



Meeting Agenda

City Council

City Hall
601 4th Avenue E
Olympia, WA 98501

Information: 360.753.8244

Tuesday, February 23, 2021

5:30 PM

Online and Via Phone

Register to Attend:

https://us02web.zoom.us/webinar/register/WN_xsb2jg0gRluEsdf12_qr4A

1. ROLL CALL

1.A ANNOUNCEMENTS

1.B APPROVAL OF AGENDA

2. SPECIAL RECOGNITION - None

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

COUNCIL RESPONSE TO PUBLIC COMMENT (Optional)

4. CONSENT CALENDAR

(Items of a Routine Nature)

4.A [21-0212](#) Approval of February 9, 2021 City Council Meeting Minutes

Attachments: [Minutes](#)

4.B [21-0055](#) Bills and Payroll Certification

Attachments: [Bills and Payroll](#)

- 4.C** [21-0116](#) Approval of a Resolution Authorizing a Lease Agreement with Senior Services of South Sound for Space at The Olympia Center
Attachments: [Resolution](#)
 [Agreement](#)
- 4.D** [21-0196](#) Approval of a Resolution Authorizing Amendment No. 3 to the Professional Services Agreement with KPG for the Franklin Street Improvements Project
Attachments: [Resolution](#)
 [Amendment](#)
- 4.E** [21-0201](#) Approval of a Resolution Authorizing an Intergovernmental Agreement Between the City of Lacey, the City Olympia, the City Of Tumwater, and Thurston County For Joint Animal Services Operations
Attachments: [Resolution](#)
 [Agreement](#)
- 4.F** [21-0205](#) Approval of a Resolution Authorizing a Supplemental Terms and Conditions Agreement with Columbia Ford, Inc. to Purchase Eleven Vehicles
Attachments: [Resolution](#)
 [Agreement](#)

4. SECOND READINGS (Ordinances)

- 4.G** [21-0211](#) Approval of an Ordinance Declaring a Continuing Public Health Emergency Relating to Coronavirus (COVID-19) - First and Final Reading
Attachments: [Ordinance](#)
- 4.H** [21-0215](#) Approval of an Ordinance Amending Adoption of the 2018 International Building Codes Related to Residential Fire Sprinkler Location - First and Final Reading
Attachments: [Ordinance](#)

4. FIRST READINGS (Ordinances) - None

5. PUBLIC HEARING - None

6. OTHER BUSINESS

- 6.A** [21-0209](#) 2021 Legislative Session Update
- 6.B** [21-0197](#) Approval a of Bid Award for the Franklin Street Improvements Project
Attachments: [Vicinity Map](#)
 [Summary of Bids](#)

- 6.C** [21-0198](#) Approval of a Resolution Adopting the Olympia Transportation Master Plan

Attachments: [Resolution](#)
 [Transportation Master Plan Webpage](#)

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. EXECUTIVE SESSION

- 9.A** [21-0208](#) Executive Session Pursuant to RCW 42.30.110(1)(b); RCW 42.30.110 (1)
(c) - Real Estate Matter

9. ADJOURNMENT

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



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

City Council

Approval of February 9, 2021 City Council Meeting Minutes

Agenda Date: 2/23/2021
Agenda Item Number: 4.A
File Number:21-0212

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

Title

Approval of February 9, 2021 City Council Meeting Minutes



Meeting Minutes - Draft

City Council

City Hall
601 4th Avenue E
Olympia, WA 98501

Information: 360.753.8244

Tuesday, February 9, 2021

5:30 PM

Online and via phone

Register to attend:

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

1. ROLL CALL

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

1.A ANNOUNCEMENTS

Assistant City Manager Keith Stahley shared information regarding the opening of a cold weather shelter opening this week in anticipation of dropping temperatures and snow storm.

Public Works Director Rich Hoey shared information regarding Public Works planning to respond to the upcoming snow storm.

City Manager Jay Burney gave an update on the Police Chief Recruitment.

1.B APPROVAL OF AGENDA

Item 6.B was moved to the first Other Business Item and the Executive Session was postponed until February 23.

The agenda was approved as amended.

2. SPECIAL RECOGNITION

2.A [21-0169](#) Special Recognition - Proclamation Recognizing Lunar New Year

The recognition was received.

3. PUBLIC COMMENT

The following people spoke: Larry Dzieza, Carla Miller, Lisa Nezwazky, Gregory Griffith, Cole Light, George Watland, Karen Messmer, Talauna Reed, Collene Hawes, Michael Ruth, Hattie O, Concerned Medic and Joel Lambert.

COUNCIL RESPONSE TO PUBLIC COMMENT (Optional)

4. CONSENT CALENDAR

- 4.A** [21-0173](#) Approval of February 2, 2021 City Council Meeting Minutes

The minutes were adopted.

- 4.B** [21-0147](#) Approval of the 2021 General Government Committee Work Plan

The decision was adopted.

- 4.C** [21-0170](#) Approval of Reappointment of John Grausam as a Regional Representative to the Capital Area Regional Public Facilities Board

The decision was adopted.

- 4.D** [21-0126](#) Approval of a Resolution Authorizing Acceptance of a Mental Health Field Response Grant from the Washington Association of Sheriffs and Police Chiefs

The resolution was adopted.

- 4.E** [21-0171](#) Approval of a Resolution Authorizing an Intergovernmental Agreement Between the City Of Olympia, Thurston County, the Cities of Lacey, Tumwater, Yelm, and Tenino, the Towns Of Rainier and Bucoda and the Thurston County Fire Protection Districts for 9-1-1 Communications Services

The resolution was adopted.

Approval of the Consent Agenda

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

Aye: 7 - Mayor Selby, Councilmember Cooper, Councilmember Gilman, Councilmember Huýnh, Councilmember Madrone, Councilmember Parshley and Councilmember Rollins

4. SECOND READINGS (Ordinances) - None

4. FIRST READINGS (Ordinances) - None

5. PUBLIC HEARING - None

6. OTHER BUSINESS

- 6.A** [21-0112](#) 2021 Annual Comprehensive Plan Amendment Applications Screening

Councilmember Parshley moved, seconded by Councilmember Huýnh, to move Preliminary Comprehensive Plan Amendment applications 1 and 3 to the final docket for 2021 and set the final Comprehensive Plan Amendment application deadline as April 16, 2021. The motion carried by the following vote:

Aye: 7 - Mayor Selby, Councilmember Cooper, Councilmember Gilman, Councilmember Huýnh, Councilmember Madrone, Councilmember Parshley and Councilmember Rollins

Councilmember Cooper moved, seconded by Councilmember Parshley, to direct staff to draft a Comprehensive Plan amendment to remove the Log Cabin Road extension from Comprehensive Plan maps and text and add new text explaining a future study in approximately 10 years will examine the need for street connections in the SE Olympia area. The motion carried by the following vote:

Aye: 6 - Councilmember Cooper, Councilmember Gilman, Councilmember Huýnh, Councilmember Madrone, Councilmember Parshley and Councilmember Rollins

Nay: 1 - Mayor Selby

Councilmember Gilman moved, seconded by Councilmember Cooper, to not forward proposal 2 to remove the log cabin extension from the Comprehensive Plan. The motion carried by the following vote:

Aye: 7 - Mayor Selby, Councilmember Cooper, Councilmember Gilman, Councilmember Huýnh, Councilmember Madrone, Councilmember Parshley and Councilmember Rollins

6.B [21-0172](#) 2021 Legislative Session Update

The report was received.

7. CONTINUED PUBLIC COMMENT

The following people spoke: Nolan Hibbert-Pelly and Miguel Louis.

8. REPORTS AND REFERRALS

8.A COUNCIL INTERGOVERNMENTAL/COMMITTEE REPORTS AND REFERRALS

Councilmembers reported on meetings and events attended.

8.B CITY MANAGER'S REPORT AND REFERRALS

City Manager Burney reported the City is current recruiting for Advisory Boards and

Commissions openings on the Arts Commission, Bicycle and Pedestrian Advisory Committee, Heritage Commission, Parks & Recreation Advisory Committee, Planning Commission and Utility Advisory Committee. The recruitment is open until February 25, at 5:00 p.m.

9. EXECUTIVE SESSION

- 9.A** [21-0168](#) Executive Session Pursuant to RCW 42.30.110(1)(b); RCW 42.30.110(1)(c) - Real Estate Matter

The executive session was postponed.

9. ADJOURNMENT

The meeting adjourned at 8:21 p.m.



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

City Council

Bills and Payroll Certification

Agenda Date: 2/23/2021
Agenda Item Number: 4.B
File Number:21-0055

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

Title

Bills and Payroll Certification

CITY OF OLYMPIA
EXPENDITURE SUMMARY

"I, THE UNDERSIGNED, DO HEREBY CERTIFY UNDER PENALTY OF PERJURY THAT THE MATERIALS HAVE BEEN FURNISHED, THE SERVICES RENDERED OR THE LABOR PERFORMED AS DESCRIBED HEREIN, THAT ANY ADVANCE PAYMENT IS DUE AND PAYABLE PURSUANT TO A CONTRACT OR IS AVAILABLE AS AN OPTION FOR FULL OR PARTIAL FULFILLMENT OF A CONTRACTUAL OBLIGATION, AND THAT THE CLAIMS ARE JUST, DUE AND UNPAID OBLIGATIONS AGAINST THE CITY OF OLYMPIA, AND THAT I AM AUTHORIZED TO AUTHENTICATE AND CERTIFY TO SAID CLAIMS"; AND,

"I, THE UNDERSIGNED, DO HEREBY CERTIFY UNDER PENALTY OF PERJURY THAT CLAIMS FOR EMPLOYEE AND OFFICER EXPENSES ARE JUST, DUE AND UNPAID OBLIGATIONS AGAINST THE CITY OF OLYMPIA, AND THAT I AM AUTHORIZED TO CERTIFY SAID CLAIMS"

FOR PERIOD 12/27/2020 1/2/2021
FOR A/P ACH PAYMENTS and A/P CHECKS NUMBERED 3732424 THROUGH 3732439
FOR OTHER ELECTRONIC PAYMENTS DATED THROUGH

INCLUSIVE IN THE AMOUNT TOTALING

DATED

1/5/2021

FINANCE DIRECTOR

Manuel Arce

TOTAL APPROVED FOR PAYMENT

FUND		
\$753,503.05	001	GENERAL FUND
\$0.00	002	SHOP FACILITIES
\$10,887.75	003	REVOLVING ACCOUNT FUND
\$0.00	004	URBAN ARTERIAL FUND
\$0.00	006	Development Fee Revenue
\$306.24	007	Parking Fund
\$17,098.96	014	LEOFF 1 OPEB Trust Fund
\$0.00	21	Washington Center Endow
\$120.08	025	WASHINGTON CENTER
\$1,105.00	026	MUNICIPAL ARTS FUND
\$1,448.78	029	EQUIP & FACIL REPLACE RES
\$554.47	107	HUD
\$0.00	108	HUD
\$0.00	127	IMPACT FEES
\$0.00	130	SEPA MITIGATION FUND
\$0.00	132	LODGING TAX FUND
\$0.00	133	ARTS AND CONFERENCE FUND
\$0.00	134	PARKS AND REC SIDEWALK UT TAX
\$228.63	135	PARKING BUSINESS IMP AREA
\$0.00	136	FARMERS MKRT REPAIR/REPLC
\$0.00	137	CHILDREN'S HANDS ON MUSEUM
\$0.00	138	TRANS BENEFIT DISTRICT
\$0.00	140	REET
\$0.00	141	Oly Metro Park District
\$58,548.77	142	HOME FUND
\$0.00	208	LID OBLIGATION CONTROL
\$0.00	216	4th/5th AVE PW TRST
\$0.00	223	LTGO BOND FUND '06 PARKS
\$0.00	224	UTGO BOND FUND 2009 FIRE
\$0.00	225	CITY HALL DEBT FUND
\$0.00	226	2010 LTGO BOND-STREETPROJ
\$0.00	227	LOCAL DEBT FUND
\$0.00	228	2010B LTGO BONDS-HOCM
\$0.00	229	
\$0.00	230	LTGO Bond Fund 2016
\$84,084.28	317	CIP
\$0.00	318	Home Fund
\$0.00	322	4th/5th AVE CORRIDOR/BRIDGE
\$0.00	323	CIP CONSTR FUND - PARKS
\$0.00	324	FIRE STATION 4 CONSTRUCT
\$0.00	325	CITY HALL CONST
\$0.00	326	TRANSPORTATION CONST
\$0.00	329	GO BOND PROJECT FUND
\$0.00	331	FIRE EQUIPMENT REPLACEMENT FUND
\$116,413.04	401	WATER
\$26,964.19	402	SEWER
\$396,239.85	403	SOLID WASTE
\$16,205.67	417	STORM AND SURFACE WATER
\$0.00	418	WIS REV BOND REDEMPTION
\$0.00	427	Stormwater Debt Service Fund
\$0.00	434	STORM AND SURFACE WATER CIP
\$0.00	461	WATER CIP FUND
\$0.00	462	SEWER CIP FUND
\$0.00	463	SOLID WASTE/ADVERTISING
\$12,095.65	501	EQUIPMENT RENTAL
\$43,875.00	502	C. R. EQUIPMENT RENTAL
\$0.00	503	UNEMPLOYMENT COMPENSATION
\$0.00	504	INS TRUST FUND
\$68.71	505	WORKERS COMPENSATION
\$1,043.33	604	FIREMEN'S PENSION FUND
\$0.00	605	CUSTOMERS WATER RESERVE
\$0.00	621	WASHINGTON CENTER ENDOW
\$0.00	631	PUBLIC FACILITIES
\$0.00	682	LAW ENFORCEMENT RECORD MGMT SYS
\$0.00	701	PARKS-NEIGHBORHOOD
\$0.00	702	PARKS-COMMUNITY
\$0.00	703	PARKS-OPEN SPACE
\$0.00	707	PARKS-SPECIAL USE
\$0.00	711	TRANSPORTATION
\$0.00	720	SCHOOLS

\$1,580,741.45 GRAND TOTAL FOR WEEK

Reconciliation of Superior All Checks Register to Expenditure Summary			
Data From Superior All Checks Register			
Description	From Check	to Check	Check Amount
Payroll A/P (vendors) Checks	20384		75.00
Payroll A/P (vendors) Checks	20385		126.00
Payroll A/P (vendors) Checks	20386		18.00
Payroll A/P (vendors) Checks	20387		21.00
Payroll A/P (vendors) Checks	20388		18.00
Payroll A/P (vendors) Checks	20389		36.00
Payroll A/P (vendors) Checks	20390		18.00
Payroll A/P (vendors) Checks	20394		1,043.33
Payroll A/P (vendors) Checks	20395		415,218.51
Payroll A/P (vendors) Checks			
Payroll A/P (vendors) Checks			
Subtotal			416,573.84
VOID CHECKS			(509.00)
EFT			605,368.07
A/P Checks			559,308.54
Grand Total			1,580,741.45
Proof			0.00

\$0.00 DON'T SUBMIT IF DOESN'T BALANCE

	AP 12/29/2020	AP EDT 12/30/2020	AP 12/31/2020	AP 12/31/2020	TOTAL
001	130,928.60	415,530.51	52,548.30	154,495.64	753,503.05
002					0.00
003	10,887.75				10,887.75
004					0.00
006					0.00

CITY OF OLYMPIA
EXPENDITURE SUMMARY

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FOR PERIOD 1/3/2021 1/9/2021
FOR A/P ACH PAYMENTS and A/P CHECKS NUMBERED 3732440 THROUGH 3732641
FOR OTHER ELECTRONIC PAYMENTS DATED THROUGH

INCLUSIVE IN THE AMOUNT TOTALING

DATED 1/10/2021
FINANCE DIRECTOR *Manuel*

TOTAL APPROVED FOR PAYMENT

FUND	
\$3,097,257.09	001 GENERAL FUND
\$0.00	002 SHOP FACILITIES
\$583,230.79	003 REVOLVING ACCOUNT FUND
\$0.00	004 URBAN ARTERIAL FUND
\$254,394.45	006 Development Fee Revenue
\$6,162.36	007 Parking Fund
\$46,082.94	014 LEOFF 1 OPEB Trust Fund
\$0.00	21 Washington Center Endow
\$0.00	025 WASHINGTON CENTER
\$0.00	026 MUNICIPAL ARTS FUND
\$13,491.48	029 EQUIP & FACIL REPLACE RES
\$0.00	107 HUD
\$0.00	108 HUD
\$0.00	127 IMPACT FEES
\$250,517.58	130 SEPA MITIGATION FUND
\$0.00	132 LODGING TAX FUND
\$0.00	133 ARTS AND CONFERENCE FUND
\$0.00	134 PARKS AND REC SIDEWALK UT TAX
\$1,191.82	135 PARKING BUSINESS IMP AREA
\$0.00	136 FARMERS MKRT REPAIR/REPLC
\$0.00	137 CHILDREN'S HANDS ON MUSEUM
\$2,540.00	138 TRANS BENEFIT DISTRICT
\$0.00	140 REET
\$405,937.13	141 Oly Metro Park District
\$1,108.95	142 HOME FUND
\$0.00	208 LID OBLIGATION CONTROL
\$0.00	216 4th/5th AVE PW TRST
\$0.00	223 LTGO BOND FUND 06-PARKS
\$0.00	224 LTGO BOND FUND 2009 FIRE
\$0.00	225 CITY HALL DEBT FUND
\$0.00	226 2010 LTGO BOND-STREETPROJ
\$0.00	227 LOCAL DEBT FUND
\$0.00	228 2010 LTGO BONDS-HOCM
\$0.00	229
\$0.00	230 LTGO Bond Fund 2016
\$79,063.80	317 CIP
\$0.00	318 Home Fund
\$0.00	322 4th/5th AVE CORRIDOR/BRIDGE
\$0.00	323 CIP CONSTR FUND - PARKS
\$0.00	324 FIRE STATION 4 CONSTRUCT
\$0.00	325 CITY HALL CONST
\$0.00	326 TRANSPORTATION CONST
\$0.00	329 GO BOND PROJECT FUND
\$2,904.50	331 FIRE EQUIPMENT REPLACEMENT FUND
\$558,994.99	401 WATER
\$21,017.08	402 SEWER
\$72,713.02	403 SOLID WASTE
\$22,462.33	404 STORM AND SURFACE WATER
\$0.00	417 WIS REV BOND REDEMPTION
\$0.00	418 Stormwater Debt Service Fund
\$0.00	427
\$0.00	434 STORM AND SURFACE WATER CIP
\$262,015.09	461 WATER CIP FUND
\$1,007,349.84	462 SEWER CIP FUND
\$0.00	463 SOLID WASTE/ADVERTISING
\$70,527.07	501 EQUIPMENT RENTAL
\$250,432.08	502 C. R. EQUIPMENT RENTAL
\$0.00	503 UNEMPLOYMENT COMPENSATION
\$2,315,551.00	504 INS TRUST FUND
\$0.00	505 WORKERS COMPENSATION
\$250,432.08	604 FIREMEN'S PENSION FUND
\$0.00	605 CUSTOMER'S WATER RESERVE
\$0.00	621 WASHINGTON CENTER ENDOW
\$0.00	631 PUBLIC FACILITIES
\$0.00	682 LAW ENFORCEMENT RECORD MGMTSYS
\$0.00	701 PARKS-NEIGHBORHOOD
\$0.00	702 PARKS-COMMUNITY
\$0.00	703 PARKS-OPEN SPACE
\$0.00	707 PARKS-SPECIAL USE
\$0.00	711 TRANSPORTATION
\$0.00	720 SCHOOLS

\$9,575,377.47 GRAND TOTAL FOR WEEK

Reconciliation of Superior All Checks Register to Expenditure Summary

Data From Superior All Checks Register

Description	From Check	To Check	Check Amount
Payroll A/P (vendors) Checks	20396	20406	5,125,611.77
Payroll A/P (vendors) Checks	3732470		113.01
Payroll A/P (vendors) Checks			
Payroll A/P (vendors) Checks			
Payroll A/P (vendors) Checks			
Payroll A/P (vendors) Checks			
Payroll A/P (vendors) Checks			
Payroll A/P (vendors) Checks			
Payroll A/P (vendors) Checks			
Payroll A/P (vendors) Checks			
Payroll A/P (vendors) Checks			
Subtotal			5,125,724.78

check was voided in same week it was issued it does not appear in the outstanding register

VOID CHECKS	(687.26)
EFT	649,099.33
A/P Checks	3,801,240.56
Grand Total	9,575,377.47

Proof 0.00

\$0.00 DON'T SUBMIT IF DOESN'T BALANCE

	PAYROLL/AP 1/4/2021	AP EDT 1/5/2021	AP 1/5/2021	AP 1/7/2021	TOTAL
001	594,336.66	1,357,728.95	168,199.43	976,992.05	3,097,257.09
002					0.00
003		550,361.77	726.74	32,142.28	583,230.79
004					0.00
006		250,164.45	1,801.32	2,428.68	254,394.45

CITY OF OLYMPIA
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FOR PERIOD 1/10/2021 1/16/2021
FOR A/P ACH PAYMENTS and A/P CHECKS NUMBERED 3732642 THROUGH 3732791
FOR OTHER ELECTRONIC PAYMENTS DATED THROUGH

INCLUSIVE IN THE AMOUNT TOTALING

DATED 1/17/2021 FINANCE DIRECTOR *Mami Chen*

TOTAL APPROVED FOR PAYMENT
FUND

\$1,298,121.07	001	GENERAL FUND
\$0.00	002	SHOP FACILITIES
\$0.00	003	REVOLVING ACCOUNT FUND
\$0.00	004	URBAN ARTERIAL FUND
\$1,744,170.02	005	Development Fee Revenue
\$69.54	007	Parking Fund
\$41,803.28	014	LEOFF 1 OPEB Trust Fund
\$0.00	21	Washington Center Endow
\$0.00	025	WASHINGTON CENTER
\$0.00	026	MUNICIPAL ARTS FUND
\$2,423.21	029	EQUIP & FACIL REPLACE RES
\$0.00	107	HUD
\$0.00	108	HUD
\$0.00	127	IMPACT FEES
\$0.00	130	SEPA MITIGATION FUND
\$0.00	132	LOADING TAX FUND
\$0.00	133	ARTS AND CONFERENCE FUND
\$0.00	134	PARKS AND REC SIDEWALK UT TAX
\$4,848.44	135	PARKING BUSINESS IMP AREA
\$0.00	136	FARMERS MKT REPAIR/REPLC
\$0.00	137	CHILDREN'S HANDS ON MUSEUM
-\$0.02	138	TRANS BENEFIT DISTRICT
\$0.00	140	REET
\$0.00	141	Qty Metro Park District
\$24,452.42	142	HOME FUND
\$0.00	208	LID OBLIGATION CONTROL
\$0.00	216	4th/5th AVE PW TRST
\$0.00	223	LTGO BOND FUND 06-PARKS
\$0.00	224	UTGO BOND FUND 2009 FIRE
\$350.00	225	CITY HALL DEBT FUND
\$0.00	226	2010 LTGO BOND-STREETPROJ
\$0.00	227	LOCAL DEBT FUND
\$0.00	228	2010B LTGO BONDS-HOCM
\$0.00	229	LTGO Bond Fund 2016
\$0.00	230	CIP
\$29,684.05	317	Home Fund
\$0.00	318	Home Fund
\$0.00	322	4/5th AVE CORRIDOR/BRIDGE
\$0.00	323	CIP CONSTR FUND - PARKS
\$0.00	324	FIRE STATION 4 CONSTRUCT
\$0.00	325	CITY HALL CONST
\$0.00	326	TRANSPORTATION CONST
\$0.00	329	GO BOND PROJECT FUND
\$195.83	331	FIRE EQUIPMENT REPLACEMENT FUND
\$17,540.87	401	WATER
\$1,161,914.77	402	SEWER
\$42,482.64	403	SOLID WASTE
\$18,014.48	404	STORM AND SURFACE WATER
\$0.00	417	W/S REV BOND REDEMPTION
\$0.00	418	Stormwater Debt Service Fund
\$0.00	427	
-\$0.03	434	STORM AND SURFACE WATER CIP
\$21,050.89	461	WATER CIP FUND
\$3,152.58	462	SEWER CIP FUND
\$0.00	463	SOLID WASTE/ADVERTISING
\$8,688.49	501	EQUIPMENT RENTAL
\$541.53	502	C. R. EQUIPMENT RENTAL
\$0.00	503	UNEMPLOYMENT COMPENSATION
\$0.00	504	INS TRUST FUND
\$30,779.34	505	WORKERS COMPENSATION
\$0.00	604	FIREMEN'S PENSION FUND
\$0.00	605	CUSTOMERS WATER RESERVE
\$0.00	621	WASHINGTON CENTER ENDOW
\$0.00	631	PUBLIC FACILITIES
\$0.00	682	LAW ENFORCEMENT RECORD MGMTSYS
\$0.00	701	PARKS-NEIGHBORHOOD
-\$0.02	702	PARKS-COMMUNITY
-\$0.02	703	PARKS-OPEN SPACE
\$0.00	707	PARKS-SPECIAL USE
-\$0.02	711	TRANSPORTATION
\$0.00	720	SCHOOLS

\$4,450,234.24 GRAND TOTAL FOR WEEK

\$0.00 DON'T SUBMIT IF DOESN'T BALANCE

Reconciliation of Superior All Checks Register to Expenditure Summary
Data From Superior All Checks Register

Description	From Check	To Check	Check Amount
Payroll A/P (vendors) Checks	21001	21005	931,751.81
Payroll A/P (vendors) Checks	21006		(148,503.61)
Payroll A/P (vendors) Checks	20407		2,126,355.83
Payroll A/P (vendors) Checks	20408		2,006,883.33
Payroll A/P (vendors) Checks	20409		2,006,242.00
Payroll A/P (vendors) Checks	20410		2,020,726.72
Payroll A/P (vendors) Checks	20411		2,153,251.11
Payroll A/P (vendors) Checks	20412		2,114,346.11
Payroll A/P (vendors) Checks	20413		2,493,020.83
Payroll A/P (vendors) Checks	20414		2,004,552.50
Payroll A/P (vendors) Checks			
		Subtotal	17,797,546.59
VOID CHECKS			(17,815,501.58)
EFT			289,583.60
A/P Checks			3,378,605.63
Grand Total			4,450,234.24

Proof 0.00

	AP 1/12/2021	AP EDT 1/12/2021	AP 1/14/2021	AP/PAYROLL 1/15/2021	TOTAL
001	52,027.99	900,672.47	53,673.79	291,746.82	1,298,121.07
002					0.00
003					0.00
004					0.00
005	1,744,170.02				1,744,170.02

CITY OF OLYMPIA
EXPENDITURE SUMMARY

"I, THE UNDERSIGNED, DO HEREBY CERTIFY UNDER PENALTY OF PERJURY THAT THE MATERIALS HAVE BEEN FURNISHED, THE SERVICES RENDERED OR THE LABOR PERFORMED AS DESCRIBED HEREIN, THAT ANY ADVANCE PAYMENT IS DUE AND PAYABLE PURSUANT TO A CONTRACT OR IS AVAILABLE AS AN OPTION FOR FULL OR PARTIAL FULFILLMENT OF A CONTRACTUAL OBLIGATION, AND THAT THE CLAIMS ARE JUST, DUE AND UNPAID OBLIGATIONS AGAINST THE CITY OF OLYMPIA, AND THAT I AM AUTHORIZED TO AUTHENTICATE AND CERTIFY TO SAID CLAIMS"; AND,

"I, THE UNDERSIGNED, DO HEREBY CERTIFY UNDER PENALTY OF PERJURY THAT CLAIMS FOR EMPLOYEE AND OFFICER EXPENSES ARE JUST, DUE AND UNPAID OBLIGATIONS AGAINST THE CITY OF OLYMPIA, AND THAT I AM AUTHORIZED TO CERTIFY SAID CLAIMS".

FOR PERIOD 1/17/2021 1/23/2021
FOR A/P ACH PAYMENTS and A/P CHECKS NUMBERED 3732792 THROUGH 3733014
FOR OTHER ELECTRONIC PAYMENTS DATED THROUGH

INCLUSIVE IN THE AMOUNT TOTALING

DATED 1/24/2021 FINANCE DIRECTOR V. Carmichael

TOTAL APPROVED FOR PAYMENT
FUND

\$1,407,751.63	001	GENERAL FUND
\$0.00	002	SHOP FACILITIES
\$258,788.55	003	REVOLVING ACCOUNT FUND
\$3,624.41	004	URBAN ARTERIAL FUND
\$675.93	006	Development Fee Revenue
\$4,310.72	007	Parking Fund
\$879.23	014	LEOFF 1 OPEB Trust Fund
\$4,833.07	21	Washington Center Endow
\$0.00	025	WASHINGTON CENTER
\$28.96	026	MUNICIPAL ARTS FUND
\$5,993.75	029	EQUIP & FACIL REPLACE RES
\$0.00	107	HUD
\$0.00	108	HUD
\$0.00	127	IMPACT FEES
\$0.00	130	SE-PA MITIGATION FUND
\$15,018.29	132	LODGING TAX FUND
\$0.00	133	ARTS AND CONFERENCE FUND
\$0.00	134	PARKS AND REC SIDEWALK UT TAX
\$1,000.00	135	PARKING BUSINESS IMP AREA
\$0.00	136	FARMERS MKRT REPAIR/REPLC
\$0.00	137	CHILDREN'S HANDS ON MUSEUM
\$0.00	138	TRANS BENEFIT DISTRICT
\$0.00	140	REET
\$0.00	141	City Metro Park District
\$82,333.83	142	HOME FUND
\$0.00	208	LID OBLIGATION CONTROL
\$0.00	216	4th/5th AVE PW TRST
\$0.00	223	LTGO BOND FUND '96-PARKS
\$459.45	224	UTGO BOND FUND 2009 FIRE
\$759.45	225	CITY HALL DEBT FUND
\$0.00	226	2010 LTGO BOND-STREETPROJ
\$0.00	227	LOCAL DEBT FUND
\$0.00	228	2010B LTGO BONDS-HOCM
\$300.00	229	
\$0.00	230	LTGO Bond Fund 2016
\$171,543.01	317	CIP
\$0.00	318	Home Fund
\$0.00	322	4/5th AVE CORRIDOR/BRIDGE
\$0.00	373	CIP CONSTR FUND - PARKS
\$0.00	324	FIRE STATION 4 CONSTRUCT
\$0.00	325	CITY HALL CONST
\$0.00	326	TRANSPORTATION CONST
\$0.00	329	GO BOND PROJECT FUND
\$0.00	331	FIRE EQUIPMENT REPLACEMENT FUND
\$22,006.69	401	WATER
\$13,600.84	402	SEWER
\$320,969.00	403	SOLID WASTE
\$35,935.80	404	STORM AND SURFACE WATER
\$300.00	417	WIS REV BOND REDEMPTION
\$0.00	418	Stormwater Debt Service Fund
\$0.00	427	
\$51,888.89	434	STORM AND SURFACE WATER CIP
\$26,425.55	461	WATER CIP FUND
\$20,950.00	462	SEWER CIP FUND
\$0.00	463	SOLID WASTE/ADVERTISING
\$8,640.64	501	EQUIPMENT RENTAL
\$0.00	502	C. R. EQUIPMENT RENTAL
\$0.00	503	UNEMPLOYMENT COMPENSATION
\$0.00	504	INS TRUST FUND
\$149,746.65	505	WORKERS COMPENSATION
\$0.00	604	FIREMEN'S PENSION FUND
\$0.00	605	CUSTOMERS WATER RESERVE
\$0.00	621	WASHINGTON CENTER ENDOW
\$0.00	631	PUBLIC FACILITIES
\$0.00	682	LAW ENFORCEMENT RECORD MGNTSYS
\$0.00	701	PARKS-NEIGHBORHOOD
\$0.00	702	PARKS-COMMUNITY
\$0.00	703	PARKS-OPEN SPACE
\$0.00	707	PARKS-SPECIAL USE
\$0.00	711	TRANSPORTATION
\$244,770.00	720	SCHOOLS
\$7,853,574.34 GRAND TOTAL FOR WEEK		

Reconciliation of Superior All Checks Register to Expenditure Summary
Data From Superior All Checks Register

Description	From Check	to Check	Check Amount	
Payroll A/P (vendors) Checks	20415	20416	3,624.41	
Payroll A/P (vendors) Checks	21006		149,593.65	
Payroll A/P (vendors) Checks	20396	20420	263.86	
Payroll A/P (vendors) Checks	20422		239.24	
Payroll A/P (vendors) Checks	3732938		1,295.00	voided 1/26/21
Payroll A/P (vendors) Checks	3732977		1,570.00	no longer shows on the outstanding register
Payroll A/P (vendors) Checks				
Payroll A/P (vendors) Checks				
Payroll A/P (vendors) Checks				
Payroll A/P (vendors) Checks				
Payroll A/P (vendors) Checks				
Subtotal			156,586.16	
VOID CHECKS			119,324.71	
EFT			910,963.97	
A/P Checks			1,804,358.92	
Grand Total			2,853,574.34	
Proof			0.00	

\$0.00 DON'T SUBMIT IF DOESN'T BALANCE

	AP 1/19/2021	AP EDT 1/19/2021	AP EDT 1/22/2021	AP 1/22/2021	TOTAL
001	364,862.53		921,104.07	121,785.03	1,407,751.63
002					0.00
003	154,498.04			104,290.51	258,788.55
004		3,624.41			3,624.41
006				675.93	675.93

CITY OF OLYMPIA
EXPENDITURE SUMMARY

"I, THE UNDERSIGNED, DO HEREBY CERTIFY UNDER PENALTY OF PERJURY THAT THE MATERIALS HAVE BEEN FURNISHED, THE SERVICES RENDERED OR THE LABOR PERFORMED AS DESCRIBED HEREIN, THAT ANY ADVANCE PAYMENT IS DUE AND PAYABLE PURSUANT TO A CONTRACT OR IS AVAILABLE AS AN OPTION FOR FULL OR PARTIAL FULFILLMENT OF A CONTRACTUAL OBLIGATION, AND THAT THE CLAIMS ARE JUST, DUE AND UNPAID OBLIGATIONS AGAINST THE CITY OF OLYMPIA AND THAT I AM AUTHORIZED TO AUTHENTICATE AND CERTIFY TO SAID CLAIMS", AND,

"I, THE UNDERSIGNED, DO HEREBY CERTIFY UNDER PENALTY OF PERJURY THAT CLAIMS FOR EMPLOYEE AND OFFICER EXPENSES ARE JUST, DUE AND UNPAID OBLIGATIONS AGAINST THE CITY OF OLYMPIA, AND THAT I AM AUTHORIZED TO CERTIFY SAID CLAIMS".

FOR PERIOD 1/24/2021 1/30/2021
FOR A/P ACH PAYMENTS and A/P CHECKS NUMBERED 3733015 THROUGH 3733156
FOR OTHER ELECTRONIC PAYMENTS DATED THROUGH

INCLUSIVE IN THE AMOUNT TOTALING

DATED 1/31/2021 FINANCE DIRECTOR *Mamie Klein*

TOTAL APPROVED FOR PAYMENT		
FUND		
\$426,969.90	001	GENERAL FUND
\$0.00	002	SHOP FACILITIES
\$13,410.08	003	REVOLVING ACCOUNT FUND
\$0.00	004	URBAN ARTERIAL FUND
\$1,611.50	006	Development Fee Revenue
\$3,366.37	007	Parking Fund
\$10,236.90	014	LEOFF 1 OPEB Trust Fund
\$0.00	21	Washington Center Endow
\$415.46	025	WASHINGTON CENTER
\$12,505.81	026	MUNICIPAL ARTS FUND
\$19,798.72	029	EQUIP & FACIL REPLACE RES
\$0.00	107	HUD
\$0.00	108	HUD
\$0.00	127	IMPACT FEES
\$0.00	130	SEPA MITIGATION FUND
\$0.00	132	LODGING TAX FUND
\$0.00	133	ARTS AND CONFERENCE FUND
\$0.00	134	PARKS AND REC SIDEWALK UT TAX
\$0.00	135	PARKING BUSINESS IMP AREA
\$0.00	136	FARMERS MKRT REPAIR/REPLC
\$0.00	137	CHILDREN'S HANDS ON MUSEUM
\$0.00	138	TRANS BENEFIT DISTRICT
\$0.00	140	REET
\$0.00	141	City Metro Park District
\$0.00	142	HOME FUND
\$0.00	208	LID OBLIGATION CONTROL
\$0.00	216	4th/5th AVE PW TRST
\$0.00	223	LTGO BOND FUND 16-PARKS
\$0.00	224	LTGO BOND FUND 2009 FIRE
\$0.00	225	CITY HALL DEBT FUND
\$0.00	226	2010 LTGO BOND-STREETPROJ
\$0.00	227	LOCAL DEBT FUND
\$0.00	228	2010B LTGO BONDS-HOCM
\$0.00	229	
\$0.00	230	LTGO Bond Fund 2016
\$402,610.25	317	CIP
\$0.00	318	Home Fund
\$0.00	322	4/5th AVE CORRIDOR/BRIDGE
\$0.00	323	CIP CONSTR FUND - PARKS
\$0.00	324	FIRE STATION 4 CONSTRUCT
\$0.00	325	CITY HALL CONST
\$0.00	326	TRANSPORTATION CONST
\$0.00	329	GO BOND PROJECT FUND
\$0.00	331	FIRE EQUIPMENT REPLACEMENT FUND
\$27,553.33	401	WATER
\$9,182.10	402	SEWER
\$1,267.65	403	SOLID WASTE
\$5,918.98	404	STORM AND SURFACE WATER
\$0.00	417	WIS REV BOND REDEMPTION
\$0.00	418	Stormwater Debt Service Fund
\$0.00	427	
\$6,673.84	434	STORM AND SURFACE WATER CIP
\$0.00	461	WATER CIP FUND
\$0.00	462	SEWER CIP FUND
\$0.00	463	SOLID WASTE/ADVERTISING
\$8,402.40	501	EQUIPMENT RENTAL
\$46,381.01	502	C. R. EQUIPMENT RENTAL
\$0.00	503	UNEMPLOYMENT COMPENSATION
\$0.00	504	INS TRUST FUND
\$23,889.50	505	WORKERS COMPENSATION
\$1,072.15	604	FIREMEN'S PENSION FUND
\$0.00	605	CUSTOMERS WATER RESERVE
\$0.00	621	WASHINGTON CENTER ENDOW
\$0.00	631	PUBLIC FACILITIES
\$166,607.39	682	LAW ENFORCEMENT RECORD MGMTSYS
\$0.00	701	PARKS-NEIGHBORHOOD
\$0.00	702	PARKS-COMMUNITY
\$0.00	703	PARKS-OPEN SPACE
\$0.00	707	PARKS-SPECIAL USE
\$0.00	711	TRANSPORTATION
\$0.00	720	SCHOOLS
\$1,188,013.34 GRAND TOTAL FOR WEEK		

Reconciliation of Superior All Checks Register to Expenditure Summary			
Data From Superior All Checks Register			
Description	From Check	to Check	Check Amount
Payroll A/P (vendors) Checks	21010	21013	292,667.64
Payroll A/P (vendors) Checks			
Payroll A/P (vendors) Checks			
Payroll A/P (vendors) Checks			
Payroll A/P (vendors) Checks			
Payroll A/P (vendors) Checks			
Payroll A/P (vendors) Checks			
Payroll A/P (vendors) Checks			
Payroll A/P (vendors) Checks			
Payroll A/P (vendors) Checks			
Payroll A/P (vendors) Checks			
Payroll A/P (vendors) Checks			
Subtotal			292,667.64
VOID CHECKS			(2,666.06)
EFT			398,629.03
A/P Checks			499,581.67
Grand Total			1,188,013.34
Proof			0.00

\$0.00 DON'T SUBMIT IF DOESN'T BALANCE

	1/26/2021	1/26/2021	1/28/2021	1/28/2021	TOTAL
AP	AP	EDT	AP	AP	
001	285,633.74	49,685.24	67,786.62	23,864.30	426,969.90
002					0.00
003	13,410.08				13,410.08
004					0.00
006	971.50		648.00		1,611.50

CITY OF OLYMPIA
EXPENDITURE SUMMARY

I, THE UNDERSIGNED, DO HEREBY CERTIFY UNDER PENALTY OF PERJURY THAT THE MATERIALS HAVE BEEN FURNISHED, THE SERVICES RENDERED OR THE LABOR PERFORMED AS DESCRIBED HEREIN, THAT ANY ADVANCE PAYMENT IS DUE AND PAYABLE PURSUANT TO A CONTRACT OR IS AVAILABLE AS AN OPTION FOR FULL OR PARTIAL FULFILLMENT OF A CONTRACTUAL OBLIGATION, AND THAT THE CLAIMS ARE JUST, DUE AND UNPAID OBLIGATIONS AGAINST THE CITY OF OLYMPIA, AND THAT I AM AUTHORIZED TO AUTHENTICATE AND CERTIFY TO SAID CLAIMS, AND,

I, THE UNDERSIGNED, DO HEREBY CERTIFY UNDER PENALTY OF PERJURY THAT CLAIMS FOR EMPLOYEE AND OFFICER EXPENSES ARE JUST, DUE AND UNPAID OBLIGATIONS AGAINST THE CITY OF OLYMPIA, AND THAT I AM AUTHORIZED TO CERTIFY SAID CLAIMS.

FOR PERIOD 11/29/2020 12/5/2020
FOR A/P ACH PAYMENTS and A/P CHECKS NUMBERED 3731664 THROUGH 3731840
FOR OTHER ELECTRONIC PAYMENTS DATED THROUGH

INCLUSIVE IN THE AMOUNT TOTALING

DATED 12/6/2020 FINANCE DIRECTOR Mani Klein

TOTAL APPROVED FOR PAYMENT

FUND		
\$2,084,530.19	001	GENERAL FUND
\$0.00	002	SHOP FACILITIES
\$1,015.91	003	REVOLVING ACCOUNT FUND
\$0.00	004	URBAN ARTERIAL FUND
\$5,202.53	006	Development Fee Revenue
\$742.57	007	Parking Fund
\$22,012.13	014	LEOFF 1 OPEB Trust Fund
\$0.00	21	Washington Center Endow
\$110.08	025	WASHINGTON CENTER
\$163.95	026	MUNICIPAL ARTS FUND
\$9,472.50	029	EQUIP & FACIL REPLACE RES
\$0.00	107	HUD
\$0.00	108	HUD
\$0.00	127	IMPACT FEES
\$0.00	130	SEPA MITIGATION FUND
\$10,472.50	132	LODGING TAX FUND
\$0.00	133	ARTS AND CONFERENCE FUND
\$0.00	134	PARKS AND REC SIDEWALK UT TAX
\$0.00	135	PARKING BUSINESS IMP AREA
\$0.00	136	FARMERS MKT REPAIR/REPLC
\$0.00	137	CHILDREN'S HANDS ON MUSEUM
\$0.00	138	TRANS BENEFIT DISTRICT
\$0.00	140	REET
\$0.00	141	Oly Metro Park District
\$37,713.13	142	HOME FUND
\$0.00	208	LID OBLIGATION CONTROL
\$0.00	216	4th/5th AVE PWY TRST
\$0.00	223	LTGO BOND FUND 06-PARKS
\$0.00	224	UTGO BOND FUND 2009 FIRE
\$0.00	225	CITY HALL DEBT FUND
\$0.00	226	2010 LTGO BOND-STREETPROJ
\$0.00	227	LOCAL DEBT FUND
\$0.00	228	2010B LTGO BONDS-HOCM
\$0.00	230	LTGO Bond Fund 2016
\$24,704.33	317	CP
\$0.00	318	Home Fund
\$0.00	322	4th/5th AVE CORRIDOR BRIDGE
\$0.00	323	CP CONSTR FUND - PARKS
\$0.00	324	FIRE STATION 4 CONSTRUCT
\$0.00	325	CITY HALL CONST
\$0.00	328	TRANSPORTATION CONST
\$0.00	329	GO BOND PROJECT FUND
\$1,097.61	331	FIRE EQUIPMENT REPLACEMENT FUND
\$114,839.13	401	WATER
\$27,554.23	402	SEWER
\$5,531.10	403	SOLID WASTE
\$12,028.13	404	STORM AND SURFACE WATER
\$0.00	417	WIS REV BOND REDEMPTION
\$0.00	418	Stormwater Debt Service Fund
\$1,862.95	434	STORM AND SURFACE WATER CP
\$30,959.10	461	WATER CIP FUND
\$7,870.68	462	SEWER CIP FUND
\$0.00	463	SOLID WASTE/ADVERTISING
\$59,509.24	501	EQUIPMENT RENTAL
\$729,066.18	502	C R EQUIPMENT RENTAL
\$750.00	503	UNEMPLOYMENT COMPENSATION
\$0.00	504	INS TRUST FUND
\$79,768.28	505	WORKERS COMPENSATION
\$216,043.33	504	FIREMEN'S PENSION FUND
\$0.00	605	CUSTOMERS WATER RESERVE
\$0.00	621	WASHINGTON CENTER ENDOW
\$0.00	631	PUBLIC FACILITIES
\$0.00	652	LAW ENFORCEMENT RECORD MGMT SYS
\$0.00	701	PARKS-NEIGHBORHOOD
\$0.00	702	PARKS-COMMUNITY
\$0.00	703	PARKS-OPEN SPACE
\$0.00	707	PARKS-SPECIAL USE
\$0.00	711	TRANSPORTATION
\$0.00	720	SCHOOLS
\$2,951,485.18 GRAND TOTAL FOR WEEK		

Reconciliation of Superior All Checks Register to Expenditure Summary

Data From Superior All Checks Register

Description	From Check	to Check	Check Amount
Payroll A/P (vendors) Checks	20344	20357	1,700,973.08
Payroll A/P (vendors) Checks	20361	20385	6,004.39
Payroll A/P (vendors) Checks			
Payroll A/P (vendors) Checks			
Payroll A/P (vendors) Checks			
Payroll A/P (vendors) Checks			
Payroll A/P (vendors) Checks			
Payroll A/P (vendors) Checks			
Payroll A/P (vendors) Checks			
Payroll A/P (vendors) Checks			
Payroll A/P (vendors) Checks			
Subtotal			1,706,977.47

VOID CHECKS
EFT 451,123.28
A/P Checks 823,387.41

Grand Total 2,951,485.18

Proof 0.00

CITY OF OLYMPIA
EXPENDITURE SUMMARY

"I, THE UNDERSIGNED, DO HEREBY CERTIFY UNDER PENALTY OF PERJURY THAT THE MATERIALS HAVE BEEN FURNISHED, THE SERVICES RENDERED OR THE LABOR PERFORMED AS DESCRIBED HEREIN, THAT ANY ADVANCE PAYMENT IS DUE AND PAYABLE PURSUANT TO A CONTRACT OR IS AVAILABLE AS AN OPTION FOR FULL OR PARTIAL FULFILLMENT OF A CONTRACTUAL OBLIGATION, AND THAT THE CLAIMS ARE JUST, DUE AND UNPAID OBLIGATIONS AGAINST THE CITY OF OLYMPIA, AND THAT I AM AUTHORIZED TO AUTHENTICATE AND CERTIFY TO SAID CLAIMS"; AND

"I, THE UNDERSIGNED, DO HEREBY CERTIFY UNDER PENALTY OF PERJURY THAT CLAIMS FOR EMPLOYEE AND OFFICER EXPENSES ARE JUST, DUE AND UNPAID OBLIGATIONS AGAINST THE CITY OF OLYMPIA, AND THAT I AM AUTHORIZED TO CERTIFY SAID CLAIMS"

FOR PERIOD 12/02/2020 12/12/2020
FOR A/P ACH PAYMENTS and A/P CHECKS NUMBERED 3731841 THROUGH 3731963
FOR OTHER ELECTRONIC PAYMENTS DATED THROUGH

INCLUSIVE IN THE AMOUNT TOTALING

DATED 12/13/2020 FINANCE DIRECTOR *M. Connelley*

TOTAL APPROVED FOR PAYMENT

FUND		
\$1,924,672.36	001	GENERAL FUND
\$0.00	002	SHOP FACILITIES
\$14,546.64	003	REVOLVING ACCOUNT FUND
\$0.00	004	URBAN ARTERIAL FUND
\$656,643.14	006	Development Fee Revenue
\$1,255.43	007	Parking Fund
\$25,200.25	014	LEOFF 1 OPEB Trust Fund
\$0.00	21	Washington Center Endow
\$0.00	025	WASHINGTON CENTER
\$1,325.17	026	MUNICIPAL ARTS FUND
\$379,656.67	029	EQUIP & FACIL REPLACE RES
\$0.00	107	HUD
\$0.00	103	HUD
\$0.00	127	IMPACT FEES
\$0.00	130	SEPA MITIGATION FUND
\$0.00	132	LOGGING TAX FUND
\$0.00	133	ARTS AND CONFERENCE FUND
\$0.00	134	PARKS AND REC SIDEWALK UT TAX
\$0.00	135	PARKING BUSINESS IMP AREA
\$0.00	136	FARMERS MKT REPAIR/REPLC
\$0.00	137	CHILDRENS HANDS ON MUSEUM
\$0.00	138	TRANS BENEFIT DISTRICT
\$0.00	140	REET
\$0.00	141	City Metro Park District
\$85,177.28	142	HOME FUND
\$0.00	208	LID OBLIGATION CONTROL
\$0.00	216	4th/5th AVE PW TRST
\$0.00	223	LTGO BOND FUND '06 PARKS
\$862,750.00	224	UTGO BOND FUND 2009 FIRE
\$823,456.26	225	CITY HALL DEBT FUND
\$344,109.43	226	2010 LTGO BOND-STREETPROJ
\$0.00	227	LOCAL DEBT FUND
\$27,197.36	228	2010B LTGO BONDS-HOCM
\$605,387.50	229	LTGO Bond Fund 2016
\$774,508.25	230	CIP
\$221,572.93	317	CIP
\$14,206.23	318	Home Fund
\$0.00	327	45th AVE CORRIDOR BRIDGE
\$0.00	323	CIP CONSTR FUND - PARKS
\$0.00	324	FIRE STATION 4 CONSTRUCT
\$0.00	325	CITY HALL CONST
\$0.00	326	TRANSPORTATION CONST
\$0.00	329	GO BOND PROJECT FUND
\$0.00	331	FIRE EQUIPMENT REPLACEMENT FUND
\$42,552.24	401	WATER
\$1,029,257.85	402	SEWER
\$86,513.19	403	SOLID WASTE
\$2,369.93	404	STORM AND SURFACE WATER
\$0.00	417	WIS REV BOND REDEMPTION
\$0.00	418	Stormwater Debt Service Fund
\$0.00	427	
\$80,775.41	434	STORM AND SURFACE WATER CIP
\$0.00	461	WATER CIP FUND
\$0.00	462	SEWER CIP FUND
\$0.00	463	SOLID WASTE/ADVERTISING
\$11,372.11	501	EQUIPMENT RENTAL
\$0.00	502	C. R. EQUIPMENT RENTAL
\$0.00	503	UNEMPLOYMENT COMPENSATION
\$0.00	504	INS TRUST FUND
\$5,905.25	505	WORKERS COMPENSATION
\$0.00	604	FIREMEN'S PENSION FUND
\$0.00	625	CUSTOMERS WATER RESERVE
\$0.00	621	WASHINGTON CENTER ENDOW
\$0.00	631	PUBLIC FACILITIES
\$0.00	642	LAW ENFORCEMENT RECCRD MGMTSYS
\$0.00	701	PARKS-NEIGHBORHOOD
\$0.00	702	PARKS-COMMUNITY
\$0.00	703	PARKS-OPEN SPACE
\$0.00	707	PARKS-SPECIAL USE
\$0.00	711	TRANSPORTATION
\$0.00	720	SCHOOLS

\$8,024,561.49 GRAND TOTAL FOR WEEK

Reconciliation of Superion All Checks Register to Expenditure Summary

Data From Superion All Checks Register

Description	From Check	To Check	Check Amount	
Payroll A/P (vendors) Checks	20366		49,297.78	EDTs outside date rai
Payroll A/P (vendors) Checks	20367		210,410.25	EDTs outside date rai
Payroll A/P (vendors) Checks	20368		692.66	EDTs outside date rai
Payroll A/P (vendors) Checks	20369		10,767.07	EDTs outside date rai
Payroll A/P (vendors) Checks	20371		1,597,962.51	EDTs outside date rai
Payroll A/P (vendors) Checks	20372		662,750.00	EDTs outside date rai
Payroll A/P (vendors) Checks	20373		605,387.50	EDTs outside date rai
Payroll A/P (vendors) Checks	20375		497,406.43	EDTs outside date rai
Payroll A/P (vendors) Checks	20376		315.73	EDTs outside date rai
Payroll A/P (vendors) Checks				
Payroll A/P (vendors) Checks				
Subtotal			3,634,989.93	

VOID CHECKS (295.48)
EFT 340,542.53
A/P Checks 3,649,424.19

Grand Total 8,024,561.49

Proof 0.00

"I, THE UNDERSIGNED, DO HEREBY CERTIFY UNDER PENALTY OF PERJURY THAT THE MATERIALS HAVE BEEN FURNISHED, THE SERVICES RENDERED OR THE LABOR PERFORMED AS DESCRIBED HEREIN, THAT ANY ADVANCE PAYMENT IS DUE AND PAYABLE PURSUANT TO A CONTRACT OR IS AVAILABLE AS AN OPTION FOR FULL OR PARTIAL FULFILLMENT OF A CONTRACTUAL OBLIGATION, AND THAT THE CLAIMS ARE JUST, DUE AND UNPAID OBLIGATIONS AGAINST THE CITY OF OLYMPIA, AND THAT I AM AUTHORIZED TO AUTHENTICATE AND CERTIFY TO SAID CLAIMS"; AND

FOR PERIOD	12/13/2020		12/19/2020
FOR A/P ACH PAYMENTS and A/P CHECKS NUMBERED	3731964	THROUGH	3732159
FOR OTHER ELECTRONIC PAYMENTS DATED		THROUGH	

DATED 12/20/2020 FINANCE DIRECTOR Manuel

\$1008.775 21 GRAND TOTAL FOR WEEK

Reconciliation of Superion All Checks Register to Expenditure Summary			
Data From Superion All Checks Register:			
Description	From Check	To Check	Check Amount
Payroll A/P (vendors) Checks	3731964	3731964	25.99
Payroll A/P (vendors) Checks			check damaged - ha-
Payroll A/P (vendors) Checks			
Payroll A/P (vendors) Checks			
Payroll A/P (vendors) Checks			
Payroll A/P (vendors) Checks			
Payroll A/P (vendors) Checks			
Payroll A/P (vendors) Checks			
Payroll A/P (vendors) Checks			
Payroll A/P (vendors) Checks			
Subtotal			25.99
 VOID CHECKS			0.00
EFT			430,145.83
A/P Checks			656,603.39
 Grand Total			1,086,775.21
 <i>Prolot</i>			<i>0.00</i>

CITY OF OLYMPIA
EXPENDITURE SUMMARY

"I, THE UNDERSIGNED, DO HEREBY CERTIFY UNDER PENALTY OF PERJURY THAT THE MATERIALS HAVE BEEN FURNISHED, THE SERVICES RENDERED OR THE LABOR PERFORMED AS DESCRIBED HEREIN, THAT ANY ADVANCE PAYMENT IS DUE AND PAYABLE PURSUANT TO A CONTRACT OR IS AVAILABLE AS AN OPTION FOR FULL OR PARTIAL FULFILLMENT OF A CONTRACTUAL OBLIGATION, AND THAT THE CLAIMS ARE JUST, DUE AND UNPAID OBLIGATIONS AGAINST THE CITY OF OLYMPIA, AND THAT I AM AUTHORIZED TO AUTHENTICATE AND CERTIFY TO SAID CLAIMS", AND

"I, THE UNDERSIGNED, DO HEREBY CERTIFY UNDER PENALTY OF PERJURY THAT CLAIMS FOR EMPLOYEE AND OFFICER EXPENSES ARE JUST, DUE AND UNPAID OBLIGATIONS AGAINST THE CITY OF OLYMPIA, AND THAT I AM AUTHORIZED TO CERTIFY SAID CLAIMS"

FOR PERIOD 12/20/2020 12/26/2020
FOR A/P ACH PAYMENTS and A/P CHECKS NUMBERED 3732160 THROUGH 3732242
FOR OTHER ELECTRONIC PAYMENTS DATED THROUGH

INCLUSIVE IN THE AMOUNT TOTALING

DATED 12/27/2020 FINANCE DIRECTOR *Manusheer*

TOTAL APPROVED FOR PAYMENT		
FUND		
\$674,480.46	001	GENERAL FUND
\$0.00	002	SHOP FACILITIES
\$8,382.73	003	REVOLVING ACCOUNT FUND
\$0.00	004	URBAN ARTERIAL FUND
\$1,100.00	006	Development Fee Revenue
\$0.00	007	Parking Fund
\$0.00	014	LEOFF 1 OPEB Trust Fund
\$5,825.67	21	Washington Center Endow
\$0.00	025	WASHINGTON CENTER
\$16,000.00	026	MUNICIPAL ARTS FUND
\$1,295.41	029	EQUIP & FACIL REPLACE RES
\$0.00	107	HUD
\$0.00	108	HUD
\$0.00	127	IMPACT FEES
\$0.00	130	SEPA MITIGATION FUND
\$0.00	132	LODGING TAX FUND
\$0.00	133	ARTS AND CONFERENCE FUND
\$0.00	134	PARKS AND REC SIDEWALK UT TAX
\$0.00	135	PARKING BUSINESS IMP AREA
\$0.00	136	FARMERS MKRT REPAIR/REPLC
\$0.00	137	CHILDREN'S HANDS ON MUSEUM
\$0.00	138	TRANS BENEFIT DISTRICT
\$0.00	140	REET
\$0.00	141	Oly Metro Park District
\$26,487.12	142	HOME FUND
\$0.00	208	LID OBLIGATION CONTROL
\$0.00	216	4th Ave Pw Trst
\$0.00	223	LTGO BOND FUND '06-PARKS
\$0.00	224	UTGO BOND FUND 2009 FIRE
\$245,720.00	225	CITY HALL DEBT FUND
\$0.00	226	2010 LTGO BOND-STREETPROJ
\$0.00	227	LOCAL DEBT FUND
\$0.00	228	2010B LTGO BONDS-HOCM
\$0.00	229	
\$0.00	230	LTGO Bond Fund 2016
\$18,293.62	317	CIP
\$0.00	318	Home Fund
\$0.00	322	45th AVE CORRIDOR/BRIDGE
\$0.00	323	CIP CONSTR FUND - PARKS
\$0.00	324	FIRE STATION 4 CONSTRUCT
\$0.00	325	CITY HALL CONST
\$0.00	326	TRANSPORTATION CONST
\$0.00	329	GO BOND PROJECT FUND
\$0.00	331	FIRE EQUIPMENT REPLACEMENT FUND
\$6,052.87	401	WATER
\$19,140.45	402	SEWER
\$0.00	403	SOLID WASTE
\$9,559.01	404	STORM AND SURFACE WATER
\$0.00	417	WVS REV BOND REDEMPTION
\$61,824.36	418	Stormwater Debt Service Fund
\$0.00	427	
\$0.00	434	STORM AND SURFACE WATER CIP
\$514,326.47	461	WATER CIP FUND
\$18,824.71	462	SEWER CIP FUND
\$0.00	463	SOLID WASTE/ADVERTISING
\$0.00	501	EQUIPMENT RENTAL
\$0.00	502	C. R. EQUIPMENT RENTAL
\$0.00	503	UNEMPLOYMENT COMPENSATION
\$0.00	504	INS TRUST FUND
\$48,561.93	505	WORKERS COMPENSATION
\$0.00	604	FIREMEN'S PENSION FUND
\$0.00	605	CUSTOMERS WATER RESERVE
\$0.00	621	WASHINGTON CENTER ENDOW
\$0.00	631	PUBLIC FACILITIES
\$0.00	682	LAW ENFORCEMENT RECORD MGMTS
\$0.00	701	PARKS-NEIGHBORHOOD
\$0.00	702	PARKS-COMMUNITY
\$0.00	703	PARKS-OPEN SPACE
\$0.00	707	PARKS-SPECIAL USE
\$0.00	711	TRANSPORTATION
\$41,200.00	720	SCHOOLS

\$1,717,074.81 GRAND TOTAL FOR WEEK

Reconciliation of Superior All Checks Register to Expenditure Summary			
Data From Superior All Checks Register			
Description	From Check	to Check	Check Amount
Payroll A/P (vendors) Checks	20379		245,720.00
Payroll A/P (vendors) Checks	20381		477,536.81
Payroll A/P (vendors) Checks	20382		3,311.56
Payroll A/P (vendors) Checks			
Payroll A/P (vendors) Checks			
Payroll A/P (vendors) Checks			
Payroll A/P (vendors) Checks			
Payroll A/P (vendors) Checks			
Payroll A/P (vendors) Checks			
Payroll A/P (vendors) Checks			
Payroll A/P (vendors) Checks			
Payroll A/P (vendors) Checks			
Subtotal			726,568.37
VOID CHECKS			(25.99)
EFT			131,604.60
A/P Checks			858,927.83
Grand Total			1,717,074.81
Proof			0.00

\$0.00 DON'T SUBMIT IF DOESN'T BALANCE

	AP	AP EDT	TOTAL
	12/23/2020	12/23/2020 EDT	
001	193,632.09	480,848.37	674,480.46
002			0.00
003	8,382.73		8,382.73
004			0.00
006	1,100.00		1,100.00

CITY OF OLYMPIA

PAYROLL CERTIFICATION FOR PAY PERIOD END: 1/15/2021

NET PAY: (SEMI MONTHLY) \$ 1,603,858.28

FIRE PENSION PAY: (MONTHLY)

TOTAL NET PAY: \$ 1,603,858.28

Semi-monthly Payroll
Check Numbers: 92953 to 92954 \$ 1,779.53

Semi-monthly Payroll
Direct Deposit: \$ 1,602,078.75

Manual Payroll Check
Numbers: _____ to _____

Monthly Fire Pension
Check Numbers: _____ to _____

Monthly Fire Pension
Direct Deposit:

TOTAL NET PAY: \$ 1,603,858.28

Patricia Brassfield

Prepared by:

1/21/2021

Date

Reviewed by:

Date

The Finance Director of the City of Olympia, Washington, hereby certifies that the Payroll gross earnings, benefits and LEOFF I post-retirement insurance benefits for the pay cycle ending: **12/15/2020** have been examined and are approved as recommended for payment.

