



COUNTY COMMISSIONERS

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**COMMUNITY PLANNING &  
ECONOMIC DEVELOPMENT DEPARTMENT**

*Creating Solutions for Our Future*

Joshua Cummings, Director

**MEMORANDUM**

**TO:** Thurston County Planning Commission

**FROM:** Jennifer Davis, Community Planning Manager

**DATE:** April 26, 2021

**SUBJECT:** Minor Amendments to the Thurston County Capital Improvement Program (CIP),  
Appendix G of the Thurston County Comprehensive Plan

**Background**

The Growth Management Act requires the County to maintain a capital facilities element that includes a 6-year financing plan for all capital facilities that identifies sources of funding (RCW 36.70A.070(3)). The Capital Improvement Plan (CIP) is that 6-year financing plan.

The CIP was last updated in December 2020, for the 2021-2026 timeframe. The County is currently amending its budget, which includes anticipated spending for two new facilities that were not specifically described in the CIP adopted last December. The capital facilities element may be amended concurrently the amendment of a county budget (RCW 36.70A.130(2)(a)(iv)).

**Proposed amendments**

Chapter 6-Capital Facilities of the Thurston County Comprehensive Plan discusses space needs for County administrative offices. Two new facilities are proposed to help meet these space needs. Attached are the proposed amendments showing updated financial tables and capital facility descriptions for the two facilities. They involve the lease of a building and the purchase of buildings to house county administrative offices. A SEPA determination for the addition of these facility descriptions to the CIP will be issued based on the environmental checklist used for the 2021-2026 CIP adoption.

**Action requested**

To maintain a schedule of review concurrent with the County budget process, the Planning Commission is requested to set a public hearing on the minor amendments to the 2021-2026 Capital Improvement Program for June 2, 2021.

Attachment: 2021 CIP Amendments

## **SUMMARY**

### **Thurston County 2021-2026 Capital Improvement Program**

#### **Appendix G, Thurston County Comprehensive Plan**

#### **Minor Amendments in coordination with 2021 Budget Amendments**

**4.26.21**

#### **Summary of amendment proposal**

Two facilities are proposed to be added to the 2021-2026 Capital Improvement Program. The CIP is an Appendix to the Thurston County Comprehensive Plan and is part of the capital facilities element. The CIP serves as the required 6-year financing plan for capital facilities. Per County policy, the addition of new projects to the CIP must follow a Comprehensive Plan amendment process (Chapter 6- Capital Facilities, Objective 1-F, Policy 5). CIP amendments are docketed annually in anticipation of updates necessary to align with budget amendments and adoption.

These two new facilities are identified as necessary to meet the County's needs for additional space for County administrative offices. This need is described in Thurston County Comprehensive Plan Chapter 6-Capital Facilities.

New facility descriptions are attached, as well as strike-through/underline changes in financial tables.

Staff Contact: Jennifer Davis, Community Planning Manager, [jennifer.davis@co.thurston.wa.us](mailto:jennifer.davis@co.thurston.wa.us)

## FINANCIAL TABLE UPDATES

**Table 1-1 Summary by Revenue Source**

Revenue Sources	Parks and Open Space	Solid Waste	Storm and Surface Water Utility	Water and Sewer Utility	Transportation	County Buildings	Totals by Revenue Source
<b>Existing Revenues</b>							
Central Services Building Reserve						\$6,882,000	\$6,882,000
Grants Committed					\$14,072,143	\$1,500,000	\$15,572,143
Other, Federal/State/Local Agency					\$19,574,854		\$19,574,854
Parks Impact Fees	\$2,955,750				\$10,000		\$2,965,750
Real Estate Excise Tax	\$1,744,250			\$3,443,914	\$18,266,000	\$52,835,000	\$76,289,164
Road Fund					\$34,559,930	\$1,335,000	\$35,894,930
Solid Waste Tipping Fees, Rates and Charges		\$24,043,454					\$24,043,454
Stormwater Utility Rates			\$8,758,685				\$8,758,685
Transportation Impact Fees					\$3,309,000		\$3,309,000
Trial Court Improvement Fund						\$1,300,000	\$1,300,000
Utility Revenue				\$7,951,086			\$7,951,086
<b>Existing Revenues Totals</b>	<b>\$4,700,000</b>	<b>\$24,043,454</b>	<b>\$8,758,685</b>	<b>\$11,395,000</b>	<b>\$89,791,927</b>	<b>\$63,852,000</b>	<b>\$202,541,066</b>

