of the site and buildings for permitting, bidding, and construction. The City intends to complete this objective using the following phased approach:

Phase 1 – Schematic Design; this original scope of work covers Phase 1.

Future Phases – 50/90% and Final PS&E, or 30/60/90% and Final PS&E, Permitting, Bidding and Construction Administration may be added to this contract at a later date upon authorization by City staff.

DESIGN TEAM MEMBERS AND STAKEHOLDERS

Owner/Administration	City of Olympia
Project Management	KPFF Consulting Engineers
Civil and Structural Engineering	KPFF Consulting Engineers
Surveying Lead	KPFF Consulting Engineers
Architecture and Programming Confirmation	IBI Group
Landscape Architecture	RWD Landscape Architecture
Geotechnical Engineering	GeoEngineers

For future phases of the work, we anticipate needing:

Environmental Remediation Support	GeoEngineers
Right-of-Way Services	Cascade Right-of-Way Services

ITEMS TO BE PROVIDED BY THE CITY OF OLYMPIA

- Traffic studies and coordination with Thurston County and City of Lacey.
- Forestry Report

ITEMS TO BE PROVIDED WITH FUTURE TASK ORDERS

- Remedial Engineering Design Report
- Remedial PS&E and Construction Administration

- Integrated Pest Management Plan (IPMP)
- Right-of-way plans and negotiations.
- Drainage Report/SWPPP
- Winter Mounding Analysis (if required)
- Permit Submittals
- Operation & Maintenance (O&M) Plans
- Specifications
- 50/90% or 30/60/90%, and Final PS&E
- Bidding Support
- Construction Administration/Management

SCOPE OF WORK

TASK 1 – PROJECT MANAGEMENT

KPFF anticipates this initial phase of the project will last approximately 4-5 months. During this phase, we will manage the project for the City of Olympia and our efforts will include:

- 1.1 Project Work Plan** – Provide the Design Team project objectives, organization of the team, lines of communication, project criteria outlined in the scope of work, and deliverables.
- 1.2 Project Schedules** – Prepare an overall project schedule for the 30% design.
- 1.3 Subconsultant Agreements and Coordination** - Prepare subconsultant contracts and monitor the agreements and scopes of work for the duration of the project.
- 1.4 Progress Reports** – Prepare and submit a monthly progress report to support the invoices. These progress reports will include detailed descriptions of the progress to-date.
- 1.5 Invoices** – Prepare monthly invoices that include invoices from our subconsultants and submit those to the City each month along with the progress reports and reimbursable receipts.
- 1.6 Bi-Weekly Team Meetings** – The design team will meet (in person or via conference call) every other week to discuss project issues, schedule, progress, and general coordination of effort as needed.
- 1.7 Team Coordination** – Perform general coordination and be the main point of contact for the multidiscipline team. KPFF will collect and disseminate information for the team.

Deliverables

- Project Schedule
- Monthly Progress Reports and Invoices with Receipts
- Team Meeting Agendas and Notes

TASK 2 – PROGRAM CONFIRMATION

KPFF and IBI will work collaboratively with City of Olympia staff to express our understanding of the project goals and needs from our interpretation of the existing Feasibility Study, Program Report and other Conceptual Documents, then dialogue with city staff on possible building and site layout revisions. We will provide a Supplemental Design Report of the program validation that will include recommendations on the preferred Site Plan, Floor Plans, Equipment Lists, and possible phasing. Specifically, we will perform:

2.1 Orientation Meeting

- Prior to scheduling the orientation meeting, KPFF and IBI will prepare a list of items for City staff review that we feel are either lacking in the existing documentation, or could benefit from some further discussions with City staff.
- Conduct an orientation/kick-off meeting for all key City staff, review the list, and confirm the recommendations for what specific items to look into further.
- Discuss the programming verification process and address issues to assure most effective participation by key staff and design team.

2.2 Data Collection

- Tour existing facilities in order to gain an understanding of current operating philosophies and conditions.
- Conduct programming verification interviews with key City of Olympia staff to stimulate dialogue relating to staff, and vehicle projections, office, shop, and storage space requirements, as well as general operating practices.
- Verify requirements for workshops and storage areas.
- Verify support facilities requirements including offices, restrooms, lunchrooms, and locker areas.
- Verify building and yard storage requirements for equipment, parts, and materials.
- Verify requirements for vehicle storage, parking, washing, and fueling.
- Verify site and building security requirements.
- Conduct wrap-up meeting outlining schedule and presenting the findings from the interview sessions.

2.3 Space Needs Program

- Review functional areas to be located at the facility.
- Evaluate and refine space program requirements for the facility based on information and projections developed as part of the data collection effort.
- Review space standards for offices and support spaces.
- Verify number and size of various workstations.
- Verify shop area requirements based on function and operational needs.

- Verify storage requirements for parts, materials, and equipment.
- Verify parking requirements for employee, visitor, and delivery vehicles.
- Identify clearance requirements throughout the project.

2.4 Equipment Verification and Programming

- Inventory existing shop equipment by functional area, which will be relocated to the new facility. Include description, quantity, manufacturer, model number, and utility requirements.
 - Participate in equipment discussion meetings with City staff to identify, by functional area, maintenance and service equipment needed to support maintenance activities. Maintenance equipment includes storage equipment, shop equipment, wash equipment, vehicle exhaust systems, lifts, and cranes. Service equipment includes compressed air system components (i.e., compressor, dryer, hose reels, filter/regulator/lubricator) and lubrication system components (i.e., pumps, tanks, hose reels). Identify quantities required, dimensions, and impact on other design team disciplines.
 - Develop preliminary equipment list to be consistent with equipment layout drawings and facility design. Equipment to be listed by functional area within each department. Equipment list includes information regarding description, quantity, dimensions, procurement strategies, specification responsibility, and discipline coordination matrix.
 - Fueling and Wash Equipment will also be considered.

2.5 Supplemental Programming Report

- Provide a reconciled Space Needs Program that updates the previously developed programming conclusions.
- Provide a report that documents the programming process and outlines key planning and design issues. The paper will be distributed to the Design Team and key City of Olympia staff for review. The paper includes the following narratives:
 - Project Overview - Describes the background and gives an overview of the project and the entities involved.
 - Basis for Design - Provides a summary of the more qualitative planning issues that were noted during interview sessions. The summary includes a description of each group's responsibilities, hours of operation, staff counts, vehicle parking, vehicles maintained, and a list of key planning issues. All of this is compiled for consideration during future planning and design efforts.
 - Space Needs Program - Presents a detailed listing of space requirements for all the stakeholders on the site. The intent of the program is to identify program spaces to fulfill the current and future facility needs. Programmed spaces are further defined by their quantity, area, and any remarks significant to design.

Assumptions and Exclusions

- Existing floor plans are available and provided to design staff by the City
- 2 people will attend kick-off meeting and will perform data collection and site tours during the same visit

Deliverables

- Supplemental Space Needs Program (delivered electronically via PDF)
- Preliminary Equipment List

TASK 3 – SURVEYING

KPFF will prepare a topographic and Boundary survey of the project site.

Topographic and Boundary Survey

- Establish control on City of Olympia Coordinate System and vertical datum on NAVD 88.
- Perform UAV flight of the project site to obtain approximate grades on adjacent properties.
- Coordinate utility locates on the site.
- Perform topographic survey of the site and road frontage as specified by the design team.
- Prepare boundary basemap.
- Process and draft the topographic basemap for engineering design.

Assumptions and Exclusions

- KPFF will be allowed unrestricted access to the site during the course of the survey.
- The boundary will be based on the existing site boundary performed on the site, not additional research will be required.
- A chain of title is not part of this scope of work; it is assumed the existing site survey is adequate for the purposes of this project.
- Underground utility depths and sizes will not be shown unless access to features is available such as sewer and storm structures.
- Potholing utilities is not part of this scope of work.

Deliverables

- Deliverables will be a topographic basemap in AutoCAD 2018 format.

TASK 4 – GEOTECHNICAL ENGINEERING

GeoEngineers will provide geotechnical engineering services to further expand their prior 2017 efforts for the City of Olympia on this site. The additional efforts will include stormwater infiltration testing in accordance with the Thurston County Drainage Design and Erosion Control Manual (DDECM). GeoEngineers scope of work and project assumptions is attached as Exhibit A at the end of this scope of work.

Deliverables

- E-mail/memo supplement to their 2017 Study. This supplement is intended to reduce effort until such time a formal report revision is needed to support further site development.

Assumptions

- Soils information to support the building design and any retaining walls is included in their 2017 report.

TASK 5 – SITE PLAN/FLOOR PLAN DEVELOPMENT

Using all the information gathered in the prior task, KPFF and IBI will work collaboratively to develop a Site Plan and Building Floor Plans to most effectively and efficiently meet the needs of the City of Olympia. We will develop options and review the options considered with City staff, and as a cohesive team, select the preferred alternative to proceed into Schematic Design (SD) with the goal of SD to determine feasibility and reasonable construction costs to develop the site. Our team will:

5.1 Site Constraints Plan

- Engage with adjoining property owners to discuss the project and possible ideas to include them as partners on the project to improve site access, grading, and stormwater needs. The identified property owners include:
 - Thurston County to the west
 - Miles Sand and Gravel to the north
 - 2 or 3 private property owners to the south and east
- Develop a site constraints plan that identifies zoning setbacks, impervious surface coverage requirements, area needed for stormwater management systems, and areas needed for grading to address grade differentials.

5.2 Revise Site Master Plan Concept

- Identify potential alternatives to meet the requirements established in the previous task.
- Once the site constraints exhibit is completed, programming elements will be applied to the site.

- Site issues addressed will include:
 - Developing circulation patterns for vehicles, materials, pedestrians, and personnel that will provide the most efficient, cost effective, and safest maintenance operation.
 - Developing ingress and egress routes, which maximize safety and security and minimize vehicular and pedestrian conflict on and off the site.
 - Establishing site area relationships including administration, operations, and maintenance facilities and City of Olympia, employee, delivery, and visitor parking.
- Participate in a 1-day design charrette working directly with the Design Team and City of Olympia to develop specific conceptual building sizes and floor plans. During this on-site process, alternatives will be reviewed by City of Olympia staff. After the charrette, the design team will meet to develop alternatives.
- The Design Team will present up to 2 or 3 alternatives for discussion, which include concept building plans and anticipated phasing options for future development of the site. Based on review comments, selected alternatives will be refined and presented for review. A final review meeting will result in the selection of a preferred Site Plan and Conceptual Building Floor Plans.
- Facility issues addressed will include:
 - Developing circulation patterns for equipment, materials, and personnel within the buildings and their relation to site circulation patterns.
 - Establishing functional area relationships both between departments and between workstations within department. Primary considerations to be industrial workflow, supervision, and safety.
 - Reviewing architectural design for functional response to program and adherence to approved maintenance concept.
 - Locations for public, employee and fleet parking, uncovered storage areas, garbage compactor, recycling, shipping/receiving areas, covered tipping wall and scale, fuel storage and fueling island.
 - Future project phasing and growth.

5.3 Preliminary Design Memo

- Prepare a memo style design report that identifies the criteria for site and building requirements, and includes an estimate of design and construction costs based on the Master Plan and Conceptual Floor Plans. The alternative drawings will largely depict the site issues for decision making purposes, as opposed to a detailed written report. The memo will be distributed to the Design Team and key staff with City of Olympia for review.

Deliverables

- Site Constraints Plan
- Meeting minutes from discussions with neighboring properties
- Concept Floor Plans
- Concept Site Plan
- Phasing Plans
- Preliminary Equipment List
- Preliminary Design Memo

Assumptions

- The Preliminary Design Memo will rely heavily on the Supplemental Programming Report from the Program Confirmation phase, as well as alternative drawings from this task to present options, issues, and solutions for City decision making. Narrative reporting will be minimal.

TASK 6 – SCHEMATIC DESIGN

KPFF, IBI, and Bob Droll of RWD Landscape Architecture will develop a Schematic Design (SD) that will include Plans, as well as a specification outline to be used as the basis for future PS&E phases. The SD design will also include renderings for City Council presentations. Prior to starting the SD, we anticipate the Site Plan and Floor Plans have been determined in Task 5. The SD design will then identify the more technical site/building needs, review options and make recommendations.

6.1 Schematic Design Drawings

The site plan and dimensions of the buildings will be defined, and the building concepts will be refined to include size and type of all openings, materials, structural, HVAC, and electrical performance concepts. Additional site issues to address will include:

- Pavement considerations
- Grading and Stormwater Management
- Utility designs
- Landscape and Irrigation design
- Security fencing and Site lighting
- Architectural, structural, mechanical and electrical components, including site/building elevations and renderings and material examples
- Right-of-Way, easement, or property acquisition needs.

Specific drawings will include:

- Cover Sheet
- Site Plan
- Demolition and TESC Plan
- Grading Plan
- Drainage Plan
- Water Plan
- Sewer Plan
- Landscape Plan
- Irrigation Plan
- Right-of-Way Plan
- Floor Plans
- Building Elevations
- Building Sections
- Maintenance Equipment Layout Plan for Major Equipment

6. 2 MEP Narrative

To support building development and equipment costs, we will develop a narrative and Major Equipment list for use in discussing items within the building.

6. 3 Code/Regulatory Review

The Design Team will conduct a thorough code analysis and will review and evaluate the project with all agencies as required. The Design Team will interface with all agencies having jurisdiction and will work to resolve all code or compliance issues. Any areas requiring special attention will be so noted and documented in the Schematic Design Report.

6. 4 Schematic Design Memo

The Design Team will prepare a Schematic Design Memo, which outlines the preferred alternative for project, the costs, permitting needs, schedule and construction timelines and possible phasing options.

Deliverables

- Sketches and technical memos as necessary
- Schematic Design Drawing Package
- Preliminary Design Memo including:
 - Code/regulatory summary
 - Major Equipment List
 - Reduced Schematic Design Drawings
 - Cost Estimate
 - Colored Perspective Renderings for Public/Council Meetings

Assumptions

- It is anticipated that the buildings will be constructed of light gage steel, structural steel frame, and/or CMU walls. A pre-engineered building system may also be a desirable option, depending on the final layout and space programming needs of the buildings. We anticipate that a shallow spread footing foundation system will be adequate for the buildings, regardless of construction type.
- Our goal is to grade the site to significantly reduce, if not eliminate the need for retaining walls; however, some may be unavoidable. Therefore, we have assumed that only a nominal amount of retaining walls will be required throughout the site.
- Structural and MEP drawings will not be provided at the SD phase. KPFF/IBI feel we can provide reasonable costs for such items without a 30% design to support the City goals of determining site feasibility.
- The Schematic Design Memo will further develop the Preliminary Design Memo specific to the preferred alternative and heavily on the Supplemental Programming Report from the Program Confirmation phase, as well as SD drawings from this task to present options, issues and solutions for City decision making. Narrative reporting will be minimal.

TASK 7 – COST ESTIMATION

The KPFF/IBI team will prepare an estimate of probable construction costs for the preferred alternative based on the SD including future design, permitting, connection/mitigation fees, and construction administrative costs. We will present the estimate of costs to city staff for review, along with the SD plans and outline specifications and be prepared to make a round of revisions based on city comments to the design documents.

Deliverables

- Draft SD Estimate of Probable Construction Costs.
- Final SD Estimate of Probable Construction Costs.

Assumptions

- KPFF will prepare site costs and IBI will utilize a local cost estimator for the building that will use the SD drawings, Major equipment list, and square-footages to determine building costs/budgets.

OVERALL ASSUMPTIONS/EXCLUSIONS

In addition to the assumptions and exclusions included within each task listed above, the following general assumptions/exclusions apply:

- Any scope of work that is requested by the City or other agencies involved in the project that is not specifically identified within this scope of work agreement is excluded from our level of effort estimate. Any such requests will be discussed with the City before proceeding with the work.

SCHEDULE

KPFF and our team are available to start working on this project immediately. Upon being given a notice to proceed, we envision a 16-20 week process to complete the tasks.

FEES

The KPFF team proposes to provide the above scope of work on a Lump Sum basis per the following schedule:

Task 1 – Project Management	\$16,221
Task 2 – Program Confirmation	90,648
Task 3 – Topographic and Boundary Survey	31,028
Task 4 – Geotechnical Engineering	43,200
Task 5 – Site Plan Development	96,743
Task 6 – Schematic Design	256,486
Task 7 – Cost Estimation	23,445
B&O Tax / Reimbursable Expenses	<u>11,229*</u>

*Reimbursable expenses will be included within the tasks they were required.

Project Total **\$569,000**



1101 South Fawcett Avenue, Suite 200
Tacoma, Washington 98402
253.383.4940

October 4, 2019

KPFF
612 Woodland Square Loop SE, Suite 100
Lacey, Washington 98503

Attention: Mark Steepy

Subject: Revised Proposal
Additional Geotechnical Engineering Services
Carpenter Road Waste Operations Facility
Lacey, Washington
File No. 0415-068-02

INTRODUCTION AND PROJECT UNDERSTANDING

GeoEngineers is pleased to present this proposal to provide additional geotechnical engineering services for the proposed Waste Operations Facility at Carpenter Road. The project site is located at 6530 Martin Way East in Lacey, Washington.

We previously provided a geotechnical engineering study and report for this project dated May 31, 2017 (2017 study). For our 2017 study, we completed a series of test pit explorations that included four pilot infiltration tests (PITs) and provided geotechnical design recommendations that included: seismic design information, shallow foundation recommendations, design earth pressures for retaining walls and below-grade structures, discussion on suitability of site soils for stormwater infiltration and preliminary design long-term infiltration rates, and typical asphalt concrete pavement (ACP) sections. Our 2017 study only addressed the southern two thirds of the property. The northern third of the property was wooded and at the time anticipated to be part of a second phase.

At the time of our 2017 study, infiltration facility sizes, types and locations were still conceptual. Based on the approach developed by the design team, we understand that the current plan is to construct an infiltration pond located within the southeast corner of property. The infiltration pond will be designed in accordance with the December 2016 Thurston County Drainage Design and Erosion Control Manual (DDECM).

The proposed infiltration pond is in an area where preliminary infiltration rates were observed to be the highest in our 2017 study. To further evaluate site soils for stormwater infiltration at the proposed infiltration pond location, we propose to complete two-small scale PITs within the infiltration pond footprint and at the approximate elevation of proposed bottom of pond following the guidelines in Volume III, Section 2.3 of the DDECM.

Our 2017 study also addressed groundwater based on review of published reports by others as well as the conditions observed in our explorations. Perched groundwater was observed but the regional groundwater table was not encountered at the depths or times of our explorations. We anticipate that the seasonal high regional groundwater table may be close to the bottom of the proposed infiltration pond, which will have design implications for the pond. We also assume that the total tributary drainage area for the pond will be $\frac{3}{4}$ -acre or more. Therefore, as part of the hydrologic analysis of infiltration facilities, Step 3 "Infiltration Receptor Characterization" in Volume III, Section 2.3 of the DDECM indicates that a minimum of three groundwater monitoring wells be installed per infiltration facility and monitored through at least one wet season (December 1st through April 30th). We propose to install three groundwater monitoring wells, located around the proposed infiltration pond area that include pressure transducer data loggers to collect groundwater levels over time. This will assist in estimating the seasonal high groundwater level with respect to the proposed bottom of pond and will further assist with facility design.

As part of Step 3, the DDECM also indicates that a groundwater mounding analysis may be required if the seasonal high groundwater level is within 15 feet of proposed pond bottom and the tributary drainage area is greater than $\frac{3}{4}$ acre. Other criteria outlined in the DDECM warranting a groundwater mounding analysis may include soil conditions (i.e., presence of low permeability layers beneath facility), proximity to downstream properties or critical areas and facility location relative to steep slopes. At this time, we do not anticipate a groundwater mounding analysis will be necessary and have not included it in our scope. However, it will depend on the results of our PITs and the soil and groundwater conditions observed.

PURPOSE AND SCOPE OF SERVICES

The purpose of our services is to complete additional subsurface explorations to investigate subsurface conditions in support of advancing the design. Our specific scope of services will include the following tasks.

1. Review project information including conceptual plans and available subsurface information produced after we completed our 2017 study.
2. Visit the project site to mark out preliminary locations for explorations and contact the "One-Call" Utility Notification Center, as required by Washington State law. We will also subcontract a private utility locator, who will attempt to locate conductible underground utilities in the vicinity of our explorations, which may not have been identified by the "One-Call" process. We also request that City personnel familiar with utility locations meet with us to discuss the proposed exploration locations. GeoEngineers will not be liable for damage to underground utilities that are not marked during the utility locating process or shown on plans provided.
3. Conduct two small-scale PITs in general accordance with 2016 Thurston County DDECM within the footprint of proposed infiltration pond and at the approximate elevation of pond bottom. We will subcontract the equipment required to perform the test, which includes a backhoe and a water source (either a water truck and/or an on-site source such as a fire hydrant). During excavation for the PITs we will collect representative soil samples, keep a detailed log of the soils encountered and record indications of groundwater, if encountered. Our budget estimate assumes that the PITs can be completed in two days.
4. Advance three borings each to 60 feet nominal depth. A groundwater monitoring well will be constructed at each boring with a pressure transducer data logger installed. We will subcontract the drilling crew and equipment. Our budget estimate assumes that the borings with wells can be completed in two days.

5. Conduct geotechnical laboratory testing on selected soil samples. We anticipate laboratory testing will include particle-size gradation analyses, fines content and moisture content determinations, organic content and cation exchange capacity (CEC), as appropriate.
6. Estimate the unfactored saturated infiltration rate of site soils based on data collected from the PITs.
7. Provide an evaluation of the feasibility of on-site stormwater infiltration at the location of the proposed infiltration pond. If infiltration is determined to be infeasible, we will provide the appropriate documentation in accordance with the DDECM. If infiltration is determined to be feasible, we will provide recommendations for design of the infiltration pond. Our recommendations will include establishing the design (factored) infiltration rate based on the requirements in the DDECM. Depending on the depth of the infiltration pond and the seasonal high groundwater elevation, additional studies may be needed to support final design of the facility. We will also provide our opinion on the need to complete a groundwater mounding analysis based on the results of our study and requirements of the DDECM.
8. We will make up to three part-time site visits to measure groundwater levels in the monitoring wells and download groundwater level data from the pressure transducer data loggers.
9. We will analyze downloaded groundwater level data and maintain a groundwater hydrograph that shows groundwater elevation fluctuations with respect to time.
10. Transmit the results of our findings to the team via electronic mail, teleconferences, or in person meetings, as appropriate. We will discuss our findings and provide input on design concepts as requested.

Additional geotechnical engineering services might be required to advance the design of the facility. This could include pavement analysis and design, groundwater mounding analyses, review and comments on project plans and specifications, and preparation of a formal addendum based on the results of our study and advanced design concepts. These services have been deferred until the concept and design has been advanced further.

METHODOLOGY

We will notify the City and other necessary members of the design team of our schedule and anticipated exploration dates and keep the City informed as the subsurface exploration program progresses. We have assumed that KPFF or the City will be responsible for coordinating access to the site. We have not budgeted to obtain permits or access related to our exploration activities.

The excavations equipment needed to complete the PITs will cause significant disturbance to existing landscaping, hardscapes and surface soils. Although we will take measures to limit disturbance, some signs of disturbance will remain after completion of explorations. We have not budgeted for repair of landscaping or hardscaping. The test pit excavations for the PITs will be backfilled using the material generated and will be compacted to the extent practical using the excavation equipment. We have not budgeted to import backfill material or compact the backfill with compaction equipment.

Depending on the infiltration rate of the site soils it may be necessary to refill the water truck multiple times during the PITs. During our initial investigation one of the PITs drained faster than the water truck could refill and return to the site. To appropriately measure and document high infiltration rates we might need to use other measures such as high flow hoses connected to an on-site source (i.e., fire hose connection). We request that the City of Olympia help coordinate the water source.

Monitoring well installation will be continuously monitored by a representative from our firm. Hollow-stem auger will be used to drill the borings for the monitoring wells. We will perform in-situ sampling at 5-foot depth intervals in each boring in accordance with ASTM International (ASTM) D 1586 (SPT) procedures.

Due to the presence of known soil contamination, cuttings generated during drilling will be collected in 55-gallon drums and left on site. Characterization of the drill waste and methods for proper disposal will be determined during the environmental assessment performed under a separate scope of services.

SCHEDULE AND BUDGET

We can begin coordinating our services promptly upon receipt of your written authorization. The PITs and borings/monitoring wells will require four days to complete. Laboratory testing and preliminary analysis will require about one to two weeks after which, we should be able to provide preliminary information. Our final geotechnical report addendum can be provided after concepts have been developed by the design team.

The fee for our services will be determined using the rates in the attached Schedule of Charges. Our fee estimate for services is \$43,200. We provide an estimated breakdown of our fee for services in the table below. We will keep you apprised of the project status and advise you if it appears appropriate to modify the scope and budget prior to completing any additional work.

TABLE 1. FEE ESTIMATE

Description of Services	Estimated Fee
Mark and Plan Explorations, Arrange Subcontractors, Call Utility Locate	\$2,100
Field Work, Including Travel and Equipment (Borings and PITs (Four Days Total))	\$7,400
Collecting Groundwater Level Data from Monitoring Wells (Up to Three Part-Time Site Visits)	\$1,900
Geotechnical Laboratory Testing	\$1,900
Engineering Analysis and Design Recommendations (Stormwater Infiltration and Analyzing Groundwater Level Data)	\$4,600
Meetings, Discussion of Findings, and Communications with the Design Team	\$1,900
Estimated GeoEngineers Subtotal	\$19,800
Subcontracted Private Utility Locate	\$300
Subcontracted Water Truck and Excavation Equipment (PITs)	\$7,000
Subcontracted Drilling Equipment (Borings/Monitoring Wells)	\$14,500
Pressure Transducer Dataloggers (Three Total)	\$1,600
Estimated Outside Cost Subtotal	\$23,400
Estimated Total Fee	\$43,200

We appreciate the opportunity to submit this scope and budget and look forward to continuing to work with you on this project. Please call if you have any questions regarding the scope of services or other aspects of this proposal.

Sincerely,
GeoEngineers, Inc.



Christopher R. Newton, PE
Staff Geotechnical Engineer



Lyle J. Stone, PE
Associate Geotechnical Engineer

CRN:LJS:ch

Attachment:

Schedule of Charges – Redmond-Seattle-Tacoma 2019

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EXHIBIT B
STATEMENT OF COMPLIANCE WITH NONDISCRIMINATION REQUIREMENT

The Olympia City Council has made compliance with the City's *Nondiscrimination in Delivery of City Services or Resources* ordinance (OMC 1.24) a high priority, whether services are provided by City employees or through contract with other entities. It is important that all contract agencies or vendors and their employees understand and carry out the City's nondiscrimination policy. Accordingly, each City agreement or contract for services contains language that requires an agency or vendor to agree that it shall not unlawfully discriminate against an employee or client based on any legally protected status, which includes but is not limited to: race, creed, religion, color, national origin, age, sex, marital status, veteran status, sexual orientation, gender identity, genetic information, or the presence of any disability. Indicate below the methods you will employ to ensure that this policy is communicated to your employees, if applicable.

_____ affirms compliance with the City of Olympia's nondiscrimination ordinance and contract provisions. **Please check all that apply:**

- ☐ Nondiscrimination provisions are posted on printed material with broad distribution (newsletters, brochures, etc.).
What type, and how often? _____
- ☐ Nondiscrimination provisions are posted on applications for service.
- ☐ Nondiscrimination provisions are posted on the agency's web site.
- ☐ Nondiscrimination provisions are included in human resource materials provided to job applicants and new employees.
- ☐ Nondiscrimination provisions are shared during meetings.
What type of meeting, and how often? _____
- ☐ If, in addition to two of the above methods, you use other methods of providing notice of nondiscrimination, please list:

- ☐ If the above are not applicable to the contract agency or vendor, please check here and sign below to verify that you will comply with the City of Olympia's nondiscrimination ordinance.

Failure to implement the measures specified above or to comply with the City of Olympia's nondiscrimination ordinance constitutes a breach of contract.

By signing this statement, I acknowledge compliance with the City of Olympia's nondiscrimination ordinance.

(Signature)

(Date)

Print Name of Person Signing

Alternative Section for Sole Proprietor: I am a sole proprietor and have reviewed the statement above. I agree not to discriminate against any client, or any future employees, based on any legally protected status.

(Sole Proprietor Signature)

(Date)

EXHIBIT C
EQUAL BENEFITS COMPLIANCE DECLARATION

Contractors or consultants on City agreements or contracts estimated to cost \$50,000 or more shall comply with Olympia Municipal Code, Chapter 3.18. This provision requires that if contractors or consultants provide benefits, they do so without discrimination based on age, sex, race, creed, color, sexual orientation, national origin, or the presence of any physical, mental or sensory disability, or because of any other status protected from discrimination by law. Contractors or consultants must have policies in place prohibiting such discrimination, prior to contracting with the City.

I declare that the Consultant listed below complies with the City of Olympia Equal Benefits Ordinance, that the information provided on this form is true and correct, and that I am legally authorized to bind the Consultant.

Consultant Name

Signature

Name (please print)

Date

Title



City Council

Approval of a Resolution Authorizing the Purchase of Real Estate Owned by Barbara J. Pettus

Agenda Date: 10/29/2019
Agenda Item Number: 4.I
File Number: 19-0978

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

Title

Approval of a Resolution Authorizing the Purchase of Real Estate Owned by Barbara J. Pettus

Recommended Action

Committee Recommendation:

Not referred to a committee.

City Manager Recommendation:

Move to approve the resolution authorizing the purchase of real estate owned by Barbara J. Pettus and authorizing the Interim City Manager to execute all documents necessary to acquire 5.08 acres of real estate from Barbara J. Pettus as Trustee of the Terry M. Sunberg Testamentary Trust.

Report

Issue:

Whether to approve the purchase of real estate from Barbara J. Pettus for a future park site.

Staff Contact:

Laura Keehan, Planning & Design Manager, Parks, Arts & Recreation, 360.570.5855
Mark Barber, City Attorney, 360.753.8338

Presenter(s):

None - Consent Calendar Item.

Background and Analysis:

Barbara J. Pettus, as Trustee of the Terry M. Sunberg Testamentary Trust (Seller) owns a 5.08-acre property located at 2535 28th Avenue NW, Assessor Parcel No. 66000001500 (see attached Property Location Map).

The City would like to purchase this property to expand its inventory of park sites. A neighborhood park has been an acquisition need in this area for some time and this location was identified for a future neighborhood park in the 2016 Parks Plan.

Staff has concluded negotiations with the Seller, and has prepared the Real Estate Purchase and

Sale Agreement attached to this staff report. The purchase price is \$139,900.

Neighborhood/Community Interests (if known):

Park land acquisition has been a high priority in Olympia for many years as demonstrated by voter support of tax measures for park land acquisition.

Options:

1. Approve the resolution authorizing the Interim City Manager to execute all documents necessary to acquire 5.08 acres of real estate from Barbara J. Pettus.
2. Do not authorize the purchase of real estate from Barbara J. Pettus.
3. Direct staff to seek other options to satisfy the City's need for neighborhood park acreage.

Financial Impact:

Land Acquisition funds allocated in the 2019 Capital Facilities Plan will be used for this acquisition.

Attachments:

Resolution

Purchase and Sale Agreement

Property Location Map

RESOLUTION NO. _____

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF OLYMPIA, WASHINGTON,
AUTHORIZING A REAL ESTATE PURCHASE AND SALE AGREEMENT BETWEEN THE CITY OF
OLYMPIA AND BARBARA J. PETTUS FOR A PUBLIC NEIGHBORHOOD PARK**

WHEREAS, the City desires to expand its inventory of neighborhood park acreage; and

WHEREAS, Barbara J. Pettus, as her separate estate and as Trustee of the Terry M. Sundberg Testamentary Trust, owns real property located at 2535 – 28th Avenue NW, in Olympia, Washington, consisting of 5.08 acres, more or less (the Pettus Property); and

WHEREAS, purchase of the Pettus Property will expand the City's inventory of neighborhood park sites, a need identified for this area in the 2016 Parks Plan; and

WHEREAS, the City and Barbara J. Pettus have negotiated terms and conditions for the City's purchase of the Pettus Property; and

WHEREAS, the Olympia City Council hereby accepts terms, among others, to purchase the Pettus Property for One Hundred Thirty-Nine Thousand Nine Hundred Dollars and No Cents (\$139,900.00) U.S;

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

1. The Olympia City Council hereby accepts the terms and conditions negotiated with Barbara J. Pettus to purchase the real property located at 2535 – 28th Avenue NW, in Olympia, Washington, for neighborhood park acreage upon the agreed terms within the real estate purchase and sale agreement.
2. Assistant City Manager/Interim City Manager, Steven J. Burney, is directed and authorized to execute all documents necessary to purchase the aforesaid real property from Barbara J. Pettus, upon the terms and conditions negotiated in the real estate purchase and sale agreement, and to make any minor modifications consistent with the intent of the agreement as may be necessary, or to correct any clerical or scrivener's errors.


PASSED BY THE OLYMPIA CITY COUNCIL this _____ day of October 2019.

MAYOR

ATTEST:

CITY CLERK

APPROVED AS TO FORM:



CITY ATTORNEY

REAL ESTATE PURCHASE AND SALE AGREEMENT

This REAL ESTATE PURCHASE AND SALE AGREEMENT ("Agreement") is between the City of Olympia, a municipality organized under the laws of the State of Washington ("Buyer"), and Barbara J. Pettus, as her separate estate, and Barbara J. Pettus, as Trustee of the Terry M. Sunberg Testamentary Trust, ("Seller"), jointly referred to as "the Parties." This Agreement shall not be effective until the "Effective Date" (as defined in Paragraph 17.16 below).

RECITALS

Seller is the owner of certain real property located in **Thurston County, Washington**, consisting of approximately 5.08 acres, more or less, and more particularly described on **Exhibit "A"** (legal description) and as shown on **Exhibit "B"** (sketch) attached hereto and by this reference incorporated herein.

Buyer has determined that the Property is suitable for a public park for recreation and open space purposes for the citizens and residents of the City of Olympia.

The signatories to this Agreement acknowledge they are authorized to execute associated documents, to correct legal descriptions if need be, and to correct scrivener's errors and other errors or omissions that are otherwise in substantial conformance with this Agreement.

The Parties now enter into this Agreement to memorialize the terms and conditions under which Seller will sell the Property to Buyer.

NOW, THEREFORE, in consideration of the mutual covenants and conditions contained herein, and for other good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, the Parties agree as follows:

1. Property. Subject to the terms and conditions of this Agreement, Seller agrees to sell and convey to Buyer, and Buyer agrees to purchase from Seller, the following:

1.1 Land. The approximately 5.08 acres, more or less, constituting the Property legally described on **Exhibit "A"** to this Agreement and generally shown on a sketch attached as **Exhibit "B"** to this Agreement.

1.2 Appurtenances. All rights, privileges, and easements appurtenant to the Property owned by Seller, including without limitation any and all leases, subleases, easements, water, timber or mineral rights, rights-of-way and other appurtenances, including any buildings, structures or fixtures used in connection with the beneficial use and enjoyment of the Property (the "Appurtenances").

The Property and Appurtenances described in Paragraph 1 above are collectively referred to in this Agreement as the "Property."

2. Escrow. Within five (5) business days of the Effective Date of this Agreement, the Parties shall confirm that an escrow account is opened for the transaction contemplated by this Agreement with Thurston County Title Company (in such capacity, "Escrow Company"). Darla Wilkins or another designee of Escrow Company will serve as escrow agent for Closing of this Agreement ("Escrow Agent"). The Parties shall deliver a fully executed copy of this Agreement to Escrow Agent.

3. Purchase Price. The purchase price to be paid by Buyer to Seller for the Property (the "Purchase Price") is **One Hundred Thirty-Nine Thousand Nine Hundred Dollars and 00/100 Cents (\$139,900.00) U.S.**

4. Payment of Purchase Price. On the Closing Date, Buyer shall deposit with Escrow Agent the amount of the Purchase Price, less any amounts to be credited against the Purchase Price pursuant to this Agreement.

5. Closing Date. The Closing (the "Closing") of the purchase and sale of the Property under this Agreement shall be held at the offices of the Escrow Company, and shall occur on a date no later than thirty (30) days after the Effective Date of this Agreement (the "Closing Date"), unless another time is agreed to in writing between the Parties. Closing shall occur when the Deed (as hereinafter defined) to Buyer is executed and recorded, and the Purchase Price is delivered to the Escrow Company for delivery to Seller. Notwithstanding anything above to the contrary, in all events, the Closing must occur on or before December 31, 2019.

6. Title and Survey Matters.

6.1 Title Binder. Buyer shall order a preliminary commitment for an ALTA owner's standard coverage title insurance policy provided by Thurston County Title Insurance Company ("Title Company") describing the Property, showing all matters of record pertaining to the Property and listing Buyer as the prospective named insured. Following the mutual execution of this Agreement, Buyer shall obtain from Title Company a written supplemental report to such preliminary commitment in a form acceptable to Buyer, updating the preliminary commitment to the execution date of the Agreement. Such preliminary commitment, supplemental reports and true, correct and legible copies of all documents referred to in such preliminary commitment and supplemental reports as conditions or exceptions to title to the Property are collectively referred to herein as the "Title Binder."

6.2 Title Review. Within ten (10) business days after Buyer's receipt of the updated Title Binder, Buyer shall review the Title Binder and any surveys of the Property, and shall notify Seller what exceptions to title, if any, affect the marketability or insurability of the title to the Property or which adversely affect the use of the Property (the "Title Review Period"). If no title matters appear in the updated Title Binder since the initial preliminary commitments, then the Parties shall proceed to Closing as set forth in this Agreement. If any title matters appear and Buyer objects to any of the same during the Title Review Period, then Seller shall have ten (10) business days after receiving Buyer's objections to notify Buyer if Seller will remove any of the exceptions objected to prior to the Closing Date or if Seller elects not to remove such objected to

exceptions. If Seller shall fail to remove any such exceptions objected to by Buyer from title prior to the Closing Date, and Buyer is unwilling to take title subject thereto, Buyer may elect to either terminate this Agreement, or take title despite the existence of such exception. If Buyer elects to terminate, neither Buyer nor Seller shall have any further liabilities, obligations or rights with regard to this Agreement which shall then become null and void and of no further force or effect.

6.3 Title Policy. At Closing, Seller and Buyer shall cause Title Company to issue a standard ALTA owner's policy ("Title Policy") to Buyer, at Seller's cost. The Title Policy shall (a) be satisfactory to Buyer, (b) be issued in the amount of the total Purchase Price and (c) insure fee simple, indefeasible title to the Property in Buyer. The Title Policy shall contain endorsements as Buyer may require. Buyer's obligation to close this transaction shall be contingent on Buyer's approval, in its sole and absolute discretion of the Title Policy required under this Paragraph 6.

7. Conditions and/or Contingencies to Buyer's Obligations.

7.1 Documents and Reports. Within seven (7) business days after the execution and delivery of this Agreement (the "Document Delivery Date"), Seller shall deliver to Buyer copies of the documents and reports listed on attached **Exhibit "C"** to this Agreement and in Seller's possession. Seller shall certify to Buyer, as of the Document Delivery Date, as to any documents listed on **Exhibit "C"** not in Seller's possession.

7.2 Inspection of the Property. Buyer shall have the right and permission from the date Seller signs this Agreement through the Closing Date (or earlier termination of this Agreement) to enter upon the Property or any part thereof at all reasonable times and from time to time for the purpose, at Buyer's cost and expense, of making all tests and/or studies of the Property that Buyer may wish to undertake, including, without limitation, soils tests (including borings), toxic and hazardous waste studies, surveys, structural studies and review of zoning, fire, safety and other compliance matters; provided, however, Buyer shall indemnify and hold harmless Seller from and against any mechanic's or other liens or claims that may be filed or asserted against the Property or Seller as a direct result of any actions taken by Buyer in connection with the Property, including but not limited to permitting Seller to review a written description of Buyer's proposed testing and work to ensure same is properly done and will not exacerbate any existing condition of contamination on the property. Buyer shall also provide Seller with a copy of all soil or environmental test results for the property upon Seller's request. Buyer shall reasonably restore the Property to its condition immediately prior to any invasive testing. The effect of the representations and warranties made by Seller in this Agreement shall not be diminished or deemed to be waived by any inspections, tests or investigations made by Buyer or its agents.

7.3 Appraisal of the Property. Buyer shall have the right to obtain an appraisal. Buyer's appraiser may enter onto the property as is necessary to appraise the Property.

7.4 Approval of Property/Feasibility Contingency. Buyer's obligation to purchase the Property shall be subject to and contingent upon Buyer's approval, in its sole and absolute discretion, prior to the expiration of the Contingency Period, of all aspects of the

Property, including, without limitation, the physical condition of the Property and documents delivered by Seller pursuant to Paragraph 7.1 above, or otherwise obtained by Buyer regarding the Property. Buyer's approval and obligation to purchase the Property under this paragraph shall be twenty-one (21) business days from the last date this Agreement was executed by a Party to sign same.

7.5 Contingency/Feasibility Period. As used herein, the term "Contingency or Feasibility Period" shall be twenty-one (21) business days from the last date this Agreement was executed by a Party to sign same.

7.6 Buyer's Right to Terminate. If Buyer's conditions set forth in Paragraph 7.4 above are not satisfied in Buyer's sole and absolute discretion, Buyer shall have the right to terminate this Agreement by sending written notice to Seller and Escrow Agent (such notice referred to as a "Termination Notice") prior to the expiration of the Contingency/Feasibility Period. If Buyer gives its Termination Notice to Seller, this Agreement shall terminate and neither Buyer nor Seller shall have any further liability to the other under this Agreement.

7.7 Additional Closing Conditions. Buyer's obligation to purchase the Property shall also be subject to the following conditions that must be satisfied as of Closing.

(i) Prior to Closing, all Contracts (whether written or oral), with respect to the Property shall be terminated in writing, except for any Assumed Contracts. Seller shall provide Buyer, prior to Closing, with written termination agreements with respect to all Contracts, in a form acceptable to Buyer;

(ii) All representations and warranties of Seller contained herein, to the best of Seller's knowledge, shall be true, accurate and complete at the time of the Closing as if made again at such time;

(iii) Seller shall have performed all obligations to be performed by it hereunder on or before Closing (or, if earlier, on or before the date set forth in this Agreement for such performance);

(iv) At Closing, title to the Property shall be in the condition required by Paragraph 6 of this Agreement and Escrow Agent shall deliver the Title Policy to Buyer; and

(v) At Closing, the forest and ground cover shall be substantially the same as on the date hereof, ordinary wear and tear excepted.

If the conditions set forth in this Paragraph 7 are not satisfied as of Closing and Buyer does not waive the same, Buyer may terminate this Agreement, and thereafter neither Buyer nor Seller shall have any further liability to the other under this Agreement.

8. Seller's Representations and Warranties. Seller hereby makes the following representations and warranties, to the best of Seller's knowledge, which representations and warranties shall be deemed made by Seller to Buyer also as of the Closing Date:

8.1 Title. Seller is the sole owner of the Property, except for reservations of record. At Closing, Seller shall convey the entire fee simple estate and right, title and interest in and to the Property by statutory warranty deed to Buyer, free and clear of unapproved encumbrances of record.

8.2 Compliance with Law; Compliance with Property Restrictions. The Property complies in all material respects (both as to condition and use) with all applicable statutes, ordinances, codes, rules and regulations of any governmental authority having jurisdiction over the Property related to zoning, building, subdivision, and engineering.

8.3 Bankruptcy, etc. No bankruptcy, insolvency, rearrangement or similar action involving Seller or the Property, whether voluntary or involuntary, is pending, threatened, by a third party, or contemplated by Seller.

8.4 Taxes and Assessments. Other than amounts disclosed by the Title Binder, no other property taxes have been or will be assessed against the Property for the current tax year, and there are no general or special assessments or charges that have been levied, assessed or imposed on or against the Property.

8.5 Foreign Person. Seller is not a foreign person and is a "United States Person" as such term is defined in Section 7701(a) (30) of the Internal Revenue Code of 1986, as amended (the "Code") and shall deliver to Buyer prior to the Closing an affidavit evidencing such fact and such other documents as may be required under the Code.

8.6 Mechanics' Liens. No labor, material or services have been furnished in, on or about the Property or any part thereof as a result of which any mechanics', laborer's or materialmen's liens or claims might arise.

8.7 Underground Storage Tanks. Seller has no knowledge of (a) subterranean storage or underground storage tanks that exist on the Property, and (b) any previously existing underground storage tanks that have been removed or filled in compliance with applicable law. If there had been an underground storage tank on the site, to the best of Seller's knowledge, the tank was decommissioned in compliance with applicable law.

8.8 Leases and Other Agreements. Seller represents that there are no leases, occupancy agreements, service agreements, licenses, easements, or option agreements with regard to the Property, except those of record or disclosed pursuant to Paragraph 7.1.

8.9 Assumption of Liabilities. Buyer, by virtue of the purchase of the Property, will not be required to satisfy any obligation of Seller arising prior to the Closing Date.

8.10 **Defaults.** Seller is not in default and there has occurred no uncured event which, with notice, the passage of time or both would be a default, under any contract, agreement, lease, encumbrance, or instrument pertaining to the Property.

8.11 **Utilities.** The Property may or may not be served by water, storm and sanitary or septic sewer, electricity, and telephone supplied directly to the Property by facilities of public utilities. All such utilities are located within the boundaries of the Property or within lands dedicated to public use or within recorded easements for the same.

8.12 **Public Improvements.** Seller has no knowledge of any federal, state, county, municipal or other governmental plans to change the road system in the vicinity of the Property.

8.13 **Subdivision.** The conveyance of the Property will not constitute a violation of any subdivision ordinance. The improvements on the Property comply in all material respects with all applicable subdivision ordinances and statutes.

8.14 **Due Authority.** Seller and Buyer have all requisite power and authority to execute and deliver this Agreement and to carry out its obligations hereunder and the transactions contemplated hereby. This Agreement has been, and the documents contemplated hereby will be, duly executed and delivered by Seller and Buyer and constitute their legal, valid and binding obligation enforceable against Seller and Buyer in accordance with its terms.

8.15 **No Omissions.** The copies of any documents furnished to Buyer in connection with this transaction are true and complete copies of the documents they purport to be and contain no untrue statement of material fact and do not omit to state any material facts necessary to make the statements contained therein not misleading.

9. Covenants of Seller. Seller covenants and agrees as follows:

9.1 **Perform Obligations.** From the date of this Agreement to the Closing Date, Seller will perform any monetary and non-monetary obligations it has regarding the Property.

9.2 **No Liens.** From the date of this Agreement to the Closing Date, Seller will not allow any lien to attach to the Property, nor will Seller grant, create, or voluntarily allow the creating of, or amend, extend, modify or change, any easement, right-of-way, encumbrance, restriction, covenant, lease, license, option or other right affecting the Property or any part thereof without Buyer's written consent first having been obtained.

9.3 **Provide Further Information.** From the date of this Agreement to the Closing Date, Seller will notify Buyer of each event of which Seller becomes aware affecting the Property or any part thereof immediately upon learning of the occurrence of such event.

10. Closing.

10.1 **Time and Place.** Provided that all the contingencies set forth in this Agreement have been previously fulfilled, the Closing shall take place at the place and time determined as set forth in Paragraph 5 of this Agreement.

10.2 **Documents to be Delivered by Seller.** For and in consideration of, and as a condition precedent to the payment to Seller of the Purchase Price, Seller shall obtain and deliver to Buyer at Closing the following documents (all of which shall be duly executed and acknowledged where required):

(i) **Title Documents.** Such other documents, including, without limitation, lien waivers, indemnity bonds, indemnification agreements, and certificates of good standing as shall be required by Buyer, or by the Title Company as a condition to its insuring Buyer's good and marketable fee simple title to the Property.

(ii) **Authority.** Such evidence as the Title Company shall require as to authority of Seller to convey the Property to Buyer.

(iii) **Surveys and Drawings.** All surveys, site plans and plans and specifications relating to the Property as are in the possession or control of Seller, if any.

(iv) **Assignment.** Seller and Buyer agree any assignment of Buyer's rights under this Agreement shall be subject to Seller's approval, which shall not be unreasonably withheld, conditioned or denied.

(v) **Warranty Deed.** A statutory warranty deed ("Deed") conveying to Buyer a good, marketable and indefeasible title in fee simple absolute to the Property in the form set forth in **Exhibit "D"** attached hereto.

10.3 **Payment of Costs.** At Closing, Seller shall pay all charges for title insurance for a standard ALTA owner's title policy insuring Buyer's title, one-half of the escrow fee, the recording fee, the technology fee, and real property excise taxes. Buyer shall pay one-half of the escrow fee.

10.4 **Taxes.** Buyer is exempt from payment of real property excise taxes for the Property pursuant to WAC 458-61A-205(3).

10.5 **Monetary Liens.** Seller shall pay or cause to be satisfied at or prior to Closing all monetary liens on or with respect to all or any portion of the Property, including, but not limited to, mortgages, deeds of trust, security agreements, assignments of leases, rents and/or easements, judgment liens, tax liens (other than those for taxes not yet due and payable) and financing statements, except where Seller is exempt by statute or administrative rule or regulation.

10.6 Possession. Possession of the Property shall be delivered to Buyer at Closing. The Property, including without limitation the improvements, if any, shall be delivered to Buyer in good order.

10.7 Proration. All amounts required to be prorated hereunder as of Closing, shall be calculated as if Buyer were in possession of the Property as of the date of Closing.

11. Environmental.

11.1 Notwithstanding anything to the contrary in this Agreement or otherwise, the Parties agree that Seller shall have no obligation to defend, indemnify, or hold Buyer harmless with respect to any loss, liability, claim, demand, damage, or expense of any kind, including attorneys' fees, costs, and expenses (collectively, "Loss") arising (a) out of the release or threatened release of Hazardous Substances on, under, above, or about the Property after Closing, or (b) out of the past release or threatened release of any Hazardous Substance on, under, above, or about the Property caused or contributed to by Buyer, or any employee, agent, tenant, or contractor of Buyer.

11.2 Definitions. The term "Hazardous Substance" includes without limitation (a) those substances included within the definitions of "hazardous substances," "hazardous materials," "toxic substances," "hazardous wastes," or "solid wastes" in any Environmental Law; (b) petroleum products and petroleum byproducts; (c) polychlorinated biphenyls; (d) chlorinated solvents; and (e) asbestos. The term "Environmental Law" includes any federal, state, municipal or local law, statute, ordinance, regulation, order or rule pertaining to health, industrial hygiene, environmental conditions, or hazardous substances.

12. Indemnification. Seller shall pay, protect, pay the defense costs of, indemnify and hold Buyer and their successors and assigns harmless from and against any and all loss, liability, claim, damage and expense suffered or incurred by reason of (a) the breach of any representation, warranty or agreement of Seller set forth in this Agreement, (b) the failure of Seller to perform any obligation required by this Agreement to be performed by Seller, (c) the ownership, maintenance, and/or operation of the Property by Seller prior to the Closing not in conformance with this Agreement, or (d) any injuries to persons or property from any cause occasioned in whole or in part by any acts or omissions of the Seller, her representatives, employees, contractors or suppliers that occurred before Closing; provided, however, that nothing in this Paragraph 12 applies to Losses arising out of the presence of Hazardous Substances on, under, above, or about the Property, including Hazardous Substances that migrate or migrated to or from the Property except as specifically provided in Paragraph 11 above.

13. Condemnation. In the event of any commenced, to be commenced or consummated proceedings in eminent domain or condemnation (collectively "Condemnation") respecting the Property or any portion thereof, Buyer may elect, by written notice to Seller, to terminate this Agreement and the escrow created pursuant hereto and be relieved of its obligation to purchase the Property. If Buyer terminates this Agreement neither Buyer nor Seller shall have any further liability to the other hereunder. If Buyer fails to make such election prior to the Closing Date, this Agreement shall continue in effect, there shall be no reduction in the Purchase

Price, and Seller shall, prior to the Closing Date, assign to Buyer, by an assignment agreement in form and substance satisfactory to Buyer, Seller's entire right, title and interest in and to any condemnation award or settlement made or to be made in connection with such Condemnation proceeding. Buyer shall have the right at all times to participate in all negotiations and dealings with the condemning authority and approve or disapprove any proposed settlement in respect to such matter. Seller shall forthwith notify Buyer in writing of any such Condemnation respecting the Property.