Approved by/Finance Director

Date

CITY OF OLYMPIA

PAYROLL CERTIFICATION FOR PAY PERIOD END: 1/31/2021

NET PAY: (SEMI MONTHLY)	\$	1,670,014.91
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FIRE PENSION PAY: (MONTHLY)	\$	29,710.07
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TOTAL NET PAY:	\$	1,699,724.98
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Semi-monthly Payroll				
Check Numbers:	<u>92960</u>	to	<u>92965</u>	\$ 5,139.71

Semi-monthly Payroll				
Direct Deposit:				\$ 1,664,875.20

Manual Payroll Check				
Numbers:	<u> </u>	to	<u> </u>	

Monthly Fire Pension				
Check Numbers:	<u>92955</u>	to	<u>92959</u>	\$ 7,985.23

Monthly Fire Pension				
Direct Deposit:				\$ 21,724.84

TOTAL NET PAY:	\$	1,699,724.98
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Prepared by:

Date

Reviewed by:

Date

The Finance Director of the City of Olympia, Washington, hereby certifies that the Payroll gross earnings, benefits and LEOFF I post-retirement insurance benefits for the pay cycle ending: **12/15/2020** have been examined and are approved as recommended for payment.

Approved by/Finance Director

Date

CITY OF OLYMPIA

PAYROLL CERTIFICATION FOR PAY PERIOD END: 11/15/2020

EMPLOYEE NET PAY: (SEMI MONTHLY)	\$	1,667,508.15	
EMPLOYEE MANUAL PAY: (SEMI MONTHLY)	\$	2,323.30	Time Loss
FIRE PENSION NET PAY: (MONTHLY)	\$	28,362.51	
TOTAL NET PAY:	\$	1,698,193.96	
Semi-monthly Payroll Check Numbers: <u>92899</u> to <u>92907</u>	\$	6,610.97	
Semi-monthly Payroll Direct Deposit:	\$	1,660,897.18	
Manual Payroll Check Numbers: <u>92898</u> to <u>92898</u>	\$	2,323.30	Time Loss
Monthly Fire Pension Check Numbers: <u>92908</u> to <u>92912</u>	\$	7,683.15	
Monthly Fire Pension Direct Deposit:	\$	20,679.36	
TOTAL NET PAY:	\$	1,698,193.96	

Patricia Brassfield

Prepared by:

11/24/2020

Date

Reviewed by:

Date

The Administrative Services Director of the City of Olympia, Washington, hereby certifies that the Payroll gross earnings and LEOFF I post-retirement insurance benefits for the pay cycle ending: **11/15/2020** have been examined and are approved as recommended for payment.

Approved by:

Signature

CITY OF OLYMPIA

PAYROLL CERTIFICATION FOR PAY PERIOD END: 11/30/2020

EMPLOYEE NET PAY: (SEMI MONTHLY)	\$	1,649,574.50
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FIRE PENSION GROSS PAY: (MONTHLY)	\$	-
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TOTAL NET PAY:	\$	1,649,574.50
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Semi-monthly Payroll Check Numbers: <u>92913</u> to <u>92918</u>	\$	5,378.45
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Semi-monthly Payroll Direct Deposit:	\$	1,644,196.05
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Manual Payroll Check Numbers: _____ to _____		
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Monthly Fire Pension Check Numbers: _____ to _____	\$	-
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TOTAL NET PAY:	\$	1,649,574.50
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Patricia Brassfield
Prepared by Payable Accountant

12/9/2020

Date

Reviewed by Payables Fiscal Services Manager

Date

The Finance Director of the City of Olympia, Washington, hereby certifies that the Payroll gross earnings and LEOFF I post-retirement insurance benefits for the pay cycle ending: **11/30/2020** have been examined and are approved as recommended for payment.

Approved by/Finance Director

Date

CITY OF OLYMPIA

PAYROLL CERTIFICATION FOR PAY PERIOD END:

NET PAY: (SEMI MONTHLY)	\$	1,581,006.65
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FIRE PENSION PAY: (MONTHLY)	\$	28,362.51
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TOTAL NET PAY:	\$	1,609,369.16
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Semi-monthly Payroll				
Check Numbers:	<u>92920</u>	to	<u>92940</u>	\$ 38,683.04

Semi-monthly Payroll				
Direct Deposit:				\$ 1,542,323.61

Manual Payroll Check				
Numbers:	<u> </u>	to	<u> </u>	\$ -

Monthly Fire Pension				
Check Numbers:	<u>92941</u>	to	<u>92945</u>	\$ 7,683.15

Monthly Fire Pension				
Direct Deposit:				\$ 20,679.36

TOTAL NET PAY:	\$	1,609,369.16
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Patricia Brassfield

Prepared by:

12/22/2020

Date

Reviewed by:

Date

The Finance Director of the City of Olympia, Washington, hereby certifies that the Payroll gross earnings, benefits and LEOFF I post-retirement insurance benefits for the pay cycle ending: **12/15/2020** have been examined and are approved as recommended for payment.

Approved by/Finance Director

Date

CITY OF OLYMPIA

PAYROLL CERTIFICATION FOR PAY PERIOD END: 12/31/2020

NET PAY: (SEMI MONTHLY) \$ 1,574,915.23

FIRE PENSION PAY: (MONTHLY)

TOTAL NET PAY: \$ 1,574,915.23

Semi-monthly Payroll
Check Numbers: 92947 to 92952 \$ 8,465.22

Semi-monthly Payroll
Direct Deposit: \$ 1,566,450.01

Manual Payroll Check
Numbers: _____ to _____

Monthly Fire Pension
Check Numbers: _____ to _____

Monthly Fire Pension
Direct Deposit:

TOTAL NET PAY: \$ 1,574,915.23

Patricia Brassfield

Prepared by:

1/10/2021

Date

Reviewed by:

Date

The Finance Director of the City of Olympia, Washington, hereby certifies that the Payroll gross earnings, benefits and LEOFF I post-retirement insurance benefits for the pay cycle ending: **12/15/2020** have been examined and are approved as recommended for payment.

Approved by/Finance Director

Date



City Council

Approval of a Resolution Authorizing a Lease Agreement with Senior Services of South Sound for Space at The Olympia Center

Agenda Date: 2/23/2021
Agenda Item Number: 4.C
File Number: 21-0116

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

Title

Approval of a Resolution Authorizing a Lease Agreement with Senior Services of South Sound for Space at The Olympia Center

Recommended Action

Committee Recommendation:

Not referred to a committee

City Manager Recommendation:

Move to approve a resolution authorizing the City Manager to sign the 2021 Senior Services for South Sound Lease Agreement for space at The Olympia Center.

Report

Issue:

Whether to approve the resolution authorizing the City Manager to sign the 2021 Senior Services for South Sound Lease Agreement for space at The Olympia Center.

Staff Contact:

Scott River, Director of Recreation and Facilities, Parks Arts and Recreation, 360.753.8506

Presenter(s):

None - Consent Calendar Item.

Background and Analysis:

Senior Services for South Sound coordinates regional services for seniors in Thurston and Mason Counties and has leased space at The Olympia Center since the building opened in 1987. Their lease at The Olympia Center includes regional office space as well as programming and office space necessary for the local operations of the Olympia Senior Center.

This lease is generally consistent with agreements from previous years, with one major exception; the lease amount, which was scheduled to be \$29,915, for regional office space has been waived for 2021. This is a one-year reduction in rent in response to the organization's request for relief as a result of financial challenges during the COVID-19 pandemic.

In consideration for this one-time relief from rent and to accommodate the request, the City will be provided a written document from Senior Services, that outlines their post-pandemic economic and operational recovery plan no later than June 30, 2021. This document shall include, but not be limited to, a list of known strategic initiatives, a list of Senior Services key priorities, and what support from the City would help in achieving identified strategic initiatives and key priorities. In addition, both organizations will use 2021 to reevaluate all financial aspects and related impacts for future lease agreements.

Other lease terms:

- Length: Calendar Year 2021.
- Space: Office lobby, reception, kitchen, storage and workspace at The Olympia Center.
- Lease Payment: Waived for 2021.
- Utilities: City provides all utilities except telephones.
- Janitorial Service: Olympia provides janitorial and facility maintenance services, except that Senior Services is responsible for any repairs or alterations they cause, except for ordinary wear and tear.

Neighborhood/Community Interests (if known):

Senior Services for South Sound offers a wide range of programs in the South Sound for seniors and their families.

Options:

1. Approve a resolution authorizing the City Manager to sign the 2021 Senior Services for South Sound Lease Agreement for space at The Olympia Center.
2. Do not approve the resolution and request language modifications to the agreement. This will require additional staff time to reconstruct and/or renegotiate terms of the agreement while delaying a legal agreement for Senior Services for South Sound to occupy the spaces they currently use at The Olympia Center.
3. Do not approve the resolution and provide staff with alternate direction. This will require additional staff time to reconstruct and/or renegotiate terms of the agreement while delaying a legal agreement for Senior Services for South Sound to occupy the spaces they currently use at The Olympia Center.

Financial Impact:

The lease amount has been eliminated for 2021 to allow Senior Services for South Sound the flexibility to use operational funds to continue other services during the COVID-19 pandemic. The 2021 budget was adopted with this expectation.

Attachments:

Resolution
Agreement

RESOLUTION NO. _____

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF OLYMPIA, WASHINGTON APPROVING A LEASE AGREEMENT BETWEEN THE CITY OF OLYMPIA AND SENIOR SERVICES FOR SOUTH SOUND FOR A PORTION OF THE OLYMPIA CENTER LOCATED AT 222 COLUMBIA STREET NW, IN OLYMPIA, WASHINGTON AND WAIVING RENT FOR LEASE OF THE SPACE FOR THE CALENDAR YEAR 2021 DUE TO THE ECONOMIC HARDSHIPS CAUSED BY THE COVID-19 PANDEMIC

WHEREAS, Senior Services for South Sound (Senior Services) coordinates regional services for seniors in Thurston and Mason counties; and

WHEREAS, since 1987, Senior Services has leased space at The Olympia Center for its regional office, as well as for programming and office space necessary for the local operation of the Olympia Senior Center; and

WHEREAS, due to the financial challenges caused by the COVID-19 pandemic, Senior Services requested that rent for their lease of space at The Olympia Center be waived for the calendar year 2021; and

WHEREAS, in consideration of a one-year relief from rent, Senior Services will provide the City with a written document outlining the agency's post-pandemic economic and operation recovery plan no later than June 30, 2021; and

WHEREAS, the City Council determines it to be in the best interest of the residents of the City of Olympia and to the regional community to lease a portion of The Olympia Center to Senior Services and waive the rent for lease of the space for the calendar year 2021 due to the economic hardships caused by the COVID-19 pandemic;

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

1. The Olympia City Council hereby approves the form of the 2021 Lease Agreement between the City of Olympia and Senior Services for South Sound for lease of a portion of The Olympia Center and the terms and conditions therein.
2. The City Manager is authorized and directed to execute on behalf of the City of Olympia the 2021 Lease Agreement with Senior Services, and any other documents necessary to execute said Lease Agreement, and to make any minor modifications as may be required and are consistent with the intent of the Lease Agreement, or to correct any scrivener's errors.

PASSED BY THE OLYMPIA CITY COUNCIL this _____ day of _____ 2021.

MAYOR

ATTEST:

CITY CLERK

APPROVED AS TO FORM:

Mark Barber
CITY ATTORNEY



LEASE AGREEMENT

THIS LEASE AGREEMENT is made and entered into between the City of Olympia, herein referred to as “OLYMPIA” and SENIOR SERVICES FOR SOUTH SOUND, a Washington nonprofit corporation, herein referred to as “USER” and is effective as of the date of the last authorizing signature affixed hereto.

OLYMPIA and USER agree as follows:

1. **Premises.** In consideration of the covenants and agreements set forth in this lease agreement and other good and valuable consideration, OLYMPIA hereby leases to USER a portion of The Olympia Center, herein referred to as the “CENTER,” located at 222 Columbia St NW, Olympia, Washington. More specifically, said portions (herein referred to as “the premises”) are described generally as follows (and in detail on the attached “Exhibit A,” which is hereby incorporated by reference as though fully set forth herein):

A. OLYMPIA agrees to grant USER exclusive use of the following areas:

Dedicated Space

Office, reception, storage, and work space for Senior Services for South Sound, Supportive Services, Health and Hygiene, and Senior Nutrition Program, and the Senior Boutique.

In 2015, the Service to At Risk Seniors Program (STARS) was eliminated due to funding shortages. This space has been converted to a Health and Hygiene program with the understanding that should the STARS program be reinstated, the Health and Hygiene room would be converted back to STARS. Primary programming purposes for the Health and Hygiene Room will be: health consultations, medical checks, therapeutic programs for individuals, inclusion programming for seniors with developmental disabilities and dementia, personal hygiene procedures, and consultations. Use not consistent with these purposes is permitted on a limited basis but should not be used in a manner that avoids hour limits for use of space. All use must be sponsored and insured by Senior Services for South Sound.

Lobby Space

The South Lobby is for the exclusive use of USER during all building hours as established by OLYMPIA.



USER is responsible for providing access to their staff and any third party individuals or organizations and provide appropriate supervision during the use. USER will not provide CENTER keys or access codes to volunteers without written agreement by OLYMPIA. OLYMPIA is not responsible for providing access to any exclusive use areas for third party individuals or organizations.

- B. OLYMPIA grants USER nonexclusive use of the following areas based upon the agreed upon hours of use by USER. Costs associated with this use are provided for in USER's rent obligation.

Additional use beyond these hours will be charged 200% of the senior rate once hours have been exceeded for each space type.

Programming Space (Nonexclusive)

Various program spaces as agreed to between OLYMPIA and USER. The breakdown of program space is:

- Class/meeting rooms – 2250 hours
- Multi-Purpose room “A” – 1190 hours
- Gymnasium – 450 hours
- Special Events – 120 hours in various rooms.

All “early open” (before 8am) or “late close” (after 10pm) hours will be charged to USER using the standard hourly rate for those hours. USER will communicate anticipated extra hours in advance to allow OLYMPIA to appropriately schedule staff when necessary. Thirty (30) days advance notice is preferable, but not required.

Kitchen Space (Nonexclusive)

The Main Kitchen will be managed cooperatively by OLYMPIA and USER. Responsibilities will be as follows:

OLYMPIA

- All scheduling of facility
- Coffee service scheduling and fee collection
- Equipment repair and replacement
- Supervision of community use, except Senior Services

USER

- Provide coffee service as scheduled
- Daily cleaning and general upkeep



- Maintain inventory of utensils, plates, cups, mugs, and other specific items as necessary
- Training for community users (Senior Services staff can establish a schedule for training that does not conflict with nutrition operations)

At the end of the regular nutrition program (2pm, Mon-Fri), all appliances and dishes (i.e. coffee cups) will be clean and ready for community use. Any hours, including but not limited to stocking, appliance use, cleaning, or prep work requiring extra time shall be booked through OLYMPIA to avoid conflicts with community users. USER hours scheduled for purposes not related to the daily nutrition program but supporting on-site Senior Services for South Sound sponsored events will be charged 200% of the senior rate identified on Exhibit "A". USER hours for the specific purpose of catering private events will be charged the standard rate charged for regular customers of The Olympia Center.

In 2010, USER accepted donation of a new walk-in freezer. In order to accept this donation, space was converted to accommodate the equipment. OLYMPIA agreed to allow USER to modify the mutually agreed upon space on the condition that when USER vacates the premises, the freezer will be removed, and USER will convert such space back to its original purpose (sink and prep space). USER is obligated to remove the freezer and convert the space back to its original purpose if and when it vacates the premises.

C. USER is authorized to permit third party individuals and organizations access to exclusive use areas provided that the primary purpose of the third party is to promote or support senior interests in the Olympia community. During any third party use of Dedicated Space or Lobby Space Areas, USER shall ensure a staff member is on location to assist and supervise use by any third party users. Exceptions to this requirement may be made with written approval from OLYMPIA. Use of programming space by a group under the co-sponsorship of USER that generates money or requires admission will be charged 400% of the senior rate.

D. Any change in use as described in "Exhibit A" during the term of this lease agreement must be requested in writing by USER and approved in writing by OLYMPIA prior to the execution of any changes.

2. **Term of Lease.** This lease agreement commences January 1, 2021, and terminates on December 31, 2021.

3. **Rent.** USER agrees to pay OLYMPIA a total of **\$0.00 (ZERO DOLLARS and NO CENTS)** per quarter, as rental payment hereunder, for an annual total of **\$0.00 (ZERO DOLLARS and NO CENTS)**. Payment in full is due and payable within thirty (30) days of the invoice date. USER shall make payment payable to the City of Olympia and provide to the City's Accounts Receivable office.



This is a one year reduction in rent in response to USER's request for relief as a result of financial challenges during the COVID-19 pandemic. In consideration for this one-time relief from rent and to accommodate USER's request, OLYMPIA will be provided a written document from USER that outlines USER's post-pandemic economic and operational recovery plan no later than June 30, 2021. This document shall include, but not be limited to, a list of known strategic initiatives, a list of USER key priorities, and what support from OLYMPIA would help in achieving identified strategic initiatives and key priorities. In addition, OLYMPIA and USER will use 2021 to reevaluate all financial aspects and related impacts for future lease agreements.

4. **Annual Report.** USER shall provide OLYMPIA with a written annual report summarizing participation, activity, and the financial status of the organization. USER shall submit this report by June 15 following each calendar year.
5. **Utilities.** OLYMPIA shall pay the cost of all utilities, except telephone service. The cost of purchasing or leasing telephones and/or installing and maintaining same is the responsibility of USER.
6. **Maintenance and Repair.** OLYMPIA shall provide janitorial services, to include vacuuming, emptying of garbage, washing of windows, dusting, and general cleaning on a schedule to be determined by OLYMPIA. OLYMPIA shall also provide maintenance services to include replacement of light bulbs, painting, interior repair, and toilet articles. USER is responsible for all repairs necessary due to the negligence of USER or USER's agents, invitees, or employees.
7. **USER's Repairs and Alterations.** USER shall keep the premises clean and in a sanitary condition, shall repair and/or pay to repair any and all damage to the premises caused by USER, and upon surrendering possession, shall leave the premises in good condition, except for ordinary wear and tear. USER shall not make any alterations, additions, or improvements to the premises without prior written consent of OLYMPIA. USER shall not commit any waste of or damage to the premises.
8. **Damage by Casualty.** In the event the premises are destroyed or damaged by fire or other casualty so that the premises are unfit for use or occupancy, then OLYMPIA shall, within fifteen (15) days after said casualty, notify USER whether or not OLYMPIA elects to rebuild the premise and lease it in the same manner. If OLYMPIA elects not to rebuild the premises, then this lease terminates and all rents will be adjusted as of the date of OLYMPIA's decision. If OLYMPIA elects to rebuild the premises, then the rent is suspended for such period as USER is not in possession and until the premises can be made fit for USER's occupancy. OLYMPIA and USER hereby expressly waive their right of subrogation against the other party and waive their entire claim of recovery against the other party for loss, damage, or injury from fire or other casualty, included in the extended coverage insurance



endorsement, whether due to negligence of any of the parties, their agents, or employees, or otherwise.

9. **Indemnification / Hold Harmless.** USER shall defend, indemnify, and hold harmless OLYMPIA, its officers, officials, employees, and volunteers from and against any and all claims, suits, actions, or liabilities for injury or death of any person, or for loss or damage to property, which arises out of USER's use of the premises, or from the conduct of USER's business, or from any activity, work, or thing done, permitted, or suffered by USER in or about the premises, except only such injury or damage as is occasioned by the sole negligence of OLYMPIA. It is further specifically and expressly understood that the indemnification provided herein constitutes USER's waiver of immunity under the Industrial Insurance Act, Title 51 RCW, solely for the purposes of this indemnification. This waiver has been mutually negotiated and agreed to by USER and OLYMPIA. The provisions of this section survive the expiration or termination of this lease agreement.

10. **Insurance Requirements**

A. Insurance Term

USER shall procure and maintain for the duration of the lease agreement insurance against claims for injuries to persons or damage to property which may arise from or in connection with USER's operation and use of the premises.

B. No Limitation

USER's maintenance of insurance as required by this lease agreement may not be construed to limit the liability of USER to the coverage provided by such insurance, or otherwise limit OLYMPIA's recourse to any remedy available at law or in equity.

C. Minimum Scope of Insurance

USER shall obtain insurance of the types and coverage described below:

1. Commercial General Liability insurance must be at least as broad as Insurance Services Office (ISO) occurrence form CG 00 01 and must cover premises and contractual liability. OLYMPIA must be named as additional insured on USER's Commercial General Liability insurance policy using ISO Additional Insured-Managers or Lessors of Premises Form CG 20 11 or a substitute endorsement providing at least as broad coverage.
2. Property insurance must be written on an all risk basis.



D. Minimum Amounts of Insurance

USER shall maintain the following insurance limits:

1. Commercial General Liability insurance must be written with limits no less than \$1,000,000 each occurrence, \$2,000,000 general aggregate.
2. Property insurance must be written covering the full value of USER's property and improvements with no coinsurance provisions.

E. Other Insurance Provisions

USER's Commercial General Liability insurance policy or policies are to contain, or be endorsed to contain, that they are primary insurance as respect OLYMPIA. Any insurance, self-insurance, or self-insured pool coverage maintained by OLYMPIA is excess of USER's insurance and does not contribute with it.

F. Acceptability of Insurers

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

G. Verification of Coverage

USER shall furnish OLYMPIA with original certificates and a copy of the amendatory endorsements, including but not necessarily limited to the additional insured endorsement, evidencing the insurance requirements of USER.

H. Waiver of Subrogation

USER and OLYMPIA hereby release and discharge each other from all claims, losses, and liabilities arising from or caused by any hazard covered by property insurance on or in connection with the premises or said building. This release applies only to the extent that such claim, loss, or liability is covered by insurance.

I. OLYMPIA's Property Insurance

OLYMPIA maintains property insurance covering the CENTER for its full replacement value.

J. Notice of Cancellation

USER shall provide OLYMPIA with written notice of any policy cancellation within two business days of USER's receipt of such notice.



K. Failure to Maintain Insurance

Failure on the part of USER to maintain the insurance as required is a material breach of lease, upon which OLYMPIA may, after giving five business days' notice to USER to correct the breach, terminate this lease agreement or, at its discretion, procure or renew such insurance and pay any and all premiums in connection therewith, with any sums so expended to be repaid to OLYMPIA on demand.

L. Full Availability of USER Limits

If USER maintains higher insurance limits than the minimums shown above, OLYMPIA is insured for the full available limits of Commercial General and Excess or Umbrella liability maintained by USER, irrespective of whether such limits maintained by USER are greater than those required by this lease agreement or whether any certificate of insurance furnished to OLYMPIA evidences limits of liability lower than those maintained by USER.

M. Alcohol Sale or Consumption in the Premises.

If alcohol is either sold or consumed on the premises, USER shall obtain Liquor Liability insurance in the amount of \$1,000,000 each occurrence. OLYMPIA must be named as an additional insured on such insurance. Host liquor liability coverage may be substituted when alcohol is consumed and not sold on the premises with the prior written approval of OLYMPIA. USER shall follow all state laws relevant to the type of alcohol sale or consumption conducted at the Center including, but not limited to, Banquet Permits and Special Occasions Licenses.

11. Publicity. USER shall provide OLYMPIA, specifically the CENTER Manager, with any and all publicity information affecting the CENTER.

12. Termination. This lease agreement may be terminated in its entirety, or a portion of occupied space may be terminated, at any time by either party by thirty (30) days' notice to the other party of such termination.

13. Assignment and Subletting. USER may not assign this lease agreement nor sublet the premises without the consent of OLYMPIA. USER shall pay all rent, maintenance, and repair costs and all other expenses and costs contained in this lease agreement. The collection of any and all assigned or sublet costs as agreed to between parties will be the sole responsibility of USER.



- 14. Furniture.** USER shall provide, at its own expense, all furniture necessary for its possession and use in the leased office area of the CENTER. Furthermore, USER shall be responsible to reasonably maintain said furniture and replace same, if necessary, to maintain decor consistent with that of the remainder of the CENTER.
- 15. Rules.** USER shall comply with all laws, statutes, rules, regulations, ordinances, resolutions, and policies promulgated either by the federal government, State of Washington, or the City of Olympia. Such rules include any and all rules of operation and procedure issued by OLYMPIA.
- 16. Hours and Days of Operation.** USER is entitled to use and possession of the premises during normal hours in which the CENTER is open to the public. To maintain a safe and secure facility for staff and assets, OLYMPIA may close the CENTER under the following conditions and in this order:
1. After 5:00pm on regular business days, or any time on Saturdays.
 2. Whenever no building rentals, recreation programs, or senior programs are scheduled.
- The Senior Lobby and Health & Hygiene Room use are not considered as “programming” after 5pm on weekdays or on Saturdays. Accommodations for the Senior Lobby and Health and Hygiene Room may be considered on a case by case basis at the request of USER, and allowed at the discretion of OLYMPIA. Meeting or programming use of the Senior Lobby and Health and Hygiene Room by USER after 5pm on weekdays and all day Saturday will be scheduled with OLYMPIA through the established procedures for room use scheduling.
- 17. Default.** If USER abandons or vacates the premises before the end of the term, or if any rent is due and unpaid, or if default is made of any of the covenants and agreements to be performed by USER as set forth in this lease agreement, then OLYMPIA may, at its option, enter upon the premises and re-let the same for such rent and upon such terms as OLYMPIA may see fit, and if the full rental under this lease agreement is not be realized by OLYMPIA over and above any expenses to OLYMPIA to such re-letting, USER shall pay all deficiency promptly upon demand, or OLYMPIA may declare this lease agreement terminated and forfeited and take possession of the premises. USER shall pay reasonable attorney’s fees and court costs should it be necessary to enforce any of OLYMPIA's remedies in this paragraph.
- 18. Audits.** Upon request, USER shall make all financial information, including revenues and expenses, available to OLYMPIA. USER shall likewise make financial reserves available to Olympia. USER shall identify to OLYMPIA any terms, conditions, or restrictions attached to operating or reserve funds. USER shall itemize financial information to show the revenues, expenses, and cash reserves of each component program of USER.
- 19. Equipment Failure.** OLYMPIA is not responsible for financial and/or material loss of perishable food products as a result of mechanical or electrical failure or loss of any effects resulting from equipment failure.



20. Security of Premises. USER is responsible for securing all non-public areas of the premises under this lease agreement upon completion of use. OLYMPIA is not responsible for any loss sustained by USER as a result of failure to properly secure facilities. Additionally, USER will indemnify, defend, and hold OLYMPIA harmless from any liabilities, claims, suits or damages for any and all loss sustained by OLYMPIA arising out of USER's failure to secure and protect the leased premises.

21. Notices. All notices required or given under this agreement must be given to the following persons:

LESSOR: City of Olympia
Contact Person: Scott River, Director of Recreation and Facilities
Address: The Olympia Center
222 Columbia St NW
Olympia, Washington 98501
Telephone: (360) 753-8380

LESSEE: Senior Services for South Sound
Contact Person: Brian Windrope, Executive Director
Address: 222 Columbia St NW
Olympia, Washington 98501
Telephone: (360) 586-6181

22. Entire Agreement. This document constitutes the entire agreement between the parties with respect to the subject matter hereof and supersedes all previous negotiations, proposals, commitments, writings, and understandings of any nature whatsoever. Any changes to this lease agreement requested by either party may only be by mutual agreement, in writing signed by duly authorized representatives of the parties. Failure by either party at any time to require performance by the other party or to claim a breach of any provision of this lease agreement may not be construed as affecting any subsequent breach or the right to require performance with respect thereto or to claim a breach with respect thereto.

23. Interpretation/Venue. The rights and obligations of the parties and all interpretations and performance of this agreement are governed in all respects by the laws of the State of Washington. Section headings are inserted for convenience only and may not be used in any way to construe the terms of this contract. Venue for any lawsuit related to this lease is agreement is proper only in Thurston County, Washington, state superior court.

24. Ratification. Any act consistent with the terms of this lease agreement but prior to its final execution is hereby ratified and affirmed.

IN WITNESS WHEREOF, the parties have caused this lease agreement to be duly executed, such parties acting by their representatives being duly authorized.



SENIOR SERVICES FOR SOUTH SOUND

By: [Signature]

Print Name: Brian Windrope

Title Executive Director

Date 2/2/21

STATE OF WASHINGTON)

) ss.

COUNTY OF THURSTON)

On the 2nd day of February 2021, before me, a Notary Public in and for the State of Washington, duly commissioned and sworn, personally appeared before me Brian Mitchell Windrope, to me known to be the Executive Director of the Senior Services for South Sound, a Washington non-profit corporation, who executed the foregoing instrument and acknowledged the said instrument to be the free and voluntary act and deed of said non-profit corporation for the uses and purposes therein mentioned and on oath states that he/she is authorized to execute the said instrument.

WITNESS my hand and official seal the day and year first above written.



Signature [Signature]

Print Name: Kaila Weeks

NOTARY PUBLIC in and for the State of Washington, residing at Olympia

My commission expires 3/3/24

**Senior Services for South Sound Lease
The Olympia Center
"Exhibit A"**

	Square Footage		O&M Rate	Lease Total ^A	Subsidy Total
Dedicated Space					
Administrative (Regional)					
SHIBA (1st floor)	140		\$ 18.23	\$ 2,552.20	
Travel Office (1st floor in lobby)	60		\$ 18.23	\$ 1,093.80	
Reception/Regional Nutrition (former Volunteer Center)	453		\$ 18.23	\$ 8,258.19	
Care Connection (2nd floor/former Volunteer Center)	140		\$ 18.23	\$ 2,552.20	
Conference Room (2nd floor)	140		\$ 18.23	\$ 2,552.20	
Development Office (2nd floor)	140		\$ 18.23	\$ 2,552.20	
Finance Office (2nd floor)	140		\$ 18.23	\$ 2,552.20	
General Admin. (2nd floor)	428		\$ 18.23	\$ 7,802.44	
Administrative Offices SubTotal	1641			\$ 29,915.44	
Direct Service (Olympia)*					
Activities Office (1st floor)	160		\$ 18.23		\$ 2,916.80
Boutique (2nd floor)	811		\$ 18.23		\$ 14,784.53
Nutrition Office (1st floor)	147		\$ 18.23		\$ 2,679.81
Health & Hygiene Room & Office (1st floor)	703		\$ 18.23		\$ 12,815.69
Reception; includes Inclusion Office (1st floor)	625		\$ 18.23		\$ 11,393.75
Senior Lobby** (1st floor)	3425		\$ 18.23		\$ 62,437.75
Social Services office (1st floor)	100		\$ 18.23		\$ 1,823.00
Trips Office (2nd floor)	238		\$ 18.23		\$ 4,338.74
Direct Service Office Space SubTotal	6209				\$ 113,190.07
Programming Space (Olympia)	Allocated Hours	200% Rate	Senior Rate		
Class/Meeting Rooms	2250	\$ 4.38	\$ 2.19		\$ 4,927.50
Gymnasium	450	\$ 7.00	\$ 3.50		\$ 1,575.00
Main Kitchen***	1237	\$ 8.25	\$ 4.13		\$ 5,108.81
Multi Purpose Room A****	1190	\$ 17.50	\$ 8.75		\$ 10,412.50
Special Events "MPABC"	57	\$ 26.25	\$ 13.13		\$ 748.41
Special Events "Meeting Rooms"	63	\$ 4.38	\$ 2.19		\$ 137.97
Programming Space SubTotal					\$ 22,910.19
Total Lease^A				\$ 29,915.44	
Total Subsidy					\$ 136,100.26
* All "Direct Service" space is intended for the primary benefit of senior citizens residing in Olympia and is considered primary operation space for the "Olympia Senior Center".					
**The Senior Lobby is an exclusive use space for the senior program on weekdays before 5pm. The space may also be available for Recreation and Community use, after 5:00pm on weekdays and on Saturdays, as mutually determined by Senior Services for South Sound and Olympia Parks, Arts and Recreation.					
***The Main Kitchen hours are not included in allocated space based on Senior Services responsibility with management of that space. See contract for details.					
****MultiPurpose Room "A" includes daily lunch from 11am to 2pm, Wednesday dances from 2pm to 4pm, and AM Lifetime fitness from 9am-10am.					
^A As referenced in Section 3 of the lease agreement, the lease terms have been waived for 2021 as a response to the economic impacts of the COVID-19 pandemic.					



City Council

Approval of a Resolution Authorizing Amendment No. 3 to the Professional Services Agreement with KPG for the Franklin Street Improvements Project

Agenda Date: 2/23/2021
Agenda Item Number: 4.D
File Number: 21-0196

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

Title

Approval of a Resolution Authorizing Amendment No. 3 to the Professional Services Agreement with KPG for the Franklin Street Improvements Project

Recommended Action

Committee Recommendation:

Not referred to a committee.

City Manager Recommendation:

Move to approve a resolution authorizing the City Manager to sign amendment No. 3 to the Professional Services Agreement with KPG, P.S., for construction management services for the Franklin Street improvements project.

Report

Issue:

Whether to approve a resolution authorizing the City Manager to sign amendment No. 3 to the Professional Services Agreement with KPG, P.S., for construction management services for the Franklin Street improvements project.

Staff Contact:

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

Presenter(s):

None - Consent Calendar Item.

Background and Analysis:

Since the acceptance of the Downtown Strategy by the City Council, staff has advanced the concepts for improving four downtown streets including Franklin Street. On Franklin Street, a full reconstruction of the road from 5th Avenue to State Street is planned, including concrete pavement; upgraded underground utilities; new traffic signals; new sidewalks; bulb-outs at intersections; improved lighting; landscaping; and public art. This project also includes underground utility improvements and an

asphalt overlay from Legion Way to 5th Avenue.

Under separate action, Council is considering awarding a construction contract for the Franklin Street Improvements project. Due to the complexity of this project and its location in downtown, staff needs assistance to properly oversee construction. The design consultant currently under contract, KPG, has the most knowledge of the project and can most efficiently help the City manage its construction.

The original Professional Services Agreement (PSA) with KPG was executed on April 10, 2017. The PSA provided for the preliminary design of the Legion Way and Franklin Street improvement projects. Upon reaching 30% design, Amendment 1 was executed to complete the designs for both streets. Amendment 2 was executed to extend the contract term in order to complete the designs. KPG provided limited construction management support services for the Legion Way project utilizing their on-call contract with the City.

Amendment No. 3 to the original PSA will add additional budget of \$472,611.50 for construction management support services throughout the upcoming construction of the Franklin Street project.

Neighborhood/Community Interests:

None.

Options:

1. Approve a Resolution authorizing the City Manager to sign Amendment No. 3 to the Professional Services Agreement with KPG, P.S., for Construction Management Services for the Franklin Street Improvements project. The City will receive the help necessary to properly oversee a complex downtown project.
2. Do not approve a Resolution authorizing Construction Management Services for the Franklin Street Improvements project. City staff will only be able to provide limited construction oversight, increasing the risk for costly construction issues downtown.

Financial Impact:

Transportation Capital Funds will fund this project. There are sufficient funds in the budget to complete this project.

Overall Professional Services Agreement compensation:

Professional Services Agreement (preliminary design):	\$ 99,890.00
Amendment No. 1 (full design services):	\$ 707,718.00
Amendment No. 2 (extended term):	\$ 0.00
Amendment No. 3 (construction services):	<u>\$ 472,611.50</u>
Total Amendments:	\$ 1,180,329.50
Total Professional Services Agreement Compensation:	\$ 1,280,219.50

Attachments:

Resolution
Amendment

RESOLUTION NO. _____

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF OLYMPIA, WASHINGTON,
APPROVING AMENDMENT NO. 3 TO THE PROFESSIONAL SERVICES AGREEMENT
BETWEEN THE CITY OF OLYMPIA AND KPG, P.S. FOR CIVIL ENGINEERING AND
STREETSCAPE DESIGN SERVICES**

WHEREAS, on April 10, 2017, the City and KPG, P.S. (the Contractor) entered into a Professional Services Agreement for Civil Engineering and Streetscape Design Services (the Agreement); and

WHEREAS, Exhibit A to the Agreement (the Scope of Work) includes Phase 1 Preliminary Design and Phase 2 Final Design (PS&E) - Future Scope of Work items; and

WHEREAS, project assumptions within the Scope of Work provide that the Contractor will prepare a detailed scope of work and budget for a contract supplement at the time the services for Phase 2 are required; and

WHEREAS, the term of the Agreement was to end no later than December 31, 2018, with compensation not to exceed Ninety-nine Thousand, Eight Hundred Ninety and No/100 Dollars (\$99,980); and

WHEREAS, the Agreement further provides that its terms can be "extended for additional periods of time upon the mutual written agreement" of the City and the Contractor and modification of its terms need to be in writing and signed by both parties; and

WHEREAS, the City and the Contractor desired to amend the Agreement to extend the contract term and increase the contract amount for Phase 2 services; and

WHEREAS, on May 22, 2018, the City and the Contractor amended the Agreement to extend the contract term and increase the contract amount for Phase 2 services; and

WHEREAS, the City and the Contractor desired to amend the Agreement to extend the contract term; and

WHEREAS, on December 18, 2019, the City and the Contractor amended the Agreement to extend the contract term; and

WHEREAS, the City and the Contractor desire to amend the Agreement to extend the contract term and increase the contract amount to include Construction Management services;

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

1. The Olympia City Council hereby approves the form of Amendment No. 3 to the Professional Services Agreement between the City of Olympia and KPG, P.S., for Civil Engineering and Streetscape Design Services and the terms and conditions contained therein.

2. The City Manager is authorized and directed to execute on behalf of the City of Olympia the Amendment No. 3 to the Professional Services Agreement, and any other documents necessary to execute said Amendment, and to make any minor modifications as may be required and are consistent with the intent of the Amendment, or to correct any scrivener's errors.

PASSED BY THE OLYMPIA CITY COUNCIL this _____ day of _____ 2021.

MAYOR

ATTEST:

CITY CLERK

APPROVED AS TO FORM:

Mark Barber

CITY ATTORNEY

**AMENDMENT NO. 3
PROFESSIONAL SERVICES AGREEMENT
FOR
CIVIL ENGINEERING AND STREETSCAPE DESIGN SERVICES**

THIS AMENDMENT is effective as of the date of the last authorizing signature affixed hereto by and between the CITY OF OLYMPIA, a Washington municipal corporation (the "City"), and KPG, P.S., a Washington Municipal corporation ("Contractor").

RECITALS

1. On April 10, 2017, the City and the Contractor entered into a Professional Services Agreement for Civil Engineering and Streetscape Design Services (the Agreement).
2. Exhibit A to the Agreement (the Scope of Work) includes Phase 1 Preliminary Design and Phase 2 Final Design (PS&E) - Future Scope of Work items.
3. Project assumptions within the Scope of Work provide that the Contractor will prepare a detailed scope of work and budget for a contract supplement at the time the services for Phase 2 are required.
4. The term of the Agreement was to end no later than December 31, 2018, with compensation not to exceed Ninety-nine Thousand, Eight Hundred Ninety and No/100 Dollars (\$99,980).
5. The Agreement further provides that its terms can be "extended for additional periods of time upon the mutual written agreement" of the City and the Contractor and modification of its terms need to be in writing and signed by both parties.
6. The City and the Contractor desired to amend the Agreement to extend the contract term and increase the contract amount for Phase 2 services.
7. On May 22, 2018, the City and the Contractor amended the Agreement to extend the contract term and increase the contract amount for Phase 2 services.
8. The City and the Contractor desired to amend the Agreement to extend the contract term.
9. On December 18, 2019, the City and the Contractor amended the Agreement to extend the contract term.
10. The City and the Contractor desire to amend the Agreement to extend the contract term and increase the contract amount to include Construction Management services.

NOW, THEREFORE, THE PARTIES AGREE AS FOLLOWS:

1. Section 1 of the Agreement, SERVICES, is hereby amended to read as follows:

Contractor shall provide the services more specifically described in Exhibits "A," Preliminary and Final Design Services Scope of Work and "A-1," Final Design Services – Scope of Work and "A-2," Construction Management Services Scope of Work and attached hereto and incorporated by this references ("Services"), in a manner consistent with the accepted practices for other similar services, and when and as specified by the City's representative.

2. Section 2 of the Agreement, TERM, is hereby amended to read as follows:

The term of this Agreement shall commence upon the effective date of this Agreement and shall continue until the completion of the Services, but in any event no later than ~~December 31, 2018 2019 2021~~ June 30, 2022 ("Term"). This Agreement may be extended for additional periods of time upon the mutual written agreement of the City and the Contractor.

3. Subsection 4.A of the Agreement, TOTAL COMPENSATION, is hereby amended to read as follows:

A. **Total Compensation.** In consideration of the Contractor performing the Phase I Services, the City agrees to pay the Contractor an amount not to exceed Ninety-nine Thousand, Eight Hundred Ninety and No/100 dollars (\$99,890) calculated on the basis of the hourly labor charge rate schedule for Contractor's personnel and reimbursable expenses, attached hereto as Exhibit "B", Estimated Fee. In consideration of the Contractor performing the Phase II Services. the City agrees to pay the Contractor an amount not to exceed Seven Hundred Seven Thousand, Seven Hundred Eighteen and No/100 dollars (\$707,718) calculated on the basis of the hourly labor charge rate schedule for Contractor's personnel and reimbursable expenses, attached hereto as Exhibit "B-1," Fee Summary. In consideration of the Contractor performing Construction Management Services, the City agrees to pay the Contractor an amount not to exceed Four Hundred Seventy Two Thousand Six Hundred Eleven and 50/100 dollars (\$472,611.50) calculated on the basis of the hourly labor charge rate schedule for Contractor's personnel and reimbursable expenses, attached hereto as "Exhibit "A-2", Estimated Fee.

4. All remaining provisions of the Professional Services Agreement for Civil Engineering and Streetscape Design Services dated April 10, 2017, Amendment 1, dated May 22, 2018, Amendment 2, dated December 18, 2019, and not here amended or supplemented shall remain as written in said Agreement and shall continue in full force and effect.

IN WITNESS WHEREOF, the City and the Contractor have executed this **Amendment No. 3** of the Agreement as of the date and year written above.

CITY OF OLYMPIA


By: _____
Steven J. Burney
City Manager
P.O. Box 1967
Olympia WA 98507-1967
Date of Signature: _____

APPROVED AS TO FORM:

Mark Barber
City Attorney

KPG, P.S.

I certify that I am authorized to execute this contract on behalf of the Contractor.

By:  _____
Terry Wright, Principal
2502 Jefferson Avenue
Tacoma, WA 98402
Main: 253-627-0720
Fax: 253-672-4144
Terry@kpg.com
Date of Signature: 02/11/2021

**Construction Management Services
Scope of Work
January 2021
City of Olympia
Franklin Street SE Improvements
Project No. 1463G**

This work will provide construction management services for the construction contract to complete the City of Olympia (City) Franklin Street SE Improvements project. This project provides for improvements to Franklin Street SE from Legion Way SE to State Avenue, including reconstruction of Franklin Street from 5th Avenue to State Avenue with cement concrete roadway and new cement concrete sidewalks, new traffic signals at the intersection of 5th and Franklin and 4th and Franklin, signal modification at State Avenue, new 12" DI water main from Legion Way to 4th Avenue, new roadway illumination, stormwater upgrades between 5th Avenue and State Avenue, HMA overlay from Legion Way SE to 5th Avenue, roadway channelization, landscape plantings and urban design elements such as inlaid pavers, and other work, all in accordance with the Contract Documents.

A detailed scope for the Contract follows:

I. INTRODUCTION

The following scope of services and associated costs are based upon the assumptions outlined below.

General Assumptions:

- The level of service and fee is based on project duration of 11 months, or **225 working days** with 10 days prior to construction and 30 days for closeout for a total of 265 working days.
- The **proposed project team** will include part-time **City** project manager, part-time KPG resident engineer (4 hours a day), 1/4-time KPG documentation control specialist (2 hours a day), 1/4 -time design team designer for specialty item submittal reviews, and a full-time full time City inspector. Consultant will provide on-site archeologist (as needed during excavation) and day-to-day public outreach.. City will provide services for materials testing.
- KPG will utilize the Record of Materials (ROM) developed by the City. This scope of services provides the management of the ROM and scheduling of required materials testing respectively.

EXHIBIT A-2

- City will review and execute the insurance, bonds, and the Construction Contract.
- KPG will coordinate with WSDOT during audits or traffic control operations related to project impacts and help the City to complete any other required correspondence with outside agencies.
- KPG's public outreach sub-consultant will work with the City's Contractor to conduct all community outreach in relation to phasing and direct impacts due to construction. The City's Contractor shall be responsible for the communication to the community outreach sub-consultant on schedule and work activities.
- KPG design engineers will be available during construction to answer questions and review RAM's, shop drawings, and answer RFI's.
- Services will be performed in accordance with the Contract plans & special provisions, and City engineering standards.
- The Franchise Utilities will provide field inspection for all work surrounding the construction or relocation of their utility systems if necessary.
- Coordination of construction with franchise utilities, if any, will be provided by KPG.
- Field Office: The or Contractor City will provide a field office and meeting space (ability to seat 10 people) or Zoom meeting room for all Weekly Construction Meetings.

II. SCOPE OF WORK

The objective and purpose of this Construction Management Services Agreement is for the Consultant to successfully deliver the construction of the Project to the City by ensuring that the improvements are constructed in accordance with the approved Plans and Specifications, as may be amended or revised, that all of the required Project documentation is accounted for, and ultimately that the City of Olympia receives a successful project.

TASK 1 – MANAGEMENT / COORDINATION /ADMINISTRATION

Provide overall project management, coordination with the City, monthly progress reports, and invoicing. This effort will include the following elements.

- 1.1 Organize and layout work for project staff. Prepare project instructions on contract administration procedures to be used during construction.
- 1.2 Review monthly expenditures and CM team scope activities. Prepare and submit monthly project progress invoices describing CM services provided each month. Prepare and submit reporting required by funding source(s), if any.

EXHIBIT A-2

Deliverables:

- Monthly invoices and progress reports

TASK 2 – PRECONSTRUCTION SERVICES

- 2.1 Preconstruction Conference:** The City will prepare a draft agenda and the Consultant will review and comment for City consideration, Consultant will distribute notices of, and conduct a preconstruction conference in the City's offices, or via a web meeting. The Consultant's resident engineer, and document control specialist will attend the preconstruction conference. Pertinent City staff and private utilities will also be present at this meeting. The Consultant will prepare a written record of the meeting and distribute copies of the minutes to all attendees and affected agencies, staff, etc.

At the Pre-construction conference, the Consultant shall facilitate discussions with the Contractor concerning the plans, specifications, schedules, pay estimate timelines and cutoff dates, issues with utilities, any unusual conditions, State and local requirements and any other items that will result in better project understanding among the parties involved.

KPG will assist the City in review of the bidders Supplemental Bidders Qualifications.

Deliverables:

- Preconstruction conference agenda with meeting minutes

TASK 3 – CONSTRUCTION SERVICES - FIELD (Provided by City)

The following scope of work will be completed by the City and no budget has been included within the estimated budget.

- 3.1 Construction Observation:** The Consultant will provide up to one (1) inspector during construction activities and other tasks necessary to monitor the progress of the work. The Inspectors will ensure that the daily inspection reports and working days reporting are completed in a timely manner and contain sufficient information to assess whether the Work is being conducted in compliance with the Contract Documents.

The Inspector may perform the following duties as a matter of his/her daily activities:

- i. Observe technical conduct of the construction, including providing day-to-day contact with construction contractor, City, utilities, and other stakeholders, and monitor for adherence to the Contract Documents. The Consultant's personnel will act in accordance with Sections 1-05.1 and 1-05.2 of the Standard Specifications.
- ii. Observe material, workmanship, and construction areas for compliance with the Contract Documents and applicable codes, and notify construction contractor of noncompliance. Advise the City of any non-conforming work observed.
- iii. Document all material delivered to the job site in accordance with the Contract Documents.

EXHIBIT A-2

- iv. Prepare daily inspection reports, recording the construction contractor's operations as actually observed by the Consultant; includes quantities of work placed that day, contractor's equipment and crews, and other pertinent information.
- v. Interpret Contract Documents in coordination with the City, Contractor, and KPG.
- vi. Resolve questions which may arise as to the quality and acceptability of material furnished, work performed, and rate of progress of work performed by the construction contractor.
- vii. Establish communications with adjacent property owners. Respond to questions from property owners and the general public in regards to immediate construction activities (coordination for larger schedule impacts, construction phasing, and planned detours will be with the PR Subconsultant for outreach).
- viii. Coordinate with permit holders on the Project to monitor compliance with approved permits, if applicable. This effort including coordinating with WSDOT regarding the General Permit conditions, if necessary.
- ix. Prepare field records and documents to ensure the Project is administered in accordance with the funding requirements.
- x. Collect and calculate delivery tickets and scaleman's daily reports of aggregate.
- xi. Attend and actively participate in regular on-site weekly construction meetings.
- xii. Take digital photographs during the course of construction, and record locations.
- xiii. Punch list. Upon substantial completion of work, coordinate with the Client and affected agencies, to prepare a 'punch list' of items to be completed or corrected. Coordinate final inspection with those agencies.

Assumptions:

- Consultant will provide observation services for the days/hours that the contractor's personnel are on-site.
- Assumption is Client's Contractor shall work normal 40 hour work weeks. For this project the "normal" work week may occur at night. KPG does not differentiate day shift from night shift. However, if the City's Contractor works a double shift (both day and night) within a single 24 hour period this will constitute two working days. KPG's hours for inspection are based on one shift for number of working days allowed per Contract.
- The Consultant's monitoring of the construction contractor's activities is to ascertain whether or not they are performing the work in accordance with the Contract Documents; in case of noncompliance, Consultant will reject non-conforming work, and pursue the other remedies in the interests of the client, as detailed in the Contract Documents.

3.2 Material Testing – Coordination & Tracking: Coordinate with the Contractor and the material testing firm to schedule testing of materials in the field meet specifications. See Additional Services, 7.1 below for actual material testing firm.

3.3 Substantial Completion: Upon substantial completion of work, coordinate with the City and other affected agencies, to perform a project inspection and develop a comprehensive

EXHIBIT A-2

list of deficiencies or 'punchlist' of items to be completed. A punchlist and Certificate of Substantial Completion will be prepared by the Consultant and issued by the City.

Deliverables:

- Daily Construction Reports with project photos
- Punch List, Certificate of Substantial Completion
- Review test reports for compliance

TASK 4 – CONSTRUCTION SERVICES – OFFICE

4.1 Document Control. Original documentation will be housed at the City's office, and filed in accordance with standard filing protocol. A copy of working files will be maintained in the field office. Document Control will consist of the following:

- Final Estimate (Approving Authority File) - City
- Comparison of Preliminary and Final Quantities (Approving Authority File) - City
- Final Records as identified in WSDOT LAG (Approving Authority File) - City
- Record of Material Samples and Tests - City
- Materials Certification - City
- Affidavit of Wages Paid – This task will be monitored by City as needed
- Release for the Protection of Property Owners and General Contractor
- UDBE Documentation – NOT APPLICABLE.
- Certified Payroll (see 4.10 below). – This task will be monitored by City as needed

4.2 Project Coordination: Liaison with City, construction Contractor, engineer, utilities and property owners as needed on a regular basis to discuss project issues and status.

4.3 Plan Interpretations: KPG Provide technical interpretations of the drawings, specifications, and Contract Documents, and evaluate requested deviations from the approved design or specifications. Coordinate with City for resolution of issues involving scope, schedule, and/or budget changes.

4.4 Weekly Meetings: City will Lead weekly meetings, including preparation of agenda, meeting minutes, and distribution of minutes to attendees. KPG will assist with outstanding issues to be tracked on a weekly basis. Weekly Statement of Working Days will be reviewed/accepted by Contractor during the Weekly Meeting.

EXHIBIT A-2

- 4.5 Initial Schedule Review:** KPG will perform detailed schedule review of Contractor provided CPM for conformance with the Contract Documents and provide comments to City PM for final determination.
- 4.6 Lump Sum Breakdown:** KPG will evaluate construction Contractors' Schedule of Values for lump sum items. Review the Contract Price allocations and verify that such allocations are made in accordance with the requirements of the Contract Documents.
- 4.7 Monthly Pay Requests:** City will prepare monthly requests for payment, review with KPG, Contractor and approve as permitted. Utilize City-provided format for pay estimates, or Consultant format. 4-hours per progress payment will be included in the budget for KPG to assist the City with progress payments
- 4.8 Monthly Schedule Review:** At the monthly cutoff, KPG will review Contractor's updated schedule and compare with field-observed progress, as described in Section 1-08 of the Special Provisions. In addition, perform schedule analysis on Contractor-provided CPM updates and review schedule for delays and impacts. Coordinate with Contractor in the development of recovery schedules, as needed, to address delays caused by either events or issues within the Contractor's control or other events or issues beyond the Contractor's control.
- 4.9 Certified Payroll:** The City will Process and check the Contractor and Subcontractor's certified payroll per State Prevailing Wage Requirements. KPG will review the 1st Certified payroll for the Prime and each subcontractor, these labor rates along with intent to Pay Prevailing Wages will be the bases of labor rates used in Force Account Work.
- 4.10 Weekly Statement of Working Days:** City will prepare and issue weekly statement of working day report each week, based on inspectors IDR's.
- 4.11 WSDOT & FHWA Reporting: NOT APPLICABLE FOR THIS PROJECT.** Prepare and track all necessary reports per WSDOT Highways & Local Program Requirements. This will include UDBE condition of award tracking throughout the project, UDBE Reporting, EEO reporting, Training Goal tracking via certified payroll, UDBE on site reviews, and Training Questionnaires. Periodically meet with WSDOT Highways and Local Programs staff as requested to review project status.
- 4.12 Subcontractor Documentation:** City will process / approve all required subcontractor documentation. Request to Sublets will be verified and logged. This includes checking System Award Management System (SAMS), verifying business licensing, reviewing insurance documentation, verifying city business licensing, Intent to Pay Prevailing Wage and Affidavit of Wages Paid. All subcontractor documentation will be logged and shared with KPG to verify contractors on site.
- 4.13 Cost Projections:** KPG will prepare up to two cost projections for the project. Projections to be based on the current amount paid to date, pending change orders, quantity projections, and other information. A verbal memo to file at substantial completion will be written outlining all of the over/under-run.

EXHIBIT A-2

- 4.14 Record Drawings:** Review record drawings prepared by the Contractor, and prepare a conformed set of project record drawings based on Contractor provided information and from inspection notes. Record drawings to be verified on a monthly basis, as part of the progress payment to the Contractor. Upon project completion, Contractor-provided markups will be verified for completeness and supplemented with inspection information. The Consultant will provide the marked-up plan sheets with both the Contractor's and inspectors as-built information. Revisions to the CAD drawings are not included.
- 4.15 Audit Oversight: NOT APPLICABLE FOR THIS PROJECT.**
- 4.16 Physical Completion Letter:** Following completion of all punchlist work, City will prepare physical completion letter to the Contractor, and recommend that City and/or Utilities accept the project.
- 4.17 Project Closeout:** Transfer all project documents to the City for permanent storage.
- Schedule review comments
 - As-built schedule
 - Meeting agendas and notes
 - Monthly Pay Estimates
 - Subcontractor Packets – City
 - Cost Projection
 - Physical Completion Letter
 - Final Project Documents – WSDOT reporting in section 4.11 and Audit Oversight section 4.15 as shown above not anticipated.

TASK 5 – SUBMITTAL/RFI PROCESSING

- 5.1 Submittals:** KPG will coordinate review process for shop drawings, samples, traffic control plans, test reports, and other submittals from the Contractor for compliance with the contract documents. Key submittals to be transmitted to the City for their review and approval. Submittals shall be logged and tracked in eBuilder.
- 5.2 Request for Information (RFI):** KPG will review and respond to RFI's. RFI's shall be logged and tracked By KPG.
- 5.3 Record of Materials (ROM):** Utilize ROM prepared by City which is based on Special Provisions and Plans for use on the project, based on the contract specifications. KPG will review the Draft ROM prepared by the City. The approved ROM will be maintained by KPG. The ROM will track all of the materials delivered to the site including manufacturer/supplier, approved RAM's, QPL items, material compliance documentation, and all other required documentation.

EXHIBIT A-2

Deliverables:

- Submittal log
- RFI Log
- Completed Record of Material.

Assumptions:

- It is assumed that materials will **not** require fabrication inspection by WSDOT staff per WSDOT LAG 52.3.32. Materials that fall within this category include: Signal and Illumination poles, structural precast concrete items, and signs. City and KPG staff will review submittals and base inspection requirements on standard practices.

TASK 6 – CHANGE MANAGEMENT

- 6.1 Case Log:** KPG will develop and maintain a case log which includes change orders, RFP's and Field Work Directives.
- 6.2 Change Orders:** City will develop change orders. KPG will provide technical assistance to negotiate change orders, and assist in resolution of disputes which may occur during the course of the project. Each change order will be executed in general accordance with City requirements or WSDOT Standard Specifications and contain the following:
- Change order
 - Contractor's Pricing
 - Verbal Approval Memo
 - Back up documentation, including independent cost estimate and time impact analysis.
- 6.3 Field Work Directives:** City will prepare field work directives as necessary to keep the Contractor on schedule.
- 6.4 Minor Change Orders:** City develop minor change orders in general accordance with WSDOT Standard Specifications. Each minor change order will be executed and contain the following:
- Verbal Approval Memo
 - Back up documentation, including independent cost estimate and time impact analysis
 - KPG will review Minor Changes as requested by City.