Revenue Sources	Parks and Open Space	Solid Waste	Storm and Surface Water Utility	Water and Sewer Utility	Transportation	County Buildings	Totals by Revenue Source
<b>Proposed New Revenues or Increased Rates</b>							
Bonds - Future						\$56,500,000	\$56,500,000
Utility Loans/Grants				\$240,000			\$240,000
<b>Proposed Totals</b>	\$0	\$0	\$0	\$240,000	\$0	\$56,500,000	\$56,740,000
<b>REVENUE TOTALS</b>	<b>\$4,700,000</b>	<b>\$24,043,454</b>	<b>\$8,758,685</b>	<b>\$11,635,000</b>	<b>\$89,791,927</b>	<b>\$120,352,000</b>	<b>\$259,281,066</b>

Table 1-2 Summary by Division and Year

Divisions	2021	2022	2023	2024	2025	2026	Total	% of Total Cost (rounded)
Parks	\$2,175,000	\$1,527,500	\$687,500	\$185,000	\$75,000	\$50,000	\$4,700,000	2%
Solid Waste	\$4,993,434	\$650,000	\$4,720,000	\$7,290,000	\$5,350,000	\$1,100,000	\$24,043,454	9%
Storm & Surface Water	\$2,488,685	\$3,195,000	\$947,000	\$1,479,000	\$599,000	\$50,000	\$8,758,685	3%
Transportation	\$21,055,927	\$12,507,000	\$23,351,000	\$13,834,000	\$10,874,000	\$8,170,000	\$89,791,927	35%
Water & Sewer	\$1,412,000	\$3,201,000	\$2,659,000	\$1,557,000	\$1,506,000	\$1,290,000	\$11,635,000	5%

General Government Facilities	\$8,507,000	\$22,160,000	\$51,800,000	\$800,000	\$1,900,000	\$21,900,000	\$120,352,000	46%
<b>Total</b>	<b>\$40,632,046</b>	<b>\$43,240,500</b>	<b>\$84,164,500</b>	<b>\$25,304,000</b>	<b>\$25,145,000</b>	<b>\$32,560,000</b>	<b>\$259,281,066</b>	<b>100.00%</b>

Table 7-2 General County Government Facilities Proposed Projects and Funding

<b>REVENUES FOR PROJECTS</b> <b>Fund Source</b>	<b>2021</b>	<b>2022</b>	<b>2023</b>	<b>2024</b>	<b>2025</b>	<b>2026</b>	<b>6-Yr. Total</b>
Bond-Future	\$500,000	\$5,000,000	\$51,000,000	\$0	\$0	\$0	<b>\$56,500,000</b>
Real Estate Excise Tax	\$16,835,000	\$16,000,000	\$0	\$0	\$0	\$20,000,000	<b>\$52,835,000</b>
Central Service Building Reserve	\$1,622,000	\$1,160,000	\$800,000	\$700,000	\$1,900,000	\$700,000	<b>\$6,882,000</b>
Trial Court Improvement Fund	\$0	\$0	\$0	\$100,000	\$0	\$1,200,000	<b>\$1,300,000</b>
Grant	\$1,500,000						<b>\$1,500,000</b>
Road Fund	\$1,335,000	\$0	\$0	\$0	\$0	\$0	<b>\$1,335,000</b>
<b>TOTALS</b>	<b>\$21,792,000</b>	<b>\$22,160,000</b>	<b>\$51,800,000</b>	<b>\$800,000</b>	<b>\$1,900,000</b>	<b>\$21,900,000</b>	<b>\$120,352,000</b>