14. Casualty. If any fire, windstorm or casualty occurs and materially affects all or any portion of the Property on or after the date of this Agreement and prior to the Closing, Buyer may elect, by written notice to Seller, to terminate this Agreement and the escrow created pursuant hereto and be relieved of its obligation to purchase the Property. If Buyer terminates this Agreement neither Buyer nor Seller have any further liability to the other hereunder. If Buyer fails to make such election prior to the Closing Date, this Agreement shall continue in effect, the Purchase Price shall be reduced by the amount of loss or damage occasioned by such casualty not covered by insurance, and Seller shall, prior to the Closing Date, assign to Buyer, by an assignment agreement in form and substance satisfactory to Buyer, its entire right, title and interest in and to all insurance claims and proceeds to which Seller may be entitled in connection with such casualty. Buyer shall have the right at all times to participate in all negotiations and other dealings with the insurance carrier providing such coverage and to approve or disapprove any proposed settlement in respect to such matter. Seller shall forthwith notify Buyer in writing of any such casualty respecting the Property.

15. Notices. Unless applicable law requires a different method of giving notice, any and all notices, demands or other communications required or desired to be given hereunder by any party (collectively, "Notices") shall be in writing and shall be validly given or made to another party if delivered either personally or by Federal Express, UPS, USPS or other overnight delivery service of recognized standing, or if deposited in the United States mail, certified, registered, or express mail with postage prepaid. If such Notice is personally delivered, it shall be conclusively deemed given at the time of such delivery. If such Notice is delivered by Federal Express or other overnight delivery service of recognized standing, it shall be deemed given twenty-four (24) hours after the deposit thereof with such delivery service. If such Notice is mailed as provided herein, such shall be deemed given forty-eight (48) hours after the deposit thereof in the United States mail. Each such Notice shall be deemed given only if properly addressed to the party to whom such notice is to be given as follows:

To Buyer:	Steven J. Burney, Interim City Manager City of Olympia 601 4 th Ave E Olympia, WA 98501 Email: jburney@ci.olympia.wa.us
-----------	--

With a copy to: Mark Barber, City Attorney
City of Olympia
601 4th Ave E
Olympia, WA 98501
Email: mbarber@ci.olympia.wa.us

To Seller: Barbara J. Pettus
469 Calle Cadiz, Unit H
Laguna Woods, CA 92637
Email: bpettus61@gmail.com

With a copy to: Michael Fisk
Van Dorm Realty
1530 Black Lake Blvd SW, Suite F
Olympia, WA 98502
Email: fiskmichael@comcast.net

Any party hereto may change its address for receiving notices as herein provided by a written notice given in the manner aforesaid to the other party hereto.

16. Event of Default. In the event of a default under this Agreement by Seller (including a breach of any representation, warranty or covenant set forth herein), Buyer shall be entitled, in addition to all other remedies, to seek monetary damages and specific performance of Seller's obligations hereunder.

17. Miscellaneous.

17.1 Applicable Law. This Agreement shall in all respects, be governed by the laws of the State of Washington.

17.2 Further Assurances. Each of the Parties shall execute and deliver any and all additional papers, documents and other assurances, and shall do any and all acts and things reasonably necessary in connection with the performance of its obligations hereunder, to carry out the intent of the Parties hereto.

17.3 Modification or Amendment, Waivers. No amendment, change or modification of this Agreement shall be valid, unless in writing and signed by all of the Parties hereto. No waiver of any breach of any covenant or provision in this Agreement shall be deemed a waiver of any preceding or succeeding breach thereof, or of any other covenant or provision in this Agreement. No extension of time for performance of any obligation or act shall be deemed an extension of the time for performance of any other obligation or act.

17.4 Successors and Assigns. All of the terms and provisions contained herein shall inure to the benefit of and shall be binding upon the Parties hereto and their respective heirs, legal representatives, successors and assigns. Any assignment shall be subject to Seller's approval, which shall not be unreasonably withheld, conditioned or denied. Buyer must notify

and, if required, request approval by Sellers of any such assignment prior to the Closing. Any such assignee shall for all purposes be regarded as Buyer under this Agreement.

17.5 Entire Agreement and No Third Party Beneficiaries. This Agreement constitutes the entire understanding and agreement of the Parties with respect to its subject matter and any and all prior agreements, understandings or representations with respect to its subject matter are hereby canceled in their entirety and are of no further force or effect. The Parties do not intend to confer any benefit under this Agreement to any person, firm or corporation other than the Parties.

17.6 Attorneys' Fees. Should either party bring suit to enforce this Agreement, the prevailing party in such lawsuit shall be entitled to an award of its reasonable attorneys' fees and costs incurred in connection with such lawsuit.

17.7 Construction. Captions are solely for the convenience of the Parties and are not a part of this Agreement. This Agreement shall not be construed as if it had been prepared by one of the Parties, but rather as if both Parties had prepared it. If the date on which Buyer or Seller are required to take any action under the terms of this Agreement is not a business day, the action shall be taken on the next succeeding business day.

17.8 Partial Invalidity. If any term or provision of this Agreement or the application thereof to any person or circumstance shall, to any extent, be invalid or unenforceable, the remainder of this Agreement, or the application of such term or provision to persons or circumstances other than those as to which it is held invalid or unenforceable, shall not be affected thereby; and each such term and provision of this Agreement shall be valid and be enforced to the fullest extent permitted by law.

17.9 Survival. The covenants, agreements, obligations to indemnify, representations and warranties made in this Agreement shall survive the Closing unimpaired and shall not merge into the Deed and the recordation thereof.

17.10 Finders' or Brokers' Fees. Seller represents and warrants that if she has engaged the services of any broker or finder to which a commission or other fee is due in connection with any of the transactions contemplated by this Agreement, that Seller shall pay such fee in connection with the transactions contemplated by this Agreement. Seller agrees to indemnify, defend and hold harmless Buyer against any loss, liability, damage, cost, claim or expense, including interest, penalties and reasonable attorneys' fees that Buyer shall incur or suffer by reason of a breach by Seller of the representation and warranty set forth above.

17.11 Time. Time is of the essence of every provision of this Agreement.

17.12 Risk of Loss. All of Seller's personal property, of any kind or description whatsoever that is on the Property after Closing, shall be at Seller's sole risk of loss.

17.13 Force Majeure. Performance by Seller or Buyer of their obligations under this Agreement shall be extended by the period of delay caused by force majeure. Force

majeure is war, natural catastrophe, strikes, walkouts or other labor industrial disturbance, order of any government, court or regulatory body having jurisdiction, shortages, blockade, embargo, riot, civil disorder, or any similar cause beyond the reasonable control of the party who is obligated to render performance (but excluding financial inability to perform, however caused).

17.14 **Recitals.** The Recitals set forth above are incorporated by this reference into this Agreement and are made a part hereof.

17.15 **Counterparts.** This Agreement may be executed in a number of identical counterparts which, taken together, shall constitute collectively one Agreement; but in making proof of this Agreement, it shall not be necessary to produce or account for more than one such counterpart. Additionally, (i) the signature pages taken from separate individually executed counterparts of this Agreement may be combined to form multiple fully executed counterparts; and (ii) a facsimile signature or an electronically scanned signature, where permitted by law, shall be deemed to be an original signature for all purposes. All executed counterparts of this Agreement shall be deemed to be originals, but all such counterparts, when taken together, shall constitute one and the same Agreement.

17.16 **Effective Date.** The term “date of this Agreement” or “date hereof” or “Effective Date,” as used in this Agreement, shall mean the later of the following dates: (1) the date of Buyer’s signature on this Agreement; or (2) the date of Seller’s signature on this Agreement.

[Signatures appear on the following page]

SELLER:

BARBARA J. PETTUS, as her separate estate, and **BARBARA J. PETTUS**, as Trustee of the Terry M. Sunberg Testamentary Trust

AuthentiSIGN

Barbara J Pettus

10/21/2019 2:01:49 PM PDT
Barbara J. Pettus, as her separate estate, and Barbara J. Pettus, as Trustee of the Terry M. Sunberg Testamentary Trust

Date: 10/21/2019

BUYER:

CITY OF OLYMPIA, a Washington municipal corporation

Steven J. Burney, Interim City Manager

Date: _____

APPROVED AS TO FORM:

Mark Barber

Mark Barber, City Attorney

Date: 10/22/2019

EXHIBIT "A"
LEGAL DESCRIPTION

**THE EAST HALF OF LOT 15 OF OLNEYS GARDEN, AS RECORDED IN VOLUME 7
OF PLATS, PAGE 47 1/2.**

IN THURSTON COUNTY, WASHINGTON.

[BJP]

10/21/2019

BJP

EXHIBIT "B" **GENERAL VICINITY SKETCH**

10/21/2019



EXHIBIT "C"
DOCUMENTS AND REPORTS

1. Copies of all of leases or other occupancy agreements relating to the Property, if any, with originals to be delivered at Closing.
2. Copies of all licenses, permits and approvals, if any, issued by governmental authorities for the use and occupancy of the Property or any facility located thereon.
3. Any other information about the Property reasonably requested by Buyer if in the possession or control of Sellers.
4. Any service contracts or other similar agreements related to the Property.
5. Reports of environmental conditions related to the Property, if any.
6. Surveys, if any.
7. Soils reports, if any.

Seller has no documents or reports to provide to the Buyer.

[BJP]

10/21/2019



10/21/2019

EXHIBIT "D"
FORM OF STATUTORY WARRANTY DEED

AFTER RECORDING MAIL TO:

City of Olympia
Attn: Legal Department
P.O. Box 1967
Olympia WA 98507-1967

Document Title:	Statutory Warranty Deed
Grantor:	Barbara J. Pettus, as her separate estate, and Barbara J. Pettus, as Trustee of the Terry M. Sunberg Testamentary Trust
Grantee:	City of Olympia, a Washington municipal corporation
Abbreviated Legal Description:	PTN 15 OLNEYS GARDEN
Assessor's Tax Parcel Number:	66000001500

The Grantor, **BARBARA J. PETTUS**, as her separate estate, and **BARBARA J. PETTUS**, as Trustee of the Terry M. Sunberg Testamentary Trust, for and in consideration of the sum of TEN and NO/100---(\$10.00) Dollars, and other valuable considerations, in hand paid, hereby conveys and warrants to the Grantee, **CITY OF OLYMPIA**, a Washington municipal corporation, the following described real estate and all rights thereto, situated in the City of Olympia, County of Thurston, in the State of Washington, including all after acquired title:

**THE EAST HALF OF LOT 15 OF OLNEYS GARDEN, AS RECORDED IN
VOLUME 7 OF PLATS, PAGE 47 1/2.**

IN THURSTON COUNTY, WASHINGTON.

Subject to the matters set forth on Exhibit A attached hereto. [Permitted Exceptions to be attached]

DATED this ____ day of _____, 2019.

GRANTOR:

Barbara J. Pettus, as her separate estate, and **Barbara J. Pettus**, as Trustee of the Terry M. Sundberg Testamentary Trust

STATE OF WASHINGTON)
) ss.
COUNTY OF _____)

I certify that I know or have satisfactory evidence that **Barbara J. Pettus**, as and for her separate estate, and **Barbara J. Pettus**, as Trustee of the Terry M. Sundberg Testamentary Trust, is the person who appeared before me, and that said person acknowledged that she signed this instrument, and on oath stated that she is authorized to execute this instrument, and acknowledged it as her free and voluntary act for the uses and purposes mentioned in the instrument.

DATED this _____ day of _____ 2019.

Signature

Name (typed or printed): _____

NOTARY PUBLIC in and for the State of
Washington

Residing at _____

My appointment expires: _____

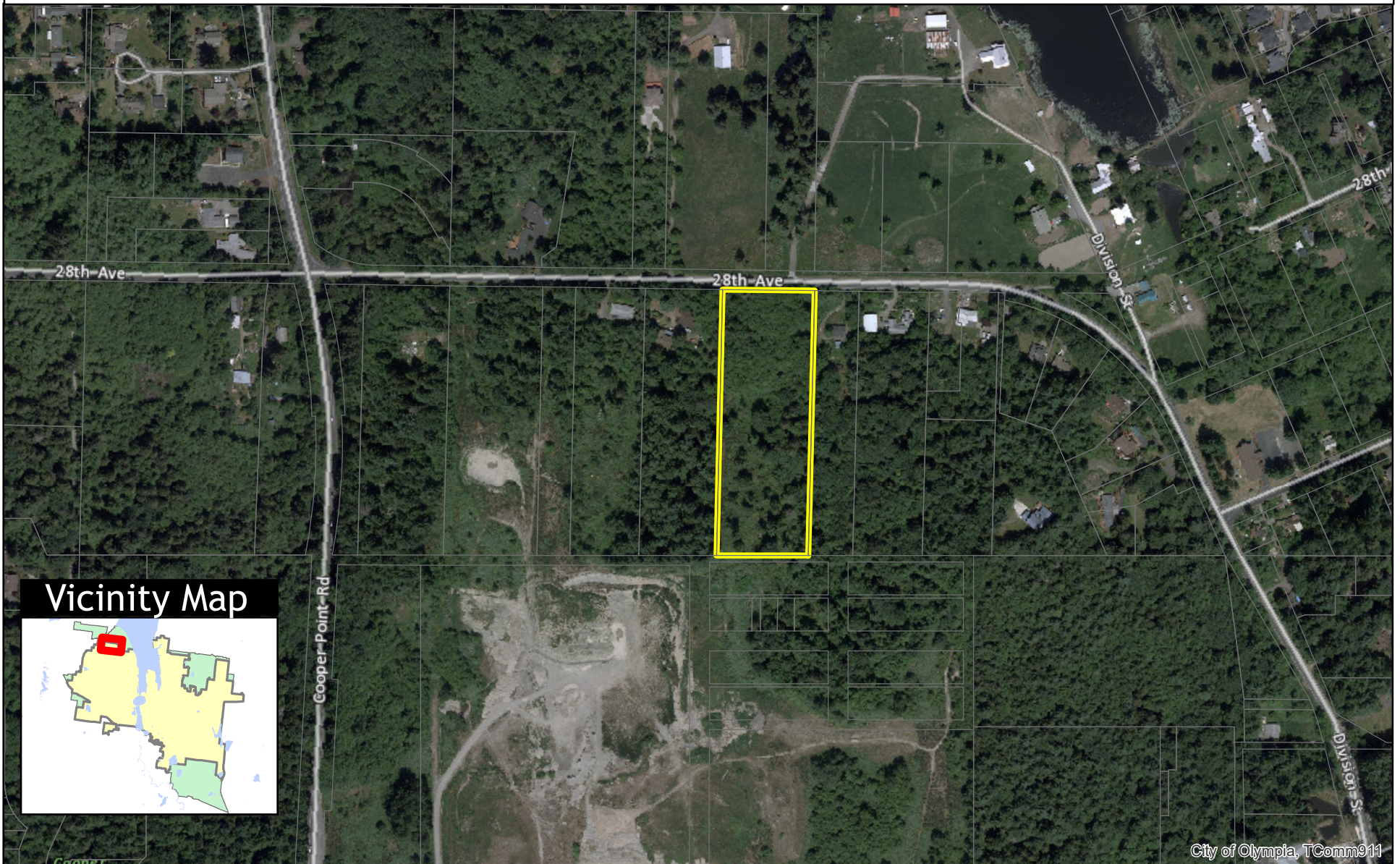
Exhibit A

Permitted Exceptions

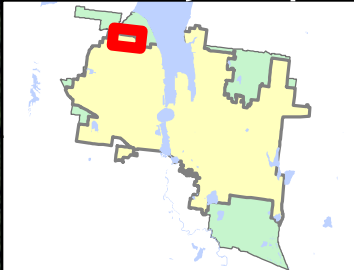


Barbara Pettus Parcel

2535 28th Avenue NW - 5.08 Acres



Vicinity Map



0 250 500
Feet

Map printed 10/22/2019

This map is intended for 8.5x11" landscape printing.

The City of Olympia and its personnel cannot assure the accuracy, completeness, reliability, or suitability of this information for any particular purpose. The parcels, right-of-ways, utilities and structures depicted hereon are based on record information and aerial photos only. It is recommended the recipient and/or user field verify all information prior to use. The use of this data for purposes other than those for which they were created may yield inaccurate or misleading results. The recipient may not assert any proprietary rights to this information. The City of Olympia and its personnel neither accept or assume liability or responsibility, whatsoever, for any activity involving this information with respect to lost profits, lost savings or any other consequential damages.





City Council

Public Hearing on Community Development Block Grant (CDBG) Program Year 2018 Annual Report

Agenda Date: 10/29/2019
Agenda Item Number: 5.A
File Number: 19-0968

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

Title

Public Hearing on Community Development Block Grant (CDBG) Program Year 2018 Annual Report

Recommended Action

Committee Recommendation:

Not referred to a committee.

City Manager Recommendation:

Hold a Public Hearing on the Community Development Block Grant (CDBG) Program Year 2018 (9/1/18 - 8/31/19) Annual Report called the "Consolidated Annual Performance & Evaluation Report (CAPER)" to receive public comments.

Report

Issue:

Whether to hold a Public Hearing on the CDBG Program in Program Year 2018 (9/1/18 - 8/31/19) Annual Report and receive public comments?

Staff Contact:

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

Presenter(s):

Anna Schlecht, Community Service Programs Manager, Community Planning & Development Department

Background and Analysis:

Each year the City reports on the performance of the Community Development Block Grant (CDBG) Program through the "Consolidated Annual Performance & Evaluation Report" known as the CAPER. This report is presented in a short "Citizens Summary" version and the full CAPER format that will ultimately be submitted to the federal Department of Housing and Urban Development (HUD).

This CAPER details the performance of the City's CDBG Program for the Program Year 2018

(September 1, 2018 - August 31, 2019), with the specific accomplishments outlined. The CDBG Program Year 2019 expenditures are summarized in the attached Citizen's Summary, Program Year 2019 Consolidated Annual Performance & Evaluation Report and detailed in the full report, also attached.

The City will hold a 15-day public comment period that will run from October 25, 2019 through 5 pm Tuesday, November 8, 2019 to allow the public to review of the CAPER. Copies of the CAPER were made available online at www.ci.olympia.wa.us <<http://www.ci.olympia.wa.us>>; and paper copies were made available at Olympia City Hall and the Olympia Public Library.

The public was advised on how to submit comments on the CAPER via emailing the City CDBG Program, sending a letter to the Olympia CDBG Program or to attend the public hearing on Tuesday October 29, 2019.

All public comments received will either be included in this staff report, or more recent comments will be placed at each Council member's desk by 5 pm the night of tonight's Council meeting. At this time, no public comment has been received.

Neighborhood/Community Interests (if known):

The federal CDBG Program offers a flexible source of funding to meet a wide variety of affordable housing, social service, economic development and other community development needs. All neighborhoods and community stakeholders have an interest in how CDBG funds are invested in community development programs and projects.

Options:

- 1) Hold a Public Hearing on the Community Development Block Grant Program Year 2018 Annual Report called the "Consolidated Annual Performance & Evaluation Report (CAPER) to receive public comments.
- 2) Do not hold a Public Hearing on the Community Development Block Grant Program Year 2018 Annual Report called the "Consolidated Annual Performance & Evaluation Report (CAPER) and risk federal compliance issues.

Financial Impact:

The CDBG Program Year 2018 Annual CAPER Report details the expenditures of \$567,256.26 in federal CDBG funds.

Attachments:

Draft 2018 CDBG CAPER - Citizens Summary

Draft 2018 CDBG CAPER - Full IDIS Version



Pictured: Family Support Center grand opening



Program Year 2018

Consolidated Annual Performance and Evaluation Report

Sept 1, 2018 - August 31, 2019

CDBG

The Community Development Block Grant (CDBG) is a federally funded program that helps cities and counties provide decent housing, suitable living environment and expands economic opportunities principally for low-to-moderate income people.



olympiawa.gov/CDBG



CDBG@ci.olympia.wa.us

Olympia's Program Year 2018 Consolidated Annual Performance & Evaluation Report

Introduction

The **Consolidated Annual Performance and Evaluation Report** (CAPER) is the City of Olympia's annual report on the **Community Development Block Grant** (CDBG) Program. This report provides information on the activities funded for the Program Year 2018 (herein PY 2018) Action Plan (9/1/18 – 8/31/19), the final year of the City of Olympia's Five-year Consolidated Plan.

Report Format

The full CDBG annual report known as the CAPER is submitted online to the federal Department of Housing and Urban Development (HUD) in a digital format that may be difficult for citizens to understand. A copy of the full CAPER is either attached or available upon request. In the spirit of our Citizen Participation Plan, we offer this **"Citizen's Summary"** to provide key information in a user-friendly format to ensure that our community understands how these federal funds are used.

Availability

The draft CAPER will be available for public comment as follows:

- **Public Comment Period:** 15 Day period running from **Friday, October 25, 2019 – 5 pm Monday, November 8, 2019**
- **Public Hearing:** 7 pm, Monday evening, **October 29, 2019**
- **Collecting Public Comments:** All public comments and corrections will be included in the final CAPER
- **Submittal:** Final CAPER submitted to HUD on or before **November 15, 2019**
- **Available Online:** The CAPER will be available on the City's website located at Olympiawa.gov/CDBG
- **Paper Copies:** Available at City Hall (601 4th Avenue East), the Olympia Timberland Library (313 8th Avenue SE) or by calling City of Olympia staff at 360-753-8183

CDBG Strategic Goals

The City identified five goals to pursue with CDBG funding during the current five-year "CDBG Consolidated Plan" period (PY 2018 – PY 2022). This strategic plan can be viewed at: <http://olympiawa.gov/city-services/housing-social-service.aspx> and is summarized as follows:

- **Housing Rehabilitation (*Highest priority*)**
- **Social (*Public*) Services (*Highest Priority*)**
- **Economic Development**
- **Land Acquisition**
- **Public Facilities**



CDBG was used to fund several community development goals to improve the urban hub – including small business training, micro-enterprise training and downtown safety loans.

Program Year 2018 CDBG Expenditures

The following table represents the current and prior year projects that had fiscal activity during Program Year 2018:

Type	Activity Name (Project Number)	Approved Allocation	Activity Expenditure	Accomplishments
Economic Development	Downtown Safety Program (CPTED**) Consulting (PY2018)	\$2,500	\$0.00	N/A
Economic Development	ADC Downtown Safety Projects (CPTED**) (PY2018)	\$1,000	\$23,905.26	Safety Lighting for 3 businesses & 1 non-profit – 1 FTE Job*
Public Facilities	<i>The Salvation Army Day Center (PY2018)</i>	<i>\$350,000.00**</i>	<i>\$53,345.86**</i>	<i>Funds returned – Project Cancelled</i>
Public Services	CYS Rosie's Place Day Center Staffing (PY2018)	\$45,000 ADC*	\$45,000 \$653.58*	40 people served daily / 5,493 annually
Acquisition	Family Support Center (PY2018)	\$89,000	\$89,000***	Land acquisition for housing development
Social Services	Downtown Ambassador Program (PY2018)	\$55,000 ADC*	\$55,000 \$36.88*	3,414 Homeless/Mentally Ill Street-Dependent Individuals
Economic Development	Enterprise for Equity Micro-Business Training and Assistance (PY2018)	\$20,000 ADC*	\$20,000 \$201.77*	11 LMI Entrepreneurs Trained
Economic Development	EDC Business Training and Assistance (PY2018)	\$30,000	\$22,829.46	1 FTE Job created* (31 Small Businesses trained)
Relocation	Angelus Tenant Relocation (PY2018)	\$61,600	\$57,500****	23 households – Relocation assistance
Economic Development	<i>Tune-Up/Scale-Up Business Training & Technical Assistance (Prior Year - PY2017)</i>	<i>\$25,000</i>	<i>\$24,022.03</i>	<i>1 FTE Job created* (29 Small businesses Assisted)</i>
Economic Development	<i>ODA Business Training & Technical Assistance (PY2017)</i>	<i>\$30,000</i>	<i>\$29,293.01</i>	<i>1 FTE Job* (30 Businesses Assisted)</i>
Housing Rehab	<i>Mollie B Oxford House: Siding & Garage Demo</i>	<i>\$75,000 ADC</i>	<i>\$66,645.44 \$3,313.77</i>	<i>Lead painted siding replaced, garage demolished</i>
Housing Rehab	<i>Sewer Connection - 1111 Lilly Road NE (PY2016)</i>	<i>\$95,000</i>	<i>\$79,250.11</i>	<i>6 Households assisted</i>
Housing Rehab	<i>FFC Sewer Project - 1304 Rogers St NW (PY2017)</i>	<i>\$60,000</i>	<i>\$29,800.03</i>	<i>1 Household assisted</i>
Housing Rehab	<i>McGee Revocable Living Trust - Sewer Connection (PY2017)</i>	<i>\$85,000</i>	<i>\$85,000</i>	<i>6 Households assisted</i>
Required General Admin	Planning & Administration (PY2018-8)	\$100,000	\$100,000	N/A

*Activity Delivery Cost (ADC) activities— costs incurred for implementing and carrying out eligible CDBG activities.

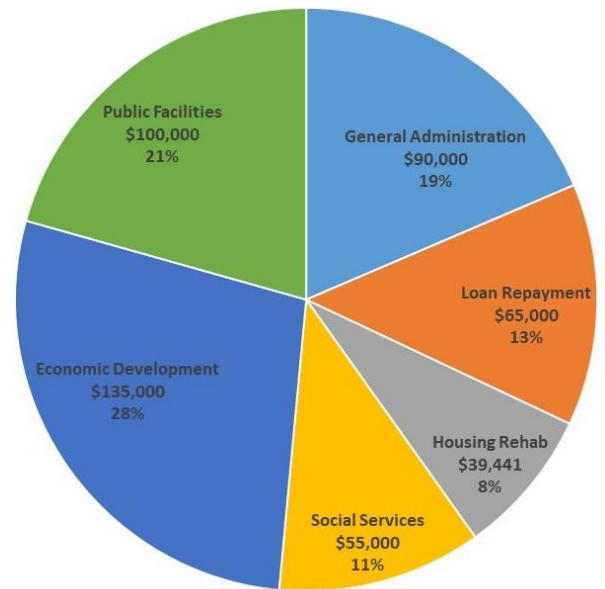
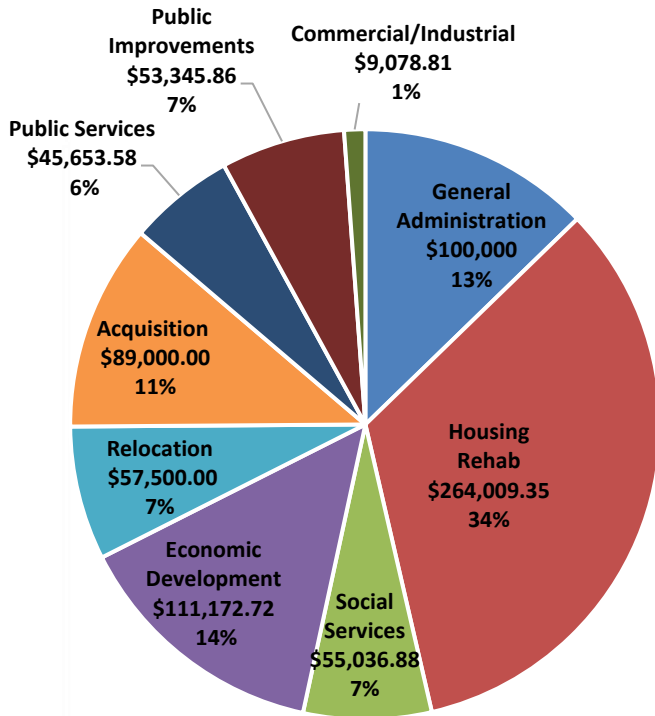
**Salvation Army – Day Center project cancelled, funds to be returned

***Supplemented by \$311,000 in City's former Rental Rehabilitation funds, locally designated for this affordable housing project

Program Year 2018 CDBG Allocations and Expenditures

Program Year 2018 CDBG Allocations by Activity Type

The chart to the right shows the percentage of PY 2018 CDBG funding by activity. While there was a range of activity, the City intended to utilize these CDBG funds to focus on the urban core in general and to improve the business climate.



Actual Expenditures for PY2018

The chart to the left presents the actual expenditures during PY 2018, broken down by the CDBG category, with three large housing projects and one public facility – sewer line project to support a group home for disabled adults. Please see below for some more detailed reports on specific projects.

Financial Resources Leveraged by CDBG

Projects funded with Olympia's CDBG monies also receive funding from other sources, which "leverages" or matches with other fund sources to meet the needs in our community. This chart shows how the **City of Olympia leveraged an additional \$2,226,278** with federal CDBG funds in the amount of \$567,256 (fund sources shown below). The dollar amount in the far right column shows the leverage or match per CDBG dollar. Overall, for every CDBG dollar, an additional \$3.92 was leveraged as shown below:

Fund Source	Fund Amount	Percentage Total Funds	Leverage per CDBG Dollar
Federal: CDBG and Program Income	\$567,256	20%	
Local: City of Olympia Funds	\$575,428	21%	\$1.01
Local: Olympia Home Fund	\$1,000,000	36%	\$1.76
Local CIP* Funds	\$95,850	3%	\$0.17
Private Funds	\$25,000	1%	\$0.04
State Housing Finance Commission Land Acquisition Program	\$530,000	19%	\$0.93
TOTAL	\$2,793,534	100%	

Program Year 2018 Accomplishments

Following are a couple of highlights from the **Program Year 2018 Action Plan**:



Downtown Safety Program – Completed 4 lighting projects, including the street-side of Harlequin Theater

Downtown Safety Program: The City partnered with the Olympia Downtown Association to identify key nighttime walking paths in need of better lighting. This phase of the Downtown Safety Program provided lighting on four (4) buildings in the urban hub. The ultimate goal was to create well-lit walking paths between parking lots and the major theaters and other evening venues in the urban hub. The City allocated a total of \$50,000 and expended **\$23,905 with an additional \$30,000 in projects still underway.**



Community Action Council staff work with displaced resident on relocation

Community Action Council's Displaced Tenant Assistance

Project: The City worked with **Community Action Council and provided Relocation Assistance for 23 out of 28 total households.** (Some households were reluctant to participate in a government-funded project). These households were displaced by a redevelopment project undertaken by the new property owner. The City allocated a total of \$61,600 and expended **\$57,500** in CDBG funds.



Downtown Ambassador Program

The City funded the Downtown Ambassador Program, first through the Capital Recovery Center, then bringing the program in-house. This team provides services and referrals on 3,414 occasions for homeless, mentally ill and street dependent people in Olympia's urban hub. This program is paired with the City-funded Downtown Clean Team that provides downtown clean-up services, including the removal of human waste generated by homeless people and street dependent people. The City allocated and expended the full amount of \$55,000 in CDBG funds.

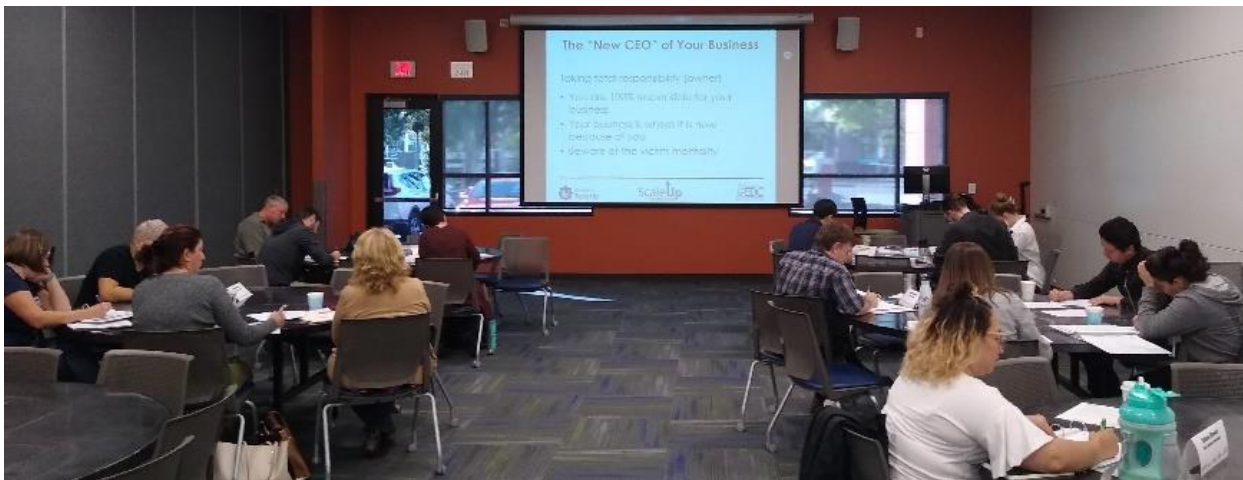
The Downtown Ambassadors provide direct assistance & referrals to street-dependent people in the urban hub

Micro Enterprise Training and Technical Assistance

The City worked with Enterprise for Equity to provide Micro Enterprise training and technical assistance for 11 entrepreneurs. This program fosters economic opportunities by helping low and moderate income entrepreneurs develop and launch sound business plans. The City allocated and expended \$20,000 in CDBG funds.

Small Business Training and Technical Assistance

The City worked with **Center for Business & Innovation** (CBI - a partner of Thurston Economic Development Council) and provided business training & technical assistance for 47 Olympia-based businesses. This training, called the "Scale-up/Tune-Up" Business Training" program created a total of six new (6) jobs. The City allocated \$30,000 to this program and expended \$24,022.03 in CDBG funds.



The CBI "Scale-Up" business training sessions are tailored to strengthen small businesses which in turn create jobs.

Salvation Army Day Center / Community Kitchen Project - **CANCELLED**

Salvation Army cancelled their City-funded agreement for their new Day Center, instead they plan to pursue their project with private funding. This project is designed to double the capacity. This means the City will need to re-allocate the PY 2018 award of \$300,000 along with \$125,000 in the current PY 2019 Annual Action Plan. The City anticipates launching the public process to re-allocate these funds to a new project by the middle of December 2019.

Creation of the Olympia Home Fund

In 2017 the City of Olympia voters passed an affordable housing levy creating the Home Fund. That new sales and use tax increase created \$2.3 million annually for affordable and supportive housing and housing-related purposes including mental health and behavioral health related facilities. The Home Fund can also pay operational costs, maintenance, delivery and evaluation of mental health and housing related services. From the inception, the City intended to align this local housing resource with other resources, like CDBG. Late in 2018 Olympia hired a Home Fund Manager who will oversee this program and collaborate with other local and state affordable housing programs and fund sources.

Accomplishments in the first full year

Establishment of advisory group

In 2019 City Council appointed a volunteer Home Fund Advisory Board. That group includes a broad range of citizens and affected partners who advise the Council and City staff on how best to invest limited housing and related social service dollars to meet the most urgent community needs.

First capital funding round

The Home Fund's first funding round in 2019 received three proposals for affordable housing construction projects that were currently in the Thurston County affordable housing development pipeline. The Home Fund Advisory recommended to City Council that \$1.1 million be awarded to a project that is planning 60 beds of single adult low-barrier shelter and 65 units of supportive housing. That project also has a pending state Housing Trust Fund application and will apply for Low Income Housing Tax Credits later this year.

Operating Investments

Olympia also uses Home Fund dollars to help build and operate a 29 unit tiny home shelter that has already exited nearly ten individuals to permanent housing. Funds were also used to create a sanctioned tent encampment that has improved the County's outreach and engagement in Coordinated Entry.



Devoe II Veterans Housing (50 units) typifies the housing goals of the Home Fund

Plans for 2020

The Home Fund will award another \$1 million for construction in 2020. That funding round will prioritize supportive housing for homeless households, a high need as identified in the *Thurston County Homeless Crisis Response Plan 2019-2024*. The Home Fund Advisory has set a goal of funding 300 new units of supportive housing in Thurston County in the next five years to help address the supportive housing gap that report identified. The Home Fund is intended to leverage the State Housing Trust Fund and tax credit construction funding.

Olympia City Council

Cheryl Selby, Mayor • Jessica Bateman • Jim Cooper • Clark Gilman • Nathaniel Jones • Lisa Parshley • Renata Rollins

City of Olympia Staff | Community Planning & Development Department

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To Request a Copy

To request a copy of this publication in an alternative format, please contact Jessica Pollett at 360.709.2679 or jpollett@ci.olympia.wa.us. First Draft: October 25, 2019

olympiawa.gov/cdbg



CR-05 - Goals and Outcomes

Progress the jurisdiction has made in carrying out its strategic plan and its action plan. 91.520(a)

This could be an overview that includes major initiatives and highlights that were proposed and executed throughout the program year.

In this First year of the current Five (5) Year Consolidated Plan (2018 – 2022), the City has invested CDBG funds in the two priority activities of Land Acquisition for housing development and social services (aka public services). Several other prior year projects were also completed during this program year. One significant activity – the Salvation Army Day Center was cancelled, although it appears likely that this project will continue with private funding. Additionally, the City has maintained an emphasis on economic development through small business training and technical assistance in order to expand economic opportunities.

Comparison of the proposed versus actual outcomes for each outcome measure submitted with the consolidated plan and explain, if applicable, why progress was not made toward meeting goals and objectives. 91.520(g)

Categories, priority levels, funding sources and amounts, outcomes/objectives, goal outcome indicators, units of measure, targets, actual outcomes/outputs, and percentage completed for each of the grantee's program year goals.

Goal	Category	5-Year Plan Source / Amount	Indicator	Unit of Measure	Expected – Strategic Plan	Actual – Strategic Plan	Percent Complete	Expected – Program Year	Actual – Program Year	Percent Complete
Affordable Housing	Affordable Housing	CDBG: \$99441	Public Facility or Infrastructure Activities for Low/Moderate Income Housing Benefit	Households Assisted	10 Renter Units 8 Owner occupied units	0	0%	0	0	0%

Affordable Housing	Affordable Housing	CDBG: \$99441	Rental units rehabilitated	Household Housing Unit	50	10	20%	0	0	0%
Affordable Housing	Affordable Housing	CDBG: \$99441	Homeowner Housing Rehabilitated	Household Housing Unit	10	0	0%	0	0	0%
Economic Development	Non-Housing Community Development	CDBG: \$135000	Facade treatment/business building rehabilitation	Business	0	0	0%	8	4	50%
Economic Development	Non-Housing Community Development	CDBG: \$135000	Jobs created/retained	Jobs	0	30	30%	30	5	17%
Economic Development	Non-Housing Community Development	CDBG: \$135000	Businesses assisted	Businesses Assisted	120	91	72.80%	20	40	200%
Homeless Continuum of Care	Homeless		Homeless Person Overnight Shelter	Persons Assisted	2100	0	0%	0	0	0%
Homeless Continuum of Care	Homeless		Overnight/Emergency Shelter/Transitional Housing Beds added	Beds	30	0	0%	0	0	0%
Homeless Continuum of Care	Homeless		Homelessness Prevention	Persons Assisted	600	0	0%	0	0	0%
Homeless Continuum of Care	Homeless		Housing for Homeless added	Household Housing Unit	150	0	0%	0	0	0%

Public Facilities and Infrastructure	Non-Housing Community Development	CDBG: \$100000	Public Facility or Infrastructure Activities other than Low/Moderate Income Housing Benefit	Persons Assisted	0	3357		0%	0	0%
Public Facilities and Infrastructure	Non-Housing Community Development	CDBG: \$100000	Public service activities other than Low/Moderate Income Housing Benefit	Persons Assisted	0	177		0	0	0%
Public Facilities and Infrastructure	Non-Housing Community Development	CDBG: \$100000	Homeless Person Overnight Shelter	Persons Assisted	0	0	0	0	0	0
Public Facilities and Infrastructure	Non-Housing Community Development	CDBG: \$100000	Overnight/Emergency Shelter/Transitional Housing Beds added	Beds	0	0	0	0	0	0%
Public Facilities and Infrastructure	Non-Housing Community Development	CDBG: \$100000	Homelessness Prevention	Persons Assisted	0	0	0	0	0	0%
Public Facilities and Infrastructure	Non-Housing Community Development	CDBG: \$100000	Buildings Demolished	Buildings	2	0	0%	0	0	0%
Public Services	Non-Homeless Special Needs	CDBG: \$55000	Public service activities other than Low/Moderate Income Housing Benefit	Persons Assisted	700	10770	1,538.57%	7,800	6,646	85%
Public Services	Non-Homeless Special Needs	CDBG: \$55000	Public service activities for Low/Moderate Income Housing Benefit	Households Assisted	0	0	0	0	0	0%

Table 1 - Accomplishments – Program Year & Strategic Plan to Date

Assess how the jurisdiction's use of funds, particularly CDBG, addresses the priorities and specific objectives identified in the plan, giving special attention to the highest priority activities identified.

The two highest priority activities during the PY 2018 Annual Action Plan period were public facilities and housing rehabilitation. Given the 15% cap on public services, the City funded two activities – day center staffing at the Community Youth Services Rosie's Place facility and staffing for the Downtown Ambassador Program which provided critical outreach services to homeless and mentally ill street dependent people.. Affordable Housing was identified as the other priority CDBG Annual Action Plan activity. During PY2018, three affordable activities were undertaken to rehabilitate, or provide critical utility access to preserve 117 existing housing units. In addition to those priorities, the City maintained its emphasis on economic development and three activities were undertaken – a small business training and technical assistance programs that provided training for a total 40 individuals and their businesses. A related activity involved four (4) safety lighting safety projects based on a comprehensive downtown safety assessment intended to enhance the safety of downtown Olympia. Together, these three economic development activities created an aggregate of six (6) new FTE jobs for LMI people. Several other prior year activities were also completed during this program year.

The City did not make progress on the following strategies: No homeowner rehabilitation; fewer jobs created (6 versus the goal of 30); 40 businesses assisted not the goal of 125; no homeless shelters were directly funded; no homeless prevention was directly funded; no new housing units were added; and, no buildings were demolished to remove urban decay or spot blight. The primary reason for falling short of the goals is the limited amount of CDBG funding.

CR-10 - Racial and Ethnic composition of families assisted

Describe the families assisted (including the racial and ethnic status of families assisted).

91.520(a)

	CDBG
White	4,990
Black or African American	197
Asian	233
American Indian or American Native	613
Native Hawaiian or Other Pacific Islander	113
Native & White	84
Asian & White	21
Black & White	248
Native American & Black	10
Other Multi-Racial	143
Total	6,646
Hispanic	1319
Not Hispanic	4,900

Table 2 – Table of assistance to racial and ethnic populations by source of funds

Narrative

The City's CDBG program benefited racial ethnic populations equivalent to our demography. Unfortunately, a significant number of social service beneficiaries of the Downtown Ambassador Program refused to self-identify their race or ethnicity.

CR-15 - Resources and Investments 91.520(a)

Identify the resources made available

Source of Funds	Source	Resources Made Available	Amount Expended During Program Year
CDBG	public – federal	570,702.72	\$567,256.26

Table 3 - Resources Made Available

Narrative

35% of PY 2018 CDBG expenditures (\$138,320.31) were invested in the Downtown core for social services and economic development, while the affordable housing investments were made in other parts of the city.

Identify the geographic distribution and location of investments

Target Area	Planned Percentage of Allocation	Actual Percentage of Allocation	Narrative Description
Downtown & Scattered sites	%84 – Downtown and 16% Scattered Sites	%84 – Downtown and 16% Scattered Sites	

Table 4 – Identify the geographic distribution and location of investments

Narrative

The original PY 2018 Annual Action Plan was intended to focus primarily on downtown Olympia given the high concentration of the lowest income households given the American Community Survey data showing this to be one of the lowest income census areas (Tract 101, Block 1).

Leveraging

Explain how federal funds leveraged additional resources (private, state and local funds), including a description of how matching requirements were satisfied, as well as how any publicly owned land or property located within the jurisdiction that were used to address the needs identified in the plan.

Projects funded with Olympia's CDBG monies also receive funding from other sources, which "leverages" or matches with other fund sources to meet the needs in our community. This chart shows how the **City of Olympia leveraged an additional \$2,226,278** with federal CDBG funds in the amount of \$567,256 (fund sources shown below). The dollar amount in the far right column shows the leverage or match per CDBG dollar. Overall, for every CDBG dollar, an additional \$3.92 was leveraged as shown below:

Fund Source	Fund Amount	Percentage Total Funds	Leverage per CDBG Dollar
Federal: CDBG and Program Income	\$567,256	20%	
Local: City of Olympia Funds	\$575,428	21%	\$1.01
Local: Olympia Home Fund	\$1,000,000	36%	\$1.76
Local CIP* Funds	\$95,850	3%	\$0.17
Private Funds	\$25,000	1%	\$0.04
State Housing Finance Commission Land Acquisition Program	\$530,000	19%	\$0.93
TOTAL	\$2,793,534	100%	

There was no public land utilized in this year's CDBG Program.

CR-20 - Affordable Housing 91.520(b)

Evaluation of the jurisdiction's progress in providing affordable housing, including the number and types of families served, the number of extremely low-income, low-income, moderate-income, and middle-income persons served.

	One-Year Goal	Actual
Number of Homeless households to be provided affordable housing units	0	0
Number of Non-Homeless households to be provided affordable housing units	0	0
Number of Special-Needs households to be provided affordable housing units	0	0
Total	0	0

Table 5 – Number of Households

	One-Year Goal	Actual
Number of households supported through Rental Assistance	0	0
Number of households supported through The Production of New Units	0	0
Number of households supported through Rehab of Existing Units	0	117
Number of households supported through Acquisition of Existing Units	0	0
Total	0	117

Table 6 – Number of Households Supported

Discuss the difference between goals and outcomes and problems encountered in meeting these goals.

The City has created a new local fund called the Olympia Home Fund to address our Affordable Housing goals. CDBG funds were focused on land acquisition for future housing construction; economic development activities and public services. Together, these combined funds helped to achieve the goals of Program Year 2018 as established in the Five-Year Consolidated Plan.

Discuss how these outcomes will impact future annual action plans.

The City will utilize the newly created local tax funded “Olympia Home Fund” to provide \$2,300,000 to expand the City’s capacity to create new affordable housing, rehabilitate existing units and provide direct homeless shelter assistance. The City will also adjust its annual goals to better reflect the available resources.

Include the number of extremely low-income, low-income, and moderate-income persons served by each activity where information on income by family size is required to determine the eligibility of the activity.

Number of Households Served	CDBG Actual	HOME Actual
Extremely Low-income	6,646	0
Low-income	5	0
Moderate-income	2	0
Total	0	0

Table 7 – Number of Households Served

Narrative Information

The City has very limited CDBG funds available on an annual basis, as result the City can only undertake only a few affordable housing projects. During the PY 2018 Annual Action Plan period, the City launched a local tax-funded ballot measure called the Home Fund to raise 2,300,000 annually for the purpose of expanding resources for affordable housing. During PY 2018 \$1,000,000 was raised and allocated.

CDBG beneficiaries during PY 2018 were predominantly extremely low-income residents of the Downtown Ambassador and Rosie’s Place programs, with the beneficiaries of the package of economic development activities benefiting low and moderate income peoples.

In the other priority activity, the social services benefited extremely low-income homeless and mentally ill clients of the Day Center or the Downtown Ambassador Program.

Conversely, the beneficiaries of the two small business training programs and the Downtown Safety Program (the Olympia Downtown Alliance Safety Program) were five (5) FTE new employees who were low- and moderate-income. Please note: there were an additional three (3) jobs created via the business training program that were not included due to employee concerns on financial privacy.

CR-25 - Homeless and Other Special Needs 91.220(d, e); 91.320(d, e); 91.520(c)

Evaluate the jurisdiction's progress in meeting its specific objectives for reducing and ending homelessness through:

Reaching out to homeless persons (especially unsheltered persons) and assessing their individual needs

The Downtown Ambassador Program and the Community Youth Services Day Center projects provided significant resources for unsheltered homeless people.

Addressing the emergency shelter and transitional housing needs of homeless persons

There were no CDBG-funded activities to address these needs during Program Year 2018.

Helping low-income individuals and families avoid becoming homeless, especially extremely low-income individuals and families and those who are: likely to become homeless after being discharged from publicly funded institutions and systems of care (such as health care facilities, mental health facilities, foster care and other youth facilities, and corrections programs and institutions); and, receiving assistance from public or private agencies that address housing, health, social services, employment, education, or youth needs

There were no CDBG-funded activities to address these needs during Program Year 2018.

Helping homeless persons (especially chronically homeless individuals and families, families with children, veterans and their families, and unaccompanied youth) make the transition to permanent housing and independent living, including shortening the period of time that individuals and families experience homelessness, facilitating access for homeless individuals and families to affordable housing units, and preventing individuals and families who were recently homeless from becoming homeless again

While homelessness is a regional issue, its locus is in Olympia, primarily concentrated in the urban hub. As a result, the City prioritized all of its CDBG funded social services on homeless and extremely mentally ill people. Specifically, the City used CDBG funding for street outreach to homeless and extremely mentally ill people. CDBG funds were also used to staff a Day Center for homeless people. Other non-federal funds were utilized to support homeless shelters for homeless adults. Through the regional Housing Action Team partnership, other shelters and transitional housing and social services were funded with a variety of federal, state and local funds.

The City coordinated the 2019 Point in Time Homeless Census via contract with Thurston County, and provides additional City monies to support this effort. Quality data serves to inform regional homeless

policy and investments.

The City also participates in the Regional Housing Action Team's Homeless Housing Hub to support the development of regional homeless policy.

Additionally, the City has: 1) hired a **Homeless Coordinator**; 2) established a **Homeless Response Team** of full time and adjunct City staff; 3) develop and began implementation of a **Homeless Response Plan**; 4) established a **"Tiny House Village"** called Pear Street Village for up to 40 households; 5) established a **"mitigation site"** which accommodated 120 tent-based households on City owned property; 6) established a **storage facility** for unhoused people; and 7) worked with regional partners on the **"Thurston County Homeless Crisis Response Plan, 2019 – 2022"**.

The City's Homeless Response Plan included the small amount of federal CDBG funding for the Downtown Ambassadors and the Community Youth Services' Rosie's Place program, however it was primarily funded with 1,800,000 in local funding.

CR-30 - Public Housing 91.220(h); 91.320(j)

Actions taken to address the needs of public housing

No actions were taken to assist Public Housing during Program Year 2018. The Thurston County Housing Authority is a strong partner in providing rental subsidies for regionally funded new housing projects.

Actions taken to encourage public housing residents to become more involved in management and participate in homeownership

There were no activities to encourage public housing residents to become more involved in management and participate in homeownership during Program Year 2018.

Actions taken to provide assistance to troubled PHAs

There were no activities to assist troubled PHA's during Program Year 2018.

CR-35 - Other Actions 91.220(j)-(k); 91.320(i)-(j)

Actions taken to remove or ameliorate the negative effects of public policies that serve as barriers to affordable housing such as land use controls, tax policies affecting land, zoning ordinances, building codes, fees and charges, growth limitations, and policies affecting the return on residential investment. 91.220 (j); 91.320 (i)

The City's Planning Department continues to address zoning and development guidelines that make housing construction more expensive. This planning process to enact over 140 sweeping changes that affect housing affordability, termed "the Missing Middle" is scheduled for adoption in late Fall 2018. A petition for review of the Missing Middle zoning changes was filed with the Western WA Growth Management Hearings Board. The Board has ruled the changes are not in effect while their review continues.

Actions taken to address obstacles to meeting underserved needs. 91.220(k); 91.320(j)

The City considers all CDBG-funded social services described above as actions to meet underserved needs.

Actions taken to reduce lead-based paint hazards. 91.220(k); 91.320(j)

The City continues to provide Lead Paint Safety information through its website and building permit services. One project this program year involved the removal and abatement of lead painted building materials.

Actions taken to reduce the number of poverty-level families. 91.220(k); 91.320(j)

No actions during this program year.

Actions taken to develop institutional structure. 91.220(k); 91.320(j)

The City's work on the "Missing Middle" housing policies effectively change the institutional structures that govern the development of affordable housing. The City continues to work with other regional jurisdictions to address zoning, development and other policies that affect the cost and availability of affordable housing.