EXHIBIT A-2

6.5 Force Account: KPG will prepare force account tracking sheets and logs. All force account calculations will be verified by the engineer and double checked by the documentation specialist.

Deliverables:

- Change Order(s)
- Case Management Log
- Minor Change Order(s)
- Force Account Records

TASK 7 – ADDITIONAL SERVICES

7.1 Material Testing: Under a separate agreement the City provide material testing in the field to ensure City's contractor adheres to Contract requirements and specifications.

7.2 Public Outreach: Consultant shall hire a lower tier sub-consultant to provide public outreach.

7.3 Management Reserve: A total of \$25,000.00 has been included in the cost for services as a placeholder and serves as the Management Reserve for the Project. At the time these services are required, the Consultant shall provide a detailed scope of work and an estimate of costs. The Consultant shall not proceed with the work until the City has authorized the work and issued a notice to proceed. *(Management Reserve if Applicable)*

Additional services requested by the City will be performed only when authorized by the City. Authorization to perform additional services will be in writing, specifying the work to be performed, and basis of payment. Items such as Community Outreach (except as completed on a day to day resident engineer as described in task 3.1 – vii), Public Meetings, Ribbon Cutting Ceremony, claims analysis, surveying, services during shutdown periods of non-working days, and services for extended working days are examples of possible additional services. This fee is based on 2 weeks prior to construction, a 225 working day contract, and 4.5 weeks for closeout, 8 hour days, additional extension of days will be approximately \$2,000.00 per day.

EXHIBIT A-2
PRIME CONSULTANT COST COMPUTATIONS
Client: City of Olympia
Project: Franklin Street SE Improvements Project
KPG PROJECT NUMBER: 17019

225 working days + 10 days startup and 30 days closeout = 265 working days

DATE: 1/20/2021

Reviewed by:

Date:

Task No.	Task Description	Labor Hour Estimate											Total Hours and Labor Fee Estimate by Task	
		Principal	Construction Manager	Engineer of Record	Project Engineer	Design Engineer	Project Landscape Architect	Resident Engineer	Document Control Admin	Construction Observer III	Construction Observer II	Senior Admin		
		Terry	Kelly	Sessyle				Matt N	Keelie			Suzy		
		252	172	226	140	116	130	125	76	124	114	103	Hours	Fee
Task 1 - MANAGEMENT / COORDINATION /ADMINISTRATION														
1.1	Project Management and Administrative Services	8	16	24									48	\$ 10,192.00
1.2	Prepare, review and submit monthly expenditures		16	8								24	48	\$ 7,032.00
Task Total		8	32	32	0	0	0	0	0	0	0	24	96	\$ 17,224.00
Task 2 - Preconstruction Services														
2.1	PreCon Photos												0	\$ -
2.2	Review plans and Specs							16	4				20	\$ 2,304.00
2.3	Prepare Hard and Electronic Files								24				24	\$ 1,824.00
2.4	Review ROM, prepared by City							4	2				6	\$ 652.00
2.5	Review PreCon Agenda-City to prepare			4				2					6	\$ 1,154.00
2.6	Prepare Templalates								12				12	\$ 912.00
2.7	Utility Coordination							16					16	\$ 2,000.00
2.8	Review Apparent Low Bides Supplemental Bidders Info	2		6					4				12	\$ 2,164.00
Task Total		2	0	10	0	0	0	38	46	0	0	0	96	\$ 11,010.00
Task3 - Construction Services - Field (by City)														
3.1	Construction Observation -March to 3rd week of June												0	\$ -
3.2	Materials Testing - Coordination & Tracking Only												0	\$ -
3.3	Substantial Completion												0	\$ -
Task Total		0	0	0	0	0	0	0	0	0	0	0	0	\$ -
Task 4 - Construction Services - Office														
4.1	Document Control							140	146				286	\$ 28,596.00
4.2	Project Coordination				40			250					290	\$ 36,850.00
4.3	Plan Interpretations			24				60					84	\$ 12,924.00
4.4	Weekly Meetings- City to lead- KPG to attend			24				90					114	\$ 16,674.00
4.5	Initial Scheudle Review							4					4	\$ 500.00
4.6	Lump Sum Brekadown							8					8	\$ 1,000.00
4.7	Monthly Pay Requests - City to prepare-KPG to review							24					24	\$ 3,000.00
4.8	Monthly Schedule Review							24					24	\$ 3,000.00
4.9	Certified Payroll												0	\$ -
4.10	Weekly Statement of Working Days - City to prepare												0	\$ -
4.11	WSDOT & FHWA Reporting												0	\$ -
4.12	SubContractor Documentation- City to process & approve												0	\$ -
4.13	Cost Projections							16					16	\$ 2,000.00
4.14	Record Drawings - 2 hours per month							26.5					26.5	\$ 3,312.50
4.15	Audit Oversight-												0	\$ -
4.16	Physical Completion Letter - City to provide							24					24	\$ 3,000.00
4.17	Project Closeout - City to provide												0	\$ -
													0	\$ -
Task Total		0	0	48	40	0	0	666.5	146	0	0	0	900.5	\$ 110,856.50

Task 5 - Submittal/RFI Processing														
5.1	Submittals			8	40	96	160	80	80				464	\$ 55,424.00
5.2	Request For Information (RFI)			32	40	80	80	40					272	\$ 37,512.00
5.3	Record of Materials (ROM)							40	80				120	\$ 11,080.00
Task Total		0	0	40	80	176	240	160	160	0	0	0	856	\$ 104,016.00
Task 6 - Change Management														
6.1	Case Log							24	40				64	\$ 6,040.00
6.2	Change Orders - City to provide- KPG to review			32	24	16		40	20				132	\$ 18,968.00
6.3	Field Work Directives (FWD)							40	32				72	\$ 7,432.00
6.4	Minor Change Orders - City to provide- KPG to review							20	10				30	\$ 3,260.00
6.5	Force Account							40	80				120	\$ 11,080.00
Task Total		0	0	32	24	16	0	164	182	0	0	0	418	\$ 46,780.00
Task 7 - Additional Services														
7.3	Management Reserve												0	\$ 25,000.00
Task Total		0	0	0	0	0	0	0	0	0	0	0	0	\$ 25,000.00
Total Labor Hours		10	32	162	144	192	240	1028.5	534	0	0	24		
Total Labor Fee		2,520	5,504	36,612	20,160	22,272	31,200	128,563	40,584	0	0	2,472	2,367	\$ 314,886.50
Subconsultants														
7.1	Materials Testing - City Provided													
7.2	Public Outreach - Stepherson & Assocaites													\$ 112,725.00
	Archeologist - AquaTerra Cultural Resources													\$ 37,500.00
Total Subconsultant Expense													\$	150,225.00
Reimbursable Direct Non-Salary Costs														
Mileage at current IRS rate													\$	6,000.00
Office Supply Allowance													\$	1,500.00
Total Reimbursable Expense													\$	7,500.00
Total Estimated Budget													\$	472,611.50



City Council

Approval of a Resolution Authorizing an Intergovernmental Agreement Between the City of Lacey, the City Olympia, the City Of Tumwater, and Thurston County For Joint Animal Services Operations

Agenda Date: 2/23/2021
Agenda Item Number: 4.E
File Number: 21-0201

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

Title

Approval of a Resolution Authorizing an Intergovernmental Agreement Between the City of Lacey, the City Olympia, the City Of Tumwater, and Thurston County For Joint Animal Services Operations

Recommended Action

Committee Recommendation:

Not referred to a committee.

City Manager Recommendation:

Move to approve a Resolution authorizing the City Manager to execute on behalf of the City of Olympia an Intergovernmental Agreement Between the City Of Lacey, the City Olympia, the City Of Tumwater, and Thurston County For Joint Animal Services Operations.

Report

Issue:

Whether to approve of a Resolution authorizing the City Manager to execute on behalf of the City of Olympia an Intergovernmental Agreement Between the City Of Lacey, the City Olympia, the City Of Tumwater, and Thurston County For Joint Animal Services Operations.

Staff Contact:

Mark Barber, City Attorney, 360.753.8223

Presenter(s):

None - Consent Calendar Item.

Background and Analysis:

Established in 1977, Joint Animal Services is funded pursuant to an intergovernmental agreement between Thurston County and the cities of Lacey, Olympia, and Tumwater. Animal Services operates an 8,000 sq. ft. facility on a centrally-located site in Olympia and promotes responsible pet ownership for the health and safety of people and animals; enforces animal-related laws; reduces pet

overpopulation through education and spay/neuter programs; alleviates animal suffering through proper medical care and humane euthanasia; and provides temporary shelter for strays and owner-released animals and opportunities for the adoption of these animals.

The Intergovernmental Agreement for Joint Animal Services Operations:

- Formalizes a process to provide animal protection and control activities to the jurisdictions.
- Establishes a mechanism for the cost-effective joint operation of animal shelter facilities.
- Establishes a policy-making body known as the Joint Animal Services Commission (JASCOM).

Neighborhood/Community Interests (if known):

Animal Services is the primary animal shelter and animal control agency for the Thurston County region and is centrally located in Olympia.

Options:

1. Approve the Resolution Approving the Intergovernmental Agreement for Joint Animal Services Operations.
2. Direct staff to work with the other jurisdictions on modifications to the Intergovernmental Agreement.

Financial Impact:

The City of Olympia's 2021 assessment totals \$311,384, which is included in the 2021 Operating Budget, General Fund, Special Accounts-Intergovernmental.

Attachments:

Resolution
Agreement

RESOLUTION NO. _____

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF OLYMPIA, WASHINGTON,
APPROVING THE INTERGOVERNMENTAL AGREEMENT BETWEEN THE CITY OF LACEY, THE
CITY OLYMPIA, THE CITY OF TUMWATER, AND THURSTON COUNTY FOR JOINT ANIMAL
SERVICES OPERATIONS**

WHEREAS, Chapter 39.34 RCW 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, the City of Olympia, the City of Lacey, the City of Tumwater, and Thurston County have determined it will benefit the residents within their respective jurisdictions to continue the joint operation of an animal shelter and the conduct of animal protection and control activities pursuant to a new intergovernmental agreement;

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

1. The Olympia City Council hereby approves the form of Intergovernmental Agreement for Joint Animal Services Operations between the City of Lacey, the City of Olympia, the City of Tumwater, and Thurston County and the terms and conditions contained therein.
2. The City Manager is authorized and directed to execute on behalf of the City of Olympia the Intergovernmental Agreement for Joint Animal Services Operations, and any other documents necessary to execute said Intergovernmental Agreement, and to make any minor modifications as may be required and are consistent with the intent of the Intergovernmental Agreement, or to correct any scrivener's errors.

PASSED BY THE OLYMPIA CITY COUNCIL this _____ day of _____ 2021.

MAYOR

ATTEST:

CITY CLERK

APPROVED AS TO FORM:

Mark Barber

CITY ATTORNEY

INTERGOVERNMENTAL AGREEMENT FOR JOINT ANIMAL SERVICES OPERATIONS

THIS AGREEMENT is made and executed on the date of the last authorizing signature thereto, by and between the City of Lacey, Washington; the City of Olympia, Washington; the City of Tumwater, Washington; and Thurston County, Washington; all of which are organized under the laws of the State of Washington, witnesseth:

WHEREAS, the parties hereto have determined it would be to the benefit of the residents within their respective jurisdictions to continue the joint operation of an animal shelter and the conduct of animal protection and control activities pursuant to a new agreement; and

WHEREAS, the Interlocal Cooperation Act contained in RCW 39.34 authorizes local governments such as the parties to this Agreement to contract for the joint conduct of activities which each of the parties is authorized to perform;

NOW, THEREFORE, it is hereby agreed between the parties as follows:

1. Purpose of Agreement.

The purposes of this Agreement are:

- a. To formalize a process whereby animal protection and control activities can be provided for the parties.
- b. To establish the mechanism whereby joint operation of animal shelter facilities can proceed in a cost effective manner.
- c. To establish a policy making body called Joint Animal Services Commission.

2. Basic Services.

Services to be provided include, but are not limited to, the following:

- a. Operation and maintenance of animal shelter and impound facilities for all dogs, cats, and other pet animals as defined in RCW 16.70.020 and other animals that require humane care. The service will be for animals brought to the shelter by their owners or caretakers for humane disposition as well as for animal protection and control actions authorized or ordered by the parties to this Agreement.

Shelter operations shall also include the adoption of animals, spay/neuter of adopted animals, and public education related to pet ownership.

- b. Additional services rendered to individual parties to this Agreement may also include:
 - (1) Humane enforcement of animal control laws;
 - (2) Licensing of animals; and
 - (3) Securing aid for injured animals.

3. Joint Animal Services Commission.

- a. This Agreement establishes a policy-making body to be known as the Joint Animal Services Commission (hereinafter “JASCOM”), which shall consist of the following members:
 - (1) One member of the Board of County Commissioners of Thurston County or designated alternate;
 - (2) One elected official of each of the cities of Olympia, Lacey, and Tumwater or designated alternate;
 - (3) One member who is a licensed veterinarian residing or practicing veterinary medicine within Thurston County. Such member shall be appointed by the other members of JASCOM;
 - (4) One member selected by the Thurston County Humane Society from the membership of its Board; and
 - (5) One optional member selected by a nonprofit organization based in Thurston County with shared animal welfare priorities. Such nonprofit shall be selected by members of JASCOM.
- b. Voting. Each member on JASCOM shall have one vote and a voice in all JASCOM business except budget matters. Only the representatives of parties to this Agreement shall vote on budget matters.
- c. Officers. JASCOM members shall select the chair and such other officers as deemed necessary for the efficient conduct of business.
- d. Meetings. JASCOM shall be responsible to fix a time and place for its meetings.

- e. Rules and Procedures. JASCOM shall adopt the rules and procedures it deems required for the proper and efficient conduct of its business.
- f. Powers and Duties. JASCOM shall have the following powers and duties:
 - (1) Set policy for the management and operation of the animal shelter and animal protection and control activities.
 - (2) Submit budget recommendations to the participating jurisdictions for action.
 - (3) If a participating jurisdiction is unable to pay its full share of the budget, JASCOM will consider the following:
 - (a) The field services provided to that jurisdiction shall be reduced for such jurisdiction to a level commensurate with its payments, or
 - (b) The assessment for each participating member shall be proportionately reduced, or
 - (c) The remaining jurisdictions may choose to pay proportionately more than their share to assure that all programs will be funded.
 - (d) JASCOM shall recommend to the jurisdictions which option shall be followed.
 - (e) In any case, the proportionate share of the budget for shelter services as set forth in Section 5b (1) (b) shall be paid by each member.
 - (4) Ensure that the budget appropriation approved by each jurisdiction is submitted to the City of Lacey for inclusion in that City's annual budget.
 - (5) Set fees and charges for services related to the animal shelter and animal protection and control activities.
 - (6) License fees shall be established by JASCOM.
 - (7) Consult with and advise the City of Lacey in the City's appointment, management review, discipline and termination of the Director.

4. Administrative Services.

The City of Lacey is hereby designated as the agency with authority and responsibility for providing any and all administrative services required, that are related to the operation of the animal shelter and the provision of animal protection and control services. The administrative services to be performed by the City of Lacey include but are not limited to the following:

- a. Act as custodian of the Joint Animal Services Fund created by this Agreement.
- b. Incorporate in its annual budget the budget for the Joint Animal Services Fund as approved by the parties to this Agreement.
- c. Maintain accounting for all activities of the animal shelter and animal control services in accordance with the requirements of the Washington State Auditor.
- d. Provide general and automobile liability insurance covering the operation of the animal shelter and the conduct of all animal protection and control activities. Such insurance shall, at a minimum, be for one million dollars (\$1,000,000.00) per incident. The City of Lacey shall further indemnify and hold harmless the other parties and defend any claims for personal injury or property damage arising out of the City of Lacey's management of the animal shelter and conduct of animal protection and control activities. However, the City of Lacey shall not indemnify, hold harmless, or defend against any claims arising out of the negligence of another party to this Agreement or out of activities solely within such party's control. The City of Lacey may fulfill its obligation to insure by participating in the Washington Cities Insurance Association.
- e. Be responsible for recruitment, hiring, evaluation, setting of salary, discipline and termination of the Director. The City of Lacey shall consider the advice of JASCOM in performing this responsibility.
- f. In consultation with the Director, recruit, hire, discipline and terminate Animal Services employees.
- g. Provide direction to and monitor performance of the Director to assure compliance with policies of JASCOM and the City of Lacey.
- h. Maintain the Director and other Animal Services employees as employees of the City of Lacey.
- i. Be responsible for administration of all appeals of potentially dangerous and/or dangerous dog declarations, including the hiring, supervising,

scheduling and setting of compensation for the animal services hearing examiner.

5. Finance.

In order to provide funds for the acquisition of the joint facilities and the operation and maintenance of such facilities and the providing of animal protection and control services within the boundaries of governmental jurisdictions which are parties to this Agreement, it is agreed as follows:

- a. There shall be maintained a special fund of the City of Lacey, known as the Joint Animal Services Fund, into which revenues received from the parties to this Agreement shall be deposited. This fund shall be part of the City of Lacey annual budget and administered in accordance with City budget regulation and guidelines. Expenditures from the fund shall be made only for animal shelter and animal protection and control activities, including the actual administrative costs and overhead of the City incurred pursuant to its obligations and set forth herein.
- b. Each of the parties to this Agreement shall pay into the Joint Animal Services Fund for animal shelter and animal protection and control activities as follows:
 - (1) Each party will pay an assessment to cover the costs of the animal shelter and animal protection and control activities based upon the following criteria:
 - (a) Animal protection and control activities (field services) shall be funded as follows:
 - (i) Field services shall be borne by the party by a per-capita basis. If a jurisdiction is unable to pay on a per-capita basis, then said jurisdiction shall pay for the actual cost of field services based upon the number of field services personnel, equipment, materials, and supplies allocated to said jurisdiction's field service needs as agreed to by jurisdiction and JASCOM.
 - (ii) Remaining jurisdictions shall be responsible for the remainder of the field services program costs, calculated after said jurisdiction(s)'s field service expense is deducted from the total field services program. The expense shall be distributed among the remaining jurisdictions on a per capita basis.

- (b) The cost of general services, shelter activities, and the licensing program shall be borne by the parties on a per capita basis.
 - (c) The cost of any loan repayment shall be borne on a per-capita basis by the jurisdictions. Debt will not be incurred without consent of the legislative bodies of the signed agreement.
 - (d) Per capita calculations shall be determined by using the most current population records published by the Washington State Office of Financial Management.
 - (e) Units of special services for pet shop inspection and enforcement will be charged to the jurisdiction in which service is provided.
- (2) Each party shall receive credit for revenue received from the sale of licenses, redemption of animals and adoption of animals. This credit shall be reflected when calculating annual assessments for service.
 - (3) In the event that more revenue is received during a fiscal period than was planned to be available, the additional amount shall be deposited into the Joint Animal Services Fund. JASCOM shall develop policies and procedures to allocate revenue within the fund.
 - (4) Each party shall pay one-twelfth of the annual assessment to the City of Lacey for deposit into the Joint Animal Services Fund within 30 days of receiving a request for payment from the Lacey Finance Department.

6. Access to records.

Duly authorized representatives of the parties to this Agreement shall have the right to inspect the records of the JASCOM and the books of accounts and records relating to animal protection and control and the Joint Animal Services Fund of the City of Lacey at any reasonable time.

7. Joint Use of Property.

- a. All property and/or equipment presently owned and all property and/or equipment hereinafter acquired with the approval of JASCOM to be used for animal shelter or control purposes, shall be considered joint facilities,

the title to which shall be held by the City of Lacey for the benefit of and on behalf of all parties to this Agreement.

- b. Upon termination of this Agreement by all parties, each party may recover the portion of the existing joint facilities in an amount which represents its contribution to the purchase of property and/or equipment used for the purposes for which this Agreement is promulgated.

8. Addition to Services to Nonmembers.

Animal Services can provide services to nonmembers through a contract. Revenue received for such services cannot be less than the cost to provide such services. JASCOM shall approve all nonmember contracts related to additional services.

9. Terms for Default.

In the event that one party to this Agreement fails to perform any of the obligations or provisions hereof, then the other parties to this Agreement may, by written notice, terminate, in whole or in part, the defaulting party's participation in this Agreement.

10. Arbitration.

In the event of a dispute between any of the parties to this Agreement relating to the construction of this Agreement or animal control or animal shelter services rendered pursuant to this Agreement, such dispute shall be settled by arbitration in conformity with the provisions of Chapter 7.04 RCW.

11. Term.

The term of this Agreement shall continue until the parties by unanimous agreement vote to terminate it. Provided, however, withdrawal may be allowed upon unanimous agreement of all parties, which agreement shall provide the means by which any such outstanding loans are to be paid and the necessary covenants and commitments therefor. The withdrawal of one party from this Agreement shall not terminate the Agreement.

12. Severability.

If any term or condition of this Agreement or the application thereof to any person(s) or circumstances is held invalid, such invalidity shall not affect other terms, conditions or applications which can be given effect without the invalid term, condition or application; to this end the terms and conditions of this contract are declared severable.

13. Review of Agreement.

The terms and conditions of this Agreement shall be reviewed periodically by JASCOM for appropriateness and currency.

14. Amendments.

Any addition, deletion or change to the terms and conditions of this Agreement shall be in the form of a written amendment approved by each of the parties.

15. Governing Law.

This contract shall be governed in all aspects by the laws and statutes of the State of Washington. The venue of any action hereunder shall be in the Superior Court for Thurston County, Washington.

16. Supersedes Prior Agreements.

This Agreement supersedes all prior agreements between these parties on the same subject matter.

CITY OF OLYMPIA

By: _____
Dated: _____

Approved as to form:

Mark Barber

Olympia City Attorney

CITY OF TUMWATER

By: _____
Dated: _____

Approved as to form:

Tumwater City Attorney

CITY OF LACEY

By: _____
Dated: _____

Approved as to form:

Lacey City Attorney

THURSTON COUNTY

By: _____
Dated: _____

Approved as to form:

Thurston County Legal Counsel



City Council

Approval of a Resolution Authorizing a Supplemental Terms and Conditions Agreement with Columbia Ford, Inc. to Purchase Eleven Vehicles

Agenda Date: 2/23/2021
Agenda Item Number: 4.F
File Number: 21-0205

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

Title

Approval of a Resolution Authorizing a Supplemental Terms and Conditions Agreement with Columbia Ford, Inc. to Purchase Eleven Vehicles

Recommended Action

Committee Recommendation:

Not referred to a committee

City Manager Recommendation:

Move to approve a Resolution authorizing a Supplemental Terms and Conditions Agreement with Columbia Ford, Inc. to purchase eleven vehicles and authorizing the City Manager to sign the agreement.

Report

Issue:

Whether to approve a Resolution authorizing a Supplemental Terms and Conditions Agreement with Columbia Ford, Inc. to purchase eleven vehicles.

Staff Contact:

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

Presenter(s):

None - Consent Calendar Item

Background and Analysis:

The Public Works; Parks, Arts and Recreations; and Police Departments have the need to acquire the following vehicles: one 2021 Ford F350, one 2021 Ford F450, one 2021 Ford Transit full-size electrician cargo van, one 2021 Ford Transit full-size plumbing cargo van and seven hybrid 2021 Ford Police Interceptors.

Fleet Operations recommends replacement because the ones currently in operation have reached

the end of their life cycles. Fleet Operations conducted extensive research for these replacements. Utilizing a cooperative purchase contract through Washington State Department of Enterprise Services, Columbia Ford, Inc. of Longview, Washington, is the one vendor that can provide the replacement vehicles which best matches the City's needs for the best value. The total cost of these vehicles through Columbia Ford, Inc. is \$529,800.67.

Neighborhood/Community Interests (if known):

N/A

Options:

1. Approve a Resolution authorizing a Supplemental Terms and Conditions Agreement with Columbia Ford, Inc. to purchase eleven vehicles and authorizing the City Manager to sign the agreement. The purchase proceeds as planned.
2. Do not approve the Resolution authorizing a Supplemental Terms and Conditions Agreement with Columbia Ford, Inc. to purchase eleven vehicles. Staff have negotiated the best purchase price utilizing a cooperative purchase contract through Washington State Department of Enterprise Services. Purchasing outside this cooperative would be more costly to the City.

Financial Impact:

Staff recommends the purchase of eleven vehicles from Columbia Ford, Inc. in the amount of Five Hundred Twenty-nine Thousand Eight Hundred and 67/100 Dollars (\$529,800.67), which includes sales tax and all associated fees. There is sufficient funding available in the Equipment Rental and Revolving Fund (Fund 502) for this purchase.

Attachments:

Resolution
Agreement

RESOLUTION NO. _____

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF OLYMPIA, WASHINGTON,
APPROVING THE AGREEMENT BY AND BETWEEN THE CITY OF OLYMPIA AND COLUMBIA
FORD, INC. MOTOR VEHICLES FOR PURCHASE OF 11 VEHICLES**

WHEREAS, the City has the need to acquire a total of eleven (11) replacement vehicles for use by the Public Works, Parks, and Police Departments; and

WHEREAS, Fleet Operations Services recommended the replacement of these vehicles because the vehicles currently in operation have reached the end of serviceable life cycles; and

WHEREAS, utilizing a cooperative purchase contract through Washington State Department of Enterprises, Columbia Ford, Inc. of Longview, Washington is the one vender that could provide the replacement vehicles which best matches the City's needs at the best value; and

WHEREAS, the total cost of the acquisition of the vehicles in the Agreement is \$529,800.67;

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

1. The Olympia City Council hereby approves the form of the Agreement between the City of Olympia and Columbia Ford, Inc. 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 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 _____ 2021.

MAYOR

ATTEST:

CITY CLERK

APPROVED AS TO FORM:



DEPUTY CITY ATTORNEY

SUPPLEMENTAL TERMS & CONDITIONS

COLUMBIA FORD, INC.

MOTOR VEHICLES

State of Washington Department of Enterprise Services
Master Contract No. 05916

This Supplemental Terms & Conditions 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 Columbia Ford, Inc. a Washington Corporation ("Contractor").

The City seeks to acquire 11 vehicles as listed below, and desires to engage the Contractor to provide these goods to the City for the total not-to-exceed contract amount of Five Hundred Twenty-nine Thousand Eight Hundred and 67/100 Dollars (\$529,800.67):

Vehicle Type	Quantity	Cost Per Unit	Subtotal
2021 Ford F350 2WD Cab and Chassis	1	\$ 58,401.58	\$ 58,401.58
2021 Ford F450 2WD Cab and Chassis	1	\$65,790.13	\$65,790.13
2021 Ford Transit Full-Size Cargo Van - Electrician	1	\$45,594.12	\$45,594.12
2021 Ford Transit Full-Size Cargo Van - Plumbing	1	\$49,233.11	\$49,233.11
2021 Ford Police Interceptor AWD Pursuit-Rated Utility/SUV	7	\$44,397.39	\$310,781.73
Total			\$529,800.67

Now, therefore, the Parties agree as follows:

I. Contractor shall provide all work described in this Agreement; this Agreement consists of these terms and conditions and attached exhibits, each of which are a part of this Agreement:

Exhibit Title	Exhibit Number
Columbia Ford Master Contract No. 05916	A
Columbia Ford Second Amendment to Master Contract No. 05916	B
2021 Ford F350 Price Quote No. 2021-1-473	C
2021 Ford F450 Price Quote No. 2021-1-478	C1
2021 Ford Transit Full-size Cargo Van – Electrician – Price Quote No. 2021-1-70	C2
2021 Ford Transit Full-size Cargo Van – Plumbing – Price Quote No. 2021-1-63	C3
2021 Ford Police Interceptor AWD – Price Quote No. 2021-1-545	C4
2021 Ford F350 & F450 Product Specifications	D
2021 Ford Transit Full-size Cargo Van Product Specifications	D1
2021 Ford Police Interceptor AWD Product Specifications	D2
2021 Model Year Ford Warranty Guide	E
Statement of Compliance with Nondiscrimination Requirement	F
Equal Benefits Compliance Declaration	G

II. These terms and conditions amend and supplement the Columbia Ford Master Contract No. 05916 (Exhibit A), the Columbia Ford Second Amendment to Master Contract No. 05916 (Exhibit B) and Pricing (Exhibits C, C1, C2, C3 and C4) and take precedence over any conflicting provisions of those documents. Any and all references to State of Washington Department of Enterprise Services in the Columbia Ford Master Contract (Exhibit A) and the Columbia Ford Second Amendment to Master Contract No. 05916 (Exhibit B) means City.

1. AUDIT EXCEPTION

The Contractor is financially responsible for and shall repay the City all indicated amounts following an audit exception that occurs due to the negligence, intentional act, or failure for any reason to comply with the terms of this Agreement by the Contractor, its officers, employees, agents, or representatives. This duty to repay survives the expiration or termination of this Agreement.

2. PUBLIC RECORDS REQUESTS

This Agreement is a public record and will be available for inspection and copying by the public in accordance with the Public Records Act, chapter 42.56 RCW (the "Act").

If the Contractor considers any portion of any record provided to the City under this Agreement, whether in electronic or hard copy form, to be protected under law, the Contractor shall clearly identify each such portion with words such as "CONFIDENTIAL," "PROPRIETARY," or "BUSINESS SECRET." If a request is made for disclosure of a record so identified, the City will determine whether the material should be made available under the Act. If the City determines that the material is subject to disclosure, the City will notify the Contractor of the request and allow the Contractor ten (10) business days to take whatever action it deems necessary to protect its interests. If the Contractor fails or neglects to take such action within said period, the City will release the record deemed by the City to be subject to disclosure. The City is not liable to the Contractor for inadvertently releasing records pursuant to a disclosure request not clearly identified by the Contractor as "CONFIDENTIAL," "PROPRIETARY," or "BUSINESS SECRET."

3. NONDISCRIMINATION AND EQUAL EMPLOYMENT OPPORTUNITY

A. In all Contractor services, programs or activities, and all Contractor hiring and employment made possible by or resulting from this Agreement, Contractor and Contractor's employees, agents, subcontractors, and 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. Contractor 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 Contractor's breach, may result in ineligibility for further City agreements.

B. In the event of Contractor's noncompliance or refusal to comply with the above nondiscrimination plan, this Agreement may be rescinded, canceled, or terminated in whole or in part, and the Contractor may be declared ineligible for further agreements or contracts with the City. The Contractor, will, however, be given a reasonable time in which to correct this noncompliance.

C. To assist the City in determining compliance with the foregoing nondiscrimination requirements, Contractor shall complete and return the Statement of Compliance with Nondiscrimination attached as Exhibit F. If the contract amount is \$50,000 or more, the Contractor shall execute and is bound by the attached Equal Benefits Declaration - Exhibit G.

4. 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 must be deemed received three (3) days after the date of mailing.

5. EARLY RETIREMENT FROM THE STATE OF WASHINGTON- CERTIFICATION.

By signing this form, the signatory certifies 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.

Signature Page Follows

CITY OF OLYMPIA

By: _____

Steven J Burney

City Manager

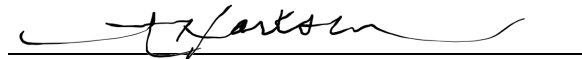
PO Box 1967

Olympia WA 98507-1967

jburney@ci.olympia.wa.us

Date of Signature: _____

APPROVED AS TO FORM:



Deputy City Attorney

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

COLUMBIA FORD, INC.

By: Marie Tellinghiusen

Marie Tellinghiusen

Government Contracts Manager

700 7th Avenue

Longview, WA 98632

(360) 423-4321 ext. 187

mariet@colford.com

Date of Signature: 02/11/2021

EXHIBIT A

MASTER CONTRACT

No. 05916

MOTOR VEHICLES

For Use by Eligible Purchasers

By and Between

**STATE OF WASHINGTON
DEPARTMENT OF ENTERPRISE SERVICES**

and

COLUMBIA FORD, INC

FORD LINCOLN HYUNDAI

Dated January 5, 2017

MASTER CONTRACT

NO. 05916

MOTOR VEHICLES

This Master Contract ("Master Contract") is made and entered into by and between the State of Washington acting by and through the Department of Enterprise Services, a Washington State governmental agency ("Enterprise Services"), and Columbia Ford Inc a Corporation ("Contractor") and is dated as of January 5, 2017.

RECITALS

- A. Pursuant to Legislative direction codified in RCW chapter 39.26, Enterprise Services, on behalf of the State of Washington, is authorized to develop, solicit, and establish master contracts for goods and/or services for general use by Washington state agencies and certain other entities (eligible purchasers).
- B. On behalf of the State of Washington, Enterprise Services, as part of a competitive governmental procurement, issued Invitation For Bid No. 05916 dated November 15, 2016 regarding Motor Vehicles.
- C. Enterprise Services evaluated all responses to the Invitation For Bid and identified Contractor as an/the apparent successful bidder.
- D. Enterprise Services has determined that entering into this Master Contract will meet the identified needs and be in the best interest of the State of Washington.
- E. The purpose of this Master Contract is to enable eligible purchasers to purchase motor vehicles and/or services as set forth herein.

AGREEMENT

NOW THEREFORE, in consideration of the mutual promises, covenants, and conditions set forth herein, the parties hereto hereby agree as follows:

- 1. **TERM.** The initial term of this Master Contract is 4 years (48 months) years from award of the contract, commencing January 5, 2017 and ending January 5, 2021. Following the initial term, this agreement will automatically renew for successive four (4) one year terms unless terminated earlier. The total contract term, including the initial term and all extensions, will not exceed eight years unless circumstances require a special extension.
- 2. **ELIGIBLE PURCHASERS.** This Master Contract may be utilized by any of the following types of entities in the State of Washington ("Purchaser"):
 - 2.1. **WASHINGTON STATE AGENCIES.** This Master Contract may be utilized by:
 - Washington state agencies, departments, offices, divisions, boards, and commission; and
 - Any the following institutions of higher education: state universities, regional universities, state college, community colleges, and technical colleges.

to have either direct payments or written credit memos issued. If Contractor fails to make timely payment(s) or issuance of such credit memos, Purchaser may impose a one percent (1%) per month on the amount overdue thirty (30) days after notice to the Contractor.

- 5.9. NO ADVANCE PAYMENT. No advance payments shall be made for any products or services furnished by Contractor pursuant to this Master Contract.
- 5.10. NO ADDITIONAL CHARGES. Unless otherwise specified herein, Contractor shall not include or impose any additional charges including, but not limited to, charges for shipping, handling, or payment processing.
- 5.11. TAXES/FEES. Contractor promptly shall pay all applicable taxes on its operations and activities pertaining to this Master Contract. Failure to do so shall constitute breach of this Master Contract. Unless otherwise agreed, Purchaser shall pay applicable sales tax imposed by the State of Washington on purchased goods and/or services. Contractor, however, shall not make any charge for federal excise taxes and Purchaser agrees to furnish Contractor with an exemption certificate where appropriate. Contracted Dealers are not required to have business licenses or city business licenses for customer location.

6. CONTRACT MANAGEMENT.

- 6.1. CONTRACT ADMINISTRATION & NOTICES. Except for legal notices, the parties hereby designate the following contract administrators as the respective single points of contact for purposes of this Master Contract. Enterprise Services' contract administrator shall provide Master Contract oversight. Contractor's contract administrator shall be Contractor's principal contact for business activities under this Master Contract. The parties may change contractor administrators by written notice as set forth below.

Any notices required or desired shall be in writing and sent by U.S. mail, postage prepaid, or sent via email, and shall be sent to the respective addressee at the respective address or email address set forth below or to such other address or email address as the parties may specify in writing:

Enterprise Services

Attn: Philip Saunders
Washington Dept. of Enterprise Services
PO Box 41411
Olympia, WA 98504-1411
Tel: (360) 407-7962
Email: Philip.Saunders@des.wa.gov

Contractor

Attn: Marie Tellinghiusen
Columbia Ford, Inc
Columbia Ford Lincoln Hyundai
700 7th Avenue
Longview, WA 98632
Tel: (360)-423-4321
Email: mariet@colford.com

Notices shall be deemed effective upon the earlier of receipt, if mailed, or, if emailed, upon transmission to the designated email address of said addressee.

- 6.2. CONTRACTOR CUSTOMER SERVICE REPRESENTATIVE. Contractor shall designate a customer service representative (and inform Enterprise Services of the same) who shall be responsible for addressing Purchaser issues pertaining to this Master Contract.
- 6.3. LEGAL NOTICES. Any legal notices required or desired shall be in writing and delivered by U.S. certified mail, return receipt requested, postage prepaid, or sent via email, and shall be sent

to the respective addressee at the respective address or email address set forth below or to such other address or email address as the parties may specify in writing:

Enterprise Services

Attn: Legal Services Manager
Washington Dept. of Enterprise Services
PO Box 41411
Olympia, WA 98504-1411
Email: greg.tolbert@des.wa.gov

Contractor

Attn: Marie Tellinghiusen
Columbia Ford, Inc
Columbia Ford Lincoln Hyundai
700 7th Avenue
Longview, WA 98632
Email: mariet@colford.com

Notices shall be deemed effective upon the earlier of receipt when delivered, or, if mailed, upon return receipt, or, if emailed, upon transmission to the designated email address of said addressee.

7. CONTRACTOR SALES REPORTING; VENDOR MANAGEMENT FEE; & CONTRACTOR REPORTS.

7.1. MASTER CONTRACT SALES REPORTING. Contractor shall report total Master Contract sales quarterly to Enterprise Services, as set forth below.


- (a) Master Contract Sales Reporting System. Contractor shall report quarterly Master Contract sales in Enterprise Services' Master Contract Sales Reporting System. Enterprise Services will provide Contractor with a login password and a vendor number. The password and vendor number will be provided to the Sales Reporting Representative(s) listed on Contractor's Bidder Profile.
- (b) Data. Each sales report must identify every authorized Purchaser by name as it is known to Enterprise Services and its total combined sales amount invoiced during the reporting period (i.e., sales of an entire agency or political subdivision, not its individual subsections). The "Miscellaneous" option may be used only with prior approval by Enterprise Services. Upon request, Contractor shall provide contact information for all authorized purchasers specified herein during the term of the Master Contract. If there are no Master Contract sales during the reporting period, Contractor must report zero sales.

- 13.21. CAPTIONS & HEADINGS. The captions and headings in this Master Contract are for convenience only and are not intended to, and shall not be construed to, limit, enlarge, or affect the scope or intent of this Master Contract nor the meaning of any provisions hereof.
- 13.22. ELECTRONIC SIGNATURES. A signed copy of this Master Contract or any other ancillary agreement transmitted by facsimile, email, or other means of electronic transmission shall be deemed to have the same legal effect as delivery of an original executed copy of this Master Contract or such other ancillary agreement for all purposes.
- 13.23. COUNTERPARTS. This Master Contract may be executed in any number of counterparts, each of which shall be deemed an original and all of which counterparts together shall constitute the same instrument which may be sufficiently evidenced by one counterpart. Execution of this Master Contract at different times and places by the parties shall not affect the validity thereof so long as all the parties hereto execute a counterpart of this Master Contract.

EXECUTED as of the date and year first above written.

STATE OF WASHINGTON
Department of Enterprise Services

COLUMBIA FORD LINCOLN HYUNDAI

By: 
Philip Saunders
Contract Specialist
Procurement Supervisor
1/5/2017

By: 
Marie Tellinghusen
Government Contracts Manager

End Exhibit A

EXHIBIT B

State of Washington
Contracts & Procurement Division
Department of Enterprise Services
P.O. Box 41411
Olympia, WA 98504-1411

Columbia Ford, Inc.
700 7th Ave
Longview, WA 98632

**SECOND AMENDMENT
TO
CONTRACT No. 05916
MOTOR VEHICLES**

This Second Amendment ("Amendment") to Contract No. 05916 is made and entered into by and between the State of Washington acting by and through the Department of Enterprise Services, a Washington State governmental agency ("State") and Columbia Ford, Inc., a Washington Corporation ("Contractor") and is dated as of September 10, 2019.

RECITALS

- A. State and Contractor (collectively the "Parties") entered into that certain Contract No. 05916 for Motor Vehicles dated effective as of January 5, 2017 ("Contract").
- B. The Parties previously amended the Contract one (1) time.
 - a. 05916a01 – Increase of Vendor Management Fee – April 1, 2017.
- C. The amendment set forth herein is within the scope of the Contract.
- D. The Parties now desire to amend the Contract as set forth herein.

AGREEMENT

NOW THEREFORE, in consideration of the mutual covenants and agreements set forth herein, the Parties hereby agree to amend the Contract, as previously amended, as follows:

1. **TERM.** The Contract term is amended to extend the term twelve (12) months, ending January 1, 2022.
2. **NO CHANGE OTHER THAN AMENDMENT.** Except as amended herein, the Contract is unaffected and remains in full force and effect.
3. **INTEGRATED AGREEMENT; MODIFICATION.** This Amendment constitutes the entire agreement and understanding of the Parties with respect to the subject matter and supersedes all prior negotiations and representations. In the event of any conflict between this Amendment and the Contract or any earlier amendment, this Amendment shall control and govern. This Amendment may not be modified except in writing signed by the Parties.
4. **AUTHORITY.** Each party to this Amendment, and each individual signing on behalf of each party, hereby represents and warrants to the other that it has full power and authority to enter into this

End Exhibit B

EXHIBIT C

From: NOREPLY@des.wa.gov
Sent: Thursday, January 14, 2021 3:18 PM
To: Mo Matthiesen
Cc: noreply@des.wa.gov
Subject: Vehicle Quote - 2021-1-473 - OLYMPIA, CITY OF - 23403

External Email Alert!

This email originated from a source outside of the City's network. Use caution before clicking on links or opening attachments.

Vehicle Quote Number: 2021-1-473 [Create Purchase Request](#) [View organization purchase requests](#)

This is a **quote** only. You must create a purchase request to order this vehicle(s)

Contract & Dealer Information

Contract #: 05916	Dealer Contact: Marie Tellinghuisen
Dealer: Columbia Ford (W403)	Dealer Phone: (360) 423-4321 Ext: 187
700 7th Avenue	Dealer Email: orders@colford.com
Longview WA 98632	

Organization Information

Organization: OLYMPIA, CITY OF - 23403
Email: mmatthie@ci.olympia.wa.us
Quote Notes: 1518 REPLACEMENT * item 999 - Change to 6-pin round plug *
Vehicle Location: OLYMPIA

Color Options & Qty

Oxford White (Z1) - 1
Tax Exempt: N

Vehicle Options

Order Code	Option Description	Qty	Unit Price	Ext. Price
2021-0909-0001	2021 Ford F350 2WD Cab and Chassis	1	\$27,289.00	\$27,289.00
2021-0909-0013	Alternative Wheelbase, Crew Cab, Dual Rear Wheels, 179WB, 60CA (W3G/179WB)	1	\$3,205.00	\$3,205.00
2021-0909-0029	110V/400W Outlet (1) (includes one in-dash mounted outlet) (to be ordered w/ 40/20/40 seating) (If ordering w/ base 6.2L Gas Engine, includes 240-Amp Alternator #67E) (43C/67E)	1	\$249.00	\$249.00
2021-0909-0040	Cab Steps, Extended or Crew Cab (6in Angular Black Running Boards)(18B)	1	\$426.00	\$426.00
2021-0909-0043	Limited Slip Rear Axle (4.30 RAR w/ gas, 4.10 RAR w/ diesel)(DRW Only) (X4L/X4N)	1	\$345.00	\$345.00
2021-0909-0047	Trailer Brake Controller (verified to be compatible with electronic actuated drum brakes only, includes Smart Trailer Tow Connector) (N/A with Trailer Brake Wiring Kit #531)(52B)	1	\$259.00	\$259.00

2021-0909-0062 XL Only - Power Equipment Group (Crew Cab) [Includes manual-folding, manually-telescoping trailer tow mirrors with power heated glass, power windows, power door locks, remote keyless entry] (Includes (4) RKE Fobs w/ Integrated Key) (deletes passenger door lock cylinder) (90L/546)	1	\$1,329.00	\$1,329.00
2021-0909-0070 Rearview Camera and Prep Kit (includes loose camera and wiring bundle) (872) (Info: Upfitters offer rearview camera installation option with body orders)	1	\$396.00	\$396.00
2021-0909-0071 Center High-Mounted Stop Lamp (CHMSL)(59H)(No-charge)	1	\$0.00	\$0.00
2021-0909-0203 Two (2) Extra RKE Fobs w/ Flip Keys, programmed (will receive 6 total) (Must also order Power Equipment Group #90LA or a Trim Level Upgrade that includes Remote Keyless Entry System) (DLR)	1	\$365.00	\$365.00
2021-0909-0206 Floor Mats, HD Rubber Molded, Front (Weather Tech)(DLR)	1	\$120.00	\$120.00
2021-0909-0207 Floor Mats, HD Rubber Molded, Rear (Weather Tech) (DLR)	1	\$100.00	\$100.00
2021-0909-0209 Fire Extinguisher, 2.5# Dry Chemical ABC Rated w/ Mounting Bracket, uninstalled (DLR)	1	\$40.00	\$40.00
2021-0909-0211 Service Manual, CD (DLR)	1	\$221.00	\$221.00
2021-0909-0212 Service Wiring Diagram, Paper (DLR)	1	\$87.00	\$87.00
2021-0909-2102 Lighting - Whelen Model: MC16PA 16in Century Mini Lightbar, quantity (1), (includes mounting on cab guard or headboard, not compatible with mounting on vehicle roof) (With body order only) (PM2102)	1	\$590.00	\$590.00
2021-0909-2105 Lighting - (1 pair) Whelen ION surface mount - Installed in front grill (With body order only) (PM2105)	1	\$724.00	\$724.00
2021-0909-2106 Lighting - (1 pair) Whelen ION surface mount - Installed on rear of body (With body order only) (PM2106)	1	\$724.00	\$724.00
2021-0909-2198 PMI Option - Back Up Alarm (With Body Order Only) (PM2198)	1	\$98.00	\$98.00
2021-0909-2208 PMI Option - Dual Cone Front Holder Inverted Ring Style- 11-1/4in Cones (With Body Order Only) (PM2208)	1	\$1,045.00	\$1,045.00
2021-0909-2212 PMI Option - (4) D-Rings (Flush Mount In Floor) 2000lb, Installed In 4 Corners of Cargo Area (With Body Order Only, not compatible with Rugby dump bodies) (PM2212)	1	\$594.00	\$594.00
2021-0909-2368 Stake Side: 42in tall Aluminum Slat (4 rows of 6in) with Stainless Stakes (Includes SS uprights, slats and gate latches) (Must also order 10-Foot Flatbed WFB-8/10 DRW) (PM2368)	1	\$2,358.00	\$2,358.00
2021-0909-2376 Flatbed Option: LED tail light package ((Only available with flatbeds and dump bodies) (PM2376)	1	\$218.00	\$218.00
2021-0909-2402 PMI 10-Foot FLATBED DUMP - Electric/Hydraulic Dual Acting (FBD-8/10) (60inCA, DRW): Venco VC416SF-ED Scelzi CS615T-11 Hoist, 3/16in steel diamond plate deck, Heavy Duty Welded Headboard, Powder Coated Black,	1	\$11,898.00	\$11,898.00

LED clearance lights, OEM tail lights, PMI Class V Dump Receiver, 7-Pin Flat plug, Installed. Installation of customer supplied OEM backup camera included. (PM2402)			
2021-0909-2527 Toolboxes - Buyers Steel (36x18x18) Toolbox, quantity (2), with drop-down door (PN: 1702305), installed under deck, forward (Must also order flatbed or dump body) (All CAs) (PM2527)	1	\$1,196.00	\$1,196.00

Quote Totals

		Total Vehicles:	1
		Sub Total:	\$53,876.00
		8.4 % Sales Tax:	\$4,525.58
		Quote Total:	\$58,401.58

End Exhibit C

EXHIBIT C1

From: NOREPLY@des.wa.gov
Sent: Thursday, January 14, 2021 3:43 PM
To: Mo Matthiesen
Cc: noreply@des.wa.gov
Subject: Vehicle Quote - 2021-1-478 - OLYMPIA, CITY OF - 23403

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Vehicle Quote Number: 2021-1-478
[Create Purchase Request](#)
[View organization purchase requests](#)

This is a **quote** only. You must create a purchase request to order this vehicle(s)

Contract & Dealer Information

Contract #: 05916	Dealer Contact: Marie Tellinghuisen
Dealer: Columbia Ford (W403)	Dealer Phone: (360) 423-4321 Ext: 187
700 7th Avenue	Dealer Email: orders@colford.com
Longview WA 98632	

Organization Information

Organization: OLYMPIA, CITY OF - 23403
Email: mmatthie@ci.olympia.wa.us
Quote Notes: WATER 2-3-YD * 999 *- POWDER COAT BOX WHITE, INSTALL 6-PIN ROUND PLUG
Vehicle Location: OLYMPIA

Color Options & Qty

Oxford White (Z1) - 1
Tax Exempt: N

Vehicle Options

Order Code	Option Description	Qty	Unit Price	Ext. Price
2021-0910-0001	2021 Ford F450 2WD Cab and Chassis	1	\$33,861.00	\$33,861.00
2021-0910-0017	Alternative Wheelbase, Crew Cab, 203WB, 84CA (W4G/203WB)	1	\$3,158.00	\$3,158.00
2021-0910-0029	110V/400W Outlet (1) (includes one in-dash mounted outlet) (to be ordered w/ 40/20/40 seating) (If ordering w/ 6.7L Diesel Engine, includes 332-Amp Dual Alternators #67A) (43C/67A)	1	\$167.00	\$167.00
2021-0910-0043	Trailer Brake Controller (verified to be compatible with electronic actuated drum brakes only, includes Smart Trailer Tow Connector) (N/A with Trailer Brake Wiring Kit #531)(52B)	1	\$259.00	\$259.00
2021-0910-0045	Limited Slip Rear Axle (4.88 RAR w/ gas, 4.10 RAR w/ diesel)(4.30 RAR w/ diesel if also ordering Extra HD Front Suspension #67P) (X8L/X4N/X4L)	1	\$345.00	\$345.00
2021-0910-0047	Extra Heavy Service Front Suspension Package (Increases 500-1,000 lbs.)(67X)	1	\$120.00	\$120.00

2021-0910-0058 Cab Steps, Extended or Crew Cab (6in Angular Black Running Boards)(188)	1	\$426.00	\$426.00
2021-0910-0063 XL Only - Power Equipment Group (Regular/Extended Cab) [Includes manual-folding, manually-telescoping trailer tow mirrors with power heated glass, power windows, power door locks, remote keyless entry] (Includes (4) RKE Fobs w/ Integrated Key) (deletes passenger door lock cylinder) (90L/546)	1	\$1,110.00	\$1,110.00
2021-0910-0072 Rearview Camera and Prep Kit (includes loose camera and wiring bundle) (872) (Info: Upfitters offer rearview camera installation option with body orders)	1	\$396.00	\$396.00
2021-0910-0203 Two (2) Extra RKE Fobs w/ Flip Keys, programmed (will receive 6 total) (Must also order Power Equipment Group #90LA or a Trim Level Upgrade that includes Remote Keyless Entry System) (DLR)	1	\$365.00	\$365.00
2021-0910-0206 Floor Mats, HD Rubber Molded, Front (Weather Tech)(DLR)	1	\$120.00	\$120.00
2021-0910-0209 Fire Extinguisher, 2.5# Dry Chemical ABC Rated w/ Mounting Bracket, uninstalled (DLR)	1	\$40.00	\$40.00
2021-0910-0211 Service Manual, CD (DLR)	1	\$221.00	\$221.00
2021-0910-0212 Service Wiring Diagram, Paper (DLR)	1	\$87.00	\$87.00
2021-0910-2102 Lighting - Whelen Model: MC16PA 16in Century Mini Lightbar, quantity (1), (includes mounting on cab guard or headboard, not compatible with mounting on vehicle roof) (With body order only) (PM2102)	1	\$590.00	\$590.00
2021-0910-2105 Lighting - (1 pair) Whelen ION surface mount - Installed in front grill (With body order only) (PM2105)	1	\$724.00	\$724.00
2021-0910-2106 Lighting - (1 pair) Whelen ION surface mount - Installed on rear of body (With body order only) (PM2106)	1	\$724.00	\$724.00
2021-0910-2198 PMI Option - Back Up Alarm (With Body Order Only) (PM2198)	1	\$98.00	\$98.00
2021-0910-2208 PMI Option - Dual Cone Front Holder Inverted Ring Style- 11-1/4in Cones (With Body Order Only) (PM2208)	1	\$1,045.00	\$1,045.00
2021-0910-2376 Flatbed Option: LED tail light package ((Only available with flatbeds and dump bodies) (PM2376)	1	\$218.00	\$218.00
2021-0910-2413 RUGBY 11-Foot Dump Body with 12in tall FOLD DOWN SIDES (Includes Dump and Hydraulics Installed) (FDS-11-3 2/3 YD Capacity) (84inCA DRW): Fold Down Sides, Rugby SR4016 Hoist, 10ga Construction, Cab Guard, Powder Coated Black, LED clearance lights, OEM tail lights, PMI Class V Dump Receiver, 7-Pin Flat plug, semi-automatic pull tarp, Installed. Installation of customer supplied OEM backup camera included. (PM2413)	1	\$13,492.00	\$13,492.00
2021-0910-2417 Dump Body Option: (3ea) Coal chute, installed left / center / right in tailgate (Must also order Rugby dump body) (PM2417)	1	\$1,224.00	\$1,224.00
2021-0910-2418 Dump Body Option: (4ea) 2000lb weld on D ring, installed 1 per corner on wall (Must also order Rugby dump body) (PM2418)	1	\$249.00	\$249.00
2021-0910-2419 Dump Body Option: (1 pair) Tailgate bumpers (Must also order Rugby dump body) (PM2419)	1	\$457.00	\$457.00
2021-0910-2527 Toolboxes - Buyers Steel (36x18x18) Toolbox, quantity (2), with drop-down door (PN: 1702305), installed under deck, forward (Must also order flatbed or dump body) (All CAs) (PM2527)	1	\$1,196.00	\$1,196.00
Quote Totals			
		Total Vehicles:	1
		Sub Total:	\$60,692.00
		8.4 % Sales Tax:	\$5,098.13
		Quote Total:	\$65,790.13

End Exhibit C1

EXHIBIT C3

From: NOREPLY@des.wa.gov
Sent: Tuesday, January 5, 2021 1:14 PM
To: Mo Matthiesen
Cc: noreply@des.wa.gov
Subject: Vehicle Quote - 2021-1-63 - OLYMPIA, CITY OF - 23403

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Vehicle Quote Number: 2021-1-63 [Create Purchase Request](#) [View organization purchase requests](#)

This is a **quote** only. You must create a purchase request to order this vehicle(s)

Contract & Dealer Information

Contract #: 05916	Dealer Contact: Marie Tellinghuisen
Dealer: Columbia Ford (W403)	Dealer Phone: (360) 423-4321 Ext: 187
700 7th Avenue	Dealer Email: orders@colford.com
Longview WA 98632	

Organization Information

Organization: OLYMPIA, CITY OF - 23403
Email: mmatthie@ci.olympia.wa.us
Quote Notes: 1490 PPP PLUMBER RIG
Vehicle Location: OLYMPIA

Color Options & Qty

Oxford White (YZ) - 1
Tax Exempt: N

Vehicle Options

Order Code	Option Description	Qty	Unit Price	Ext. Price
2021-0418-001	2021 Ford Transit Full-Size Cargo Van	1	\$25,424.00	\$25,424.00
2021-0418-028	B2: MEDIUM ROOF T25, 9070# GVWR, Regular Length, 130in WB, 220in OL, 100.8in OH (R1C/101A/130WB)	1	\$4,349.00	\$4,349.00
2021-0418-094	Back-Up Alarm w/102dB(A) warning capability (43B)	1	\$139.00	\$139.00
2021-0418-100	Reverse Sensing System (43R)	1	\$283.00	\$283.00
2021-0418-105	NEW: B-Pillar Assist handle (passenger side) (standard on Low Roof Cargo Van) (41B)	1	\$24.00	\$24.00
2021-0418-106	D Pillar Assist Handles (driver and passenger side) (driver-side handle is deleted if Front/Rear Aux A/C and Heater #57G is also ordered) (66C)	1	\$57.00	\$57.00
2021-0418-114	Running Boards, Extended Length (Covers A-C Pillar passenger side, A-B Pillar	1	\$626.00	\$626.00

driver side) (68J)				
2021-0418-116	Trailer Tow Package (Includes Tow/Haul Mode w/ Trailer Wiring Provisions #53D, 4/7-pin connector assembly and rear jumper, relay system for back-up/B+/running lights, frame-mounted hitch receiver) (deletes Rear Recovery Hook) (Does not include Trailer Brake Controller, must be ordered separately if desired) (53B)	1	\$465.00	\$465.00
2021-0418-117	Trailer Brake Controller (Must also order Trailer Tow Package #53B or Tow/Haul Mode #53D)(67D)	1	\$387.00	\$387.00
2021-0418-122	12V Powerpoint (located in rear cargo area) (87A)	1	\$14.00	\$14.00
2021-0418-123	Power Outlet - 110V/400W (High-power outlets deliver up to 400 watts of power, allowing drivers to easily charge smaller corded tools, battery chargers or mobile devices on-site) (Includes Dual AGM Batteries #63E) (Not compatible with Crew Van Seating, Push Down Manual Parking Brake #90G, Programmable Battery Guard/Enhanced Cut-off Relay #59C or Front/Rear Aux A/C and Heater #57G) (90D)	1	\$455.00	\$455.00
2021-0418-132	Limited Slip Rear Axle (3.31, 3.73, 4.10 RAR) (call dealer for availability) (X3L/X7L/X4L)	1	\$311.00	\$311.00
2021-0418-162	Load Area Protection Package for 130in Regular Wheelbase (Full Height) (Includes complete rear polypropylene panels on side walls and doors) (Not compatible with Windows-All-Around #17F, Auxiliary AC/Heater #57G, Push Down Manual Parking Brake #90G, Crew Van Seating or 11,000# GVWR options) (96D)	1	\$378.00	\$378.00
2021-0418-167	HD Cargo Flooring (130WB, Regular Length) (also includes HD Rear Scuff Plate Kit #85B to be installed by dealer/upfitter) (Not available w/ Auxiliary Air-Conditioning/Heat #57G or Dual Rear Wheel DRW models) (60B)	1	\$755.00	\$755.00
2021-0418-201	One (1) Extra PATS Key (NO FOB), programmed (DLR)	1	\$75.00	\$75.00
2021-0418-202	One (1) Extra RKE Fob with integrated key, programmed (DLR)	1	\$215.00	\$215.00
2021-0418-203	Service Manual, CD (DLR)	1	\$221.00	\$221.00
2021-0418-204	Service Manual, Wiring Diagram, Paper (DLR)	1	\$87.00	\$87.00
2021-0418-205	Fire Extinguisher (DLR)	1	\$40.00	\$40.00
2021-0418-207	Floor mats, HD rubber molded, Front (WeatherTech) (DLR)	1	\$155.00	\$155.00
2021-0418-300	INFORMATION ONLY: #300-599 Cargo Van Upfits will be installed prior to vehicle delivery. Allied Body Works, Seattle, 800-733-7450. Pricing is effective for orders received 01/01/2021 thru 12/15/2021.	1	\$0.00	\$0.00
2021-0418-308	Adrian Steel Composite Partition with Visibility. Composite partition increases climate control, reduces harshness of cargo noise, provides great recline angle. (Fits Medium roof Van Only) (ADR PARFTM) (ABW308)	1	\$1,471.00	\$1,471.00
2021-0418-329	Adrian Steel Plumbing, Heating and A/C Package (Fits Medium Roof, 130in WB Van Only) (ADR 4318TM130) (ABW329)	1	\$5,670.00	\$5,670.00

2021-0418-378	Adrian Steel Aerosol Can Tray to hold 3 cans (item left loose for end user install, unless desired location requested at time of order) (ADR ACT3) (ABW378)	1	\$65.00	\$65.00
2021-0418-379	Adrian Steel Hard Hat Holder (item left loose for end user install, unless desired location requested at time of order) (ADR TA2) (ABW379)	1	\$45.00	\$45.00
2021-0418-380	Adrian Steel Vise Mount assembly installed to floor on passenger side (alternate installation locations available upon request, vise not included) (ADR VMA36) (ABW380)	1	\$406.00	\$406.00
2021-0418-382	Adrian Steel 2-1/2in hook (item left loose for end user install, unless desired location requested at time of order) (ADR UH25) (ABW382)	1	\$22.00	\$22.00
2021-0418-416	Adrian Steel Double Drop-Down Ladder Rack (one on each side) can carry 20-28 foot extension ladders and 10-12 foot step ladders (Fits Mid and High Roof Vans Only) (ADR DDLR63FTM) (ABW416)	1	\$3,279.00	\$3,279.00

Quote Totals

		Total Vehicles:	1
		Sub Total:	\$45,418.00
		8.4 % Sales Tax:	\$3,815.11
		Quote Total:	\$49,233.11

End Exhibit C3

EXHIBIT C4

From: NOREPLY@des.wa.gov
Sent: Tuesday, January 19, 2021 10:10 AM
To: Mo Matthiesen
Cc: noreply@des.wa.gov
Subject: Vehicle Quote - 2021-1-545 - OLYMPIA, CITY OF - 23403

External Email Alert!

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Vehicle Quote Number: 2021-1-545 [Create Purchase Request](#) [View organization purchase requests](#)

This is a **quote** only. You must create a purchase request to order this vehicle(s)

Contract & Dealer Information

Contract #: 05916	Dealer Contact: Marie Tellinghuisen
Dealer: Columbia Ford (W403)	Dealer Phone: (360) 423-4321 Ext: 187
700 7th Avenue	Dealer Email: orders@colford.com
Longview WA 98632	

Organization Information

Organization: OLYMPIA, CITY OF - 23403
Email: mmatthie@ci.olympia.wa.us
Quote Notes: KEY CODE 1284X
Vehicle Location: OLYMPIA

Color Options & Qty

Agate Black (UM) - 1
Tax Exempt: N

Vehicle Options

Order Code	Option Description	Qty	Unit Price	Ext. Price
2021-0521-001	2021 Ford Police Interceptor AWD Pursuit-Rated Utility/SUV (K8A/500A)	1	\$32,879.00	\$32,879.00
2021-0521-012	Alternative Hybrid (HEV) Engine System [318 HP (combined system HP), 285 HP (gas engine) @ 6500 RPM, 260 lb.-ft. Torque @ 4000 RPM] (6840# GVWR, 1670 # Payload, 5000# Towing Capacity, 7.4in Ground Clearance) [Includes 3.3L V6 Direct-Injection Hybrid Engine System, Lithium-Ion Battery Pack (does not intrude into the cargo area), police calibrated high-performance regenerative braking system, DC/DC converter 220-Amp (in lieu of alternator), H7 AGM Battery - 800 CCA / 80-Amp, 19-Gallon Fuel Tank, 8-Year/100,000-Mile Hybrid Unique Component Warranty] (Not compatible with 3.0L V6 EcoBoost option) (99W/44B)	1	\$3,518.00	\$3,518.00
2021-0521-017	Tail Lamp/Housing Only (Includes pre-existing holes with standard twist lock sealed capability) (does not include LED strobe) (Not available with Tail Lamp Lighting Solution #66B or Ready for the Road Package #67H) (86T)	1	\$60.00	\$60.00
2021-0521-021	Side Marker LED, Sideview Mirrors (Driver side - Red / Passenger side - Blue) (Located on backside of exterior mirror housing) (LED lights only. Wiring and	1	\$289.00	\$289.00

controller are not included.) (Must also order Pre-wiring for grille lamp, siren and speaker #60A) (63B)				
2021-0521-028	Pre-Wiring for Grille LED Lights, Siren and Speaker (60A)	1	\$50.00	\$50.00
2021-0521-030	Noise Suppression Bonds (Ground Straps)(60R)	1	\$100.00	\$100.00
2021-0521-031	Switchable Red/White Lighting in Cargo Area (deletes 3rd row map light) (17T)	1	\$50.00	\$50.00
2021-0521-033	Dark Car Feature (courtesy lamp disable when any door is opened) (Not available with Daytime Running Lights #942) (43D)	1	\$25.00	\$25.00
2021-0521-034	Police Engine Idle Feature (when activated, allows the key to be removed from ignition while vehicle remains idling, which allows driver to leave the engine running and prevents vehicle from unauthorized use when driver is outside of the vehicle) (47A)	1	\$259.00	\$259.00
2021-0521-035	Badge Delete (deletes Police Interceptor badging on rear liftgate and Interceptor badging on front hood when ordered with EcoBoost engine) (16D)	1	\$0.00	\$0.00
2021-0521-036	BLIS Blind Spot Monitoring with Cross-Traffic Alert (Includes manual fold-away heated mirrors) (55B/54Z)	1	\$543.00	\$543.00
2021-0521-039	Doors/Locks: Hidden Door Lock Plunger with Rear Door Controls Inoperable - locks, handles and windows (locks/windows operable from drivers door switches) (included with Ready for the Road Package #67H) (52P)	1	\$159.00	\$159.00
2021-0521-046	Pre-Collision Assist with Pedestrian Detection (Includes Forward Collision Warning and Automatic Emergency Braking and unique disable switch for Law Enforcement use) (Not available with Front Interior Visor Lightbar #96W) (76P)	1	\$144.00	\$144.00
2021-0521-049	Fleet Keyed Alike (Call dealer for available key codes) (Allowed to also order Remote Keyless Entry #55F) (KEY)	1	\$50.00	\$50.00
2021-0521-050	Rear Console Plate (wiring conduit from front console plate to rear seat) (Included with Ready for the Road Pkg #67H) (Not available with Interior Upgrade Pkg #65U or Front Console Plate Delete #85D) (85R)	1	\$45.00	\$45.00
2021-0521-054	Spot Lamps, LED Bulbs, Dual (Whelen) (51V)	1	\$663.00	\$663.00
2021-0521-061	Underbody Deflector Plate (engine and transmission shield) (76D)	1	\$334.00	\$334.00
2021-0521-064	Rear Center Seat Delete (Includes center seat delete tray) (Not available with Interior Upgrade Pkg #65U or Vinyl Rear Seat) (No credit) (85S)	1	\$0.00	\$0.00
2021-0521-068	Ballistic Door Panel (Level III+) - Driver Front Door Only (90D)	1	\$1,580.00	\$1,580.00
2021-0521-073	H8 AGM Battery Upgrade (900 CCA / 92-Amp) (19K)	1	\$109.00	\$109.00
2021-0521-074	OBD-II Split Connector (Allows up to 2 devices to be connected to the vehicle OBD-II port) (61B)	1	\$55.00	\$55.00
2021-0521-201	Keys, 2 Extra Keys (for a total of 6 keys) (Cannot order extra RKE Fobs, max of 4 can be programmed to vehicle) (DLR)	1	\$10.00	\$10.00
2021-0521-202	Fire Extinguisher, 2.5# Dry Chemical ABC Rated w/ Mounting Bracket, uninstalled (DLR)	1	\$35.00	\$35.00
Quote Totals				
		Total Vehicles: 1		
		Sub Total: \$40,957.00		
		8.4 % Sales Tax: \$3,440.39		
		Quote Total: \$44,397.39		

End Exhibit C4

Page 20 of 49

EXHIBIT D1



76

Power (hp @ rpm)	3.5L 2000 V6	3.5L 2000 V6 with Auto start-stop technology
27.5 @ 5,500	310 @ 5,000	
262 @ 3,750	400 @ 2,500	

1000

100

controllable (TBC)
provisions
LAST VES
ring lamps
5, 25, 40, 70, or 95-amp-16.)
for debris
location The location
on (65, 70- or 75-mph
speed options)

ular, Long and Extended-Length
UR, LR, MR and H²
power output
Control
and Limiting Device (A.SLD)
(AWD)

EXHIBIT E

2021 Model Year **Ford Warranty Guide**

(Except F-650/750 and Electric Vehicles)



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July 2020
Second Printing
Litho in U.S.A.



MM7J19T201AA





Your satisfaction is our #1 goal. If you have any questions or concerns, or are unsatisfied with the service you are receiving, follow these steps:

1. Contact your Sales Representative or Service Advisor at your selling/servicing dealership.
2. If your inquiry or concern remains unresolved, contact the Sales Manager, Service Manager or Customer Relations Manager.
3. If you require assistance or clarification on Ford Motor Company policies or procedures, please contact the Ford Customer Relationship Center.

In the United States:	In Canada:
<p>Ford Motor Company Customer Relationship Center P.O. Box 6248 Dearborn, MI 48121 1-800-392-3673 (FORD) For the hearing- or speech-impaired: Please contact the Telecommunication Relay Service by dialing 711 www.owner.ford.com</p>	<p>Customer Relationship Centre Ford Motor Company of Canada, Limited P.O. Box 2000 Oakville, Ontario L6J 5E4 1-800-565-3673 (FORD) TDD for hearing impaired 1-888-658-6805 M-F 8:30 AM - 8:00 PM (ET) www.ford.ca</p>
In Asia-Pacific Region, Sub-Saharan Africa, U.S. Virgin Islands, Central America, the Caribbean, and Israel:	In Puerto Rico:
<p>Ford Motor Company Ford Export Operations Attention: Customer Relations 1555 Fairlane Drive Fairlane Business Park #3 Allen Park, MI 48101 Telephone: (313) 594-4857 For customers in Guam, the Commonwealth of the Northern Mariana Islands (CNMI), America Samoa, and the U.S. Virgin Islands, please feel free to call our Toll-Free Number: (800) 841-FORD (3673) Fax: (313) 390-0804 E-mail: expcac@ford.com</p>	<p>Ford International Business Development, Inc. P.O. Box 11957 Caparra Heights Station San Juan, PR 00922-1957 Telephone: (800) 841-FORD (3673) Fax: (313) 390-0804 E-mail: prcac@ford.com www.ford.com.pr</p>
In Middle East:	
<p>Ford Middle East Customer Relationship Center P.O. Box 21470 Dubai, United Arab Emirates Telephone: 971-4-3326084 Toll-free Number for the Kingdom of Saudi Arabia: 800 8971409 Local Telephone Number for Kuwait: 24810575 Fax: 971-4-3327299 E-mail: menacac@ford.com www.me.ford.com</p>	

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1. Introduction

Ford Motor Company and your selling dealer thank you for selecting one of our quality products. Our commitment to you and your vehicle begins with quality protection and service.

When you need warranty repairs, your selling dealer would like you to return to it for that service, but you may also take your vehicle to another Ford Motor Company dealership authorized for warranty repairs. Certain warranty repairs require special training though, so not all dealers are authorized to perform all warranty repairs. That means that, depending on the warranty repair needed, the vehicle may need to be taken to another dealer. If a particular dealership cannot assist you, then contact the Customer Relationship Center at 1-800-392-3673.

This booklet explains in detail the warranty coverages that apply to your 2021-model car or light truck. If you bought a previously owned 2021-model vehicle, you are eligible for any remaining warranty coverages.

Ford Motor Company provides the **Emissions Defect Warranties** and **Emissions Performance Warranties** which cover your emissions control systems, and **Noise Emissions Warranty** which applies only to medium/heavy duty trucks over 10,000 pounds Gross Vehicle Weight Rating (pages 19-36).

2. Important information you should know

IF YOU NEED CUSTOMER ASSISTANCE

Your Ford Motor Company dealer is available to assist you with all your automotive needs. Please follow the procedures outlined on the front page of this booklet.

In addition, if you are an eligible U.S. owner, you may use - at no cost - the services of the BBB AUTO LINE program. For details, see Better Business Bureau (BBB) AUTO LINE program, page 38 or call 1-800-955-5100.

KNOW WHEN YOUR WARRANTY BEGINS

Your **Warranty Start Date** is the day you take delivery of your new vehicle or the day it is first put into service (for example, as a dealer demonstrator), whichever occurs first.

CHECK YOUR VEHICLE

We try to check vehicles carefully at the assembly plant and the dealership, and we usually correct any damage to paint, sheet metal, upholstery, or other appearance items. But occasionally something may slip past us, and a customer may find that a vehicle was damaged before he or she took delivery. If you see any damage when you receive your vehicle, notify your dealership within one week.

MAINTAIN YOUR VEHICLE PROPERLY

Your glove compartment contains an **Owner's Manual** which indicates the scheduled maintenance required for your vehicle. Proper maintenance guards against major repair expenses resulting from neglect or inadequate maintenance, may help increase the value you receive when you sell or trade your vehicle, and is important in allowing your vehicle to comply with applicable emissions standards.

It is your responsibility to make sure that all of the scheduled maintenance is performed and that the materials used meet Ford engineering specifications. Failure to perform scheduled maintenance as specified in the Owner's Manual will invalidate warranty coverage on

parts affected by the lack of maintenance. Make sure that receipts for completed maintenance work are retained with the vehicle.

Your Ford or Lincoln dealership, or Ford or Lincoln Quality Care Service Center, has factory-trained technicians who can perform the required maintenance using genuine Ford parts. The dealership looks forward to meeting your every service need to maximize your satisfaction with your vehicle.

WHO PAYS FOR WARRANTY REPAIRS?

You will not be charged for repairs covered by any applicable warranty during the stated coverage periods, unless specifically stated elsewhere in this guide.

Some states have mandated alternate time coverage periods for parts of your vehicle (e.g. seatbelts).

Some states and/or local governments may require a tax on a portion of warranty repairs. Where applicable law allows, the tax must be paid by you, the owner of the vehicle.

During the Bumper to Bumper Warranty period, dealers may receive instructions to provide no-cost, service-type improvements - not originally included in your Owner's Manual - intended to increase your overall satisfaction with your vehicle.

Sometimes Ford may offer a special adjustment program to pay all or part of the cost of certain repairs beyond the terms of the applicable warranty. Check with your dealer or call 1-800-392-3673 to learn whether any adjustment program is applicable to your vehicle. Please have your vehicle identification number available.

DO WARRANTIES APPLY IN OTHER COUNTRIES?

The **New Vehicle Limited Warranty** and the **Emissions Warranties** described in this booklet apply to your vehicle if:

- it was originally purchased through the Ford Export Operations Military Sales Program; or
- it was originally sold or leased by Ford Motor Company or one of its dealers in the United States or U.S. Federalized Territories, and it was originally registered/licensed and operated in the United States, U.S. Federalized Territories, or Canada.

If you meet either of these two requirements, you do have warranty coverage when you travel with this vehicle outside the United States, U.S. Federalized Territories, or Canada. In some cases, however, you may have to pay the servicing Ford dealer in a foreign country or U.S. Federalized Territory for a repair that is covered under the U.S. warranty. If this happens, be sure to save the paid repair order or invoice. You should present this document to a U.S. Ford Motor Company dealer for warranty refund consideration. Refer to www.Ford.com for additional customer assistance reference information.

3. The New Vehicle Limited Warranty for your 2021-model vehicle

LIMITATIONS AND DISCLAIMERS

All of the warranties in this booklet are subject to the following limitations and disclaimers:

The warranties in this booklet are the only express warranties applicable to your vehicle. Ford does not assume or authorize anyone to assume for it any other obligation or liability in connection with your vehicle or these warranties. No person, including Ford employees or dealers, may modify or waive any part of these warranties.

Ford and its dealers reserve the right to make changes in or additions to vehicles built or sold by them at any time without incurring any obligation to make the same or similar changes or additions to vehicles previously built or sold.

Ford and its dealers also reserve the right to provide post-warranty repairs, conduct recalls, or extend the warranty coverage period for certain vehicles or vehicle populations, at the sole discretion of Ford. The fact that Ford has provided such measures to a particular vehicle or vehicle population in no way obligates Ford to provide similar accommodations to other owners of similar vehicles.

As a condition of these warranties, you are responsible for properly using, maintaining, and caring for your vehicle as outlined in your Owner's Manual. Ford recommends that you maintain copies of all maintenance records and receipts for review by Ford.

Ford and your dealer are not responsible for any time or income that you lose, any inconvenience you might be caused, the loss of your transportation or use of your vehicle, the cost of rental vehicles, fuel, telephone, travel, meals, or lodging, the loss of personal or commercial property, the loss of revenue, or for any other incidental or consequential damages you may have.

Punitive, exemplary, or multiple damages may not be recovered unless applicable law prohibits their disclaimer.

You may not bring any warranty-related claim as a class representative, a private attorney general, a member of a class of claimants or in any other representative capacity.

Ford shall not be liable for any damages caused by delay in delivery or furnishing of any products and/or services.

You may have some implied warranties. For example, you may have an implied warranty of merchantability (that the car or light truck is reasonably fit for the general purpose for which it was sold) or an implied warranty of fitness for a particular purpose (that the car or light truck is suitable for your special purposes), if a special purpose was specifically disclosed to Ford itself not merely to the dealer before your purchase, and Ford itself not just the dealer told you the vehicle would be suitable for that purpose.

These implied warranties are limited, to the extent allowed by law, to the time period covered by the written warranties, or to the applicable time period provided by state law, whichever period is shorter.

DISCLAIMER OF IMPLIED WARRANTIES FOR BUSINESS AND RACING USE

***** Ford disclaims all implied warranties if the vehicle is used for business or commercial purposes. *****

***** Ford disclaims the implied warranty of fitness for a particular purpose if your vehicle is used for racing, even if the vehicle is equipped for racing. *****

The warranties contained in this booklet and all questions regarding their enforceability and interpretation are governed by the law of the state in which you purchased your Ford vehicle. Some states do not allow Ford to limit how long an implied warranty lasts or to exclude or limit incidental or consequential damages, so the limitation and exclusions described above may not apply to you.

APPLICABILITY OF LIMITATIONS OF IMPLIED WARRANTY TO NEW VEHICLE LIMITED WARRANTY AND EMISSIONS WARRANTY

***** This information about the limitation of implied warranties and the exclusion of incidental and consequential damages under the NEW VEHICLE LIMITED WARRANTY also applies to the EMISSIONS WARRANTIES described on pages 19-35. *****

Ford participates in the BBB AUTO LINE warranty dispute resolution program. You may contact BBB AUTO LINE by calling 800-955-5100.

You are required to submit your warranty dispute to the BBB AUTO LINE before exercising rights or seeking remedies under the Federal Magnuson-Moss Warranty Act, 15 U.S.C. § 2301 et seq. To the extent permitted by the applicable state "Lemon Law", you are also required to submit your warranty dispute to the BBB AUTO LINE before exercising any rights or seeking remedies under the "Lemon Law". If you choose to seek remedies that are not created by the Magnuson-Moss Warranty Act or the applicable state "Lemon Law," you are not required to first use BBB AUTO LINE to resolve your dispute – although the program is still available to you.

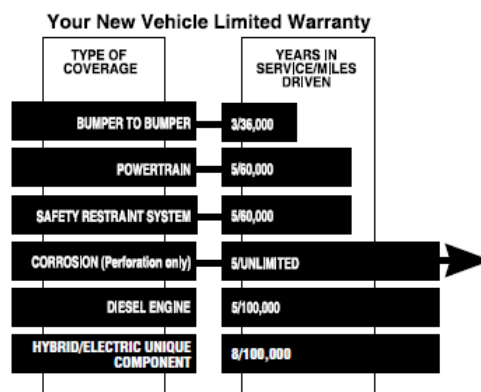
For more information regarding the BBB AUTO LINE program, see page 38 of this booklet.

QUICK REFERENCE: WARRANTY COVERAGE

This chart gives a general summary of your warranty coverage provided by Ford Motor Company under the **New Vehicle Limited Warranty**. Please refer to the description of warranty coverage for more specific information.

For each type of coverage, the chart shows two measures:

- years in service
- miles driven



The measure that occurs first determines how long your coverage lasts. For example: Your Bumper to Bumper Coverage lasts for three years - unless you drive more than 36,000 miles before three years elapse. In that case, your coverage ends at 36,000 miles.

For more details on coverage, see:

- ➔ **What is Covered?** (pages 9-13)
- ➔ **What is Not Covered?** (pages 13-16)

WHAT IS COVERED?

Your NEW VEHICLE LIMITED WARRANTY gives you specific legal rights. You may have other rights that vary from state to state. Under your New Vehicle Limited Warranty if:

- your Ford vehicle is properly operated and maintained, and
- was taken to a Ford dealership for a warranted repair during the warranty period,

then authorized Ford Motor Company dealers will, without charge, repair, replace, or adjust all parts on your vehicle that malfunction or fail during normal use during the applicable coverage period due to a manufacturing defect in factory-supplied materials or factory workmanship.

This warranty does not mean that each Ford vehicle is defect free. Defects may be unintentionally introduced into vehicles during the design and manufacturing processes and such defects could result in the need for repairs. Ford provides the New Vehicle Limited Warranty only to remedy manufacturing defects that result in vehicle part malfunction or failure during the warranty period.

The remedy under this written warranty, and any implied warranty, is limited to repair, replacement, or adjustment of defective parts. This exclusive remedy shall not be deemed to have failed its essential purpose so long as Ford, through its authorized dealers, is willing and able to repair, replace, or adjust defective parts in the prescribed manner. Ford's liability, if any, shall in no event exceed the cost of correcting manufacturing defects as herein provided and upon expiration of this warranty, any such liability shall terminate.

Conditions that are not covered by the New Vehicle Limited Warranty are described on pages 13-16. When making warranty repairs on your vehicle, the dealer will use Ford or Motorcraft parts or remanufactured or other parts that are authorized by Ford, at the discretion of Ford or the Ford dealership.

Nothing in this warranty should be construed as requiring defective parts to be replaced with parts of a different type or design than the original part, so long as the vehicle functions properly with the replacement part. Moreover, Ford and its authorized dealers are entitled to a reasonable time and a reasonable number of attempts within which to diagnose and repair any defect covered by this warranty.

In certain instances, Ford may authorize repairs at other than Ford dealer facilities.

Two separate warranties apply to tires on your new vehicle. The New Vehicle Limited Warranty covers tire defects in factory supplied material or workmanship for 100% of labor costs and on a pro rata adjustment basis for parts. (See the reimbursement schedule below).

For vehicles within the New Vehicle Limited Warranty time in service and mileage coverage period, defective tires will be replaced on a pro rata adjustment basis according to the following mileage-based Reimbursement Schedule:

MILES DRIVEN	PERCENT OF PARTS COVERED BY FORD
1-12,000	100%
12,001-24,000	80%
24,001-36,000	30%

The tire manufacturer also provides you with a separate tire warranty that may extend beyond the New Vehicle Limited Warranty coverage. You will find the manufacturer's tire warranty with the owner literature supplied with your vehicle. You have the option of having a tire warranty repair performed by the tire manufacturer's authorized service center. If you go to a tire service center for a repair covered by the New Vehicle Limited Warranty, you may be charged a prorated amount for wear or other charges. If so, you should present your paid invoice detailing the nature of the charges to any Ford Motor Company dealership for refund consideration. When making warranty repairs on your vehicle, the dealer will use Ford or Motorcraft parts or remanufactured or other parts that are authorized by Ford. In certain instances, Ford may authorize repairs at other than Ford dealer facilities. Tire replacements under warranty will be made with the same brand and model as originally equipped with the vehicle unless the same brand and model is no longer available, in which case a tire of the same brand, size, load, speed and tread type will be used. In some circumstances, Ford may authorize another brand and/or model to substitute for the original brand and model, even if still available.

Normal tire wear or damage is not reimbursable. See page 16 for details of what is not covered.

Extended warranty coverage periods are available for certain vehicle parts and conditions. Specifically,

(1) Your vehicle's Powertrain components are covered for five years or 60,000 miles, whichever occurs first. The extended coverage applies to

the **Engine**: all internal lubricated parts, cylinder block, cylinder heads, electrical fuel pump, powertrain control module, engine mounts, flywheel, injection pump, manifold (exhaust and intake), manifold bolts, oil pan, oil pump, seals and gaskets, engine thermostat, engine thermostat housing, timing chain cover, timing chain (gears or belt), turbocharger/supercharger unit, valve covers, water pump;

Transmission: all internal parts, clutch cover, seals and gaskets, torque converter, transfer case (including all internal parts), transmission case, transmission mounts (front and rear); **Front-Wheel Drive**: axle shafts, front bearings, seals and gaskets, universal and constant velocity joints; **Rear-Wheel Drive**: axle shafts, rear bearings, center support bearing, drive axle housing (including all internal parts), drive shaft, retainers, supports, seals and gaskets, universal and constant velocity joints.

Four-Wheel/All-Wheel Drive: axle shafts, bearings (front and rear), center support bearing, drive shafts, final drive housing (including all internal parts), hubs-automatic front locking (four-wheel drive), locking rings (four-wheel drive), seals and gaskets, universal and constant velocity joints.

(2) Your vehicle's safety belts and air bag Supplemental Restraint System (SRS) are covered for an extended Safety Restraint Coverage Period, which lasts for five years or 60,000 miles, whichever occurs first.

(3) Your vehicle's body sheet metal panels are covered for an extended Corrosion Coverage Period, which lasts for five years, regardless of miles driven. The extended warranty coverage only applies if a body sheet metal panel becomes perforated due to corrosion during normal use due to a manufacturing defect in factory-supplied materials or factory workmanship. If aluminum body panels have corrosion or rust damage, and the damage is not the result of abnormal usage, vehicle accident, customer actions and/or extreme environmental conditions, the corrosion or rust damage repairs are covered for 5 years, unlimited miles. For damage caused by airborne material (environmental fallout) where there is no factory-related defect involved and therefore no warranty – our policy is to provide free repair of paint damage due to the airborne material for 12 months or 12,000 miles, whichever occurs first.

(4) Your vehicle's direct injection diesel engine and certain engine components are covered during the Diesel Engine Coverage Period, which lasts for five years or 100,000 miles, whichever occurs first. The following parts are covered during this extended coverage period: the engine, cylinder block, heads and all internal parts, intake and exhaust

manifolds, timing gear, harmonic balancer, valve covers, oil pan and pump, water pump, fuel system (excluding fuel lines, fuel tank and frame mounted fuel conditioning module sometimes referred to as the frame mounted pump/filter/water separator or frame mounted fuel filter/water separator), high pressure lines, gaskets and seals, glow plugs, turbocharger, two-stage turbocharger assembly, turbocharger actuator, powertrain control module, high pressure fuel injection pump assembly, injectors, injection pressure sensor, fuel rail pressure sensor, exhaust back pressure regulator and sensor, exhaust pressure sensor, manifold pressure sensor, intake air temperature sensor, crankshaft position sensor, camshaft position sensor, accelerator switch.

(5) The electrical drivetrain system of your vehicle is covered by the Hybrid & Electric Vehicle Unique Component coverage for eight years or 100,000 miles, whichever comes first. The components in the electrical drivetrain system of your vehicle will vary, depending on whether your vehicle is a hybrid, plug-in hybrid, but you can rest assured knowing that your vehicle's electrical drivetrain system is covered by this comprehensive warranty. Depending on your vehicle, electrical drivetrain system components covered by this warranty may include, and are not limited to: high-voltage battery, high-voltage battery connector, battery energy control module (BECM), on-board charger, inverter system controller (ISC), DC/DC converter, hybrid continuously variable transmission or electric driveline motor and transmission range sensor. If an electrical drivetrain system component requires replacement under warranty, it may be replaced with a new, factory remanufactured, or factory refurbished component, at Ford's discretion. Refurbished battery components selected for your vehicle will align with your vehicle's age and mileage, and meet Ford's stringent requirements and standards. (see "Note: High-Voltage Battery Gradual Capacity Loss" below).

Note: High Voltage Battery Gradual Capacity Loss

The high voltage battery will experience gradual capacity loss with time and use, similar to all batteries, which is considered normal wear and tear. Loss of battery capacity due to or resulting from gradual capacity loss is NOT covered under the New Vehicle Limited Warranty. See your Owner's Manual for important tips on how to maximize the life and capacity of the high voltage battery.

NOTE: Some components may also be covered by the Emissions Warranties. For more information, see pages 19-35.

If you own or lease a 2021-model Next Generation Police Interceptor Vehicle (NGPI), refer to the Warranty Addendum Card that was given to you when you took delivery of your vehicle for further explanation of Amendments to the New Vehicle Limited Warranty. The Warranty Addendum applies only the NGPI vehicles delivered in the State of Florida and New York.

Over the Air (OTA) Updates

During the warranty coverage period, Ford Motor Company warrants that:

- you will not be charged for diagnosis, repair, replacement, or adjustment of components that are damaged or inoperable due to a defect caused by an OTA update

WHAT IS NOT COVERED UNDER THE NEW VEHICLE LIMITED WARRANTY?

Damage Caused By:

- accidents, collision or objects striking the vehicle (including driving through a car wash)
- theft, vandalism, or riot
- fire or explosion
- using contaminated or improper fuel/fluids
- customer-applied chemicals or accidental spills
- driving through water deep enough to cause water to be ingested into any component. i.e. powertrain components
- misuse of the vehicle, such as driving over curbs, overloading, racing or using the vehicle as a permanent stationary power source

(Plug-In Vehicles only) - The New Vehicle Limited Warranty does not cover: damage to the 120V convenience cord caused by misuse of the cord. Always use the convenience cord in a manner that conforms to the directions found in the Owner's Manual.

Damage Caused by Alteration or Modification

The New Vehicle Limited Warranty does not cover any damage caused by:

- alterations or modifications of the vehicle, including the body, chassis, electronics or their components, after the vehicle leaves the control of Ford Motor Company

- tampering with the vehicle, tampering with the emissions systems or with the other parts that affect these systems (for example, but not limited to exhaust and intake systems)
- the installation or use of a non-Ford Motor Company part or software (other than a certified emissions part or software) or any part or software (Ford or non-Ford) designed for off-road use only installed after the vehicle leaves the control of Ford Motor Company, if the installed part fails or causes a Ford part to fail. Examples include, but are not limited to lift kits, oversized tires, roll bars, cellular phones, alarm systems, automatic starting systems and performance-enhancing powertrain components or software and performance “chips”.

Your vehicle may allow, enable or facilitate the use of certain non-Ford Motor Company software. Ford is not responsible for the functionality of such software. Ford may disallow, discontinue or modify your ability to use such software at any time without prior notification or incurring any warranty or other obligation. Non-Ford Motor Company software may be governed by End User License Agreement or warranty provided by the software provider. For Ford Motor Company software see End User License Agreement found in the Owner Manual.

Damage Caused by Use and/or the Environment

The New Vehicle Limited Warranty does not cover surface rust, deterioration and damage of paint, trim, upholstery, and other appearance items that result from use and/or exposure to the elements. You, as the owner, are responsible for these items. Some examples are:

- dings, dents
- cuts, burns, punctures or tears
- road salt
- tree sap, bird and bee droppings
- windstorm, lightening, hail
- earthquake
- freezing, water or flood
- stone chips, scratches (some examples are on paint and glass)
- windshield stress cracks. However, limited coverage on windshield stress cracks will be provided for the first 12 months or 12,000 miles (whichever occurs first), even though caused by use and/or exposure to the elements.

Maintenance/Wear

The New Vehicle Limited Warranty does not cover: (1) parts and labor needed to maintain the vehicle; and (2) the replacement of parts due to normal wear and tear. You, as the owner, are responsible for these items. See your Owner's Manual. Some examples of maintenance and normal wear are:

- | | |
|----------------------------------|--|
| • oil changes | • clutch linings |
| • oils, lubricants, other fluids | • wiper blades* |
| • oil/air filters | • wheel alignments and tire balancing* |
| • tire rotation/inflation | • brake pad/lining* |
| • cleaning/polishing | |

* Ford will replace or adjust certain maintenance items when necessary, free of charge during a limited period:

- Wiper blade replacements will be provided during the first six months in service, regardless of miles driven.
- Wheel alignments and tire balancing will be provided during the first 12 months or 12,000 miles in service, whichever occurs first.
- Brake pad/lining replacements will be provided during the first 12 months or 18,000 miles in service, whichever occurs first.

SYNC Hands-Free Communications and Entertainment System

If your vehicle is equipped with SYNC, the New Vehicle Limited Warranty does not cover repairs under certain conditions, such as failure to provide proper installation environment. The New Vehicle Limited Warranty does not cover repairs for certain damage or loss, such as:

- Loss of personal recording media, software or data
- Loss, change, or discontinuation of functionality because of:
 - system updates to Ford Motor Company software or lack of compatibility with non-Ford Motor Company electronic devices
 - non-Ford Motor Company software, or
 - obsolescence of vehicle software or hardware
 - lack of network coverage or availability

- Damage caused by:
 - abnormal use such as insertion of foreign objects, fluid spillage
 - unauthorized modification to alter functionality or capability
 - computer or internet viruses, bugs, or malware, such as worms, Trojan Horses, cancelbots
 - installation of unauthorized software, peripherals and attachments
 - unauthorized, unapproved and/or incompatible repairs, upgrades and modification
 - the defective function or obsolescence of your cellular phone or digital media device (for example, inadequate signal reception by the external antenna, viruses or other software problems)

Tire Wear or Damage

The New Vehicle Limited Warranty does not cover normal wear or worn out tires. Tires will not be replaced (unless required by a warranty repair) for wear or damage including:

- tire damage from road hazard such as cuts, snags, bruises, bulges, puncture, and impact breaks
- tire damage due to under or over inflation, tire chain use, racing, spinning (as when stuck in snow or mud), improper mounting or dismounting, or tire repair

Other Items or Conditions Not Covered

The New Vehicle Limited Warranty does not cover:

- vehicles that have had the odometer disconnected, altered, or inoperative for an extended period of time with the result that the actual mileage cannot be determined
- vehicles that have ever been labeled or branded as dismantled, fire, flood, junk, rebuilt, reconstructed, or salvaged; this will void the New Vehicle Limited Warranty
- vehicles that have been determined to be a total loss by an insurance company; this will void the New Vehicle Limited Warranty
- converted ambulances that are not equipped with the Ford Ambulance Prep Package, see important information about ambulance conversions (page 40)
- aftermarket parts or components, sometimes installed by Ford Motor Company or an authorized Ford dealership, may not be covered by the New Vehicle Limited Warranty. Any damage caused to Ford components due to the failure of aftermarket parts (other than a certified emissions part) is not covered.
- high-voltage battery replacement due to improper vehicle storage. Refer to the Owner's Manual for the proper ways your vehicle's battery must be maintained in the event the vehicle is not driven or is stored for an extended period of time.
- The Lithium-ion battery (EV battery) will experience gradual capacity loss with time and use (similar to all lithium-ion batteries), which is considered normal wear and tear. Loss of battery capacity due to or resulting from gradual capacity loss is NOT covered under the New Vehicle Limited Warranty. See your Owner's Manual for important tips on how to maximize the life and capacity of the Lithium-ion battery.

4. In addition ...

ROADSIDE SERVICE ASSISTANCE (UNITED STATES, PUERTO RICO, AND U.S. VIRGIN ISLANDS)

Your vehicle is covered by the complimentary Ford Roadside Assistance Program (unless you are driving a daily rental unit). Under this program, Ford will cover:

- Towing to the nearest Ford Motor Company dealership, or towing to your selling dealership if within 35 miles of the disablement
- Flat tire change (vehicle must have useable spare)
- Fuel delivery (limited to two occurrences in a 12-month period up to 2 gal. gas, 5 gal. diesel)
- 12V Battery jump starts
- Lock-out assistance (replacement key cost is customer responsibility)
- Winch out services: includes pulling a vehicle within 100 feet of a paved or county maintained road. No recoveries.

The Roadside Assistance Program is separate from the New Vehicle Limited Warranty. It begins at the warranty start date and lasts for five years or 60,000 miles (whichever occurs first). If you need towing beyond the five years or 60,000 miles (whichever occurs first) period, Ford can arrange roadside assistance and charge your credit card. If the reason for the vehicle disablement is later found to be covered by another Ford warranty, Ford will provide a refund for the tow charge under the other warranty, through the dealership.

For emergency roadside assistance, call 1-800-241-3673, 24 hours a day, 365 days a year.

Ford Rent-A-Car (FRAC) and Dealer Daily Rental (DDR) vehicles that must be towed because a covered repair failed during the warranty coverage period, Ford will cover towing to the nearest Ford Motor Company dealership.

Ford Motor Company reserves the right to modify or discontinue Roadside Assistance at any time. Certain restrictions apply to Roadside Assistance benefits. Call 1-800-241-3673 for further details.

5. Federal requirements for emissions warranties

QUICK REFERENCE: EMISSIONS WARRANTY COVERAGE

This chart shows your warranty coverage under two emissions warranties that Ford Motor Company provides, in compliance with Federal requirements. The warranties are:

- Emissions Defects Warranty
- Emissions Performance Warranty



* Applies to vehicles up to 8,500 pounds gross vehicle weight rating (GVWR).

** Applies to trucks over 8,500 pounds gross vehicle weight rating (GVWR) up to 19,500 pounds gross vehicle weight rating (GVWR). Vocational vehicle tires covered for 2/24,000 for defects that affect compliance with greenhouse gas requirements.

For full details on emissions control coverage, see:

- Emissions Defect Warranty (page 20)
- Emissions Performance Warranty (page 21)
- What is Covered? (pages 22-24)
- What is Not Covered? (page 24)

NOTE: Fully-electric vehicles are not eligible for any emissions warranties described in this booklet.

EMISSIONS DEFECT WARRANTY COVERAGE

During the warranty coverage period, Ford Motor Company warrants that:

- your vehicle or engine is designed, built, and equipped to meet - at the time it is sold - the emissions regulations of the U.S. Environmental Protection Agency (EPA).
- your vehicle or engine is free from emission-related defects in factory-supplied materials or workmanship, which are defects that could prevent the vehicle or engine from conforming with applicable EPA regulations.
- you will not be charged for diagnosis, repair, replacement, or adjustment of parts containing an emissions-related defect. A list of emission-related parts can be found in **What is Covered?** on pages 22-24.

The warranty coverage period for:

- The emissions defects warranty coverage period for passenger cars and light duty trucks (applies to vehicles up to 8,500 pounds GVWR) is as follows:
 - 8 years or 80,000 miles (whichever occurs first) for catalytic converters, electronic emissions control unit, and onboard emissions diagnostic devices, including the Battery Energy Control Module (BECM).
 - 2 years or 24,000 miles (whichever occurs first) for all other covered parts. (Note: Ford's 3-year, 36,000-mile bumper-to-bumper coverage, as described above, surpasses this mandatory federal coverage.)
- Heavy duty vehicles (applies to trucks over 8,500 pounds GVWR up to 19,500 pounds GVWR)
 - The emissions warranty coverage period for heavy duty vehicles (HDVs) is 5 years or 50,000 miles (whichever comes first) for all parts covered by your emissions warranty.
 - **Only for HDVs not designated as "vocational vehicles" on the underhood "VEHICLE EMISSION CONTROL INFORMATION" label:** The 5 year/50,000 mile warranty includes coverage of components whose failure would increase the vehicle's emissions of air conditioning refrigerants.
 - **Only for HDVs designated as "vocational vehicles" on the underhood "VEHICLE EMISSION CONTROL INFORMATION" label:** Tire defects that affect compliance with emission standards are covered for 2 years or 24,000 miles, whichever comes first.

EMISSIONS PERFORMANCE WARRANTY COVERAGE

Under Emissions Performance Warranty Coverage, Ford Motor Company will repair, replace, or adjust - with no charge for labor, diagnosis, or parts - any emissions control device or system, if you meet all of the following conditions:

- You have maintained and operated your vehicle according to the instructions on proper care in the **Owner's Manual** and this booklet.
- Your vehicle fails to conform, during the warranty coverage period, to the applicable national EPA standards, as determined by an EPA approved inspection and maintenance program.
- You are subject to a penalty or sanction under local, state, or federal law because your vehicle has failed to conform to the emissions standards. (A penalty or sanction can include being denied the right to use your vehicle.)
- Your vehicle has not been tampered with, misused, or abused.

The warranty coverage period for:

- Passenger cars and light duty trucks (applies to vehicles up to 8,500 pounds GVWR) is as follows:
 - 8 years or 80,000 miles (whichever occurs first) for catalytic converter, electronic emissions control unit, and onboard emissions diagnostic devices.
 - 2 years or 24,000 miles (whichever occurs first) for all other covered parts .
- Heavy duty vehicles (applies to trucks over 8,500 pounds GVWR up to 19,500 pounds GVWR)
 - 5 years or 50,000 miles (whichever occurs first) for all covered parts.

See **WHAT IS COVERED?** below for list of covered parts.

Note that the warranty period begins on the **Warranty Start Date** as specified on page 2 of this booklet.

WHAT IS COVERED?

For your vehicle if these parts contain an emissions-related defect, they are covered by both the Emissions Defect Warranty and the Emissions Performance Warranty.

- Air Flow Sensor
- Air/Fuel Feedback Control System and Sensors
- Air Induction System
- Battery Energy Control Module (BECM)
- Brake Hydraulic/Electric Control Assembly (Plug-in Hybrid vehicles only)
- Brake Vacuum Pump (Plug-in Hybrid vehicles only)
- Catalytic Converters (including Selective Catalytic Reduction and Diesel Oxidation Catalysts)
- Charger and Bracket Assembly High Voltage Battery (Hybrid and Plug-in Hybrid vehicles only)
- Cold Start Enrichment System (diesel only)
- Controls for Deceleration (diesel only)
- Converter and Bracket Assembly High Voltage to Low Voltage (Hybrid and Plug-in Hybrid vehicles only)
- Diesel Exhaust Fluid System
- Diesel Particulate Filter
- Electronic Ignition System (diesel only)
- Electronic Engine Control Sensors and Switches
- Powertrain Control Module (PCM)/ Engine Control Module (ECM)*
- Evaporative Emission Control System
- Exhaust Gas Recirculation (EGR) System
- Exhaust Manifold
- Exhaust Pipe (Manifold to Catalyst)
- Fuel Filler Door Sensor (Hybrid and Plug-in Hybrid vehicles only)
- Fuel Filler Tube and Seal (non-diesel only)
- Fuel Injection System
- Fuel Injector Supply Manifold
- Fuel Tank (non-diesel only)
- Fuel Tank Pressure Control Valve
- Heating Element of Back Window (3.0L diesel F-150 only)
- High Voltage Battery (Hybrid and Plug-in Hybrid vehicles only)
- HVAC Controller (Plug-in Hybrid vehicles only)
- Ignition Coil and/or Control Module
- Intake Manifold
- Intercooler Assembly - Engine Charger
- Inverter System Controller (Plug-in Hybrid vehicles only)
- Jumper Assembly Charge Inlet to Charger (Hybrid and Plug-in Hybrid vehicles only)
- Jumper Assembly DC/DC Converter to High Voltage Panel (Hybrid and Plug-in Hybrid vehicles only)
- Malfunction Indicator Lamp (MIL)/On-Board Diagnostic (OBD) System
- Module and Bracket Assembly Transmission Inverter Control (Hybrid and Plug-in Hybrid vehicles only)
- Motor Electronics Coolant Pump (Plug-in Hybrid vehicles only)
- PCV system and Oil Filler Cap
- Onboard Charger (Plug-in Hybrid vehicles only)
- Secondary Air Injection System
- Spark Control Components
- Spark Plugs and Ignition Wires
- Thermostat
- Throttle Body Assembly (MFI)
- Transmission Assembly (Plug-in Hybrid vehicles only)
- Transmission Auxiliary Oil Pump (Plug-in Hybrid vehicles only)
- Transmission Fluid Temperature Sensor (Plug-in Hybrid vehicles only)
- Transmission Control Module (TCM) and Solenoids
- Turbocharger Assembly
- Vacuum Distribution System

* Includes hardware and emissions related software changes only

Important Information About List of Parts

Also covered by the two emissions warranties are all emissions-related bulbs, hoses, clamps, brackets, tubes, gaskets, seals, belts, connectors, non-diesel fuel lines, sensors, and wiring harnesses that are used with components on the list of parts, above.

Concerning parts that should be replaced on a certain maintenance schedule: these parts remain under warranty until : (a) the first replacement time that is specified in your **Owner's Manual**; or (b) the time or mileage limits of the Federal Defect and Performance Warranties (whichever occurs first). Your Ford Motor Company dealer maintains a complete list of parts covered by the emissions performance warranty. For questions about emission-related parts, contact your dealer.

WHAT IS NOT COVERED?

Ford Motor Company may deny you emissions warranty coverage if your vehicle or a part does not contain an emissions-related defect or has failed because of abuse, neglect, improper maintenance, unapproved modifications, or any items included in **What Is Not Covered?**, pages 13-16.

If you need more information about getting service under the **Federal Emissions Performance Warranty**, or if you want to report what you believe to be violations of the terms of this warranty, you may contact:

U.S. Environmental Protection Agency
Office of Transportation and Air Quality
Compliance Division, Light-Duty Vehicle Group
Attn: Warranty Complaints
2000 Traverwood Drive
Ann Arbor, MI 48105
Email: complianceinfo@epa.gov

6. California requirements for emissions warranties

QUICK REFERENCE: EMISSIONS WARRANTY COVERAGE

This chart shows the emission warranty that Ford Motor Company provides for your vehicle under the emissions control warranty in accordance with the regulations of the California Air Resources Board. This coverage is in addition to Federal Emission warranties (Page 19).

Emissions Warranties for California Certified Vehicles

TYPE OF COVERAGE	YEARS IN SERVICE/MILES DRIVEN
EMISSIONS DEFECTS WARRANTY FOR VEHICLES WITH GVWR* OF 14,000 LBS. & UNDER	
Short-Term Warranty	3/50,000
Long-Term Warranty**	7/70,000
EMISSIONS DEFECTS WARRANTY FOR VEHICLE WITH GVWR OVER 14,000 LBS.***	5/50,000
EMISSIONS PERFORMANCE WARRANTY (Vehicles of 14,000 LBS.* and under)	3/50,000
TRANSITIONAL ZERO EMISSION VEHICLES (TZEV)****	15/150,000
DEFECTS AND PERFORMANCE WARRANTY****	

* Gross Vehicle Weight Rating

** These specific parts were selected on the basis of their estimated replacement cost at the time the California Air Resources Board certified your vehicle for sale in California (up to 14,000 pounds GVWR).

*** Refer to your Vehicle Emission Control Information label for emissions certification information.

**** Except for the high voltage battery, which is covered for 10 years or 150,000 miles (whichever occurs first).

NOTE: Fully-electric vehicles are not eligible for any emissions warranties described in this booklet.

Vehicles Eligible for California Emission Warranty Coverage

California emission warranty coverage applies if your vehicle meets the following two requirements:

- Your vehicle is registered in a state¹ that has adopted and is enforcing California emission warranty regulations applicable for your vehicle at the time of repair, and
- Your vehicle is certified for sale in California as indicated on the vehicle emission control information label.

¹ Subject to change, the following states have adopted and are enforcing California emission warranty regulations:

- **Passenger Car & Light-duty Trucks** (up to 8,500 pounds GVWR) - California, Connecticut, Delaware, Maine, Maryland, Massachusetts, New Jersey, New York, Oregon, Pennsylvania, Rhode Island, Vermont and Washington
- **Medium-Duty Passenger Vehicles** (up to 10,000 pounds GVWR designed primarily for the transportation of persons. Excludes incomplete trucks, trucks with a seating capacity either over twelve persons total or over nine persons rearward of the driver's seat, or trucks with an open cargo area of at least six feet of interior length): California, Connecticut, Delaware, Maine, Maryland, Massachusetts, New York, Oregon, Rhode Island, Vermont and Washington
- **Medium-Duty Vehicles** (over 8,500 pounds GVWR up to 14,000 pounds GVWR) - California, Connecticut, Delaware, Maine, Maryland, Massachusetts, New York, Oregon, Rhode Island, and Vermont.
- **Light Heavy-Duty Diesel Engine Vehicles** (over 14,000 pounds GVWR up to 19,500 pounds GVWR) - California, Maine and Pennsylvania.

Vehicles Eligible for California Transitional Zero Emission Vehicle (TZE) Emission Warranty Coverage

California Transitional Zero Emissions Vehicle (TZE) extended emission warranty coverage applies if your vehicle meets the following two requirements:

- Your vehicle is registered in a state** that has adopted and is enforcing California TZE emissions warranty regulations applicable to your vehicle at the time of repair, and
- Your vehicle is certified as a TZE in California as indicated on the vehicle emission control information label.

**Subject to change, the following states have adopted and are enforcing California TZE emission warranty regulations:

California, Connecticut, Maine, Maryland, Massachusetts, New Jersey, New York, Rhode Island, Oregon and Vermont (NOTE: Delaware, Pennsylvania and Washington did not adopt the California TZE emission warranty; standard California emission warranty coverage applies to all emission components.)

For full details about coverage under California requirements for emissions control, see:

- **Defects Warranties** (pages 28-34)
- **Performance Warranty** (pages 28-30)
- **What Is Covered?** (pages 31-33)
- **What Is Not Covered?** (page 33)

EXPLANATION OF CALIFORNIA EMISSIONS WARRANTIES

Your Warranty Rights and Obligations

The California Air Resources Board and Ford Motor Company are pleased to explain the emission control system warranty on your 2021-model vehicle. In California, new motor vehicles must be designed, built, and equipped to meet the State's stringent anti-smog standards. Ford must warrant the emission control system on your vehicle for the periods of time listed on pages 28-30, provided there has been no abuse, neglect, or improper maintenance of your vehicle.

Your emission control system may include parts such as the fuel injection system, the ignition system, catalytic converter, and the engine computer. Also included may be hoses, belts, connectors, and other emissions-related assemblies.

Where a warrantable condition exists, Ford Motor Company will repair your vehicle at no cost to you including diagnosis, parts, and labor.

Manufacturer's Warranty Coverage

For Vehicles Eligible for California Emission Warranty Coverage

If Gross Vehicle Weight Rating is 14,000 lbs. or less:

For 3 years or 50,000 miles (whichever first occurs):

1. If your vehicle fails a Smog Check inspection, all necessary repairs and adjustments will be made by Ford to ensure that your vehicle passes the inspection. This is your emission control system **PERFORMANCE WARRANTY**.
2. If any emissions-related part on your vehicle is defective, the part will be repaired or replaced by Ford. This is your short-term emission control system **DEFECTS WARRANTY**.

For 7 years or 70,000 miles (whichever first occurs):

If a high-priced emissions-related part is defective or if its failure causes your vehicle to fail a Smog Check inspection, the part will be repaired or replaced by Ford. This is your long-term emission control system **DEFECTS WARRANTY**.

For a list of the high-priced emission-related parts that are covered for 7 years or 70,000 miles, go to www.owner.ford.com / Owner Manuals. Select the list that corresponds to the model and the model year of your vehicle. **NOTE:** This list is vehicle specific and may not be the same for all vehicles. It is based on the replacement cost of each specific part, which can vary between vehicle lines.

If Gross Vehicle Weight rating is over 14,000 lbs.:

For 5 years or 50,000 miles (gasoline powered engines and vehicles) or 5 years or 100,000 miles (diesel powered engines and vehicles) (whichever first occurs):

For Vehicles Eligible for California TZEV Emission Warranty Coverage

Except as noted below, for 15 years or 150,000 miles (whichever first occurs):

1. If your vehicle fails a Smog Check inspection, all necessary repairs and adjustments will be made by Ford to ensure that your vehicle passes the inspection. This is your emission control system **PERFORMANCE WARRANTY**.
2. If any emissions-related part on your vehicle is defective, the part will be repaired or replaced by Ford. This is your short-term emission control system **DEFECTS WARRANTY**.

NOTE: The TZEV warranty period for the high-voltage battery is 10 years or 150,000 miles (whichever first occurs).

Owner's Warranty Responsibilities

As the vehicle owner, you are responsible for the performance of the required maintenance listed in your owner's manual. Ford Motor Company recommends that you retain all receipts covering maintenance on your vehicle, but Ford cannot deny warranty coverage solely for the lack of receipts or for your failure to ensure the performance of all scheduled maintenance.

You are responsible for presenting your vehicle to a Ford Motor Company dealer as soon as a problem exists. The warranty repairs should be completed in a reasonable amount of time, not to exceed 30 days.

As the vehicle owner, you should also be aware that Ford Motor Company may deny you warranty coverage if your vehicle or a part has failed due to abuse, neglect, improper maintenance, or unapproved modifications.

If you have any questions regarding your warranty rights and responsibilities, or if you want to report what you believe to be violations of the terms of this warranty, you may contact the Ford Customer Relationship Center at 1-800-392-3673 (FORD) or the California Air Resources Board at:

**California Air Resources Board
9528 Telstar Avenue
El Monte, California 91731**

WHAT IS COVERED?

If the parts on the following list contains a defect that affects emissions, they are covered by the Defects Warranties.

- Air Flow Sensor
- Air/Fuel Feedback Control System and Sensors
- Air Induction System
- Battery Energy Control Module (BECM)
- Brake Hydraulic/Electric Control Assembly (Plug-in Hybrid vehicles only)
- Brake Vacuum Pump (Plug-in Hybrid vehicles only)
- Catalytic Converters (including Selective Catalytic Reduction and Diesel Oxidation Catalysts)
- Charger and Bracket Assembly High Voltage Battery (Hybrid and Plug-in Hybrid vehicles only)
- Cold Start Enrichment System (diesel only)
- Controls for Deceleration (diesel only)
- Converter and Bracket Assembly High Voltage to Low Voltage (Hybrid and Plug-in Hybrid vehicles only)
- Diesel Exhaust Fluid System
- Diesel Particulate Filter
- Electronic Ignition System (diesel only)
- Electronic Engine Control Sensors and Switches
- Powertrain Control Module (PCM)/Engine Control Module (ECM)*
- Evaporative Emission Control System
- Exhaust Gas Recirculation (EGR) System
- Exhaust Manifold
- Exhaust Pipe (Manifold to Catalyst)
- Fuel Filler Door Sensor (Hybrid and Plug-in Hybrid vehicles only)
- Fuel Filler Tube and Seal (non-diesel only)
- Fuel Injection System
- Fuel Injector Supply Manifold
- Fuel Tank (non-diesel only)
- Fuel Tank Pressure Control Valve
- Heating Element of Back Window (3.0L diesel F-150 only)
- High Voltage Battery (Hybrid and Plug-in Hybrid vehicles only)
- HVAC Controller (Plug-in Hybrid vehicles only)
- Ignition Coil and/or Control Module
- Intake Manifold
- Intercooler Assembly - Engine Charger

- Inverter System Controller (Plug-in Hybrid vehicles only)
- Jumper Assembly Charge Inlet to Charger (Hybrid and Plug-in Hybrid vehicles only)
- Jumper Assembly DC/DC Converter to High Voltage Panel (Hybrid and Plug-in Hybrid vehicles only)
- Malfunction Indicator Lamp (MIL)/On-Board Diagnostic (OBD) System
- Module and Bracket Assembly Transmission Inverter Control (Hybrid and Plug-in Hybrid vehicles only)
- Motor Electronics Coolant Pump (Plug-in Hybrid vehicles only)
- PCV System and Oil Filler Cap
- Onboard Charger (Plug-in Hybrid vehicles only)
- Secondary Air Injection System
- Spark Control Components
- Spark Plugs and Ignition Wires
- Thermostat
- Throttle Body Assembly (MFI)
- Transmission Assembly (Plug-in Hybrid vehicles only)
- Transmission Auxiliary Oil Pump (Plug-in Hybrid vehicles only)
- Transmission Fluid Temperature Sensor (Plug-in Hybrid vehicles only)
- Transmission Control Module (TCM) and Solenoids
- Turbocharger Assembly
- Vacuum Distribution System

* Includes hardware and emissions related software changes only

Important Information about List of Parts

There may be additional coverage for these parts through the Bumper to Bumper, Powertrain, or Diesel Engine limited warranties. In any case, the warranty with the broadest coverage applies.

Also covered by this warranty are all emissions-related bulbs, hoses, clamps, brackets, tubes, gaskets, seals, belts, connectors, non diesel fuel lines, and wiring harnesses that are used with components on the list of parts above.

Concerning parts that should be replaced on a certain maintenance schedule: these parts remain under warranty until the first required replacement time that is specified in your **Owner's Manual**.

NOTE: If the diagnosis does not reveal a defect, the Defects Warranty does not apply.

Your Ford Motor Company dealer maintains a complete list of covered parts. For more details about the specific parts that are covered by the Defects Warranty, contact your dealer.

WHAT IS NOT COVERED?

Ford Motor Company may deny you emissions warranty coverage if your vehicle or a part does not contain a defect that affects emissions or has failed because of abuse, neglect, improper maintenance, unapproved modifications, or any items included in **What Is Not Covered?**, pages 13-16.

7. Additional information about your emissions warranty coverage, under Federal and California requirements

HOW DO I GET WARRANTY SERVICE?

To get service under your emissions warranties, take your vehicle to any Ford Motor Company dealer as soon as possible after illumination of the Malfunction Indicator Light or it has failed an EPA-approved test or a California Smog Check inspection. Be sure to show the dealer the document that says your vehicle has failed the test.

Your dealer will determine whether the repair is covered by the warranty. If the dealer has a question about Emissions Performance Warranty coverage, it will forward the question to Ford Motor Company, which must make a final decision within 30 days after you bring your vehicle in for repair. (The decision will be made within a shorter time if state, local, or federal law requires you to have the vehicle repaired more quickly in order to avoid additional penalties.) The deadline for a determination about Emissions Performance Warranty Coverage does not need to be met if you request a delay, agree to a delay in writing, or if the delay is caused by an event for which neither Ford nor your dealer is responsible. If a question about Emissions Performance Warranty coverage is referred to Ford Motor Company, you will be notified by Ford Motor Company in writing if your claim for warranty coverage is denied. The notice will explain the basis for denying your claim. If you fail to receive this notice within a timely manner, as determined above, Ford will perform the warranty repair for you free of charge.

HOW DO I HANDLE EMERGENCY REPAIRS?

If your vehicle needs an emergency warrantable repair and a Ford Motor Company dealer is not available, or if a Ford Motor Company dealer cannot perform warrantable repair(s) within 30 days of you bringing your vehicle to the dealer, repairs may be performed at any service establishment or by you using Ford equivalent replacement parts. Ford will reimburse you for the cost of these warranty repairs including diagnosis, if you take the part(s) that are replaced and the repair receipt(s) to a Ford Motor Company dealer. The reimbursement shall not exceed Ford's suggested retail price for the warranted parts that are replaced and labor charges based on Ford's recommended time allowance for the warranty repair and the geographically appropriate hourly rate.

WHAT REPLACEMENT PARTS SHOULD I USE?

Ford Motor Company recommends that you use genuine Ford replacement parts. However, when you are having non-warranty work done on your vehicle, you may choose to use non-Ford parts. If you decide to use non-Ford parts, be sure they are equivalent to Ford parts in performance, quality, and durability. If you use replacement parts that are not equivalent to Ford parts, your vehicle's emissions control systems may not work as effectively, and you may jeopardize your emissions warranty coverage.

Under the Federal and California emissions warranties, Ford will repair or replace covered parts if they are properly installed Ford parts or the equivalent, or non-Ford parts that have been certified by the U.S. EPA or the California Air Resources Board (CARB). Ford is not responsible for the cost or repairing or replacing non-Ford parts that are not equivalent to Ford parts or that have not been certified by EPA or CARB.

The maintenance, replacement, or repair of emissions control devices or systems can be performed by any automotive repair establishment or individual using Ford replacement parts or the equivalent, or EPA- or CARB-certified parts, without voiding your emissions warranty coverage for future repairs during the applicable warranty period.

PROPER MAINTENANCE PRESERVES YOUR WARRANTY

If you do not maintain your vehicle properly, Ford may have the right to deny you warranty coverage.

To have repairs made under this warranty, you may have to show that you have followed Ford's instructions on properly maintaining and using your vehicle. You will find these instructions in your **Owner's Manual**. Be sure to save your service receipts and to keep accurate records of all maintenance work.