Actions taken to enhance coordination between public and private housing and social service agencies. 91.220(k); 91.320(j)

The City coordinates public and private housing and social services through participation in Thurston Thrives, a regional policy body that brings government, social services, non-profit sector, faith sector, private sector and other stakeholders together to develop policy and funding recommendations that enhance coordination.

Identify actions taken to overcome the effects of any impediments identified in the jurisdictions analysis of impediments to fair housing choice. 91.520(a)

The City undertook an exhaustive Assessment of Fair Housing in partnership with Thurston County to conduct a comprehensive assessment of current laws, instances of discrimination and ultimately developed a set of five recommendations to strengthen Fair Housing in Thurston County and the City of Olympia. Unfortunately, an executive order enacted a five-year delay for all AFH recommendations until the year 2022. However, local governments are pursuing those recommendations at the local level.

During this Program Year, the City offered a Fair Housing training to multi-family housing project managers on February 14, 2018 to educate housing providers on current Fair Housing laws.

CR-40 - Monitoring 91.220 and 91.230

Describe the standards and procedures used to monitor activities carried out in furtherance of the plan and used to ensure long-term compliance with requirements of the programs involved, including minority business outreach and the comprehensive planning requirements

Each year the City conducts monitoring visits to each sub-recipient to ensure full compliance. The monitoring visits are designed in accordance with the CDBG Sub-Recipient Handbook with an emphasis on confirming that funds go to CDBG-eligible activities, that the beneficiaries are CDBG-eligible and that record keeping and internal controls comply with HUD standards.

The City posts information about its CDBG Program on its website and directly emails information about CDBG Program activity to a stakeholder list. All communications state the City's non-discrimination policies. Efforts to reach minority businesses are conducted through the two partner business organizations – the Olympia Downtown Alliance and the Center for Business & Improvement.

Citizen Participation Plan 91.105(d); 91.115(d)

Describe the efforts to provide citizens with reasonable notice and an opportunity to comment on performance reports.

The City's Citizen Participation Plan will offer an opportunity for all stakeholder to examine the report for 15 days prior to submission on November 15, 2018. Copies of the plan will be presented at local stakeholder meetings, such as the Housing Action Team and the Homeless Housing Hub; direct emailed to the CDBG stakeholder list; and, paper copies are made available at City Hall and the public library.

CR-45 - CDBG 91.520(c)

Specify the nature of, and reasons for, any changes in the jurisdiction's program objectives and indications of how the jurisdiction would change its programs as a result of its experiences.

N/A

Does this Jurisdiction have any open Brownfields Economic Development Initiative (BEDI) grants?

No

[BEDI grantees] Describe accomplishments and program outcomes during the last year.

CR-45 - CDBG 91.520(c)

Specify the nature of, and reasons for, any changes in the jurisdiction's program objectives and indications of how the jurisdiction would change its programs as a result of its experiences.

N/A

Does this Jurisdiction have any open Brownfields Economic Development Initiative (BEDI) grants?

No

[BEDI grantees] Describe accomplishments and program outcomes during the last year.

There were no Brownfield Economic Development Initiative activities during this program year.



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PART I: SUMMARY OF CDBG RESOURCES

01 UNEXPENDED CDBG FUNDS AT END OF PREVIOUS PROGRAM YEAR	0.00
02 ENTITLEMENT GRANT	370,737.00
03 SURPLUS URBAN RENEWAL	0.00
04 SECTION 108 GUARANTEED LOAN FUNDS	0.00
05 CURRENT YEAR PROGRAM INCOME	199,965.72
05a CURRENT YEAR SECTION 108 PROGRAM INCOME (FOR SI TYPE)	0.00
06 FUNDS RETURNED TO THE LINE-OF-CREDIT	0.00
06a FUNDS RETURNED TO THE LOCAL CDBG ACCOUNT	0.00
07 ADJUSTMENT TO COMPUTE TOTAL AVAILABLE	0.00
08 TOTAL AVAILABLE (SUM, LINES 01-07)	570,702.72

PART II: SUMMARY OF CDBG EXPENDITURES

09 DISBURSEMENTS OTHER THAN SECTION 108 REPAYMENTS AND PLANNING/ADMINISTRATION	467,256.26
10 ADJUSTMENT TO COMPUTE TOTAL AMOUNT SUBJECT TO LOW/MOD BENEFIT	0.00
11 AMOUNT SUBJECT TO LOW/MOD BENEFIT (LINE 09 + LINE 10)	467,256.26
12 DISBURSED IN IDIS FOR PLANNING/ADMINISTRATION	100,000.00
13 DISBURSED IN IDIS FOR SECTION 108 REPAYMENTS	0.00
14 ADJUSTMENT TO COMPUTE TOTAL EXPENDITURES	0.00
15 TOTAL EXPENDITURES (SUM, LINES 11-14)	567,256.26
16 UNEXPENDED BALANCE (LINE 08 - LINE 15)	3,446.46

PART III: LOW/MOD BENEFIT THIS REPORTING PERIOD

17 EXPENDED FOR LOW/MOD HOUSING IN SPECIAL AREAS	0.00
18 EXPENDED FOR LOW/MOD MULTI-UNIT HOUSING	0.00
19 DISBURSED FOR OTHER LOW/MOD ACTIVITIES	299,006.15
20 ADJUSTMENT TO COMPUTE TOTAL LOW/MOD CREDIT	0.00
21 TOTAL LOW/MOD CREDIT (SUM, LINES 17-20)	299,006.15
22 PERCENT LOW/MOD CREDIT (LINE 21/LINE 11)	63.99%

LOW/MOD BENEFIT FOR MULTI-YEAR CERTIFICATIONS

23 PROGRAM YEARS(PY) COVERED IN CERTIFICATION	PY: PY: PY:
24 CUMULATIVE NET EXPENDITURES SUBJECT TO LOW/MOD BENEFIT CALCULATION	0.00
25 CUMULATIVE EXPENDITURES BENEFITING LOW/MOD PERSONS	0.00
26 PERCENT BENEFIT TO LOW/MOD PERSONS (LINE 25/LINE 24)	0.00%

PART IV: PUBLIC SERVICE (PS) CAP CALCULATIONS

27 DISBURSED IN IDIS FOR PUBLIC SERVICES	100,690.46
28 PS UNLIQUIDATED OBLIGATIONS AT END OF CURRENT PROGRAM YEAR	0.00
29 PS UNLIQUIDATED OBLIGATIONS AT END OF PREVIOUS PROGRAM YEAR	0.00
30 ADJUSTMENT TO COMPUTE TOTAL PS OBLIGATIONS	0.00
31 TOTAL PS OBLIGATIONS (LINE 27 + LINE 28 - LINE 29 + LINE 30)	100,690.46
32 ENTITLEMENT GRANT	370,737.00
33 PRIOR YEAR PROGRAM INCOME	131,006.95
34 ADJUSTMENT TO COMPUTE TOTAL SUBJECT TO PS CAP	0.00
35 TOTAL SUBJECT TO PS CAP (SUM, LINES 32-34)	501,743.95
36 PERCENT FUNDS OBLIGATED FOR PS ACTIVITIES (LINE 31/LINE 35)	20.07%

PART V: PLANNING AND ADMINISTRATION (PA) CAP

37 DISBURSED IN IDIS FOR PLANNING/ADMINISTRATION	100,000.00
38 PA UNLIQUIDATED OBLIGATIONS AT END OF CURRENT PROGRAM YEAR	0.00
39 PA UNLIQUIDATED OBLIGATIONS AT END OF PREVIOUS PROGRAM YEAR	0.00
40 ADJUSTMENT TO COMPUTE TOTAL PA OBLIGATIONS	0.00
41 TOTAL PA OBLIGATIONS (LINE 37 + LINE 38 - LINE 39 +LINE 40)	100,000.00
42 ENTITLEMENT GRANT	370,737.00
43 CURRENT YEAR PROGRAM INCOME	199,965.72
44 ADJUSTMENT TO COMPUTE TOTAL SUBJECT TO PA CAP	0.00
45 TOTAL SUBJECT TO PA CAP (SUM, LINES 42-44)	570,702.72
46 PERCENT FUNDS OBLIGATED FOR PA ACTIVITIES (LINE 41/LINE 45)	17.52%



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LINE 17 DETAIL: ACTIVITIES TO CONSIDER IN DETERMINING THE AMOUNT TO ENTER ON LINE 17

Report returned no data.

LINE 18 DETAIL: ACTIVITIES TO CONSIDER IN DETERMINING THE AMOUNT TO ENTER ON LINE 18

Plan Year	IDIS Project	IDIS Activity	Activity Name	Matrix Code	National Objective	Drawn Amount
2018	1	248	Family Support Center - Acquisition	01	LMH	\$89,000.00
				01	Matrix Code	\$89,000.00
2016	5	229	Sewer Connection - 1111 Lilly Road NE	14B	LMH	\$79,250.11
				14B	Matrix Code	\$79,250.11
Total						\$168,250.11

LINE 19 DETAIL: ACTIVITIES INCLUDED IN THE COMPUTATION OF LINE 19

Plan Year	IDIS Project	IDIS Activity	Voucher Number	Activity Name	Matrix Code	National Objective	Drawn Amount
2017	8	242	6189015	FFC Sewer Project - 1304 Rogers St NW	03J	LMH	\$112.59
2017	8	242	6215581	FFC Sewer Project - 1304 Rogers St NW	03J	LMH	\$11,400.00
2017	8	242	6303788	FFC Sewer Project - 1304 Rogers St NW	03J	LMH	\$244.16
					03J	Matrix Code	\$11,756.75
2018	5	256	6281073	The Salvation Army Day Center	03Z	LMC	\$53,345.86
					03Z	Matrix Code	\$53,345.86
2018	6	250	6220537	Downtown Ambassador Program	05Z	LMC	\$4,905.64
2018	6	250	6220541	Downtown Ambassador Program	05Z	LMC	\$18,720.57
2018	6	250	6224772	Downtown Ambassador Program	05Z	LMC	\$3,382.77
2018	6	250	6243888	Downtown Ambassador Program	05Z	LMC	\$7,496.61
2018	6	250	6252968	Downtown Ambassador Program	05Z	LMC	\$13,815.00
2018	6	250	6274678	Downtown Ambassador Program	05Z	LMC	\$6,679.41
2018	6	255	6224772	ADC - Downtown Ambassador Program	05Z	LMC	\$36.88
2018	7	247	6215581	CYS Rosie's Place Day Center Staffing	05Z	LMC	\$416.15
2018	7	247	6224772	CYS Rosie's Place Day Center Staffing	05Z	LMC	\$13,482.09
2018	7	247	6243888	CYS Rosie's Place Day Center Staffing	05Z	LMC	\$15,624.48
2018	7	247	6252968	CYS Rosie's Place Day Center Staffing	05Z	LMC	\$15,477.28
2018	7	254	6224772	ADC - Rosie's Place Day Center Staffing Support	05Z	LMC	\$416.15
2018	7	254	6243888	ADC - Rosie's Place Day Center Staffing Support	05Z	LMC	\$237.43
					05Z	Matrix Code	\$100,690.46
2018	12	257	6281073	Angelus Tenant Relocation	08	LMC	\$57,500.00
					08	Matrix Code	\$57,500.00
2016	5	224	6215581	Mollie B Oxford House - Siding ADC	14A	LMH	\$2,434.34
2016	5	224	6243888	Mollie B Oxford House - Siding ADC	14A	LMH	\$178.07
2016	5	224	6252968	Mollie B Oxford House - Siding ADC	14A	LMH	\$356.18
					14A	Matrix Code	\$2,968.59
2018	4	261	6281073	Harlequin Theater Lighting Safety Project	17C	LMJ	\$8,057.29
2018	4	261	6303788	Harlequin Theater Lighting Safety Project	17C	LMJ	\$1,021.52
					17C	Matrix Code	\$9,078.81
2018	4	258	6281073	Washington Street Arts Lighting Safety Project	18A	LMJ	\$2,186.00
2018	4	259	6281073	Olympia Press Building Lighting Safety Project	18A	LMJ	\$2,951.10
2018	4	260	6281073	Mud Bay Building Lighting Safety	18A	LMJ	\$8,689.35
					18A	Matrix Code	\$13,826.45
2017	4	236	6243888	ODA Business Training & Technical Assistance	18B	LMJ	\$5,808.00
2018	3	246	6215581	EDC Business Training & Assistance	18B	LMJ	\$452.86
2018	3	246	6216561	EDC Business Training & Assistance	18B	LMJ	\$3,858.77
2018	3	246	6281073	EDC Business Training & Assistance	18B	LMJ	\$13,319.53
2018	3	246	6298468	EDC Business Training & Assistance	18B	LMJ	\$5,198.30
2018	4	252	6224772	ADC - Downtown Safety Projects CPTED	18B	LMJ	\$1,000.00
					18B	Matrix Code	\$29,637.46



City Council

Public Hearing on the Preliminary Capital Facilities Plan and 2020-2025 Financial Plan

Agenda Date: 10/29/2019
Agenda Item Number: 5.B
File Number: 19-0984

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

Title

Public Hearing on the Preliminary Capital Facilities Plan and 2020-2025 Financial Plan

Recommended Action

Committee Recommendation:

The Finance Committee reviewed the Preliminary Capital Facilities Plan and 2020-2025 Financial Plan on August 21.

City Manager Recommendation:

Hold a public hearing on the Preliminary Capital Facilities Plan and 2020-2025 Financial Plan.

Report

Issue:

Whether to hold a public hearing on the Preliminary Capital Facilities Plan and 2020-2025 Financial Plan

Staff Contact:

Debbie Sullivan, Administrative Services Director, 360.753.8499

Presenter(s):

Debbie Sullivan, Administrative Services Director

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 is a 6-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, 2020-2025 Financial Plan include:

- Replacing playground equipment at Friendly Grove Park
- Building pedestrian improvements at 5th & Adams, East Bay Dr., Olympia Ave, and 26th Ave.
- Repairing and replacing siding on the Hands on Children's Museum
- Seismically retrofitting Elliot, Fir Street, and Boulevard Road Reservoirs
- Funding neighborhood sewer extensions to support septic system conversions
- Designing storm ponds at 4th Ave. & Ascenson

The Planning Commission received a briefing on the CFP and a copy of the Olympia School District's draft 2020-2025 CFP on August 19. On September 16, the Planning Commission held a public hearing.

The City's Preliminary CFP and 2020-2025 Financial Plan also went to the Bicycle Pedestrian and Advisory Committee (BPAC); Parks and Recreation Committee (PRAC); and the Utility Advisory Committee (UAC) for review and comment. The Planning Commission, BPAC, PRAC, and UAC prepared comments for Council's consideration and their letters are attached.

Neighborhood/Community Interests (if known):

The Capital Facilities Plan addresses the provisions of essential city services and is of broad community interest. It addresses a wide variety of issues that cover the City of Olympia in its entirety, including: 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 31, 2020, at 5:00 p.m.
2. Do not hold a public hearing. Staff will reschedule at a later date.

Financial Impact:

The six-year financial plan outlines investments totaling over \$156,604,404. Projects proposed to be funded in 2020, which represents the City's Capital Budget is \$26,519,374 and includes 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

Utility Advisory Committee Letter

Link to Preliminary CFP and 2020-2025 Financial Plan webpage



October 21, 2019

Mayor Cheryl Selby and
City of Olympia Councilmembers

RE: Capital Facilities Plan and 2020-2025 Financial Plan Review

Dear Mayor Selby and Olympia City Councilmembers,

Thank you for the opportunity to review the 2020-2025 Draft Capital Facilities Plan (CFP) and Financial Plan. We find that the CFP is not only consistent with the Comprehensive Plan, but focuses on the city's most pressing needs and does so in a clear and consistent manner. We would like to congratulate City Manager Steven Hall and the City staff who contributed to this document for a job well done.

Consistency with Comprehensive Plan

We appreciate the CFP's consistent focus on walkability, which is a theme that runs throughout the Comprehensive Plan. This year's CFP demonstrates the City's solid commitment to walkability and cycling, especially in the Fones Road project, which represents a high bar for bicycle and pedestrian infrastructure in Olympia, while also accommodating the need for truck access to industrial sites.

This project, along with a general focus on intersection improvements, bicycle infrastructure, and sidewalk investments demonstrates significant progress toward full implementation of multimodal transportation. In addition, we find that this CFP meaningfully prioritizes pedestrian-oriented development, and that these types of investments will prepare the city for a less car-dependent future.

I-967—Limiting State and Local Taxes, Fees, and Other Charges Relating to Vehicles

We believe the Public Works Department should plan to secure alternative funding in the event that I-967 is passed. If this measure were to pass in November, the CFP indicates that some critical transportation maintenance projects would not be able to be completed. We would like to recommend identifying a "Plan B" to assure the continued maintenance of our transportation infrastructure. This may not need to be included in the CFP, but we recommend careful consideration be given in the near-term.

Recommendations for Future Capital Facilities Plans

Public Involvement in the CFP

Budgets are in many ways one of the most significant documents on which we issue a recommendation to City Council. We and the community would be better equipped to consider how funding allocations over time are moving in alignment with the Comprehensive plan if we could see an analysis of how CFP funds have been directed annually over a reasonable time frame.

The Commission also suggests the following minor improvements or clarifications to future plans:

- A map, or maps, of project locations to help the Commission and the public visualize where CFP projects will take place;
- How volunteers, partnerships, and/or sponsorships help leverage funds and add value to the CFP;
- More information about our debt service (interest rates and terms) to highlight that the cost of borrowing affects the amount of funding available for projects;
- Clear communication about the uncertainty of funding sources so that the Commission and the public can identify projects that have secured funding and those in which there is only the hope or anticipation of funding; and
- A more explicit description of how projects are prioritized

We reiterate our support for the CFP and the careful work City staff has done to assure that it is clearly written, clearly connected back to the Comprehensive Plan, and supported by helpful tables and figures.

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

Best,


Carole Richmond, Chair
Olympia Planning Commission


Rad Cunningham, CFP Subcommittee Chair
Olympia Planning Commission


Kento Azegami, Vice-Chair
Olympia Planning Commission



MEMORANDUM

To: Mayor Selby and Members of the Olympia City Council

From: Brittany Yunker Carlson, Chair, Bicycle & Pedestrian Advisory Committee (BPAC)

Date: October 10, 2019

Subject: 2020-2025 Preliminary Capital Facilities Plan (CFP) and Bicycle/Pedestrian Facilities

The purpose of this memorandum is to provide input on the 2020-2025 Preliminary Capital Facilities Plan (CFP) from the Bicycle and Pedestrian Advisory Committee (BPAC) to the Olympia City Council.

Thank you for providing this opportunity to comment on the 2020-2025 Preliminary Capital Facilities Plan (CFP).

The CFP highlighted the City's continued growth, and we know that the region as well is growing in population. We will need to rely on alternative transportation options to address the needs of our current and future residents and visitors. As long as transportation planning is car-centric instead of people-centric, we will continue to fall short of the Comprehensive Plan goal GT 1, which is to ensure all streets are safe and inviting for pedestrians and bicyclists, designed to be human scale, and accommodate motor vehicles while encouraging safe driving.

Our suggestions are based on items in the CFP, looking at them through the eyes of people who walk, ride bikes, take transit every day, and see the results of decisions on the ground.

Use Data to Drive Decisions

We look forward to the finalizing of the Transportation Master Plan (TMP), specifically for its data-driven prioritization system for sidewalk projects. We see the need for this reflected in the Elliott Avenue sidewalk project, which is prioritized in the CFP over building a sidewalk on adjacent Division Street. Division Street has a bus line and frequent and high traffic speeds, while Elliott Avenue is a neighborhood street with traffic calming in place.

We understand that public input has partially driven the sidewalk project on Elliott Avenue, yet in our review of the early drafts of the TMP we saw that Division Street rated higher than Elliott Avenue for needing a sidewalk. We acknowledge that the City Council has to balance data-driven decisions against public input. We also know that the City Council has not yet had an

opportunity to review the draft TMP, which we have been reviewing throughout the year. When you do review it, we encourage you to remember that the loudest voices do not always advocate for the best course of action. These voices often come from particular parts of our community and from those who have the time, resources, and connections to engage with the City. Data does not speak loudly, but it should still be heard. Prioritizing data-driven criteria is the first step toward an equitable approach to project lists.

Consider Safe Access to Parks

The BPAC applauds the City's commitment to increasing and enhancing parks, such as the Spooner property and the sprayground at Lions Park. We request that the City consider including safe access to parks for people walking and biking within a wider radius of these new and improved recreations areas. For example:

- Woodruff Park is an amazing facility that has become a neighborhood magnet. However, there is more car traffic, parking congestion, people walking and biking, buses, and overall activity that leads to conflict. We are concerned that similar intensity could happen at the Spooner property and urge the City to promote safe access for all modes of transportation to these parks.
- Lions Park with its planned sprayground is on a low-stress bicycle corridor. The potential for conflicts between cars and people walking and biking is high. The nearby intersection of Fourth Avenue, Martin Way, State Avenue, and Pacific Avenue, is not a good experience for anyone to travel through, whether biking, walking, driving, or taking the bus. While a transportation improvement at this intersection is not planned in the CFP, we are concerned that more people will walk and bike through this area to reach the sprayground, posing safety concerns.

One way to integrate pedestrian use into Parks planning processes would be to include the best biking and walking routes in park maps and prioritize bicycle and pedestrian improvements close to these new and popular areas.

Design for Lower Speeds

Since safety for all users is a primary goal of the Comprehensive Plan, we ask that the City design new and redesigned streets for lower speeds. Speed is a major factor for serious injury and fatalities for people walking, biking, and riding in cars. Low speed limits are not enough if the streets are designed for higher speed travel. The City should consider designing streets for 25 mph for the safety of all users.

Improve Signage

We are thrilled to see the bicycle corridor program continue to gain traction. We would like to see better signage and wayfinding for these bicycle corridors, especially to guide users to the corridors. Ongoing maintenance of existing signs and markings should also be a high priority.

Plan for the Future

Finally, the City should design new streets and bicycle infrastructure to last for many years, including planning for emerging technologies such as foot scooters and e-bikes. Many of these emerging technologies move faster than traditional bicycles, but they are still vulnerable to collisions with vehicle traffic. Thinking ahead about how to accommodate these personal mobility vehicles now will save the time, effort, and resources needed to respond to their needs later.

Overall, we appreciate the hard work and choices that the City has made to accommodate bicycle riders, bus riders, and walkers over the years. We are highly encouraged to see much needed improvements to Fones Road, sidewalk and crossing improvements across the City, and expenditures for parks and bicycling. It is clear that the City takes transportation choice and safety very seriously, and understands that a growing population needs safe alternatives like biking, walking, and transit, to survive and thrive.

Sincerely,



Brittany Yunker Carlson
Chair
Bicycle & Pedestrian Advisory Committee

BYC/ms/jh


\\calvin\PW-Transportation\PLANNING\BPAC\2019\Council 2020-2025 CFP BPAC Recommendations_100919.docx

cc: Michelle Swanson, AICP, Associate Planner, Public Works Transportation
BPAC Members



MEMORANDUM

TO: Olympia City Council

FROM: Maria Ruth, Chair 
Parks and Recreation Advisory Committee (PRAC)

DATE: October 17, 2019

SUBJECT: Preliminary 2020-2025 Capital Facilities Plan (CFP)
PRAC Recommendation to the Olympia City Council

At PRAC's August 16, 2019 meeting, PRAC members received a presentation by Park staff on the Parks Chapter of the *2020-2025 Preliminary Capital Facilities Plan* (CFP). PRAC passed a motion to form a subcommittee to review the CFP in greater depth. The subcommittee met with Park staff on September 4 to discuss and then drafted a recommendation letter for full the PRAC to consider and discuss at its September 17 meeting. Due to lack of quorum at the September meeting, the item was pushed to the October 17 meeting.

PRAC members have carefully reviewed the list of proposed park projects included in the Parks Chapter of the *2020-2025 Preliminary Capital Facilities Plan*. We found the projects to align with the plan for capital investments included in the 2016 *Parks, Arts & Recreation Plan*.

On October 17, 2019 we passed a motion to support the projects proposed for inclusion in the Parks Chapter in the *2020-2025 Preliminary Capital Facilities Plan*, including shifting Olympia Metropolitan Park District (OMPD) funds allocated for park development to park operations to cover the ever-increasing costs and responsibilities associated with the maintenance of our ever-increasing acres of parks. We understand that these funds will include the hiring of an additional full-time park maintenance (Level 2) worker.

Parks Operations and Maintenance Manager Sylvana Niehuser has expressed the need for additional maintenance staff. This need was justified and conveyed to the PRAC CFP subcommittee by Associate Parks Director Jonathon Turlove. This information was presented to the PRAC subcommittee during its September 5, 2019 meeting.

Additionally, we are very pleased with the progress the Parks Department has made since the 2019-2024 CFP was approved, notably...

- Upgrading our parks to ADA standards (thanks to City Council for approving PRAC's 2018 recommendation to fund ADA improvements in the 2019-2024 CFP)
- Developing our parks, especially the much-anticipated Woodruff Park Sprayground
- Maintaining our parks, especially the replacement of the Percival Landing bulkhead and replacement of both the Rose Garden Shelter and Picnic Shelter No. 2 in Priest Point Park

Thank you for taking the time to consider our recommendation in the course of your CFP review process. Please feel free to contact me by telephone at 360.350.8583 or by email at mruth@ci.olympia.wa.us if you would like to discuss PRACs recommendation.



October 21, 2019

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

Dear Mayor Selby and Council Members:

SUBJECT: UAC 2020 Utility Rates, GFCs, and 2020-2025 CFP Recommendations

Thank you for the opportunity to provide citizen committee recommendations on 2020 City of Olympia utility rates, general facility charges (GFCs) and the 2020-2025 Capital Facilities Plan (CFP). The members of the Utility Advisory Committee (UAC) understand that this work is a fundamental responsibility of our committee. The UAC also understands and supports the important public and environmental health work of the City's four utilities. The UAC believes that City staff work hard to use resources wisely thereby minimizing customer costs. And we realize that rate increases must occur in order to maintain the level of service demanded by the community, to meet regulatory requirements and to account for changes in costs beyond the utilities' control.

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

Summary of Proposed Rates and GFCs

For budgetary purposes the City's three water-related utilities and Waste ReSources assume a growth for 2020 of one-percent revenue. These revenue growth assumptions are consistent with growth rates experienced in recent years. Ongoing growth-related revenue increases help offset rate changes. The proposed rates are expected to cover 2020 expenditures, including a City staff cost-of-living adjustment.

The UAC recommends the following utility rate increases in 2020:

- Storm and Surface Water 2.51%
- Wastewater -2.00%
- Drinking Water 5.25%
- Waste ReSources 2.30%

We understand that City staff also support these specific increases. In addition, the LOTT Board of Directors has also approved rates and capacity development charges (CDCs) for 2020, which will both increase 3.0 percent.

Including the LOTT rate increase, the combined, weighted rate increase would be approximately 2.5 percent (\$6.42/bi-monthly bill) for a typical single-family residence.

Storm and Surface Water

Utility Rate: 2.51% increase

The Storm and Surface Water utility is responsible for flood mitigation, water quality improvement and aquatic habitat enhancement. The utility anticipates total expenses to increase by about \$289,000 above estimated revenue.

GFC rate: 10% increase

The UAC supports an incremental increase the Storm and Surface Water GFC. Further increases are financially justified and could be considered in future years.

Wastewater

Utility Rate: 2.00% reduction

The Wastewater utility is responsible for safe conveyance of sewage from homes and business to the LOTT (Lacey, Olympia, Tumwater, and Thurston) Clean Water Alliance treatment facility in downtown Olympia. Although the utility has increased expenses, cash on hand combined with consistent surplus revenues (\$300,000 annually) will allow the utility to reduce the current rate 2 percent and meet 2020 expenses.

GFC rate: No increase

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

Drinking Water

Utility Rate: 5.25% increase

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

In 2019, rather than increasing the Drinking Water rates, approximately \$565,000 of available funds were used to cover a justified increase. As a result, the 2020 Drinking Water budget starts with a revenue shortfall. The utility is also requesting an increase in depreciation funding of \$100,000 and anticipates additional expenses to increase by about \$228,000.

GFC rate: No increase

Substantial capital investments have been made during recent years. Drinking water GFCs were consistently increased between 2015 and 2018. An increase is not warranted in 2020 and no further increases are anticipated until the new Water System Plan is developed in 2020/2021.

Waste ReSources

Utility Rate: Varying rate increases

Waste ReSources provides waste reduction, recycling and disposal services for residential, commercial, drop-box, and organics customers.

While projected revenues are relatively flat in 2020, revenue is strong in the commercial sector. Overall expenses are up 3.4%, which is supported by the Seattle Consumer Price Index (CPI) of 3.2% (August 2019). And, while expenses are up slightly, revenue is down in the residential sector due to volatile recycling commodity markets. Recycle markets have reached historic lows, ultimately impacting the utility financially. The UAC recognizes that reducing contamination in the recycle stream, and adjusting the acceptable items list to remove glass and poly coated products, may improve marketability of materials and reduced processing/trans-hauling expenses. These steps will help the utility offer fair, equitable rates.

The UAC supports staff proposals to manage the resultant financial challenge as a short-term dynamic. However, a rate increase for all sectors to balance the fund is necessary. The UAC recommends the following increased rates for 2020:

- Residential 2.30%
- Commercial 2.30%
- Drop Box 6.60%
- Organics 2.30%

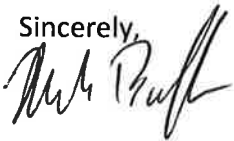
Capital Facilities Plan 2020-2025

The UAC supports the proposed 2020 – 2025 Capital Facilities Plan (CFP). The CFP is guided by and consistent with the various utility management plans. In general, the CFP (pertinent to the utilities) anticipates that current projects can be funded with the estimated revenues. However, the UAC is aware of the capital project challenges faced by all of the utilities. Financial analyses for the Water Resources utilities justify increasing capital depreciation funding for Drinking Water by an additional 40 percent, for Wastewater an additional 320 percent, and for Storm and Surface Water an additional 67 percent. Recent discoveries of insufficient wastewater pipe capacities and deteriorating water tank coatings may also result in a future discrepancy between needs and resourcing.

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

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

Sincerely,



MIKE BUFFO

Chair, Utility Advisory Committee

cc: UAC Members
Debbie Sullivan, Administrative Services Director
Gary Franks, Waste ReSources Director
Eric Christensen, Water Resources Director



*Parks, Arts and Recreation Capital Project:
Woodruff Park Sprayground*

Capital Facilities Plan

2020-2025 Financial Plan



Preliminary Document • as of August 13, 2019
City of Olympia's Comprehensive Plan – Volume II

The City wishes to acknowledge the many individuals who contributed to the preparation of this document. In addition to the required review by the Planning Commission, the following advisory groups also provide technical review of the CFP:

- **Bicycle and Pedestrian Advisory Committee**
- **Parks and Recreation Advisory Committee**
- **Utility Advisory Committee**

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

City of Olympia's Comprehensive Plan – Volume II

Prepared by the City of Olympia · Administrative Services Department
P.O. Box 1967, Olympia, WA 98507-1967

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Information & Resources

City Council

Cheryl Selby, *Mayor*
Jessica Bateman, *Mayor Pro Tem*
Jim Cooper
Clark Gilman
Nathaniel Jones
Lisa Parshley
Renata Rollins

Planning Commission

Rad Cunningham, *Chair*
Carole Richmond
Tammy Adams
Kento Azegami
Jessica Blose
Travis Burns
Paula Ehlers
Candi Miller
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City Manager
Jay Burney,
Assistant City Manager
Mark Barber,
City Attorney
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Administrative Services Director
Keith Stahley,
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Greg Wright,
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Ronnie Roberts,
Police Chief
Paul Simmons,
Parks, Arts & Recreation Director
Rich Hoey,
Public Works Director

Contact Information

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Phone: 360.753.8325 **Fax:** 360.753.8165 **Find us Online:** olympiawa.gov

Information Resources

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

A Message from Steven R. Hall, *Olympia City Manager*

August 13, 2019

City Council and Citizens of Olympia,

I am pleased to present the *Preliminary Capital Facilities Plan and 2020-2025 Financial* (CFP). This Preliminary CFP demonstrates the City's commitment to the community's vision for a vibrant, healthy and beautiful Capital City. In 2014, the Olympia City Council adopted a new and ambitious community vision to guide how the City grows and develops over the next 20 years. This year's capital improvements moves us even closer toward our vision.

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

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

In 2020-2025, our new and ongoing capital projects support the community's vision as embodied in the City's comprehensive plan. I am confident this CFP responsibly addresses and supports the infrastructure needs for Olympia. The projects strike an appropriate balance between building new projects and maintaining existing infrastructure. They incorporate creative and efficient solutions to complex challenges and advance the community's priorities.

Respectfully Submitted,

A handwritten signature in black ink, appearing to read "Steve Hall", is written over a faint, circular official seal of the City of Olympia.

Steven R. Hall
City Manager

Executive Summary

The 2020-2025 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, and low interest loans
- An acquisition or development of new facilities

2020-2025 CFP Overview

The capital projects described in this year's 6-year CFP have been planned for years in advance. The CFP is the product of many separate but coordinated planning documents, each focusing on a specific type of facility (drinking water, wastewater, stormwater, parks, etc.). The City's Comprehensive Plan establishes the goals and policies along with projected population growth. Then the various Master Plans are developed to identify the specific need, location, and timing of future projects.

The total cost of the 2020 CFP projects increased 16% over 2019. The 2020 increase is primarily utility projects; Drinking Water, Wastewater and Storm/Surface Water, as well as the addition of the recently passed Home Fund initiative which will increase the City's investment in permanent supportive housing.

The 2020-2025 CFP totals \$156,604,404. This is a decrease of approximately (.08%) from the 2019 - 2024 plan. The overall decrease in the 2020-2025 CFP is mainly due removing the ongoing debt service in the total CFP calculations. Because debt service (principle and interest payments) is an operating cost, it is included in the City's Operating Budget. For 2020-2025, this includes debt service of previously funded capital projects; \$6 million for Parks and \$2.6 for Transportation, respectively.

Parks

The Olympia Metropolitan Park District (OMPD) generates revenue through a property tax for park land acquisition, development, and improvements. In 2020, 2% of the voter-approved utility tax and 1% of non-voted utility tax (on electric, gas and telephone utilities) is also dedicated to park land acquisition. In 2020, this Preliminary CFP anticipates using \$860,380 for new land acquisition and \$1,000,000 to make the third installment payment for the Yelm Highway Community Park.

The plan also includes funding for projects such as:

- Constructing park improvements at the new Yelm Highway Community Park (estimated Phase 1 completion 2025)
- Updating the Parks, Arts, and Recreation Master Plan
- Constructing a multi-use trail through Grass Lake Nature Park
- Designing a sprayground at Lions Park (estimated completion 2022)
- Funding future repairs at Percival Landing

Transportation

Transportation projects for 2020-2025 improve access and safety for all users of the transportation system. This year's CFP includes construction of street improvements on Legion Way downtown, pedestrian crossing improvements at 5th and Adams, and East Bay and Olympia Avenue, as well as beginning design of bike corridor improvement projects.

The transportation projects needed to serve anticipated new growth are outlined in this year's CFP. The six-year total is \$49.5 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 full funding is not secured, the projects along with the estimates are included so the City can collect impact fees and apply for state and federal grants.

Drinking Water Utilities

In the Drinking Water Utility, significant investments are planned in the future to develop adequate and redundant water sources and maintain water quality in compliance with Federal and State safe drinking water standards. In 2020, an Olympia Brewery Water Engineering Analysis will be completed to develop a new drinking water source in conjunction with Tumwater and Lacey.

Other Drinking Water Utility projects include replacing and rehabilitating aging infrastructure. To ensure essential water supplies in the event of an earthquake, the Elliot, Fir Street and Boulevard Road Reservoirs will be seismically retrofitted.

For each year of this CFP, the Utility plans to replace 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. The Utility will also begin design of the Eastside Street and Henderson Boulevard Water Main Extensions.

Reclaimed Water Filling Stations will also be installed at convenient locations for contractors to access for use on construction projects. This project will reduce the likelihood of cross connections occurring and increase the use of reclaimed water.

The Drinking Water Utility will also update their comprehensive plan as required by the State. The Water System Plan outlines capital improvements, program efforts, and financial strategies over a 20-year horizon. Projects identified in this plan will inform future CFPs.

Stormwater Utility

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

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, and Old Port lift stations.

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.

General Capital Facilities

General government facilities are designed to meet a broad spectrum of needs; including, City-owned buildings, the Americans with Disabilities Act (ADA) Program, Home Fund Capital Projects, Economic Development Projects, and Street Tree Maintenance.

An updated building condition assessment was completed in 2019. Based on this new report, the City's future facility repair and replacement costs are estimated to exceed \$5 million per year over the next six years. This Preliminary CFP allocates \$1.09 million to address some of the most critical repairs. Savings from the 2019 operating budget will be needed to meet our obligation.

In 2018, voters approved raising the sales tax one tenth of one percent for housing and housing-related services. 65% of the new sales tax revenue is being used to increase housing supply. This CFP provides just over \$1 million in funding, through a competitive process, to a non-profit or other qualified applicant. The purpose is to leverage these funds so the applicant can successfully receive county, state, or federal grant dollars to construct affordable housing in our community.

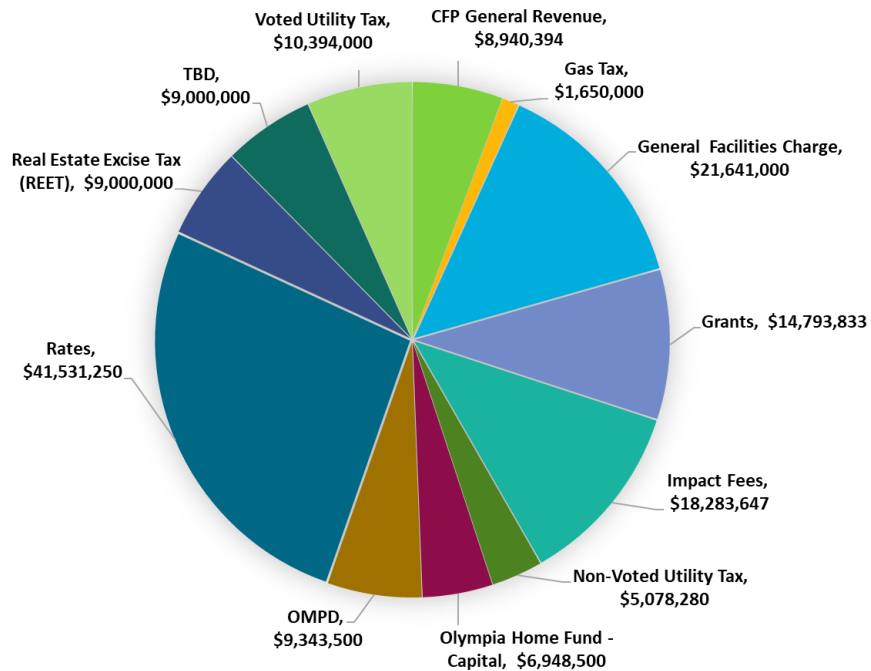
Revenues

The 2020–2025 Preliminary CFP continues to benefit from the new revenues the City is receiving from the Olympia Metropolitan Park District (OMPD) which started in 2017. Parks is planning to invest over \$9.3 million of OMPD funds in capital projects over the next six-years. The CFP also calls for the 2% Voted Utility Tax and 1% of the Non-Voted Utility Tax to cover costs of purchasing new park properties, and provide debt service on previously issued bonds. It will also generate funds for future Councils to approve emerging park opportunities.

Olympia's housing market is trending upward. As a result, the 2020 revenue estimate for Real Estate Excise tax is up 6% over 2019 projections. For 2020, REET is projected at \$2.12 million. Of that, \$1.5 million is being budgeted for capital transportation projects in 2020. Estimates for the 2020 Transportation Benefit District (TBD) revenue, funded through vehicle license tabs, remains similar to 2019 estimates. For 2020, revenue is projected to be approximately \$1.7 million. These revenues are essential to support the backlog of necessary street repairs on Olympia's roadways. In November this year, a state-wide initiative (I-976) will ask voters to consider reducing vehicle license tabs to \$30 per year. If the initiative passes, it will eliminate this funding source.

In 2015, the City started collecting 6% utility tax on cable TV. The revenue is used to address major maintenance on City-owned Buildings, ADA improvements, and Hazard Trees. In 2016 and 2017, the new tax generated over \$1 million annually. However, with viewers now finding more and more alternatives to cable TV, this revenue source began trending downward in 2018. In 2020, cable utility tax is projected at just under \$860,000.

2020-2025 CFP Project Funding by Source
\$156,604,404 Million



	Year 2020	Years 2021-2025	Total
CFP General Revenue	\$1,290,394	\$7,650,000	\$8,940,394
Gas Tax	\$275,000	\$1,375,000	\$1,650,000
General Facilities Charge	\$2,845,000	\$18,796,000	\$21,641,000
Grants	\$991,750	\$13,802,083	\$14,793,833
Impact Fees	\$1,661,600	\$16,622,047	\$18,283,647
Non-Voted Utility Tax	\$846,380	\$4,231,900	\$5,078,280
Olympia Home Fund - Capital	\$1,024,500	\$5,924,000	\$6,948,500
OMPD	\$1,308,500	\$8,035,000	\$9,343,500
Rates	\$11,287,250	\$30,244,000	\$41,531,250
Real Estate Excise Tax (REET)	\$1,500,000	\$7,500,000	\$9,000,000
TBD	\$1,500,000	\$7,500,000	\$9,000,000
Voted Utility Tax	\$1,989,000	\$8,405,000	\$10,394,000
Total	\$26,519,374	\$130,085,030	\$156,604,404

Revenue Sources Available for the 2020-2025 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. Of that 6%, currently, 1% goes directly to the Capital Facilities Plan for general plan support. Another 0.5% goes to the General Fund for park maintenance on capital projects. In addition, in September 2004, the voters approved a 3% increase in the Utility Tax above the 6% limit, bringing the total Utility Tax assessed to 9%. Of the 3% voter approved increase, 2% is for Parks and 1% for Pathways/Sidewalks.

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

Voter-Approved Debt

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.

The City has a total of \$357 million in capacity for voter-approved bonds (paid back through an excess property tax levy). This is comprised of \$178.7 million in General Purpose capacity and \$178.7 million in Open Space, Park & Capital Facilities capacity. A total of \$298.2 million remains available; \$119.5 million and \$178.7 million, respectively. The City's General Purpose available voted debt capacity would be reduced by any new issued non-voted debt capacity.

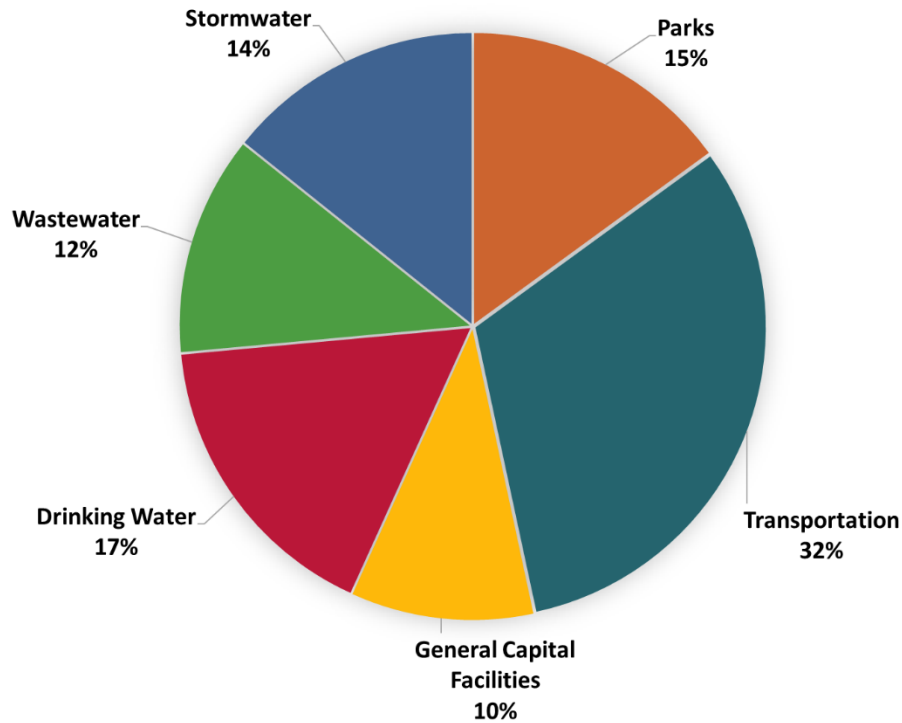
Non-Voted Debt

As of August 1, 2019 the City has \$107.2 million in non-voted general obligation bonding capacity (councilmanic) and presently has \$58.4 million of that amount uncommitted and available to use to finance projects. The City Council deliberates carefully before authorizing this method of financing as the City's existing operating revenues must be used for repayment.

Capital Costs of Proposed Projects in the 2020-2025 Financial Plan

Capital project costs for the City's 2020 - 2025 six-year capital facilities planning period total \$156,604,404. The chart below illustrates the percentage of the plan's six-year capital costs attributed to each program category. The table that follows illustrates planned capital costs by program category and the planned year of expenditure.

2020-2025 CFP Project Costs by Program
\$156,604,404 Million



	Year 2020	Years 2021-2025	Total	Total %	2020%
Parks	\$4,175,880	\$19,296,900	\$23,472,780	15%	16%
Transportation	\$5,054,600	\$44,501,130	\$49,555,730	32%	19%
Gen. Capital Facilities	\$2,314,894	\$13,574,000	\$15,888,894	10%	9%
Drinking Water	\$7,773,000	\$18,480,000	\$26,253,000	17%	29%
Wastewater	\$4,448,000	\$14,613,000	\$19,061,000	12%	17%
Stormwater	\$2,753,000	\$19,620,000	\$22,373,000	14%	10%
Total	\$26,519,374	\$130,085,030	\$156,604,404	100%	100%

Readers Guide

Executive Summary

Provides a summary of project costs and funding sources included in the 2019-2024 six-year planning window.

Introductions Section

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

Program Sections

These seven sections include the specific projects proposed for the 2020-2025 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

Parks, Arts and Recreation

Transportation

Transportation with Impacts Fee

General Capital Facilities

Drinking Water

Wastewater

Storm and Surface Water

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

Public facilities inventory

Glossary

Glossary of terms

Acronyms

Olympia School District CFP

The Olympia School District CFP is included in this document because the City charges and collects impact fees on their behalf. Once collected, fee are forwarded onto the District. Any questions regarding their projects or their impact fees should be directed to the Olympia School District.

An Overview of Capital Facilities Planning

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

What Are Capital Facilities and Why Do We Need to Plan for Them?

Capital facilities are all around us. They are the public facilities we all use on a daily basis – streets, parks, public buildings like the Timberland Regional Library and Olympia Center. They also include our public water systems that bring us pure drinking water, and the sanitary sewer systems that collect our wastewater for treatment and safe disposal. Even if you don't live in the City, you use capital facilities every time you drive, eat, shop, work, or play here. While a CFP does not cover day-to-day maintenance, it does include major renovation and repair projects when our public facilities are damaged or deteriorated to the point that they need to be rebuilt.

The planning period of the CFP is twenty years, the first six years 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 continually reviewed, evaluated and updated. New information and evolving priorities require continual review. Each time the review is carried out, it must be done comprehensively and through a public process.

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

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

- [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 (GMA) and Its Effect on the Capital Facilities Planning Process

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

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

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

Consistency with the Remainder of Olympia's Comprehensive Plan

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

Concurrency and Levels-of-Service Requirements

The Growth Management Act requires jurisdictions to have capital facilities in place and readily available when new development occurs or as service area population grows. This concept is known as concurrency. Specifically, this means that:

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

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

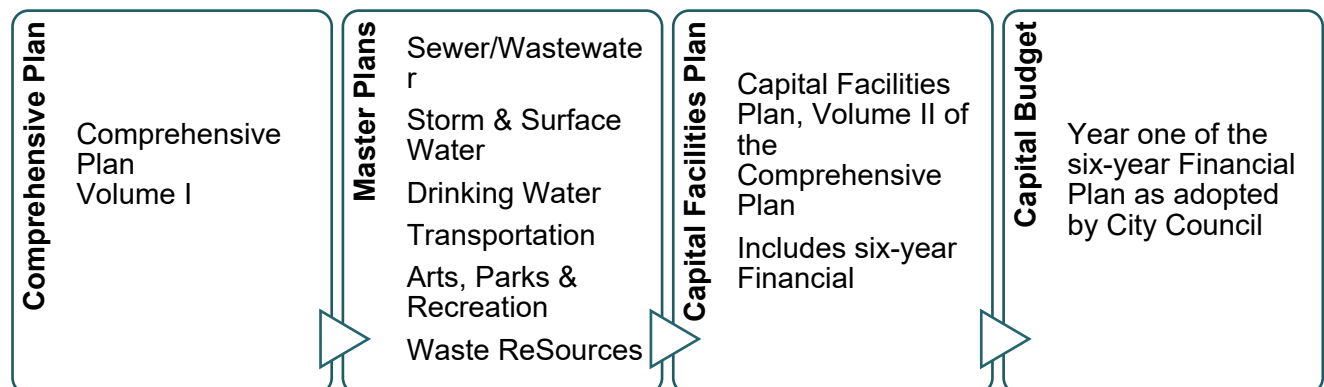
If a jurisdiction is unable to provide or finance capital facilities that meet the minimum level-of-service requirements, it must either: (a) adopt and enforce ordinances which prohibit approval of proposed development if the development, or (b) lower established standards for levels of service. Transportation facilities are reviewed a little bit differently than other public facilities. The GMA requires that transportation improvements or strategies to address the impacts of proposed development projects need to be made concurrently with land development. "Concurrent with the development" is defined by the GMA to mean that any needed "improvements or strategies are in place at the time of development, or that a financial commitment is in place to complete the improvements or strategies within six years."

Jurisdictions may include concurrency requirements for other types of facilities besides transportation if it is identified in the Comprehensive Plan and currency ordinances are adopted for those facilities. Otherwise, the City is required to reassess its level of service standards at least every eight years during the periodic update of the Comprehensive Plan.

Determining Where, When, and How Capital Facilities Will Be Built

In planning for future capital facilities, several factors are considered. Many are unique to the type of facility being planned. The process used to determine the location of a new park is very different than the process to locate a new sewer line. This capital facilities plan is the product of many separate but coordinated planning documents, each focusing on a specific type of facility. Future sewer requirements are addressed via a sewer plan, parks facilities through a parks and recreation plan, urban trail facilities through an urban trails plan, etc. Related plans can also be regional in nature, such as the Regional Urban Trails Plan, Regional Transportation Plan, Sustainable Thurston, and the Regional Climate Mitigation Plan (under development).

Some capital facilities projects are not included in the Comprehensive Plan because they do not fall into one of the standard growth management chapters. Nonetheless, many of the projects are vital to the quality of life in Olympia. The Farmers Market and City Hall are examples of this. In addition, recommendations from the public, advisory boards, and the Olympia Planning Commission are considered when determining types and locations of projects. 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.



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. The City encourages citizens, community groups, businesses, and other stakeholders to work with staff and the Olympia Planning Commission to merge their suggestions into the various Master Plans. Projects and policies are continually monitored and modified in the long-term plans, like the Comprehensive Plan or the Master Plans. These updates usually include a public process with input from associated City boards and commissions. See the Capital Facilities Plan Calendar of Events on our website for public hearing dates.

Population Forecasts for Olympia's Urban Growth Area (UGA)

Comprehensive Plans and CFPs must address projected population growth within a jurisdiction's UGA. The Thurston Regional Planning Council (TRPC) anticipates Olympia will grow roughly 25 percent between 2015 and 2035, or from a 51,020 to 68,460 persons. The fastest growing parts of the City will continue to be the West and Southeast areas.

Joint Projects and Projects by Other Jurisdictions

Several of the projects listed within this document will be coordinated with other jurisdictions or agencies. A stormwater project, for instance, may address a drainage problem that ignores City or UGA boundaries. A transportation project may involve upgrading a roadway that crosses the City Limits. On these type of projects, joint planning and financing arrangements are made and detailed on the individual project's worksheet.