CUSTOMER ASSISTANCE

If you are not satisfied with the handling of a warranty matter, see **Customer Assistance**, on the inside front cover, and **Better Business Bureau (BBB) AUTO LINE** program, page 38.

8. Noise emissions warranty

NOISE EMISSIONS WARRANTY FOR CERTAIN LIGHT TRUCKS

Ford Motor Company warrants to the first person who purchases this vehicle for purposes other than resale and to each subsequent purchaser that this vehicle as manufactured by Ford, was designed, built and equipped to conform at the time it left Ford's control with all applicable U.S. EPA Noise Control Regulations.

This warranty covers this vehicle as designed, built and equipped by Ford Motor Company, and is not limited to any particular part, component or system of the vehicle as manufactured by Ford. Defects in design, assembly or in any part, component or system of the vehicle as manufactured by Ford, which, at the time it left Ford's control, caused noise emissions to exceed Federal standards, are covered by this warranty for the life of the vehicle.

THE NOISE EMISSIONS WARRANTY OBLIGATIONS DO NOT APPLY TO:

- loss of time, inconvenience, loss of use of the vehicle, commercial loss or, other consequential damages.
- any vehicle which is not covered by the U.S. EPA Medium and Heavy Trucks Noise Emission Standards (40 C.F.R. Part 205, Subpart B). Among the non-covered vehicles are those lacking a partially or fully enclosed operator's compartment, such as a basic stripped chassis, those having a Gross Vehicle Weight Rating of 10,000 pounds or less, and those sold outside the United States and its territories. To the extent permitted by law, **THIS WARRANTY IS EXPRESSLY INSTEAD** of any express or implied warranty, condition, or guarantee, agreement, or representation, by any person with respect to conformity of this vehicle with the U.S. EPA Noise Control Regulations, including **ANY IMPLIED WARRANTY OF MERCHANTABILITY OR FITNESS.**

9. Ford Protect Extended Service Plan

MORE PROTECTION FOR YOUR VEHICLE

You can get more protection for your new car or light truck by purchasing a Ford Protect. Ford Protect service contracts are backed by Ford Motor Company or Ford Motor Service Company. Ford Protect plans provide up to 8 years and 150,000 miles of coverage.

They provide:

- benefits during the warranty period, depending on the plan you purchase can be: reimbursement for a rental vehicle, protecting against tire and wheel road hazard damage, coverage for certain maintenance and wear items, lost key replacement, other plans are available;
- protection against covered repair costs and continuing Roadside Service Assistance benefits after your Bumper to Bumper Warranty expires.

You may purchase Ford Protect from any Ford Motor Company dealer or see our website at fordprotect.ford.com. There are several Ford Protect plans available in various time, distance and deductible combinations. Each plan is tailored to fit your own driving and vehicle ownership needs, including reimbursement for towing and rental.

When you purchase Ford Protect, you receive peace-of-mind protection throughout the United States, Canada and Mexico, provided by a network of more than 3,200 Ford Motor Company dealers.

NOTE: Repairs performed outside the United States, Canada, Mexico, Guam or Puerto Rico, Virgin Islands, American Samoa and District of Columbia are not eligible for Ford Protect coverage.

This information is subject to change. Ask your dealer for complete details about Ford Protect coverage.

10. The Better Business Bureau (BBB) AUTO LINE Program (U.S. Only)

Your satisfaction is important to Ford Motor Company and to your dealer. If a warranty concern has not been resolved using the three-step procedure outlined on the first page of the Customer Assistance section, you may be eligible to participate in the BBB AUTO LINE program.

The BBB AUTO LINE program consists of two parts — mediation and arbitration. During mediation, a representative of the BBB will contact both you and Ford Motor Company to explore options for settlement of the claim. If an agreement is not reached during mediation and your claim is eligible, you may participate in the arbitration process. An arbitration hearing will be scheduled so that you can present your case in an informal setting before an impartial person. The arbitrator will consider the testimony provided and make a decision after the hearing.

You are not bound by the decision, but should you choose to accept the BBB AUTO LINE decision, Ford must abide by the accepted decision as well. Disputes submitted to the BBB AUTO LINE program are usually decided within forty days after you file your claim with the BBB.

BBB AUTO LINE Application: Using the information provided below, please call or write to request a program application. You will be asked for your name and address, general information about your new vehicle, information about your warranty concerns, and any steps you have already taken to try to resolve them. A Customer Claim Form will be mailed that will need to be completed, signed, and returned to the BBB along with proof of ownership. Upon request, the BBB will review the claim for eligibility under the Program Summary Guidelines.

You can get more information by calling BBB AUTO LINE at 1-800-955-5100, or writing to:

**BBB AUTO LINE
3033 Wilson Boulevard, Suite 600
Arlington, Virginia 22201**

BBB AUTO LINE applications can also be requested by calling the Ford Motor Company Customer Relationship Center at 1-800-392-3673.

Note: Ford Motor Company reserves the right to change eligibility limitations, modify procedures, or to discontinue this process at any time without notice and without obligation.

11. State warranty enforcement laws

These state laws - sometimes called "lemon laws" - allow owners to receive a replacement vehicle or a refund of the purchase price, under certain circumstances. The laws vary from state to state.

To the extent your state law allows, Ford Motor Company requires that you first send us a written notification of any defects or non-conformities that you have experienced with your vehicle. (This will give us the opportunity to make any needed repairs before you pursue the remedies provided by your state's law.)

In all other states where not specifically required by state law, Ford Motor Company requests that you give us the written notice. Send your written notification to:

**Ford Motor Company
Customer Relationship Center
P.O. Box 6248
Dearborn, MI 48126**

12. Important information about ambulance conversions

Ford vehicles are suitable for producing ambulances only if equipped with the **Ford Ambulance Prep Package**. In addition, Ford urges ambulance manufacturers to follow the recommendations of the **Ford Incomplete Vehicle Manual** and the **Ford Truck Body Builders Layout Book** (and pertinent supplements).

Using a Ford vehicle without the Ford Ambulance Prep Package to produce an ambulance could result in elevated underbody temperatures, fuel overpressurization, and the risk of fuel expulsion and fires. Such use also voids the Ford Bumper to Bumper Warranty and may void the Emissions Warranties.

You may determine whether the vehicle is equipped with the **Ford Ambulance Prep Package** by inspecting the information plate on the driver's rear door pillar.

You may determine whether the ambulance manufacturer has followed Ford's recommendations by contacting the ambulance manufacturer of your vehicle.

End Exhibit E

Exhibit F

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.

COLUMBIA FORD, INC. 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.

Marie Tellinghiusen
(Signature)

02/11/2021
(Date)

Marie Tellinghiusen
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)

End Exhibit F

Exhibit G
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.

COLUMBIA FORD, INC.
Consultant Name

Marie Tellinghiusen
Signature

Marie Tellinghiusen
Name (please print)

02/11/2021
Date

Government Contracts Mgr
Title

End Exhibit G



City Council

Approval of an Ordinance Declaring a Continuing Public Health Emergency Relating to Coronavirus (COVID-19) - First and Final Reading

Agenda Date: 2/23/2021
Agenda Item Number: 4.G
File Number:21-0211

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

Title

Approval of an Ordinance Declaring a Continuing Public Health Emergency Relating to Coronavirus (COVID-19) - First and Final Reading

Recommended Action

Committee Recommendation:

Not referred to a committee.

City Manager Recommendation:

Move to approve the Ordinance declaring a continuing state of public health emergency relating to Coronavirus (COVID-19) and authorizing actions as are reasonable and necessary to mitigate conditions caused by such public health emergency on first and final reading.

Report

Issue:

Whether to approve an Ordinance declaring a continuing state of public health emergency relating to Coronavirus (COVID-19) and authorizing actions as are reasonable and necessary to mitigate conditions caused by such public health emergency.

Staff Contact:

Mark Barber, City Attorney, 360.753.8338

Presenter(s):

None - Consent Calendar Item.

Background and Analysis:

On January 21, 2020, the Washington State Department of Health confirmed the first case of Novel Coronavirus (COVID-19) in the United States of America in Snohomish County, Washington.

On January 31, 2020, the Secretary of the United States Department of Public Health and Human Services, Alex Azar, declared a public health emergency effective January 27, 2020 for the Novel

Coronavirus known as COVID-19.

On February 29, 2020, Governor Jay Inslee signed Proclamation 20-05 declaring that a State of Emergency exists in all counties in the State of Washington due to the number of confirmed cases of COVID-19 in the state, and that the risk of person-to-person transmission throughout Washington State and the United States of America would significantly impact the life and health of people, as well as the economy of Washington State, and is a public disaster that affects life, health, property or the public peace. The Governor directed State agencies and departments to use State resources to do everything reasonably possible to assist political subdivisions of the State in an effort to respond and recover from the outbreak.

On March 17, 2020, the Olympia City Council enacted Ordinance No. 7233 declaring a state of public health emergency, and that the Olympia City Council will take all actions within its powers and resources to protect the public peace, health, safety and welfare of the citizens, residents and businesses of the City of Olympia during the novel coronavirus COVID-19 pandemic to mitigate the consequences of the illness and public health emergency taking place and to maintain essential public services such as police, fire, public works and public utilities such as water and solid waste collection.

As a result of the continued worldwide spread of COVID-19, its significant progression in Washington State, and the high risk it poses to our most vulnerable populations, the Governor subsequently issued amendatory Proclamations 20-06 through 20-53, 20-55 through 20-67, and 20-69 through 20-70, exercising the Governor's emergency powers under RCW 43.06.220 by prohibiting certain activities and waiving and suspending specified laws and regulations.

To enable public meetings to occur while maintaining the social distancing and limitations on in-person interactions necessary to curtail the spread of COVID-19, on March 24, 2020, the Governor issued Proclamation 20-28, prohibiting in-person meetings and waiving and suspending laws and rules concerning RCW 42.56, the Public Records Act, and RCW 42.30, the Open Public Meetings Act that hindered conducting public meetings remotely.

On June 16, 2020, September 15, 2020, and December 15, 2020, the Olympia City Council enacted Ordinance No. 7246, Ordinance No. 7248, and Ordinance No. 7266, respectively, declaring a continuing state of public health emergency and authorizing actions as are reasonable and necessary to mitigate conditions caused by such public health emergency.

On January 19, 2021, the Governor issued extensions of 26 emergency proclamations, which were extended by the Washington State Legislature on January 15, 2021 with the passage of Senate Concurrent Resolution 8402. The proclamations cover a broad range of statutory waivers that support state and local services during the COVID pandemic, including those necessary to support long term care and behavioral health facilities, to provide access to government, to provide relief from tax penalties and fees, and to protect federal stimulus payments from collection for consumer debt. These emergency orders are effective throughout the state of emergency, unless rescinded by the Governor or the Legislature, whichever occurs first.

On February 18, 2021, the Washington State Department of Health reported 334,284 confirmed cases and 4,824 deaths statewide, and Thurston County reported 6,951 confirmed cases of COVID-19 and 74 deaths due to COVID-19.

The worldwide COVID-19 pandemic and its progression in Washington State continues to threaten the life and health of our people as well as the economy of Washington State, and remains a public disaster affecting life, health, property or the public peace.

The Washington State Department of Health continues to maintain a Public Health Incident Management Team in coordination with the State Emergency Operations Center and other supporting state agencies to manage the public health aspects of the incident.

The Washington State Military Department Emergency Management Division, through the State Emergency Operations Center, continues coordinating resources across state government to support the Department of Health and local health officials in alleviating the impacts to people, property, and infrastructure, and continues coordinating with the Department of Health in assessing the impacts and long-term effects of the incident on Washington State and its people.

Declaring a continuing state of public health emergency provides a factual basis for the public health emergency and references statutory authority that allows the City more flexibility to act quickly in response to COVID-19. Under the Ordinance, the City may, for example, obligate funds for emergency expenditures as directed by the City Council and enter into contracts and incur obligations necessary to combat such emergency situations to protect the health and safety of persons and property.

Ordinance No. 7266, passed by the Council on December 15, 2021, remains in effect until 11:59 p.m. on March 15, 2021. The proposed ordinance shall take effect immediately upon adoption by a vote of a majority plus one, and the emergency will remain in effect from 12:00 a.m. on March 16, 2021 through 11:59 p.m. on June 16, 2021, at which point the City Council will review the conditions that gave rise to this public health emergency to determine if keeping it in place is warranted. The City Council may conduct this review sooner if the conditions caused by COVID-19 lessen.

Neighborhood/Community Interests (if known):

The COVID-19 disease, caused by a virus that spreads easily from person to person which may result in serious illness or death and has been classified by the World Health Organization as a worldwide pandemic, continues to spread throughout Washington State, and the threat of serious associated health risks to the citizens, residents and businesses of Olympia remains.

Options:

1. Move to approve the Ordinance declaring a continuing state of public health emergency relating to COVID-19 and authorizing actions as are reasonable and necessary to mitigate conditions caused by such public health emergency.
2. Direct staff to modify the Ordinance.
3. Move to take no action.

Financial Impact:

Unknown

Attachments:

Ordinance

AN ORDINANCE OF THE CITY OF OLYMPIA, WASHINGTON, RELATING TO PUBLIC HEALTH AND SAFETY AND DECLARING A CONTINUING STATE OF PUBLIC HEALTH EMERGENCY RELATING TO CORONAVIRUS (COVID-19) AND AUTHORIZING ACTIONS AS ARE REASONABLE AND NECESSARY TO MITIGATE CONDITIONS CAUSED BY SUCH PUBLIC HEALTH EMERGENCY

WHEREAS, on January 21, 2020, the Washington State Department of Health confirmed the first case of novel coronavirus (COVID-19) in the United States of America in Snohomish County, Washington, and local health departments and the Washington State Department of Health have since worked to identify, contact, and test persons in Washington State who may have been potentially exposed to COVID-19 in coordination with the United States Centers for Disease Control and Prevention (CDC); and

WHEREAS, on January 31, 2020, the Secretary of the United States Department of Public Health and Human Services, Alex Azar, declared a public emergency effective January 27, 2020, for the novel coronavirus known as COVID-19; and

WHEREAS, on February 29, 2020, Governor Jay Inslee signed Proclamation 20-05 declaring that a State of Emergency exists in all counties in the State of Washington due to the number of confirmed cases of COVID-19 in the State, and that the risk of person-to-person transmission throughout Washington State and the United States of America would significantly impact the life and health of our people, as well as the economy of Washington State, and is a public disaster that affects life, health, property or the public peace. The Governor directed State agencies and departments to utilize State resources to do everything reasonably possible to assist political subdivisions of the State in an effort to respond and recover from the outbreak; and

WHEREAS, on March 17, 2020, the Olympia City Council enacted Ordinance No. 7233 declaring a state of public health emergency, and that the Olympia City Council will take all actions within its powers and resources to protect the public peace, health, safety and welfare of the citizens and businesses of the City of Olympia during the novel coronavirus COVID-19 pandemic to mitigate the consequences of the illness and public health emergency taking place and to maintain essential public services such as police, fire, public works and public utilities such as water and solid waste collection; and

WHEREAS, as a result of the continued worldwide spread of COVID-19, its significant progression in Washington State, and the high risk it poses to our most vulnerable populations, the Governor subsequently issued amendatory Proclamations 20-06 through 20-53, 20-55 through 20-67, and 20-69 through 20-70, exercising the Governor's emergency powers under RCW 43.06.220 by prohibiting certain activities and waiving and suspending specified laws and regulations; and

WHEREAS, on June 16, 2020, the Olympia City Council enacted Ordinance No. 7246 declaring a continuing state of public health emergency and authorizing actions as are reasonable and necessary to mitigate conditions caused by such public health emergency; and

WHEREAS, on September 15, 2020, the Olympia City Council enacted Ordinance No. 7248 declaring a continuing state of public health emergency and authorizing actions as are reasonable and necessary to mitigate conditions caused by such public health emergency; and

WHEREAS, on December 15, 2020, the Olympia City Council enacted Ordinance No. 7266 declaring a continuing state of public health emergency and authorizing actions as are reasonable and necessary to mitigate conditions caused by such public health emergency; and

WHEREAS, on January 19, 2021, the Governor issued extensions of 26 emergency proclamations, which were extended by the Washington State Legislature on January 15, 2021 with the passage of Senate Concurrent Resolution 8402. The proclamations cover a broad range of statutory waivers that support state and local services during the COVID pandemic, including those necessary to support long term care and behavioral health facilities, to provide access to government, to provide relief from tax penalties and fees, and to protect federal stimulus payments from collection for consumer debt. These emergency orders are effective throughout the state of emergency, unless rescinded by the Governor or the Legislature, whichever occurs first; and

WHEREAS, the COVID-19 disease, caused by a virus that spreads easily from person to person which may result in serious illness or death and has been classified by the World Health Organization as a worldwide pandemic continues to spread throughout Washington State, seriously increasing the threat of associated health risks statewide; and

WHEREAS, the health professionals and epidemiological modeling experts state the United States and the State of Washington must continue to modify and institute community mitigation efforts since the nature of COVID-19 viral transmission, including both asymptomatic and symptomatic spread as well as the relatively high infectious nature, suggests it is appropriate to slowly re-open Washington State only through a careful, phased, and science-based approach. Modelers continue to agree that fully relaxing social distancing measures will result in a sharp increase of cases; and

WHEREAS, the worldwide COVID-19 pandemic and its progression in Washington State continues to threaten the life and health of our people as well as the economy of Washington State, and remains a public disaster affecting life, health, property or the public peace; and

WHEREAS, the Washington State Department of Health continues to maintain a Public Health Incident Management Team in coordination with the State Emergency Operations Center and other supporting state agencies to manage the public health aspects of the incident; and

WHEREAS, the Washington State Military Department Emergency Management Division, through the State Emergency Operations Center, continues coordinating resources across state government to support the Department of Health and local health officials in alleviating the impacts to people, property, and infrastructure, and continues coordinating with the Department of Health in assessing the impacts and long-term effects of the incident on Washington State and its people; and

WHEREAS, on February 18, 2021, the Washington State Department of Health reported 334,284 confirmed cases and 4,824 deaths statewide due to COVID-19, and Thurston County reported 6,951 confirmed cases and 74 deaths due to COVID-19; and

WHEREAS, the Olympia City Council finds that the above circumstances and facts continue to present significant public health and safety issues for the City of Olympia and its citizens, residents and businesses and continues to necessitate urgent further actions to mitigate the risks and threat to public health and safety and the City's economy caused by the COVID-19 pandemic; and

WHEREAS, the City continues to be confronted with exigent financial circumstances related to this public health emergency to protect its citizens, residents, and businesses, and to protect the community, and must continue to take immediate measures to reduce the public health risk caused by COVID-19; and

WHEREAS, the Olympia City Council finds that providing essential public services by continuing operation of the City's business, including but not limited to first responders such as fire and police, water, sewer and solid waste utilities and other essential government services must continue, but not without recognizing the risks associated with the COVID-19 epidemic to its citizens, residents and employees, the declaration of a continuing public health emergency will allow, pursuant to RCW 42.30.070, the need for expedited action by the City's governing body to continue to meet the emergency, which may continue to entail providing for meeting sites other than the regular

meeting site and that notice requirements of the Open Public Meetings Act may continue to be suspended during such emergency pursuant to proclamation and order of the Governor, and as provided by law; and

WHEREAS, the above public health emergency continues to warrant the exercise of the City's power to declare a continuing public health emergency under authority of Article XI, Section 11, of the Washington State Constitution; 35A.11.020 RCW; 35A.11.030 RCW; 35A.13.190 RCW; 35A.38.010 RCW; 35.33.081 RCW; Chapter 38.52 RCW; Chapter 39.04 RCW; WAC 197-11-880; and other applicable laws and regulations, and pursuant to Chapter 2.24 of the Olympia Municipal Code, as are reasonable and necessary in light of such of public health emergency to mitigate the conditions giving rise to the public emergency;

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

Section 1. The above-stated recitals are adopted as findings of the Olympia City Council and are incorporated by this reference as though fully set forth herein.

Section 2. It is hereby declared that a state of emergency continues to exist due to an exigent threat to human health related to the COVID-19 epidemic affecting the City of Olympia, its citizens, residents and businesses, as defined in the City of Olympia Comprehensive Emergency Management Plan, due to the worldwide and local outbreak of COVID-19 and for all the reasons stated in the Governor's Proclamations 20-05, 20-06, 20-07, 20-08 and his successive orders. Therefore:

- A.** The City Manager is hereby authorized and empowered to carry out those powers and duties as are reasonable and necessary to mitigate the effects of the COVID-19 public health emergency.
- B.** All of the personnel, services and facilities of the City of Olympia will be utilized as needed, in response to the emergency needs of the community and its businesses.
- C.** Those departments, officers, and employees of the City are authorized and empowered, among other things, to do the following:
 - (1) Obligate funds for emergency expenditures as directed by the City Council;
 - (2) Enter into contracts and incur obligations necessary to combat such emergency situations to protect the health and safety of persons and property;
 - (3) To enter into contracts and incur obligations necessary to combat such public health emergency and to protect the persons, property and environment, and provide emergency assistance to the victims of such emergency, consistent with the City's Comprehensive Emergency Management Plan;
 - (4) Take other actions, as appropriate, in response to such emergency, including but not limited to changing the manner and meeting sites of the business meetings of the Olympia City Council and the notice requirements of the Open Public Meetings Act as provided in RCW 42.30.070 and as provided in and consistent with the Governor's emergency proclamations, or the terms or collection of fees, charges and taxes; and
 - (5) The City Manager is authorized to make and adjust Human Resources Policies related to leave usage and other issues related to employees as necessitated by the impacts of COVID-19, with the primary goal to maintain the functions and services provided by the City of Olympia.
- D.** Each designated City department is authorized to exercise the powers vested under Section 2 of this Ordinance in light of these exigencies of an extreme emergency situation without regard to time

consuming procedures and formalities prescribed by law (with the exception of mandatory constitutional requirements).

Section 3. Sunset Provision. Ordinance No. 7266 shall remain in effect until 11:59 p.m. on March 15, 2021. This Ordinance shall be effective at 12:00 a.m. on March 16, 2021, and shall remain in effect until 11:59 p.m. on June 16, 2021, unless otherwise earlier rescinded by action of the Olympia City Council. The City Council shall review the conditions that have given rise to this public health emergency to determine if such conditions warrant keeping in place the extraordinary measures authorized herein to respond to this public health emergency, or whether the public health emergency has passed. If the Olympia City Council finds that the public health emergency continues, this Ordinance may be extended by legislative action.

Section 4. Severability. If any provision of this Ordinance or its application to any person or circumstance is held invalid, the remainder of the Ordinance or application of the provisions to other persons or circumstances shall remain unaffected.

Section 5. Ratification. Any act consistent with the authority and prior to the effective date of this Ordinance is hereby ratified and affirmed.

Section 6. Effective Date. This Ordinance is for the preservation of public peace, health, safety, and welfare and shall take immediate effect upon adoption, as provided by law.

MAYOR

ATTEST:

CITY CLERK

APPROVED AS TO FORM:

Mark Barber
CITY ATTORNEY

PASSED:

APPROVED:

PUBLISHED:



City Council

Approval of an Ordinance Amending Adoption of the 2018 International Building Codes Related to Residential Fire Sprinkler Location - First and Final Reading

Agenda Date: 2/23/2021
Agenda Item Number: 4.H
File Number: 21-0215

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

Title

Approval of an Ordinance Amending Adoption of the 2018 International Building Codes Related to Residential Fire Sprinkler Location - First and Final Reading

Recommended Action

Committee Recommendation:

The Land Use and Environment Committee recommended approval of an ordinance to align with the State's adoption of the 2018 International Building and Property Maintenance Codes.

City Manager Recommendation:

Move to approve the Ordinance Amending Adoption of 2018 International Building Codes related to residential fire sprinkler location on first and final reading.

Report

Issue:

Whether to adopt the proposed ordinance amending the City Council's adoption of the 2018 Washington State Building Codes and local amendments on February 2, 2021 (Ordinance No. 7271). The amendments relate to adoption of residential fire sprinkler regulations and applicable exemptions.

Staff Contact:

Larry Merrell, Building Official, Community Planning and Development, 360.753.8486
Kevin Bossard, Assistant Chief/Fire Marshal, 360.709.2719

Presenter(s):

None - Consent Calendar Item

Background and Analysis:

Every three years, the construction code writing organizations update their respective technical and administrative codes. Revised Code of Washington (RCW) Section 19.27 requires that cities within the State of Washington adopt certain Building, Plumbing, Mechanical, Fire, Energy and Electrical

Codes as required by the Washington State Building Codes Council (SBCC). The 2018 State Referenced Codes have been adopted and published by the SBCC and took effect at 12:01 a.m. on February 1, 2021.

The building codes are for the purpose of establishing rules and regulations for the protection of life, environment and property through the construction, alteration, removal, demolition, use and occupancy, location and maintenance of buildings and structures.

These codes also cover the installation, repair, replacement or alteration of electrical, mechanical, and plumbing systems along with their associated equipment, appliances, fixtures, fittings and appurtenances.

Within the codes are the process and authority for issuance of permits, collection of fees and inspection of site to ascertain compliance.

Proposed Local Amendments for Consideration

In addition to adoption of the 2018 State Referenced Codes that have been adopted by the SBCC, the City of Olympia may also consider proposing local amendments to the International Codes. However, proposed local amendments do not immediately amend the International Residential Code (IRC). The City is required to submit any proposed IRC amendments in writing to the SBCC after the amendment has been adopted by ordinance of the City Council. Per RCW 19.27.074, the SBCC must approve all county or city local amendments that impact single family or multifamily residential buildings before they can be enforced by the City.

The City Council approved Ordinance No. 7271 on February 2, 2021, adopting the State-approved building codes, including proposed amendments to the IRC. As required, City staff submitted the proposed IRC amendments to SBCC staff for consideration and approval. SBCC staff pointed out that, in order for the proposed IRC amendments to implement the City Council's desired intent related to residential fire sprinklers, additional amendments would be necessary. The recommended additional amendments are:

- Maintain residential fire sprinkler requirements by adopting optional IRC Appendices U and V, with some modifications creating the following exceptions from this requirement for some accessory dwelling units (ADUs) and temporary or uninhabitable structures:

Amend Appendix U, Section **P2904.1.1 Required sprinkler locations**. Sprinklers shall be installed to protect all areas of a *dwelling unit*.

Exceptions. The following do not require sprinklers:

1. Uninhabitable attics, crawl spaces and normally unoccupied concealed spaces that do not contain fuel-fired appliances. In uninhabitable attics, crawl spaces and normally unoccupied concealed spaces that contain fuel-fired equipment, a sprinkler must be installed above the equipment; however, sprinklers are not required in the remainder of the space.
2. Clothes closets, linen closets and pantries not exceeding 24 square feet (2.2 m2) in area,

with the smallest dimension not greater than 3 feet (915 mm) and having wall and ceiling surfaces of gypsum board.

3. Bathrooms not more than 55 square feet (5.1 m²) in area.

4. Garages; carports; exterior porches; unheated entry areas, such as mud rooms, that are adjacent to an exterior door; and similar areas.

5. Garage conversions to ADU's and ADU's with utilities served by an existing single family residence that does not have an existing sprinkler system.

6. Temporary structures specifically designed as part of an emergency housing facility permitted under Chapter 18.50 OMC, or as otherwise permitted by this code, that serve as a temporary shelter to be removed at a future date as determined by the City of Olympia.

Appendix V, Fire Sprinklers

Because implementation of the codes is necessary for the immediate protection and preservation of public health, public safety, public property or public peace, it should be made effective upon adoption. RCW 35A.13.190 provides that no ordinance shall take effect until five days after the date of publication unless otherwise provided by statute or charter, except that an ordinance designated as a public emergency ordinance for the protection of public health, public safety, public property or the public peace, may be made effective upon adoption. Such an ordinance requires the vote of one more than the majority of the whole membership of the Council. (A majority plus one.)

Neighborhood/Community Interests (if known):

As part of the code adoption process, various construction groups, such as the Olympia Master Builders and the Building Industry Association Washington, which include a number of local contracting members, have expressed interest in the upcoming codes. Staff is working with these organizations and design professionals to ensure there is an understanding of the upcoming revisions to the codes as they are adopted. Staff has addressed these interests by ensuring the City of Olympia engages in outreach and invitation to these groups to attend the same training our staff attends; we have in turn been invited to their training. Additionally, the City's website will be updated to ensure there is information available pertaining to these newly adopted codes.

Options:

- 1) Approve the Ordinance Amending the Adoption of the 2018 International Building Codes on first and final reading. The local amendments to the International Residential Code would be forwarded to the State Building Code Council for approval.
- 2) Direct staff to modify the ordinance with specified revisions to the proposed local amendments and adopt the revised ordinance on first and final reading. The local amendments to the International Residential Code would be forwarded to the State Building Code Council for approval.
- 3) Do not adopt the ordinance on first reading and forward for second reading. The local amendments to the International Residential Code would be forwarded to the State Building Code Council after final adoption on second reading and would not take effect for an additional 1-2 months.
- 4) Do not approve the ordinance. The local amendments within the ordinance would not take effect.

Financial Impact:

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

The associated fiscal impact is included in department budget for 2021.

Attachments:

Ordinance

ORDINANCE NO. _____

AN ORDINANCE OF THE CITY OF OLYMPIA, WASHINGTON, AMENDING ITS ADOPTION OF THE 2018 EDITION OF THE INTERNATIONAL RESIDENTIAL CODE BY AMENDING OLYMPIA MUNICIPAL CODE SECTION 16.04.020, AND DECLARING AN EMERGENCY BASED UPON PUBLIC HEALTH, SAFETY AND WELFARE SO THIS ORDINANCE SHALL TAKE IMMEDIATE EFFECT

WHEREAS, the State of Washington requires cities to enact building codes and regulations and to provide for their administration, enforcement, and amendment; and

WHEREAS, the regulation of building and building construction by the City of Olympia (the "City") is necessary to protect the public health, safety, and welfare; and

WHEREAS, the Olympia City Council desires to protect the safety and welfare of the citizens of the City through regulation of construction activities and maintenance of buildings in the City; and

WHEREAS, the City has previously adopted multiple international codes; and

WHEREAS, more recent international codes have been adopted by the State of Washington; and

WHEREAS, the City is required by the Revised Code of Washington (RCW) Section 19.27 to adopt the State of Washington Building Codes; and

WHEREAS, City staff reviewed the newly adopted international codes as compared to the City's existing codes; and

WHEREAS, City staff presented the international codes provided for herein along with their amendments to the City of Olympia Land Use and Environment Committee; and

WHEREAS, on November 19, 2020, the Land Use and Environment Committee voted to recommend approval of the provisions regulating construction through use of the State-adopted codes set forth herein; and

WHEREAS, on February 2, 2021, the City Council passed and approved Ordinance No. 7271 on an emergency basis, thereby adopting the referenced International Building Codes and local amendments; and

WHEREAS, the State Building Codes Council has notified the City that additional amendments are recommended for inclusion in the Olympia Municipal Code in order to accomplish the intent of Ordinance No. 7271; and

WHEREAS, this Ordinance is supported by the staff report and materials associated with this Ordinance, along with other documents on file with the City of Olympia; and

WHEREAS, this Ordinance is also supported by the professional judgment and experience of the City staff who have worked on this proposal;

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

Section 1. Amendment of OMC 16.04.020. Olympia Municipal Code Section 16.04.020 is hereby amended to read as follows:

16.04.020 Adoption of Referenced Codes – Purpose

A. Pursuant to RCW 19.27.031, the City of Olympia hereby adopts the following codes, as amended by the Washington State Building Code Council, and as thereafter amended by the City of Olympia, for the purpose of establishing rules and regulations for the construction, alteration, removal, demolition, use and occupancy, location and maintenance of buildings and structures, as well as the installation, repair, replacement or alteration of electrical, mechanical, and plumbing systems along with their associated equipment, appliances, fixtures, fittings and appurtenances thereto, and providing for the issuance of permits and collection of fees, providing penalties for the violation of such codes and each and all of the regulations, provisions, conditions and terms of these code standards, rules and regulations and appendices as noted. One copy of each code shall be on file with the City Clerk and can also be accessed electronically by the following hyperlinks provided within this section.

1. International Building Code Adopted.

The 2018 Edition of the International Building Code, hereafter IBC, as adopted by the State Building Code Council in Chapter 51-50 WAC (excluding Chapter 1, Section 101.4.3 "Plumbing"; excluding Chapter 1, Section 105.2 "work exempt from permit", item 3, "Oil Derricks"; excluding Chapter 1, Section 110.3.5 "Exception"; excluding Chapter 1, Section 113, Board of Appeals), as published by the International Code Council, Inc. (ICC), including ICC A117.1-2009 "Accessible and usable buildings and facilities", and the following Appendices are hereby adopted:

Appendix E, Supplementary Accessibility Requirements ICC A117.2009

Appendix G, Flood resistant construction

Appendix J, Grading

2. International Residential Code Adopted.

The 2018 Edition of the International Residential Code, hereafter IRC, as published by the International Code Council, Inc. (ICC), as adopted by the State Building Code Council in Chapter 51-51 WAC (excluding Chapter 1, Section R112, Board of Appeals, Chapter 11, and Chapters 25 through 43), except that Chapter 25, Section P2904 is adopted and the following Appendices are hereby adopted:

Appendix F Passive Radon Gas Controls

Appendix Q, Tiny Houses

Appendix U, Dwelling Unit Fire Sprinkler Systems, with the following amendment:

Section P2904.1.1 Required sprinkler locations. Sprinklers shall be installed to protect all areas of a dwelling unit.

Exceptions. The following do not require sprinklers:

1. Uninhabitable attics, crawl spaces and normally unoccupied concealed spaces that do not contain fuel-fired appliances. In uninhabitable attics, crawl spaces and normally unoccupied concealed spaces that contain fuel-fired equipment, a sprinkler must be installed above the equipment; however, sprinklers are not required in the remainder of the space.

2. Clothes closets, linen closets and pantries not exceeding 24 square feet (2.2 m²) in area, with the smallest dimension not greater than 3 feet (915 mm) and having wall and ceiling surfaces of gypsum board.

3. Bathrooms not more than 55 square feet (5.1 m²) in area.

4. Garages; carports; exterior porches; unheated entry areas, such as mud rooms, that are adjacent to an exterior door; and similar areas.

5. Garage conversions to ADU's and ADU's with utilities served by an existing single family residence that does not have an existing sprinkler system.

6. Temporary structures specifically designed as part of an emergency housing facility permitted under Chapter 18.50 OMC, or as otherwise permitted by this code, that serve as a temporary shelter to be removed at a future date as determined by the City of Olympia.

Appendix V, Fire Sprinklers

3. International Mechanical Code Adopted.

The 2018 Edition of the International Mechanical Code, hereafter IMC, as published by the International Code Council, Inc. (ICC), as adopted by the State Building Code Council in Chapter 51-52 WAC (excluding Chapter 1, Section 109, Means of Appeals), is hereby adopted, and includes adoption of the 2018 Edition of the ANSI Z223.1/NFPA 54 National Fuel Gas Code and the 2017 Liquefied Gas Code (NFPA 58) except as otherwise specified by the adoption of referenced Codes.

4. Uniform Plumbing Code Adopted.

The 2018 Edition of the Uniform Plumbing Code, hereafter UPC, as published by the International Association of Plumbing and Mechanical Officials (IAPMO), as adopted by the State Building Code Council in Chapters 51-56 WAC.

5. International Energy Conservation Code/Washington Residential Energy Codes Adopted.

Washington State Residential Energy Code, Chapter 51-11R WAC, excluding SECTION R109 BOARD OF APPEALS

The 2018 Edition of the Washington State Residential Energy Code and the following Appendices are hereby adopted:

Appendix RA, Optional Energy Efficiency Measures – One Step

Appendix RB, Optional Energy Efficiency Measures – Two Step

Appendix RC, Outdoor Design Temperatures for Washington Proponent Options

6. International Energy Conservation Code/Washington Commercial Energy Codes Adopted.

Washington State Commercial Energy Code, Chapter 51-11C WAC, excluding SECTION R109 BOARD OF APPEALS

The 2018 Edition of the Washington State Commercial Energy Code and the following Appendices are hereby adopted:

Appendix A, Default Heat Loss Coefficients

Appendix B, Default Internal Load Values and Schedules

Appendix C, Exterior Design Conditions

Appendix, D, Calculation of HVAC Total System Performance Ratio

Appendix E, Renewable Energy

Appendix F, Outcome-Based Energy Budget

7. Manufactured Home Standards adopted.

The Manufactured Home Standards established by the State of Washington governing the installation of manufactured homes (as set forth in WAC Chapter 296-150M), are hereby adopted.

8. International Fire Code Adopted.

The 2018 Edition of the International Fire Code, herein IFC, as published by the International Code Council (ICC), as adopted by the State Building Code Council in Chapter 51-54 WAC (excluding Chapter 1, Section 108, Board of Appeals), and the following Appendices are hereby adopted:

Appendix B, Fire-Flow requirements for Buildings

Appendix E, Hazard Categories

Appendix F, Hazard Rankings

Appendix G, Cryogenic Fluids-Weight and Volume Equivalents

Appendix H, Hazardous Materials Management Plan (HMMP) and Hazardous Materials Inventory Statement (HMIS) Instructions

Appendix I, Fire Protection Systems-Noncompliant Conditions

9. International Existing Building Code Adopted.

The 2018 Edition of the International Existing Building Code, as published by the International Code Council (excluding Chapter 1, Section 112, Board of Appeals), is hereby adopted as the Existing Building Code of the City of Olympia for regulating and governing the repair, alteration, change of occupancy, addition and relocation of existing buildings, including historic buildings, as herein provided; providing for the issuance of permits and collection of fees therefor; and each and all of the regulations, provisions, conditions and term of said Existing Building Code, and the following Appendix is hereby adopted:

Appendix A, Guidelines for the Seismic Retrofit of Existing Buildings

10. International Swimming Pool and Spa Code Adopted.

The 2018 International Swimming Pool and Spa Code, as published by the International Code Council (by reference in the 2018 International Building Code WAC 51.50, Section 3109 and the 2018 International Residential Code WAC 51-51, Section 38), is hereby adopted regulating the installation of pools and spas, including ANSI/APSP/ICC-7 Standards for Suction Entrapment Avoidance.

11. International Fuel Gas Code Adopted.

The 2018 International Fuel Gas Code, as published by the International Code Council, is hereby adopted as the Fuel Gas Code for the City of Olympia.

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

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

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

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

MAYOR

ATTEST:

CITY CLERK

APPROVED AS TO FORM:

Michael M. Young

DEPUTY CITY ATTORNEY

PASSED:

APPROVED:

PUBLISHED:



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

City Council

2021 Legislative Session Update

Agenda Date: 2/23/2021
Agenda Item Number: 6.A
File Number:21-0209

Type: report **Version:** 1 **Status:** Other Business

Title

2021 Legislative Session Update

Recommended Action

Committee Recommendation:

Not referred to a committee.

City Manager Recommendation:

Receive an update on the 2021 Legislative Session.

Report

Issue:

Whether to receive an update on the 2021 Legislative Session.

Staff Contact:

Susan Grisham, Legislative Liaison, 36-753-8244

Presenter(s):

Susan Grisham, Legislative Liaison

Background and Analysis:

Staff will give an update on the 2021 Legislative Session including bills and topics of interest related to the City's legislative agenda.

Attachments:

None



City Council

Approval a of Bid Award for the Franklin Street Improvements Project

Agenda Date: 2/23/2021
Agenda Item Number: 6.B
File Number:21-0197

Type: contract **Version:** 1 **Status:** Other Business

Title

Approval a of Bid Award for the Franklin Street Improvements Project

Recommended Action

Committee Recommendation:

Not referred to a committee.

City Manager Recommendation:

Move to award the construction contract to Sound Pacific Construction, LLC, in the amount of \$3,420,123.68, and authorize the City Manager to execute the contract.

Report

Issue:

Whether to approve staff's recommendation to award the construction contract for the Franklin Street Improvements Project to Sound Pacific Construction, LLC.

Staff Contact:

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

Presenter(s):

Jeff Johnstone, P.E., Senior Engineer
Todd Cutts, Olympia Downtown Alliance
Cayla Ravancho, Stepherson & Associates Communications

Background and Analysis:

Since the acceptance of the Downtown Strategy by City Council, staff has advanced the concepts for improving four downtown streets including Franklin Street. On Franklin Street, a full reconstruction of the road from 5th Avenue to State Street is planned, including: concrete pavement, upgraded underground utilities, new traffic signals, new sidewalks, bulb-outs at intersections, improved lighting, landscaping, and public art. This project also includes underground utility improvements and an asphalt overlay from Legion Way to 5th Avenue.

The City received Washington State funding for the Franklin Street Improvements Project through the Transportation Improvement Board Fuel Tax program. The total estimated cost of the project is

\$5,500,000, and the grant funds total \$400,000.

Staff will present an overview of the project, including more details about the construction schedule and public outreach during construction.

Neighborhood/Community Interests (if known):

Public outreach conducted in 2017 and 2018 indicated support to proceed with the design concepts for the Franklin Street project. A public open house was held in May 2019 to share more specific designs for the Franklin Street and Legion Way improvement projects.

Notices to properties near the project limits were recently sent out to inform residents and business owners that the project is planned for construction this year. Marketing and communication plans are currently being developed. Extensive public communication and outreach is planned throughout the construction of this project.

Options:

1. Award the construction contract to Sound Pacific Construction, LLC, in the amount of \$3,420,123.68, and authorize the City Manager to execute the contract. The project proceeds as planned.
2. Reject all bids and direct staff to rebid the project. The time needed to rebid will delay construction. The cost to construct the project may increase.

Financial Impact:

The low bid of \$3,420,123.68 is approximately 10% less than the Engineer's estimate. There are sufficient funds in the budget to complete this project.

Overall project costs:

Total Low Bid:	\$ 3,420,123.68
Contingency to Award (10%):	\$ 345,000.00
Engineering: Design, Inspection, Consultants	\$ <u>1,734,876.32</u>
Total Estimated Project Cost:	\$ 5,500,000.00

The Franklin Street Improvements Project is funded as follows:

TIB Fuel Tax Grant Funds	\$ 400,000
Local Match - Transportation Capital Funds	\$ 4,765,000
Local Match - Water Resources CIP	\$ 335,000
 Total Available Project Funding:	 \$ 5,500,000

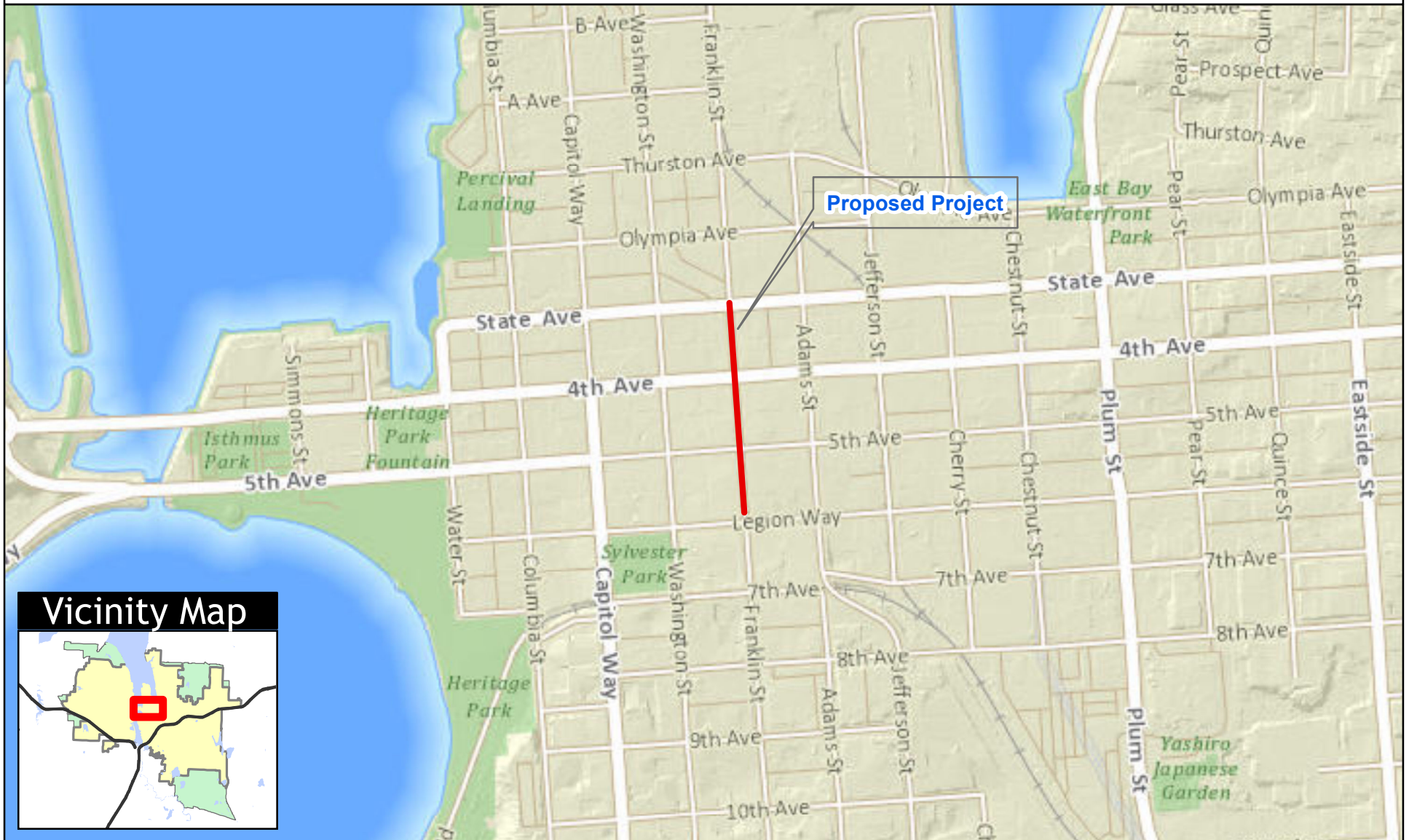
Attachments:

Vicinity Map
Summary of Bids



Franklin Street SE Improvements Project

Vicinity and Area Map



Proposed Project

Vicinity Map



0 0.075 0.15
Miles 1 inch = 600 feet

Map printed 1/20/2021

For more information, please contact:

Jeff Johnstone, P.E., Senior Engineer

jjohnsto@ci.olympia.wa.us

(360) 753-8290

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.



SUMMARY OF BIDS RECEIVED



Project Name: Franklin Street Improvements
Project Number: 1463G
Bid Opening Date: 1/21/2021

ENGINEER'S ESTIMATE	CITY OF OLYMPIA	\$ 3,800,713.48
Bid #1	SOUND PACIFIC	\$ 3,420,123.68
Bid #2	R.L. ALIA COMPANY	\$ 3,550,294.50
Bid #3	ACTIVE CONSTRUCTION	\$ 3,594,243.00
Bid #4	PIVETTA	\$ 3,622,509.36
Bid #5	NW CASCADE	\$ 3,714,046.00
Bid #6	ROGNLINS	\$ 4,045,207.64



City Council

Approval of a Resolution Adopting the Olympia Transportation Master Plan

Agenda Date: 2/23/2021
Agenda Item Number: 6.C
File Number: 21-0198

Type: resolution **Version:** 1 **Status:** Other Business

Title

Approval of a Resolution Adopting the Olympia Transportation Master Plan

Recommended Action

Committee Recommendation:

Not referred to a committee.

City Manager Recommendation:

Move to approve a Resolution adopting the Olympia Transportation Master Plan.

Report

Issue:

Whether to approve a Resolution adopting the Olympia Transportation Master Plan.

Staff Contact:

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

Presenter(s):

Sophie Stimson, Transportation Planning Supervisor
Mark Russell, P.E., Deputy Director of Public Works
Chris Breiland, P.E., Principal, Fehr and Peers

Background and Analysis:

The Transportation Master Plan (TMP) is the first plan of this type for the City of Olympia and helps us build the vision for transportation described in our Comprehensive Plan. The TMP guides us towards a transportation system that increases the number of trips by walking, biking, and public transit. The plan helps us more equitably serve the community by making our streets safer and functional for more people; whether they walk, bike, ride the bus, or drive.

Staff will brief the City Council on the contents of the TMP. The main outcome of the plan development process is 20-year project lists. The TMP will be used to update the Capital Facilities Plan each year. It will also simplify the forthcoming update of the Olympia Comprehensive Plan, scheduled for 2025. The TMP reviews transportation policy issues and funding needs, setting the stage for community discussions that may occur in the next several years. The TMP is anticipated to

be updated every 6 to 8 years.

Neighborhood/Community Interests (if known):

The public provided input into the plan development process in 2018 and 2019, using online interactive “story maps.” In November 2020, the draft TMP was posted for public review and comment using the online platform *Engage Olympia*. The Bicycle and Pedestrian Advisory Committee (BPAC) provided comments to staff on the draft TMP in December 2020. Throughout the plan development process the BPAC, Olympia Planning Commission, and Council Committees were briefed.

Options:

1. Approve a Resolution adopting the Olympia Transportation Master Plan. The plan will guide the development of the future transportation system.
2. Approve a Resolution adopting the Olympia Transportation Master Plan with Council-directed revisions.
3. Do not approve a Resolution adopting the Olympia Transportation Master Plan. Provide staff other direction for completing the plan adoption process.

Financial Impact:

None at this time.

Attachments:

Resolution

Transportation Master Plan webpage

RESOLUTION NO. _____

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF OLYMPIA, WASHINGTON, ADOPTING THE
OLYMPIA TRANSPORTATION MASTER PLAN**

WHEREAS, the Olympia Transportation Master Plan (TMP) defines transportation projects that create the future system envisioned by the City of Olympia and prioritizes projects the City would like to build in the next 20 years; and

WHEREAS, the TMP aims to increase the number of trips by walking, biking, and transit; and

WHEREAS, creating a TMP is a significant step towards implementing the vision of the Olympia Comprehensive Plan; and

WHEREAS, a Steering Committee comprised of staff from the City of Olympia, the Thurston Regional Planning Council, and Intercity Transit guided the development of the TMP; and

WHEREAS, the TMP was drafted with engagement from the public using two online “story maps,” which were viewed by approximately 2,000 people each time one was posted; and

WHEREAS, briefings on the TMP were held with the Bicycle and Pedestrian Advisory Committee, the Olympia Planning Commission, and the City Council’s Finance and Land Use and Environment Committees; and

WHEREAS, the TMP will make the process of updating the City’s Capital Facilities Plan a more simple and predictable process for staff, the public, and policy makers; and

WHEREAS, the TMP helps the City understand the long-term funding needs for transportation, as well as the maintenance and operations challenges that will be faced as the City’s transportation system grows and ages; and

WHEREAS, the TMP also helps the City understand the long-term policy considerations the community faces relating to transportation, such as autonomous vehicles and issues related to equity; and

WHEREAS, the TMP will bring more predictability and transparency to how the City’s transportation system is built; and

WHEREAS, the TMP will provide valuable guidance for future transportation decisions;

NOW, THEREFORE, THE OLYMPIA CITY COUNCIL DOES HEREBY RESOLVE that the Olympia Transportation Master Plan is adopted.

PASSED BY THE OLYMPIA CITY COUNCIL this _____ day of _____ 2021.

MAYOR

ATTEST:

CITY CLERK

APPROVED AS TO FORM:

Mark Barber

CITY ATTORNEY



Transportation Master Plan

City of Olympia

February 2021



Prepared by:

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

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

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Chapter 1: Introduction



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

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

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

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

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

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

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

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

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

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

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

Olympia Comprehensive Plan Transportation Chapter

What Olympia Values

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

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

Olympia's future transportation system will focus on moving

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

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

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

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



Role of this plan

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

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

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

Links investments to the comprehensive plan vision

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



Defines our street system needs

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

Invests fairly throughout the city

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

Evaluates revenue needs

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

Looks to the future

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

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

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



Developing this plan

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

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

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

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

Public Engagement

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

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

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

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



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



The 2019 story map was viewed 2,400 times.



Over 300 people responded to surveys in each story map.



Next Steps

Capital Facilities Plan (CFP) updates

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

Concurrency and impact fee programs

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

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

Funding decisions

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

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

Comprehensive plan update

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

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

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

Issues we see in the future

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

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

Equity in Transportation

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

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

Learn more about equity and transportation in Chapter 7.

Chapter 2: Who we are and how we get around

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

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

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

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

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

Population and Employment Indicators

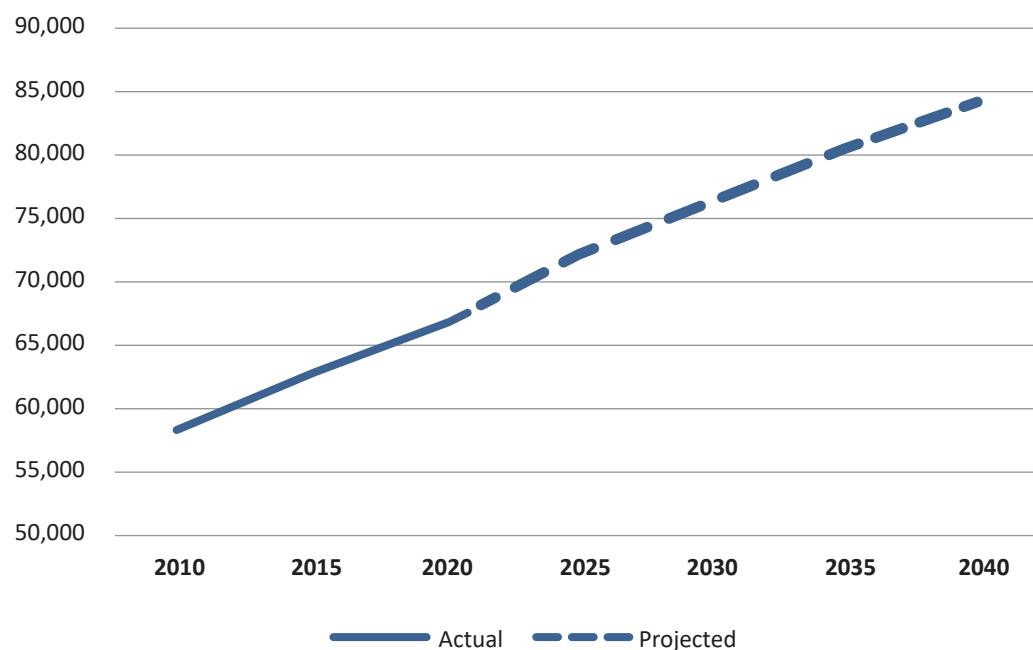
Olympia is growing, and we estimate about 18,000 more people will live here by 2040. The 2020 population of Olympia and its Urban Growth Area is estimated at 66,790, and we expect that the population in 2040 will be about 84,400.¹

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

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

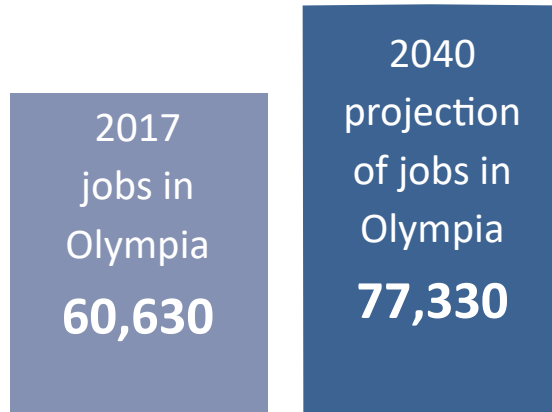
We do not yet know how many of those workers will continue to telework after the threat of COVID-19 passes, but it seems likely that a higher percentage of workers will continue teleworking. It is also possible that teleworkers from the Central Puget Sound region may choose to move here, where the cost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

Population Forecast
City of Olympia and Urban Growth Area



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

Job Projections

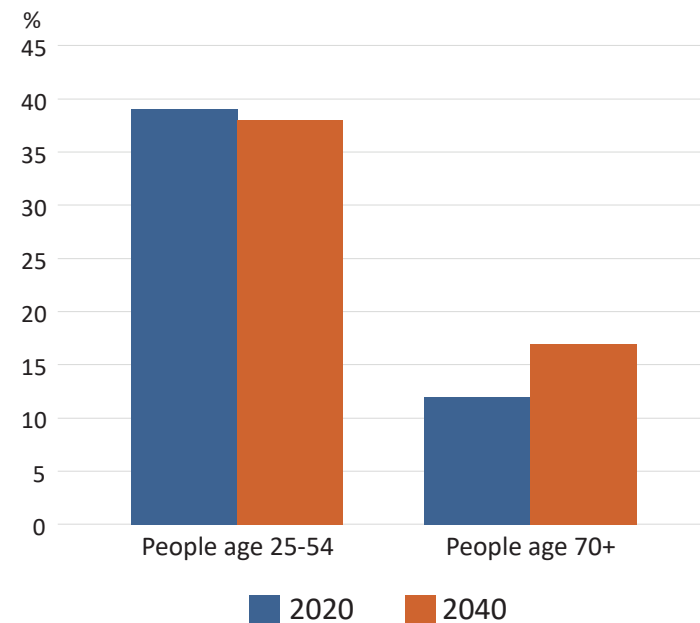


Source: Thurston Regional Planning Council. (2019, September). The Profile: Thurston County Statistics and Information. Retrieved from Thurston Regional Planning Council on July 21, 2020 at <https://www.trpc.org/391/The-Profile-Thurston-County-Statistics-D>. Additional data processing by City staff.

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

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





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



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

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

Average number of people per household

	2020	2040
Olympia		
Thurston County		

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



Race and Ethnicity Indicators

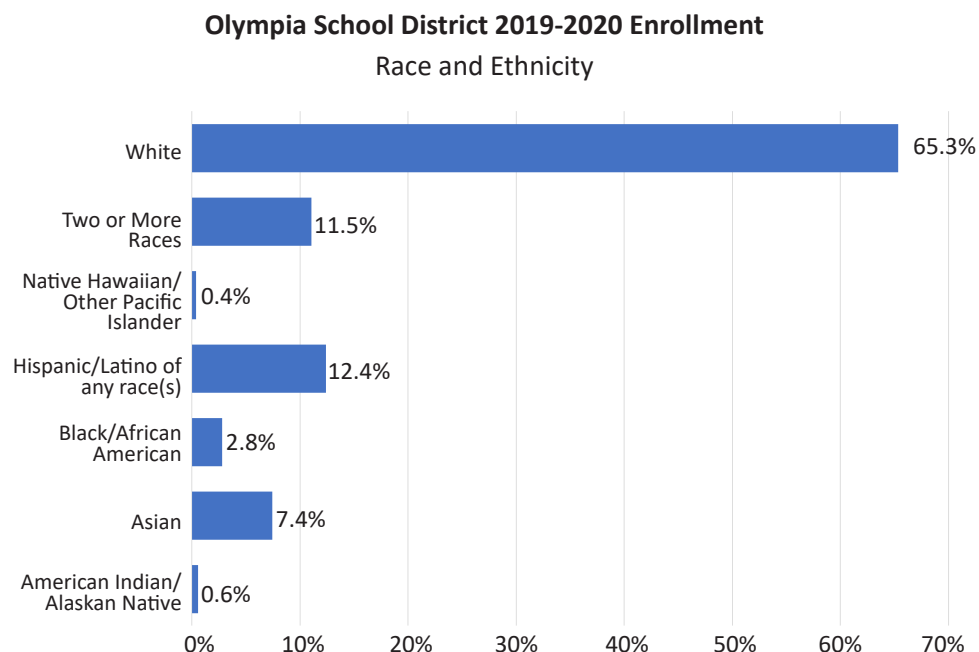
Like the rest of the United States, Olympia's racial and ethnic make-up is changing. In the table below, you can see Olympia's current racial and ethnic breakdown and how it compares to neighboring communities and the state.

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

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

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

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



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

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

Income, Poverty, and Car Ownership Indicators

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

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

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

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

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

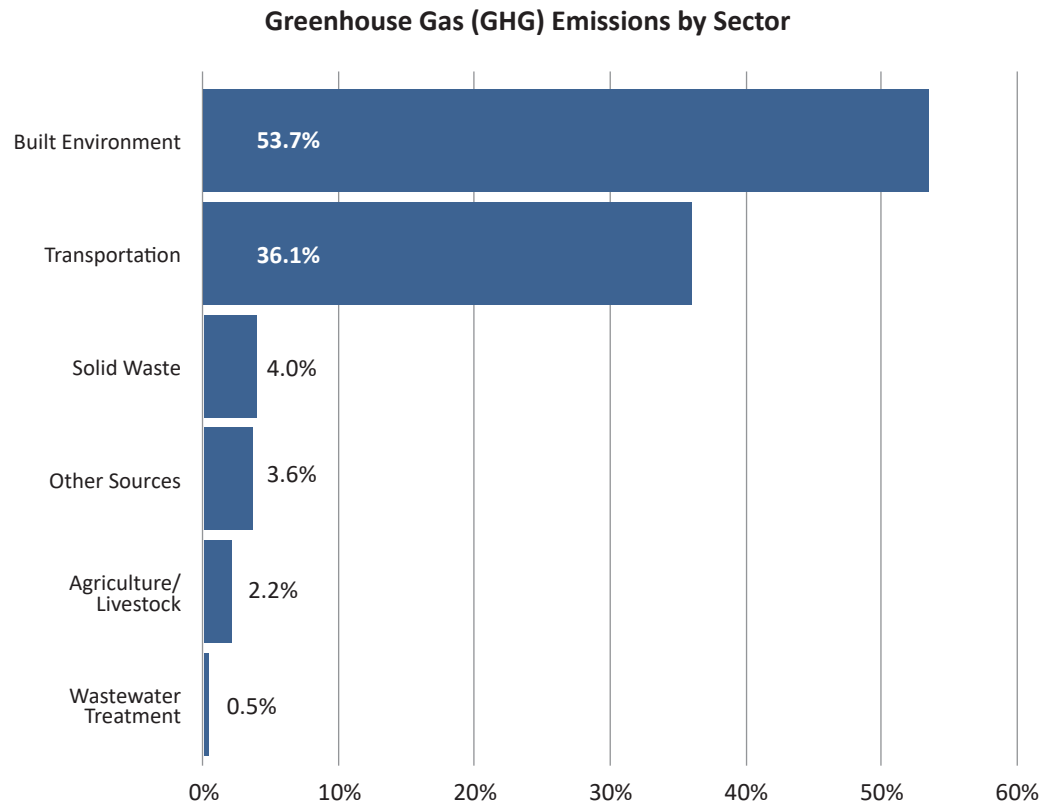
Here is a summary of our findings:

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

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

Greenhouse Gas Emissions and Vehicle Miles Traveled Indicators

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



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





The GHG emissions targets for our region are to:

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

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

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

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

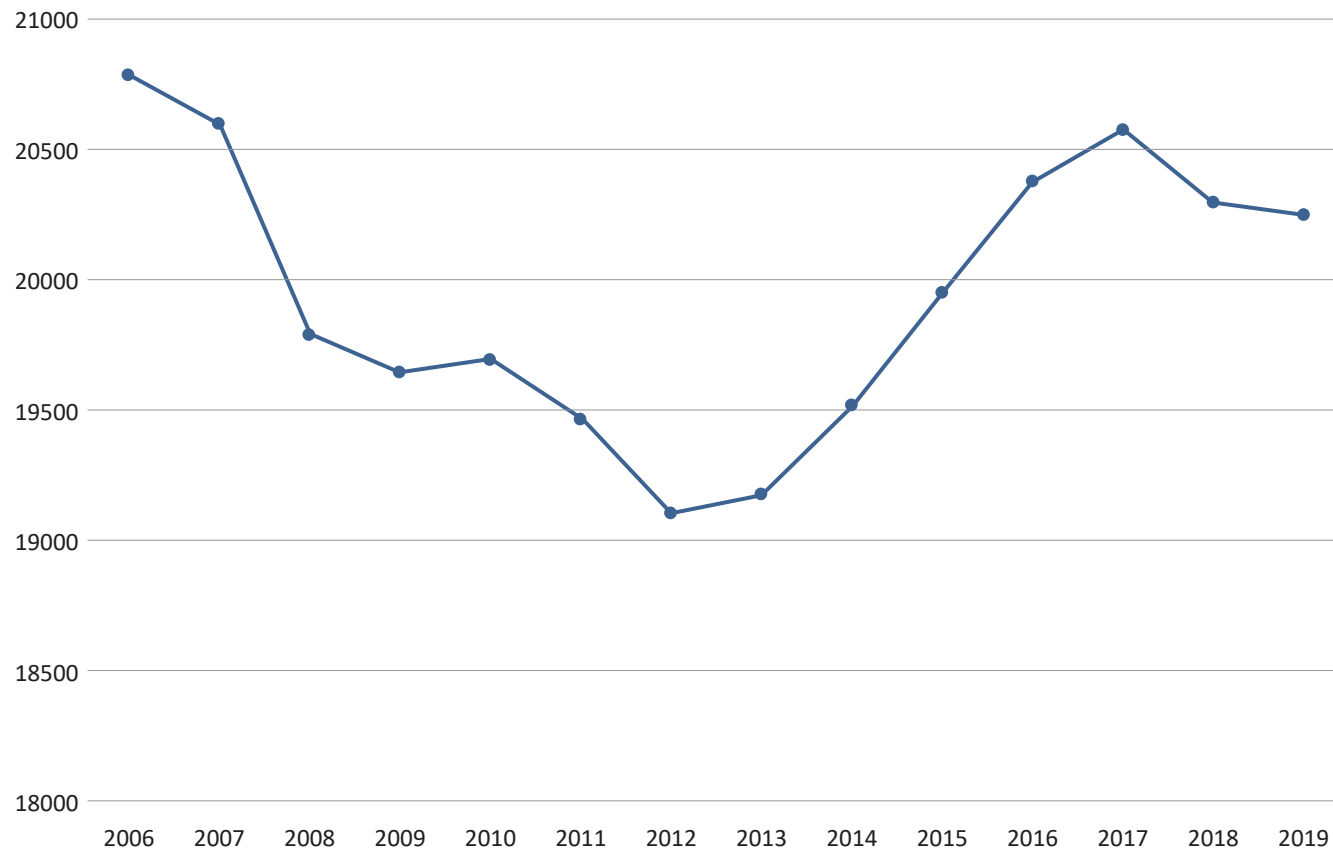
Our region also has targets for reducing per capita vehicle miles traveled, which are outlined in the [Thurston Regional Transportation Plan](#). Those goals are to reach:

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

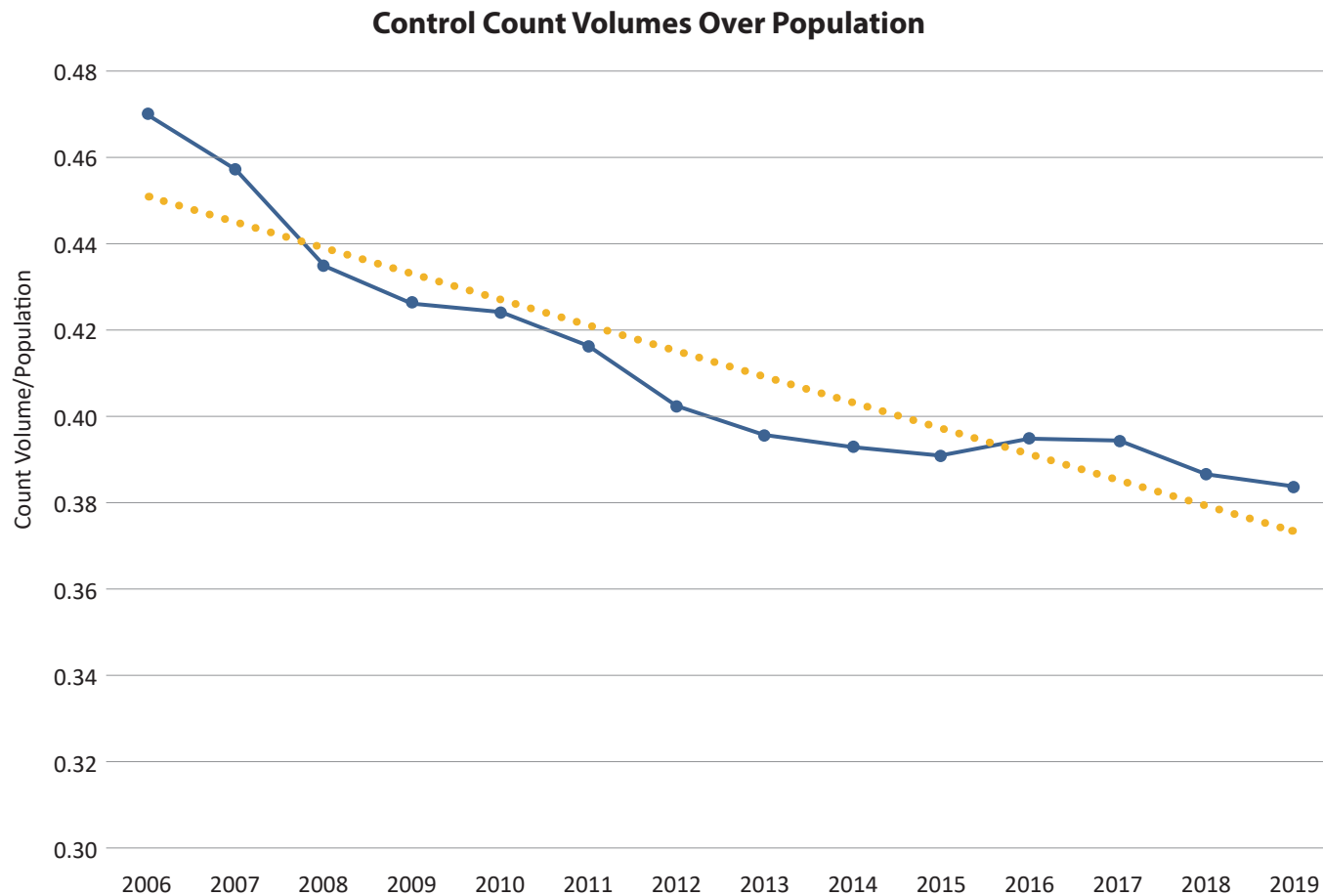
Since 2006, the City has been monitoring vehicle traffic at nine locations each month, which we call "control counts." We count the number of vehicles that pass through those spots for three days, Tuesday through Thursday, and the average of those three days becomes our estimated "average daily traffic"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

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

Vehicle Counts: Annual Combined Average at Control Count Locations



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



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

Land Use Indicators

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

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

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

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

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

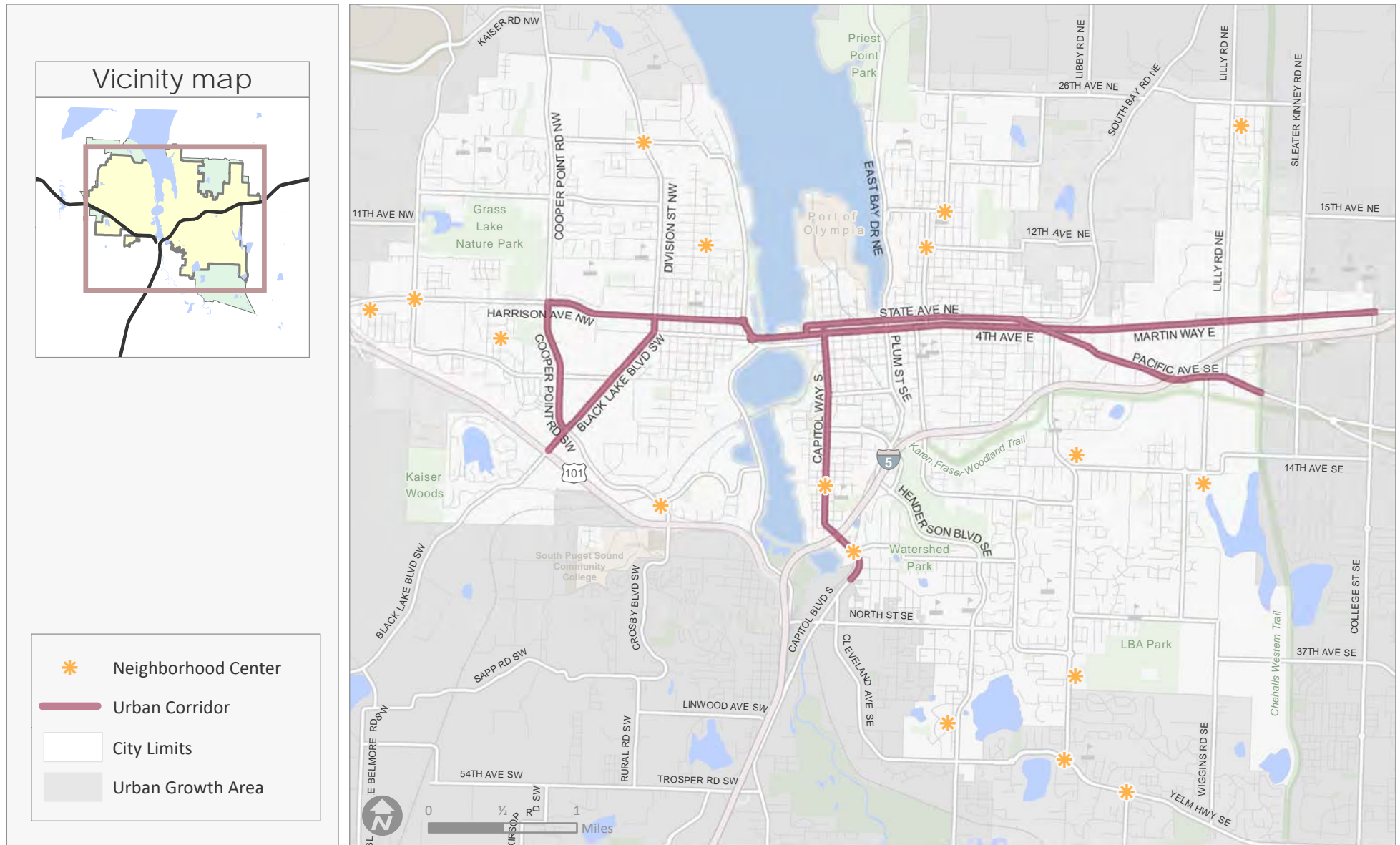
example, more households can attract more businesses, bringing more services within walking distance of residents.

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

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



Urban Corridors and Neighborhood Centers



How We Get Around

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

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

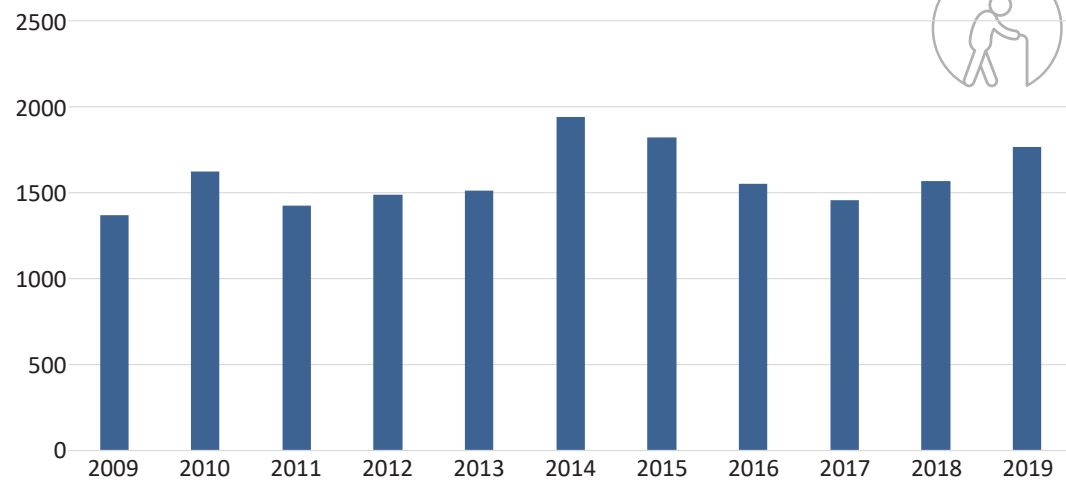
Source: US Census Bureau. (2020). 2014-2018 American Community Survey 5-Year Estimates. Retrieved from United States Census Bureau on July 23, 2020 at <https://data.census.gov/>

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



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

Daily Pedestrian Counts

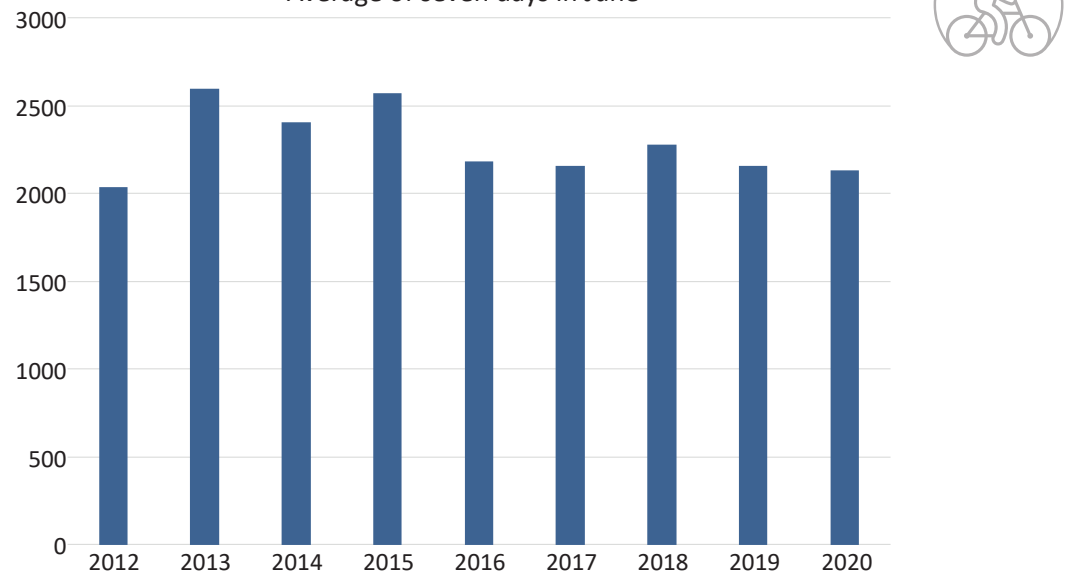


We have also modified traffic counters in order to count bicycles. Because the counters are designed for vehicles and do not detect bicycles traveling under 10 mph, we know these are undercounting, especially where the counters are uphill. They are at 18 sites throughout the city. We take a 24-hour,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

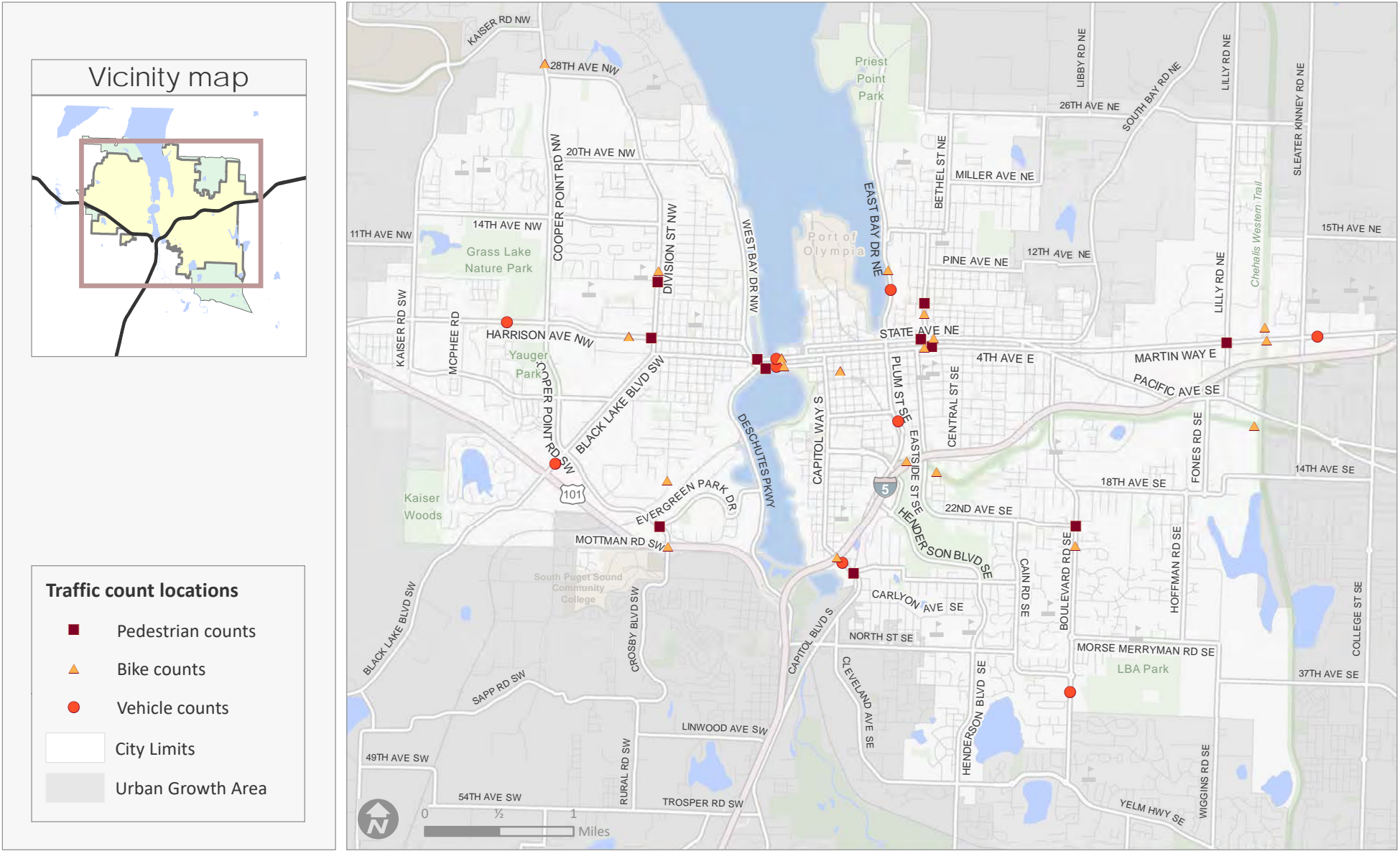
Please see the map that follows for locations of where we routinely count pedestrians, bicyclists, and motor vehicles.

Average Daily Bicycle Counts

Average of seven days in June



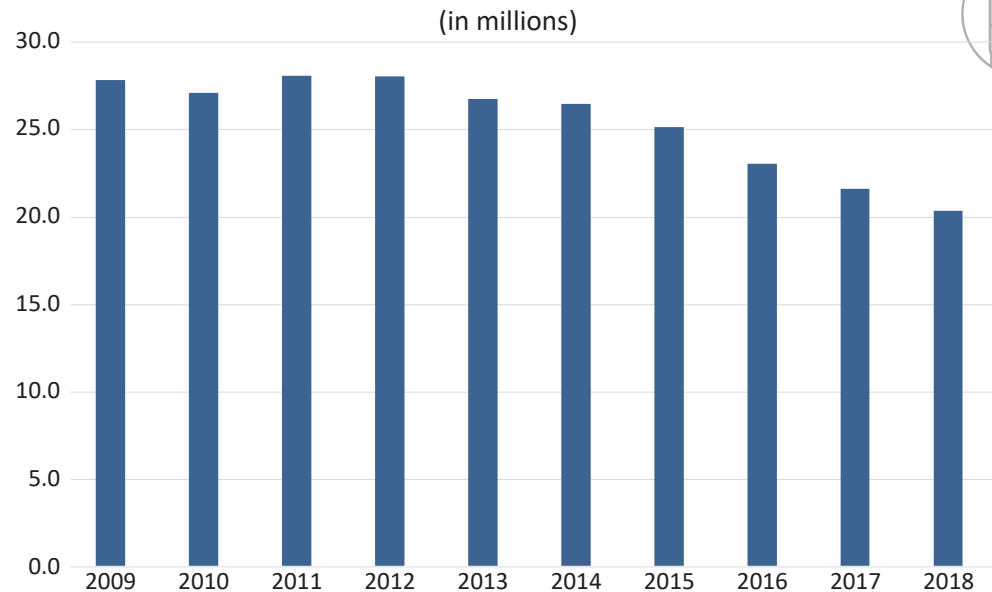
Traffic Count Locations



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

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

Annual Intercity Transit Fixed Route Boardings



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



Endnotes

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

Chapter 3: Our Street System

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

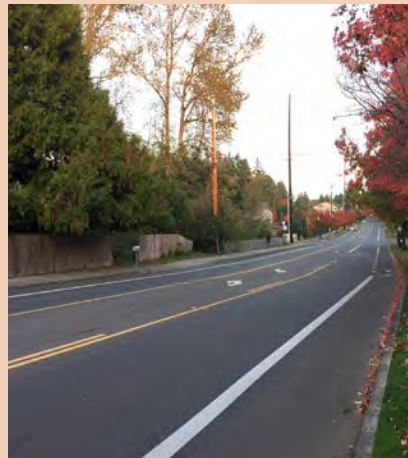
We classify our streets in four categories:

Arterials



The largest streets in our city.

Major Collectors



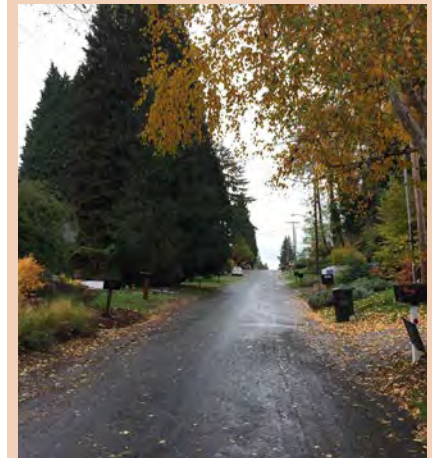
These connect arterials to residential and commercial areas.

Neighborhood Collectors



These provide circulation within and between residential and commercial areas.

Local Access Streets

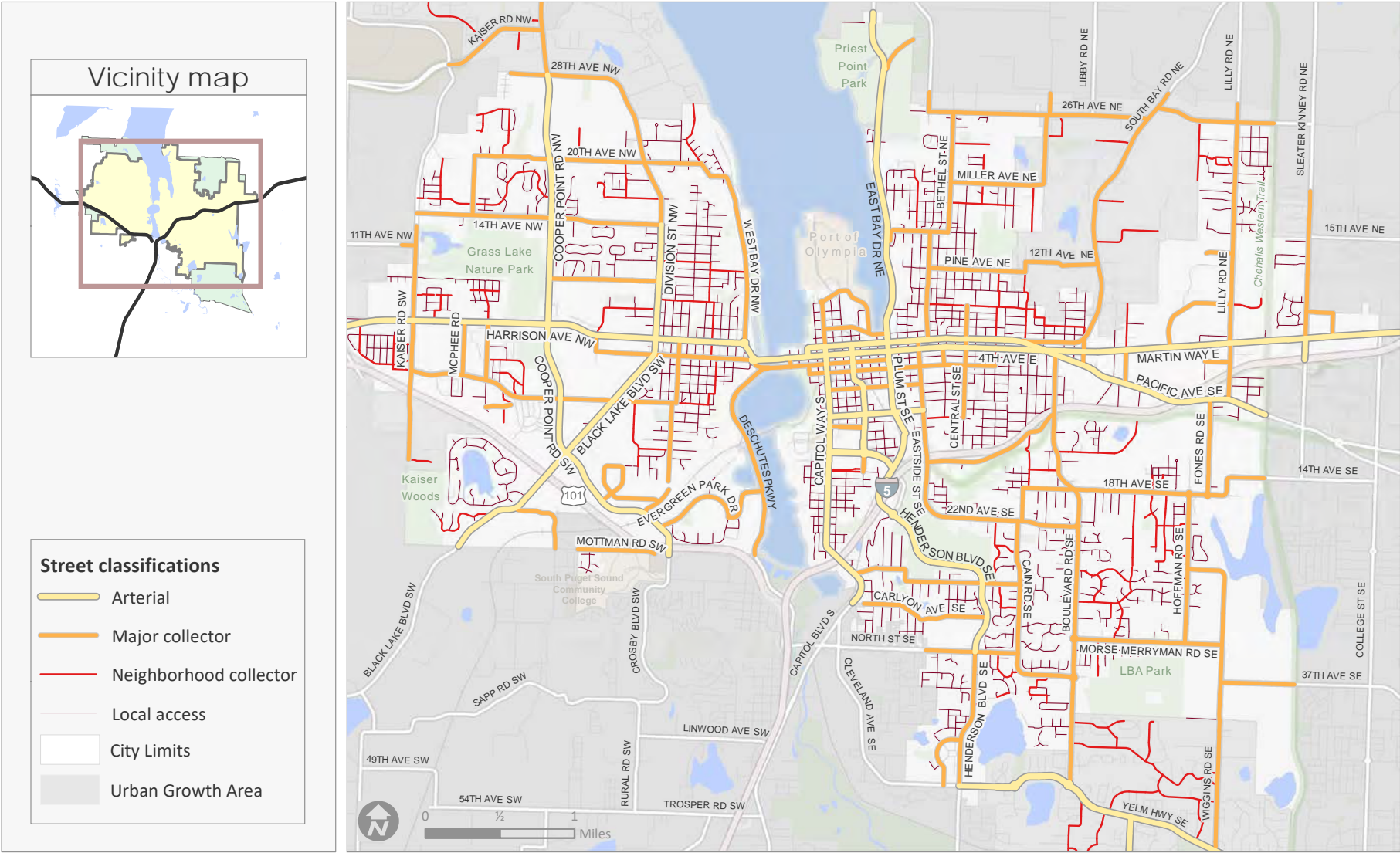


These are the smallest streets in our city. They provide direct connections to properties.













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

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

Street Classifications



Olympia has:

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

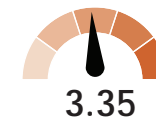
Public Input About Today's Streets

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

Here's how people responded:

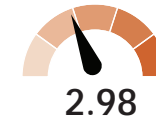
What's it like to get around by car in Olympia?

Average Response



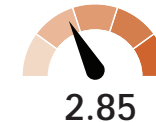
What's it like to ride the bus in Olympia?

Average Response



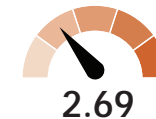
What's it like to walk in Olympia?

Average Response



What's it like to bike in Olympia?

Average Response





Walking Network

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

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





Sidewalks

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

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

Enhanced crosswalks

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



Pathways

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



Curb ramps and accessible devices

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

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

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

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

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

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



Biking Network

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

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

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



Bike corridors

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

Enhanced bike lanes

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

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

Trails

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

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

Pathways

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





Street Network

Retrofitting our streets

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

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

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



Maintaining street surfaces

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

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

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





Intersections

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

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

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

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

Major street reconstruction

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

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

New street connections

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

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

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

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

Freight

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

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



Safety

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

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

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



2019 Intercity Transit at a glance:

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



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

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

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

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

Rail

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

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

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

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

System of the future

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

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

Chapter 4: Project Lists

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

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

We made these project lists in three steps:

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

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



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

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

This chapter includes project lists for:

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

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

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

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

System Targets

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

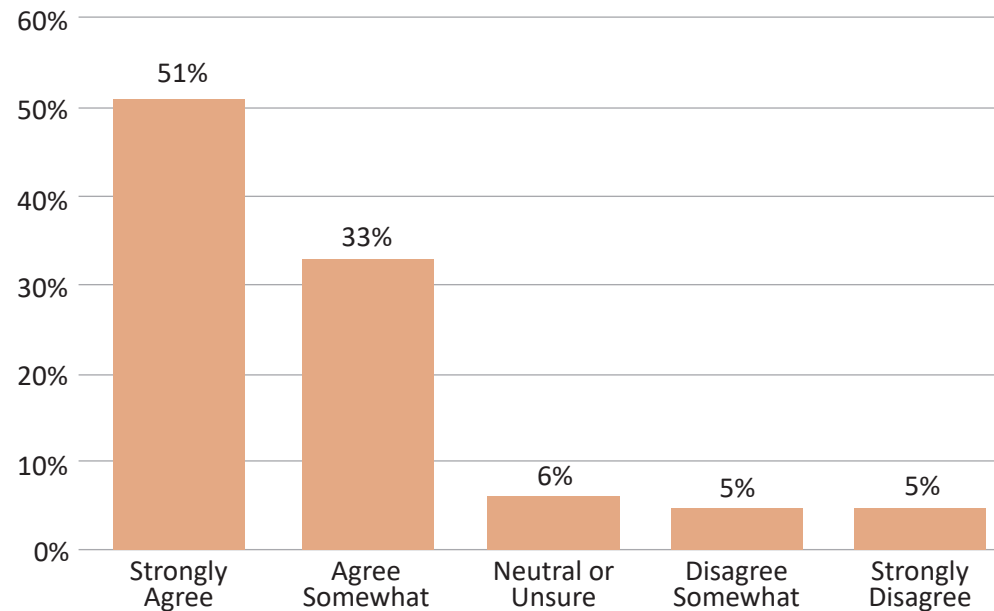
Type of facility	System target	Existing inventory	Full network list	20 year project list
Sidewalks	There will be sidewalks on both sides of our largest streets: arterials, major collectors and neighborhood collectors. The first priority is to have a sidewalk on at least one side of every major street,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

Public Input

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

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

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



Prioritization

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

Comprehensive plan land use goals

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

Street characteristics

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

Technical analyses

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

Destinations

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

Density

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

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

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


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


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

Projects in this chapter

 Enhanced crosswalks


 Sidewalks

 Curb ramps

 Pathways

 Low-stress bike network

 Resurfacing

 Major street reconstruction

 Intersection improvements

 Safety improvements

Project Lists

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

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



Enhanced Crosswalks

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

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

System Target

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

Identification

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

Prioritization

Potential crossing locations were scored according to this method:

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

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

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



Enhanced crosswalk project list

Pacific Avenue

between Weir Street and the Chehalis Western Trail

Cooper Point Road

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

Cooper Point Road

between Mall Loop Drive and Capitol Mall Drive

Lilly Road

north of Mary Elder Drive (near Johannis Medical Park)

Harrison Avenue

between Yauger Way and Safeway driveways (possibly two locations)

Pacific Avenue

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

Cooper Point Road

between Safeway driveways

Cooper Point Road

northwest of Caton Way (possibly two locations)

Pacific Avenue

between Steele Street and Dehart Drive (possibly three locations)

Harrison Avenue

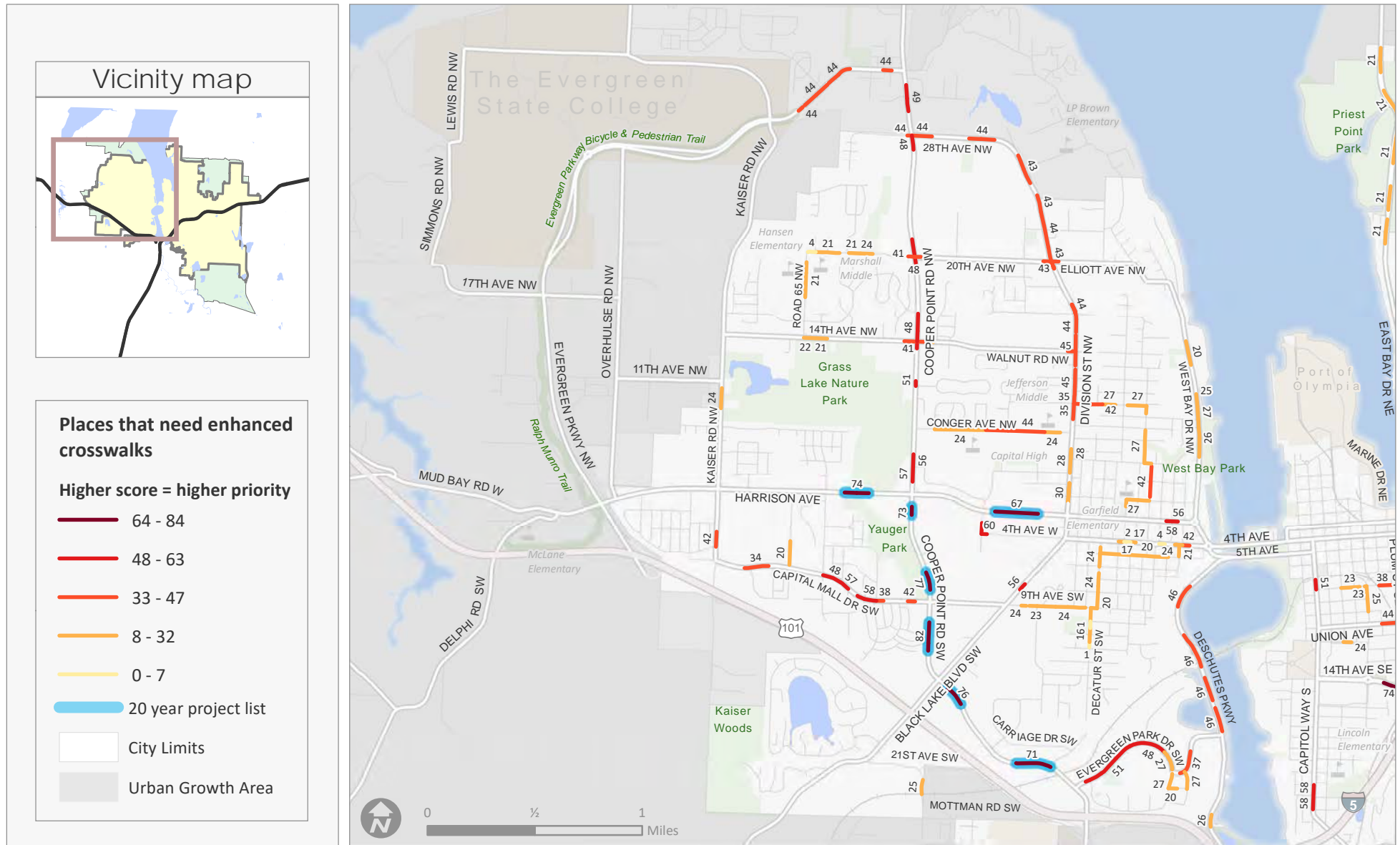
between Kenyon Street and existing crossing island (possibly three locations)

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

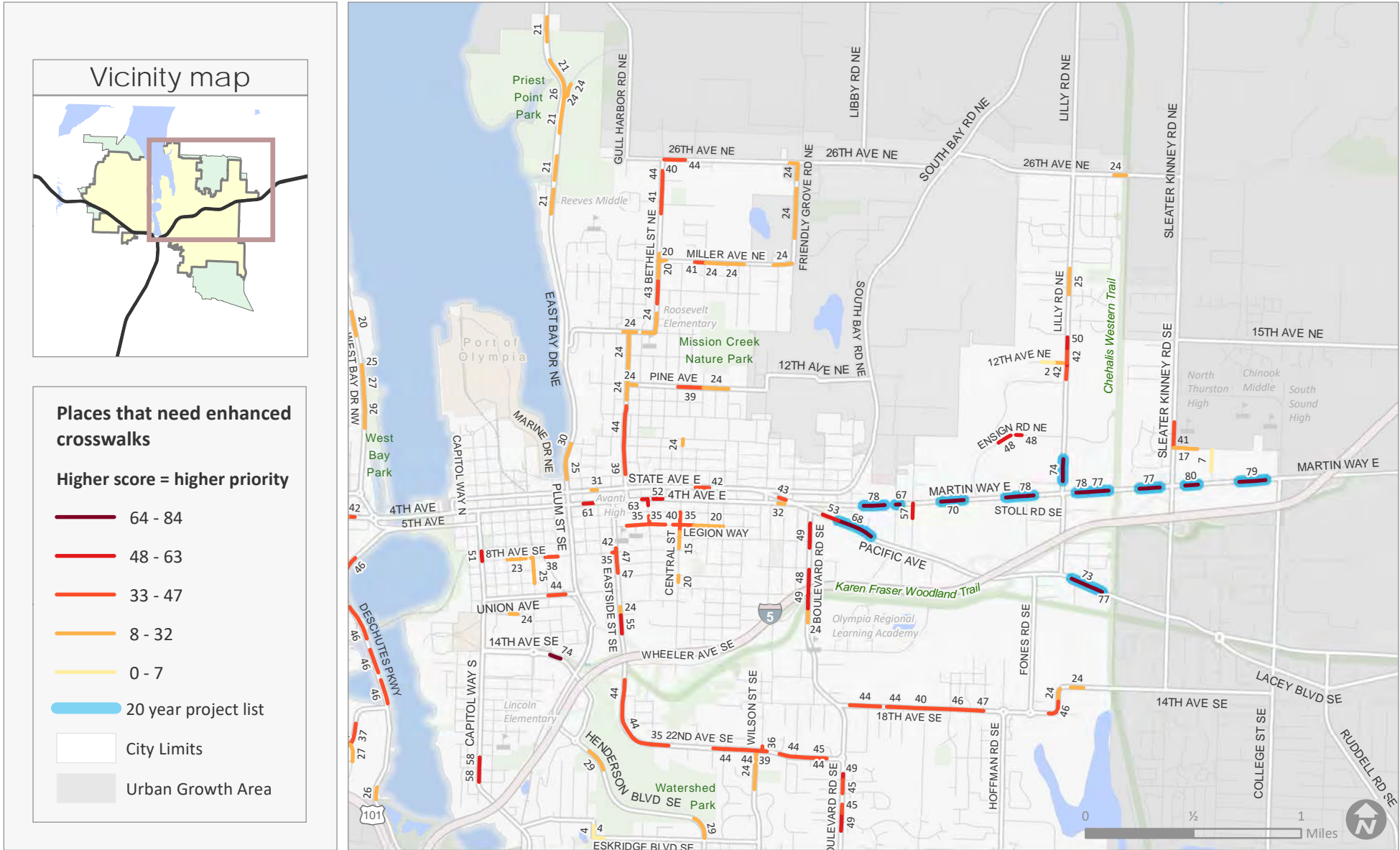
Approximately eleven high scoring projects on Martin Way do not appear in the project list shown here, because they will be addressed through the Martin Way project shown on the major street reconstruction list on pages.

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

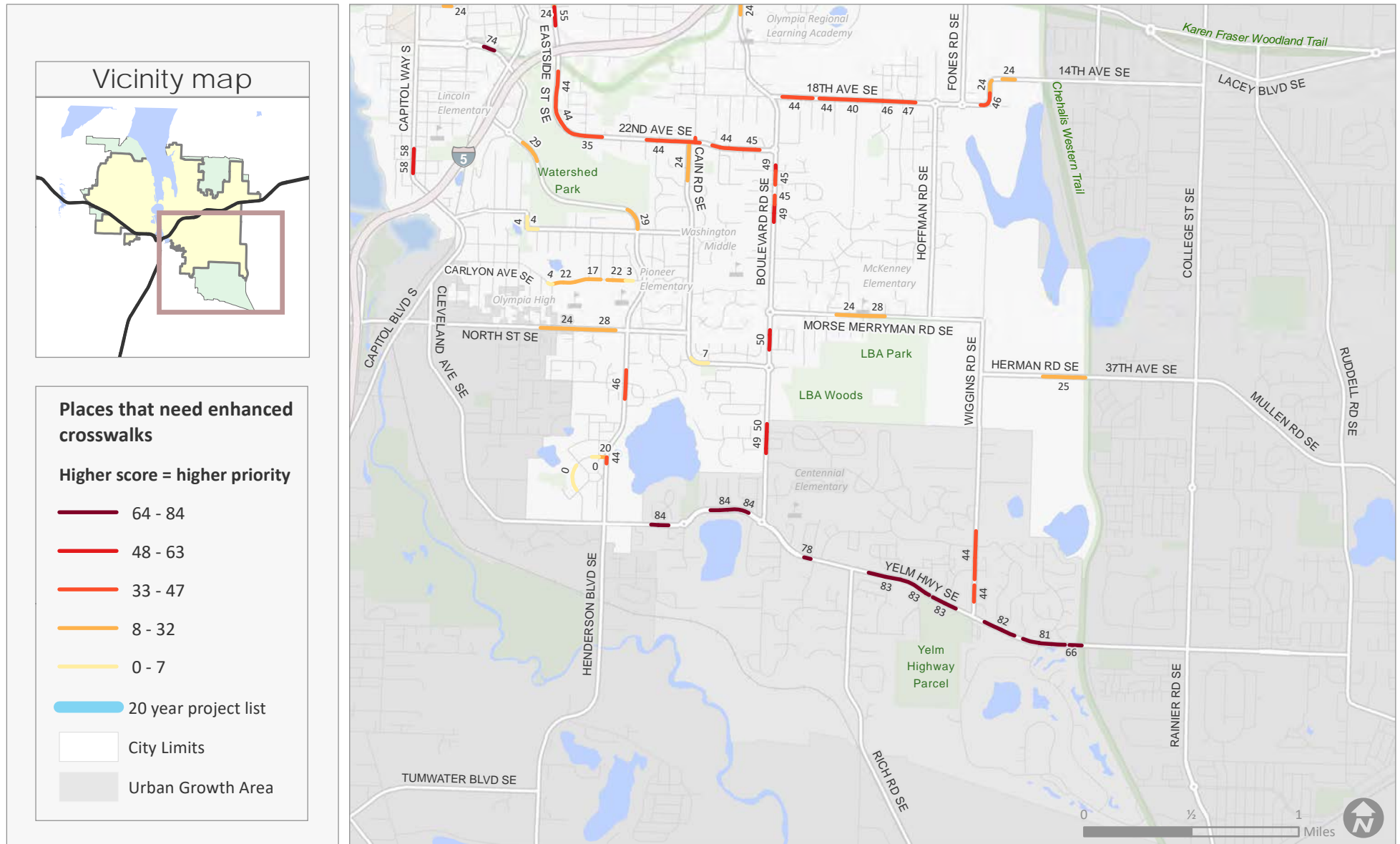
Enhanced Crosswalks | West



Enhanced Crosswalks | Northeast



Enhanced Crosswalks | Southeast



Sidewalks

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

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



System target

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

Identification

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

Prioritization

Points are awarded to missing sidewalk segment as follows:

If the segment is within:

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

If the segment is on a street that is:

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



Sidewalk project list:

4th Avenue

from Sawyer Street to Phoenix Street

Fir Street

from Bigelow Avenue to Pine Avenue

Division Street

from Walnut Road to 28th Avenue

Cooper Point Road

from Conger Avenue to 28th Avenue

Martin Way

from Phoenix Street to Devoe Street

Martin Way

from Pattison Street to Lilly Road

28th Avenue

from Cooper Point Road to Division Street

Mottman Road

from Mottman Court to SPSCC

Boulevard Road

from 15th Avenue to 18th Avenue

Boulevard Road

from Log Cabin Road to 41st Way

Kaiser Road

from Harrison Avenue to 5th Way

McPhee Road

from Harrison Avenue to Capitol Mall Drive

Eastside Street

from 18th Avenue to 22nd Avenue

18th Avenue

from Wilson Street to Steele Street

Stoll Road

from Stoll Road to Lilly Road

Elliott Avenue

from Division Street to Bing Court

Thurston Avenue

from Washington Street to Franklin Street

Wilson Street

from 22nd Avenue to 18th Avenue

20th Avenue

from Cooper Crest Street to Cooper Point Road

14th Avenue

from Kaiser Road to Cooper Point Road

Morse Merryman

from Hoffman Road to Wiggins Road

Fones Road

from Detray's to 17th Way

22nd Avenue

from Eastside Street to Fir Street

26th Avenue

from Freeman Lane to Friendly Grove

Pine Avenue

from Fir Street to Edison Street

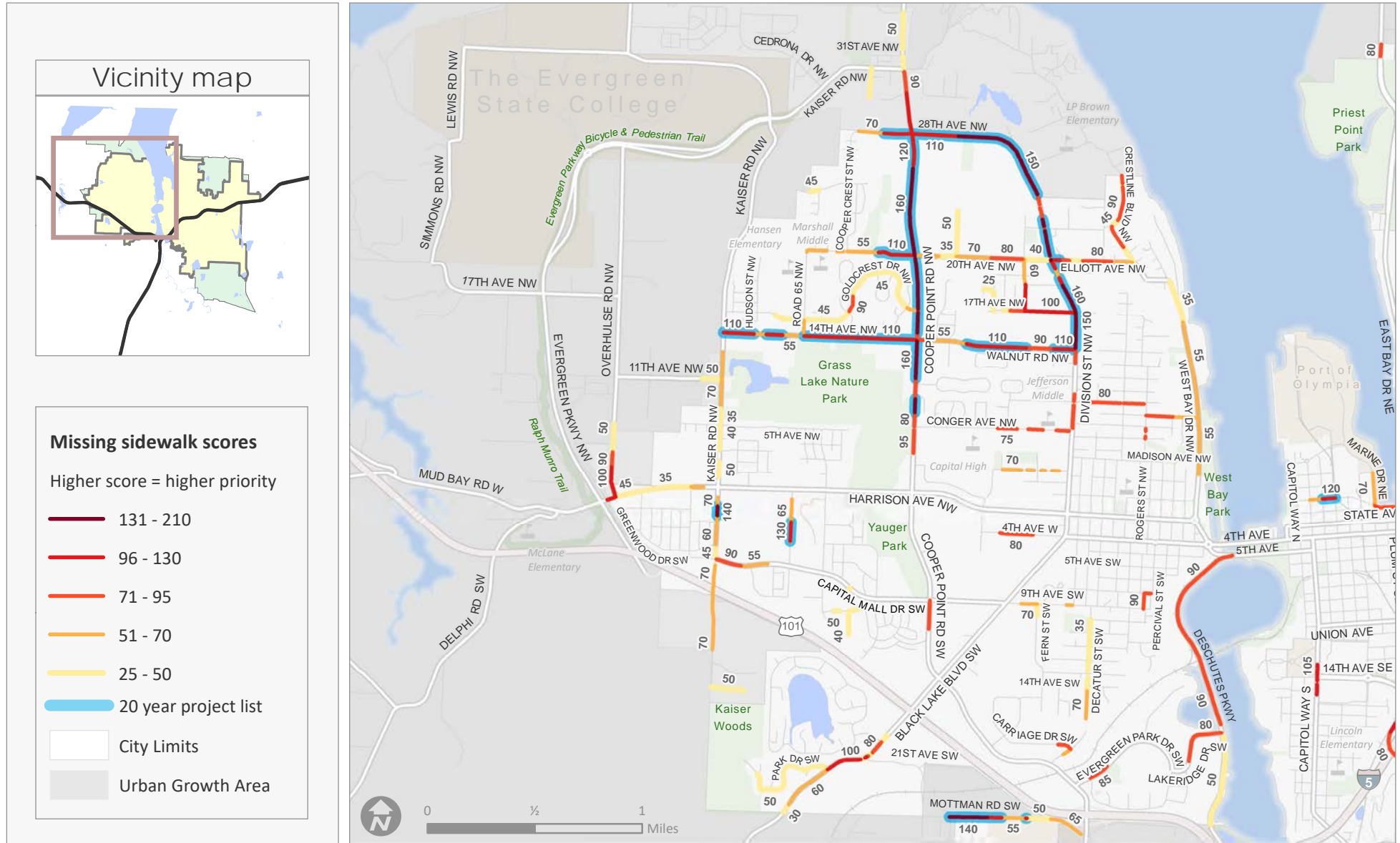
Walnut Road

from Ethel Street to Division Street

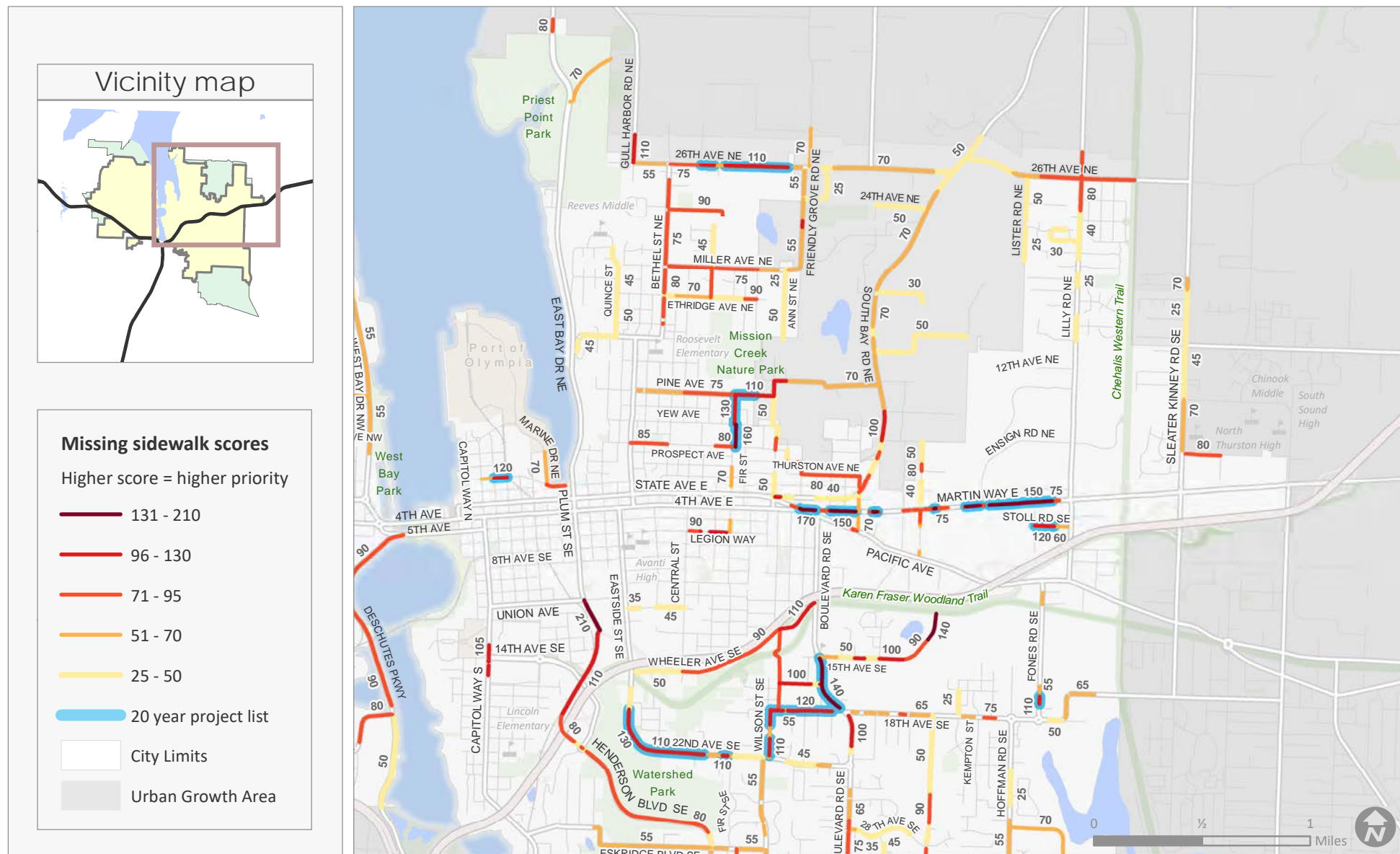
The following maps show the full network of projects we identified, with those we can build in 20 years highlighted. The full network is 65 miles of sidewalks. The sidewalks we need to build on 4th Avenue E, Martin Way, Mottman Road, and Fones Road will be built as part of the major street reconstruction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

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

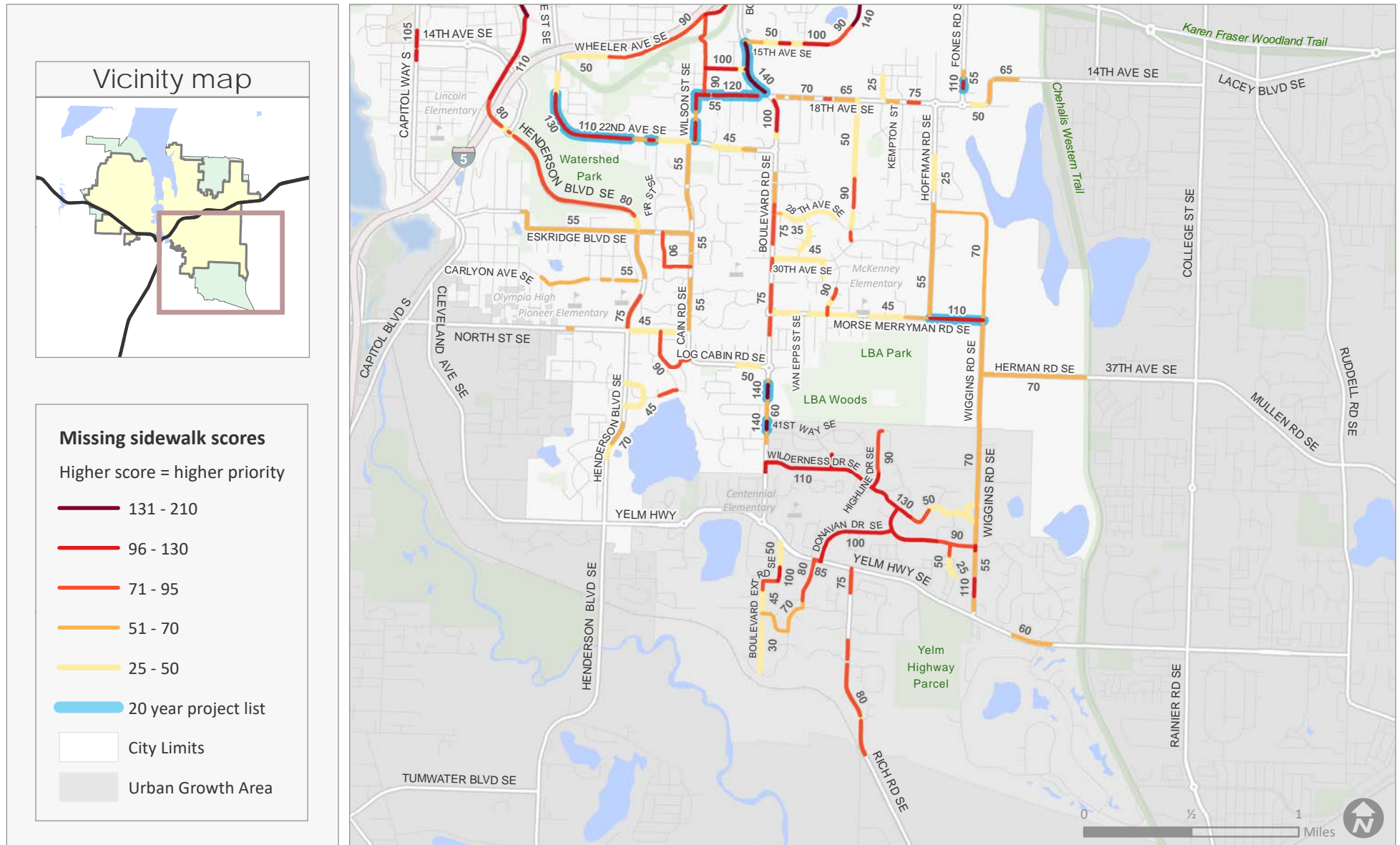
Sidewalks | West



Sidewalks | Northeast



Sidewalks | Southeast





Curb Access Ramps

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

System target

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

Identification

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

Prioritization

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

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

The prioritization methodology is as follows:

If the intersection is within 250 feet of:

Public building or grocery store	22 points
Transit route	17 points
Park	12 points
School	12 points

If the intersection is within 550 feet of:

Public building or grocery store	20 points
Transit route	15 points
Park	10 points
School	10 points

If the intersection is within 800 feet of:

Public building or grocery store	18 points
Transit route	13 points
Park	8 points
School	8 points

If the intersection is in an area of dense employment:

High density	17 points
Medium/high density	16 points
Medium/lower density	15 points
Lower density	14 points