For example, Thurston County has several "county only" parks or transportation projects planned within Olympia's unincorporated UGA. Under the joint planning agreement established between the City and Thurston County, initial financing and construction of these projects falls under County coordination. For more detail, please refer to the Thurston County CFP.

Capital Facilities Not Provided by the City

The GMA also requires that jurisdictions plan for and coordinate with other entities, such as schools, solid waste providers, and regional wastewater treatment. 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.

The City of Olympia charges school impact fees on behalf of the Olympia School District. The District's CFP is included at the end of this document. The LOTT Wastewater Alliance functions as a regional agency providing wholesale wastewater resource treatment and management services in the public's interest. Therefore, the LOTT Alliance capital facilities are not included in this document.

What is Not Included in This CFP Document?

This Capital Facilities Plan does not include information on previously funded capital projects that are still in progress. If the project is currently active and requires additional funding in the future, it is included in this plan.

Routine maintenance operations are included in the City's operating budget. When new or upgraded facilities are planned, it is important to consider the impact the facilities will have to the operating budget. For example, developing a new park will require construction of improvements such as sidewalks, access and parking, lighting, restrooms, play equipment, and fields and lawn areas, which are funded through the capital budget. The new park will also require on-going maintenance and other expenses like lawn mowing, utility expenses, and minor repairs. These type of expenses are funded through the operating budget.

Limitation of Funding Sources

Capital facilities require substantial financial investments. It is important to note that most of the funding sources can only be used on specific types of projects. For example, monies from the water utility cannot be used to build new play equipment in a City park.

Planning Cycles

The City is required to update its Comprehensive Plan at least every eight years. Several of the Master Plans are required to be updated on differing cycles. Balancing these rotating schedules can be challenging. As each plan is updated, it is reviewed for consistency with the other plans, to ensure the city is working to provide the facilities needed to implement the Comprehensive Plan at the adopted levels of service standards.

The bottom line is that the City is working to ensure the capital facilities our community depends on are planned and provided for, understands how much these will cost, and has identified how they will be financed.

Key Terms

Capital Facilities Plan (CFP)

A 20-year plan to implement the comprehensive plan vision, showing how the city will provide urban governmental services at adopted levels of service standards for the existing and projected population growth in the City and Urban Growth Area. It includes projected timing, location, costs, and funding sources for capital projects. The CFP identifies which capital facilities are necessary to support development/growth. Projects in the CFP are directly related to the applicable master plan or functional plans, such as the Parks, Arts and Recreation Plan, the Storm and Surface Water Plan, and other similar plans. The CFP is an element of the Comprehensive Plan, which is required to be internally consistent with the other chapters of the plan and the City budget.

Six-year Financial Plan

A six-year financially constrained plan of identified projects, anticipated costs, and proposed funding sources that is part of the Capital Facilities Plan.

Capital Improvement

A project to create, expand or modify a capital facility. The project may include design, permitting, environmental analysis, land acquisition, construction, landscaping, site improvements, initial furnishings, and equipment.

Capital Budget

The approved annual budget for capital facilities, as adopted by the City Council. The Capital Budget is “Year one” of the Capital Investment Strategy.

Capital Facilities

A structure, improvement, piece of equipment or other major asset such as land that has a useful life of at least five years. Capital facilities are provided by or for public purposes and services including, but not limited to, the following:

- Bikeway and Disability Access Ramps
- Detention Facilities
- Drinking Water
- Fire and Rescue
- Government Offices
- Law Enforcement
- Libraries
- Open Space
- Parks (Neighborhood and Community)
- Public Health
- Recreational Facilities
- Roads
- Sanitary Sewer
- Sidewalks
- Solid Waste Collection and Disposal
- Stormwater Facilities
- Street Lighting Systems
- Traffic Signals

Additional terms are defined in the Glossary.

CFP Comprehensive Plan Goals and Policies

The CFP is a required element of our 20-year Comprehensive Plan. The following are long-term goals and policies to guide the CFP:

- **Goal 1**

The Capital Facilities Plan provides the public facilities needed to promote orderly compact urban growth, protect investments, maximize use of existing facilities, encourage economic development and redevelopment, promote private investment, increase public wellbeing and safety, and implement the Comprehensive Plan.

- **Policy 1.1**

Annually review, update and amend a six-year Capital Facilities Plan that:

- 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:

- a. Do projects well or not at all.
- b. Focus programs on Olympia residents and businesses.
- c. Preserve and maintain physical infrastructure.
- d. Use an asset management approach to the City's real estate holdings.
- e. Use unexpected one-time revenues for one-time costs or reserves.
- f. Pursue innovative approaches.
- g. Maintain capacity to respond to emerging community needs.
- h. Address unfunded mandates.
- i. Selectively recover costs.
- j. Recognize the connection between the operating and capital budgets.
- k. Utilize partnerships wherever possible.
- l. Stay faithful to City goals over the long run.
- m. Think long-term.

→ **Policy 1.6**

Ensure that capital improvement projects are:

- a. Financially feasible.
- b. Consistent with planned growth patterns provided in the Comprehensive Plan.
- c. Consistent with State and Federal law.
- d. Compatible with plans of state agencies.
- e. Sustainable within the operating budget.

→ **Policy 1.7**

Give priority consideration to projects that:

- a. Are required to meet State or Federal law.
- b. Implement the Comprehensive Plan.
- c. Are needed to meet concurrency requirements for growth management.
- d. Are already initiated and to be completed in subsequent phases.
- e. Renovate existing facilities to remove deficiencies or allow their full use, preserve the community's prior investment or reduce maintenance and operating costs.
- f. Replace worn-out or obsolete facilities.
- g. Promote social, economic, and environmental revitalization of commercial, industrial, and residential areas in Olympia and its Growth Area.
- h. Are substantially funded through grants or other outside funding.
- i. Address public hazards.

→ **Policy 1.8**

Adopt each update of this Capital Facilities Plan as part of the Comprehensive Plan.

→ **Policy 1.9**

Adopt by reference updates of the Olympia School District Capital Facilities Plan as part of this Capital Facilities element. Identify and recommend to the District that it revise any elements of the School District's plan that are inconsistent with the Comprehensive Plan.

→ **Policy 1.10**

Monitor the progress of the Capital Facilities Plan on an ongoing basis.

→ **Policy 1.11**

Recognize the year in which a project is carried out, or the exact amounts of expenditures by year for individual facilities, may vary from that stated in the Capital Facilities Plan due to:

- a. Unanticipated revenues or revenues that become available to the City with conditions about when they may be used.
- b. Change in the timing of a facility to serve new development that occurs in an earlier or later year than had been anticipated in the Capital Facilities Plan.
- c. The nature of the Capital Facilities Plan as a multi-year planning document. The first year or years of the Plan are consistent with the budget adopted for that financial period. Projections for remaining years in the Plan may be changed before being adopted into a future budget.

• **Goal 2**

As urbanization occurs, the capital facilities needed to direct and serve future development and redevelopment are provided for Olympia and its Urban Growth Area.

→ **Policy 2.1**

Provide the capital facilities needed to adequately serve the future growth anticipated by the Comprehensive Plan, within projected funding capabilities.

→ **Policy 2.2**

Plan and coordinate the location of public facilities and utilities to accommodate growth in advance of need, and in accordance with the following standards:

- a. Coordinate urban services, planning, and standards by identifying, 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:
 - a. Increase general revenues, rates, or user fees; change funding source(s).
 - b. Decrease level of service standards in the Comprehensive Plan and reprioritize projects to focus on those related to concurrency.
 - c. Change project scope to decrease the cost of selected facilities or delay construction.
 - d. Decrease the demand for the public services or facilities by placing a moratorium on development, developing only in served areas until funding is available, or changing project timing and/or phasing.
 - e. Encourage private funding of needed capital project; develop partnerships with Lacey, Tumwater and Thurston County (the metropolitan service area approach to services, facilities or funding); coordinate regional funding efforts; privatize services; mitigate under the State Environmental Protection Act (SEPA); issue long-term debt (bonds); use Local Improvement Districts (LID's); or sell unneeded City-owned assets.
- **Policy 3.9**
Secure grants or private funds, when available, to finance capital facility projects when consistent with the Comprehensive Plan.
- **Policy 3.10**
Reassess the Land Use Element of the Comprehensive Plan if probable funding for capital facilities falls short of needs.

- **Goal 4**
Public facilities constructed in Olympia and its Growth Area meet appropriate safety, construction, durability and sustainability standards.
 - **Policy 4.1**
Adhere to Olympia's Engineering Development and Design Standards when constructing utility and transportation related facilities.
 - **Policy 4.2**
Regularly update the Engineering Development and Design Standards.
 - **Policy 4.3**
Ensure that the Engineering Development and Design Standards are consistent with the Comprehensive Plan.
 - **Policy 4.4**
Apply value engineering approaches on major projects in order to efficiently use resources and meet community needs.

Frequently Asked Questions

What is a Capital project?

A structure, improvement, piece of equipment, or other major asset, including land, that has a useful life of at least five years. Examples of capital projects include public streets, City parks and recreation facilities, public buildings such as libraries, fire stations and, community centers, public water systems and sanitary sewer systems. While capital projects do not cover day-to-day maintenance, it can include major repairs or reconstruction like a roof repair on a City-owned building.

There are a lot of projects in the CFP. How does the City decide which projects are a priority?

The projects in the CFP are identified because they meet the goals of the 20-year Comprehensive Plan and are reflected in the applicable master plan. The City uses several criteria to prioritize, including:

- Public health and safety
- Regulatory requirements
- Available funding, including State and Federal grants
- Council and Community priorities
- Public health and safety

It seems likely that a capital project may affect future operating budgets. Does this have an impact on whether or not a project will be approved and funded?

Yes. It is important that on-going maintenance needs are considered for capital improvements, as these annual expenses impact the City's operating budget.

Can money from the various funds be used on any capital facility?

No. Certain funding sources have restrictions on how they can be used. For example, revenue collected from the Olympia Metropolitan Park Fund can only be used to fund Park projects.

What is the Utility Tax and what projects does it fund?

The City Council has authority to approve, without voter approval, up to a 6% utility tax on private utilities. Five percent of the utility tax collected goes to the General Fund Operating Budget and 1% goes to fund Capital Projects.

In addition, in 2004 the City presented Olympia residents with a ballot measure to raise the utility tax to from 6% to 9%. This Voted Utility Tax was approved and provides an additional 2% funding for Parks and 1% funding for Transportation to fund pathways and sidewalks.

Once a project has been approved and funded, can any part of the money be used for another project?

Yes. The City Council can, by simple majority, vote to appropriate funds to a different project. However, they are limited by the funding source and any restrictions. For example, utility funds cannot be used to build park improvement projects. In most cases, this happens when the City needs money to match a State or Federal grant. Leveraging State and Federal grants helps the City implement more capital projects for the community.

If a project was identified in the CFP and funded, will it continue to be listed until the project is completed?

It depends. If the project is in-progress and fully funded, it won't be listed in future CFPs. If the project is in progress and continues to need funding, it will be listed. For example, some projects require funding for design. Once the design is funded and complete, the project continues to be in the CFP because money is needed for construction.

Individual project financial information seems to indicate that a specific dollar amount can be expected to be spent on the project over the next six years. Is this a correct interpretation?

No. The planning period for a CFP project is 20 years. Only expenditures and revenues proposed for the first year of the program are incorporated into the Annual Capital Budget (adopted in December of each year). It is important to note that the CFP is a planning document that includes timeline estimates based on changing dynamics related to growth projections, project schedules, new information, evolving priorities, or other assumptions. The Capital Facilities Plan is reviewed and amended annually to verify the availability of fiscal resources. Therefore, project cost estimates and timelines may change.

What happens if a project does not receive the anticipated funding over the next six years?

To address a funding shortfall, the City may delay the project, re-scope or phase the project to help reduce the cost, lower the adopted level of service standards, or reassess the land use element of the Comprehensive Plan. Such decisions are made in a public process.

Are all projects in the listed in CFP completed within six years?

No. The Capital Facilities Plan is financial plan. The City uses it to verify that resources are available to build the facilities needed to achieve our 20-year comprehensive plan vision. Capital facilities fluctuate based on population growth, existing deficiencies, major facility maintenance and repair needs, internal operations, and Council and Community priorities. The plan is reviewed and updated annually.

What is the difference between State Environmental Policy Act (SEPA) mitigation fees and Olympia impact fees?

SEPA mitigation fees may be required for new, major developments to cover their direct impact on the natural or built environment. The specific impacts are identified in an environmental analysis completed for the project. Transportation and parks SEPA mitigation fees for developments proposed within the Urban Growth Area are the most common sources. These fees are collected from specific development projects in or outside of the City that are likely to have an impact on facilities in the City of Olympia, and the funds can only be spent on the identified projects need to address impacts from the project.

Olympia's impact fees are charged to new development only within the City limits. The City is able to spend these fees on "system improvements" for transportation or park projects. System improvements can include physical or operational changes to existing streets, as well as new street connections that are built in one location to benefit projected needs at another location. Funds collected can only be used for projects that are specifically identified as part of the impact fee calculation. Olympia does collect impact fees on behalf of the Olympia School District based on the District's Capital Facilities Plan and forwards the fees onto the District.

Can the City collect impact fees in the Urban Growth Area?

No, the City of Olympia may not collect impact fees for projects in the Urban Growth Area.

When Olympia annexes an area where the County has a County-funded project underway, does the City assume responsibility for the project and associated project costs?

When an annexation includes capital projects that will add to Olympia's asset base, the City may negotiate related project costs as part of an Interlocal agreement between the City and the County.

Calendar of Events

Event	Month
Propose CFP Projects due from departments	May
Present Preliminary CFP to Council	August 13
Planning Commission Public Hearing on Preliminary CFP (City and School District)	September 16
City Council Public Hearing and Discussion on Preliminary CFP	October 29
First Reading on Capital Budget	December 10
Second and Final Reading of Operating and Capital Budgets	December 17

Annual Capital Facilities Plan/Capital Budget Development and Review Process

Project Steps	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
Prioritize CFP Projects based on Master Plans												
Estimate Revenues by Funding Source												
Advisory Committees Review Projects												
Distribute Preliminary CFP and 6 Year Financial Plan												
Public Involvement and Communication												
City Council Adopts CFP 6-year Financial Plan & Capital Budget												
Public Involvement and Communication	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
City Internet												
Public Hearing												
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												

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

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?

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.

January 1, 2019

Taxable Assessed Value as of January 1, 2019		\$ 7,147,962,073
General Indebtedness without a Vote of the People:		
Legal Limit, 1.5% of Property Value:		\$107,219,431
G.O. Bond Liabilities		(\$48,770,000)
Remaining Non-Voted Debt Capacity		\$58,449,431

General Indebtedness with a Vote of the People:		
Legal Limit, 2.5% of Property Value:		\$ 178,699,052
Outstanding Voted Debt		(\$10,400,000)
Outstanding Non-voted Debt		(\$58,449,431)
Remaining Voted Debt Capacity		\$ 119,529,052

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 2020-2025 is:

CFP Funding Sources

Current Revenue

- Wastewater Rates
- Drinking Water Rates
- Storm & Surface Water Rates
- General Facilities Charges
- Non-Voted Utility Tax (1%)
- Voted Utility Tax (3%)

- Motor Vehicle Fuel Tax
- Interest
- Real Estate Excise Tax (REET) (0.5%)*(REET funds must be spent on Parks or Transportation.)
- Cable TV Tax (6%)
- Public Facilities District Reserves
- Maintenance Center Rental Rates

Debt

- The City has \$119.5 million of available debt capacity. Of this, \$58.5 million may be issued by the Council without a vote of the people.
- Loans from State of Washington agencies
- Utility Revenue Bonds

Grants

- Federal Surface Transportation Program Funds
- State Transportation Improvement Board Funds
- Federal Community Development Block Grant
- Federal Highways Administration
- Washington State Department of Transportation
- State Recreation Conservation Office

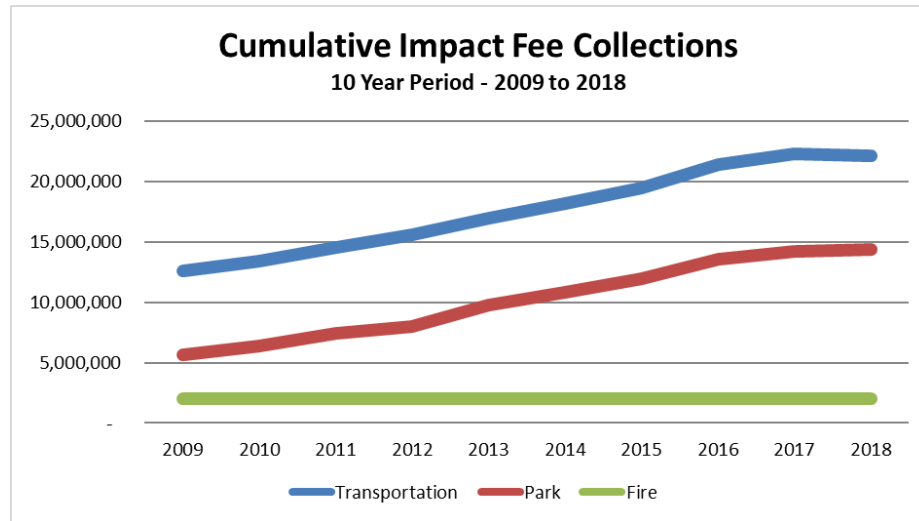
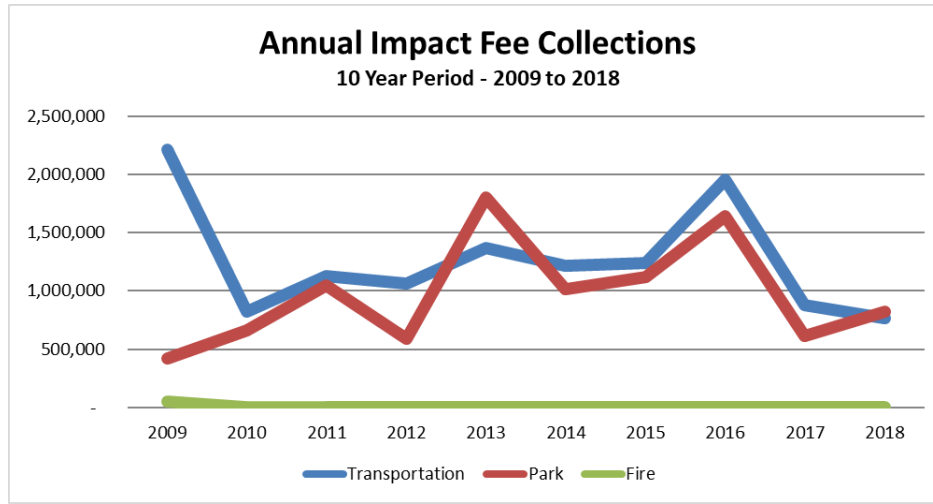
Other

- Impact Fees (OMC 15.16)
- Transportation Benefit District (TBD) fees (OMC 3.04.128)
- SEPA Mitigation Fees (3.04.130)
- Olympia Metropolitan Park District (OMPD)
- Olympia Home Fund – Capital – (OMC 3.04.318)
- Economic Development Fund

Revenues Dedicated to the CFP

Impact Fee Revenue

Impact Fees are one-time charges imposed on development activity to raise revenue for the construction or expansion of public facilities needed to serve new growth and development. Impact fees 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 for Single Family Home

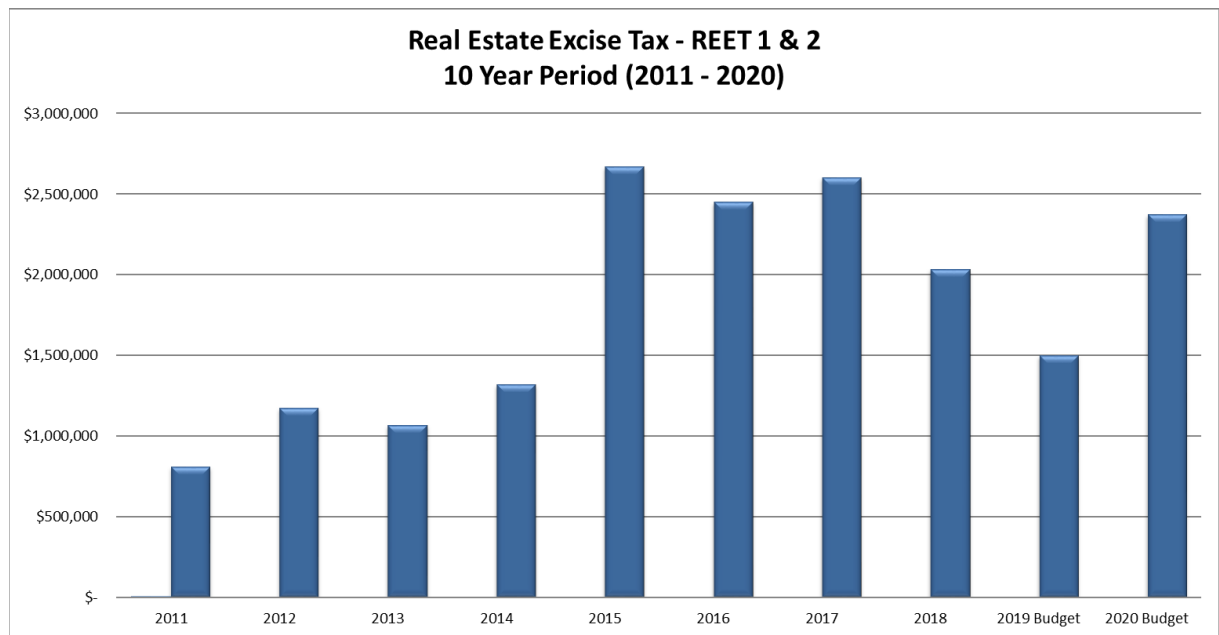
City										
Year	2010	2011	2012	2013	2014	2015	2016	2017	2018	2019
Parks	\$4,012	\$4,941	\$5,068	\$4,950	\$5,090	\$5,334	\$5,437	\$5,446	\$5,581	\$5,581
Transportation	\$2,775	\$2,716	\$2,592	\$2,608	\$2,654	\$2,688	\$2,913	\$3,498	\$3,450	\$3,213

Schools										
Year	2010	2011	2012	2013	2014	2015	2016	2017	2018	2019
Single Family	\$2,753	\$659	\$2,969	\$5,179	\$5,895	\$4,978	\$5,298	\$5,298	\$5,350	\$4,972
Multi Family	\$1,156	\$1,152	\$235	\$ 0	\$1,749	\$1,676	\$2,498	\$2,520	\$2,621	\$2,575

Real Estate Excise Tax (REET) Revenue

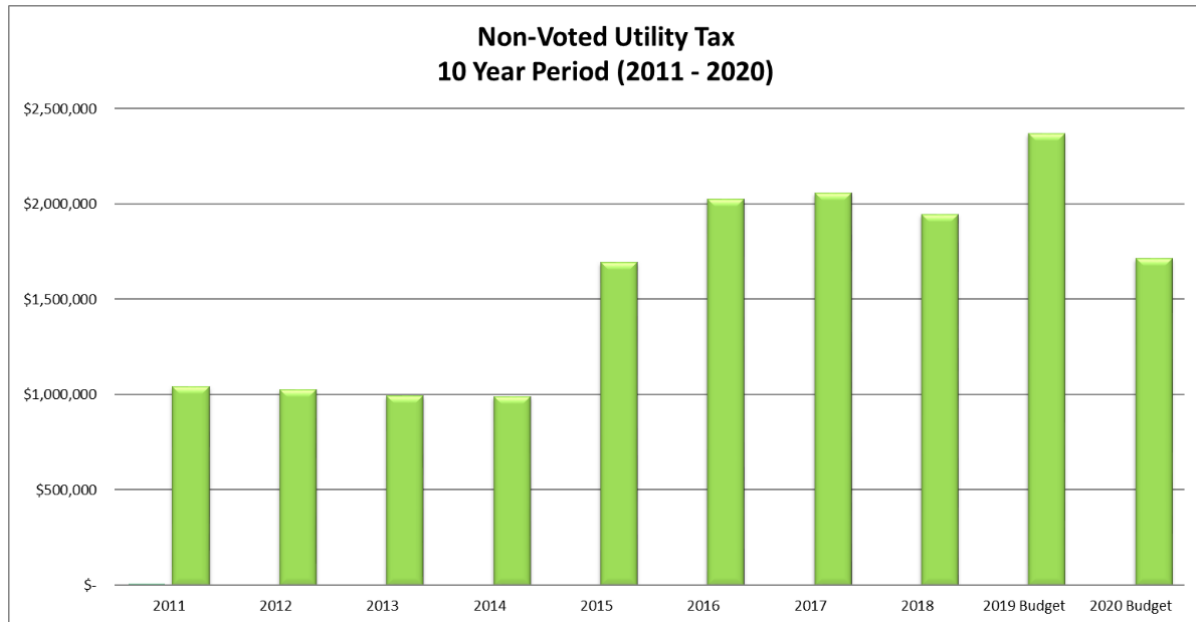
REET is a tax upon the sale of all residential and commercial property that occurs within the City of Olympia. It is collected in two parts; each part equates to one-quarter of 1% of the purchase price of the property sale. The tax is restricted by state law (see below), and Olympia allocates this revenue to fund transportation capital projects.

- **REET 1:** RCW 82.46.010 requires REET 1 must be spent solely on capital projects listed in capital facilities plan (CFP) element of the Comprehensive Plan. REET 1 capital projects are defined as: transportation, drinking and waste water, parks and recreational, law enforcement, fire protection, trails, libraries, administrative, and judicial facilities.
- **REET 2:** RCW 82.46.035 requires REET 2 be spent on capital projects defined as: transportation, drinking and wastewater, and parks public works projects. Acquisition of land for parks is not an outright permitted use of REET II, although it is a permitted use for transportation, drinking and wastewater projects.



Utility Tax Revenue

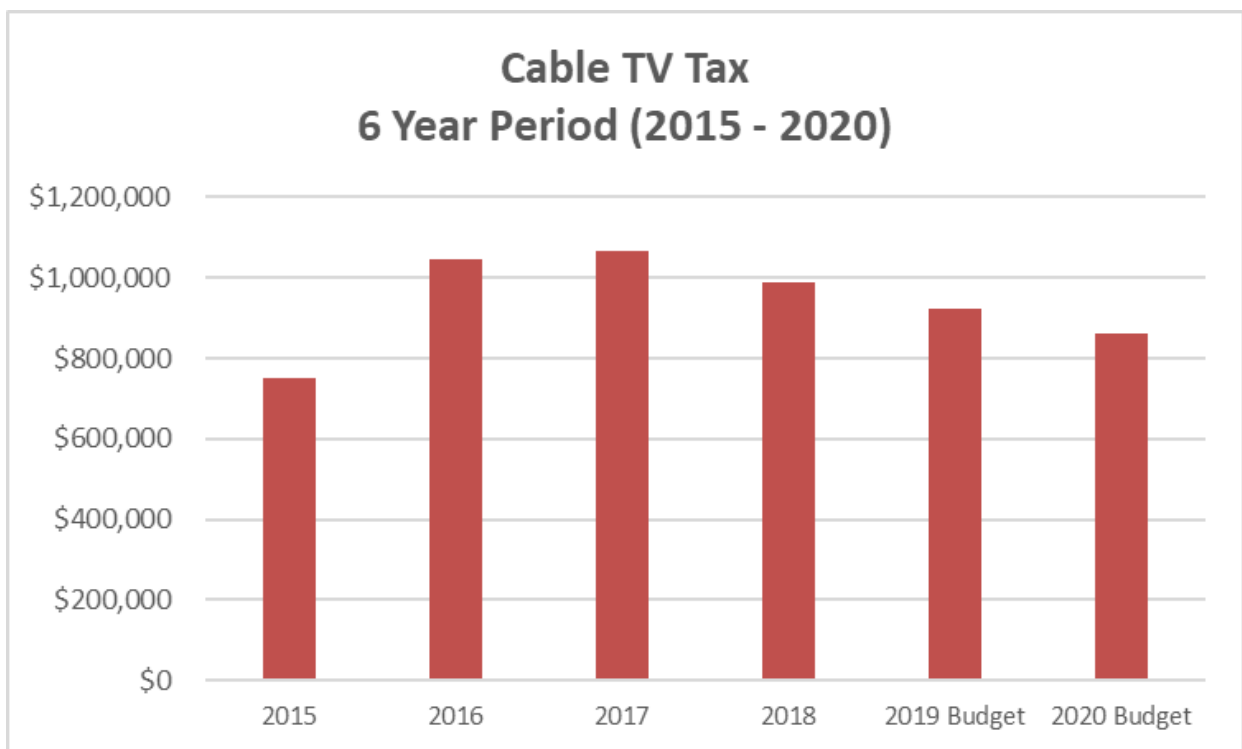
Of the six percent Non-Voted Utility Tax upon electric, natural gas and telecommunications utilities, one-sixth (1% tax) is allocated by Council policy to the CFP. In addition, all of the non-voted utility tax on cable TV is dedicated to the CFP. The chart below presents gross revenues. This tax is a general revenue and can be used for any purpose determined by the Council.



Cable TV Tax Revenue

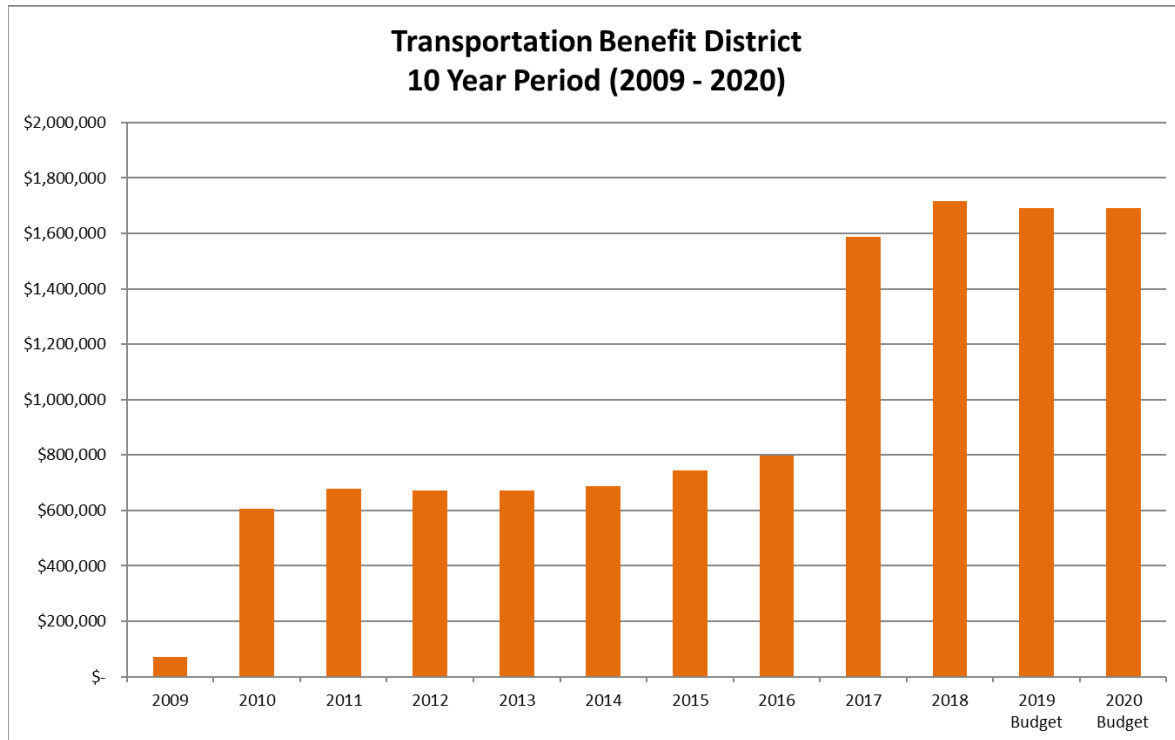
The City began assessing the 6% utility tax on cable TV revenues in 2015. The revenue is used to fund major maintenance on City-owned buildings, ADA improvements, and the Hazard Trees program. In 2016 and 2017, the new tax generated over \$1 million, annually. After peaking in 2017, the tax is now trending downward, with a 6 – 7% drop each year. In 2020, the tax is projected at just over \$859,000.

It should be noted that Cable TV tax applies only to the TV component of the cable revenue, not the internet service. As technology has improved, particularly over just the last three years, consumers are being offered a wider range of alternatives such as streaming video services, and a growing number of viewers are opting to “cut the cord,” and discontinue using cable as a means of providing TV access. In addition, starting last year, wireless telephone providers began offering 5G (fifth generation cellular networks) service to several cities in the U.S. This new technology will allow for faster transfers of data via the mobile internet infrastructure with speeds significantly faster than cable. Users will be able to download entire movies within seconds, making it another popular alternative to cable TV. While, any new service takes time to be tested by consumers and considered mainstream, all indicators point to the Cable TV Utility tax revenue continuing its downward trend.



Transportation Benefit District (TBD) Revenue

In December 2008, the City Council adopted an ordinance creating the Olympia Transportation Benefit District (TBD). The chart below presents gross revenues. Each year approximately \$10,000 is appropriated for operating expenses (audit, insurance, etc.) The net funds are dedicated the CFP for transportation projects. In 2017, the fee increased from \$20 to \$40 per vehicle.



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 for planning, designing, or constructing in the next year.

Community, Safety, and Health

- Inclusive, Respectful Civic Participation
- A Safe and Prepared Community
- Health and Wellness
- Adequate Food and Shelter
- A Quality Education

2020 CFP Projects Supporting this Focus Area

Parks

- ADA Upgrades at LBA, Lions, and Friendly Grove Parks
- Improvements at Yelm Highway Community Park
- Update the Parks, Arts, and Recreation Master Plan

General Capital Facilities

- Fund Permanent Supportive Housing Projects
- Mitigate hazard trees on City-owned property

Drinking Water

- Complete Seismic Upgrades at Elliott Avenue & Fir Street Reservoirs
- Rehabilitate and Complete Seismic Upgrades at Boulevard Road Reservoir
- Fund the Water Master Plan Update

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

2020 CFP Projects Supporting this Focus Area

Parks

- Fund Major Maintenance and Reconstruction for Percival Landing

Transportation

- Downtown Pedestrian Crossing Improvements: 5th & Adams, East Bay Dr. & Olympia Ave.
- Design Bike Improvements from Sylvester Park to I-5
- Construct Legion Way Improvements
- Design Franklin Street Improvements

General

- 4th and Columbia Mixed Use Project Feasibility

Economy

- Abundant Local Products and Services
- A Thriving Arts and Entertainment Industry
- Sustainable Quality Infrastructure
- A Stable Thriving Economy

2020 CFP Projects Supporting this Focus Area

Transportation

- Design Fones Road Improvements
- Design US 101/West Olympia Access Project

General Capital Facilities

- Repair and Replace Siding at the Hands on Children's Museum
- Complete a Seismic Evaluation at the Washington Center for the Performing Arts

Drinking Water

- Replace AC Water Pipes at: 7th Avenue, Boundary, Fir and Giles Streets
- Design Fones Road Waterline Improvements
- Complete a Joint Olympia Brewery Engineering Study for New Water Source

Wastewater

- Upgrade Lift Stations at Old Port 1 & Miller/Central

Environment

- Clean Water and Air
- A Daily Connection to Nature
- Preserved, Quality Natural Areas
- A Toxin-Free Community
- A Waste-Free Community

2020 CFP Projects Supporting this Focus Area

Parks

- Construct a multi-use trail through Grass Lake Nature Park

Wastewater

- Fund sewer extensions to support on-site septic conversions

Stormwater

- Design Storm Pond at 4th Avenue & Ascension
- Rehabilitate several City-Owned Storm Ponds
- Retrofit streets for water quality treatment

Neighborhoods

- Distinctive Places and Gathering Spaces
- Nearby Goods and Services
- Neighborhoods that are Engaged in Community Decision Making
- Safe and Welcoming Places to Live

2020 CFP Projects Supporting this Focus Area

Parks

- Replace playground equipment at Friendly Grove Park
- Design a Sprayground at Lions Park
- Acquire New Park Land

Transportation

- Design Bike Improvements at Thomas/Plymouth/Decatur Street
- Design Protected Bike Lanes at Division & 28th and Lakeridge Drive
- Design Elliott Avenue Sidewalk from Division to Crestline
- Construct Improvements at Cain Road & North Street Intersection
- Construct Intersection Improvements at Henderson Blvd. & Eskridge
- Fund Future Intersection Improvements at Wiggins Rd and 37th Ave.

New Projects

Parks, Arts, and Recreation

2022 Parks, Arts and Recreation Plan Development

- **Project Description:**
Update the Parks, Arts and Recreation Plan in order to remain eligible for WA State Recreation and Conservation Office (RCO) grant funding.
- **Anticipated Result:**
Updated 2022 Parks, Arts and Recreation Plan.

Friendly Grove Park Playground Replacement (CAMP)

- **Project Description:**
The current playground is 17 years old and needs to be replaced. This project will install new play equipment and surfacing.
- **Anticipated Result:**
A new playground that meets current playground safety and ADA standards.

Grass Lake Nature Park 14th Avenue Trail Improvements

- **Project Description:**
Construct a new soft surface walking trail near Road 65 and 14th Avenue Intersection.
- **Anticipated Result:**
New trail entrance into Grass Lake Nature Park.

Yauger Park Ballfield Backstop Replacements (CAMP)

- **Project Description:**
The backstops at Yauger Park are over 30 years old. This project will fund the design of new backstops for the four ballfields and construction is anticipated to occur in 2021.
- **Anticipated Result:**
Design drawings for new backstops for each of the four ballfields at Yauger Park.

Transportation

2020 funding for Transportation being allocated to existing projects previously identified in the CFP. New projects will be identified in the upcoming Transportation Master Plan.

General Capital Facilities

Olympia Home Fund – Capital

- **Project Description:**
This project will provide funding through a competitive process to a non-profit or other qualified applicant to construct permanent supportive housing or other qualified affordable housing facilities.
- **Anticipated Result:**
Increase success of receiving county, state, and federal grant dollars to construct affordable housing in our community.

Drinking Water

Boulevard Road Reservoir Rehabilitation Construction

- **Project Description:**
This project will rehabilitate the Boulevard Road Reservoir to address deficiencies in interior/exterior coating systems and structural components, as well as complete recommended seismic retrofits.
- **Anticipated Result:**
This project will result in prolonged service life of the Boulevard Road Reservoir and enhance drinking water system reliability.

Hoffman Court Reservoir Rehabilitation Construction

- **Project Description:**
This project will rehabilitate the Hoffman Court Reservoir to address deficiencies in interior/exterior coating systems and structural components, as well as complete recommended seismic retrofits.
- **Anticipated Result:**
This project will result in prolonged service life of the Hoffman Court Reservoir and enhance drinking water system reliability.

Olympia Brewery Wellfield Activities

- **Project Description:**
This project continues work to develop this new water source in conjunction with Tumwater and Lacey.
- **Anticipated Result:**
This project will develop a Wellhead Protection Plan and Water Rights Re-Perfection Strategy, as well as decommission existing tanks and wells.

Percival Creek Water Main

- **Project Description:**
This project will replace an existing AC water main from Evergreen Park Lane to 15th Avenue SW across Percival Creek Canyon.
- **Anticipated Result:**
Installing a new force main from Evergreen Park Lane to 15th Avenue SW will improve system reliability in the area.

Reservoir Cleaning Inspection and Evaluation

- **Project Description:**
This project will provide for cleaning, inspection, and evaluation services for the City's drinking water reservoirs.
- **Anticipated Result:**
This project will result in prolong service life of the City's reservoirs and enhance drinking water system reliability.

Wastewater

AC Forced Main Upgrades Phase 1

- **Project Description:**
The project will fund the initial phase of pipe installations to replace asbestos cement sewer force mains.
- **Anticipated Result:**
Reduce risk of spills by replacing aging asbestos cement sewer force mains.

Gravity Sewer Extensions

- **Project Description:**
The project will explore options to encourage construction of regional sewer infrastructure in areas where development densities may not favor development-driven infrastructure projects.
- **Anticipated Result:**
Encourage construction of new regional sewer infrastructure to expand the City's sewer service area.

Miller and Ann Lift Station Upgrade Construction

- **Project Description:**
This project will upgrade the existing lift station to correct deficiencies.

Miller and Ann Lift Station Upgrade Design

- **Project Description:**
This project will design upgrades to address deficiencies at the existing lift station.
- **Anticipated Result:**
Provide a design for lift station upgrades to enhance system reliability for current and future flows.

Rossmoor Lift Station Upgrade Construction

- **Project Description:**
This project will upgrade the existing lift station to correct deficiencies.
- **Anticipated Result:**
Install lift station upgrades to enhance system reliability for current and future flows.

Rossmoor Lift Station Upgrade Design

- **Project Description:**
This project will design upgrades to address deficiencies at the existing lift station.
- **Anticipated Result:**
Provide a design for lift station upgrades to enhance system reliability for current and future flows.

STEP (Septic Tank Effluent Pumping) Rehabilitation

- **Project Description:**
This project will correct deficiencies in City-owned STEP systems.
- **Anticipated Result:**
Rehabilitating STEP systems 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 detention pond on City-owned land between 4th Avenue and Ascension.
- **Anticipated Result:**
This is a stormwater retrofit project that will provide flow control to reduce flooding of downstream stormwater conveyance systems and improve conditions in Schneider Creek.

Black Lake Ditch Bank Stabilization

- **Project Description:**
This project would remove a failing log crib-wall and establish a stable slope along the bank of Black Lake Ditch downstream of the RW Johnson Road crossing.

- **Anticipated Result:**
Establish a stable slope that will not collapse into the stream channel.

Cooper Point Road and Black Lake Boulevard Storm Conveyance

- **Project Description:**
This is a study of alternatives to increase capacity of an extensive westside stormwater conveyance system serving approximately 700 acres of development.
- **Anticipated Result:**
Reduce the frequency and severity of flooding at the intersection of Cooper Point Road and Black Lake Boulevard, which is a vital route for emergency vehicles.

Harrison Avenue Water Quality Retrofit

- **Project Description:**
This project will construct a water quality treatment facility to treat runoff from approximately 26 acres of West Olympia that is mostly zoned as a High-Density Corridor.
- **Anticipated Result:**
Reduce the pollutant loading to and improve water quality of Budd Inlet.

Neighborhood LID (Low Impact Development)

- **Project Description:**
This project will evaluate several locations for the feasibility of providing a stormwater retrofit using low impact development (LID) best management practices such as bio-retention and rain gardens
- **Anticipated Result:**
The design of a project or projects that will improve water quality and serve as a demonstration project for LID.

Sea Level Rise Mitigation

- **Project Description:**
This project will implement physical and informational strategies identified in the Olympia Sea Level Rise Response Plan.
- **Anticipated Result:**
The City will incrementally build resilience to sea level rise.

Schneider Creek Fish Passage

- **Project Description:**
This project would provide fish passage from Budd Inlet to Schneider Creek under West Bay Drive and a parking lot; and establish a sediment removal forebay.
- **Anticipated Result:**
Provide fish passage from Budd Inlet to Schneider Creek.

Parks, Arts, and Recreation Capital Projects



The 2020-2025 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 eight program categories:

1. ADA Facility Upgrades
2. Capital Asset Management Program
3. Community Park Development
4. Neighborhood Park Development
5. Open Space Acquisition and Development
6. Percival Landing Major Maintenance and Reconstruction
7. Park Land Acquisition
8. Small Capital Projects

Levels of Service Standards

Levels of Service Standards are the ratio of developed park land per 1,000 residents. This is how the City evaluates whether we need to acquire more park land or build more recreation facilities. The Capital Facilities Plan identifies the means by which the City finances new park acquisition and development. Park land acquisition and development is funded by a variety of sources, including the voted utility tax, OMPD revenue, park impact fees, SEPA mitigation fees, grants, and donations.

The following table presents the existing and target levels of service standards from the 2016 Parks, Arts and Recreation (PAR) Plan. It shows that additional park land and development are needed if the target levels of service standards are to be met. In the category of Open Space, the existing ratio of parks to population is slightly higher than the target ratio. While this would appear to indicate no additional open space acquisition 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 & Target Levels of Service Standards for Parks*

2016 Parks, Arts & Recreation Plan			
Park Type	Existing Developed Acres	Existing Ratio	Target Ratio
		Acres/1,000	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.*

Debt Service

In 2011, the City of Olympia issued a Bond Anticipation Note (BAN) in the amount of \$2,500,000 to partially fund the \$14.5 million Percival Landing Phase 1 Reconstruction Project. In 2013, \$1,670,000 in bonds were issued to refinance the BAN. Final payment of the 2013 bonds will be in 2021.

In 2019, the City refinanced the \$10 million 2016 BAN and issued an additional \$4 million for land acquisition. The City will make interest only payments twice a year. In 2020, the City anticipates refinancing the BAN into a long-term 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, 1.61 acres known as West Bay Woods and 83 acres known as the Yelm Highway parcel. This effort has been critical in helping the City continue working towards the goal of acquiring 500 new acres of park land. To date, the City has acquired 450 acres towards this 20-year goal, which was established as a component of the 2004 voted utility tax ballot measure.

The costs identified in the two tables below represent debt service for those previous capital projects and/or acquisitions that were financed with debt. Debt service is an operational costs and is included in the City's Operating Budget. The debt service information is presented here in the CFP for informational purposes only.

Park Debt Service Costs - Property	2020	2021 - 2025	Total
2013 Bond – Percival Landing	\$242,500	\$241,500	\$484,000
2019 Bond Anticipation Note (BAN)	\$182,000	\$ 0	\$182,000
2020 Bond – Refinance BAN	\$490,000	\$4,900,000	\$5,390,000
Total	\$914,500	\$5,141,500	\$6,056,000

Funding for Debt Service Costs	2020	2021 - 2025	Total
Voted Utility Tax	\$672,000	\$4,900,000	\$5,572,000
OMPD Fund	\$242,500	\$241,500	\$484,000
Total	\$914,500	\$5,141,500	\$6,056,000

ADA Facility Upgrades

Where is this project happening?

Southeast Olympia

Are there other CFP projects that impact this project?

N/A

Description

Many of Olympia's parks and associated facilities were constructed before the Americans with Disabilities Act (ADA) passed in 1990. In 2017, the City conducted an ADA assessment of its parks system. The assessment identified the various components within the parks that do not comply with current ADA regulations. The assessment reviewed all the park facilities, parking and access pathways and identified the modifications necessary to bring the components into compliance with ADA. These upgrades were prioritized and a six-year improvement plan was developed.

Project List

- **Upper Ballfield ADA Path Construction:** Replace existing wood stairs with new concrete ADA accessible ramp to access the upper baseball fields at LBA Park. This project is funded over three years (2018-2020).

Why is this project a priority?

ADA regulations prohibit discrimination against individuals on the basis of disability and require local governments to make their facilities accessible for all. These requirements focus on providing accessibility by addressing and eliminating structural barriers associated with park facilities.

Is there a level of service standard or measurable outcome?

N/A

What Comprehensive Plan goals and policies does this project address?

This CFP reflects the goals and policies of the 2016 Parks, Arts and Recreation Plan and the following policy of the Olympia Comprehensive Plan:

- **Policy Public Health, Parks, Arts, and Recreation 10.1**
Enhance recreation opportunities for the Olympia area's physically and mentally disabled populations.

ADA Facility Upgrades

Capital Cost:	Year 2020	Years 2021-2025	Total
ADA Facility Upgrades	\$200,000	\$1,000,000	\$1,200,000
Total	\$200,000	\$1,000,000	\$1,200,000
Funding Sources:			
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

Where is this project happening?

Various locations Citywide

Are there other CFP projects that impact this project?

N/A

Description

Community parks are places for large-scale community use. Community parks include facilities such as athletic fields, picnic shelters, tennis courts, water access and other facilities.

Project List

In 2020, funding is requested for the following projects:

- **Yelm Highway Community Park Construction (Phase 1)**
This project will set aside funds for future construction of Phase 1 improvements at the park. Phase 1 improvements could include construction of soccer fields, parking areas, restrooms, and other compatible improvements such as a playground, dog park and/or community garden. Grants will also be pursued to help fund this project. The Master Plan process is underway and we anticipate breaking ground in 2024.
- **2022 Parks, Arts & Recreation Plan Development**
This project helps fund development of the 2022 Parks, Arts and Recreation Plan. Required to be updated every six years, the Parks Plan is a State requirement for grant eligibility. A major component of the plan includes development of a Capital Investment Strategy that outlines capital projects and their estimated costs, funding sources, and timelines.

Is there a level of service standard or measurable outcome?

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

What Comprehensive Plan goals and policies does this project address?

This CFP reflects the goals and policies of the 2016 Parks, Arts and Recreation Plan and the following policies of the Olympia Comprehensive Plan:

- **Policy Public Health, Parks, Arts, and Recreation 1.3**
Be responsive to emerging needs for programs, facilities, and community events.
- **Policy Public Health, Parks, Arts, and Recreation 2.5**
Search for opportunities for mixed-use facilities and public/private partnerships.

- **Policy Public Health, Parks, Arts, and Recreation 9.2**
Provide programs and facilities that stimulate creative and competitive play for all ages.

Community Park Development

Capital Cost:	Year 2020	Years 2021-2025	Total
Yelm Highway Community Park Construction (Phase I)	\$607,000	\$4,150,000	\$4,757,000
2022 Parks, Arts and Recreation Plan	\$100,000	\$ 0	\$100,000
Ward Lake Park Phase I Development	\$ 0	\$500,000	\$500,000
Total	\$707,000	\$4,650,000	\$5,357,000
Funding Sources:			
Impact Fees	\$607,000	\$2,150,000	\$2,757,000
OMPD Funds	\$100,000	\$2,500,000	\$2,600,000
Total	\$707,000	\$4,650,000	\$5,357,000
Annual Operations and Maintenance:			
Estimated Costs	Unknown at this time		
Estimated Revenues	Unknown at this time		
Anticipated Savings Due to Project	None		
Department Responsible for Operations	Parks, Arts, and Recreation		
Quadrant Location	SE Olympia, Citywide		

Capital Asset Management Program (CAMP)

Where is this project happening?

Various locations Citywide

Are there other CFP projects that impact this project?

- Citywide Asset Management Program

Description

Sustaining a maintenance fund for parks is as important as building new facilities. It is critical that future maintenance requirements are identified and funded concurrently with new construction so that the community is assured uninterrupted access to its inventory of public recreation facilities.

The Capital Asset Management Program (CAMP) incorporates a systematic inspection and criteria-based prioritization process for fixing park infrastructure. One-third of all park infrastructure is inspected annually by a City staff engineer and Park maintenance staff person.

With voter approval of the Olympia Metropolitan Park District and the Parks, Arts and Recreation Plan, funding for CAMP is targeted at \$750,000 per year. This stable and predictable funding source provides the foundation to schedule and make repairs. With new repair needs identified every year, the steady revenue source will improve the park Facility Condition Index (FCI) over time.

CAMP projects identified for 2020 are:

- Friendly Grove Playground Replacement
- Priest Point Park Maintenance Facility Repairs
- Yaeger Park Asphalt Repair
- Yaeger Park Ballfield Backstop Replacements Design
- Trail Repairs
- Exterior Painting Projects
- Playground Fall Protection Repair

Why is this project a priority?

CAMP is the maintenance backbone of Olympia's park system. Funding maintenance is not glamorous, but it is essential to responsibly maintain public assets. CAMP is necessary to ensure that existing park facilities are rehabilitated and replaced as needed to maintain the park amenities citizens expect. This program supports sustainability by extending the life of our park facilities. Deferred maintenance can result in unsafe conditions, closed facilities or additional maintenance costs.

Is there a level of service standard or measurable outcome?

N/A

What Comprehensive Plan goals and policies does this project address?

This CFP reflects the goals and policies of the 2016 Parks, Arts and Recreation Plan and the Olympia Comprehensive Plan.

- **Goal Public Health, Parks, Arts, and Recreation 6**
Olympia's parks, arts and recreation system investments are protected.
 - **Policy Public Health, Parks, Arts, and Recreation 6.1**
Continue to implement and refine the Citywide Asset Management Program to make sure the City's public facilities remain functional and safe for as long as they were designed for.
 - **Policy Public Health, Parks, Arts, and Recreation 6.5**
Establish a strategy for funding maintenance and operation of new park facilities before they are developed.