If the intersection is in an area of dense housing:

High density	17 points
Medium/high density	16 points
Medium/lower density	15 points
Lower density	14 points

If the intersection is on:

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

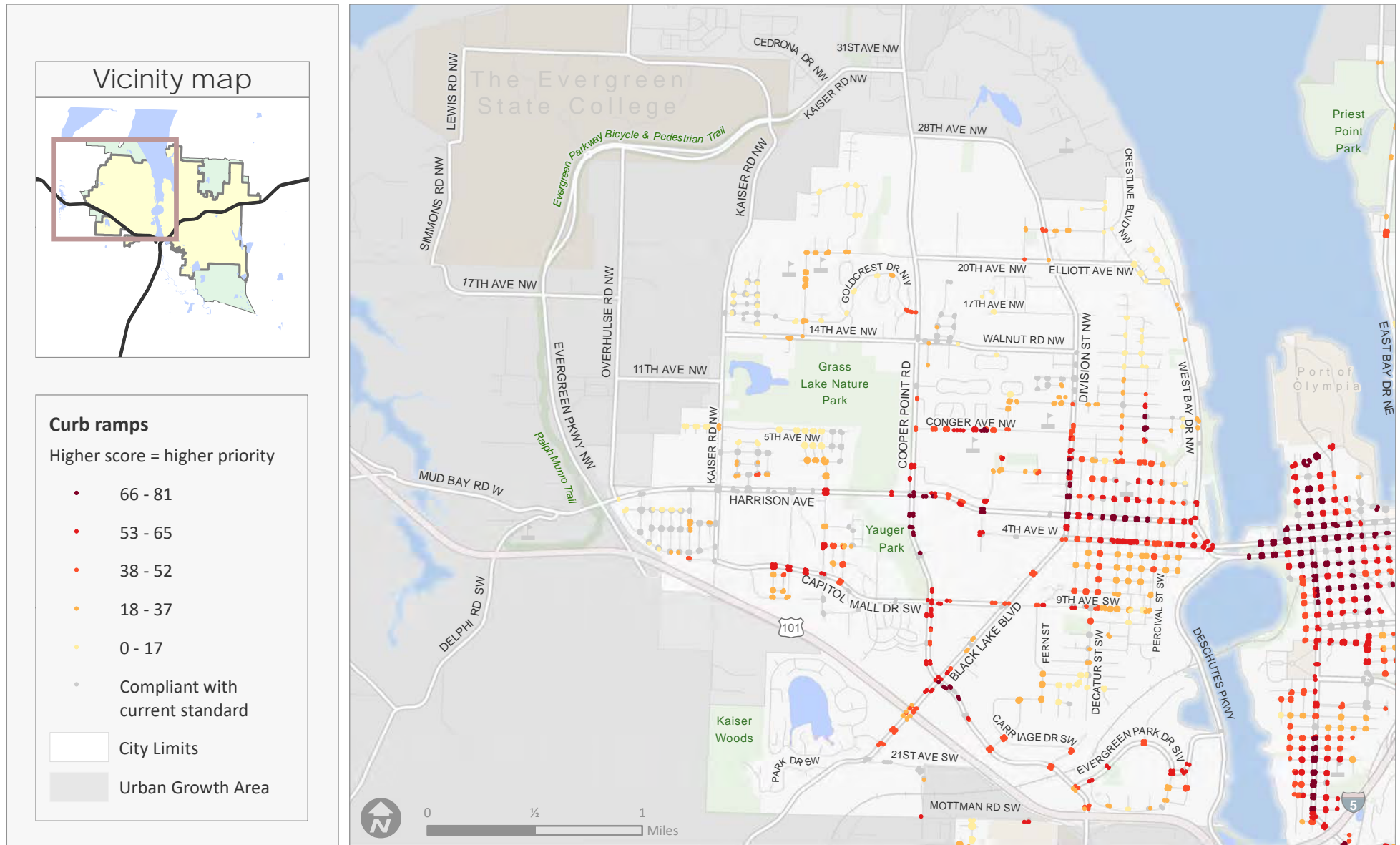
Curb access ramp project list

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

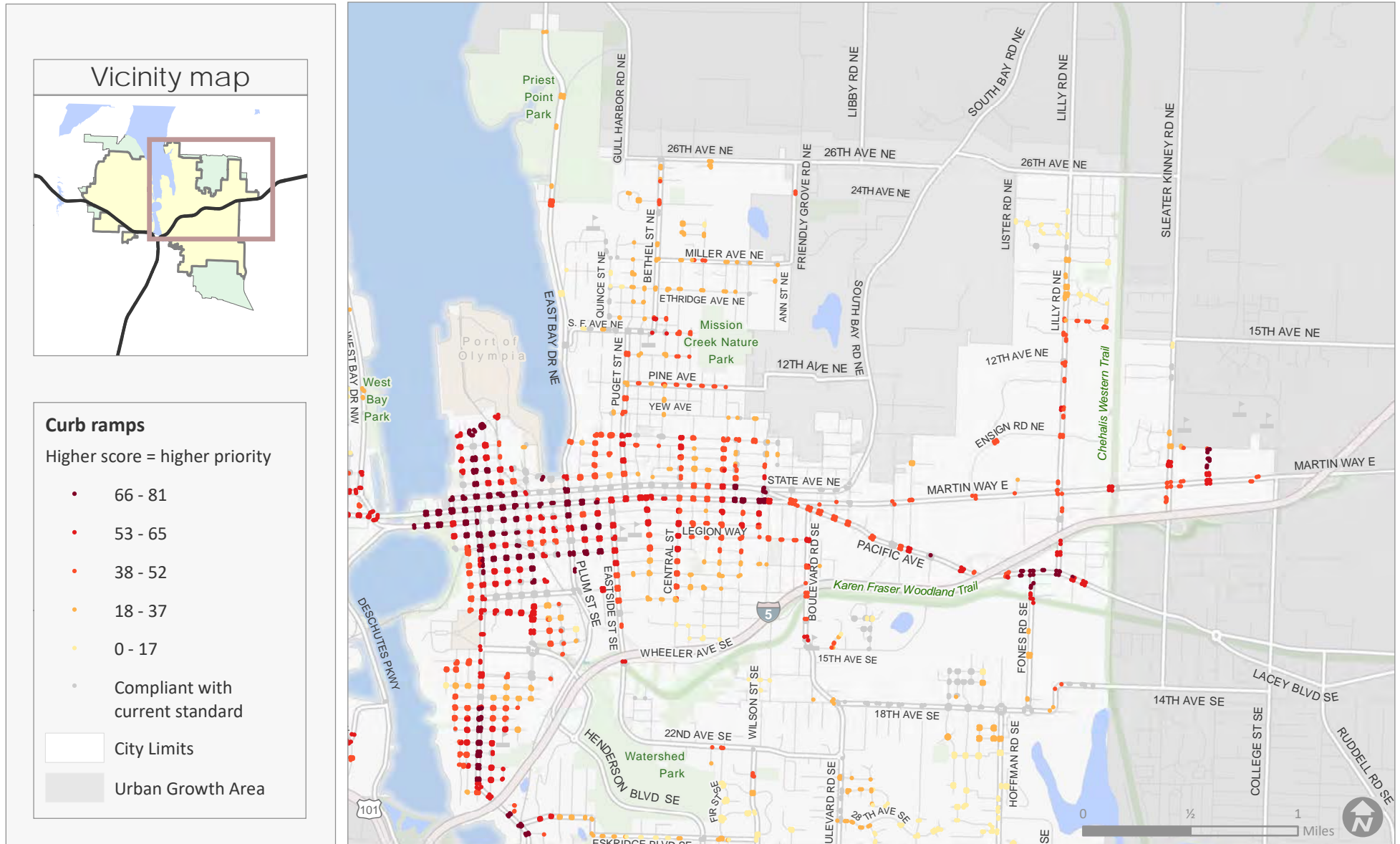
We usually build or upgrade curb ramps as part of other construction projects, such as sidewalks, enhanced crosswalks, safety projects, major street reconstruction, and resurfacing projects. Should dedicated funding be identified to build curb ramps as stand-alone projects in the future, the full network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



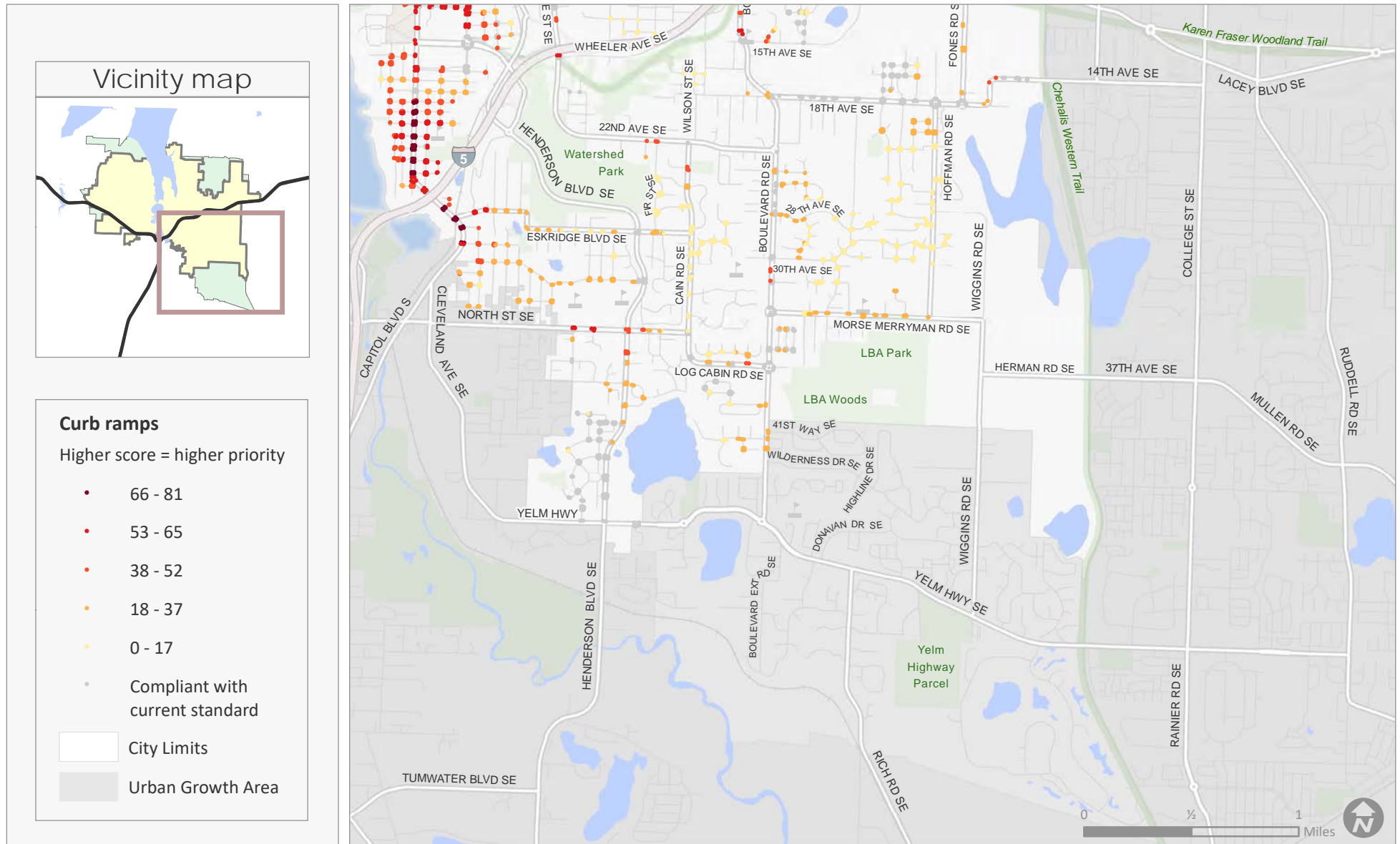
Curb Access Ramps | West



Curb Access Ramps | Northeast



Curb Acces Ramps | Southeast



Pathways

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

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

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



System target

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

Identification

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

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

Prioritization

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

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



Pathways project list

San Mar Drive pathway

from San Mar Drive to the Chehalis Western Trail

Coulter Street pathway

from Coulter Street to the Chehalis Western Trail

Bing Street pathway

from Jackson Avenue to Harrison Avenue commercial area

Vista Avenue pathway

from Vista Avenue to Washington Middle School

Orange Street pathway

from Orange Street to Hazard Lake Place

Morse Road pathway

from Morse Road to Washington Middle School

Shelburne Court pathway

from Shelburne Court to Rejoice Way

Langridge Loop pathway

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

Langridge Loop pathway

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

Raintree Court pathway

from Raintree Court to Nut Tree Loop Pathway South

Nut Tree Loop pathway

South from Nut Tree Loop to Raintree Court

Nut Tree Loop pathway

North from Nut Tree Loop to Raintree Court

Walnut Loop pathway

from Ethel Street Pathway to Walnut Loop (west segment)

Sherwood Drive pathway

East from Sherwood Drive to Washington Middle School

Sherwood Drive pathway

West from Sherwood Drive to Washington Middle School

Capital High pathway

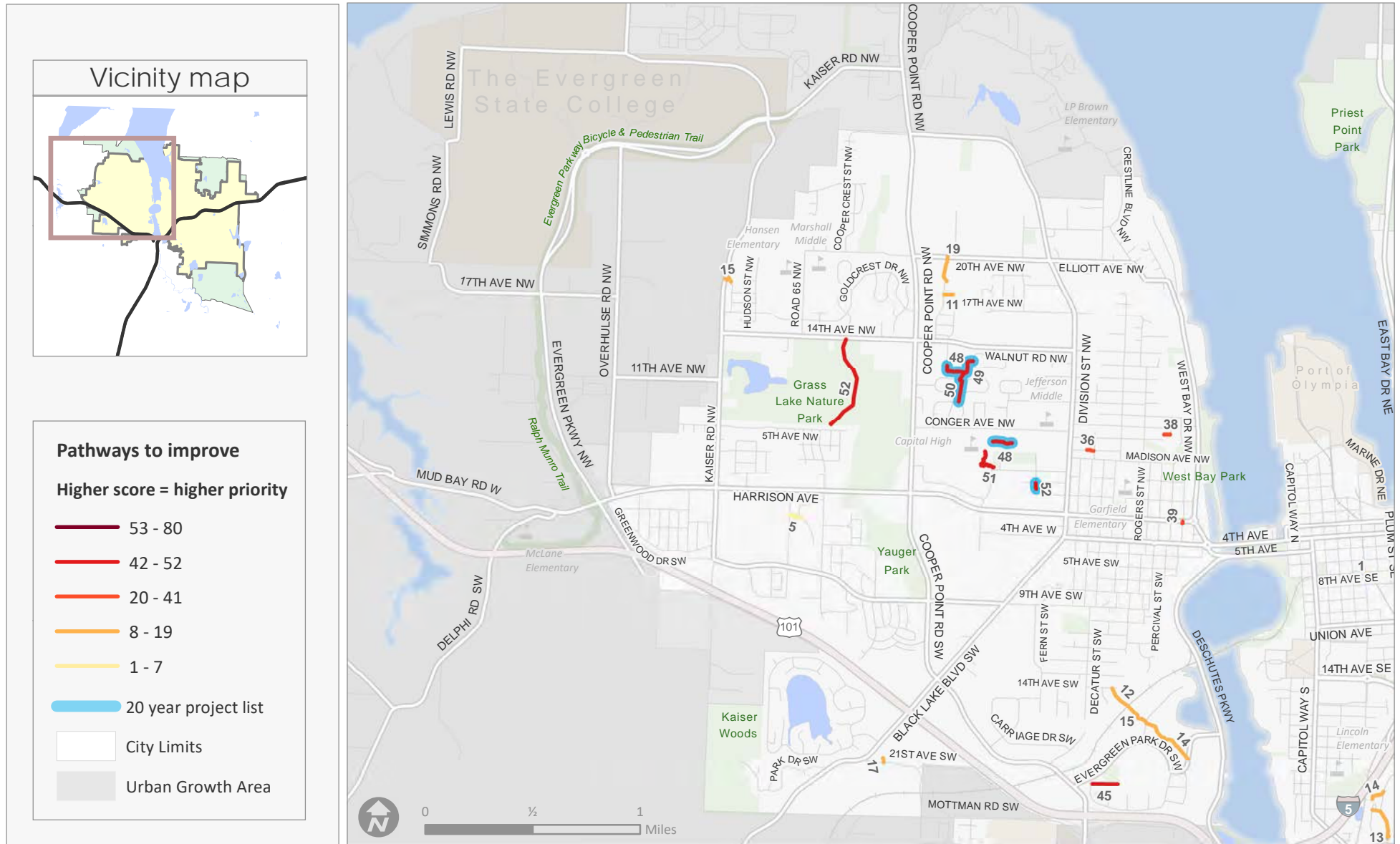
from Capital High School to Evergreen Villages Apartments

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

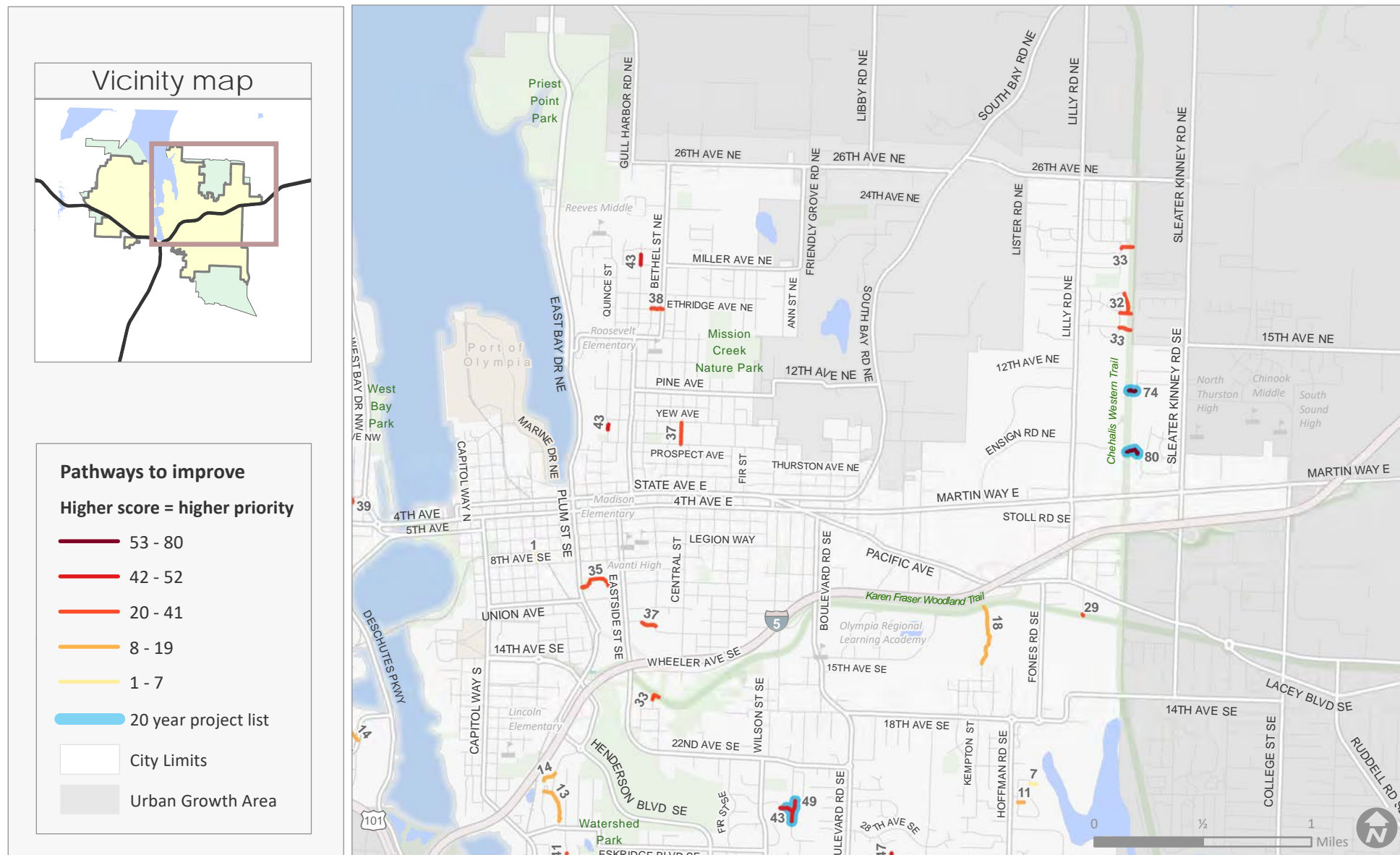
The second set of maps shows the potential future pathway locations we identified from the RDI analysis, all of which scored lower than the existing pathways on the 20-year list. These will be addressed after existing informal pathways have been improved, or as opportunities arise. The full network,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

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

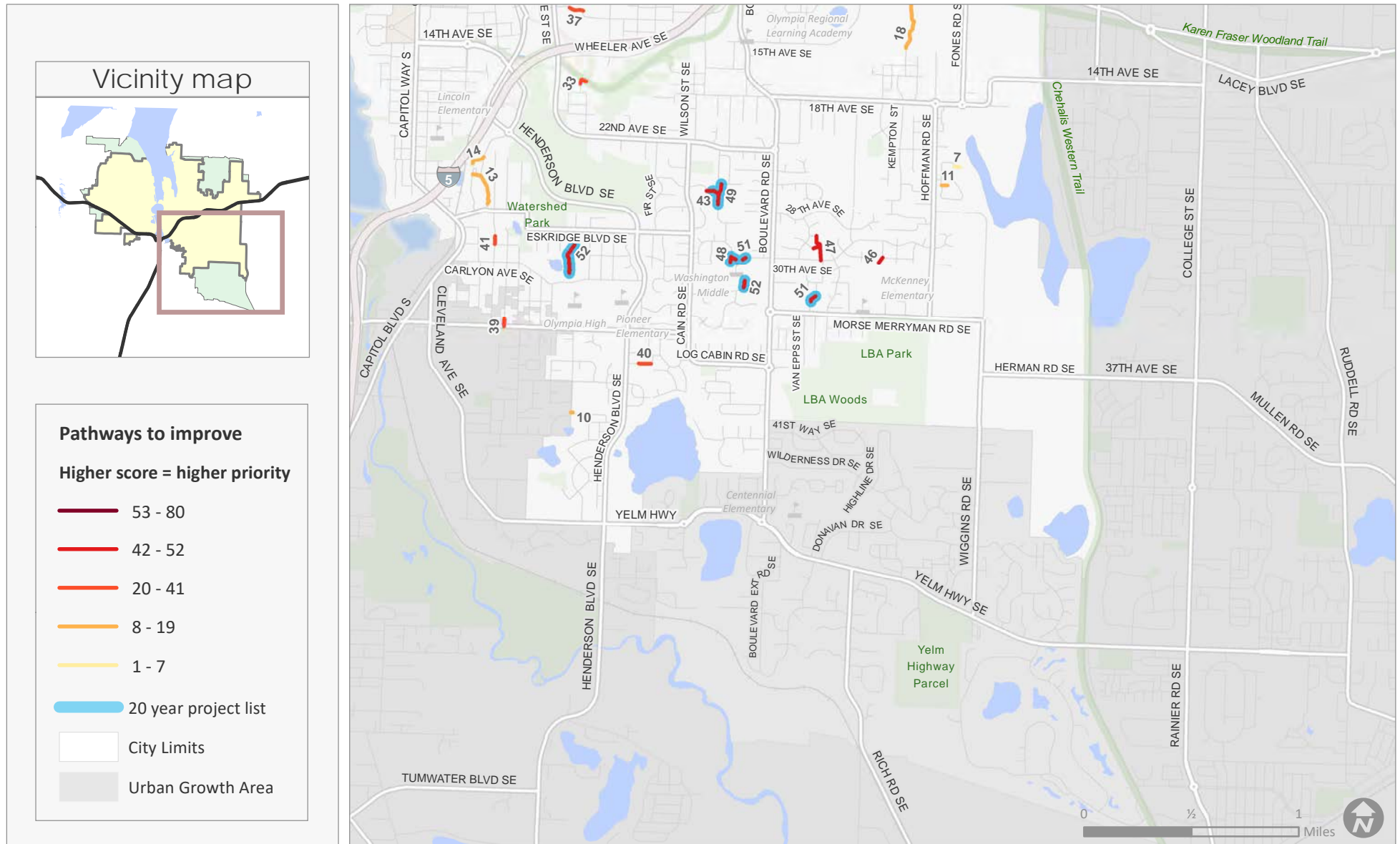
Pathways | West



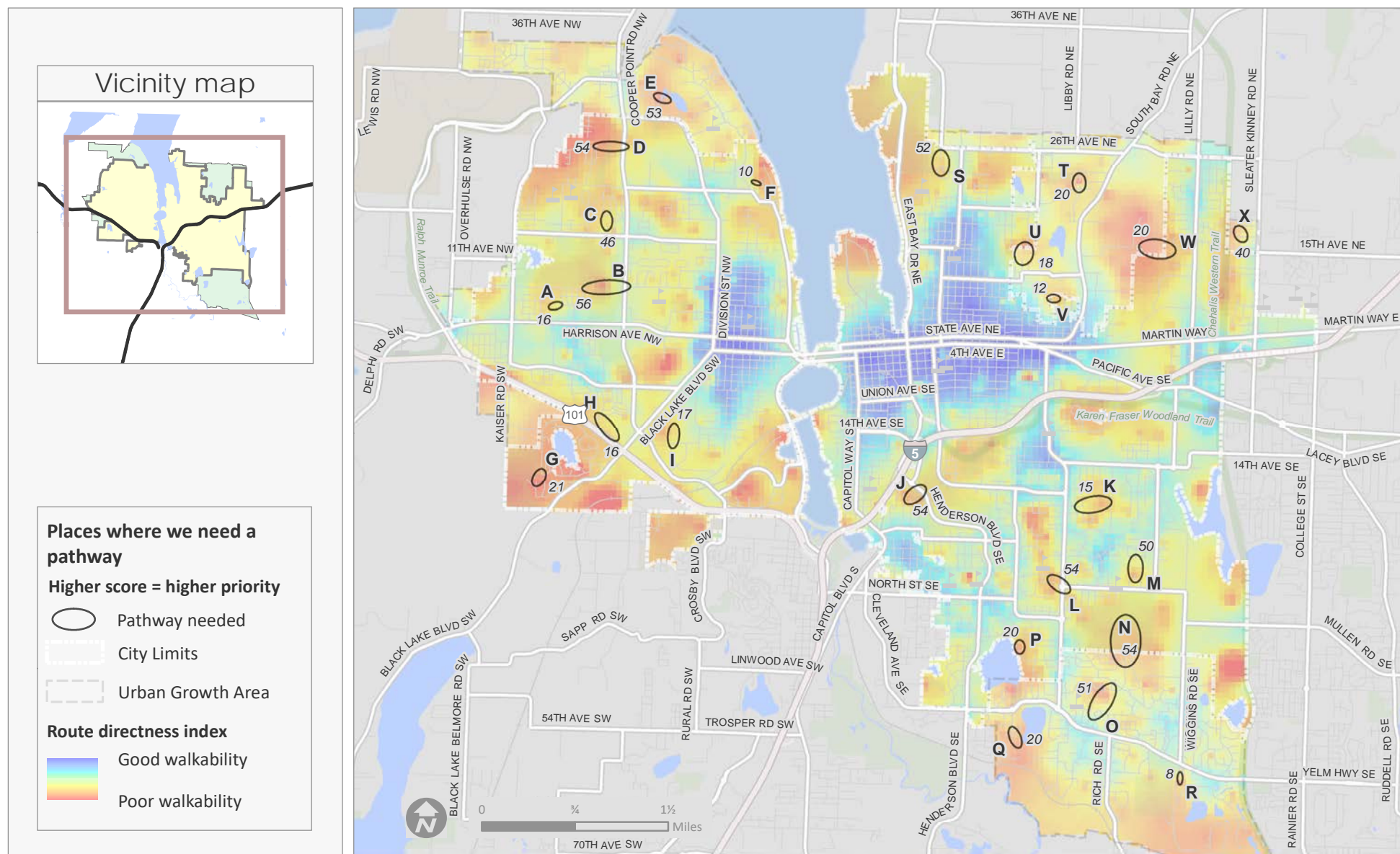
Pathways | Northeast



Pathways | Southeast



Pathways | Heat Map



Low-Stress Bike Network Projects

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

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



System target

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

Identification

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

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

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

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

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

Prioritization

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

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

Bike corridor project list:

South Downtown to I-5 Trail bike corridor
Northwest Neighborhood bike corridor
Southwest Neighborhood bike corridor
5th Avenue SW bike corridor
Olympia-Prospect-Fir NE bike corridor
Tullis-Quince-Reeves Middle School bike corridor
Pear Street bike corridor connection
Eskridge-Lybarger bike corridor
10th-Union-Wilson bike corridor
Kempton Street bike corridor
McKenny Elementary bike corridor
7th Avenue SE bike corridor connection
Boundary Street bike corridor connection
Fir-Forest Hill bike corridor
Brown-Beacon-16th bike corridor
Morse-30th bike corridor
Nut Tree-Brown bike corridor
Priest Point Park-26th bike corridor
Alta Street bike corridor





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Enhanced bike lane projects

Lakeridge Drive
restriping for enhanced bike lanes

22nd Avenue
from Boundary to Fir

18th Avenue
from Frederick Street to Boulevard Road

9th Avenue
from Black Lake Boulevard to Fern Street

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

Enhanced bike lanes with proposed lane reconfiguration

Eastside Street
from Legion Way to Wheeler Avenue

Evergreen Park Drive
full loop

Capital Mall Drive
from Cooper Point Road to Black Lake Boulevard

7th Avenue
from Kaiser Road to Cooper Point Road

Fern Street
from 9th to 11th Avenue

Henderson Boulevard
from North Street to Lake Cove Loop

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

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

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

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

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



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

Enhanced bike lanes with proposed major street reconstruction projects

Fones Road

from Pacific Avenue to 18th Avenue

Mottman Road

from Mottman Court to South Puget Sound Community College

Washington Street

from Legion to Marine Drive

Martin Way

from Phoenix to Lilly Road



Trail projects

Grass Lake Trail

Yauger Park Trail

Pathways project list

Cain Road pathway

from Cain Road to Morse Road

Onyx Street pathway

from Onyx Street to the I-5 Trail

Garfield Avenue pathway

from Perry Street to Thomas Street

Sherwood Drive South pathway

from Sherwood Drive to Washington Middle School

Boundary Street pathway

from Boundary Street to the Karen Fraser Woodland Trail

Carlyon Avenue pathway

from Henderson Boulevard to Centerwood Drive

McCormick Street pathway

from Centerwood Drive to McCormick Street

Kings Way pathway

from 28th Avenue to Kings Way

Raintree Court pathway

from Raintree Court to Nut Tree Loop Pathway south

Nut Tree Loop pathway south

from Nut Tree Loop to Raintree Court

Nut Tree Loop pathway north

from Nut Tree Loop to Raintree Court

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



Other improvements

Alley improvements

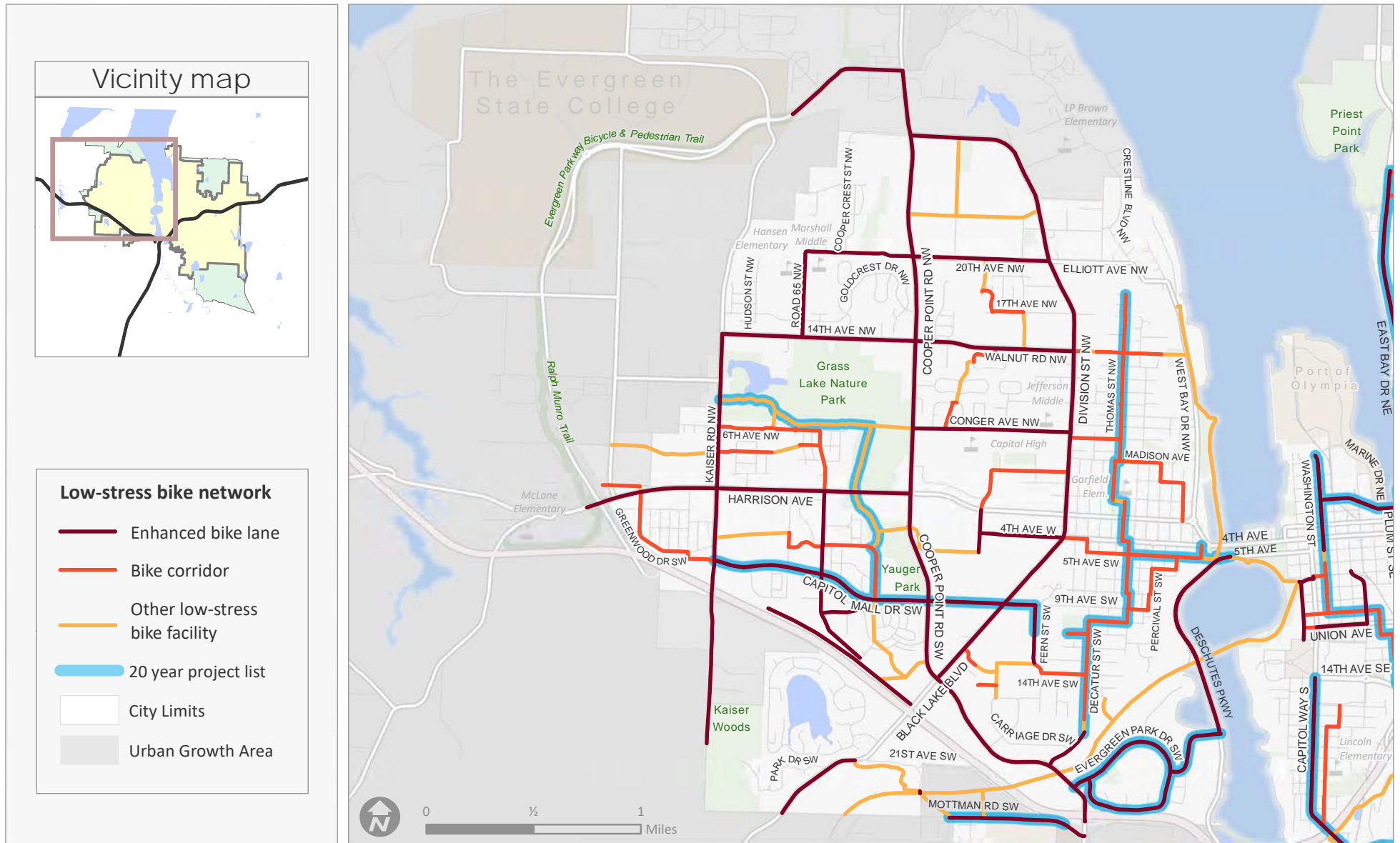
from Fir Street bike corridor to Ralph's Thriftway commercial area

4th and 5th Avenue isthmus

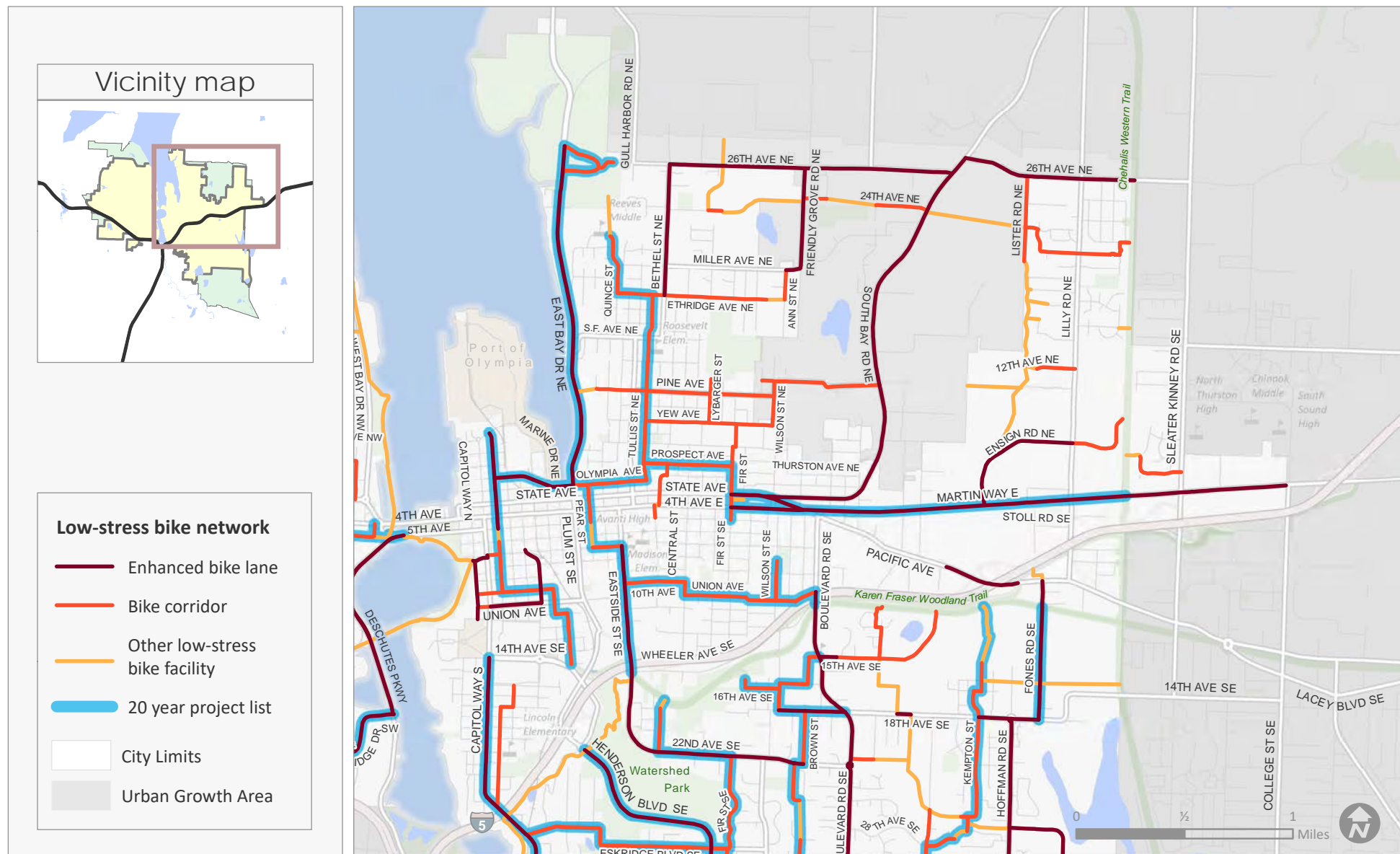
Connectivity within the isthmus and to the westside. The isthmus is the area roughly from Columbia Street in the downtown to Sherman Street on the westside. See also Chapter 9.

McKenny Elementary bike corridor

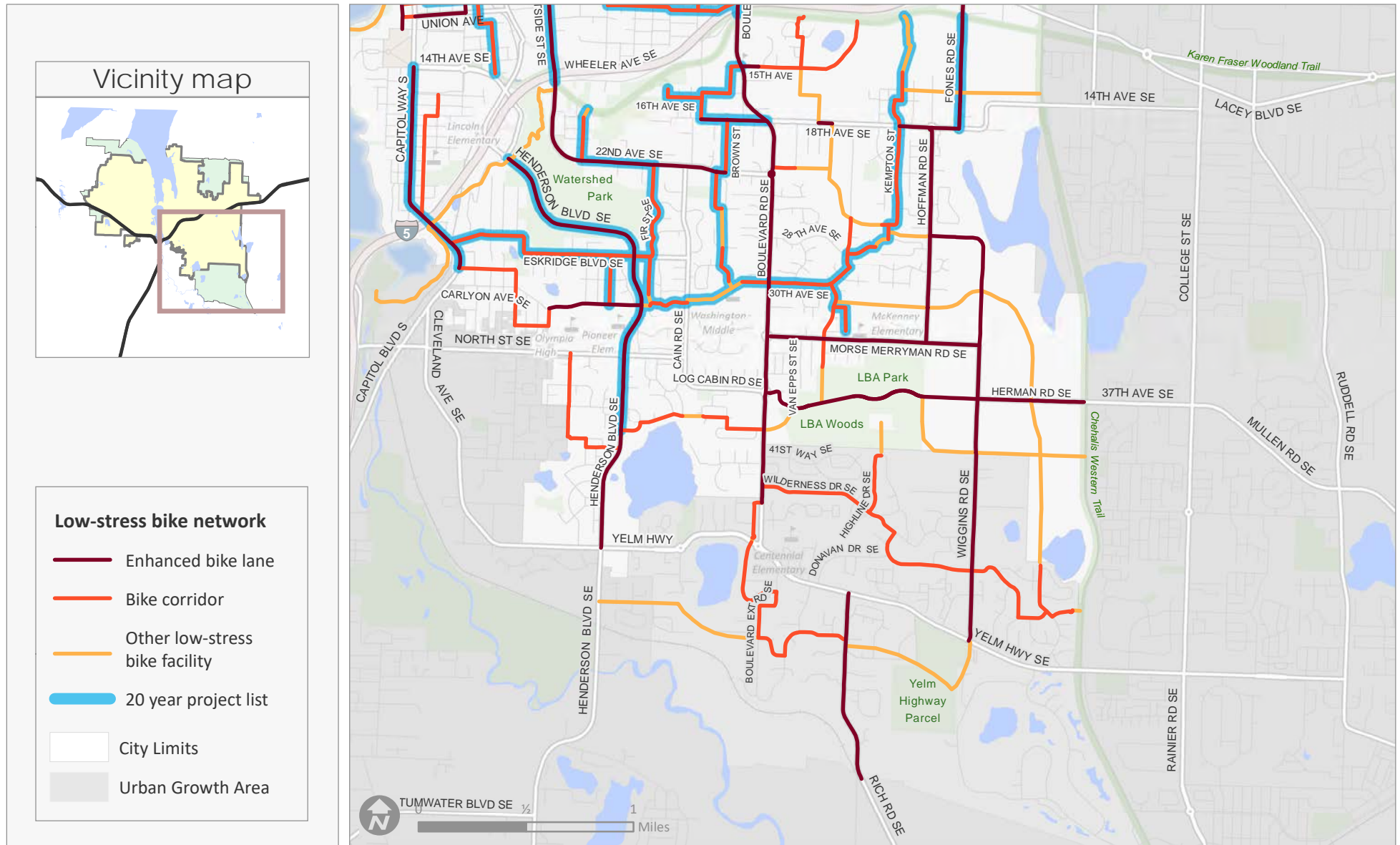
Low-Stress Bike Network | West



Low-Stress Bike Network | Northeast



Low-Stress Bike Network | Southeast



Major Street Reconstruction

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





System target

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

Identification

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

Prioritization

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

Major street reconstruction projects

Franklin Street from Legion Way to State Avenue

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

Fones Road from Pacific Avenue to 18th Avenue

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

Mottman Road from Mottman Court to South Puget Sound Community College

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

Martin Way from Phoenix Street to Lilly Road

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

Wiggins Road from 27th Avenue to south City Limits

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

Capitol Way from State Avenue to Union Avenue

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

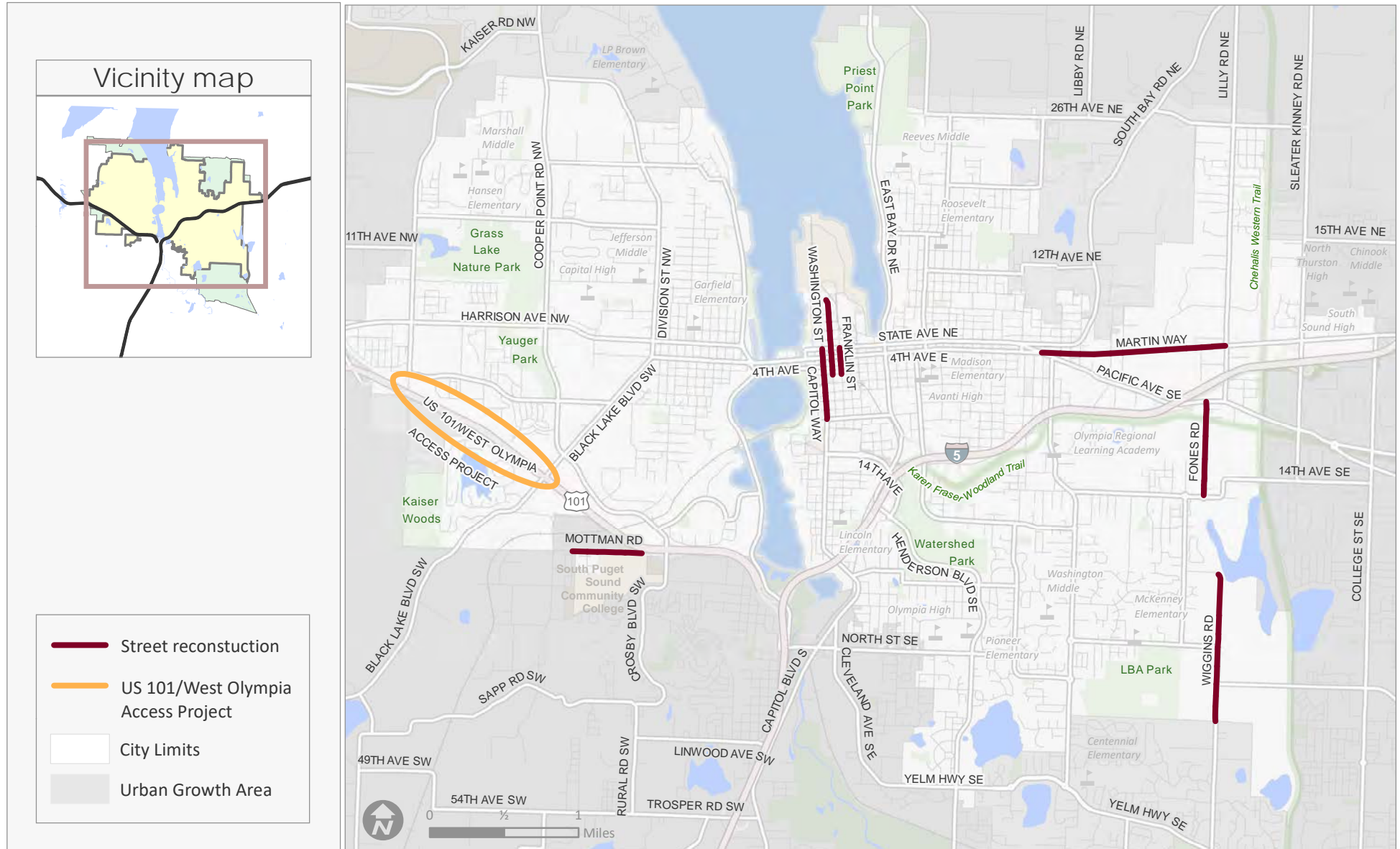
Washington Street from Legion Way to Market Street

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

US 101/West Olympia Access Project

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

Major Reconstruction | Citywide



Resurfacing Projects

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

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

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



System target

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

Identification

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

Prioritization

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

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



Resurfacing projects

Chip seal resurfacing projects:

11th Avenue
from Capitol Way to Jefferson Street

Puget Street
from Yew Avenue to San Francisco Avenue

Sleater Kinney Road
full length within City Limits

Central Street
from 11th Avenue to 4th Avenue

Harrison Avenue
from Yauger Way to Division Street

Cooper Point Road
from Harrison Avenue to 14th Avenue

Cooper Point Road
from Black Lake Boulevard to Harrison Avenue

Olympic Way
full length

Columbia Street
from State Avenue to Corky Street

Franklin Street
from Thurston Avenue to Market Street

Plum Street
from Henderson Avenue to State Avenue

Carlyon Avenue
from Capitol Way to Henderson Avenue

Eastside Street
from 22nd Avenue to I-5 bridge

22nd Avenue
from Eastside Street to Wilkins Street

18th Avenue
from Wilson Street to Boulevard Road

Hoffman Avenue
from Morse-Merryman Road to 18th Avenue

9th Avenue
from Columbia Street to Adams Street

10th Avenue
from Columbia Street to Cherry Street

7th Avenue
from Capitol Way to Adams Street

Pacific Avenue
from Phoenix Street to City Limits

9th Avenue
from Black Lake Boulevard to Decatur Street

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

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

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

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

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

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

Asphalt resurfacing projects

4th Avenue

from 4th Avenue Bridge to Plum Street

8th Avenue

from Capitol Way to Chestnut Street

Conger Avenue

from Cooper Point Road to Division Street

4th Avenue

from substation to Sherman Street

Decatur Street

from 9th Avenue to Harrison Avenue

5th Avenue

from Decatur Street to Sherman Street

Elliott Avenue

from Division Street to Crestline Boulevard

Franklin Street

from 11th Avenue to Legion Way

Wheeler Avenue

from Eastside Street to Boulevard Road

Washington Street

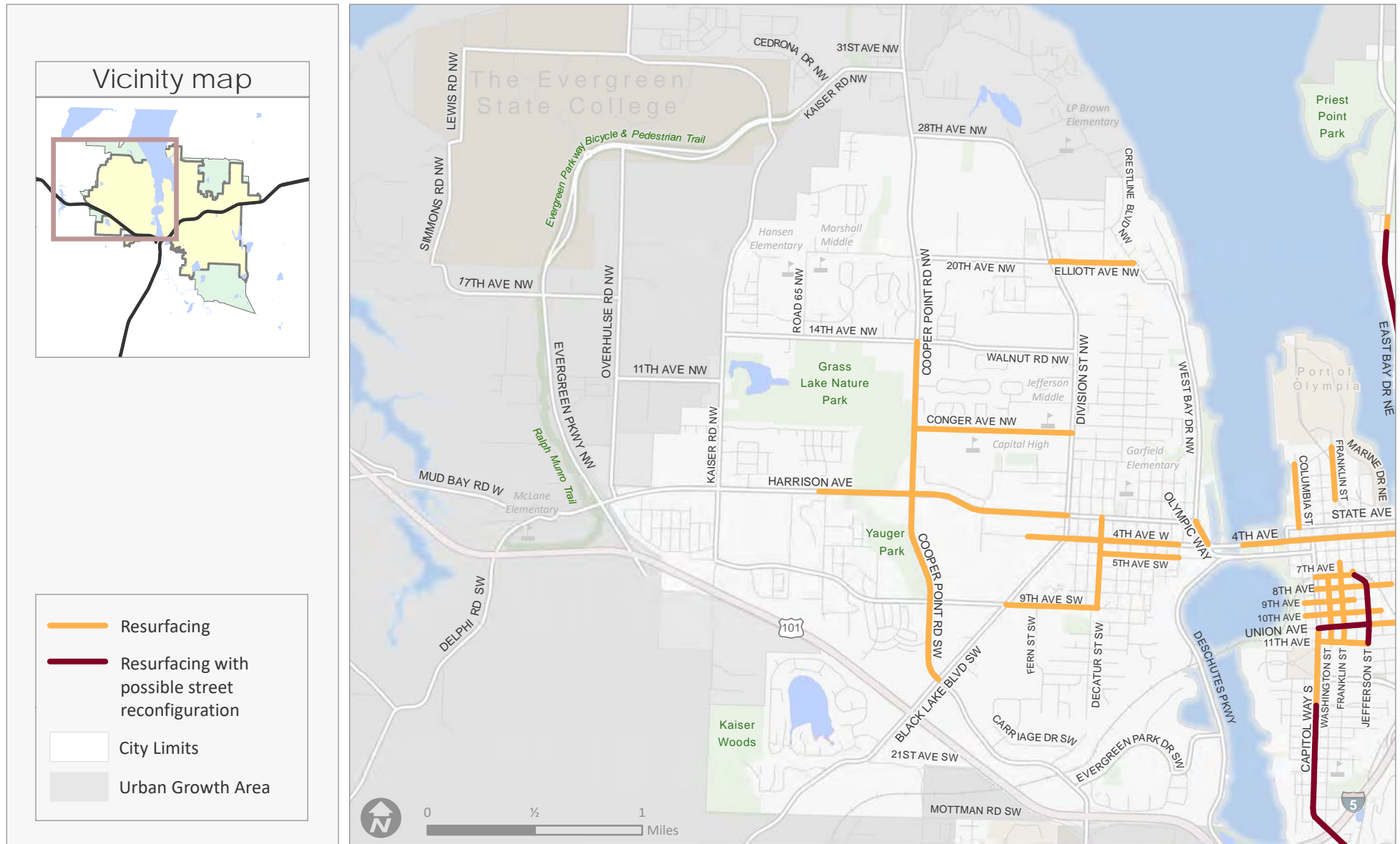
from 11th Avenue to 7th Avenue

State Avenue

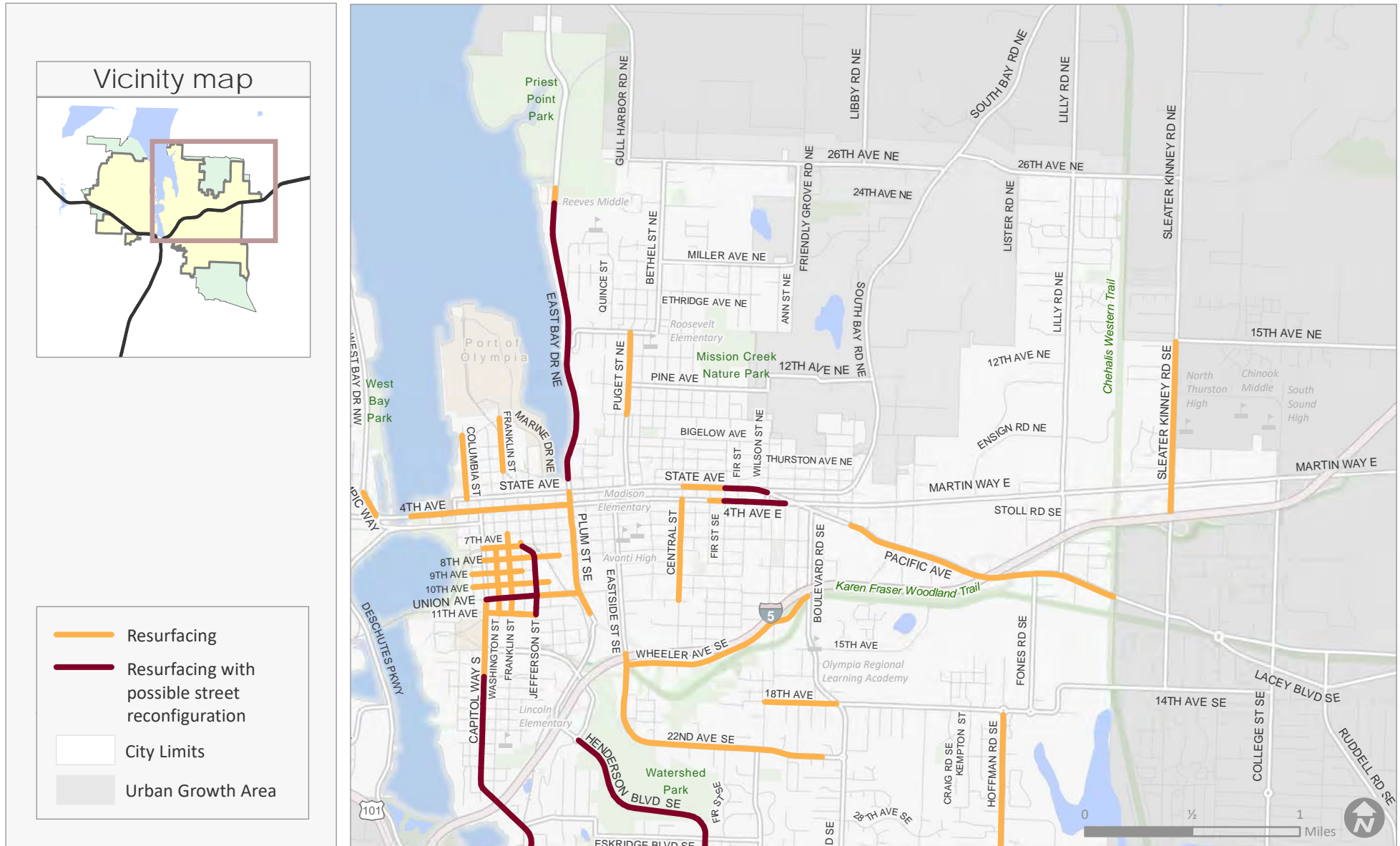
from Central Street to Wilson Street, with possible reconfiguration from Fir Street to Pacific Avenue for enhanced bike lanes



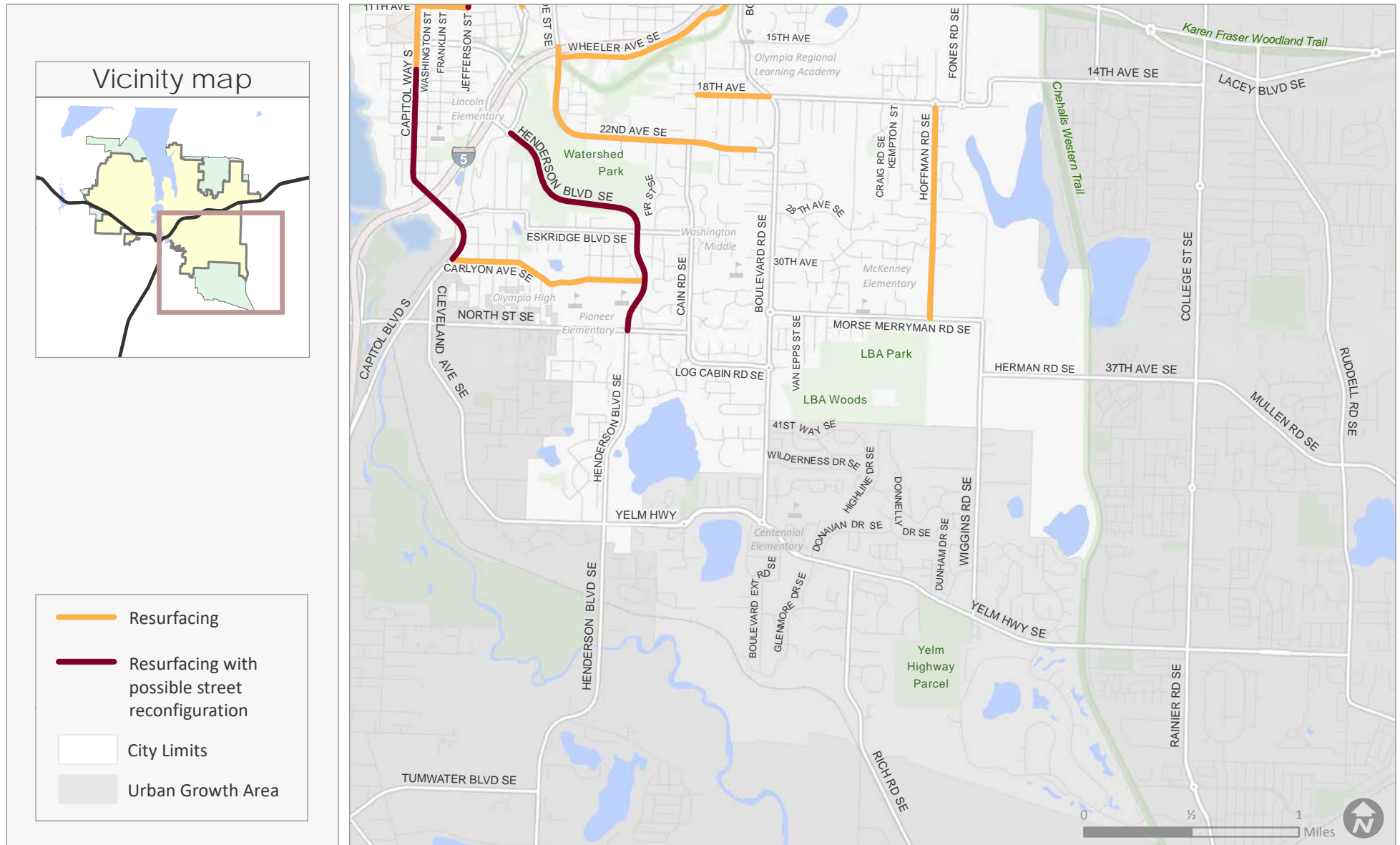
Resurfacing/Reconfiguration Projects | West