Capital Asset Management Program (CAMP)

Capital Cost:	Year 2020	Years 2021-2025	Total
CAMP Major Maintenance Projects	\$750,000	\$3,750,000	\$4,500,000
Total	\$750,000	\$3,750,000	\$4,500,000
Funding Sources:			
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	Unknown		
Department Responsible for Operations	Parks, Arts, and Recreation		
Quadrant Location	Citywide		

Neighborhood Park Development

Where is this project happening?

East Olympia

Are there other CFP projects that impact this project?

N/A

Description

Neighborhood parks are an integral part of implementing the urban design strategy for Olympia's neighborhoods. Neighborhood parks are a common gathering place for families and children, and are a high priority for expanding Olympia's park system.

Project List

In 2020, funding is requested for the following project:

- **Lions Park Sprayground**

A sprayground is a recreation area for water play that has little or no standing water. It includes ground nozzles and above ground features that spray water. 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 help address the recreation trend for water play features for children. Lions Park has been selected as the location for a second sprayground in Olympia. Funding for this project includes planning, design and construction. A \$500,000 State Recreation and Conservation Office (RCO) grant was awarded for this project.

Is there a level of service standard or measurable outcome?

Target level of service standard (2016 Parks, Arts and Recreation Plan): 0.71 acres/1,000 population

Existing Ratio (2016 Parks, Arts and Recreation Plan): 1.09 acres/1,000 population

What Comprehensive Plan goals and policies does this project address?

This CFP reflects the goals and policies of the 2016 Parks, Arts and Recreation Plan and the following goals and policies of the Olympia Comprehensive Plan:

- **Goal Public Health, Parks, Arts, and Recreation 1**

Unique facilities, public art, events, and recreational programming encourage social interaction, foster community building, and enhance the visual character and livability of Olympia.

- **Policy Public Health, Parks, Arts, and Recreation 1.3**

Be responsive to emerging needs for programs, facilities, and community events.

→ **Policy Public Health, Parks, Arts, and Recreation 10.6**

Provide convenient, safe, active, outdoor recreation experiences suited for families.

Neighborhood Park Development

Capital Cost:	Year 2020	Years 2021-2025	Total
Lions Park Sprayground	\$260,500	\$ 0	\$260,500
Neighborhood Park Development	\$ 0	\$550,000	\$550,000
Total	\$260,500	\$550,000	\$810,500
Funding Sources:			
Impact Fees	\$160,000	\$550,000	\$710,000
OMPD Funds	\$100,500	\$ 0	\$100,500
Total	\$260,500	\$550,000	\$810,500
Annual Operations and Maintenance:			
Estimated Costs	Unknown at this time		
Estimated Revenues	None		
Anticipated Savings Due to Project	None		
Department Responsible for Operations	Parks, Arts, and Recreation		
Quadrant Location	East Olympia		

Open Space Acquisition and Development

Where is this project happening?

West Olympia

Are there other CFP projects that impact this project?

N/A

Description

Open space is property acquired to protect the special natural character of Olympia's landscape. Open Space includes trail corridors, forests, streams, wetlands and other natural features. Facility development includes trails and trailhead facilities that may include parking, restrooms, information kiosks and environmental education and interpretation facilities.

Project List

In 2020, funding is requested for the following project:

- Grass Lake Nature Park Trail Construction**
 A State Recreation and Conservation Office grant was awarded for this project. This project will construct a multi-use trail through Grass Lake Nature Park from Kaiser Road to Harrison Avenue. The project will include a trailhead on Kaiser Road to encourage and enhance access to this 172-acre park. This trail construction will be the first segment of the Capitol to Capitol Trail which is envisioned to connect Capitol Forest with the Washington State Capitol Campus.

Is there a level of service standard or measurable outcome?

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

What Comprehensive Plan goals and policies does this project address?

This CFP reflects the goals and policies of the 2016 Parks, Arts and Recreation Plan and the following goals and policies of the Olympia Comprehensive Plan:

- Goal Public Health, Parks, Arts, and Recreation 4**
 An urban trails system interconnects parks, schools, neighborhoods, open spaces, historical settings, neighboring jurisdictions' trails systems, important public facilities, and employment centers via both on- and off-street trails.
 - Policy Public Health, Parks, Arts, and Recreation 4.1**
 Coordinate with adjacent jurisdictions and State agencies to build a regional trail network and coordinated trail signage program that is consistent with the *Thurston Regional Trails Plan*.

Open Space Acquisition and Development

Capital Cost:	Year 2020	Years 2021-2025	Total
Grass Lake Nature Park Trail Construction	\$215,000	\$ 0	\$215,000
Yauger Park Trail to Grass Lake Nature Park	\$ 0	\$800,000	\$800,000
Total	\$215,000	\$800,000	\$1,015,000
Funding Sources:			
Impact Fees	\$215,000	\$800,000	\$1,015,000
Total	\$215,000	\$800,000	\$1,015,000
Annual Operations and Maintenance:			
Estimated Costs	Approximately \$20,000 per year per mile of trail		
Estimated Revenues	None		
Anticipated Savings Due to Project	None		
Department Responsible for Operations	Parks, Arts, and Recreation		
Quadrant Location	West Olympia		

Park Land Acquisition

Where is this project happening?

Various locations Citywide

Are there other CFP projects that impact this project?

N/A

Description

The 2016 Parks, Arts & Recreation Plan identified acquisition of additional areas for Community Parks, Neighborhood Parks, and Open Space as important steps to providing adequate park and recreation spaces for a growing Olympia. Land acquisition funds are also used for pre-purchase investigations, as well as minimal actions necessary to make the property safe for public access and to protect sensitive areas on the property.

In 2020, the third installment payment (\$1,000,000) for the Yelm Highway Community Park property will be paid. The remaining installment payments are \$1,000,000 in 2021 and \$700,000 in 2022.

As directed in the 2016 Parks, Arts, Recreation plan, OPARD has been very effective in using a combination of long-term debt, cash, donations and grants to acquire 317 acres of new park land. These properties will play a critical role in meeting the needs of a growing population and will provide new opportunities for neighborhood parks, community parks, and open space. The benefit of using long-term debt is that we are able to preserve the land now, while it is still available. The draw-back of this approach is that the City will be using nearly half of the voted utility tax for parks to pay the debt service for the next 20 years.

The park land acquisition program uses the 1% Non-voted Utility Tax and the 2% Voted Utility Taxes as primary funding sources.

Why is this project a priority?

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.

Is there a level of service standard or measurable outcome?

A goal was set in the 2004 voted utility tax ballot measure to acquire 500 acres of park land within twenty years. To date, we have purchased 442.5 acres.

What Comprehensive Plan goals and policies does this project address?

This CFP reflects the goals and policies of the 2016 Parks, Arts and Recreation Plan and the following policies of the Olympia Comprehensive Plan:

- **Policy Public Health, Parks, Arts, and Recreation 3.1**
Provide parks in close proximity to all residents.
- **Policy Public Health, Parks, Arts, and Recreation 3.4**
Identify and acquire future park and open space sites in the Urban Growth Area.
- **Policy Public Health, Parks, Arts, and Recreation 7.2**
Provide urban green spaces that are in people's immediate vicinity and can be enjoyed or viewed from a variety of perspectives.
- **Policy Natural Environment 1.4**
Conserve and restore natural systems, such as wetlands and stands of mature trees, to contribute to solving environmental issues.
- **Policy Natural Environment 2.1**
Acquire and preserve land by a set of priorities that considers environmental benefits, such as stormwater management, wildlife habitat, or access to recreation opportunities.

Park Land Acquisition

Capital Cost:	Year 2020	Years 2021-2025	Total
Yelm Highway Community Park Installment Payment	\$1,000,000	\$1,700,000	\$2,700,000
Land Acquisition	\$860,380	\$6,061,900	\$6,922,280
Total	\$1,860,380	\$7,761,900	\$9,622,280
Funding Sources:			
Voted Utility Tax	\$1,014,000	\$3,530,000	\$4,544,000
Non-Voted Utility Tax	\$846,380	\$4,231,900	\$5,078,280
Total	\$1,860,380	\$7,761,900	\$9,622,280
Annual Operations and Maintenance:			
Estimated Costs	Unknown		
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

Where is this project happening?

Port Plaza southward along the shoreline of Budd Inlet to its southern terminus at the 4th Avenue Bridge

Are there other CFP projects that impact this project?

N/A

Description

Percival Landing is one of the most popular destinations in the region, drawing a wide range of visitors to the waterfront and downtown. Percival Landing was constructed in three phases in the 1970s and 1980s and is exhibiting the effects of years of exposure to the harsh marine environment.

In 2004, the City began managing Percival Landing in two ways. The first is to maintain the boardwalk in a safe manner, until it can be replaced, and the second is to plan for its complete replacement.

To maintain the Landing, walk-through assessments of the Landing are conducted on an annual basis and every five years a complete assessment is performed. The five-year, in-depth assessments identify deficiencies needing repair and form the scope of work for the Percival Landing repair projects. The annual assessments monitor the Landing to make sure it is safe and operational.

Efforts to replace Percival Landing began in 2004. In 2007, a concept plan was completed for the entire length of Percival Landing. Phase I rehabilitation was the first section of the Landing to be replaced. Phase I was dedicated in August 2011 and extends from Water Street to Thurston Avenue. In 2019, a new bulkhead was installed in the area near 4th Avenue and Water Street. Also, the Sea Level Rise Response Plan was completed in 2019 and will have significant impacts on rebuilding Percival Landing.

Project List

There are no projects planned in 2020 for Percival Landing Replacement. An annual walk-through assessment will be performed in 2020. Maintenance reserve allocates funds on an annual basis to make repairs to Percival Landing as defined in the five-year, in-depth assessments. These funds will be added to the funds we have collected in 2016, 2017, 2018, and 2019 to make repairs in 2020.

Is there a level of service standard or measurable outcome?

The repair and replacement of the Percival Landing boardwalk is necessary to ensure public safety and will not affect the target outcome ratios.

What Comprehensive Plan goals and policies does this project address?

This CFP reflects the goals and policies of the 2016 Parks, Arts and Recreation Plan and the following 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.

Percival Landing Major Maintenance and Reconstruction

Capital Cost:	Year 2020	Years 2021-2025	Total
Annual Inspection	\$8,000	\$80,000	\$88,000
Maintenance Reserve	\$150,000	\$705,000	\$855,000
Total	\$158,000	\$785,000	\$943,000
Funding Sources:	.	.	.
OMPD Funds	\$158,000	\$785,000	\$943,000
Total	\$158,000	\$785,000	\$943,000
Annual Operations and Maintenance:			
Estimated Costs	Unknown		
Estimated Revenues	None		
Anticipated Savings Due to Project	None		
Department Responsible for Operations	Parks, Arts, and Recreation		
Quadrant Location	Downtown		

Small Capital Projects

Where is this project happening?

Various locations Citywide

Are there other CFP projects that impact this project?

N/A

Description

The Small Capital Projects Program enables the Department to construct 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.

Project List

In 2020, this program will fund new soft surface walking trails in Grass Lake Nature Park near the Road Sixty-five intersection with the north side of the park. This work will coincide with new crossing improvements at 14th Avenue and Road Sixty-five.

Why is this project a priority?

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.

Is there a level of service standard or measurable outcome?

N/A

What Comprehensive Plan goals and policies does this project address?

This CFP reflects the goals and policies of the 2016 Parks, Arts and Recreation Plan and the following 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.

Small Capital Projects

Capital Cost:	Year 2020	Years 2021-2025	Total
Grass Lake Nature Park 14 th Ave Trail Connection	\$25,000	\$ 0	\$25,000
Total	\$25,000	\$ 0	\$25,000
Funding Sources:			
Impact Fees	\$25,000	\$ 0	\$25,000
Total	\$25,000	\$ 0	\$25,000
Annual Operations and Maintenance:			
Estimated Costs	Unknown		
Estimated Revenues	None		
Anticipated Savings Due to Project	None		
Department Responsible for Operations	Parks, Arts, and Recreation		
Quadrant Location	Citywide		

Transportation Projects



The CFP brings the vision of the Olympia Comprehensive Plan to reality. The Comprehensive Plan is the blueprint for the development of our transportation system. The goals and policies emphasize building complete streets to support walking, biking, and transit use, as well as automobile and freight movement.

Types of Projects

Our transportation system is comprised of more than 526 lane miles of streets, along with signs, markings, signals, streetlights, roundabouts, bike lanes, sidewalks, and trees. A project is included in this plan because it either maintains the condition of a street or improves the function and safety of a street.

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 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. The City is developing a Transportation Master Plan. This plan will include long-term prioritized project lists for bicycle, pedestrian, transit, and motor vehicle projects. Future CFP's will reflect the projects identified in this master plan.
- **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 annual CFP update.
- **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 every other year. 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. Other streets need major reconstruction.

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.

Transportation Funding

Transportation projects in the CFP are funded by the General Fund, as well as grants, Transportation Benefit District (TBD) fees, and other types of specific taxes. (e.g. Utility, Gas Tax, and Real Estate Excise Taxes (REET)).

The single largest transportation-related expense in the CFP is pavement repair and reconstruction. If the life of a street's pavement can be preserved with a low-cost treatment now, we can defer costly resurfacing to a later date. Keeping our pavement conditions from deteriorating will lead to future budget savings. Street repair and reconstruction is typically funded with revenues from the gas tax, TBD fees, REET, and grants.

Another area of significant funding is for sidewalk construction. In 2004, Olympia voters approved the Parks and Recreation Facilities funding measure. The funding measure, referred to as "Parks and Pathways," is the primary source of funds for sidewalks — about one million dollars annually. This revenue comes from the private utility tax levied on utilities, such as cell phone and natural gas.

Access and Safety Improvements

Where is this project happening?

Various locations Citywide

Are there other CFP projects that impact this project?

- Sidewalks and Pathways
- Street Repair and Reconstruction

Description

The purpose of this program is to improve accessibility and safety for all users of the transportation system:

- Safety projects improve safety performance on high-collision street sections or intersections. Design treatments or “countermeasures” will be determined based on an analysis of the collisions.
- Pedestrian crossing improvements help pedestrians cross major streets. Improvements may include bulb-outs, crossing islands, and/or flashing crosswalk beacons, among other treatments.
- Street accessibility projects remove barriers on walkways for persons with disabilities. Projects may include curb access ramps or audible pedestrian signals

Project List

- **Safety Projects**
Wiggins Road roadway and storm drainage improvements. This project will modify the shoulder of this street to improve transportation safety as well as stormwater flow. Estimated cost: \$1,500,000. Intersection improvements as warranted.
- **Pedestrian Crossing Improvements**
Future enhanced crossings will be determined through the upcoming Transportation Master Plan.
- **Street accessibility Projects** (a long-term list is maintained by staff)
Future curb access ramp and audible signal projects will be determined through the upcoming Transportation Master Plan.

Why is this project a priority?

Safety projects are identified through collision analysis and other evaluations.

Pedestrian crossing improvements are needed to make walking safer and more inviting.

Street accessibility projects are needed to provide access to people with disabilities and to comply with Federal Accessibility Standards.

Is there a level of service standard or measurable outcome?

Under development

What Comprehensive Plan goals and policies does this project address?

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 stoplights and those with high-frequency transit service.

- **Policy Transportation 23.6**

Consider the needs of the elderly and disabled in all crosswalk design and signal timing.

Access and Safety Improvements

Capital Cost:	Year 2020	Years 2021-2025	Total
Safety	\$ 0	\$ 0	\$ 0
Pedestrian Crossing Improvements	\$100,000	\$500,000	\$600,000
Street Accessibility	\$100,000	\$500,000	\$600,000
Total	\$200,000	\$1,000,000	\$1,200,000
Funding Sources:			
REET	\$200,000	\$1,000,000	\$1,200,000
Total	\$200,000	\$1,000,000	\$1,200,000
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

Where is this project happening?

Various locations Citywide

Links to Other Projects or Facilities

- Street Repair and Reconstruction

Description

The purpose of this program is to complete elements of the bicycle network:

- Bike Corridors – low volume neighborhood streets improved for bicycle travel
- Bike lanes and enhanced bike lanes - five-foot bike lanes and on major streets, sometimes enhanced with a buffer or barrier
- Other improvements – gaps and spot improvements in the bike network

Projects

Bike Corridor projects:

- Southeast to Downtown Route: Sylvester Park to the I-5 bike path
- Westside Route: Thomas/Plymouth/Decatur

Gaps and spot improvement projects:

- Lakeridge Drive re-striping for enhanced bike lane. Estimated cost: \$300,000
- Division Street and 28th Avenue widening for bike lanes. Estimated cost: \$700,000

Why is this project a priority?

A bike lane network on major streets provides bicyclists direct access to destinations. Bike corridors and enhanced bike lanes are part of a network of low-stress streets that serve bicyclists of all ages and abilities.

Is there a level of service standard or measurable outcome?

We are monitoring the percentage of arterials and major collectors that are “complete streets,” providing bike lanes and sidewalks. Currently 59 percent of these streets have bike lanes.

What Comprehensive Plan goals and policies does this project address?

This CFP reflects the goals and policies of the 2009 Bicycle Master Plan and the Olympia Comprehensive Plan.

- **Goal Transportation 25**
Bicycling is safe and inviting, and many people use their bikes to both travel and stay active.
 - **Policy Transportation 25.1**
Retrofit streets to provide safe and inviting bicycle facilities. Use the Bicycle Master Plan (2009) to guide facilities development but look for other opportunities to provide bicycle facilities where possible.
- **Goal Transportation 1**
All streets are safe and inviting for pedestrians and bicyclists. Streets are designed to be human scale, but also can accommodate motor vehicles, and encourage safe driving.
 - **Policy Transportation 1.1**
Retrofit major streets to be human scale and include features to make walking, biking, and transit use safe and inviting.
- **Goal Transportation 2**
As new streets are built and existing streets are reconstructed, add multimodal features as specified in the City of Olympia Engineering Design and Development Standards.
 - **Policy Transportation 2.1**
Build arterial streets to serve as primary routes connecting urban centers and the regional transportation network. Include bike lanes, sidewalks, planter strips, pedestrian-crossing features, and other amenities that support pedestrian comfort and safety.
 - **Policy Transportation 2.2**
Build major collector streets to connect arterials to residential and commercial areas. Include bike lanes, sidewalks, planter strips, and pedestrian-crossing features.

Bike Improvements

Capital Cost:	Year 2020	Years 2021-2025	Total
Bike Corridors	\$100,000	\$500,000	\$600,000
Other Improvements	\$100,000	\$500,000	\$600,000
Total	\$200,000	\$1,000,000	\$1,200,000
Funding Sources:			
REET	\$200,000	\$1,000,000	\$1,200,000
Total	\$200,000	\$1,000,000	\$1,200,000
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

Where is this project happening?

Various locations Citywide

Are there other CFP projects that impact this project?

- Predesign 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.

Why is this project a priority?

By doing early project development, we can more efficiently scope and plan for capital projects before resources are allocated and design is initiated.

Is there a level of service standard or measurable outcome?

N/A

What Comprehensive Plan goals and policies does this project address?

This CFP reflects the goals and policies of the Olympia Comprehensive Plan.

- **Goal 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.

Pre-Design and Planning

Capital Cost:	Year 2020	Years 2021-2025	Total
Pre-Design and Planning	\$ 0	\$250,000	\$250,000
Total	\$ 0	\$250,000	\$250,000
Funding Sources:			
Gas Tax	\$ 0	\$250,000	\$250,000
TOTAL	\$ 0	\$250,000	\$250,000
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

Where is this project happening?

Various Locations Citywide

Links to Other Projects or Facilities

- Accessibility and Safety Improvements
- Fones Road Project

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 provide new prioritization systems and project lists for sidewalks and pathways.

Project List

Sidewalk and pathway repair and maintenance will be identified annually. A multi-year project to repair porous concrete throughout the City is needed.

Pathways are determined on an annual basis.

Sidewalk construction is planned on these streets:

- Elliott Avenue from Division Street to Crestline Boulevard
- Boulevard Road from 15th Avenue to 22nd Avenue
- Fones Road from Pacific Avenue to 18th Avenue (part of larger roadway reconstruction project)
- Eastside Street/22nd Avenue from Fir Street to I-5.

Why is this project a priority?

Sidewalk and pathway repair and maintenance is needed to ensure the safety and function of these facilities. 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.

Is there a level of service standard or measurable outcome?

We are monitoring the percentage of arterials and major collectors that are “complete streets,” providing sidewalks and bike lanes. Currently 76% of these streets have sidewalks on at least one side. Our target is 100%.

What Comprehensive Plan goals and policies does this project address?

This CFP reflects the goals and policies of the 2004 Sidewalk Program and the Olympia Comprehensive Plan.

- **Goal Transportation 6**
Pathways enhance the transportation network by providing direct and formal off-street routes for bicyclists and pedestrians.
 - **Policy Transportation 6.1**
Establish and improve pathways in existing built areas.
- **Goal Transportation 21**
Walking is safe and inviting, and more people walk for transportation.
 - **Policy Transportation 21.3**
Build new streets and retrofit existing streets to be more inviting for walking with sidewalks, crossing improvements, and streetscape enhancements.
- **Goal Transportation 22**
Sidewalks make streets safe and inviting for walking.
 - **Policy Transportation 22.2**
Focus City sidewalk construction on major streets, where heavy traffic volumes and speeds make it difficult for walkers to share space with motor vehicles. Prioritize sidewalk construction projects based upon street conditions, transit routes, and the proximity to destinations such as schools.

Sidewalks and Pathways

Capital Cost:	Year 2020	Years 2021-2025	Total
Maintenance	\$250,000	\$1,250,000	\$1,500,000
Pathways	\$175,000	\$875,000	\$1,050,000
Sidewalks	\$700,000	\$3,500,000	\$4,200,000
Total	\$1,125,000	\$5,625,000	\$6,750,000
Funding Sources:	.	.	.
Gas Tax - Sidewalk	\$ 0	\$ 0	\$ 0
Stormwater Utility Rates	\$150,000	\$750,000	\$900,000
Voted Utility Tax – Sidewalks	\$950,000	\$4,750,000	\$5,700,000
Voted Utility Tax - Parks	\$25,000	\$125,000	\$150,000
Total	\$1,125,000	\$5,625,000	\$6,750,000
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

Where is this project happening?

Various locations Citywide

Are there other CFP projects that impact this project?

- Bike Program

Description

This program addresses:

- Major 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.
- Repair and preservation projects preserve the condition of our streets by sealing cracks and resurfacing with a chip seal. Other repair work may address striping, guardrails, railings, signals, and lighting.

Project List

Major reconstruction projects will require grant funds and other funding sources:

- Legion Way from Water Street to Franklin Street. Construction in 2020.
Estimated cost: \$2 Million
- Franklin Street from Legion Way to State Avenue. Construction in 2021.
Estimated cost: \$4.7 Million
- Capitol Way from Legion Way to State Avenue.
- Washington Street from Legion Way to Olympia Avenue.
- Mottman Road from Mottman Court to South Puget Sound Community College
Estimated Cost: \$5,714,500 (Legislative Transportation Funding anticipated 2023-2027)

Repair and preservation work is identified annually based upon pavement condition ratings.

Why is this project a priority?

The City uses a pavement condition rating system to evaluate the condition of our street surfaces. Depending upon the level of deterioration, a project may require minor preservation work or full reconstruction. The emphasis in this program is to preserve the condition of a street before it deteriorates to a point that more costly full reconstruction is needed.

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.

Is there a level of service standard or measurable outcome?

The pavement condition is rated on every street in the City, ranging from 0-100 (with 0 being the worst and 100 being the best). A segment of street with a rating of 49 or below is poor; 50-69 is fair, and; 70-100 is good. The average pavement condition-rating target is 75. The current system rating is 66.

What Comprehensive Plan goals and policies does this project address?

This CFP reflects the goals and policies of the Olympia Comprehensive Plan.

- **Goal Transportation 29**

The transportation system is maintained at the lowest life-cycle cost to maximize the City's investment in its infrastructure.

- **Policy Transportation 29.1**

Schedule regular maintenance of the City's transportation system for efficiency and greater predictability, and to reduce long-term cost.

- **Policy Transportation 29.2**

Protect street pavement by resurfacing streets with low-cost treatments before they deteriorate to a point that requires major reconstruction.

- **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.

Street Repair and Reconstruction

Capital Cost:	Year 2020	Years 2021-2025	Total
Repair and Preservation	\$1,500,000	\$7,500,000	\$9,000,000
Major Reconstruction	\$1,375,000	\$6,625,000	\$8,000,000
Total	\$2,875,000	\$14,125,000	\$17,000,000
Funding Sources:			
Gas Tax	\$275,000	\$1,125,000	\$1,400,000
REET	\$1,100,000	\$5,500,000	\$6,600,000
Transportation Benefit District (TBD)	\$1,500,000	\$7,500,000	\$9,000,000
Total	\$2,875,000	\$14,125,000	\$17,000,000
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 with Impact Fees



Background

Transportation projects funded with Impact Fees are 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).

Projects Needed to Serve New Growth

The GMA requires the City to plan for its share of growth over a 20-year period. Growth projections for Thurston County and the 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. For this CFP, 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 new transportation projects. The current six-year growth increment expects 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 must plan to address the impacts of these new trips by identifying new transportation projects.

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 several locations that 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 the 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 the projects we need to build to accommodate the new growth.

Project List

This project list will help serve the forecasted growth from new development:

1. Henderson Boulevard and Eskridge Boulevard Intersection Improvements
2. Fones Road Improvements from Pacific Avenue to 17th Avenue
3. US 101 / West Olympia Access Project Design, Permitting, and Right-of-Way
4. Cain Road and North Street Intersection Improvements
5. Wiggins Road and Herman Road Intersection Improvements

While the forecast is for a six-year period, the needs and timelines will depend upon 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 the identified projects will not be needed within the current six-year planning period. Impact fees are not collected, and projects are delayed.

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.

Developing a Funding Strategy

The projects above total \$26.7 million. Of this, \$17.3 million will be collected through Transportation Impact Fees. Transportation Impact Fees are paid by new development to address the impacts of new trips on the transportation system. Because some of these future trips originate outside of the City, only a portion of the project costs are collected through impact fees. The remaining \$9.4 million will be funded through a combination of State and/or Federal Transportation Grants, and City funds.

Updating Transportation Impact Fees

Each year, impact fees are updated by first calculating a cost per new trip. The total project costs assigned to impact fees (\$17.3 million), is divided by the number of new trips expected (6,241), arriving at a cost per trip of \$2,767. To this an administrative fee of \$20 is added, resulting in a final cost per trip of \$2,787.

Each type of new development is assigned a number of trips based on its size and type (various residential and commercial categories). A final impact fee is calculated by multiplying the per-trip cost by the number of trips associated with the new development.

Debt Service

In May 2009, the Council agreed to fund a stimulus package for Harrison Avenue, Harrison Avenue - 500' Extension, Boulevard and Log Cabin roundabout, and 18th Avenue from Hoffman Road to Fones Road. Funding was also needed to pay for a portion of the City's Yelm Highway project. In 2010, the City issued 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 were issued for a 20-year term with the annual debt service payment being funded with impact fees. Debt service is an operational costs and is therefore included in the City's Operating Budget. For 2020, the annual debt services is \$438,613. The debt service information presented here in the CFP is for informational purposes only.

Cain Road and North Street Intersection Improvements (Program #0631)

Where is this project happening?

Intersection of North Street and Cain Road

Are there other CFP projects that impact this project?

N/A

Description

Installation of a compact roundabout and sidewalk modification at intersection.

Why is this project a priority?

Installation of a compact roundabout improves motor vehicle safety and flow, particularly during periods of peak traffic. 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.

Is there a level of service standard or measurable outcome?

LOS D

Project Type: Capacity project. Deficient within six years.

What Comprehensive Plan goals and policies does this project address?

This CFP reflects the goals and policies of the Olympia Comprehensive Plan.

→ **Policy Transportation 1.6**

Build intersections that are safe for pedestrians, bicyclists, and motor vehicles. Use minimum dimensions (narrow lanes and crossings) for a human-scale environment, while maintaining vehicle access and safety.

→ **Policy Transportation 28.1**

Make it a high funding priority to enhance the operational efficiency of the City's transportation system.

Cain Road and North Street Intersection Improvements

Capital Cost:	Year 2020	Years 2021-2025	Total
Design and Construction	\$ 0	\$444,613	\$444,613
Total	\$ 0	\$444,613	\$444,613
Funding Sources:	.	.	.
Grant	\$ 0	\$180,513	\$180,513
Impact Fees	\$ 0	\$264,100	\$264,100
Total	\$ 0	\$444,613	\$444,613
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)

Where is this project happening?

Fones Road from Pacific Avenue on the north to 17th Avenue SE on the south.

Are there other CFP projects that impact this project?

- Sidewalks and Pathways Program

Description

Multi-modal improvements to this corridor are planned, including:

- Lane reconfiguration, roundabout, and traffic signal modifications to address vehicle flow, 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.

Pre-design work is complete. Full project design work began in 2019 with construction anticipated to begin in 2022/2023.

The project will also include, paving, signs, striping, utility undergrounding, and stormwater improvements.

Why is this project a priority?

Improvements are needed to address bicycle and pedestrian access and safety as well as vehicle flow and safety.

Is there a level of service standard or measurable outcome?

LOS D

What Comprehensive Plan goals and policies does this project address?

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

Capital Cost:	Year 2020	Years 2021-2025	Total
Design and Construction	\$600,000	\$14,594,026	\$15,194,026
Total	\$600,000	\$14,594,026	\$15,194,026
Funding Sources:			
Grant	\$ 0	\$6,168,791	\$6,168,791
Impact Fees	\$600,000	\$8,425,235	\$9,025,235
TOTAL	\$600,000	\$14,594,026	\$15,194,026
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)

Where is this project happening?

Intersection of Henderson Boulevard and Eskridge Boulevard

Are there other CFP projects that impact this project?

N/A

Description

Install a compact roundabout and make sidewalk modifications at intersection. Roundabout construction would include sidewalk, street lighting, bike lanes, and landscaping within project limits. The City intends to begin construction in 2019. The total project cost is \$1.1 million and \$54,600 remains to be appropriated to the project.

Why is this project a priority?

A compact roundabout provides better traffic flow during peak periods, reduces the potential for collisions, lowers speeds, and improves pedestrian safety. 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.

Is there a level of service standard or measurable outcome?

LOS D

Project Type: Capacity Project. Capacity deficient within six years.

What Comprehensive Plan goals and policies does this project address?

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. Henderson Blvd and Eskridge Blvd Intersection Improvements

Henderson Blvd and Eskridge Blvd Intersection Improvements

Capital Cost:	Year 2020	Years 2021-2025	Total
Construction	\$54,600	\$ 0	\$54,600
Total	\$54,600	\$ 0	\$54,600
Funding Sources:			
Impact Fees	\$54,600	\$ 0	\$54,600
Total	\$54,600	\$ 0	\$54,600
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 Herman Road Intersection Improvements (Program #0629)

Where is this project happening?

Intersection of Wiggins Road and 37th Avenue

Are there other CFP projects that impact this project?

- Access and Safety Program

Description

Install a traffic signal within existing intersection configuration.

Why is this project a priority?

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.

Is there a level of service standard or measurable outcome?

LOS D

Project Type: Capacity project. Deficient within six years.

What Comprehensive Plan goals and policies does this project address?

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.

Wiggins Road and Herman Road Intersection Improvements

Capital Cost:	Year 2020	Years 2021-2025	Total
Design and Construction	\$ 0	\$510,183	\$510,183
Total	\$ 0	\$510,183	\$510,183
Funding Sources:			
Grant	\$ 0	\$207,135	\$207,135
Impact Fees	\$ 0	\$303,048	\$303,048
Total	\$ 0	\$510,183	\$510,183
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 #0623)

Where is this project happening?

US 101 at Kaiser Road and the extension of Yaeger Way from the Black Lake Boulevard and US 101 Interchange

Are there other CFP projects that impact this project?

N/A

Description

The initial funding for this project will complete the design, environmental permit and mitigation work, and right-of-way acquisition. 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 Yaeger 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 vehicle merging.

Why is this project a priority?

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 impacted. 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 the City's website.

Is there a level of service standard or measurable outcome?

LOS E

Project Type: Capacity project. Deficient within six years without improvements. Meets LOS standard when project is complete.

What Comprehensive Plan goals and policies does this project address?

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.

US 101/West Olympia Access Project

Capital Cost:	Year 2020	Years 2021-2025	Total
Design and Right-of-Way	\$ 0	\$6,952,308	\$6,952,308
Total	\$ 0	\$6,952,308	\$6,952,308
Funding Sources:			
Grant	\$ 0	\$2,822,644	\$2,822,644
Impact Fees	\$ 0	\$4,129,664	\$4,129,664
Total	\$ 0	\$6,952,308	\$6,952,308
Annual Operations and Maintenance:			
Estimated Costs	Grant		
Estimated Revenues	Impact Fees		
Anticipated Savings Due to Project	Total		
Department Responsible for Operations	Grant		
Quadrant Location	Impact Fees		

General Capital Facilities Projects



General government facilities are designed to meet a broad spectrum of needs. This Chapter includes projects related to City-owned buildings, the Americans with Disabilities Act (ADA) Program, Home Fund Capital Projects, Economic Development Projects, and Street Tree Maintenance.

General Government facilities are unique. These projects require large capital investments. The need is determined either through a professional condition assessment which includes a lifecycle analysis or community need. Specific Levels of Service are not defined. Although, several projects may not be explicitly included in the City's Comprehensive Plan, it is important to include them in this document because of the amount of the investment along with the vital role they play in ensuring our community's quality of life.

The projects included in this chapter address project feasibility assessments, accessibility improvements at city-owned facilities, major maintenance and repair for the City-owned buildings, housing for those experiencing homelessness, and hazard tree abatement.

Building Repair and Replacement (Program #029)

Where is this project happening?

- City Hall
- Court Services
- Family Support Center
- Hands on Children's Museum
- Lee Creighton Justice Center
- Maintenance Center-Public Works
- Mark Noble Regional Fire Training Center
- Olympia Fire – Command Training Center
- Olympia Fire – Main
- Olympia Fire – 2
- Olympia Fire – 3
- Olympia Fire – 4
- Olympia Police – Firing Range
- The Olympia Center
- Timberland Regional Library
- Washington Center for the Performing Arts

Are there other CFP projects that impact this project?

N/A

Description

This program covers major maintenance to building interior and exterior, as well as equipment replacement at the 16 locations listed above. In 2020, the annual debt service for the Washington Center Exterior Repair will be \$236,525 which comes from this program's funding. Funds in the amount of \$50,000 for unforeseen emergencies also comes from the CFP program. Below is a list of planned projects for 2020:

Building	Project	Estimated Cost
Hands on Children's Museum	Siding replacement/repair	\$187,200
Justice Center	Plumbing repairs	\$50,000
	Jail visitation room	\$50,000
	Jail fire alarm	\$300,000
Maintenance Center	Fleet crane and vehicle lift	\$160,000
OFD Main	HVAC renewal	\$75,000
	Shower pan leak	\$60,000
Olympia Center	HVAC renewal	\$75,000
Washington Center	Seismic evaluation	\$90,000
All	Computerized Maintenance System	\$50,000

Why is this project a priority?

An update to the 2013 building condition assessment was done in 2019. The purpose was to evaluate the state of the major systems and equipment, identify repair and replacement needs, prioritize identified needs, and develop planning level cost estimates. Based on the draft 2019 report, the City's facility repair and replacement costs are estimated to exceed \$5 million per year over the next six years, which leaves a funding gap of \$22.2 million. The final report should be completed by the fall.

Is there a level of service standard or measurable outcome?

N/A

What Comprehensive Plan goals and policies does this project address?

Although not included specifically in the Comprehensive Plan, the City's Long Term Financial Strategy (LTFS) states that we should maintain what we have before we add new.

General Revenues to Support General Facilities

In the past several years, General Facilities projects were supported primarily by Cable TV tax and an annual contribution from the General Fund. For 2020, Cable TV tax revenue continues as a funding source, but is trending 7% below the previous year's revenue. There will be no contribution from the General Fund. Public Facility District revenues will be used fund projects on the Hands On Children Museum. Maintenance Center rental rates will support the Maintenance Center projects and Interest revenue will help support projects. Below is a list revenue sources for 2020:

CFP General Revenue Sources	2020 Revenues
Cable TV Tax (6%)	\$860,000
General Fund Contribution	\$0
Interest	\$100,000
PFD Reserves*	\$187,000
Maintenance Center Rental Rates*	\$143,394
	\$1,290,394

**These revenues support specific projects within the Building Repair and Replacement Program; i.e. Hands on Children's Museum and Maintenance Center.*

Building Repair and Replacement

Capital Cost:	Year 2020	Years 2021-2025	Total
Major Maintenance	\$1,090,394	\$7,000,000	\$8,090,394
Total	\$1,090,394	\$7,000,000	\$8,090,394
Funding Sources:			
CFP General Revenue	\$1,090,394	\$7,000,000	\$8,090,394
Total	\$1,090,394	\$7,000,000	\$8,090,394
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		

4th and Columbia Mixed Use Project Feasibility (Program #0211)

Where is this project happening?

4th and Columbia

Are there other CFP projects that impact this project?

- 112 and 116 4th Ave Property Acquisition

Description

This program covers the feasibility analysis, stakeholder involvement, architectural modeling, and private partner solicitation for a perspective mixed use development on City owned property at the corner of 4th and Columbia. In its current state the property is predominately being used as surface parking.

The project will have feasibility expenses for site characterization such as environmental review, soil testing, geotech analysis, and land survey as well as financial feasibility which includes financial analysis and proforma modeling.

Stakeholder involvement would encompass public outreach and participation, communications, and partner engagement. Some specific partners to engage will be the Heritage Commission and business representatives to the PBIA.

Architectural modeling would include preliminary design work and cost projections.

Private partner solicitation relates to Request for Proposal drafting, marketing, and selection guidance for any private sector component to the project.

Funding for this project was appropriated in 2019. No new funding is required for 2020.

Why is this project a priority?

The Downtown Strategy goal LU.7 specifically states that city owned surface parking lots be examined for redevelopment to higher and better uses. Additionally Comprehensive Plan goal PL11.5 discusses the support of parking structures downtown and along urban corridors.

Is there a level of service standard or measurable outcome?

N/A

What Comprehensive Plan goals and policies does this project address?

- **(Downtown Strategy) Goal Land Use 7**
Explore how City-owned properties could be redeveloped through public/private partnerships to meet public goals.

→ **(Comprehensive Plan) Policy Land Use and Urban Design 11.5**

Encourage the efficient use and design of commercial parking areas; reduce parking space requirements (but avoid significant overflow into residential areas); support parking structures, especially downtown and in urban corridors; and designate streets for on-street parking where safe.

4th and Columbia Mixed Use Project Feasibility

Capital Cost:	Year 2020	Years 2021-2025	Total
4th and Columbia Feasibility	\$ 0	\$ 0	\$ 0
TOTAL	\$ 0	\$ 0	\$ 0
Funding Sources:			
Economic Development Fund Program #0211	\$ 0	\$ 0	\$ 0
TOTAL	\$ 0	\$ 0	\$ 0
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		

ADA Program

Where is this project happening?

Various City-owned buildings and facilities

Are there other CFP projects that impact this project?

- Transportation and Parks currently includes ADA modifications in their programs. This project focuses on non-transportation or Parks related projects

Description

Modification of existing buildings/facilities to ensure accessibility.

Why is this project a priority?

Compliance with American with Disabilities Act (ADA) provides accessibility to City buildings and facilities.

Is there a level of service standard or measurable outcome?

N/A

What Comprehensive Plan goals and policies does this project address?

This CFP reflects the goals and policies of the Olympia Comprehensive Plan:

ADA Program

Capital Cost:	Year 2020	Years 2021-2025	Total
ADA Projects	\$150,000	\$ 0	\$150,000
Total	\$150,000	\$ 0	\$150,000
Funding Sources:			
CFP General Revenues	\$150,000	\$ 0	\$150,000
Total	\$150,000	\$ 0	\$150,000
Annual Operations and Maintenance:			
Estimated Costs	None		
Estimated Revenues	None		
Anticipated Savings Due to Project	None		
Department Responsible for Operations	Public Works and Parks		
Quadrant Location	Citywide		

Olympia Home Fund

Where is this project happening?

2828 Martin Way

Other affordable housing projects or property acquisition will be determined in future years.

Are there other CFP projects that impact this project?

Projects to be determined

Description

The Home Fund was established in 2018 through an initiative adding one tenth of one percent to the sales tax rate. It is anticipated that the fund will generate approximately \$2.3 million per year for the construction and operation of supportive housing for Olympia's most vulnerable homeless residents.

A Home Fund Advisory Board was established by Council in March 2019. That advisory group will review applications and make recommendations for capital awards, annually. Council approved their first award recommendation, for 60 units of supportive housing and a 60 bed low-barrier shelter on Martin Way, in June of 2019. The Low Income Housing Alliance will lead the development of that project and Interfaith Works will operate the shelter and provide staffing for the supportive housing.

Debt Service

In addition, to the Capital Awards projects, the Home Fund sales tax revenue also supports the ongoing debt service costs for the original purchase of the Martin Way property. Debt services is not a capital expenditure and therefore is presented in the City's Operational Budget. In 2020, this debt service will be \$481,000.

Why is this project a priority?

The Olympia Home Fund was established to assist with the construction of supportive housing for Olympia's most vulnerable homeless citizens.

Is there a level of service standard or measurable outcome?

Homelessness is eliminated in the City of Olympia

What Comprehensive Plan goals and policies does this project address?

- **Goal Public Services 3**
Affordable Housing is available for all income levels throughout the community.
- **Goal Public Services 5**
Special needs populations, such as people with developmental disabilities, the homeless, the frail elderly, and others who have difficulty securing housing, have adequate, safe, and affordable housing.

Olympia Home Fund

Debt Service Cost	Year 2020	Years 2021-2025	Total
Capital Awards (TBD)	\$1,009,500	\$5,924,000	\$6,933,500
Environment Study (Martin Way)	\$15,000	\$ 0	\$15,000
Total	\$1,024,500	\$5,924,000	\$6,948,500
Funding Sources:	.	.	.
Home Fund Sales Tax Revenue	\$1,024,500	\$5,924,000	\$6,948,500
Total	\$1,024,500	\$5,924,000	\$6,948,500
Annual Operations and Maintenance:			
Estimated Costs	Home Fund dollars will be used to fund both capital and operating expenses. No less than 60% of the fund can be used for capital costs per the RCW and the City's adopted Administrative and Financial Plan anticipates that 65% of the funding will be used to increase housing supply, 7% will be used to expand shelter options, 20% will be used for operations and supportive services and 8% will be used to support implementation.		
Estimated Revenues	\$2,300,000 annually for capital and operating. The City anticipates that many Home Fund dollars will be leveraged with county, state and federal dollars to make our projects more competitive for state and federal resources.		
Anticipated Savings Due to Project	None		
Department Responsible for Operations	Community Planning and Development		
Quadrant Location	Countywide		

Hazard Tree Abatement Fund

Where is this project happening?

City owned properties

Are there other CFP projects that impact this project?

N/A

Description

This program addresses trees on City-owned properties assessed by a qualified professional as being an imminent hazard to people or property. Properties for which this program is used are generally City properties that do not have other maintenance funds.

Why is this project a priority?

Minimize damage to people and property by hazardous trees.

Is there a level of service standard or measurable outcome?

N/A

What Comprehensive Plan goals and policies does this project address?

- **Goal Natural Environment 3:**
A healthy and diverse urban forest is protected, expanded, and valued for its contribution to the environment and the community.

Hazard Tree Abatement Fund

Capital Cost:	Year 2020	Years 2021-2025	Total
Major Maintenance	\$50,000	\$650,000	\$700,000
Total	\$50,000	\$650,000	\$700,000
Funding Sources:	.	.	.
CFP General Revenue	\$50,000	\$650,000	\$700,000
Total	\$50,000	\$650,000	\$700,000
Annual Operations and Maintenance:			
Estimated Costs	None		
Estimated Revenues	None		
Anticipated Savings Due to Project	Save on any accidents or problems due to hazardous trees		
Department Responsible for Operations	Community Planning and Development		
Quadrant Location	Citywide		

Drinking Water Projects



The mission of the Drinking Water Utility is to ensure a safe and sustainable supply of drinking water for the community. Four key influencing factors drive the development of the nine water capital project programs identified in the Capital Facilities Plan:

- **Regulation/Compliance.**
Achieve legal compliance with the Federal Safe Drinking Water Act (SDWA), Washington State Department of Health (DOH) regulations, and the Uniform Fire Code (UFC) fireflow criteria.
- **Adopted Sustainability Philosophy.**
Manage the water in sustainable ways and develop integrated solutions that solve more than one problem at a time.
- **Growth.**
Accommodate growth as defined by Olympia's Comprehensive Plan and continue to provide and improve service to existing customers.
- **Operational and System Delivery Strategies.**
Manage water as a limited resource, meet water regulation objectives using approaches that limit human influence on the naturally good quality of water Olympia has, and implement system changes for cost-effective delivery.

Drinking Water capital facilities are designed and built to provide citizens with safe and sustainable drinking water. Drinking Water capital program activities acknowledge the importance of managing the water as a limited, precious resource that needs to be protected, conserved, and managed responsibly.

The 2015-2020 Water System Plan serves as the basis for the development of the Drinking Water Capital Facilities Plan. The projects contained in the CFP are funded annually through Drinking Water Utility rates and General Facilities Charges (GFCs). Low interest state loans and grants are pursued as available. The 2015-2020 Water System Plan includes a financial strategy for planned capital improvements that involves a combination of cash and debt financing.

Growth-Related Projects

Projects that fall under this category are associated with work needed to accommodate new development and are funded by GFC revenue. When a project serves both new and existing development, a portion of the project cost will also be funded through Drinking Water Utility rates.

Project	% Growth Related
Distribution System Oversizing	100%
Briggs Well Construction	100%
Briggs Well Design	100%
Eastside St & Henderson Blvd Water Main Ext. Design	25%
Eastside St & Henderson Blvd Water Main Ext. Construction	25%
Fones Road Water Main Construction	25%
Hoffman Well Treatment Design	100%

Level of Service (LOS) Determinations

- **Level of Service I**

The first level of service (LOS I) involves maintaining the current system as-is and addressing the need to remain in regulatory compliance for water quality and quantity requirements.

- Meet minimal standards for water pressure (30 psi) and UFC fireflow criteria.
- Addressing new State and Federal Safe Drinking Water Act requirements.
- Addressing existing system deficiencies due to growth or infrastructure failure.

- **Level of Service II**

The second level of service (LOS II) focuses on more proactive system maintenance and anticipating future regulatory needs.

- Anticipates future water quality regulations and develops facilities that will accommodate the increased requirements prior to the system becoming deficient.
- Goes beyond the required minimum of 30 psi average water pressure for residents and strives to improve the minimum to 40 psi. The higher standard is the most cost-effective approach to anticipating and meeting system growth needs. LOS II also strives to eventually eliminate areas within the system that do not meet UFC fireflow criteria.

- **Level of Service III**

The final level of service (LOS III) recognizes Olympia's commitment to sustainability and to the approach of managing water as a limited resource. LOS III projects and programs address DOH regulations to a further extent, with the underlying driver to be a responsible water steward and purveyor.

- To comply with DOH regulations, there must be some form of conservation activity within an adopted Water Plan. The degree to which the City of Olympia approaches a conservation program is a component of managing a limited resource.

Capital Facilities Projects by Level of Service

LOS I

- Asphalt Overlay Adjustments

LOS II

- Small Diameter Water Pipe Replacement
- Transmission and Distribution Projects
- Water Source Development and Protection
- Water System Planning
- Water Storage Systems

LOS III

- Groundwater Protection/Land Acquisition
- Infrastructure Pre-Design and Planning
- Reclaimed Water

Level of Service Standards

Municipal utilities in the United States and elsewhere commonly use LOS standards to evaluate whether the physical systems or operations are functioning to an adequate level. LOS can be defined in terms of the customer's experience of utility service and/or technical standards based on the professional expertise of Utility staff.

These LOS standards can help guide investments in maintenance and repair and replacement. New assets can be used to establish design criteria and prioritize needs. Using a structured decision process that incorporates LOS standards can help a utility achieve desired service outcomes while minimizing life-cycle costs.

The Drinking Water Utility has developed a set of formal LOS standards. Utility staff used the following criteria in selecting LOS:

- Specific goal or expectation
- Customer and community focus
- Quantifiable and measurable
- Relatively simple to understand and apply
- Available budget constraints for maintenance, repair and replacement

The selected LOS standards are in the following areas:

- System performance (including service interruption due to breakage, pressure, system reliability)
- Sustainability (energy efficiency)
- Customer service (response to water quality and service- related complaints)

These LOS standards have been incorporated in the development of this Capital Facilities Plan. Since regulatory compliance is considered a given, these LOS standards address issues of concern for customers beyond regulatory minimums and those that have an influence on decisions regarding infrastructure investments.

The LOS standards are:

System Performance

- Service interruption due to line breaks. During a three-year period, no customer will experience more than two service interruptions due to a line break; such service interruptions will average four hours or less.
- Pressure. Water will be delivered to new construction at a minimum pressure of 40 psi at the service meter.
- System reliability with largest water source off-line. Utility will meet wintertime demands (inside use only) with the loss of our largest water source (McAllister Wellfield). This would require complete curtailment of all outside and non-essential water use but would maintain service for critical needs such as drinking, cooking, sanitation and firefighting.

Sustainability

- Energy efficiency. All pumps are rated 80% efficient or higher, unless it is not cost-effective to do so (i.e., the value of energy savings would not pay back the cost of the improvement within five years).

Customer Service

- The Utility responds to main breaks within 15 minutes during business hours and within one hour outside business hours.
- The Utility responds to low pressure and water quality complaints by the end of the following business day.

Annual Operations and Maintenance

The water supplied to Olympia flows through concrete, cast iron, galvanized, asbestos cement (AC), ductile iron, and PVC pipe. These lines, in general, have a life expectancy of at least 50 years. New water lines are typically replaced with ductile iron, ductile iron cement lined, or high density polyethylene (HDPE) pipes. Currently, most maintenance work involves repairs to the older asbestos cement water lines and non-ductile iron connections, and valves within the City. Breaks within these lines are usually caused by age, geological shifts within the ground or from construction work. Replacing these aging facilities will help to reduce operations and maintenance costs.

The annual operations and maintenance costs for both potable water and reclaimed water represent an overall average that is subject to change due to unique circumstances that may be encountered at each location. For new infrastructure, initial operations, 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")	\$ 1,200 per repair
Install service (meter) on a 3/4" –1" line	\$ 2,500 per install
Install small main (2" line)	\$ 130 per linear foot
Install 6" or larger main	\$ 180 per linear foot
Main line valve installation and replacement	\$ 6,000 per install
Main line (2"–8" line) leak repair	\$ 4,500 per repair
Fire hydrant installation or replacement	\$ 6,000 per install
Fire hydrant repair	\$ 1,000 per repair
Reservoir maintenance (e.g. Meridian)	\$ 37,500 annually
Pump station maintenance	\$ 57,000 per station

Project Components Commonly Used in Drinking Water Projects	
Hydrants	Connection or placement of new hydrants as necessary.
Hydraulic Modeling	Use of a mathematical model to determine the size of a water line based on the volume of water passing through the line.
Groundwater Protection Plans	Update and develop groundwater protection plans to ensure that drinking water supplies are protected from potential contamination from activities in the surrounding areas.
Intersections at Grade	Where a road or street meets or crosses at a common grade or elevation with another road or street.
Reservoirs	Storage facility for water based on life-cycle costing and evaluation of options.
Valves	Mechanical devices by which the flow of water may be started, stopped, or regulated as necessary.
Vaults	Structures that provide access to underground valves and pumps with the connection of new water pipes.
Water Lines	Water supply pipe that connects the water storage source to lines located at the street.
Water Quality and Treatment	Use various technologies to ensure safety of the City's water storage systems.
Water Rights	Legal authorization to put water to beneficial use.
Water System Structures and Equipment	In conjunction with reservoirs, including booster pump stations. Includes castings, maintenance holes, inlets, and covers.
Watershed Remodeling and Plan	Maintain updated documents presenting the findings and recommendations for a Watershed Management Program.
Wells	Drill and develop new wells as needed to ensure adequate future water supplies.

Asphalt Overlay Adjustments—Water (Program #9021)

Where is this project happening?

Various locations Citywide

Are there other CFP projects that impact this project?

- Street Repair and Reconstruction Projects—Transportation section
- Asphalt Overlay Adjustments—Wastewater section

Description

Make necessary adjustments to raise water system components to street level in conjunction with the annual asphalt overlay/ street reconstruction process. This is a pass-through amount that is used by the Transportation Street Repair and Reconstruction Project for water facilities.

Why is this project a priority?

Asphalt overlay and street reconstruction projects require the adjustment of water system structures and equipment (e.g., castings, maintenance holes, inlets, and covers) during construction as part of the paving process.

Is there a level of service standard or measurable outcome?

LOS I – See program overview for LOS definitions.

What Comprehensive Plan goals and policies does this project address?

This CFP reflects the goals and policies of the Olympia Comprehensive Plan.

- **Goal Utilities 3**
Utilities are developed and managed efficiently and effectively.
 - **Policy Utilities 3.1**
Utilities are developed and managed efficiently and effectively.
 - **Policy Utilities 7.7**
Develop and maintain adequate storage, transmission, and distribution facilities.

Asphalt Overlay Adjustments - Water

Capital Cost:	Year 2020	Years 2021-2025	Total
Construction	\$14,000	\$70,000	\$84,000
Total	\$14,000	\$70,000	\$84,000
Funding Sources:			
Rates	\$14,000	\$70,000	\$84,000
Total	\$14,000	\$70,000	\$84,000
Annual Operations and Maintenance:			
None			

Infrastructure Pre-Design and Planning—Water (Program #9903)

Where is this project happening?

City water service area

Are there other CFP projects that impact this project?

N/A

Description

Perform pre-design evaluation and analysis of water project alternatives in order to recommend projects identified in the Water System Plan and support other City project planning requirements that occur outside of the annual CFP process.

Project List

Year	Project Description	Cost Estimated
2020-2025	Pre-Design and Planning	\$1,500,000

Why is this project a priority?

The City's Water System Plan and six-year Financial Plan identify projects from a planning level perspective based on detected deficiencies in a specific portion of the system. They also include planning level cost estimates done at the time the plan was developed and may not include enough detail in the scope to accurately assess project costs. This program evaluates these projects prior to their appropriation in the annual Capital Facilities Plan update. It ensures accurate scope of work and cost estimates and a full evaluation of project alternatives. Other uses for this information include project scheduling, assessment of rate impacts, and cash flow planning.

Is there a level of service standard or measurable outcome?

LOS III – See program overview for LOS definitions.

What Comprehensive Plan goals and policies does this project address?

This project reflects the following goals and policies of the Olympia Comprehensive Plan.

- **Goal Utilities 7**
The drinking water system is reliable and is operated and maintained so that high quality drinking water is delivered to customers.

→ **Policy Utilities 7.3**

Design Olympia's water supply system to achieve the most favorable and practical fire insurance rating, consistent with adopted service levels.

→ **Policy Utilities 7.7**

Develop and maintain adequate storage, transmission, and distribution facilities.

Infrastructure Pre-Design and Planning - Water

Capital Cost:	Year 2020	Years 2021-2025	Total
Engineering	\$250,000	\$1,250,000	\$1,500,000
Total	\$250,000	\$1,250,000	\$1,500,000
Funding Sources:			
Rates	\$250,000	\$1,250,000	\$1,500,000
Total	\$250,000	\$1,250,000	\$1,500,000
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)

Where is this project happening?

Various Locations Citywide. See Project List.

Are there other CFP projects that impact this project?

N/A

Description

This program is targeted towards delivery of reclaimed water. Reclaimed water is delivered through a separate distribution system that consists of purple colored pipes, connections, and distribution points for easy identification. Reclaimed water is recycled municipal wastewater that has been cleaned and treated in order to remove pollutants and contaminants so that the water can be safely reused for a variety of approved uses, such as irrigation.

Project List

Year	Project Description	Cost Estimated
2021	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.	\$134,000

Why is this project a priority?

Given that sources of potable water are limited, State law and Olympia's Water System Plan strongly encourage the use of reclaimed water as a resource to help meet current and future water needs. The LOTT Sewer Plan calls for the use of reclaimed water by each of the LOTT partner cities. LOTT is now producing reclaimed water at its Budd Inlet Reclaimed Water Plant and Martin Way Reclaimed Water Plant to help meet Federal and State water quality discharge standards to protect Budd Inlet. Water treated at the Budd Inlet Reclaimed Water Plant is now being used for irrigation at the Port of Olympia, the City's Percival Landing Park, and the State's Heritage and Marathon Parks.

Is there a level of service standard or measurable outcome?

LOS III – See program overview for LOS definitions.

What Comprehensive Plan goals and policies does this project address?

This project reflects the following goals and policies of the Olympia Comprehensive Plan.

- **Goal Utilities 4**
Use Olympia's water resources efficiently to meet the needs of the community, reduce demand on facilities, and protect the natural environment.
 - **Policy Utilities 4.1**
Encourage and allow re-use techniques, including rainwater collection, greywater systems, and use of Class A reclaimed water as alternatives to use of potable water, in order to enhance stream flows or recharge aquifers, while also protecting water quality.
 - **Policy Utilities 4.6**
Advance the use of reclaimed water as defined in Council-adopted policies.

Reclaimed Water - Water

Capital Cost:	Year 2020	Years 2021-2025	Total
Construction	\$107,000	\$107,000	\$214,000
Design and Engineering	\$27,000	\$26,800	\$53,800
Total	\$134,000	\$133,800	\$267,800
Funding Sources:			
Rates	\$134,000	\$134,000	\$268,000
Total	\$134,000	\$134,000	\$268,000
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)

Where is this project happening?

Various locations based on the Utility's Small Diameter Water Pipe Upgrade Plan. Projects selected are based on service complaints, and operation and maintenance records of leaks and main breaks.

Are there other CFP projects that impact this project?

N/A

Description

Replace small diameter substandard water pipes within the existing system. Project components may include hydraulic modeling, valves, vaults, and water lines.

Project List

Location Street	From	To
7th Avenue	Central Street	Boundary Street
Boundary Street	9th Avenue	8th Avenue
Fir Street	4th Avenue	State Avenue
Giles Street	Thomas Street	Division Street
Percival Street	Harrison Avenue	Jackson Avenue
Puget Street	4th Avenue	State Avenue
Union Avenue	Central Street	Fir Street
7th Avenue	Boundary Street	Central Street
Thurston Avenue	Tullis Street	Puget Street
Amhurst Street	18th Avenue	20th Avenue
Brown Street	18th Avenue	22nd Avenue

Location Street	From	To
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

Why is this project a priority?

The City is responsible for providing domestic and firefighting water flows at minimum pressures as established by the Department of Health. This program implements the improvements outlined in the 2015-2020 Water System Plan. The Plan identifies location, size, and timing of major and minor water main distribution line improvements. The Plan also identifies deficient areas that require looping or upgrading to improve flows and pressures. This project provides improvements to the basic system to assure adequate pressure and flow for domestic and firefighting situations. Maintenance records and service complaints are used to identify the lines needing replacement.

Is there a level of service standard or measurable outcome?

LOS II – See program overview of LOS definitions.

What Comprehensive Plan goals and policies does this project address?

This CFP reflects the goals and policies of the Olympia Comprehensive Plan.

- **Goal Utilities 7**

The drinking water system is reliable and is operated and maintained so that high quality drinking water is delivered to customers.

- **Policy Utilities 7.3**

Design Olympia's water supply system to achieve the most favorable and practical fire insurance rating, consistent with adopted service levels.

- **Policy Utilities 7.7**

Develop and maintain adequate storage, transmission, and distribution facilities.

Small Diameter Water Pipe Replacement

Capital Cost:	Year 2020	Years 2021-2025	Total
Construction	\$ 0	\$1,600,800	\$1,600,800
Design and Engineering	\$ 0	\$400,200	\$400,200
Total	\$ 0	\$2,001,000	\$2,001,000
Funding Sources:	.	.	.
Rates	\$ 0	\$2,001,000	\$2,001,000
Total	\$ 0	\$2,001,000	\$2,001,000
Annual Operations and Maintenance:			
Estimated Costs	None		
Estimated Revenues	None		
Anticipated Savings Due to Project	Decreases cost of line breaks — estimated at \$2,000 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)

Where is this project happening?

Various locations within the existing system as service complaints and operation and maintenance records indicate. See Project List.

Are there other CFP projects that impact this project?

- Sewer Pipe Extensions—Sewer Program
- Fones Road—Transportation Impact Fee section
- Thurston County CFP

Description

This program includes projects necessary to rehabilitate and replace existing transmission and distribution facilities, including water mains, valves, fire hydrants, service meters, and booster pump stations. These projects are targeted to respond to identified capacity problems (related to flow, pressure, firefighting) as well as to replace infrastructure that is beyond its useful life. This program also includes installing new transmission mains to connect new key facilities to the system.

Projects are often coordinated with other public works projects (e.g., road improvements), to take advantage of cost efficiencies and to minimize inconvenience to citizens. Specific components covered under this program include hydrants, hydraulic modeling, valves, vaults, water lines, and water system structures and equipment.

Project List

Year	Project Description	Cost Estimate
2020	Water Meter Replacement Program. This project will provide for a systematic replacement of water meters and AMR radios.	\$312,000
2020-2022	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.	\$2,819,000
2020-2025	Asset Management Program. This project will begin the process to provide an asset management plan to replace,	\$300,000

	rehabilitate, and maintain the City's water system to ensure it is reliable.	
Year	Project Description	Cost Estimate
2020, 2022, and 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.	\$75,000
2020-2025	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.	\$210,000
2020-2025	Security and Remote Systems Program. This project will provide enhancements to the security and remote monitoring systems of Drinking Water Utility sites.	\$384,000
2021, 2023, and 2025	Aging Pipe Replacement. This is an annual project to replace substandard pipe throughout the City. Each year based on maintenance records and asset scores, the City will choose which pipes to replace based on age and material. The primary focus is on Asbestos Cement (AC) pipe. Currently 40% of the City's water system is comprised of AC pipe which is prone to leaking and breaks.	\$2,001,000
2021, 2023, and 2025	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.	\$105,000

2021, 2023, and 2025	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.	\$450,000
Year	Project Description	Cost Estimate
2024	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.	\$347,000
2025	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.	\$1,383,000

Why is this project a priority?

This program will ensure that existing distribution and transmission facilities are rehabilitated and replaced as needed in order to continue to secure a safe and sustainable water supply. Priority projects are targeted to those areas of the water system that fall short of meeting DOH standards for water pressure and UFC fire flow criteria or have ongoing maintenance problems (e.g., a history of repeated main breaks). This program also provides funding for installing new transmission mains to connect new critical source and storage facilities to the water system.

Is there a level of service standard or measurable outcome?

LOS II – See program overview of LOS definitions.

What Comprehensive Plan goals and policies does this project address?

This Project reflects the following goals and policies of the Olympia Comprehensive Plan.

- **Goal Utilities 7**

The drinking water system is reliable and is operated and maintained so that high quality drinking water is delivered to customers.

→ **Policy Utilities 7.3**

Design Olympia's water supply system to achieve the most favorable and practical fire insurance rating, consistent with adopted service levels.

- **Policy Utilities 7.4**
Continue and improve maintenance management, including preventive maintenance, repairs and replacements.
- **Policy Utilities 7.6**
Continue to improve operations and maintenance program management, including safety, asset management and meter replacement.
- **Policy Utilities 7.7**
Develop and maintain adequate storage, transmission and distribution facilities.

Transmission and Distribution Projects - Water

Capital Cost:	Year 2020	Years 2021-2025	Total
Construction	\$2,644,000	\$5,761,800	\$8,405,800
Design and Engineering	\$147,000	\$1,568,200	\$1,715,200
Total	\$2,791,000	\$7,330,000	\$10,121,000
Funding Sources:	.	.	.
General Facilities Charges	\$615,000	\$1,187,000	\$1,802,000
Rates	\$2,176,000	\$6,143,000	\$8,319,000
Total	\$2,791,000	\$7,330,000	\$10,121,000
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 \$3,500 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)

Where is this project happening?

Various location Citywide.

Are there other CFP projects that impact this project?

N/A

Description

The overall goal of this program is to develop and maintain a water source system that provides adequate water source and water quality in compliance with Federal and State safe drinking water standards. Specific project types include water source reliability, water quality and treatment, water system structures, and equipment.

Project List

Year	Project Description	Cost Estimate
2020	Olympia Brewery Water Engineering Analysis. This project continues work to develop this new source in conjunction with Tumwater and Lacey. This project will develop a Wellhead Protection Plan and Water Rights Re-Perfection Strategy, as well as decommission existing tanks and wells. This project is funded by GFCs.	\$400,000
2020-2025	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.	\$216,000
2020-2025	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.	\$78,000
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.	\$720,000

Year	Project Description	Cost Estimate
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.	\$720,000
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.	\$2,880,000
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	\$2,880,000

Why is this project a priority?

The Safe Drinking Water Act (SDWA) of 1974 signaled the beginning of a new age in public water supply. The detection of organic contaminants in drinking water throughout the United States spurred the passage of the SDWA.

The 2015–2020 Water System Plan calls for additional source water quality treatment in various areas of the City to meet State drinking water requirements.

Is there a level of service standard or measurable outcome?

LOS II – See program overview of LOS definitions.

What Comprehensive Plan goals and policies does this project address?

This Project reflects the following goals and policies of the Olympia Comprehensive Plan.

- **Goal Utilities 5**

Adequate supplies of clean drinking water are available for current and future generations and instream flows and aquifer capacity are protected.

- **Policy Utilities 5.1**

Reserve water supply rights for at least 50 years in advance of need, so that supplies can be protected from contamination and they are not committed to lower priority uses.

- **Policy Utilities 5.2**

Develop and maintain multiple, geographically-dispersed sources of water supply to increase the reliability of the system.

- **Goal Utilities 7**

The drinking water system is reliable and is operated and maintained so that high quality drinking water is delivered to customers.

- **Policy Utilities 7.2**

Maintain 100 percent compliance with all state and federal requirements, and continually improve our water quality management program.

- **Policy Utilities 7.3**

Design Olympia's water supply system to achieve the most favorable and practical fire insurance rating, consistent with adopted service levels.

- **Policy Utilities 7.7**

Develop and maintain adequate storage, transmission, and distribution facilities

Water Source Development and Protection

Capital Cost:	Year 2020	Years 2021-2025	Total
Construction	\$340,000	\$5,956,000	\$6,296,000
Design and Engineering	\$110,000	\$1,489,000	\$1,599,000
Total	\$450,000	\$7,445,000	\$7,895,000
Funding Sources:	.	.	.
General Facilities Charges	\$425,000	\$7,323,000	\$7,748,000
Rates	\$25,000	\$122,000	\$147,000
Total	\$450,000	\$7,445,000	\$7,895,000
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)

Where is this project happening?

Various location Citywide.

Are there other CFP projects that impact this project?

N/A

Description

The overall goal of this project is to develop and maintain a water reservoir system that provides adequate water storage and “chlorine contact time” in compliance with Federal and State safe drinking water standards. It would also ensure that storage reservoirs are sized sufficiently to have reserve water for firefighting. Specific project types include reservoirs, water lines, seismic upgrades, water quality and treatment, water system structures, and equipment.

Project List

Year	Project Description	Cost Estimate
2020	Elliott Reservoir Seismic Retrofit Construction.—This project will complete recommended seismic retrofits to the Elliot Reservoir. Improvements will include interior column wrapping, dowels to tie roof slab to perimeter walls, and perimeter retaining wall.	\$963,000
2020	Fir Street #1 and #2 Reservoirs Seismic Retrofit Construction. — This project will complete recommended seismic retrofits to Fir Street Reservoirs. Improvements will include the addition of perimeter walls with reinforcing cables, the addition of collars on the interior columns, and upgrades to the McCormick Valve house.	\$798,000

2020	Boulevard Road Reservoir Rehabilitation Construction. This project will rehabilitate the Boulevard Road Reservoir to address deficiencies in interior/exterior coating systems and structural components, as well as complete recommended seismic retrofits. The project will prolong service life and enhance system reliability.	\$1,923,000
Year	Project Description	Cost Estimate
2020-2025	2020 – 2025 Reservoir Cleaning, Inspection and Evaluation. This project will provide for cleaning, inspection, and evaluation services for the City's drinking water reservoirs.	\$300,000
2021	Hoffman Court Reservoir Rehabilitation Construction. This project will rehabilitate the Hoffman Court Reservoir to address deficiencies in interior/exterior coating systems and structural components, as well as complete recommended seismic retrofits. The project will prolong service life and enhance system reliability.	*TBD*

Why is this project a priority?

The Safe Drinking Water Act (SDWA) of 1974 signaled the beginning of a new age in public water supply. The detection of organic contaminants in drinking water throughout the United States spurred the passage of the SDWA.

One of the federally mandated standards of the SDWA is adequate "chlorine contact time." When added to drinking water, chlorine is a disinfecting agent. The chlorine needs time, however, to react with the water to provide adequate disinfection. Water reservoirs provide the safest and most effective method to ensure that chlorine levels and contact times are adequate to meet disinfection levels. Reservoirs also provide water storage to allow for proper domestic and firefighting flows.

The 2015-2020 Water System Plan calls for additional storage in the southeast area of the City to meet State drinking water requirements. This new reservoir in the 417 Zone will provide adequate storage for at least the next 25 years.

Updated evaluations of the Fir Street and Elliot reservoirs completed in 2011 call for seismic upgrades to improve the structural integrity of the reservoirs.

Is there a level of service standard or measurable outcome?

LOS II – See program overview of LOS definitions.

What Comprehensive Plan goals and policies does this project address?

This Project reflects the following goals and policies of the Olympia Comprehensive Plan.

- **Goal Utilities 7**

The drinking water system is reliable and is operated and maintained so that high quality drinking water is delivered to customers.

→ **Policy Utilities 7.3**

Design Olympia's water supply system to achieve the most favorable and practical fire insurance rating, consistent with adopted service levels.

Water Storage Systems

Capital Cost:	Year 2020	Years 2021-2025	Total
Construction	\$3,694,000	\$50,000	\$3,744,000
Design and Engineering	\$40,000	\$200,000	\$240,000
Total	\$3,734,000	\$250,000	\$3,984,000
Funding Sources:	.	.	.
Rates	\$3,734,000	\$250,000	\$3,984,000
Total	\$3,734,000	\$250,000	\$3,984,000
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 and West		

Water System Planning (Program #9606)

Where is this project happening?

N/A (Planning Activities).

Are there other CFP projects that impact this project?

N/A

Description

Various types of planning efforts are needed on an on-going basis to ensure that the Utility is able to meet future growth needs, maintain regulatory compliance, and invest money wisely in infrastructure. Planning efforts under this program are targeted towards the comprehensive Water System Plan, updated every six years per State requirements. Work on the 2015-2020 Water System Plan began in 2013 and the plan was adopted in 2015. 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	\$400,000

Why is this project a priority?

Under State drinking water requirements, the City must complete a comprehensive Water System Plan update every six years. The Water System Plan outlines capital improvements, program efforts, and financial strategies that are necessary to ensure that the Water Utility can meet growth demands, be in regulatory compliance and maintain existing facilities over a 20-year horizon. For the first time, the 2015-2020 Water System Plan also included a 50-year planning horizon for water demand and water supply.

Is there a level of service standard or measurable outcome?

LOS II – See program overview of LOS definitions.

What Comprehensive Plan goals and policies does this project address?

This program implements the following Olympia Comprehensive Plan goals and policies:

- **Policy Utilities 3.2**
Regularly revise the Olympia Municipal Code and Engineering Development and Design Standards to give detailed guidance on how utility services should be delivered and paid for in accordance with the principles established in this Comprehensive Plan.
- **Policy Utilities 3.3**
Update all utility master plans regularly and in accordance with state law.
- **Policy Utilities 7.1**
Maintain and update the Water System Plan, Engineering Design and Development Standards and Olympia Municipal Code to ensure drinking water utility facilities meet the requirements of the Growth Management Act, North Thurston County Coordinated Water System Plan, Washington State Department of Health, and Olympia Fire Code.

Water System Planning

Capital Cost:	Year 2020	Years 2021-2025	Total
Pre-design and Planning	\$400,000	\$ 0	\$400,000
Total	\$400,000	\$ 0	\$400,000
Funding Sources:			
General Facilities Charges	\$200,000	\$ 0	\$200,000
Rates	\$200,000	\$ 0	\$200,000
Total	\$400,000	\$ 0	\$400,000
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		

Wastewater Projects



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 2019. 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 2025 as the plan is on a six-year revision cycle.

The projects contained in the Wastewater CFP are funded annually through Utility rates and General Facilities Charges. State low-interest loans and grants are pursued as needed. The 2019 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. Sewer pipe capacities were evaluated in development of the Wastewater Management Plan. The Wastewater Utility anticipates incorporating capacity upgrade projects 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%
Miller and Ann Lift Station Upgrade	50%
Rossmoor Lift Station Upgrade	50%
Old Port II Lift Station Upgrade	75%
Roosevelt and Yew Lift Station Upgrade	75%
% Expansion Related	
Gravity sewer extensions	100%
Neighborhood sewer extensions	100%

Asphalt Overlay Adjustments—Sewer (Program #9021)

Where is this project happening?

Citywide as determined by the Transportation Program's six-year Transportation Improvement Program (TIP)

Are there other CFP projects that impact this project?

- Street Repair and Reconstruction Projects—Transportation Section
- Asphalt Overlay Adjustments—Drinking Water and Storm and Surface Water Sections

Description

The work of the City's annual overlay and street reconstruction projects includes replacing and adjusting wastewater utility castings within streets. These wastewater funds are passed through to transportation street repair and reconstruction projects for incidental wastewater upgrades.

Why is this project a priority?

Asphalt overlay and street reconstruction projects often require the adjustment/replacement of wastewater system structures (e.g., maintenance hole frames and lids) as part of the paving process. The goal of this work is to replace damaged castings and to ensure that all castings are adjusted to the new pavement level.

What Comprehensive Plan goals and policies does this project address?

This CFP reflects the goals and policies of the Olympia Comprehensive Plan.

- **Goal Utilities 3**
Utilities are developed and managed efficiently and effectively.
 - **Policy Utilities 3.1**
Utilities are developed and managed efficiently and effectively.

Asphalt Overlay Adjustments - Sewer

Capital Cost:	Year 2020	Years 2021-2025	Total
Construction	\$ 0	\$28,000	\$28,000
Total	\$ 0	\$28,000	\$28,000
Funding Sources:	.	.	.
Rates	\$ 0	\$28,000	\$28,000
Total	\$ 0	\$28,000	\$28,000
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)

Where is this project happening?

City sewer service area

Are there other CFP projects that impact this project?

Not defined at this time

Description

These funds support pre-design conceptual evaluation of wastewater projects and potential alternatives in order to refine complex projects prior to launching full permitting and design. Additionally, the funds are used to expediently respond to emergencies and other unanticipated needs.

Project List

Year	Project Description	Cost Estimated
2020-2025	Pre-Design and Planning. Develops project scopes and cost estimates. Responds to emergencies.	\$1,500,000

Why is this project a priority?

The City's Wastewater Management Plan and six-year Financial Plan identify projects from a planning-level perspective based on detected deficiencies in specific portions of the system. They also include planning-level cost estimates completed at the time the Plan was developed. These estimates may not include enough detail in the scope to accurately assess project costs. This program evaluates complex projects prior to full initiation of design and permitting. It ensures accurate scope of work, cost estimates and a full evaluation of project alternatives. Other uses for this information include timely staff response to unanticipated public or environmental risks while long-term funding is secured.

Is there a level of service standard or measurable outcome?

Not listed

What Comprehensive Plan goals and policies does this project address?

This Program reflects the following goals and policies of the Olympia Comprehensive Plan.

- **Goal Utilities 8**

The City and its growth area are served by a City-owned wastewater collection and transmission system that is designed to minimize leakage, overflows, infiltration and inflows so as to provide sufficient capacity for projected demand.

→ **Policy Utilities 8.8**

Evaluate the structural integrity of aging wastewater facilities, and repair and maintain as needed.

Infrastructure Pre-Design and Planning - Sewer

Capital Cost:	Year 2020	Years 2021-2025	Total
Pre-Design and Planning	\$250,000	\$1,250,000	\$1,500,000
Total	\$250,000	\$1,250,000	\$1,500,000
Funding Sources:			
Rates	\$250,000	\$1,250,000	\$1,500,000
Total	\$250,000	\$1,250,000	\$1,500,000
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)

Where is this project happening?

Various Locations Citywide. See Project List.

Are there other CFP projects that impact this project?

N/A

Description

Aging pumps and associated systems in our lift stations need to be upgraded or reconstructed in order to provide dependable service while meeting increasing wastewater flows. Projects may include providing needed increased pumping capacity, installing new force mains, providing backup power generators, and upgrading facilities to current Department of Ecology sewage pumping system standards.

Project List

Year	Project Description	Cost Estimated
2020	Old Port 1 Lift Station Upgrade Construction. Upgrade existing lift station and install new force main to enhance system reliability for existing and future flows.	\$1,607,000
2020	Miller and Central Lift Station Upgrade Construction. Upgrade existing lift station and install new force main for existing and future flows. This project is partially funded by GFCs.	\$940,000
2020	Miller and Ann Lift Station Upgrade Design. Design of upgrades to the existing lift station to enhance system reliability for current and future flows. This project is partially funded by GFCs.	\$110,000
2021	Miller and Ann Lift Station Upgrade Construction. Upgrade existing lift station for existing and future flows. This project is partially funded by GFCs.	\$455,000
2021	Rossmoor Lift Station Upgrade Design. Design of upgrades to the existing lift station and new force main to enhance system reliability for current and future flows. This project is partially funded by GFCs.	\$228,000

Year	Project Description	Cost Estimated
2022	Rossmoor Lift Station Upgrade Construction. Upgrade existing lift station and install new force main to enhance system reliability for current and future flows. This project is partially funded by GFCs.	\$948,000
2023	Old Port II Lift Station Upgrade Design. Design of upgrades to the existing lift station and new force main to enhance system reliability for current and future flows. This project is partially funded by GFCs.	\$354,000
2024	Old Port II Lift Station Upgrade Construction. Upgrade the existing lift station and install new force main for existing and future flows. This project is partially funded by GFCs.	\$1,475,000
2025	Roosevelt and Yew Lift Station Upgrade Design. Design of upgrades to the existing lift station and new force main to enhance system reliability for current and future flows. This project is partially funded by GFCs.	\$292,000

Why is this project a priority?

Pumps are an integral element of our sewer infrastructure. Lift stations pose critical risks for spills and associated public and environmental health impacts. Unlike gravity sewer pipes, pump stations are complex mechanical and electrical systems susceptible to chronic or acute failure. The lift stations must operate well in order to prevent sewer overflows.

Is there a level of service standard or measurable outcome?

None listed

What Comprehensive Plan goals and policies does this project address?

This Program reflects the following goals and policies of the Olympia Comprehensive Plan.

- **Goal Utility 8**
The City and its growth area are served by a City-owned wastewater collection and transmission system that is designed to minimize leakage, overflows, infiltration and inflows so as to provide sufficient capacity for projected demand.

- **Policy Utility 8.1**
Extend the wastewater gravity collection system through both public and private development projects.
- **Policy Utility 8.8**
Evaluate the structural integrity of aging wastewater facilities and repair and maintain as needed.

Lift Stations - Sewer

Capital Cost:	Year 2020	Years 2021-2025	Total
Construction	\$2,547,000	\$2,878,000	\$5,425,000
Design and Engineering	\$110,000	\$874,000	\$984,000
Total	\$2,657,000	\$3,752,000	\$6,409,000
Funding Sources:			
General Facilities Charges	\$525,000	\$2,406,000	\$2,931,000
Rates	\$2,132,000	\$1,346,000	\$3,478,000
Total	\$2,657,000	\$3,752,000	\$6,409,000
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 Sewer System Conversions—Sewer (Program #9813)

Where is this project happening?

Various locations Citywide.

Are there other CFP projects that impact this project?

N/A

Description

Supporting the conversion of existing onsite sewage systems to municipal sewer services is a City priority. Efforts to pursue conversions rely on both mandatory regulations and financial incentives. This program provides funding for both minor sewer extensions typically along a short section of street and coordinated neighborhood sewer extensions covering larger areas.

Project List

Year	Project Description	Cost Estimated
2020-2025	Neighborhood Sewer Extensions. This project funds extensions of public sewer pipes into neighborhoods. This project is funded by GFCs.	\$2,556,000

Why is this project a priority?

In increasingly densely developed urban settings, onsite septic systems pose long-term threats to public and environmental health. City goals and policies provide various resources, including CFP funding, for the conversion to municipal sewer.

Is there a level of service standard or measurable outcome?

None Listed.

What Comprehensive Plan goals and policies does this project address?

This CFP reflects the goals and policies of the Olympia Comprehensive Plan.

This Program reflects the following goals and policies of the Olympia Comprehensive Plan.

- **Goal Utility 8**
The City and its growth area are served by a City-owned wastewater collection and transmission system that is designed to minimize leakage, overflows, infiltration and inflows so as to provide sufficient capacity for projected demand.

→ **Policy Utility 8.1**

Extend the wastewater gravity collection system through both public and private development projects.

→ **Policy Utility 8.4**

Encourage septic system owners to connect to the City wastewater system by offering incentives, cost-recovery mechanisms, pipe extensions, and other tools.

Onsite Sewer System Conversions - Sewer

Capital Cost:	Year 2020	Years 2021-2025	Total
Construction	\$341,000	\$1,704,000	\$2,045,000
Design and Engineering	\$85,000	\$426,000	\$511,000
Total	\$426,000	\$2,130,000	\$2,556,000
Funding Sources:	.	.	.
General Facilities Charges	\$426,000	\$2,130,000	\$2,556,000
Total	\$426,000	\$2,130,000	\$2,556,000
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		

Pipe Extensions (Program #9809)

Where is this project happening?

Various locations

Description

Supporting efforts to encourage construction of regional sewer infrastructure. This program also funds the replacement of aging asbestos cement sewer force mains.

Project List

Year	Project Description	Cost Estimated
2025	Gravity Sewer Extensions. The project will explore options to encourage construction of regional sewer infrastructure in areas where development densities may not favor development-driven infrastructure projects. This project is funded by GFCs.	\$575,000
2025	AC Force Main Upgrades, Phase 1. The project will fund the initial phase of pipe installations to replace asbestos cement sewer force mains.	\$1,035,000

Why is this project a priority?

Private development typically drives expansion of the City's sewer system. However, this type of growth may not occur in areas where development densities are not as favorable. This program will provide funding to explore options for sewer extensions into these areas. It will provide needed funds for AC force main replacement projects.

Is there a level of service standard or measurable outcome?

None Listed.

What Comprehensive Plan goals and policies does this project address?

This Program reflects the following goals and policies of the Olympia Comprehensive Plan.

- **Goal Utility 8**
The City and its growth area are served by a City-owned wastewater collection and transmission system that is designed to minimize leakage, overflows, infiltration and inflows so as to provide sufficient capacity for projected demand.

→ **Policy Utility 8.1**

Extend the wastewater gravity collection system through both public and private development projects.

→ **Policy Utility 8.8**

Evaluate the structural integrity of aging wastewater facilities and repair and maintain as needed.

Pipe Extensions

Capital Cost:	Year 2020	Years 2021-2025	Total
Construction	\$ 0	\$1,288,000	\$1,288,000
Design and Engineering	\$ 0	\$322,000	\$322,000
Total	\$ 0	\$1,610,000	\$1,610,000
Funding Sources:	.	.	.
General Facilities Charges	\$ 0	\$575,000	\$575,000
Rates	\$ 0	\$1,035,000	\$1,035,000
Total	\$ 0	\$1,610,000	\$1,610,000
Annual Operations and Maintenance:			
Estimated Costs	Not yet determined		
Estimated Revenues	Supports new wastewater customers through conversion program.		
Anticipated Savings Due to Project	Facilitates gradual expansion of sewer system.		
Department Responsible for Operations	Public Works		
Quadrant Location	Citywide		

Replacement and Repairs—Sewer (Program #9703)

Where is this project happening?

City sewer service area

Are there other CFP projects that impact this project?

N/A

Description

Provide funds for scheduled repairs, as well as unexpected repairs, replacements and rehabilitation of existing pipe systems and maintenance holes. When possible, trenchless technologies are used to minimize disruptions and costs.

Project List

Year	Project Description	Cost Estimated
2020-2025	Allocation of prioritized repairs—Citywide. Funds major pipe repairs and replacements.	\$3,558,000
2020-2025	Asphalt for Sewer Repairs. Asphalt for roadway restoration after sewer repairs.	\$174,000
2020-2025	STEP Rehabilitation. Corrects deficiencies in aging City-owned STEP systems.	\$1,398,000
2020-2025	Side Sewer Repairs. This project will repair City-owned sewer laterals in the right of way.	\$180,000
2020-2025	Spot Repairs. Repairs and replaces small sections of sewer pipe.	\$804,000
2021 & 2024	Maintenance hole Repair and Replacement. Address structural deficiencies, leaks, and/or corrosion needs.	\$268,000

Why is this project a priority?

This program provides improvements to the sewer pipe system to assure adequate service and prevent catastrophic system failure and sewage release. An annual list of priority projects is developed based on the results of televising inspections of the sewer lines and implementation of the condition rating program. Planned repairs include major prioritized work, minor spot repairs, maintenance hole repairs, and maintenance hole lining to address corrosion in maintenance holes associated with STEP system effluent gases. Reducing maintenance needs is also a priority.

Is there a level of service standard or measurable outcome?

N/A

Comprehensive Plan and Functional Plan(s) Citations

This program reflects the following goals and policies of the Olympia Comprehensive Plan.

- **Goal Utilities 8**
The City and its growth area are served by a City-owned wastewater collection and transmission system that is designed to minimize leakage, overflows, infiltration and inflows so as to provide sufficient capacity for projected demand.
 - **Policy Utilities 8.8**
Evaluate the structural integrity of aging wastewater facilities and repair and maintain as needed.
- **Goal Utilities 9**
The Utility will facilitate the implementation and use of new technology and management systems.

Replacement and Repairs - Sewer

Capital Cost:	Year 2020	Years 2021-2025	Total
Construction	\$868,000	\$4,552,000	\$5,420,000
Design and Engineering	\$151,000	\$811,000	\$962,000
Total	\$1,019,000	\$5,363,000	\$6,382,000
Funding Sources:	.	.	.
Rates	\$1,019,000	\$5,363,000	\$6,382,000
Total	\$1,019,000	\$5,363,000	\$6,382,000
Annual Operations and Maintenance:			
Estimated Costs	Not yet determined.		
Estimated Revenues	None		
Anticipated Savings Due to Project	Decreases maintenance and emergency response costs by reducing likelihood of system failure, sewage release and emergency repair		
Department Responsible for Operations	Public Works		
Quadrant Location	Citywide		

Sewer System Planning—Sewer (Program #9808)

Where is this project happening?

Within the City's urban growth area

Are there other CFP projects that impact this project?

N/A

Description

Planning and evaluation efforts necessary to address long-term infrastructure and program needs.

Project List

Year	Project Description	Cost Estimated
2020-2025	Asset Management Implementation. This project provides for the Utility's initial implementation and ongoing management of City Works asset management software system.	\$174,000
2020-2025	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.	\$174,000
2020-2025	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.	\$228,000

Why is this project a priority?

Funds are contributed annually for investigation of pipe structural conditions and overall troubleshooting. This work supports repairs of existing infrastructure.

Is there a level of service standard or measurable outcome?

N/A

What Comprehensive Plan goals and policies does this project address?

This program reflects the following goals and policies of the Olympia Comprehensive Plan.

- **Goal Utilities 8**

The City and its growth area are served by a City-owned wastewater collection and transmission system that is designed to minimize leakage, overflows, infiltration and inflows so as to provide sufficient capacity for projected demand.

- **Policy Utilities 8.8**

Evaluate the structural integrity of aging wastewater facilities and repair and maintain as needed.

- **Goal Utilities 9**

The Utility will facilitate the implementation and use of new technology and management systems.

Sewer System Planning - Sewer

Capital Cost:	Year 2020	Years 2021-2025	Total
Construction	\$60,000	\$302,000	\$362,000
Design and Engineering	\$36,000	\$178,000	\$214,000
Total	\$96,000	\$480,000	\$576,000
Funding Sources:			
Rates	\$96,000	\$480,000	\$576,000
Total	\$96,000	\$480,000	\$576,000
Annual Operations and Maintenance:			
Estimated Costs	None		
Estimated Revenues	None		
Anticipated Savings Due to Project	Decreases maintenance and emergency response costs by reducing likelihood of system failure, sewage release and emergency repair		
Department Responsible for Operations	Public Works		
Quadrant Location	South and West		

Stormwater Projects



Storm and surface water management is a key environmental service provided by the City. Capital projects funded by the Storm and Surface Water Utility reflect a local responsibility to correct flooding problems, protect water quality, and enhance aquatic habitat in local creeks, wetlands, and marine waters. Typical projects include:

- Stormwater pipe systems
- Regional stormwater storage ponds
- 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 onsite stormwater systems. Flooding arising from existing inadequate public infrastructure will be addressed in a timely manner.

Water Quality

Improve water quality Citywide, while focusing infrastructure upgrades to reduce stormwater contaminant loads from untreated areas of the City. Improving water quality in 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.

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.

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. For 2020, that allocation is \$150,000 and those capital project are accounted for in the Transportation Program. In recent years, these funds have been directed to the Parks and Pathways sidewalk program to offset stormwater mitigation costs associated with sidewalk projects.

Aquatic Habitat Improvements—Stormwater (Program #9024)

Where is this project happening?

Various Locations Citywide)

Are there other CFP projects that impact this project?

- Water Quality Improvements—Storm and Surface Water Section
- 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 landowners 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 Estimated
2020	Schneider Creek Fish Passage – This project will design and permit a fish passable solution to allow fish from Budd Inlet to Schneider Creek under West Bay Drive and a parking lot; and establish a sediment removal forebay.	\$249,000
2020-2025	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
2023-2025	Ellis Creek Fish Passage - This project will design and construct a fish passable replacement for the East Bay Drive culvert crossing of Ellis Creek.	\$2,028,000

Year	Project Description	Cost Estimated
2023-2025	Mission Creek Fish Passage - This project will design a fish passable replacement for the East Bay Drive culvert crossing of Mission Creek.	\$108,000
2024-2025	Indian Creek/Frederick Street SE Fish Passage – This project will replace a failing culvert on Indian Creek with a fish passable culvert at the 1400 block of Frederick Street SE.	\$189,000

Why is this project a priority?

The quality of aquatic habitat within Olympia continues to be challenged as land is developed for urban uses. The Storm and Surface Water Utility 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.

What Comprehensive Plan goals and policies does this project address?

This program implements the following Olympia Comprehensive Plan goals and policies:

- **Goal Natural Environment 6**
Healthy aquatic habitat is protected and restored.
 - **Policy Natural Environment 6.1**
Restore and manage vegetation next to streams, with an emphasis on native vegetation, to greatly improve or provide new fish and wildlife habitat.
 - **Policy Natural Environment 6.3**
Establish and monitor water quality and aquatic habitat health indicators based on the best scientific information available.
 - **Policy Natural Environment 6.6**
Preserve and restore the aquatic habitat of Budd Inlet and other local marine waters.
 - **Policy Natural Environment 6.7**
Partner with other regional agencies and community groups to restore aquatic habitat through coordinated planning, funding, and implementation.

Aquatic Habitat Improvements - Stormwater

Capital Cost:	Year 2020	Years 2021-2025	Total
Construction	\$204,000	\$2,687,000	\$2,891,000
Planning and Design	\$318,000	\$1,003,000	\$1,321,000
Total	\$522,000	\$3,690,000	\$4,212,000
Funding Sources:			
Rates	\$522,000	\$3,690,000	\$4,212,000
Total	\$522,000	\$3,690,000	\$4,212,000
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—Stormwater (Program #9028)

Where is this project happening?

Various Locations Citywide (see project list)

Are there other CFP projects that impact this project?

- Infrastructure Pre-design and Planning—Storm and Surface Water Section

Description

Stormwater pipe systems collect and convey runoff to appropriate locations in order to prevent or mitigate flooding. Some projects identified in the program anticipate or correct flooding; others provide for the timely replacement of old, problematic pipe systems.

The replacement of aging and deteriorating pipe systems is an increasingly important financial responsibility of the Utility. Problematic pipes are identified through ongoing Citywide pipe televising and condition rating programs. Several pipes have been identified that are currently failing or are expected to fail within five years. Some of the problems involve long sections of pipes; others involve only isolated spot repairs. These pipes are prioritized and repaired.

Project List

The following project list and priorities are subject to change. Priority is based on a condition rating system.

Year	Project Description	Cost Estimated
2020-2021	Ascension and 4th Avenue Pond Construction. This project will construct a stormwater facility on City-owned land between 4th and Ascension Avenues. It will provide flow control and water quality treatment to flows generated from existing developed areas that discharge to the downstream stormwater conveyance system in the Schneider Creek basin.	\$267,000

Year	Project Description	Cost Estimated
2020-2025	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.	\$324,000
2020-2025	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.	\$576,000
2020-2025	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.	\$512,000
2020-2025	Sea Level Rise Adaptation. This project will implement physical and informational adaptation strategies identified in the Olympia Sea Level Rise Response Plan.	\$811,000
2020-2025	Downtown Flood Mitigation. Olympia's downtown is currently vulnerable to tidal flooding. In the years to come, the problem could be exacerbated by sea level rise. This project will install tide gates on key stormwater out falls to Budd Inlet thereby preventing tides from flowing up the pipes and discharging to low lying downtown streets.	\$398,000

Year	Project Description	Cost Estimated
2021	Ken Lake Flood Conveyance Design. 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.	\$199,000
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.	\$877,000
2022	Ken Lake Flood Conveyance Construction. 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. 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.	\$4,813,000
2024	Pacific Avenue at Chambers Street Pipe Replacement. Replace failing pipe located under a busy arterial.	\$465,000

Why is this project a priority?

The stormwater infrastructure needs repairs and upgrades to prevent flooding and to update aging components. This program replaces parts of the existing system based on televising and a condition pipe rating system. Flooding problems have been reduced in recent years through capital development. However, some regional and localized problems still exist.

Is there a level of service standard or measurable outcome?

Not listed

What Comprehensive Plan goals and policies does this project address?

This program implements the following Olympia Comprehensive Plan goals and policies:

- **Goal Utilities 10**
The frequency and severity of flooding are reduced, and hazards are eliminated, except during major storm events.
 - **Policy Utilities 10.1**
Improve stormwater systems in areas that are vulnerable to flooding.
 - **Policy Utilities 10.3**
Evaluate the structural integrity of aging stormwater pipes and repair as needed.
 - **Policy Utilities 10.6**
Ensure that private pipe and pond systems are maintained.

Flood Mitigation - Stormwater

Capital Cost:	Year 2020	Years 2021-2025	Total
Construction	\$442,000	\$7,877,000	\$8,319,000
Design and Engineering	\$309,000	\$1,144,000	\$1,453,000
Total	\$751,000	\$9,021,000	\$9,772,000
Funding Sources:			
General Facilities Charges	\$654,000	\$5,175,000	\$5,829,000
Rates	\$97,000	\$3,846,000	\$3,943,000
Total	\$751,000	\$9,021,000	\$9,772,000
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 & Planning—Stormwater (Program #9903)

Where is this project happening?

Various Locations Citywide. See Project List.

Are there other CFP projects that impact this project?

- Flood Mitigation and Collection—Storm and Surface Water Section

Description

This program provides funds for specific pre-design and planning efforts associated with the stormwater system construction, including emergency projects. Additional funding is provided under the program for pervious pavement contingency/repair work. Funding for pre-design is not needed at the present time but could be requested in future CFPs.

Project List

Year	Project Description	Cost Estimated
2020-2025	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.	\$324,000
2020-2025	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.	\$162,000

Year	Project Description	Cost Estimated
2020-2025	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.	\$455,000
2021	Drainage Design and Erosion Control Manual updates. This project will update the City's Drainage Design and Erosion Control Manual to be the technical equivalent of the Washington State Department of Ecology's stormwater manual following their update.	\$65,000
2021	Storm and Surface Water Utility Master Plan Update. This project will update the Storm and Surface Water Utility Master Plan.	\$162,000
2020-2025	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.	\$324,000

Why is this project a priority?

New technologies for stormwater management are needed. This program supports applied research in the area of pervious pavement. The work is supported by City policy decisions.

Other potential projects in this program evaluate future projects prior to their appropriation in the annual Capital Facilities Plan to ensure accurate scope of work, cost estimates, and a full evaluation of project alternatives. Initial work on emergencies and other unanticipated needs can be funded at a limited level under this program.

Is there a level of service standard or measurable outcome?

None listed

What Comprehensive Plan goals and policies does this project address?

This program reflects the following goals and policies of the Olympia Comprehensive Plan.

- **Goal Natural Environment 4**

The waters and natural processes of Budd Inlet and other marine waters are protected from degrading impacts and significantly improved through upland and shoreline preservation and restoration.

- **Policy Utilities 3.9**

Ensure consistent maintenance, asset management, and emergency management practices for all utilities.

Infrastructure Pre-Design & Planning - Stormwater

Capital Cost:	Year 2020	Years 2021-2025	Total
Pre-design and Planning	\$157,000	\$1,011,000	\$1,168,000
Total	\$157,000	\$1,011,000	\$1,168,000
Funding Sources:			
Rates	\$157,000	\$1,011,000	\$1,168,000
Total	\$157,000	\$1,011,000	\$1,168,000
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 Quality Improvements (Program #9027)

Where is this project happening?

Various locations Citywide. See project list.

Are there other CFP projects that impact this project?

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	Cost Estimated
2020	Harrison Avenue Water Quality Retrofit. This project will construct a water quality treatment facility to treat runoff from approximately 26 acres of West Olympia that is mostly zoned as a High-Density Corridor.	\$435,000
2020	Capitol Way Water Quality Retrofit. The project would construct a water quality treatment facility to treat runoff from an area roughly bounded by Capitol Way, Adams Street, 7th Avenue, and Union Avenue. The drainage basin is tributary to Capitol Lake and comprises approximately 20 fully developed acres.	\$693,000*
2020-2021	Neighborhood LID Design Grant. This project will evaluate location for the feasibility of providing a stormwater retrofit using low impact development (LID) best management practices such as bioretention and rain gardens.	\$124,000
2020-2021	Brawne Avenue Basin Water Quality Retrofit. This project will design and construct a stormwater treatment facility for currently untreated runoff discharged to Budd Inlet from portions of the Northwest neighborhood.	\$865,000*

Year	Project Description	Cost Estimated
2020-2025	Expanded Street Sweeping Program. This project will use grant funding (25% match) to purchase and operate a second street sweeper to focus on removing sediment before it enters the City's stormwater conveyance system.	\$1,393,000
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*
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*
2024-2025	South Capitol Combined Sewer/Storm Separation with LID. (TBD). Design work, estimated at \$217,000 will begin in 2024.	\$433,000*

Year	Project Description	Cost Estimated
2024-2027	West Bay Drive Water Quality Retrofit. (TBD). Design work estimated at \$50,000 will begin in 2024.	\$250,000*
2025	Downtown Outfall Consolidation. (TBD)	\$324,000*

* These projects, if qualified, will be 75% funded with available stormwater grants and loans.

Why is this project a priority?

Managing water quality problems associated with stormwater runoff is a primary responsibility of the Storm and Surface Water Utility. Increasingly stringent Federal and State requirements (e.g., National Pollutant Discharge Elimination System) necessitate increased efforts to manage water quality. Street sweeping is a cost-effective strategy for reducing the amount of sediment in treatment facilities and catch basins and the amount of pollution in local streams and Budd Inlet.

Is there a level of service standard or measurable outcome?

None Listed.

What Comprehensive Plan goals and policies does this project address?

This CFP reflects the goals and policies of the Olympia Comprehensive Plan.

- **Goal Natural Environment 4**
The waters and natural processes of Budd Inlet and other marine waters are protected from degrading impacts and significantly improved through upland and shoreline preservation and restoration.
- **Goal Natural Environment 5**
Ground and surface waters are protected from land uses and activities that harm water quality and quantity.
 - **Policy Natural Environment 5.3**
Retrofit existing infrastructure for stormwater treatment in areas with little or no treatment.