Resurfacing/Reconfiguration Projects | Northeast



Resurfacing/Reconfiguration Projects | Southeast





Intersection Improvements

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

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

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

System target

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

Identification

Intersections needing improvement were identified through an evaluation of:

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

Prioritization

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





Roundabout projects

Fones Road and South Home Depot driveway roundabout

Lakeridge Drive and Deschutes Parkway roundabout

Wiggins Road and Herman Road roundabout

Cain Road and North Street roundabout

Division Street and Elliott Avenue roundabout

4th Avenue and Pacific Avenue roundabout

Boulevard Road and Pacific Avenue roundabout

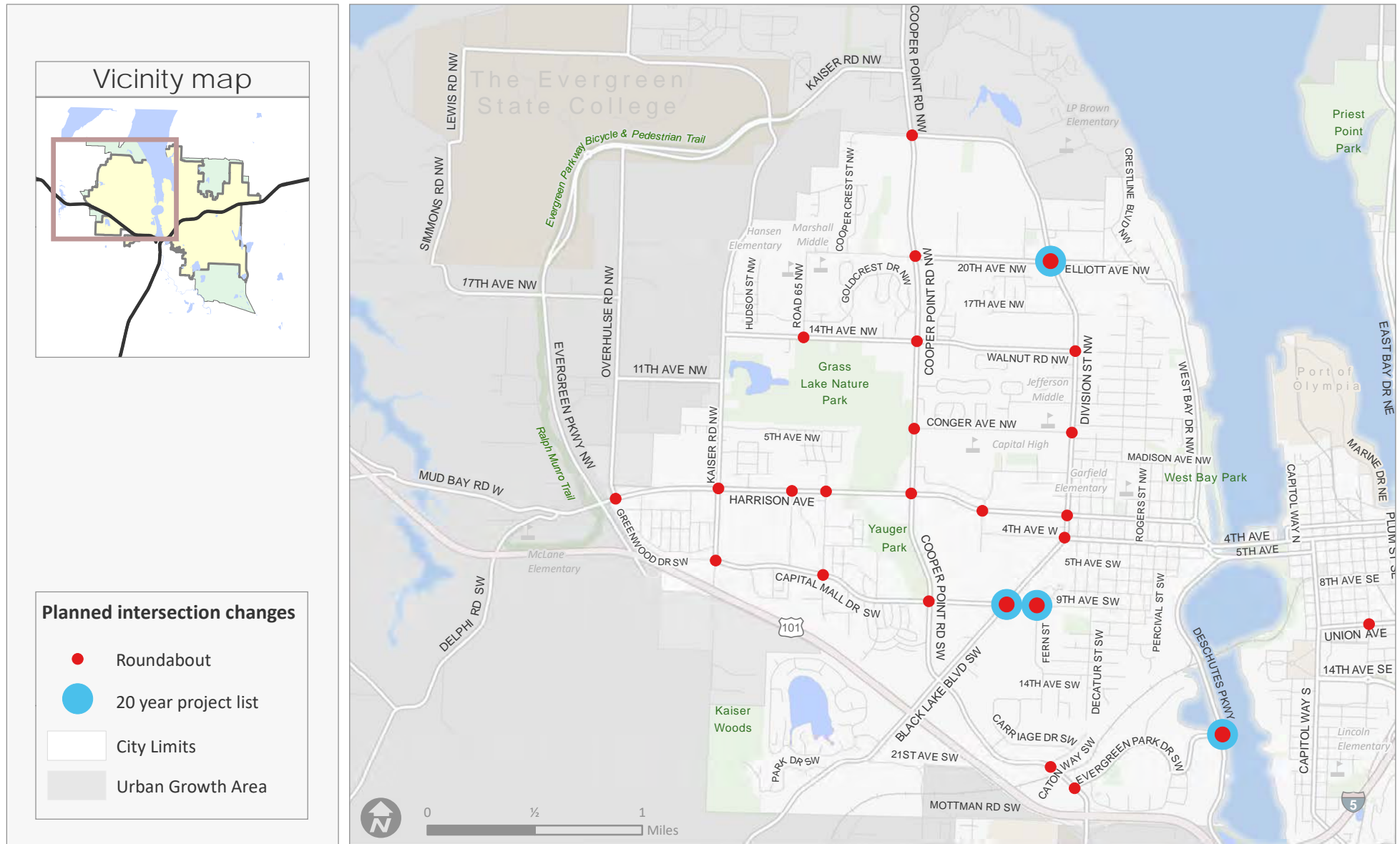
9th Avenue and Black Lake Boulevard roundabout

9th Avenue and Fern Street roundabout

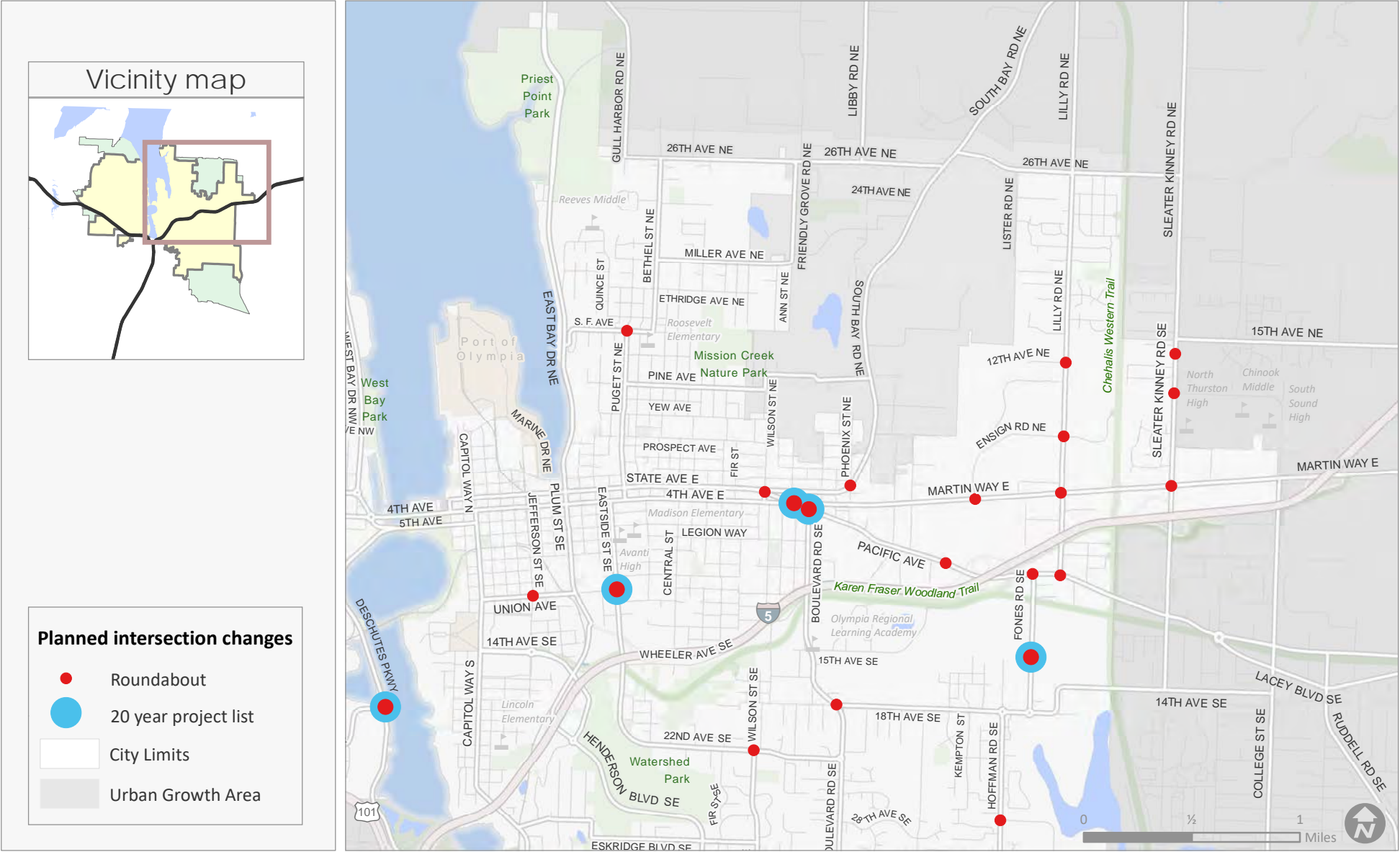
Eastside Street and Union Avenue roundabout

Henderson Boulevard and North Street roundabout

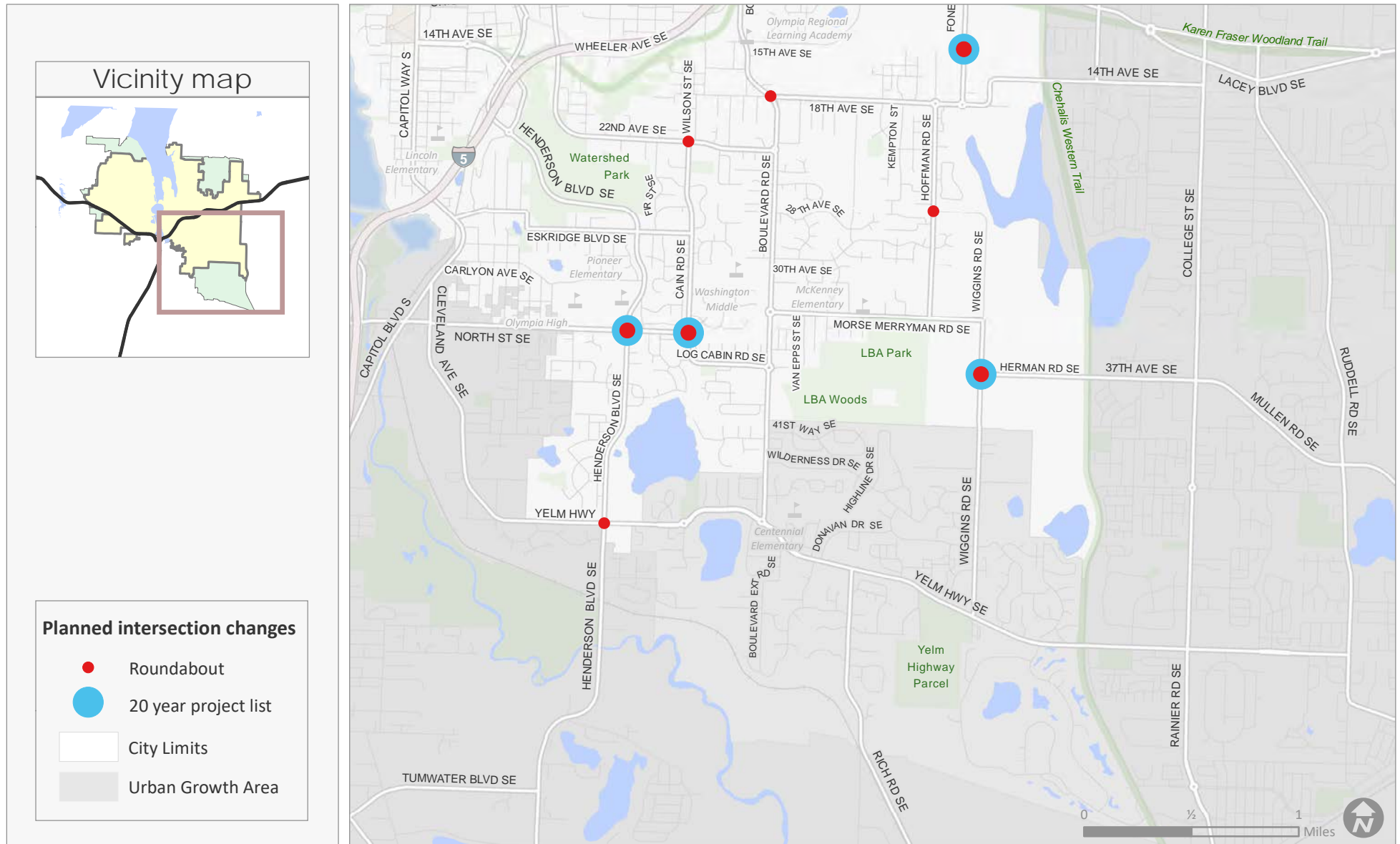
Intersection Improvement Projects | West



Intersection Improvement Projects | Northeast



Intersection Improvement Projects | Southeast



Safety Projects

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





System target

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

Identification

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

Prioritization

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

Safety projects

Pedestrian and bike safety intersection improvements

State Avenue
from Pear Street to Chestnut Street

4th Avenue and Plum Street

Lilly Road and Martin Way

State Avenue and Columbia Street

Division Street and Conger Avenue

Plum Street and 8th Avenue

Trail access/crossing improvements

Boulevard Road and I-5 Bike Trail
access improvement

Herman Road and Chehalis Western Trail
crossing improvement

Bike safety improvements

State Avenue bike safety markings
from Tullis Street to Quince Street

Cooper Point Road and Harrison Avenue
protected bike intersection improvements

Pedestrian safety improvements

Harrison Avenue and Kenyon Street

Harrison Avenue and Division Street

Cooper Point Road and Skate Park

Plum Street and 5th Avenue

Lilly Road and Ensign Road

4th Avenue and Columbia Street

Overall safety improvements

Lilly Road corridor safety and speed
management study

City-wide plastic striping project

Henderson Boulevard and North Street
safety improvements and roundabout

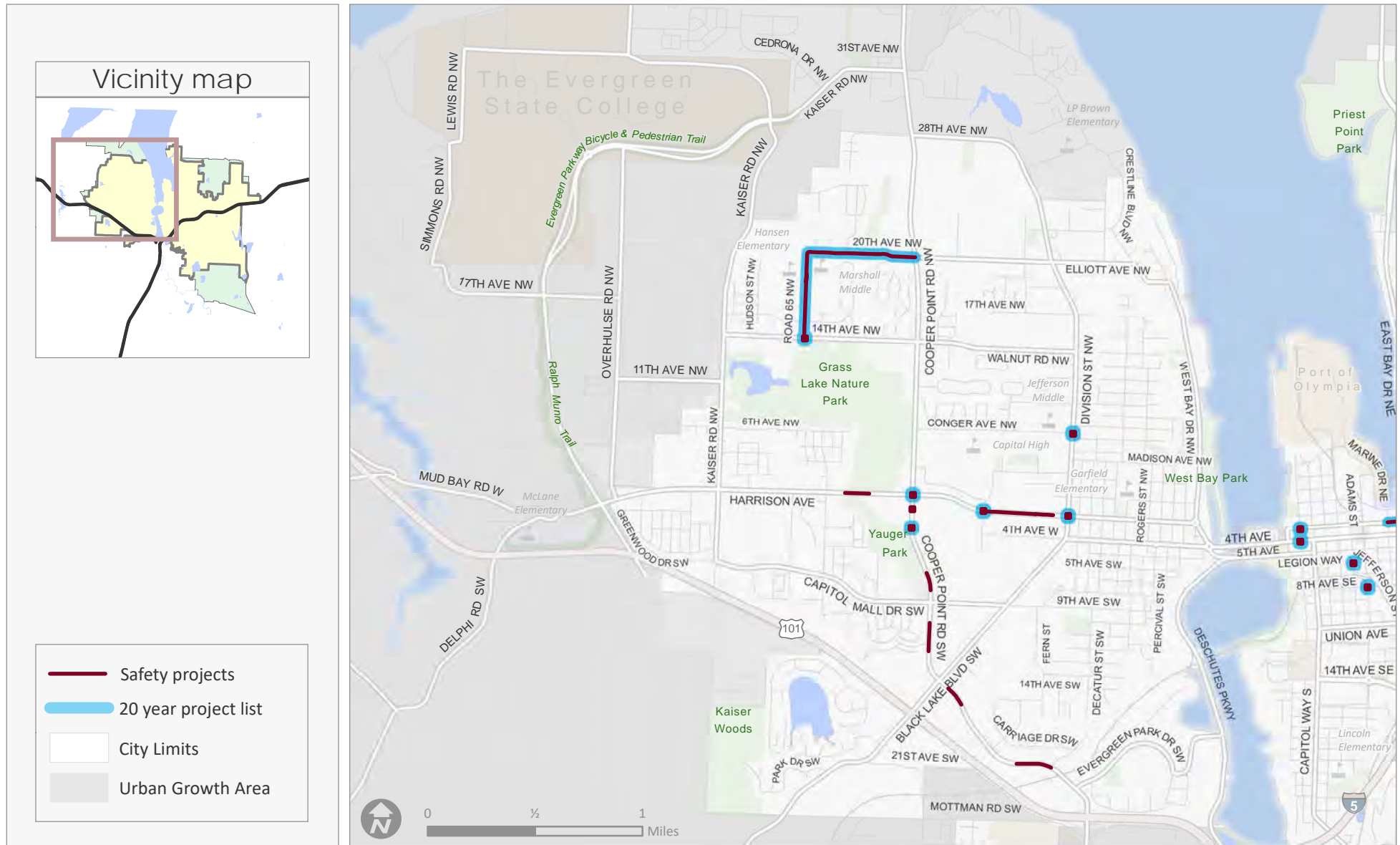
14th Avenue/Road 65/20th Avenue
speed management and corridor safety
improvements

Bethel Street
speed management and corridor safety
improvements

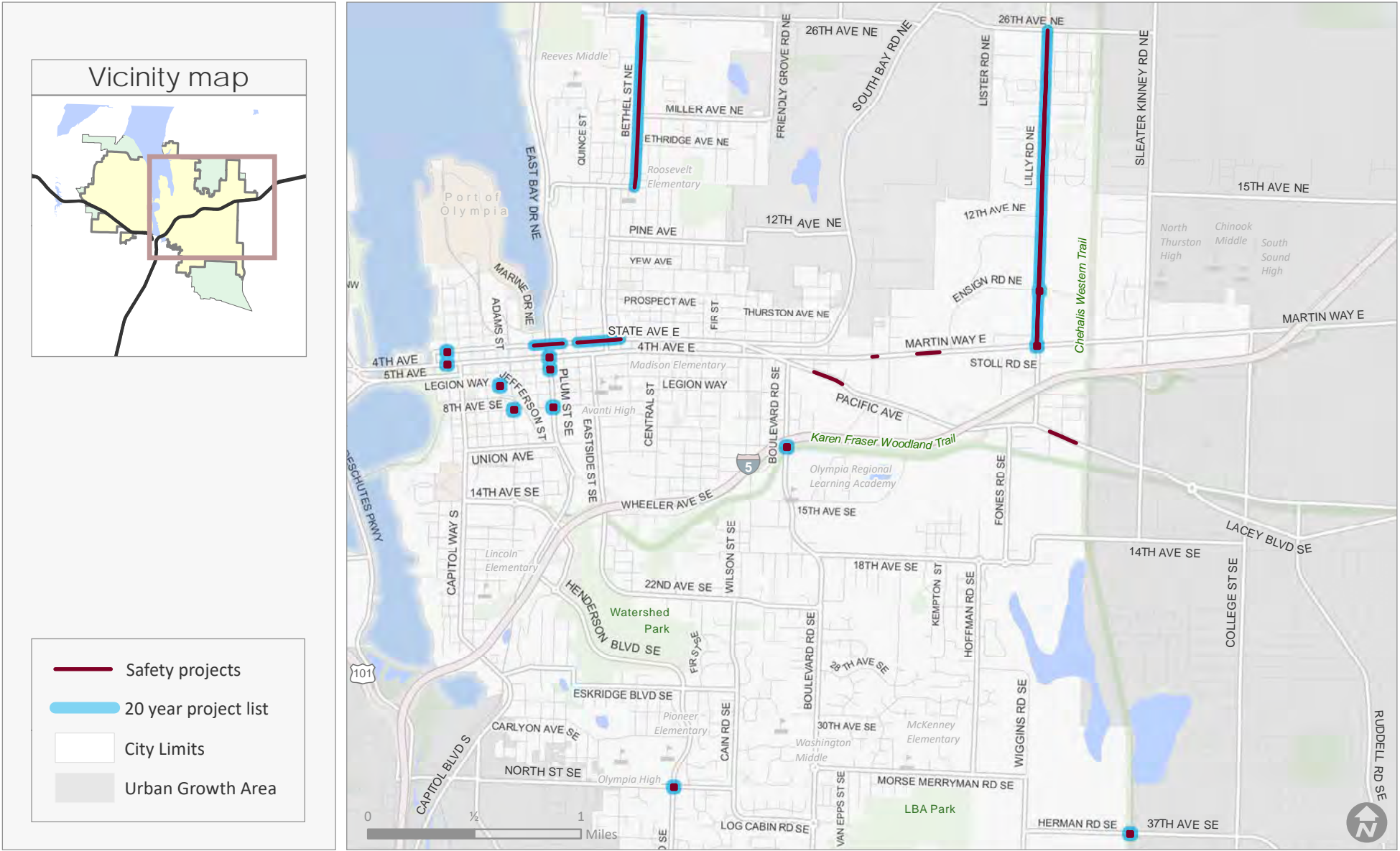
Adams Street and Legion Way
intersection improvements

8th Avenue and Jefferson Street
intersection improvements

Safety Projects | West



Safety Projects | Northeast/Southeast



Transit Projects

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

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



System target

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



Identification

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

Prioritization

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

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



Transit improvements

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

Transit Signal Priority (TSP)

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

Signal timing

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

Queue jump lanes

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

Business and transit (BAT) lanes

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

Transit-only lanes

These are lanes for the exclusive use of buses.

In-lane bus stops

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

Transit islands

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

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

Establish a west Olympia transit center

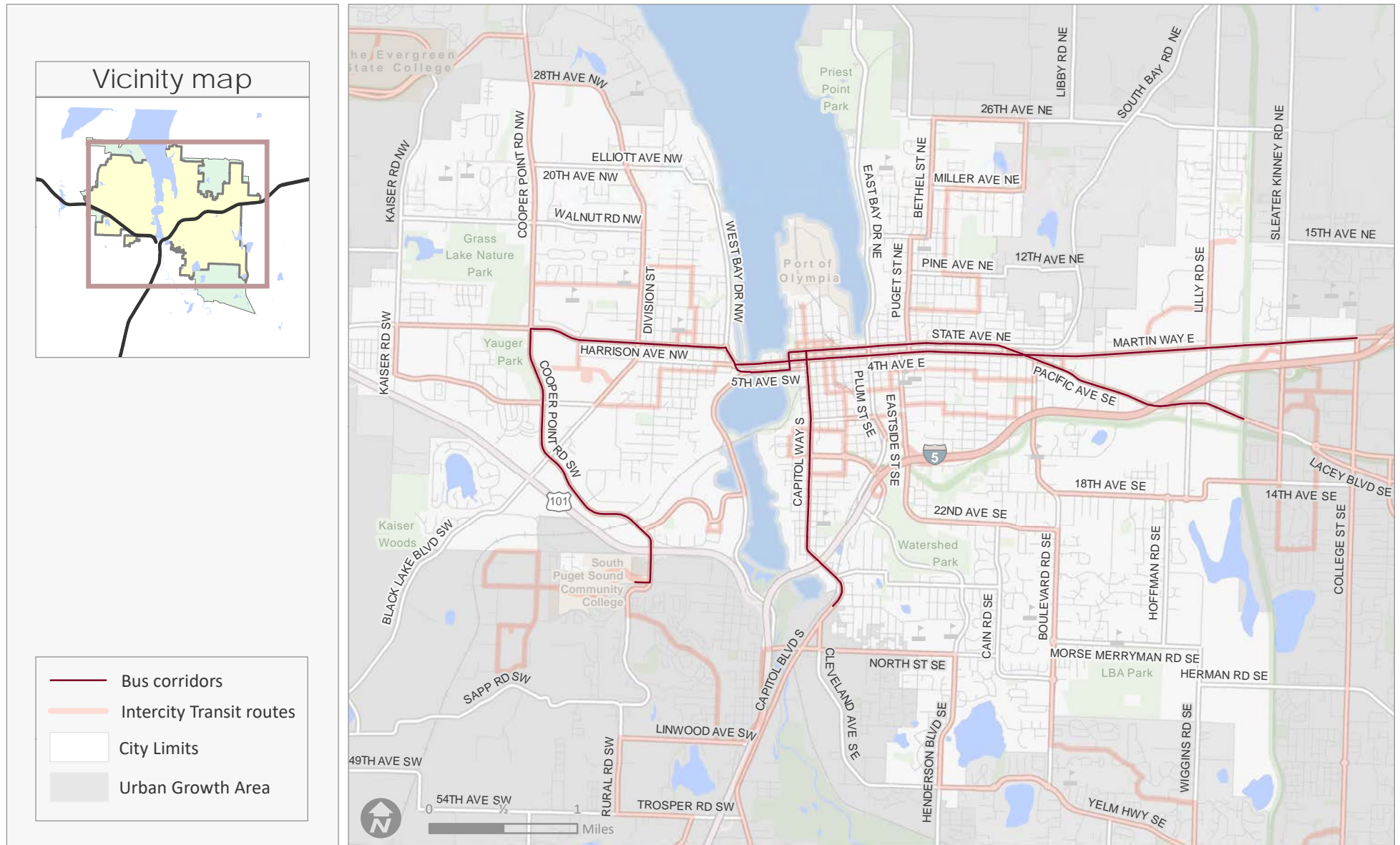
A transit center in west Olympia, which could be an off-street transit center or an on-street area, would serve multiple routes and transfers. A center in west Olympia would provide convenient access for riders and a place for terminating and transitioning routes.

Route circulation

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



Bus Corridors | Citywide





Chapter 5: Funding Overview

Current Funding

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

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

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

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

Revenue Sources

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

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

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

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

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

Transportation Benefit District (TBD)

In 2008, the City Council enacted a TBD in order to fund street repair and maintenance. This authority assesses a \$40 car tab fee annually on each vehicle owned by residents of Olympia. Since the creation of the district, it has generated approximately \$1.5 million per year.

Grants

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

Real estate excise tax (REET)

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

Private utility tax

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





Impact fees

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

General fund

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

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

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

What We Can Fund in 20 Years

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

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

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

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



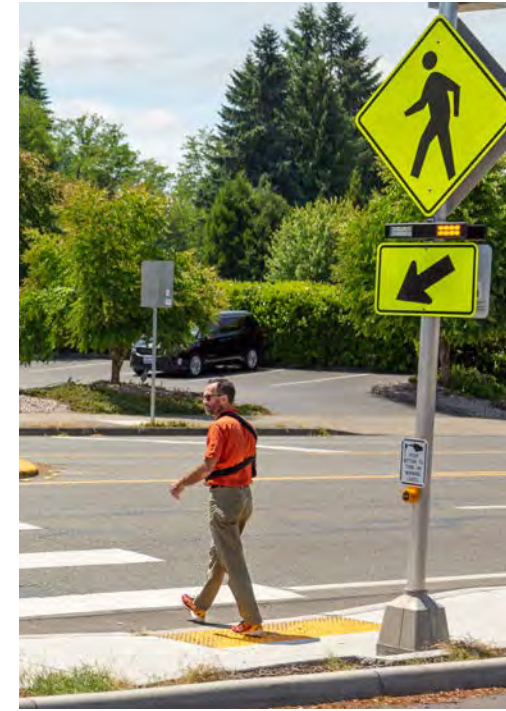
Sidewalks

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



Pathways

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



Enhanced crosswalks

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



Bike corridors

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



Enhanced bike lanes

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



Bike network — pathways and trails

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



Roundabouts

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

Safety projects

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



Resurfacing projects

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

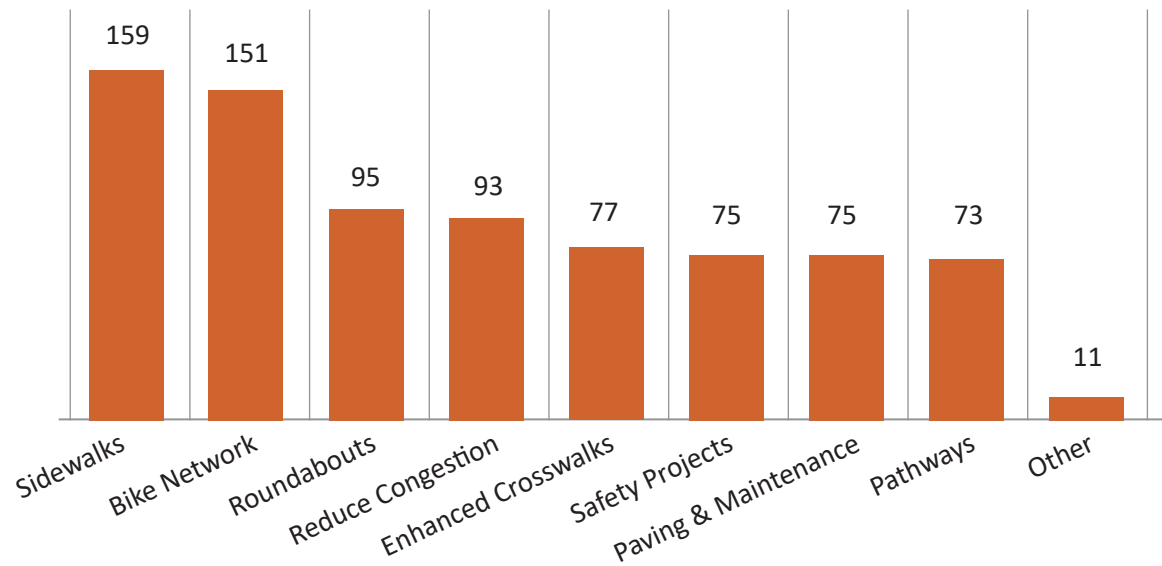
We periodically update the list of streets that are slated for resurfacing, as pavement conditions change. Because the projects change regularly, we are only showing six years' worth of resurfacing projects in this plan.



Public Input

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

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



Potential New Revenue Sources

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

Private Utility Tax



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

City Public Utility Tax



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

Property Tax Increase



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

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

Transportation Benefit District – Sales Tax



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

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

Local Improvement District



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

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

Commercial Parking Tax



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

Bonds



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

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

Gas Tax

The State of Washington collects a gas tax on each gallon of gas or diesel sold. Once collected, the revenue is distributed to cities and counties, based on population.

Gas tax revenue can only be used for transportation purposes: operations, maintenance, and capital projects.

Revenue generated by gas taxes has leveled off over the past several years.

Despite a rising state population, people are using more electric or fuel-efficient vehicles. While this is not a funding source the City can implement; City policy makers and the public could communicate to state policy makers the need to increase the gas tax or to develop an equivalent fee system, such as a road user fee or tax on vehicle miles traveled.



Summary

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

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

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

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

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

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

Chapter 6: Concurrency and Impact Fees

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

Concurrency

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

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

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

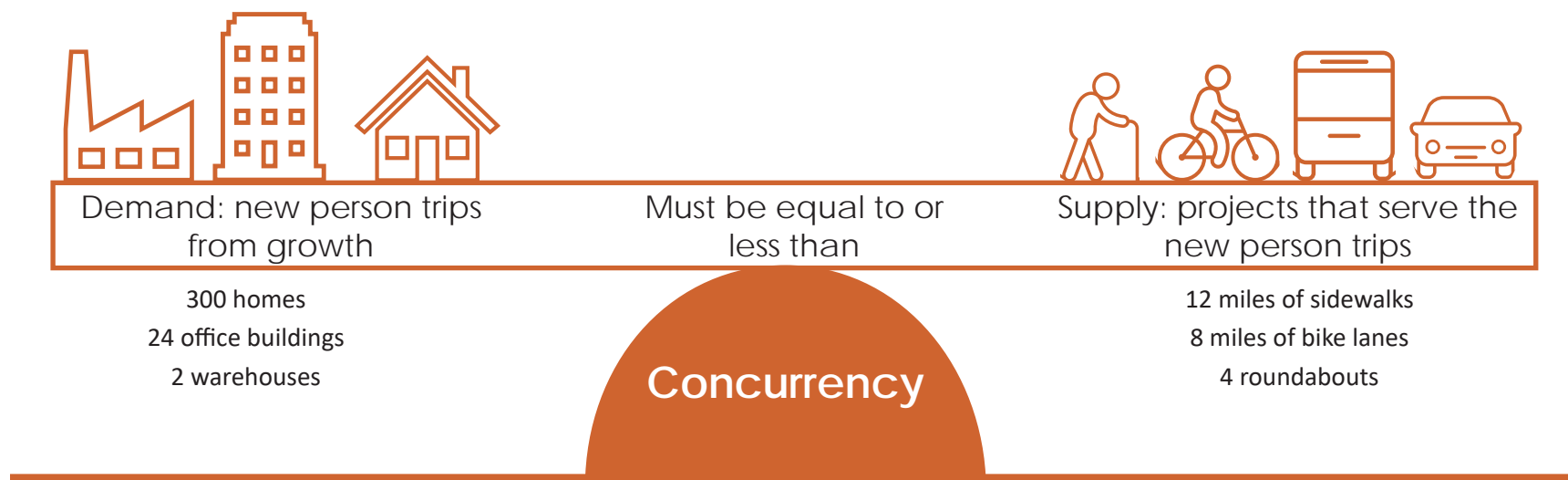
The goal of our comprehensive plan and this TMP is that, as more people live and work in Olympia, people will make fewer trips by car and more trips by walking, biking and transit. For decades we have invested heavily in the auto transportation network. As the city matures, it is more cost effective,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

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

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

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

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



Impact Fees

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

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

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

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



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

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

Chapter 7: Future Policy Considerations

Introduction

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

New Technology

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

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

Ride hail services (transportation network companies)

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

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

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

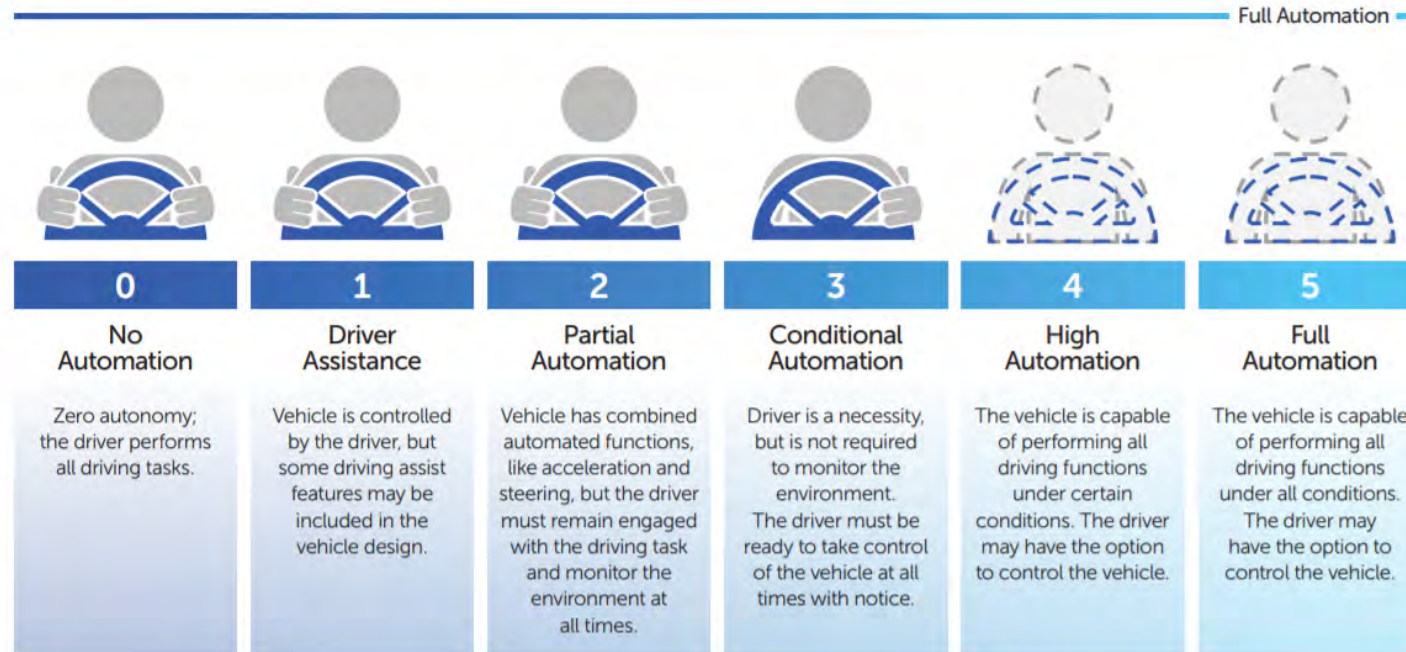
Ride hail services can be a lifeline to some people. Some possible actions the City could consider include:

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

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



Society of Automotive Engineers - Automation Levels



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

Autonomous vehicles

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

Scooter and bike share

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

The City may consider:

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



Source: pedbikeimages.org / KristenBrookshire

Drones

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

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

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

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

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



Online commerce

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

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

While fewer vehicle miles traveled means less traffic congestion, the

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

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

Summary

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

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

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

Street Safety

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

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



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

Speed limits

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

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

Speed management program

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

Automated traffic safety cameras

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



Climate Change

Sea level rise

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

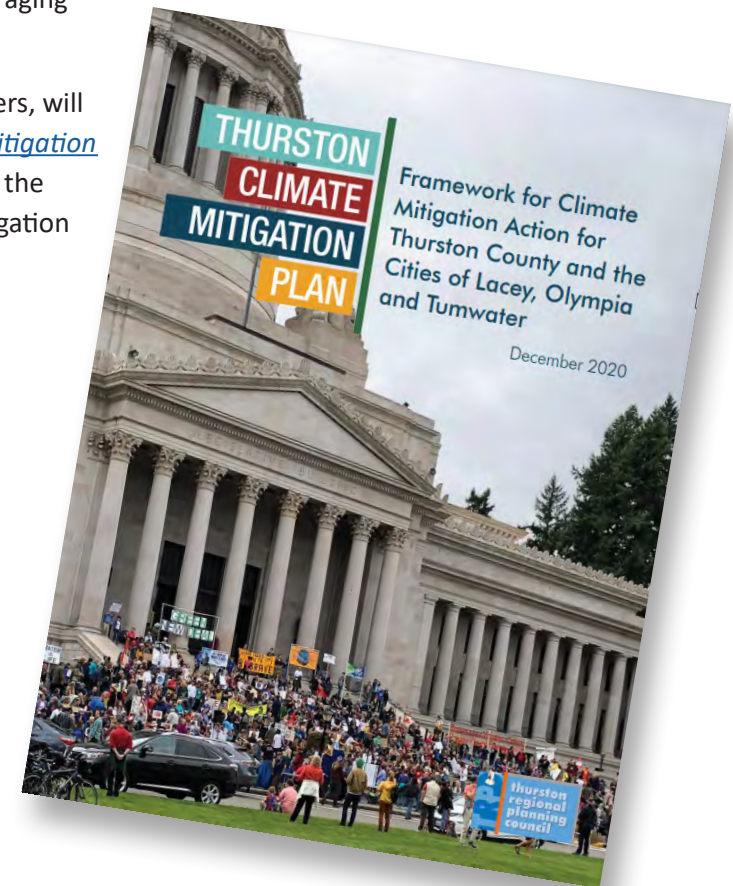
Some of the adaptations proposed in the response plan will impact the transportation system, whether it is raising some streets to serve as barriers to flooding or creating landscaped berms along the shoreline that might also serve as walking paths. We need to further integrate these proposed changes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

Climate mitigation

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

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

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





Electric vehicles

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

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

The City may consider:

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

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

Land Use and Transportation Integration

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

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

Urban Corridors

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

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

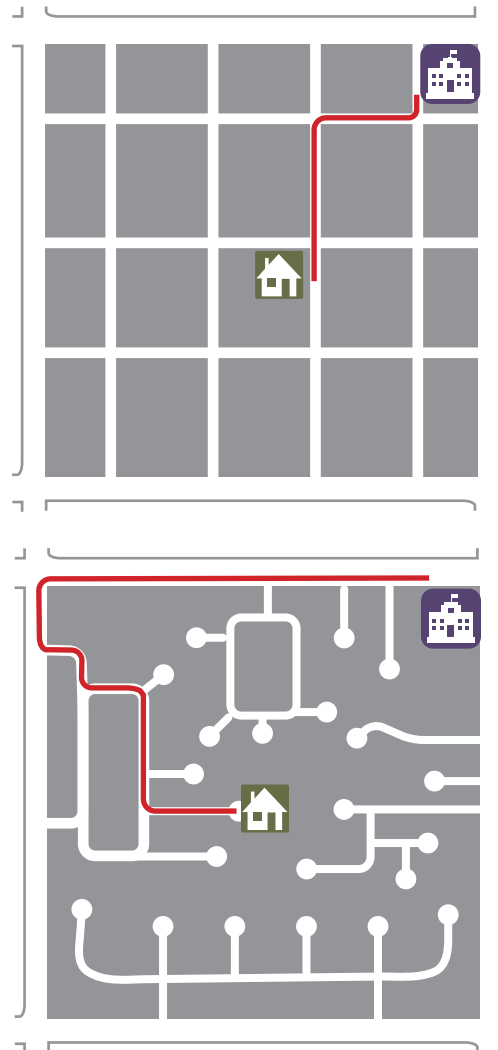


Street connections

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

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

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



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

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

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

Equity

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

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

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

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

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

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

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



Source:kuow.org | credit: NW News Network

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

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

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

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

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

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

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

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

Future work is needed to:

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

Advisory Committee Involvement in Transportation

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

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

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



Transportation Demand Management (TDM)

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

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

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

The City may consider expanding TDM efforts, including:

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

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

Parking Management

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

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

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

Currently, the City offers downtown employees either monthly parking passes

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

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

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

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

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

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



Online Work

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

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

Freight

Freight movement is crucial to our economy.

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

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

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

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

The City may consider:

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





Sidewalk Repair

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

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

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

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

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Chapter 8: Maintenance and Operations Review

Introduction

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

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

Background

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

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

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

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

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

Asset Management

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

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



Public Requests

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

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

Review of Maintenance Practices and Operational Procedures

Sweeping

Current practice

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

Issue

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

Future considerations

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



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



Sidewalk Repair

Current practice

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

Issues

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

Future considerations

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

Street Tree Maintenance

Current practice

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



Issues

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

Future considerations

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

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

Alley Maintenance

Current practice

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

Issues

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

Future considerations

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



Pathways Maintenance

Current practice

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

Issues

Lighting and routine maintenance would increase pathway safety and accessibility.

Future considerations

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

Volunteer Maintenance in Right-of-Way

Current practice

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

Issue

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

Future consideration

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

Public Request System

Current practice

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

Issue

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

Future considerations

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

Safety Analysis

Current practice

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

Issue

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

Future considerations

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





Crosswalk Markings Installation and Maintenance

Current practice

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

Issues

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

Future considerations

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

Vegetation Maintenance

Current practice

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

Issue

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



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

Future considerations

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



Temporary Traffic Control for Bicycle and Pedestrians

Current practice

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

Issues

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

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

Future considerations

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

Art in Crosswalks

Current practice

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

Issues

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

Future considerations

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

Snow and Ice Removal

Current practice

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

Issues

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



Future considerations

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

Special Events

Current practice

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

Issues

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

Future considerations

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





Street Striping

Current practice

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

Issues

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

Future considerations

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

Signal Technology

Current practice

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

Issues

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



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

Future considerations

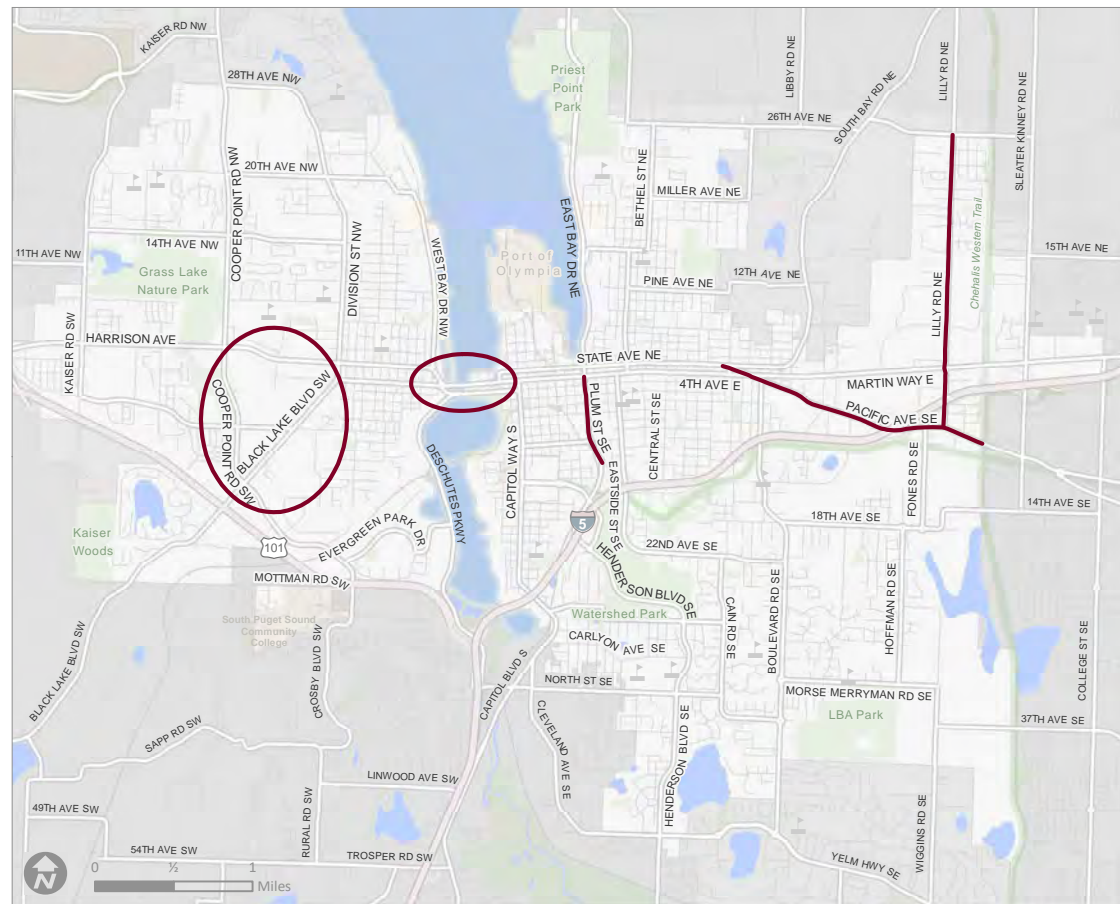
Consider upgrading signal systems with more reliable equipment and technology, including fiber optics for improved

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

Chapter 9: Future Areas of Study

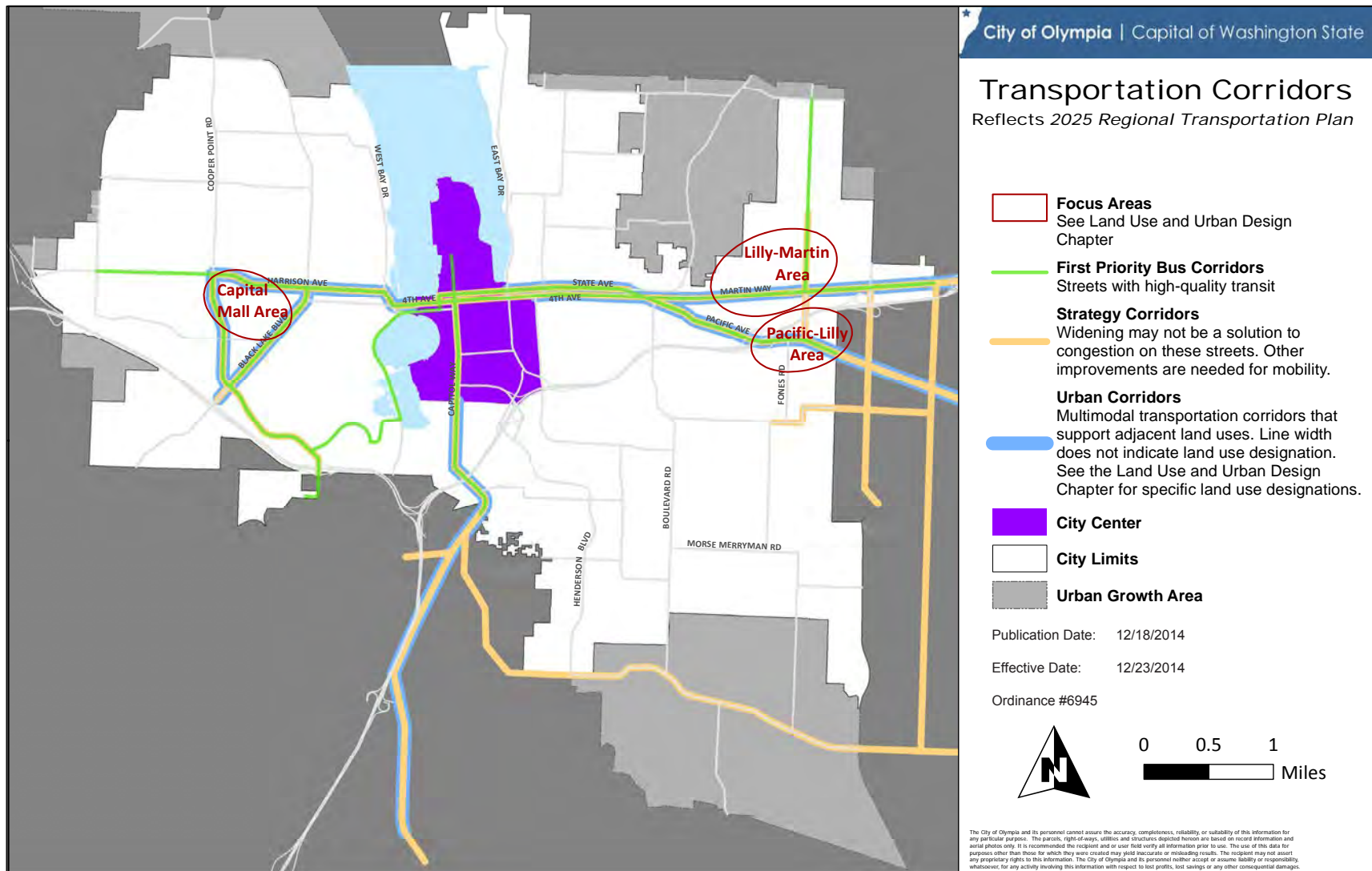
Throughout the development of this plan, we identified some areas of the city where the transportation challenges are complex and need further study. The outcomes of these studies may result in new projects that we will add to the TMP in the next update. The studies may also lead to changes to the comprehensive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

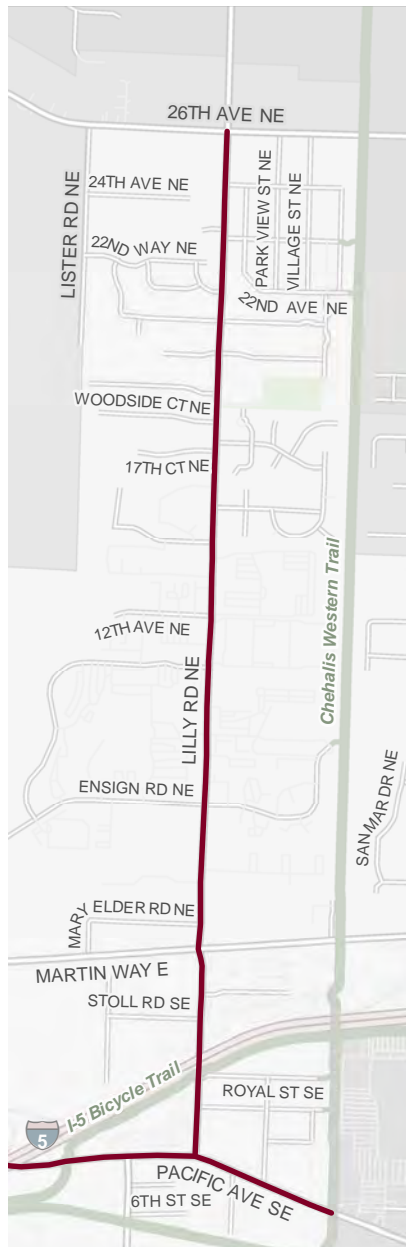
The studies should examine the needs of people walking and biking, the needs of transit riders and overall transit route operations, vehicle flow improvements, and solutions to places where collisions are occurring.



Comprehensive Plan Focus Areas

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





Lilly Road

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

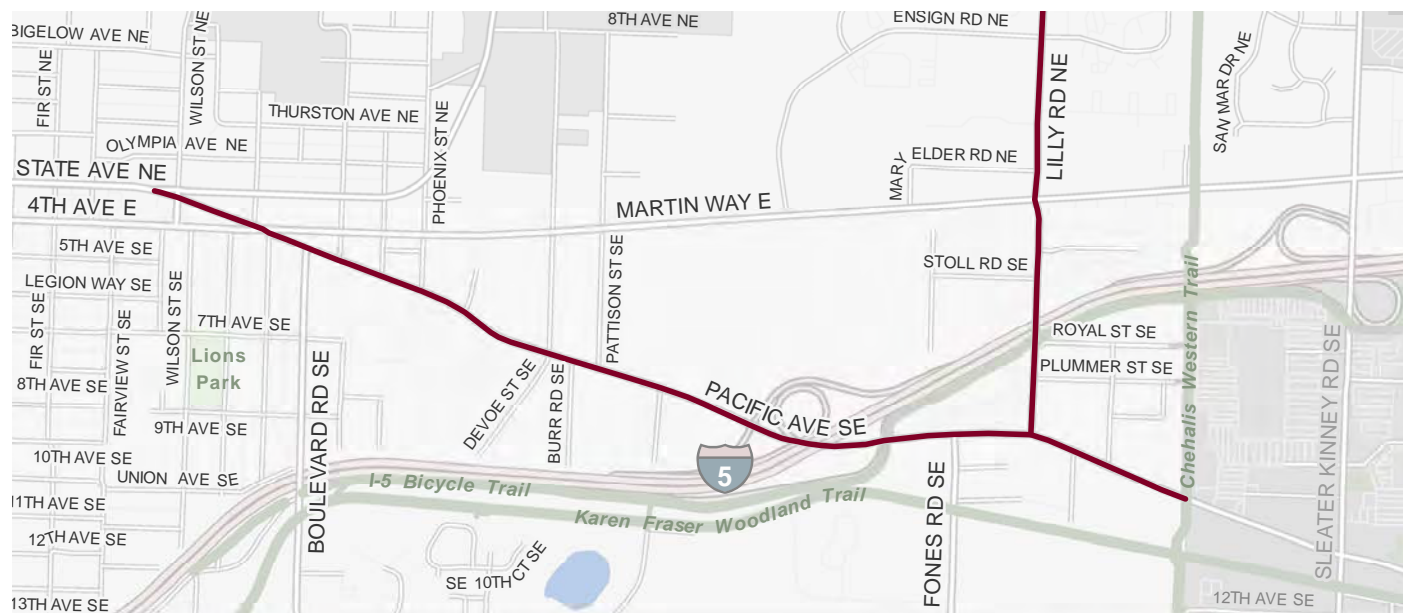
We have identified many transportation needs for Lilly Road. Among them:

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

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

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

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



Pacific Avenue

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

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

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

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

Plum Street

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

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



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

4th and 5th Avenue Isthmus

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

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

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

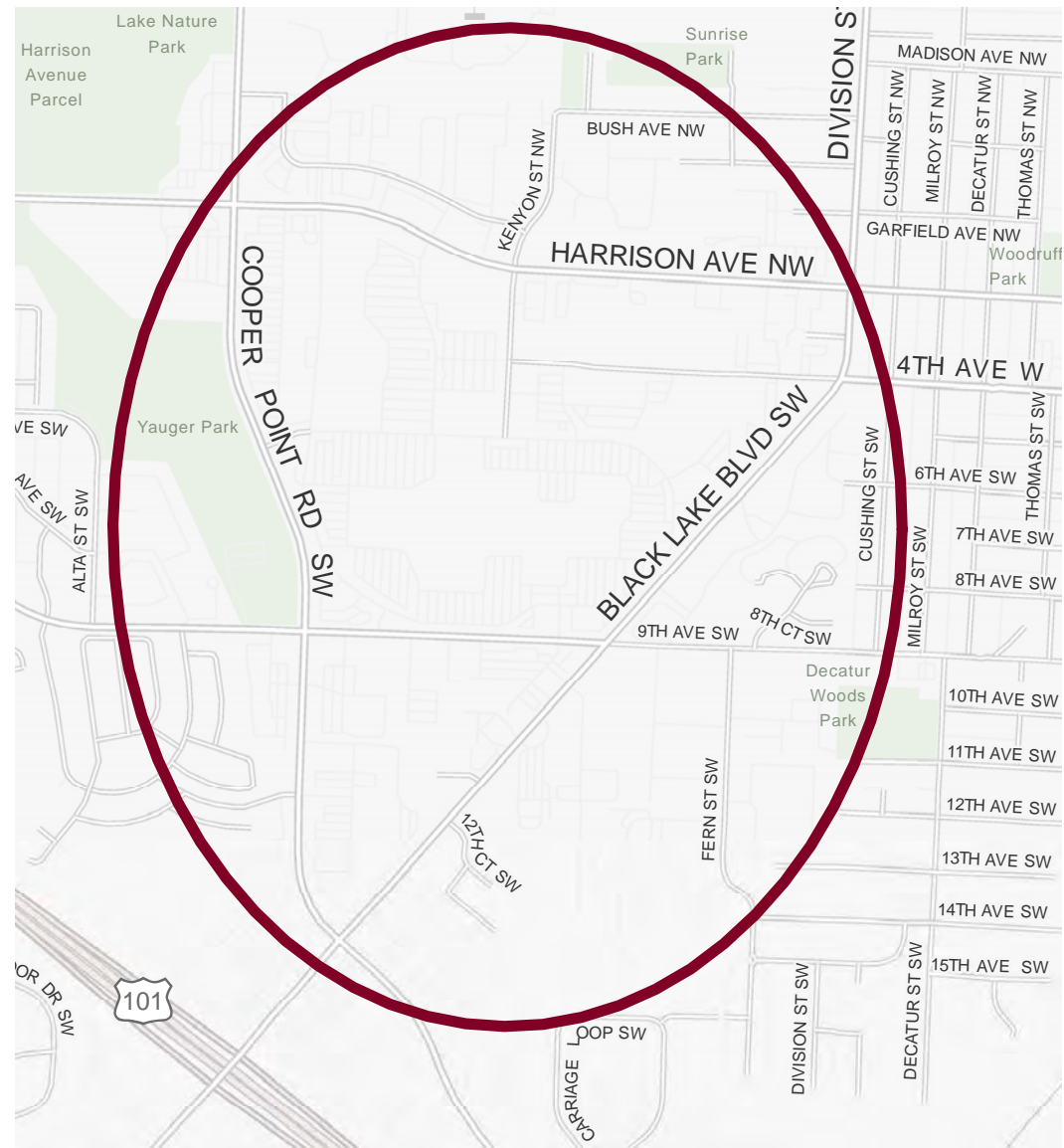


Westside Sub-Area

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

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

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



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

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

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

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

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

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

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





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

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

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



Other Areas of Study

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

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

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

Chapter 10: Metrics

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

Implementing This Plan

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

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

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

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

Annual Indicators

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

Safety

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

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



Use of the transportation system

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

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

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

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

Long-term indicators

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

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



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

City Council

Executive Session Pursuant to RCW 42.30.110 (1)(b); RCW 42.30.110 (1)(c) - Real Estate Matter

Agenda Date: 2/23/2021
Agenda Item Number: 9.A
File Number:21-0208

Type: executive session **Version:** 1 **Status:** Executive Session

Title

Executive Session Pursuant to RCW 42.30.110(1)(b); RCW 42.30.110 (1)(c) - Real Estate Matter