Water Quality Improvements

Capital Cost:	Year 2020	Years 2021-2025	Total
Construction	\$916,000	\$3,724,000	\$4,640,000
Design and Engineering	\$407,000	\$2,174,000	\$2,581,000
Total	\$1,323,000	\$5,898,000	\$7,221,000
Funding Sources:			
Rates	\$331,250	\$1,475,000	\$1,806,250
Stormwater Utility Grant	\$991,750	\$4,423,000	\$5,414,750
Total	\$1,323,000	\$5,898,000	\$7,221,000
Annual Operations and Maintenance:			
Estimated Costs	<ul style="list-style-type: none"> • 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 Status Project Report as of May 31, 2019

General Government CIP Fund (317) – General Government

		Budget 12/31/18	2019 Additions & Adjustments	Total Budget	Pre-2019 Costs	2019 Costs	Total Cost	Balance
0001	Transfers to Other Funds	\$ 18,231,116	\$ 1,400,000	\$ 19,631,116	\$ 18,231,116	\$ 583,331	\$ 18,814,447	\$ 816,669
0209	Streetscape	362,048	-	361,458	361,458	-	361,458	-
0211	Economic Development CFP Projects	4,447,370	3,261,079	5,418,410	2,157,331	919,027	3,076,358	2,342,052
0214	Neighborhood Street Trees	115,052	-	115,052	115,052	-	115,052	-
0216	2001 Downtown Enhancements	117,159	-	114,962	114,962	-	114,962	-
0217	Artesian Well	68,000	-	67,837	67,837	-	67,837	-
0219	Urban Forestry & Street Trees	983,079	-	928,183	928,183	1,075	929,258	(1,075)
0221	Climate Change	250,000	-	215,855	215,855	-	215,855	-
0222	Fire Training Center-Garage	156,565	-	156,565	156,564	-	156,564	1
0223	Shoreline Restoration	265,000	-	134,318	134,318	-	134,318	-
0305	Library Improvements, 1999 +	37,848	-	37,848	37,848	-	37,848	-
0901	ADA Compliance	623,000	150,000	439,995	289,995	40,267	330,262	109,733
Subtotal General Government		\$ 25,656,237	\$ 4,811,079	\$ 27,621,599	\$ 22,810,519	\$ 1,543,700	\$ 24,354,219	\$ 3,267,380

Active Status Project Report as of May 31, 2019

General Government CIP Fund (317) – Parks

		Budget 12/31/18	2019 Additions & Adjustments	Total Budget	Pre-2019 Costs	2019 Costs	Total Cost	Balance
0111	Neigh Park Acq./Develop.	\$ 3,615,512	\$ 401,134	\$ 3,279,070	\$ 2,877,936	\$ 616,456	\$ 3,494,392	\$ (215,322)
0114	Open Space	9,667,855	817,437	7,416,126	6,598,689	30,476	6,629,165	786,961
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	5,354,998	750,000	4,784,114	4,034,114	550,314	4,584,428	199,686
0133	Comm. Park Partnership	4,075,072	-	4,075,072	4,075,072	-	4,075,072	-
0134	Small Park Capital Projects	82,242	-	41,534	41,533	-	41,533	1
0135	Park Acquisition Account	19,851,098	16,242,928	33,290,989	17,048,061	15,099,786	32,147,847	1,143,142
0136	Percival Maintenance and Reconstruction	2,957,488	158,000	516,044	358,044	618,079	976,123	(460,079)
0137	Parks DAD Upgrades	149,000	200,000	202,032	2,032	2,451	4,483	197,549
0310	Community Parks	4,115,432	1,593,108	4,206,656	2,613,548	69,495	2,683,043	1,523,613
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		\$ 70,621,760	\$ 20,162,607	\$ 78,564,700	\$ 58,402,092	\$ 16,987,057	\$ 75,389,149	\$ 3,175,551

Active Status Project Report as of May 31, 2019

General Government CIP Fund (317) – Transportation

		Budget 12/31/18	2019 Additions & Adjustments	Total Budget	Pre-2019 Costs	2019 Costs	Total Cost	Balance
0122	Pedestrian Crossings	\$ 2,815,474	\$ 3,502	\$ 2,712,619	\$ 2,709,117	\$ -	\$ 2,709,117	\$ 3,502
0200	Bike Improvements	2,629,602	273,300	2,683,579	2,410,279	1,414	2,411,693	271,886
0208	Sidewalk Improvements	3,620,039	-	3,620,039	3,620,039	-	3,620,039	-
0442	Mud Bay / Harrison & Kaiser	13,953,283	-	13,935,448	13,935,448	-	13,935,448	-
0599	Street Repairs & Reconstruction	41,835,959	3,493,924	38,743,777	35,249,853	1,068,943	36,318,796	2,424,981
0616	Log Cabin Road Extension	660,271	-	660,271	660,270	-	660,270	1
0619	18th Ave/Elizabeth/14th Ave	12,908,147	-	12,902,388	12,902,388	-	12,902,388	-
0621	Street Lighting Improvement	3,255,162	(50,000)	3,002,836	3,052,836	-	3,052,836	(50,000)
0622	Olympia Avenue	25,000	-	-	-	-	-	-
0623	Fones Road	1,182,396	41,456	1,034,015	992,559	50,019	1,042,578	(8,563)
0626	Sidewalks & Pathways	12,147,167	1,170,400	9,779,065	8,608,665	456,968	9,065,633	713,432
0627	Yauger Way Interchange	2,092,211	692	1,853,875	1,853,182	-	1,853,182	693
0628	Boulevard Road	17,070,039	834,151	15,493,004	14,658,853	186,591	14,845,444	647,560
0629	Wiggins & 37th	244,333	9,484	9,484	-	-	-	9,484
0630	Henderson & Eskridge	125,639	879,761	879,761	-	70,971	70,971	808,790
0631	Cain Road & North Street	20,012	375	375	-	-	-	375
0633	Access & Safety Improvement	879,045	200,000	760,608	560,608	17,901	578,509	182,099
0634	Pre-Design & Planning	400,000	50,000	193,013	143,012	33,016	176,028	16,985
9309	Signal Improvements	1,178,750	408,978	777,535	368,557	319,511	688,068	89,467
Subtotal Transportation		\$ 117,042,529	\$ 7,316,023	\$ 109,041,692	\$ 101,725,666	\$ 2,205,334	\$ 103,931,000	\$ 5,110,692

Active Status Project Report as of May 31, 2019

Parks and Recreation Sidewalk Utility Tax Fund (134) – Capital and Non Capital

		Budget 12/31/18	2019 Additions & Adjustments	Total Budget	Pre-2019 Costs	2019 Costs	Total Cost	Balance
0000	Operating Transfers	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
0001	Transfer to Bond Redemption Fund	12,974,172	770,000	13,745,530	12,975,530	66,575	13,042,105	703,425
0111	Neighborhood Parks	1,013,305	-	1,013,305	1,013,304	-	1,013,304	1
0114	Open Space	394,205	(6,058)	324,351	330,409	-	330,409	(6,058)
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	Comm. Park Partnership	1,205,816	-	1,205,816	1,205,816	-	1,205,816	-
0135	Capital Improvement Fund 317	4,035,000	1,185,000	4,533,336	3,348,336	1,087,493	4,435,829	97,507
0136	Percival Maintenance & Reconstruction	369,180	-	91,628	91,628	13,511	105,139	(13,511)
0310	Community Parks	75,455	6,058	81,513	75,455	-	75,455	6,058
0626	Recreational Walking Facilities	14,708,281	1,015,000	12,922,010	11,907,010	556,870	12,463,880	458,130
Capital Total		\$ 37,383,322	\$ 2,970,000	\$ 36,525,397	\$ 33,555,396	\$ 1,724,449	\$ 35,279,845	\$ 1,245,552
7301	Parks Maintenance	\$ 3,179,396	\$ -	\$ 3,179,396	\$ 3,179,396	\$ -	\$ 3,179,396	\$ -
7302	Parks Planning	1,900,661	-	1,900,661	1,900,661	-	1,900,661	-
7303	Park Stewardship	827	(16)	811	811	-	811	-
Non-Capital Total		5,080,884	(16)	5,080,868	5,080,868	-	5,080,868	-
Total Fund 134 (Capital and Non-Capital)		\$ 42,464,206	\$ 2,969,984	\$ 41,606,265	\$ 38,636,264	\$ 1,724,449	\$ 40,360,713	\$ 1,245,552

Active Status Project Report as of May 31, 2019

Equipment and Facility Replacement Reserve Fund (029)

		Budget 12/31/18	2019 Additions & Adjustments	Total Budget	Pre-2019 Costs	2019 Costs	Total Cost	Balance
7501	Cultural Arts Services	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
7502	Public Arts Maintenance	-	-	-	-	-	-	-
8001	Major Repair Contingency	369,086	-	-	-	-	-	-
8002	General Energy	61,405	-	33,348	33,348	1,440	34,788	(1,440)
8011	City Hall - Old (Plum St)	1,712,679	460,000	582,678	122,678	18,853	141,531	441,147
8012	Council/Court Chambers	-	-	-	-	-	-	-
8013	City Hall, Annex	2,716	-	2,716	2,716	-	2,716	-
8014	City Hall – New (4th Ave)	77,619	130,000	168,381	38,381	-	38,381	130,000
8021	Family Support Center	255,126	-	12,883	12,883	1,186	14,069	(1,186)
8022	Library	22,132	150,000	150,000	-	-	-	150,000
8023	Washington Center	1,813,286	308,275	2,088,895	1,780,620	-	1,780,620	308,275
8051	OFD Main	433,665	150,000	533,989	383,989	169	384,158	149,831
8052	OFD Station 2 (west)	-	-	-	-	-	-	-
8061	OPD West	310,124	-	203,573	203,573	-	203,573	-
8062	Firing Range	-	-	-	-	-	-	-
8071	Olympia Center	5,546	50,000	50,000	-	-	-	50,000
8081	Maintenance Center	590,713	-	275,162	275,162	34,577	309,739	(34,577)
8117	PW Facilities Operations	65,500	150,000	182,866	32,865	10,158	43,023	139,843
8212	Engineering	237,949	-	3,268	3,268	23,433	26,701	(23,433)
8406	Maintenance & Custodial	-	-	-	-	-	-	-
Total Fund 029		\$ 5,957,546	\$ 1,398,275	\$ 4,287,759	\$ 2,889,483	\$ 89,816	\$ 2,979,299	\$ 1,308,460

Active Status Project Report as of May 31, 2019

Utility and Other Public Works CIP Funds – Water CIP Fund (461)

		Budget 12/31/18	2019 Additions & Adjustments	Total Budget	Pre-2019 Costs	2019 Costs	Total Cost	Balance
908	W/S Bond Reserve Fund	\$ 623,854	\$ -	\$ 623,854	\$ 623,854	\$ -	\$ 623,854	\$ -
8081	Facility Major Repair & Maintenance	100,000	-	36,326	36,326	-	36,326	-
9014	Emergency Preparedness	1,109,525	-	1,083,171	1,083,171	-	1,083,171	-
9021	Upgrades, Overlays, ext. & Oversize	587,969	12,000	578,059	566,059	3,043	569,102	8,957
9408	Water Upgrades (small pipe)	6,263,223	580,000	6,526,759	5,946,759	-	5,946,759	580,000
9609	Distribution System Improvements	34,490,255	2,667,000	29,346,193	26,679,192	636,667	27,315,859	2,030,334
9610	Storage	37,047,468	5,874,569	30,290,500	24,415,931	184,366	24,600,297	5,690,203
9700	Source of Supply	28,498,575	42,000	26,162,465	26,120,465	68,134	26,188,599	(26,134)
9701	McAllister Water Protection	4,444,560	-	3,039,132	3,039,132	-	3,039,132	-
9710	Reclaimed Water Pipe	750,000	-	709,567	709,567	-	709,567	-
9903	Pre-design & Planning	625,656	24,000	503,273	479,273	12,083	491,356	11,917
9906	Water System & Comp Planning	1,875,249	-	1,875,234	1,875,234	-	1,875,234	-
9909	Contingency	13,586	-	-	-	-	-	-
Total Fund 461		\$ 116,429,920	\$ 9,199,569	\$ 100,774,533	\$ 91,574,963	\$ 904,293	\$ 92,479,256	\$ 8,295,277

Active Status Project Report as of May 31, 2019

Utility and Other Public Works CIP Funds – Sewer CIP Fund (462)

		Budget 12/31/18	2019 Additions & Adjustments	Total Budget	Pre-2019 Costs	2019 Costs	Total Cost	Balance
9021	Upgrades w/ Street Reconstruction	\$ 563,575	\$ 12,000	\$ 364,099	\$ 352,099	\$ 1,728	\$ 353,827	\$ 10,272
9703	Transmission & Collection Projects (1)	17,045,592	807,000	15,266,054	14,459,055	819,648	15,278,703	(12,649)
9801	Westside I&I Reduction	7,684,744	-	7,539,824	7,539,824	-	7,539,824	-
9806	Lift Station Assessment & Upgrades	10,773,143	933,000	10,097,948	9,164,948	79,816	9,244,764	853,184
9808	Sewer System Planning	1,088,020	128,000	1,077,334	949,334	-	949,334	128,000
9809	Pipe Extensions	7,466,000	-	5,892,949	5,892,948	-	5,892,948	1
9810	Pipe Capacity Upgrades	3,926,453	-	3,926,404	3,926,405	-	3,926,405	(1)
9813	On-site Sewage System Conversion	2,179,853	370,000	1,295,078	925,078	192,725	1,117,803	177,275
9903	Pre-design & Planning	605,455	44,000	538,409	494,409	33,104	527,513	10,896
Total Fund 462		\$ 51,332,835	\$ 2,294,000	\$ 45,998,099	\$ 43,704,100	\$ 1,127,021	\$ 44,831,121	\$ 1,166,978

Active Status Project Report as of May 31, 2019

Utility and Other Public Works CIP Funds – Storm and Surface Water CIP Fund (434)

		Budget 12/31/18	2019 Additions & Adjustments	Total Budget	Pre-2019 Costs	2019 Costs	Total Cost	Balance
9001	Transfers Out	\$ 3,719,000	\$ 150,000	\$ 3,053,328	\$ 2,903,328	\$ 70,779	\$ 2,974,107	\$ 79,221
9017	Habitat Land Acquisition	1,151,045	-	1,151,045	1,151,045	-	1,151,045	-
9024	Aquatic Habitat Improvements	5,461,025	273,000	4,125,449	3,852,449	37,932	3,890,381	235,068
9026	Stormwater Fee-In-Lieu Projects	150,000	-	146,412	146,412	-	146,412	-
9027	Stormwater Quality Improvements	6,664,361	1,134,250	4,993,183	3,858,933	18,155	3,877,088	1,116,095
9028	Flood Mitigation & Collections Projects	13,261,879	996,000	11,990,290	10,994,290	100,745	11,095,035	895,255
9811	Emission Reduction & Alt. Power	25,000	-	-	-	-	-	-
9903	Pre-design and planning	1,855,140	586,305	1,694,720	1,108,415	95,887	1,204,302	490,418
9904	Stormwater Plans & Studies	517,048	-	414,332	414,332	-	414,332	-
Total Fund 434		\$ 32,804,498	\$ 3,139,555	\$ 27,568,759	\$ 24,429,204	\$ 323,498	\$ 24,752,702	\$ 2,816,057

Impact Fees (Collection and Usage) Through March 31, 2019

2019 Amount	Fire	Transp.	Transp. Admin. Fee	Neighborhood Parks	Community Parks	Open Space	Ball Parks	Tennis Courts	Urban Trails	Special Use and Unallocated	Total City
Jan	\$ -	\$6,853.32	\$46.68	\$1,780.00	\$6,766.00	\$2,616.00	\$ -	\$ -	\$ -	\$ -	\$18,062.00
Feb	-	-	23.34	890.00	3,383.00	-	-	-	-	-	4,296.34
Mar	-	92,737.53	89.13	23,674.00	89,926.00	36,094.00	-	-	-	-	\$242,520.66
Apr	-	-	-	-	-	-	-	-	-	-	-
May	-	-	-	-	-	-	-	-	-	-	-
Jun	-	-	-	-	-	-	-	-	-	-	-
Jul	-	-	-	-	-	-	-	-	-	-	-
Aug	-	-	-	-	-	-	-	-	-	-	-
Sep	-	-	-	-	-	-	-	-	-	-	-
Oct	-	-	-	-	-	-	-	-	-	-	-
Nov	-	-	-	-	-	-	-	-	-	-	-
Dec	-	-	-	-	-	-	-	-	-	-	-
YTD Total	\$ -	\$99,590.85	\$159.15	\$26,344.00	\$100,075.00	\$38,710.00	\$ -	\$ -	\$ -	\$ -	\$264,879.00

By Year (cash basis)											
1992-2004	1,432,296.67	6,420,716.52	-	399,101.84	257,771.10	2,159,064.05	724,903.27	70,082.32	268,726.86	-	11,732,662.63
2005	215,846.89	1,270,880.59	-	28,694.00	n/a	335,742.00	80,707.00	8,873.00	44,315.00	-	1,985,058.48
2006	153,028.74	1,086,086.47	-	27,569.00	n/a	322,449.00	77,458.00	8,517.00	42,683.00	-	1,717,791.21

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PRELIMINARY CAPITAL FACILITIES PLAN

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By Year (cash basis)	Fire	Transp.	Transp. Admin. Fee	Neighborhood Parks	Community Parks	Open Space	Ball Parks	Tennis Courts	Urban Trails	Special Use and Unallocated	Total City
2007	83,416.36	470,652.52	-	16,474.00	n/a	191,883.00	45,862.00	5,001.00	25,886.00	SpecialUse	839,174.88
2008	95,678.52	1,128,246.29	-	12,329.00	12,932.00	68,360.00	12,155.00	1,329.00	6,811.00	14,151.00	1,351,991.81
2009	53,060.26	2,212,795.16	-	61,426.90	103,980.90	140,091.40	299.00	33.00	163.00	114,925.30	2,686,774.92
2010	639.50	821,416.59	-	106,335.00	176,897.00	196,271.00	-	-	-	184,936.00	1,486,495.09
2011	-	1,124,036.17	-	158,551.00	270,122.00	324,904.00	-	-	-	289,306.00	2,166,919.17
2012	-	1,065,527.73	-	92,875.00	156,379.00	173,983.00	-	-	-	163,461.00	1,652,225.73
2013	-	1,371,693.48	-	288,670.72	1,049,649.40	432,987.58	-	-	-	37,305.50	3,180,306.68
2014	-	1,214,136.15	-	161,956.67	513,477.67	257,151.66	-	-	-	85,447.00	2,232,169.15
2015	-	1,241,584.16	-	178,022.00	676,853.00	261,943.00	-	-	-	467.00	2,358,869.16
2016	-	1,950,920.17	-	261,698.00	993,861.00	387,653.00	-	-	-	-	3,594,132.17
2017	-	876,571.93	3,496.87	98,875.00	375,545.00	141,744.00	-	-	-	-	1,496,232.80
2018	-	757,106.34	7,624.90	131,073.00	496,990.00	192,730.00	-	-	-	852.00	1,586,376.24
2019 (ytd)	-	99,590.85	159.15	26,344.00	100,075.00	38,710.00	-	-	-	-	264,879.00
Total Since Nov 1992	2,033,966.94	23,111,961.12	11,280.92	2,049,995.13	5,184,533.07	5,625,666.69	941,384.27	93,835.32	388,584.86	890,850.80	40,332,059.12
Court Ordered Refunds (fee Portion)	-	(278,075.00)	-	(62,571.00)	-	(174,169.00)	(84,087.00)	(7,857.00)	(25,707.00)	-	(632,466.00)

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Use of Impact Fees (-) = Usage	Fire	Transp.	Transp. Admin. Fee	Neighborhood Parks	Community Parks	Open Space	Ball Parks	Tennis Courts	Urban Trails	Special Use and Unallocated	Total City
1993-2004	(720,493.45)	(5,104,777.21)	-	(360,127.48)	(263,275.66)	(1,342,702.69)	459,015.24)	(47,375.93)	136,671.04)	-	(8,434,438.70)
2005	(48,373.96)	(179,571.00)	-	(27,470.66)	-	(37,929.17)	(2,851.64)	-	(14,037.30)	-	(310,233.73)
2006	(4,300.00)	(321,895.33)	-	(421.92)	-	(263,541.38)	(212.41)	-	(18,336.71)	-	(608,707.75)
2007	(46,048.47)	(73,825.78)	-	73.64	-	(873,335.58)	(136.28)	-	(34,496.85)	-	(1,027,769.32)
2008	(646,836.58)	(69,820.75)	-	-	-	(119,644.00)	(1,548.30)	(237.70)	(100,929.99)	-	(939,017.32)
2009	(675,429.69)	(1,063,672.29)	-	(8,227.53)	-	-	-	-	(32,722.70)	-	(1,780,052.21)
2010	(225,581.85)	(3,726,909.86)	-	(84,348.27)	-	(253,191.65)	(76,215.12)	-	(21,201.06)	(119,200.00)	(4,506,647.81)
2011	-	(2,221,697.25)	-	(27,780.98)	(95,000.00)	(515,493.83)	(357,550.12)	(58,131.63)	-	(91,010.92)	(3,366,664.73)
2012	-	(1,204,602.69)	-	(15,278.50)	-	(80,042.21)	(1,138.60)	(33.73)	(9,319.78)	(165.77)	(1,310,581.28)
2013	-	(149,993.94)	-	(120,145.47)	(626,759.87)	-	-	-	(9,749.21)	(289,000.00)	(1,195,648.49)
2014	-	(1,606,447.26)	-	(44,413.92)	(293,336.52)	-	-	-	(4,663.69)	(25,000.00)	(1,973,861.39)
2015	-	(601,309.91)	-	(43,555.41)	(58,414.71)	(177,998.82)	-	-	(13,033.12)	(16,431.45)	(910,743.42)
2016	-	(1,041,789.19)	-	(54,436.97)	(403,424.95)	(299,874.07)	-	-	(0.27)	-	(1,799,525.45)
2017	-	(1,198,547.84)	-	(15,990.52)	(113,791.43)	(57,187.22)	(158,676.35)	-	(14,782.20)	(200,190.02)	(1,759,165.58)
2018	-	(2,835,763.15)	-	(362,119.63)	(408,568.43)	(234,837.31)	-	-	-	(69,546.63)	(3,910,835.15)
2019 (ytd)	-	(2,221,697.25)	-	(35,221.47)	(1,285.76)	(1,102.22)	-	-	-	-	63,465.97
Total Usage	(2,367,064.00)	(21,299,548.03)	-	(1,199,465.09)	(2,263,857.33)	(4,256,880.15)	(1,057,344.06)	(105,778.99)	(409,943.92)	(810,544.79)	(33,770,426.36)

Note: usage is as of process date, if accounting month not closed amount may vary.

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PRELIMINARY CAPITAL FACILITIES PLAN

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	Fire	Transp.	Transp. Admin. Fee	Neighborhood Parks	Community Parks	Open Space	Ball Parks	Tennis Courts	Urban Trails	Special Use and Unallocated	Total City
Balance	(333,097.06)	1,534,338.09	11,280.92	787,959.04	2,920,675.74	1,194,617.54	(200,046.79)	(19,800.67)	(47,066.06)	80,306.01	5,929,166.76
March 2019											
Interest (Net of refunded interest)											
Interest	333,097.06	1,137,091.21	-	67,294.69	109,506.17	516,067.79	200,046.79	19,800.67	47,308.04	10,303.32	2,440,515.74
Fund Bal. w/ interest	-	2,671,429.30	11,280.92	855,253.73	3,030,181.91	1,710,685.33	-	-	241.98	90,609.33	8,369,682.50
Difference from GMBA Fund Bal.	-	-	-	0.01	(0.07)	-	-	-	-	-	-
	-	3,320,694.13	-	780,320.61	2,747,545.33	1,588,603.36	(0.35)	-	(0.49)	82,178.90	8,519,341.49
Balance Available for Appropriations	-	(649,264.83)	11,280.92	74,933.12	282,636.58	122,081.97	0.35	-	242.47	8,430.43	(149,658.99)

City of Olympia - Public Facilities Inventory

The Growth Management Act requires a jurisdiction's Capital Facilities Plan (CFP) to identify what existing capital facilities are owned, their locations, and capacity. The physical locations of water facilities are kept confidential. This confidentiality is in accordance with City policy to keep the City's water systems secure and protected.

Facility	Location	Date Acquired	Historical or Purchase Cost	Acres / Capacity	Present Condition	Improvements Required	Year Needed	Estimated Cost of Improvement
Olympia Parks	Citywide	Varies	\$67,792,224	1,342.06 Ac	Varies	See Below	See Below	See Below
8th Avenue Park	3000 8th Ave NE	2006	\$580,392	3.99	Undeveloped			
Artesian Commons	415 4th Ave	2013		0.2	Good			
Restroom		2017	\$355,000		Excellent			
Bigelow Park	1220 Bigelow Ave NE	1943	Unknown	1.89				
Shelter/RR (2 unisex)		1949	Unknown		Fair	Replacement	2021	\$330,000
Playground		2005	\$256,500		Good			
Bigelow Springs Open Space	930 Bigelow Ave NE	1994	Unknown	1.3	Good			
Burri Park	2415 Burbank Ave NW	1997	\$230,000	2.32				
Interim Use Improvements		2009	\$25,500		Good			
Chambers Lake Parcel	4808 Herman Rd SE	2003	\$476,000	47.09	Undeveloped			
Cooper Crest Open Space	3600 20th Ave NW	2003	\$232,484	13.37	Good			
Decatur Woods Park	1015 Decatur St SW	1988	\$33,853	6.27				
Restroom (1 unisex)		2004	\$75,000		Excellent			
Shelter		2004	\$25,000		Excellent			
Playground		2004	\$114,000		Good			
East Bay Waterfront Park	313 East Bay Dr NE	1994	Lease	1.86				
East Bay View	613 East Bay Dr NE	2000	N/A		Good			
Edison St Parcel	1400 Block Edison St SE	1997	\$95,974	4.52	Undeveloped			
Evergreen Park	1445 Evergreen Park Dr SW	2008	\$73,867	3.99				
Interim Use Improvements		2008	\$17,000		Good			

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PRELIMINARY CAPITAL FACILITIES PLAN

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Facility	Location	Date Acquired	Historical or Purchase Cost	Acres / Capacity	Present Condition	Improvements Required	Year Needed	Estimated Cost of Improvement
Olympia Parks	Citywide	Varies	\$67,792,224	1,342.06 Ac	Varies	See Below	See Below	See Below
Friendly Grove Park	2316 Friendly Grove Dr NE	2002	\$240,000	14.48				
Shelter/RR		2002	\$170,300		Good			
Playground		2002	\$59,000		Good	Replacement	2020	\$370,000
Tennis Court		2002	\$53,000		Excellent			
Basketball		2002	\$11,000		Good			
Skate Court		2002	\$23,000		Good			
Garfield Nature Trail	701 West Bay Dr NW	1900	Unknown	7.41	Good			
Grass Lake Nature Park	814 Kaiser Rd NW	1990	\$1,800,000	195.34	Undeveloped	Trail Development	2021	\$2,600,000
Harrison Avenue Parcel	3420 Harrison Avenue NW	2011	\$300,334	24	Undeveloped			
Harry Fain's Legion Park	1115 20th Ave SE	1933	Unknown	1.34				
Playground		2005	\$181,250		Good			
Hawthorne Open Space	1870 Yew Ave NE	2016	\$60,880	2.98	Undeveloped			
Heritage Park	330 5th Ave SE	1996	\$1,400,000	1.18				
Fountain		1996	\$610,000		Good			
Isthmus Parcels	505/529 4th Ave W		\$3,100,000	2.34	Good			
Interim Use Improvements		2018	\$500,000					
Kaiser Woods	4300 Park Dr SW	2016	\$1,014,360	67.68	Undeveloped	Bike Park	2020	\$300,000
Kettle View Park	1250 Eagle Bend Dr SE	2007	\$204,836	4.8				
Restroom (1 unisex)		2011	\$216,000		Excellent			
Playground		2011	\$100,000		Excellent			
Tennis Court		2011	\$60,000		Excellent			
Shelter		2013	\$100,000		Excellent			

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Facility	Location	Date Acquired	Historical or Purchase Cost	Acres / Capacity	Present Condition	Improvements Required	Year Needed	Estimated Cost of Improvement
Olympia Parks	Citywide	Varies	\$67,792,224	1,342.06 Ac	Varies	See Below	See Below	See Below
LBA Park	3333 Morse Merryman Rd SE	1974/2016/2017	\$11,561,137	153.74				
Concessions/RR		1974			Fair			
Kitchen		1974			Good			
Lower RR		1974			Good	ADA Upgrades	2020	\$45,000
Maintenance Buildings		1974			Good			
Shelter/RR		1974			Fair			
Playground		2011	\$230,000		Excellent			
Fields (6)					Good			
Tennis					Good			
Lilly Road Parcel	1100 Lilly Rd NE	2018	\$426,000	4.89	Undeveloped			
Lions Park	800 Wilson St SE	1946	Unknown	3.72		Sprayground/ Park Improve.	2020	\$1,600,000
Shelter		2012	\$274,000		Excellent			
Restroom (2 unisex)		2012	\$100,000		Excellent			
Playground		2011	\$130,000		Excellent			
Basketball		2010	\$11,500		Excellent			
Fields					Fair			
Tennis Court (2)					Fair			
Log Cabin Parcel	2220 Log Cabin Rd SE	2010	\$673,000	2.35	Undeveloped			
Madison Scenic Park	1600 10th Ave SE	1989	\$144,000	2.21				
Trail		2013	\$9,000		Excellent			
Margaret McKenny Park	3111 21st Ave SE	1999	\$199,203	4.16				
Playground		2018	\$260,000		Excellent			

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PRELIMINARY CAPITAL FACILITIES PLAN

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Facility	Location	Date Acquired	Historical or Purchase Cost	Acres / Capacity	Present Condition	Improvements Required	Year Needed	Estimated Cost of Improvement
Olympia Parks	Citywide	Varies	\$67,792,224	1,342.06 Ac	Varies	See Below	See Below	See Below
McGrath Woods Park	2300 Cain Rd SE	1998	\$202,272	4				
Interim Use Improvements		2009	\$32,000		Good			
McRostie Parcel	1415 19th Ave SE	1997	N/A	0.23	Undeveloped			
Mission Creek Nature Park	1700 San Francisco Ave SE	1996	\$250,000	36.83				
Interim Use Improvements		2009	\$24,000		Good			
Karen Fraser Woodland Trail	1600 Eastside St SE	2017/2018	\$886,245	66.45	Good			
Restroom		2007	\$142,000		Excellent			
Olympic Park	1300 Block Olympic Dr NE	1925		0.6	Undeveloped			
Percival Landing	300 4th Ave W	1970	Unknown	3.38				
D & E Floats		1970			Poor			
North Boardwalk		1970			Fair			
W Restroom (4 unisex)		1988			Fair			
West Boardwalk		1988			Fair			
Harbor House (2 unisex)		2011	\$900,000		Excellent			
NE Pavilion		2011	\$200,000		Excellent			
SE Pavilion		2011	\$200,000		Excellent			
Phase I		2011	\$10,000,000		Excellent			
F Float		2015	\$500,000		Excellent			
Bulkhead		2019	\$3,000,000		Excellent			

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Facility	Location	Date Acquired	Historical or Purchase Cost	Acres / Capacity	Present Condition	Improvements Required	Year Needed	Estimated Cost of Improvement
Olympia Parks	Citywide	Varies	\$67,792,224	1,342.06 Ac	Varies	See Below	See Below	See Below
Priest Point Park	2600 East Bay Dr NE	1906	Unknown	313.5				
Carpenter Shop		1940s			Poor	Repair	2020	\$25,000
Equip Storage		2004			Good			
Equip Repair		1980s			Fair			
Office/Tool		1940			Poor			
Restroom 1		1968			Good			
Restroom 2		2019	\$350,000		Excellent			
Restroom 3		1952			Good			
Shelter 1 (Rose Garden)		2016	\$300,000		Excellent			
Shelter 2		2019	\$170,000		Excellent			
Shelter 3		2008	\$87,000		Excellent			
Shelter 4		2015	\$100,000		Excellent			
Shelter 5		1960			Fair			
Shelter 6					Fair			
Shelter 7					Fair			
VIP Building		1950			Fair			
Playground		2008	\$124,000		Good			
Basketball					Good			
E Trails					Good			
W Trails					Good			
South Capitol Lots	2015 Water St SW	1994	Unknown	0.92	Undeveloped			
Springwood Dr Parcel	1500 Springwood Dr NE	2015	\$0	3.2	Undeveloped			

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PRELIMINARY CAPITAL FACILITIES PLAN

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Facility	Location	Date Acquired	Historical or Purchase Cost	Acres / Capacity	Present Condition	Improvements Required	Year Needed	Estimated Cost of Improvement
Olympia Parks	Citywide	Varies	\$67,792,224	1,342.06 Ac	Varies	See Below	See Below	See Below
Stevens Field	2300 Washington St SE	1963	Unknown	7.84				
Concession		1986			Good			
Field 1		2018	\$785,000		Excellent			
Field 2					Good	New Synthetic Turf/Lighting	2021	\$1,187,000
Storage/RR		1950s			Fair			
Shelters (3)		1990			Poor			
Tennis (2)					Good			
Sunrise Park	505 Bing St NW	1988	Unknown	5.74				
Restroom (1 unisex)		2011	\$216,000		Excellent			
Playground		2015	\$100,000		Excellent			
Basketball		1994			Good			
Community Garden		2011	\$40,000		Excellent			
Trillium Open Space	900 Governor Stevens Ave SE	1989	Unknown	4.53	Good			
Ward Lake Parcel	2008 Yelm Hwy SE	2007	\$3,575,958	9.14	Undeveloped			
Watershed Park	2500 Henderson Blvd SE	1955	Unknown	153.03	Good			
West Bay Park	700 West Bay Dr NW	2006	\$6,600,000	17.04	Excellent			
West Bay Woods	1200 Hays Ave NW	2016	\$98,238	1.14	Undeveloped			
Parcels	West Bay Dr/Farwell Ave	2017	\$194,250	1.61	Undeveloped			
Wildwood Glen Parcel	2600 Hillside Dr SE	1999	\$86,390	2.38	Undeveloped			

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Facility	Location	Date Acquired	Historical or Purchase Cost	Acres / Capacity	Present Condition	Improvements Required	Year Needed	Estimated Cost of Improvement
Olympia Parks	Citywide	Varies	\$67,792,224	1,342.06 Ac	Varies	See Below	See Below	See Below
Woodruff Park	1500 Harrison Dr NW	1892	\$1	2.46				
Sprayground		2019			Excellent			
Storage/RR		1950			Excellent			
Tennis		1950			Fair	Replace/Add Pickleball Courts	2020	\$750,000
Basketball		1950			Fair			
Volleyball		1950			Fair			
Yashiro Japanese Garden	1010 Plum St SE	1990	Unknown	0.74	Good			
Yauger Park	3100 Capital Mall Dr SW	1978	Unknown	39.77				
Concessions/RR		1982			Excellent			
Kitchen/Shelter		1982			Fair			
Athletic Fields		1982			Good			
Skate Court		2000	\$392,000		Good			
Playground		2011	\$267,000		Excellent			
Community Garden		2011	\$40,000		Excellent			
Yelm Highway Parcels	3535 Yelm Hwy SE	2000/2018	\$11,117,500	86.55	Undeveloped			

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				

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PRELIMINARY CAPITAL FACILITIES PLAN

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Facility	Location	Date Acquired	Historical or Purchase Cost	Acres / Capacity	Present Condition	Improvements Required	Year Needed	Estimated Cost of Improvement
Olympia Parks	Citywide	Varies	\$67,792,224	1,342.06 Ac	Varies	See Below	See Below	See Below
Sylvester Park	600 Capitol Way S			1.3				
Ward Lake Fishing Access	4135 Ward Lake Ct SE			0.46				
Other Jurisdictions' Open Space				8.64 Acres				
Chambers Lake Trailhead	3725 14th Ave SE			1.71				
I-5 Trail Corridor	Adjacent to I-5 from Capitol Campus to Lacey City Hall	4.21						
Percival Canyon/West Bay Link	701 4th Ave W			2.72				
Water Pipe								
Water Pipe, 8" and larger, all material types 1,064,200 l.f. (202 miles)	Citywide	Varies			Varies	Maintenance & Repair	Annual	
11 Water Tanks/Reservoirs	Citywide	Varies		31 M gal total cap.	Good			
6 Booster Stations	Citywide	Varies		3.10 Mgd	Excellent - Fair			
Water Pipe								
9 Springs/Wells		Varies		22 Mgd	Good			

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Facility	Location	Date Acquired	Historical or Purchase Cost	Acres / Capacity	Present Condition	Improvements Required	Year Needed	Estimated Cost of Improvement
Pipes - Stormwater								
172 miles of storm pipe	Citywide	Varies		Conveyance	Varies	Spot Repairs	Annual	
Maintenance holes and Catch Basins - Stormwater								
Approx. 8,900 catch basins and maintenance holes	Citywide	Varies		Collection/Conveyance	Varies	Spot Repairs and Cleaning	Annual	
Management Sites Stormwater			\$9,005,000					
5th Avenue Pond	5th Avenue/Olympic Way	2004		Treatment, Storage	Good	None	Not Scheduled	
9th Ave/Milroy Pond	1901 9th Ave	2003		Treatment, Storage	Good	Vegetation Management	Annual	
12th Ave/Cushing Pond	12th Ave/Cushing	2004		Treatment, Storage	Good	None	Annual	
13th Ave/ Plymouth Pond	13th/ Plymouth St SW	1980s		Storage	Good	Vegetation Management	Annual	
14th/Lybarger Pond	14th/Lybarger St	Late 1990s		Storage	Fair	Additional planting, maintenance	Annual	
18th/Fones Pond	18th/Fones Rd	2007	\$375,000	Treatment, Storage	Good	Vegetation Management	Annual	
18th Avenue/ Ellis Street Pond	Between 18th Avenue SE and Ellis Street	2013	\$250,000	Storage, Treatment	Good	Vegetation maintenance,	Annual	
18th Avenue/ Craig Street Pond	Between 18th Avenue SE 3100 Block	2013	\$500,000	Storage, Treatment	Good	Vegetation maintenance,	Annual	
21st/Black Lake Blvd Ponds	21st/Black Lake Blvd	1990		Storage	Good	Vegetation Management	Annual	

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PRELIMINARY CAPITAL FACILITIES PLAN

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Facility	Location	Date Acquired	Historical or Purchase Cost	Acres / Capacity	Present Condition	Improvements Required	Year Needed	Estimated Cost of Improvement
Management Sites Stormwater			\$9,005,000					
21st/Fir Pond	21st/Fir St SE	1990s		Storage	Fair	Vegetation Management	Annual	
Bayhill Pond	Harrison Ave/Kaiser Rd	2004		Storage, Infiltration	Poor	Vegetation Management	Annual	
Black Lake Meadows	Percival Basin	1995		Storage, Treatment	Good	Vegetation Management	Annual	
"Boone Lake"/Automall Pond	Cooper Pt/Behind Truck Ranch	1980s		Storage, Infiltration	Good	Vegetation Management. Improve Outlet Access	Annual	
Boulevard Rd/Log Cabin Rd Roundabout Pond	Boulevard Rd/Log Cabin Rd	2010	\$180,000	Storage, Infiltration	Good	Vegetation Management	Annual	
Boulevard Rd/22nd Avenue Roundabout Pond	Boulevard Rd/22nd Ave	2014		Treatment, Storage	Good		Annual	
"C6"/Automall Pond	Cooper Pt./Behind Volvo	1996	\$200,000	Storage	Fair	Vegetation Management, Improve Outlet Access	Not Scheduled	
Capital High School	Percival Basin			Treatment, Storage	Good	Vegetation Management	Annual	
Cedars Kettle	Log Cabin/Cain Road SE	1997	\$400,000	Infiltration	Good	Vegetation Management	Annual	
Cedars Wetpond	Cedar Park Loop	1997		Infiltration	Good	Vegetation Management	Annual	
Division and Farwell Pond	Division St/Farwell Ave	2008		Treatment, Storage	Fair	Vegetation Management	Annual	
Fern St Pond	13th/Fern St SW	1980s		Storage	Good	Soil augmentation, native shrubs	Annual	

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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					
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	

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PRELIMINARY CAPITAL FACILITIES PLAN

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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					
Pacific Avenue Treatment Facility	Pacific Avenue at Indian Creek	2014	\$650,000	Water Quality Treatment	Good	Vegetation maintenance, hydrodynamic separator cleaning, Storm filter replacement	Annual	
Sleater-Kinney Pond	15th/Sleater-Kinney Road	2002	\$300,000	Storage/ Treatment	Good	Vegetation Management	Annual	
Stan Hope Pond	Stanhope/Landau, NE	1980		Treatment, Infiltration	Good	Vegetation Management	Annual	
Taylor Wetlands Pond	North of Fones Rd (Home Depot)	2003	\$400,000	Treatment, Storage, Infiltration	Good	Vegetation Management	Annual	
Yauger Park Regional Pond	Cooper Pt./Capital Mall Dr.	1983 (Upgraded 2011)	\$2,500,000	Treatment, Storage	Good	Vegetation management, plant establishment	Annual	
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	

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Facility	Location	Date Acquired	Historical or Purchase Cost	Acres / Capacity	Present Condition	Improvements Required	Year Needed	Estimated Cost of Improvement
Low Impact Development Facilities - Stormwater			\$30,000					
Hoadly Rain Garden	Hoadly Street/Governor Stevens Avenue			Treatment, Storage, Infiltration	Fair	Vegetation Management	Annual	
Oak/Fir Rain Garden	Oak Avenue/Fir Street	2011		Treatment, Infiltration	Good	Vegetation Management	Annual	
Yelm Highway Bio-Infiltration Swales	Yelm Hwy/Henderson			Treatment, Infiltration	Good	Vegetation Management	Annual	

Treatment Vaults - Stormwater			\$1,060,000					
4th Ave Bridge Treatment Facility	4th Ave Bridge	2004		Water Quality Treatment	Good	Filter Replacement	Bi-Annual	
4th Ave East Treatment Facility	4th Ave/Quince St	2015		Water Quality Treatment	Good	Sediment Removal	Annual	
City Hall Treatment	City Hall	2011	\$40,000	Treatment	Good	Sediment Removal, Filter Replacement	Annual	
Decatur Storm Filter	Decatur St /9th Ave	2009	\$20,000	Water Quality Treatment	Good	Filter replacement and cleaning	Annual	
Fire Station Headquarters Street Treatment	Puget St/4th Ave E			Water Quality Treatment	Good	Filter replacement and cleaning		
Giles Avenue Treatment Vault	Giles Ave/Division St NW	2004	\$300,000	Water Quality Treatment	Good	Sediment removal, primary cell and filter vault	Annual	

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PRELIMINARY CAPITAL FACILITIES PLAN

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Facility	Location	Date Acquired	Historical or Purchase Cost	Acres / Capacity	Present Condition	Improvements Required	Year Needed	Estimated Cost of Improvement
Treatment Vaults - Stormwater			\$1,060,000					
Hands on Children's Museum	Marine Drive	2011		Water Quality Treatment	Good	Filter replacement and cleaning	Annual	
Harrison Avenue Treatment	Three vaults on Harrison Avenue west of Kaiser road	2011	\$50,000	Water Quality Treatment	Good	Mulch replacement	Annual	
San Francisco Ave Treatment	San Francisco Ave/Rose St	2009						
Sleater-Kinney / San Mar Treatment	San Mar to Martin Way (Under West Sidewalk)	2003		Treatment	Good	Maintenance cleaning	Annual	
State Avenue Treatment	State Ave, from Plum to Central Street	2015		Water Quality Treatment	New	None	Annual	
West Bay Drive Treatment	West Bay Drive Sidewalk	2015		Water Quality Treatment	New	None	Annual	
Pacific Avenue Treatment Facility	Pacific Avenue at Indian Creek	2014	\$650,000	Water Quality Treatment	Good	Vegetation maintenance, hydrodynamic separator cleaning, Storm filter replace.	Annual	
Percival Landing Treatment Vault	Olympia Ave / Columbia St	2011		Water Quality Treatment	Good	Filter replacement and cleaning	Annual	
Property Maintained - Stormwater Natural Resources Areas								
Schneider Creek Check Dams	Ellion St/Orchard Dr				Poor	Remove/ Replace	Not Scheduled	

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Facility	Location	Date Acquired	Historical or Purchase Cost	Acres / Capacity	Present Condition	Improvements Required	Year Needed	Estimated Cost of Improvement
Wastewater Conveyance System								
Wastewater Pipes – Gravity - 187 total linear miles	Citywide	Varies			Good (150 miles) Fair (23 miles) Poor (13 miles) Unknown (1 mile)	Priority Repairs	Annual	\$365,000
Wastewater Pipes – Force Main - 10 total linear miles	Citywide	Varies				Long-term force main upgrades	2024-2029	\$1,800,000
Wastewater STEP Systems 1,730 residential and 20 commercial	Citywide	Varies				Residential STEP Equipment Upgrades	Ongoing, as feasible	\$450,000
Wastewater STEP Pressure Mains - 28 total linear miles	Citywide	Varies						
Wastewater Structures (manholes, cleanouts, etc.)	Citywide	Varies				Maintenance hole repair and replacements	2021-2024	\$232,000
Other Jurisdictions Wastewater and Reclaimed Water Facilities (owned by LOTT Clean Water Alliance)								
Capitol Lake Pump Station	Deschutes Parkway			24mgd				
Budd Inlet Treatment Plan	500 Adams St NE			Can process up to 22mgd of wastewater; Can produce up to 1.5 mgd of reclaimed water				

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PRELIMINARY CAPITAL FACILITIES PLAN

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Facility	Location	Date Acquired	Historical or Purchase Cost	Acres / Capacity	Present Condition	Improvements Required	Year Needed	Estimated Cost of Improvement
Other Jurisdictions Wastewater and Reclaimed Water Facilities (owned by LOTT Clean Water Alliance)								
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								
Columbia St & 4th Ave Parking Lot	122 4th Ave W		\$286,150	.17 Ac	Fair	Drainage, repavement, striping	Not scheduled	

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Facility	Location	Date Acquired	Historical or Purchase Cost	Acres / Capacity	Present Condition	Improvements Required	Year Needed	Estimated Cost of Improvement
Parking Lots								
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	

Facilities		Year Built	\$97,425,300			This Section below is currently being updated as part of the Building Condition Assessment Report		
City Hall	601 4th Ave E	2011	\$35,650,000		Excellent			
Community Center/ Olympia Center	222 N Columbia	1987	\$5,301,000		Good			
Court Services Building	909 8th Ave	1975	\$143,000		Fair			
Family Support Center	201/211 N Capitol Way	1940	\$1,443,600		Good			
Farmers Market	Capitol Way	1996	\$1,000,000		Good			
Fire Station No. 1	100 Eastside St NE	1993	\$4,403,900		Good			
Fire Station No. 2	330 Kenyon St NW	1991	\$1,233,500		Good			
Fire Station No. 3	2525 22nd Ave SE	1992	\$416,700		Good			

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PRELIMINARY CAPITAL FACILITIES PLAN

Continued from previous page

Facility	Location	Date Acquired	Historical or Purchase Cost	Acres / Capacity	Present Condition	Improvements Required	Year Needed	Estimated Cost of Improvement
Parking Lots								
Fire Station No. 4	3525 Stoll Rd SE	2011	\$7,095,700		Excellent			
Hands on Children's Museum	401 Jefferson St SE	2012	\$18,500,000		Excellent			
Lee Creighton Justice Center	900 Plum St SE	1967	\$2,432,300		Fair			
Maintenance Center Complex	1401 Eastside St	1976	\$3,849,300		Fair			
Mark Noble Regional Fire Training Center	1305 Fones Rd	2013	\$8,720,800		Excellent			
Old Fire Station Training Center	2200 Boulevard Rd SE	1962	\$65,000		Good			
Police Firing Range	6530 Martin Way E	1987	\$245,000		Good			
The Washington Center	512 Washington St	1985	\$4,181,700		Good			
Olympia Timberland Library	313 8th Ave SE	1981	\$2,743,800		Good			
Facilities Owned by Other Public Entities Within the City of Olympia								
Olympia School District	See the Olympia School District's Capital Facilities Plan for a facilities inventory list, capacities and map (part of Olympia's Adopted CFP).							
Port of Olympia	See Port of Olympia Comprehensive Scheme of Harbor Improvements for a Budd Inlet District Map. (http://www.portolympia.com/index.aspx?nid=235)							

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Facility	Location	Date Acquired	Historical or Purchase Cost	Acres / Capacity	Present Condition	Improvements Required	Year Needed	Estimated Cost of Improvement
Facilities Owned by Other Public Entities Within the City of Olympia								
South Puget Sound Community College Campus	2011 Mottman Road SW. See SPSCC website for a campus map. (http://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)							

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		

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PRELIMINARY CAPITAL FACILITIES PLAN

Continued from previous page

Facility	Location	Date Acquired	Historical or Purchase Cost	Acres / Capacity	Present Condition	Improvements Required	Year Needed	Estimated Cost of Improvement
Streets								
Arterial Classification- 106 lane miles	Citywide	Varies		Average system condition rating is 66. Target condition rating is 75.		\$48 million (in 2012 dollars)		
Collector Classification- 124 lane miles	Citywide	Varies						
Neighborhood Collector Classification- 42 lane miles	Citywide	Varies						
Local Access Classification- 236 lane miles	Citywide	Varies						
Urban Collector- 17 lane miles	Citywide	Varies						
Wellhead Protection			\$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			

Glossary of Terms & Acronyms

Allocation

To set aside or designate funds for specific purposes. An allocation does not authorize the expenditure of funds.

Appropriation:

An authorization made by the City Council for expenditures against the City's Annual Budget. Appropriations are usually made for fixed amounts and are typically granted for a one-year period.

Appropriation Ordinance:

An official enactment by the legislative body establishing the legal authority for officials to obligate and expend resources.

Arterial Street Funds (ASF):

State grants received for the dedicated purpose of improvements to arterials. The source of funding is the state gas tax.

Assessed Value (AV):

The fair market value of both real (land and building) and personal property as determined by the Thurston County Assessor's Office for the purpose of setting property taxes.

Assets:

Property owned by a government which has monetary value.

Bond:

A written promise to pay (debt) a specified sum of money (principal or face value) at a specified future date (the maturity date(s)) along with periodic interest paid at a specified percentage of the principal (interest rate).

Bond Anticipation Notes: (BANs)

Short-term interest-bearing notes issued in anticipation of bonds to be issued at a later date. The notes are retired from proceeds of the bond issue to which they are related.

Budget (Operating):

A plan of financial operation embodying an estimate of proposed expenditures for a given period (typically a fiscal year) and the proposed means of financing them (revenue estimates). The term is also sometimes used to denote the officially approved expenditure ceilings under which a government and its departments operate.

Bulb out:

An extension of the curb that juts out into the roadway, approximately seven feet wide (the width of a parking space).

Capital Budget:

A plan of proposed capital expenditures and the means of financing them. The capital budget may be enacted as part of the complete annual budget including both operating and capital outlays. The capital budget is based on a Capital Facilities Plan (CFP).

Capital Expenditure:

Expenditure resulting in the acquisition of or addition to the City's general fixed assets.

Capital Facilities:

A structure, improvement, piece of equipment or other major asset, including land that has a useful life of at least five years. Capital facilities are provided by or for public purposes and services including, but not limited to, the following:

- Bikeway and Disability Access Ramps
- Detention Facilities
- Drinking Water
- Fire and Rescue
- Government Offices
- Law Enforcement
- Libraries
- Open Space
- Parks (Neighborhood and Community)
- Public Health
- Recreational Facilities
- Roads
- Sanitary Sewer
- Sidewalks, Bikeway, and Disability Access Ramps
- Solid Waste Collection and Disposal
- Stormwater Facilities
- Street Lighting Systems
- Traffic Signals

Capital Facilities Plan:

A twenty-year plan to implement the comprehensive plan vision, showing how the City will provide urban governmental services at adopted levels of service standards for the existing and projected population growth in the City and Urban Growth Area. It includes projected timing, location, costs, and funding sources for capital projects. The CFP identifies which capital facilities are necessary to support development/growth. Projects in the CFP are directly related to the applicable master plan or functional plans, such as the Parks, Arts and Recreation Plan, the Storm and Surface Water Plan, and other similar plans. The CFP is an element of the Comprehensive Plan, which is required to be internally consistent with the other chapters of the plan and the City budget.

Capital Improvement:

A project to create, expand or modify a capital facility. The project may include design, permitting, environmental analysis, land acquisition, construction, landscaping, site improvements, initial furnishings, and equipment.

Capital Improvement Plan (CIP) Fund:

A fund used to pay for general municipal projects (excludes utilities). The money is derived from the real estate excise tax, interest, utility tax (1%), and the year-end cash surplus.

CFP General Fund Revenues:

These revenues include 1% non-voted utility tax on gas, electric and telephone utilities plus 6% utility tax on Cable TV. In addition to the utility tax, CIP revenues include REET, interest, and contributions from the General Fund.

Concurrency:

In growth management terms, capital facilities must be finished and in place at the time or within a reasonable time period following the impact of development.

Councilmanic:

Debt that is incurred by the City Council. A vote of the people is not required. The funds to repay the debt must come from the City's general revenues.

Debt Capacity:

The amount of money a jurisdiction can legally afford to borrow.

Debt Service:

Payment of interest and principal to holders of a government's debt instruments.

Development Orders and Permits:

Any active order or permit granting, denying, or granting with conditions an application for a land development approval including, but not limited to impact fees, inventory, and real estate excise tax.

Federal Aid to Urban Systems (FAUS):

A grant received for improvements to the City's transportation network.

Fund Balance:

The excess of an entity's assets over its liabilities. The City's policy is to maintain a fund balance of at least 10% of the operating revenues in all funds. This term may also be referred to as Retained Earnings in the Utility funds or yearend surplus in the General Fund.

Gas Tax:

Money received by the City from the State Gas Tax. The funds may only be used for improvements to arterials.

General Facility Charges (GFC):

Payment of monies imposed for development activity as a condition of granting development approval in order to pay for utilities needed to serve new development.

Grant:

A funding source provided by the State or Federal government.

Impact Fees:

A payment of money imposed for development activity as a condition of granting development approval in order to pay for the public facilities needed to serve new growth and development. By state law, impact fees may be collected and spent on roads and streets, parks, schools, and fire protection facilities.

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
ADA	Americans with Disabilities Act
AV	Assessed Value
CAMP	Capital Asset Management Program
CFP	Capital Facilities Plan
CIP	Capital Improvement Program
DFW	Department of Fish and Wildlife
DOE	Department of Energy
DOH	Department of Health
EDDS	Engineering Design and Development Standards
EMS	Emergency Medical Services
ENV	Environmental
FF&E	Furniture, Fixtures and Equipment
GFC	General Facilities Charge
GHG	Green House Gases

Acronyms	
GMA	State of Washington Growth Management Act
GMP	Guaranteed Maximum Price
GO	General Obligation
GTEC	Growth and Transportation Efficiency Centers
HES	Hazard Elimination Safety
HOCM	Hands on Children's Museum
I&I	Inflow and Infiltration
IAC	Interagency Committee for Outdoor Recreation
IPM	Integrated Pest Management
IUMP	Interim Use and Management Plan
LBA	Little Baseball Association
LED	Light Emitting Diodes
LEED	Leadership in Energy and Environmental Design
LID	Local Improvement District
LOS	Level of Service
LOTT	Lacey, Olympia, Tumwater, Thurston County
LTFS	Long Term Financial Strategy
NPDES	National Pollutant Discharge Elimination System
NTMP	Neighborhood Traffic Management Program
O&M	Operations and Maintenance
OPARD	Olympia Parks, Arts and Recreation Department
OMPD	Olympia Metropolitan Park District
OWT	Olympia Woodland Trail
PFD	Public Facilities District
PMMP	Parks Major Maintenance Program
PSI	Pounds per Square Inch
PWTF	Public Works Trust Fund
RCO	Recreation and Conservation Office
REET	Real Estate Excise Tax

Acronyms	
RFP	Request for Proposal
SDWA	Federal Safe Drinking Water Act
SEPA	State Environmental Policy Act
SPSCC	South Puget Sound Community College
SSP	Site Stabilization Plan
STEP	Septic Tank Effluent Pump
TBD	Transportation Benefit District
TIP	Transportation Improvement Program
TOR	Target Outcome Ratios
TRPC	Thurston Regional Planning Council
TSP	Transit Signal Priority
UBIT	Under Bridge Inspection Truck
UFC	Uniform Fire Code
UGA	Urban Growth Area
UGMA	Urban Growth Management Area
WWRF	Washington Wildlife Recreation Fund
WWRP	Washington Wildlife and Recreation Program

Olympia School District
Capital Facilities Plan,
DRAFT
2020-2025

7-31-2019

Executive Summary

The Olympia School District's 2020-2025 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 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 2019-20 school year (SY). The Supreme Court has mandated implementation of this legislation, and an initiative of the people (I-1351) was enacted and then amended by the Legislature; all of these policy increments significantly impact school housing needs. All of these policy increments have included conversion of half-day kindergarten to full-day kindergarten as state policy; it is now fully implemented.

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 2020-2025 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

2020-2025

Olympia School
District, July 31, 2019

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. Further, state policy makers have delayed Initiative 1351 implementation and there appears to be little intent to implement the initiative. 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 about 500 students, middle school size to about 800 students, and high school size about 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 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 eliminate six classrooms/ portables from a computer lab design 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.

Table A

*Elementary School Capacities (Current Utilization Standard and Current Class Size)***Olympia School District Capacity; 2015 Master Plan with Selected Updates**

Elementary Schools*	September 2018 Headcount K-5	Building Capacity	Portable Capacity	Total Capacity	Notes
Boston Harbor	177	176	42	218	---
Brown, LP	372	360	42	402	---
Centennial	516	764	63	827	Mini-building included.
Garfield	366	449	58	507	---
Hansen	468	827	42	869	Mini-building included.
Lincoln	291	273	0	273	---
Madison	230	252	42	294	---
McKenny	350	402	84	486	---
McLane	341	738	42	780	Mini-building included.
Pioneer	457	759	0	759	Mini-building included.
Roosevelt	404	751	0	751	Mini-building included.
Totals	3,972	5,751	415	6,166	---
West Side Totals	1,547	2,374	184	2,558	(LPBES, GES, HES, McLES)
East Side Totals	2,425	3,377	231	3,608	(BHES, CES, LES, MES, McKES, PES, RES)

*Including some of the capacity used for preschools.

Table B

*Middle and High School Capacities (Current Utilization Standard and Current Class Size)***Olympia School District Capacity; 2015 Master Plan with Selected Updates**

Middle Schools	September 2018 Headcount K-5	Building Capacity	Portable Capacity	Total Capacity	Notes
Jefferson	471	600	23	623	Portable is devoted to Boys/Girls Club.
Marshall	416	515	0	515	---
Reeves	438	559	23	582	---
Washington	799	797	23	820	---
Totals	2,124	2,471	69	2,540	---
High Schools	September 2018 Headcount K-5	Building Capacity	Portable Capacity	Total Capacity	Notes
Avanti	169	200	0	200	---
Capital	1,336	1,452	46	1,498	---
Olympia High School	1,782	1,665	185	1,850	---
Totals	3,287	3,317	231	3,548	---
ORLA	September 2018 Headcount K-5	Building Capacity	Portable Capacity	Total Capacity	Notes
ORLA	629	700	0	700	Capacity is calculated as an elementary school (100% utilization); 25 students per classroom.
Total Capacity	10,012	12,239	715	12,954	---

Note: Utilization factor for middle and high schools is 80%. Utilization factor for ORLA is 100%.

Olympia School District Building Locations

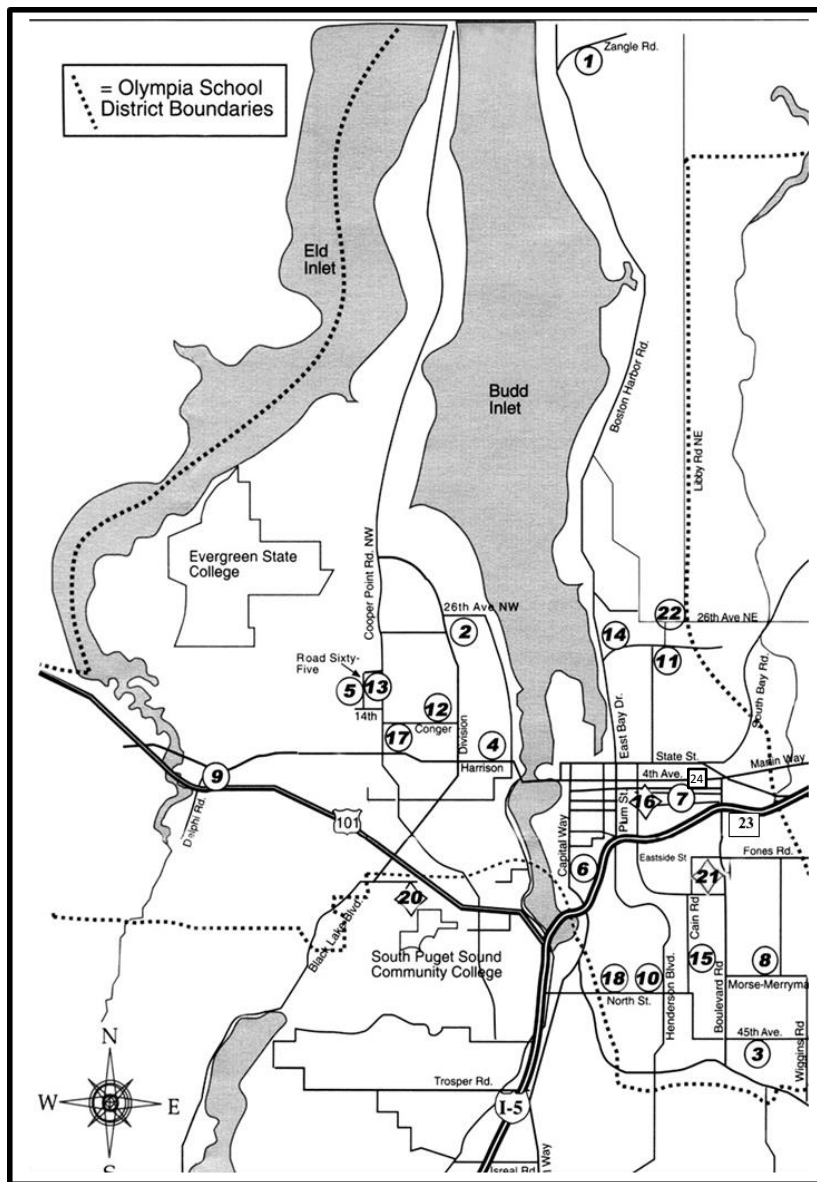


Figure 1: Map of School District Building Locations

Key

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
24. Knox 111 Administrative Bldg.

Figure 2: Legend of Olympia School District buildings with each school referenced on the map in Figure 1.

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 as 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.

Figure 3: Low, Medium and High Range Forecasts 2015- 2030

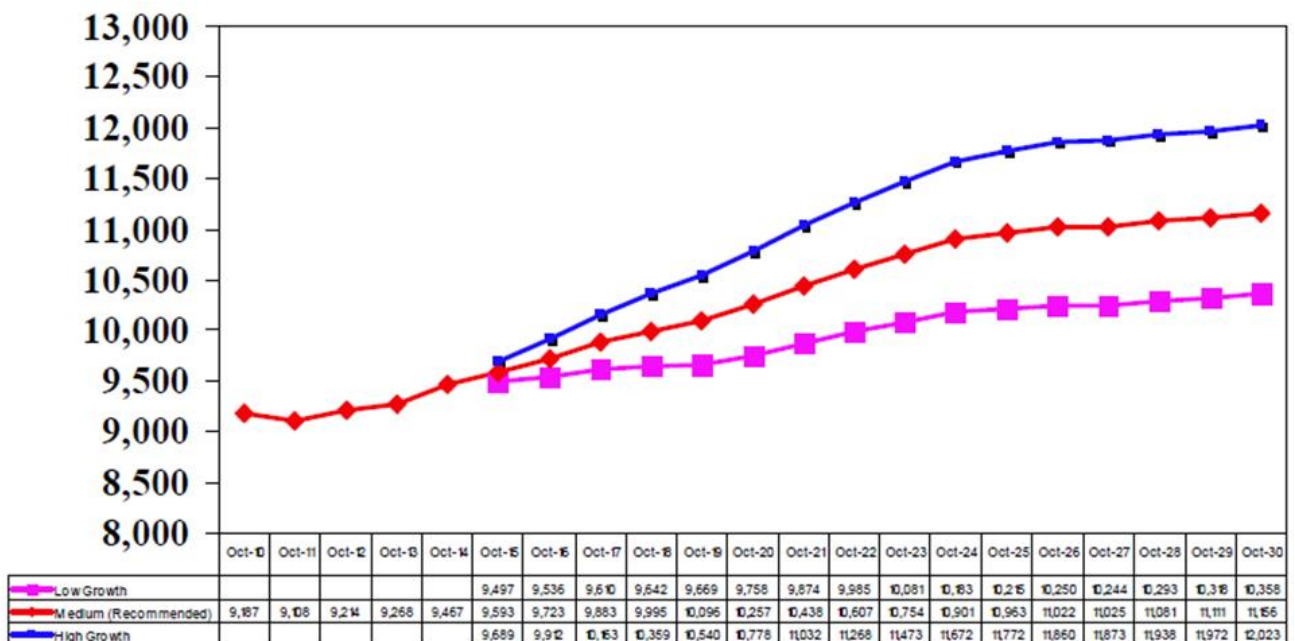


Figure 3: identifies the low, medium and high range enrollment forecasts for 2015-2030.

Figure 3 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%

Table 1 displays the 10-year enrollment forecast, by grade level.

Figure 4 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 protection, in 10 years the district will need to be housing an additional 567 elementary-age students.

Chart 4: Elementary School Cumulative Enrollment Change; Low, Medium and High Projections

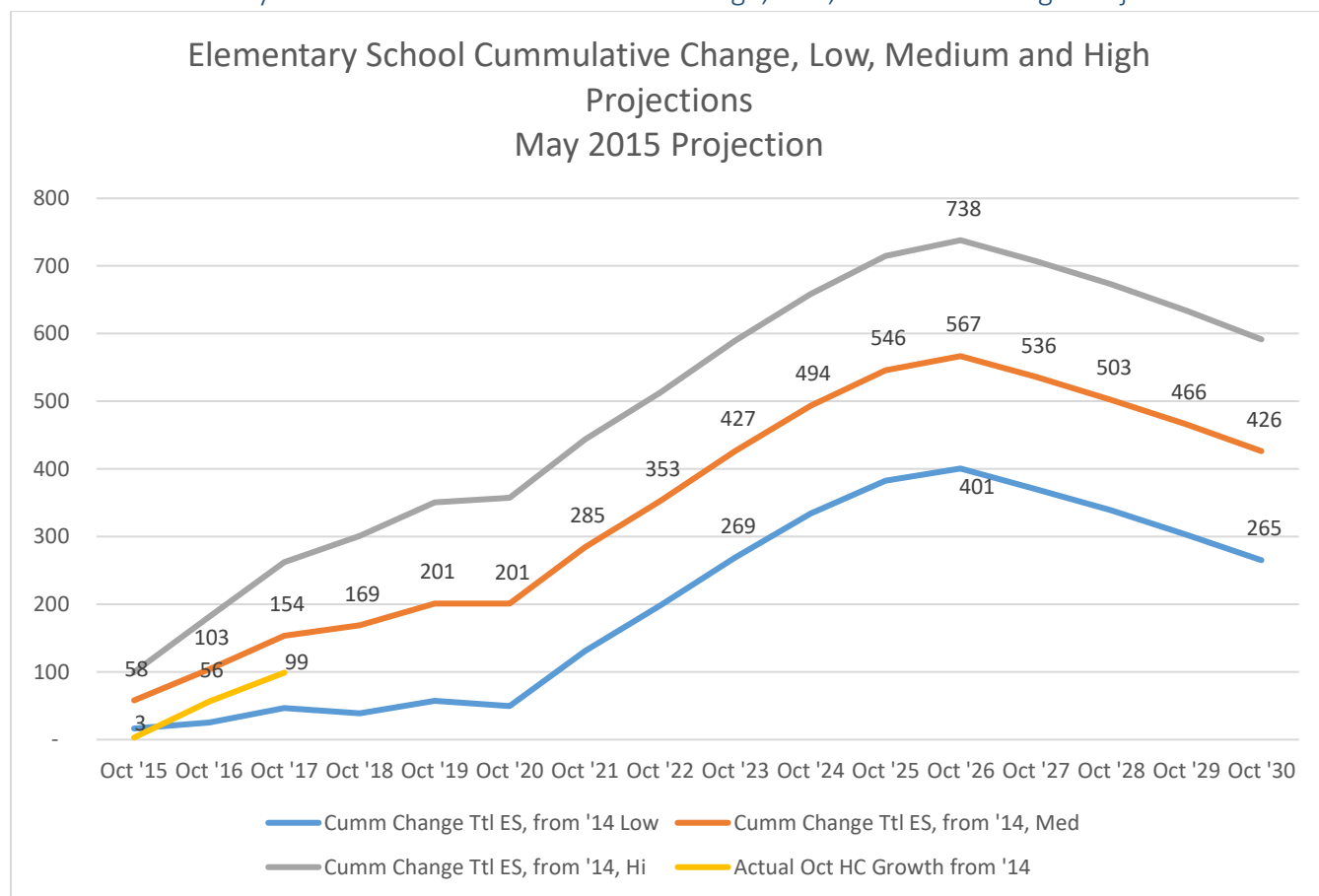


Figure 4 depicts the number of new students expected at the elementary level for each of the 3 enrollment projections: low, medium, and high. Based on the medium projection, in 10 years the district will be housing an additional 567 elementary-age students.

Figure 5 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.

Figure 5: Middle School Cumulative Enrollment Change; Low, Medium and High Projections

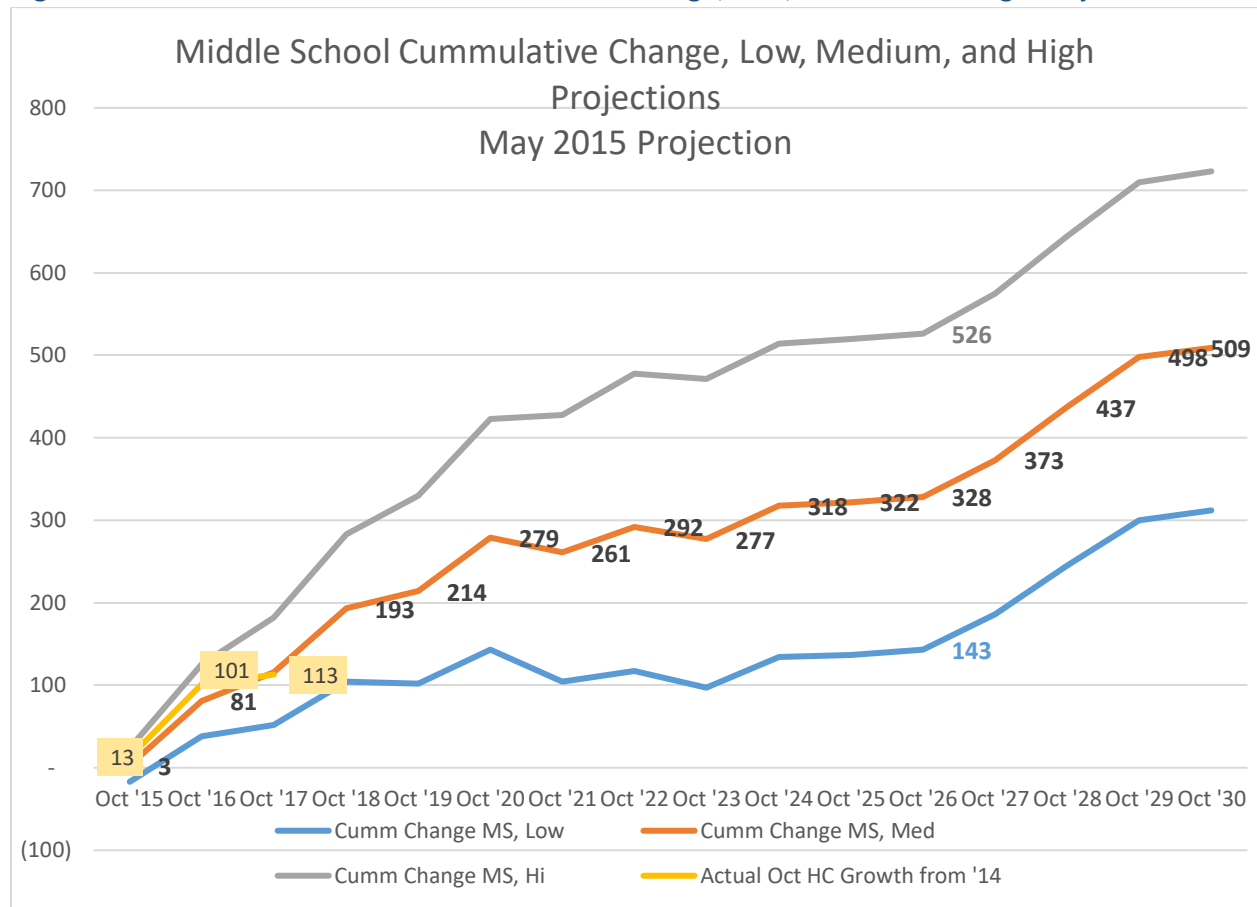


Figure 5 depicts the number of new students expected at the middle school level for each of the 3 enrollment projections: low, medium, and high. Based on the medium projection, in 10 years the district will need housing for an additional 322 middle school-age students.

Figure 6 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.

Figure 6: High School Cumulative Enrollment Change; Low, Medium and High Projections

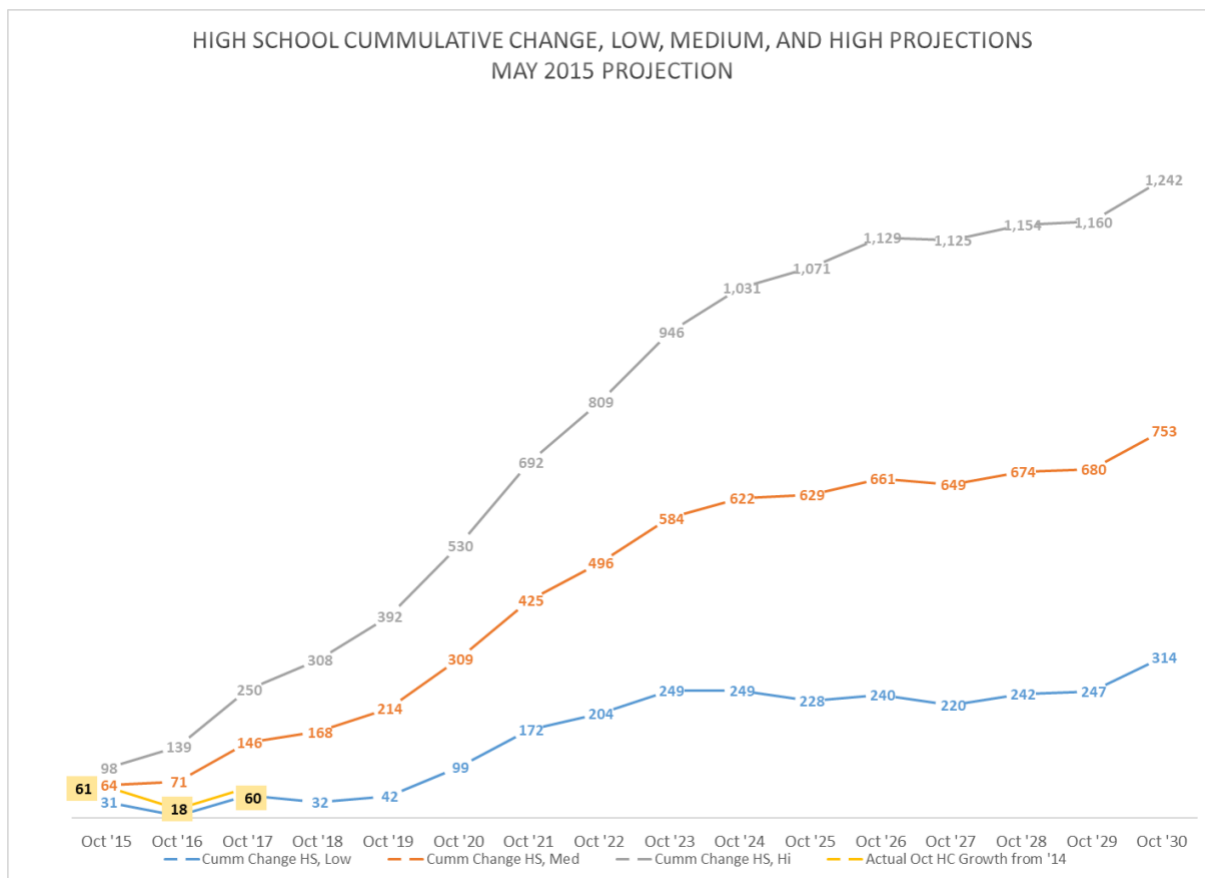


Figure 6 depicts the number of new students expected at the high school level for each of the 3 enrollment projections: low, medium, and high. Based on the medium projection, in 10 years the district will need to be housing an additional 629 high school-age students.

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 2:

Projection Summary by School (October Headcount 0215-2030) Medium Range Forecast

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
ORLA B	175	198	221	239	252	262	266	270	275	278	280	281	281	282	283	284
Total	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

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, 2013-2017². 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 905 single family residential units were counted between 2013 and 2017 within the school district boundary. There are a total of 519 students from these units. A total of 757 multiple family units were counted. There are 162 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 2013-2017 permits)

School Type	Single-Family	Multi-Family
Elementary Schools (K-5)	0.304	0.100
Middle Schools (6-8)	0.127	0.059
High Schools (9-12)	0.143	0.054
Total	0.573	0.214
Change from August 2009 Study	3.5% Decrease	8.5% Decrease

Based on this data, the district enrolls about 57 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 21 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.

² Student generation rate study was conducted by Casey Bradfield, 3 Square Blocks, January 2019.

³ Bradfield, January 2019.

Class Size Reduction Assumptions

Elementary School

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 allocates 1 teacher for every 28-29 students; this is consistent with 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

Figure 7 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.

Figure 8 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).

Figure 7: Seating Capacity by Year for Elementary schools, Historical Class Size, Historical Capacity

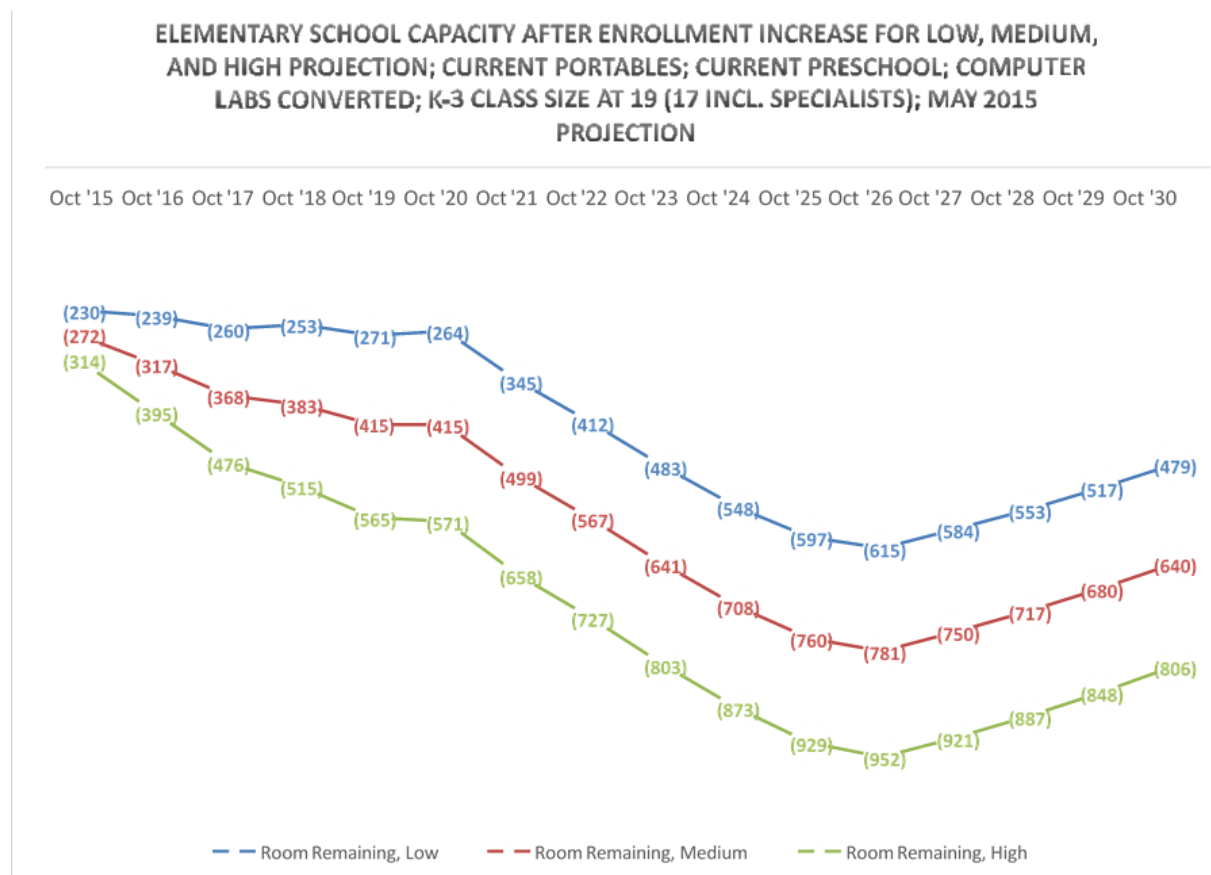


Figure 7 on the next page depicts that, if class size is reduced to 19 students per classroom (17 students per teacher), in all grades K-3, the district will have an immediate need for additional classrooms. The seating capacity deficit, based on the medium projection, totals 415 students by October 2020.

Figure 8: Seating Capacity (Room Remaining) by year for Elementary Schools, New Capacity via Capital Construction

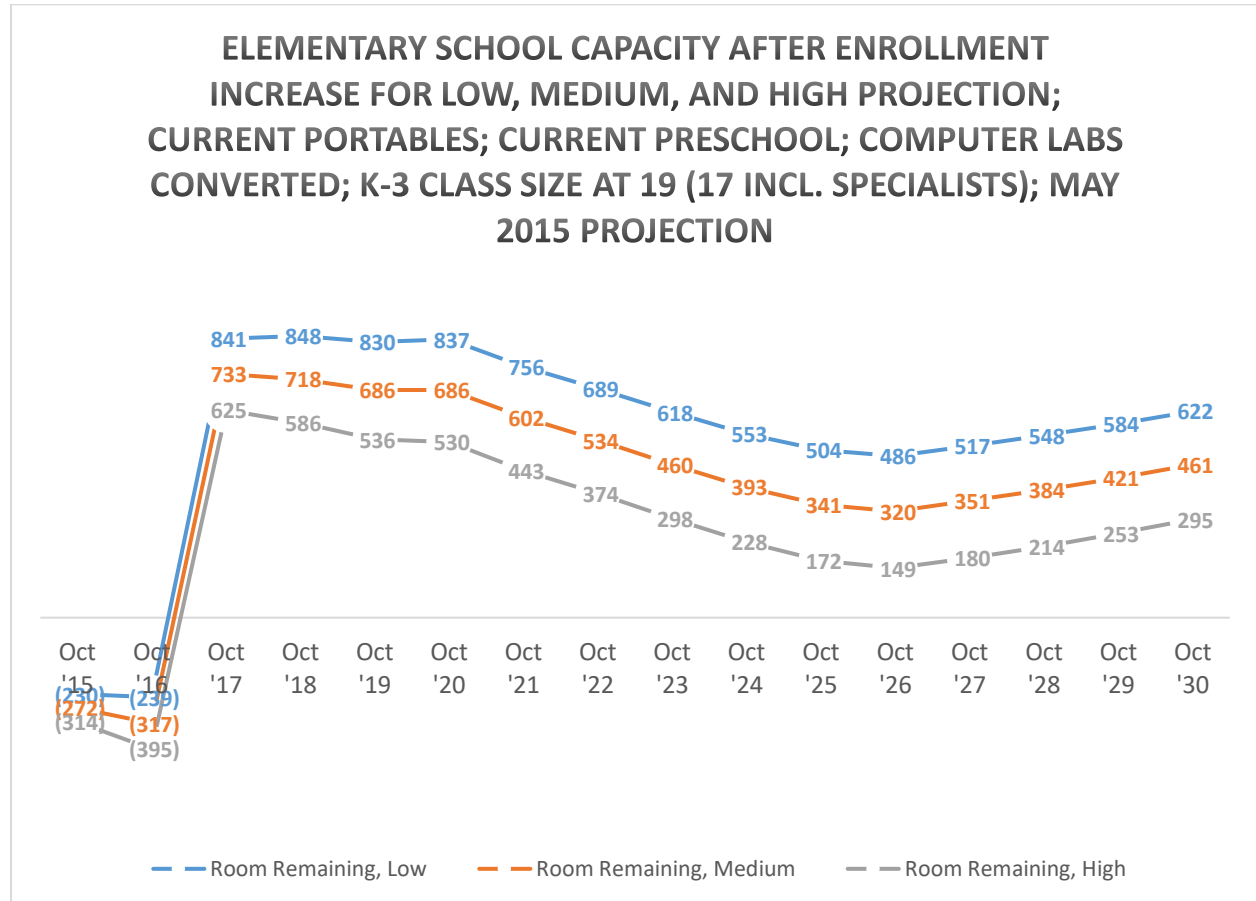


Figure 8 depicts that if class size is reduced to 19 students per classroom (17 students per teacher) for grades K-3 only (grades 4-5 remain at traditional levels), and the district builds 5 mini-buildings of 10 classrooms each, the district has adequate capacity at the elementary level through 2030.

Figure 9: 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.

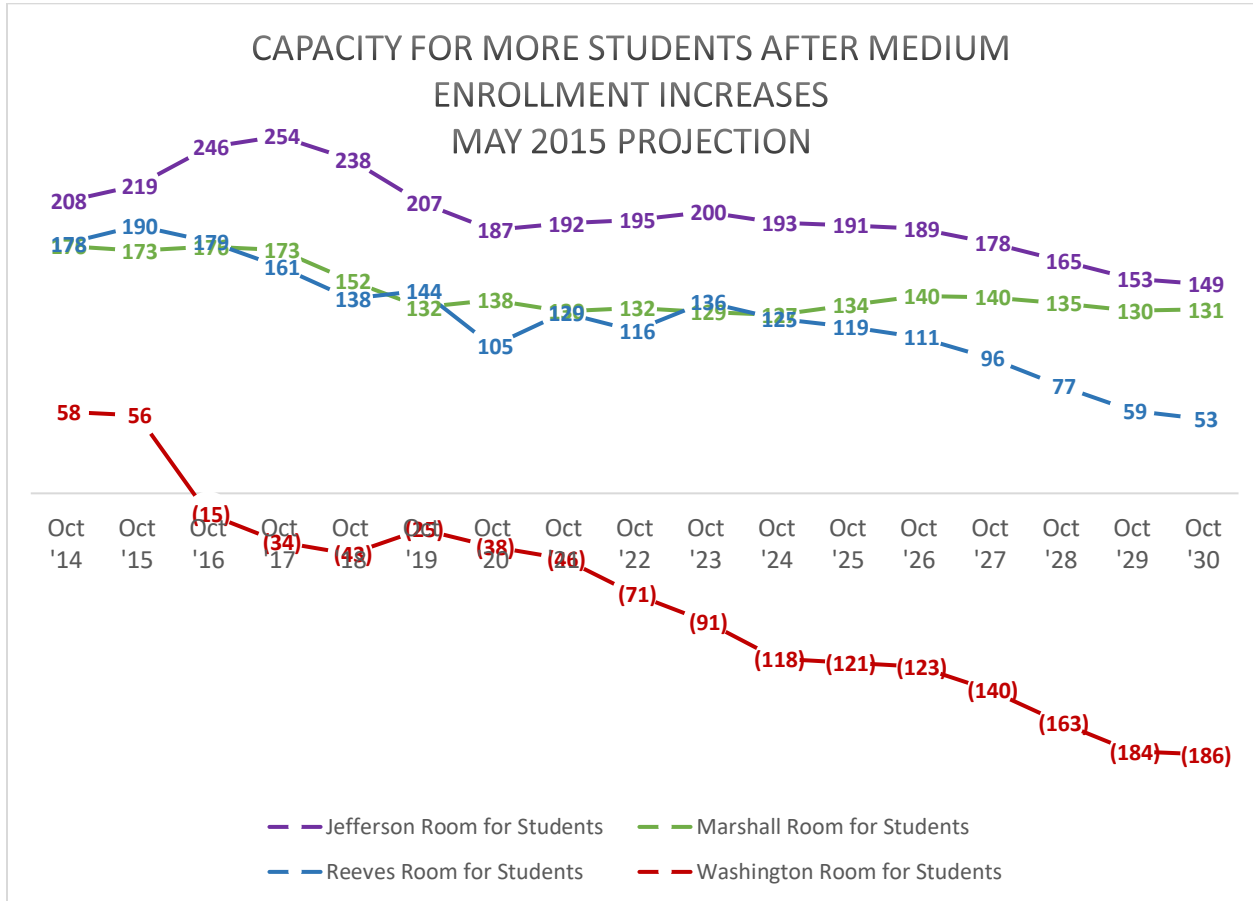


Figure 9 depicts seating capacity by year at each middle school. Seating capacity is sufficient at 3 of 4 middle schools. Enrollment at the 4th school is being watched carefully based on new housing developments that may or may not be developed.

Figure 10: 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.

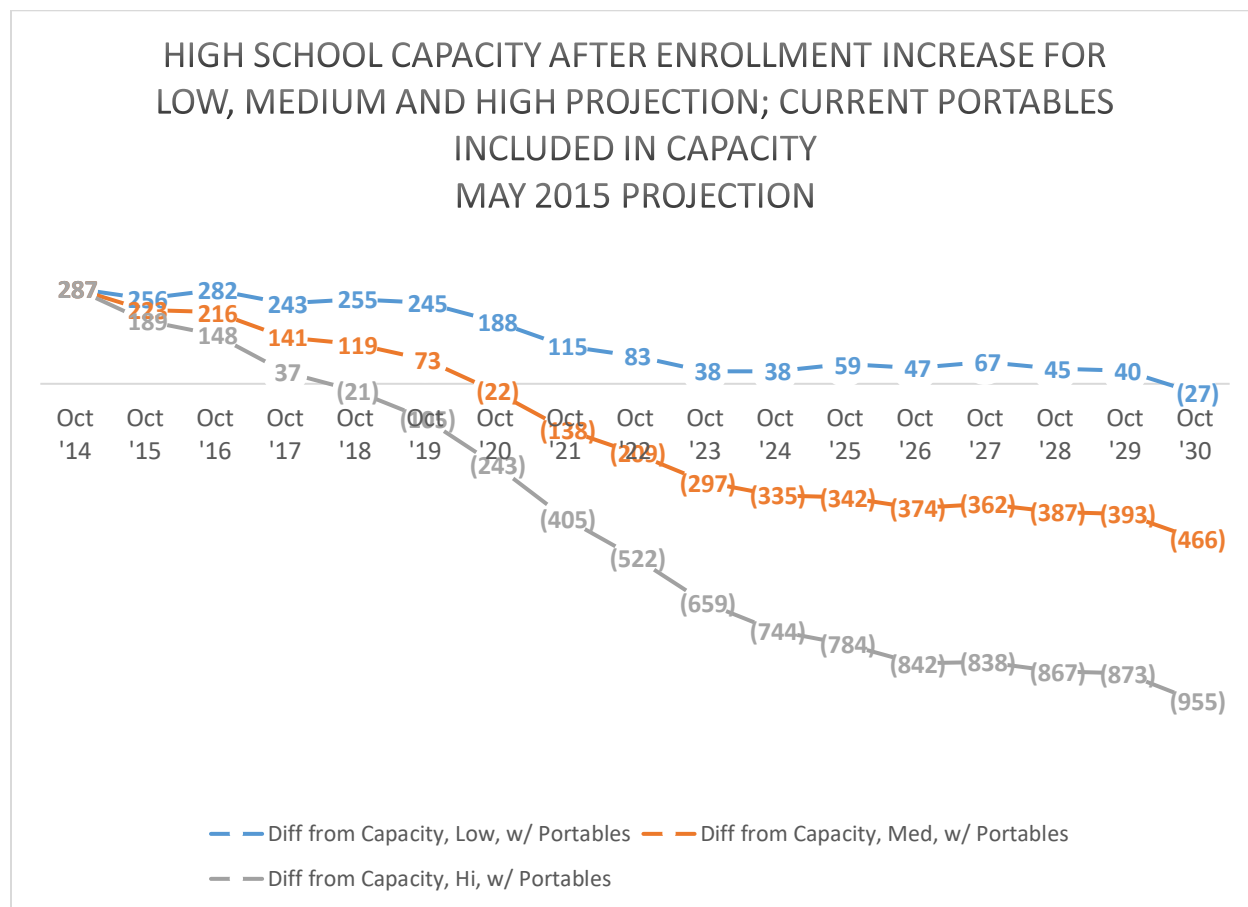


Figure 10 depicts seating capacity by year at the high school level. At the medium projection, the district would begin have a negative balancing in seating capacity in 2021.

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 hours.
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 3 displays the changing outlook of classroom surplus and deficit based on legislative changes.

A	B	C	D
Elementary School Scenario	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	4,638	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 4: 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
Yellow--Land Intensive: Requires more vacant land for corridors between portables at each school site (corridor land)	Yellow--Requires vacant land near center of district	Green--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
Green--Cheapest option	Yellow--Expensive (\$35 million plus cost of land)	Green--Less expensive than a new school because not buying new land
Green--Can be distributed across the district, does not require boundary revisions	Yellow--Requires re-drawing most boundaries	Green--Can be distributed across the district, does not require boundary revisions
Yellow--Least attractive	Green--New building can be designed with full esthetic license	Green--Nice looking (can be built to match school)
Green--Variable number of portables can be added (as few or as many as required)	Green--Can build variable number of classrooms(as few or as many as required)	Yellow--Set number of classrooms not as variable as portables but more flexible than a new school
Yellow--Does not reduce strain on administrative space	Green--Reduces strain on administrative space of current schools by drawing away excess enrollment	Green--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 5 and Table 6 on the following pages. These observations are based on the initial planning for lower class sizes represented by Table 3, column B.

Table 5: Westside Observations regarding Elementary Capacity

School-by-School Planning	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 2018-2019)	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.	Yes, with Team Teaching.	Same as 2020	1 New	Mini-building of 11 classrooms will fit.
Garfield (Remodel Completed)	Yes	Yes	Yes	0	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	0 classrooms if special needs classrooms can be moved to another school	NA

Table 6: Eastside Observations regarding Elementary Capacity

School-by-School Planning	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 ⁴
B Harbor (No Remodel Pending)	Yes	Yes	Yes	----	NA

⁴ 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, and have constructed these larger buildings.

Table 7, 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 7: Classroom Construction Recommendations

School	# Classrooms Needed by 2025	# Built	Classrooms/ Mini-building	Potential Cost
Lincoln, Mini-building Not Recommended	3	0	Building complexities and high cost; pursue policy options and team teaching	\$0
Madison, Mini-building Not Recommended	3	0	Building complexities and high cost; pursue policy options and team teaching	\$0
LP Brown, Mini-building Not Recommended	2	0	Building complexities and high cost; pursue policy options and team teaching	\$0
McKenny, Mini-building On Hold	9+1 SN (special needs)	10 New	1 Mini of 11 On Hold for Housing Development Changes	\$6.5 M On Hold
McLane, Recommended Mini-building	3+1M (music) + 1 SN	5 New + 2 PR (replace portable)	1 Mini of 10	\$6.5 M
Hansen, Recommended Mini-building	3+ 1 M	4 New + 4 PR	1 Mini of 10	\$6.5 M
Pioneer, Recommended Mini-building	5 + 1 M + 1 SN	7 New + 2 PR	1 Mini of 10	\$6.5 M
Roosevelt, Recommended Mini-building	4 +1 M +1 SN	6 New + 2 PR	1 Mini of 10	\$6.5 M
Centennial, Recommended Mini-building	5 + 1 M + 1 SN	7 New + 2 PR	1 Mini of 10	\$6.5 M
Subtotal, Recommended Mini-building	25 + 4 SN =29	29 + 12 PR=41	50	\$32.5M
McKenny, Washington, Reeves or preschool, Mini-building On Hold	9 + 1 SN	10 New	1 Mini of 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 \$6.5 million for construction and provide classrooms space for 189⁵ 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 serve 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 ultimately cost \$1.3 million more than was budgeted. The district absorbed this cost via savings in the 3 elementary remodel projects.

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

⁵ 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.

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.
 - 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.

2020 Update: The district has ultimately designed the addition of 21 classrooms at OHS distributed in 3 areas of the campus: a classroom addition in the space between Hall 4 and the cafeteria; a classroom addition in between Hall 2 and the Industrial Arts building; and, a classroom addition adjacent to the cafeteria and commons. This series of additions will give the campus more security by eliminating "walk-throughs" of the campus, house the new science labs near the current science wing, locate a new music classroom near the other music classrooms, and add classrooms near the commons permitting a restructuring of access to the school by incorporating a vestibule.

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, now referred to as the Knox 111 building on Bethel Street.

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 2015 Master Plan assumption is to budget \$9.9 million to remodel the 2nd and 3rd floors of the Avanti 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. [As of 2019, the district is proceeding with plans to install a turf field (with low level lighting and minor fencing, instead of sod.)]
- b) Henderson Street field at OHS: install a synthetic turf field, low level lighting and minor fencing. [As of 2019, the district is proceeding with no plans to install turf.]
- c) Football/ soccer field at CHS: install a synthetic turf field, low level lighting and minor fencing.⁶ [Completed in 2018.]
- d) Jefferson, Marshall and Reeves field: renovate the field with sod.
- e) Lincoln: renovate the playfield with seed and improve the playground. [Completed.]
- f) Centennial, McLane and Roosevelt: renovate the fields with seed (after remodel of the buildings). [Roosevelt was completed in 2018.]

⁶ 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.

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. [As of 2019, the district is implementing plans to demolish the building.]

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 8 below describes several components of the CFP analysis. First, the table describes the recommended construction built 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 8: 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 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) a 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, and any costs for temporary facilities.
 - $\text{Facility Cost} / \text{Facility Capacity} = \text{Cost per Seat} / \text{Student Generation Rate} = \text{Cost per Single Family Home (or Cost Per Multi-Family Home)}$.
 - 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.
 - As an 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:

Single Family: \$4,972

Multi-family: \$2,575

Importantly, for 2020, the Olympia School District Board of Directors is considering the application of the districtwide impact fee on downtown building. The Board will take action in fall 2019 on this matter specifically, but at this time this plan draft assumes such a policy is adopted.

Table K on the following page identifies the historical impact fees, projected 2020 impact fees are a place-holder until the new fees are fully re-calculated. The fees include the assumption that the downtown fee will no longer be set at \$0. Instead the downtown fees for single family homes will be the same as the rest of the district; the downtown fees for multi-family homes will be the same as the rest of the district. Most fees paid in the downtown area will be on multi-family homes, and so is displayed as \$2,575.

Table 9: Historical Impact Fees with Projected 2020 Fee

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	---
2019	15	\$4,972	\$2,575	\$0	---
2020 Estimated	15	\$4,972	\$2,575	Same as District Assume \$2,575	---
Prior 10-Year Average		\$4,315	\$1,632	---	---
10-Year Average, Including 2020		\$4,551	\$1,760	---	---

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 were 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 10: Financial Summary

Item Description	Project Amount
1. New Classrooms (Minis at Pioneer, Hansen, Centennial, Roosevelt, McLane, + 1 additional	\$37,063,000
2. Phase II of 2011 Master Plan (Multiple Items Above)	\$136,559,394
3. Capital High School Theater	\$12,665,000
4. Small Works Projects, Categorized as Immediate Need	\$10,733,848
5. John Rogers Demolition and Re-seed	\$520,000
6. Security- Access Control Systems	\$2,000,000
7. Heating/ Ventilation Improvements and Energy Savings	\$8,484,000
8. Field and Playground Renovations	\$6,873,845
Subtotal of Planned Investments	\$214,899,087
Existing Resources (Capital Fund Balance)	Minus \$42,200,000
Estimated New State Construction Funding	Minus \$12,000,000
New Construction Bond Authority Approved by Voters in 2016	Equals\$ 160,699,087

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. The district currently utilizes this property for an Olympia High School farm and science program. Further development of this property involves approval of a formal plan to mitigate negative impact on an endangered species, the prairie Pocket Gopher.

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.

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 45th 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 \$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:

386 students (189 new student capacity)

(New Lower Utilization Standard)

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:

1,496 students (new student capacity not yet determined)

(current Utilization Standard)

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:

will limit to 1811 students, adds 280 permanent seats. Which is 70

(Current Utilization Standard) 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:

Avanti HS: 1113 Legion Way SE, Olympia (Currently located on 1st floor of district Administrative Center.)

District Administrative Center: Newly purchased The Olympian Building.

Site: Avanti HS: 7.5-acres

Capacity: Avanti HS: will limit to 250 students
(current Utilization Standard)

District Administrative Center: To be determined

Square Footage: Avanti HS: 78,000 s.f.

District Administrative Center: To be determined

Cost: Avanti HS: Total project: \$9.9 million

District Administrative Center: Estimated \$7.8 million

Project Descriptions: Avanti HS:

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.

District Administrative Center: 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- Figures 11 and 12: Single Family and Multi- Family Residences Impact Fee Calculations for 2019

Rates for 2020 are being calculated and will be incorporated into future versions of the plan.

SCHOOL IMPACT FEE CALCULATIONS							
DISTRICT	Olympia School District						
YEAR	2019 - SF and MF Residence						
School Site Acquisition Cost:							
((AcresxCost per Acre)/Facility Capacity)xStudent Generation Factor							
	Facility	Cost/	Facility	Student	Student		
	Acreage	Acre	Capacity	SFR	MFR	Cost/	Cost/
						SFR	MFR
Elementar	10.00	\$ -	400	0.309	0.119	\$0	\$0
Middle	20.00	\$ -	600	0.127	0.059	\$0	\$0
High	40.00	\$ -	1,000	0.158	0.057	\$0	\$0
					TOTAL	\$0	\$0
School Construction Cost:							
((Facility Cost/Facility Capacity)xStudent Generation Factor)x(permanent/Total Sq Ft)							
	%Perm/	Facility	Facility	Student	Student	Cost/	Cost/
	Total Sq.Ft.	Cost	Capacity	SFR	MFR	SFR	MFR
Elementar	94.5%	\$ 15,316,209	525	0.309	0.119	\$8,519	\$3,281
Middle	94.5%		1	0.127	0.059	\$0	\$0
High	94.5%	\$ 30,980,600	447	0.096	0.039	\$6,288	\$2,554
					TOTAL	\$14,806	\$5,835
Temporary Facility Cost:							
((Facility Cost/Facility Capacity)xStudent Generation Factor)x(Temporary/Total Square Feet)							
	%Temp/	Facility	Facility	Student	Student	Cost/	Cost/
	Total Sq.Ft.	Cost	Size	SFR	MFR		
Elementar	5.50%	\$ 250,000	25	0.309	0.119	\$170	\$65
Middle	5.50%	\$ 250,000	25	0.127	0.059	\$70	\$32
High	5.50%	\$ 250,000	25	0.096	0.039	\$53	\$21
						\$293	\$119
State Matching Credit:							
Boeckh Index X SPI Square Footage X District Match % X Student Factor							
	Boeckh	SPI	District	Student	Student		
	Index	Footage	Match %	Factor	Factor	Cost/	Cost/
				SFR	MFR	SFR	MFR
Elementar	\$225.98	90	57.39%	0.309	0.119	\$3,607	\$1,389
Middle	\$225.98	117		0.127	0.059	\$0	\$0
High	\$225.98	130		0.158	0.057	\$0	\$0
						\$3,607	\$1,389
Tax Payment Credit:							
Average Assessed Value							
						SFR	MFR
						\$336,667	\$91,618

Figure 11 is a picture of the legal calculation of the impact fee, part A.

Capital Bond Interest Rate				2.95%	2.95%
Net Present Value of Average Dwelling				\$2,879,176	\$783,522
Years Amortized				10	10
Property Tax Levy Rate				\$1.9600	\$1.9600
	Present Value of Revenue Stream			\$5,643	\$1,536
	Fee Summary:		Single	Multi-	
			Family	Family	
	Site Acquisition Costs		\$0	\$0	
	Permanent Facility Cost		\$14,806	\$5,835	
	Temporary Facility Cost		\$293	\$119	
	State Match Credit		(\$3,607)	(\$1,389)	
	Tax Payment Credit		(\$5,643)	(\$1,536)	
	FEE (AS CALCULATED)		\$5,849	\$3,030	
	FEE (AS DISCOUNTED 15%)		\$4,972	\$2,575	

Figure 12 is a picture of the legal calculation of the impact fee, part B.



City Council

Presentation of the 2020 Preliminary Operating Budget

Agenda Date: 10/29/2019
Agenda Item Number: 6.A
File Number: 19-0987

Type: discussion **Version:** 1 **Status:** Other Business

Title

Presentation of the 2020 Preliminary Operating Budget

Recommended Action

Committee Recommendation:

The Finance Committee discussed utility rates and development fees at their October 28 meeting and will continue budget discussions at the November 20 meeting.

City Manager Recommendation:

Receive the 2020 Preliminary Operating Budget presentation and begin budget discussions. Briefing only; no action requested.

Report

Issue:

Whether to receive a presentation on the 2020 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 2020 Preliminary Operating Budget will be presented to Council. The preliminary budget maintains service levels and programs with some enhancements in priority areas.

The 2020 preliminary operating budget appropriates \$186.9 million for expenditures. The General Fund, which covers basic core municipal services (i.e. Fire, Police and Parks) is \$85.9 million, a 4 percent increase over the 2019 budget. The 2020 budget also includes expenditures to cover the following:

- 1) refinancing outstanding debt to take advantage of lower interest rates; as part of the refinance process, bond proceeds will be received to cover the debt; and
- 2) revenues collected through utility rates that will be transferred to the capital budget to support

projects.

Staff will present the 2020 preliminary budget, feedback from the public engagement process, revenue and expense assumptions, operational efficiencies, and considerations for year-end funds.

The Finance Committee and City Council will continue discussing the operating budget at the following scheduled meetings:

November 12	Utility Rates, Impact Fees, Lodging Tax, PBIA Budget Discussion
November 19	Public Hearing <ul style="list-style-type: none">• Ad Valorem Tax• Operating Budget and Capital Facilities Plan
November 20	Finance Committee final review of preliminary budget
November 26	City Council Discuss final balancing
December 10	Approve Operating and Capital budget - 1 st Reading
December 17	Adopt Final Operating and Capital Budget

Neighborhood/Community Interests (if known):

The City's operating budget provides a financial plan that reflects the City Council and Community's priorities.

Options:

Briefing only.

Financial Impact:

The 2020 preliminary operating budget is \$186.9 million. The General Fund portion is \$85.9 million representing a 4 percent increase over the 2019 adopted budget.

Attachments:

None