<b>EXPENDITURES FOR PROJECTS</b> <b>Project Name</b>	<b>Fund Source</b>	<b>Urban Growth Area</b>	<b>2021</b>	<b>2022</b>	<b>2023</b>	<b>2024</b>	<b>2025</b>	<b>2026</b>	<b>6 Yr. Total</b>
Tilley Campus Sand & Material Shed	CRF	Rural Thurston County	<b>\$1,080,000</b>						<b>\$1,080,000</b>
Tilley South Parking Lot	CRF	Rural Thurston County	<b>\$255,000</b>						<b>\$255,000</b>
Bldg 5 Parking Lot	CSRF	Olympia UGA	<b>\$150,000</b>						<b>\$150,000</b>
Tilley Bld E HVAC improvements	CSRF	Rural Thurston County	<b>\$150,000</b>						<b>\$150,000</b>
Tilley Power System Improvements	CSRF	Rural Thurston County	<b>\$147,000</b>						<b>\$147,000</b>
Courthouse Building 3 Secured Entrance	CSRF	Olympia UGA	<b>\$225,000</b>	\$10,000					<b>\$235,000</b>
County Wide Security Improvements	REET	Rural Thurston County	<b>\$800,000</b>						<b>\$800,000</b>
TCCF Roofing & Stucco Repair	CSRF	Tumwater UGA	<b>\$350,000</b>						<b>\$350,000</b>
Fairgrounds Bld Infrastructure Improvements	REET	Lacey UGA	<b>\$250,000</b>						<b>\$250,000</b>

## Appendix G – Six Year Capital Improvement Program 2021-2026

TCCF Recreation Yard	CSRF	Tumwater UGA	\$200,000						\$200,000
Jail Flex Unit Construction	REET	Tumwater UGA	\$2,500,000	\$16,000,000	\$6,000,000				\$24,500,000
Family and Juvenile Court Hydronic Repairs	CSRF	Tumwater UGA	\$50,000	\$450,000					\$500,000
Bldg 6 Roof Repair	CSRF	Olympia UGA	\$50,000	\$300,000					\$350,000
CSA Expansion	Grant	Tumwater UGA	\$1,500,000						\$1,500,000
Thurston County Courthouse Infrastructure Upgrades	BF	Olympia UGA	\$500,000	\$5,000,000	\$45,000,000				\$50,500,000
TCCF IT Room AC Upgrades	CSRF	Tumwater UGA		\$50,000	\$250,000				\$300,000
Bldg 4 Sewer Repair	CSRF	Olympia UGA		\$50,000	\$100,000				\$150,000
TCCF Camera Upgrade	CSRF	Tumwater UGA					\$1,600,000		\$1,600,000
Family and Juvenile Court Improvements	TCI	Tumwater UGA						\$1,200,000	\$1,200,000
Emergency Services Center Roof Replacement	CSRF	Olympia UGA				\$400,000			\$400,000
Bldg 6 HVAC Replacement	CSRF	Olympia UGA						\$400,000	\$400,000
Bldg 3 Courtroom Improvements	TCI	Olympia UGA				\$100,000			\$100,000
Land Acquisition	REET	Olympia UGA						\$20,000,000	\$20,000,000
Tilley Pump House Improvements	CSRF	Rural Thurston County			\$150,000				\$150,000
Bldg 4 Resource Room	REET	Olympia UGA	100,000						\$100,000
Family and Juvenile Court Camera Controls	REET	Tumwater UGA	185,000						\$185,000
Mottman Complex Purchase	REET	Tumwater UGA	\$6,000,000						\$6,000,000
3000 Pacific Avenue Lease & Tenant Improvements	REET	Olympia UGA	\$7,000,000						\$7,000,000
Major Maintenance	CSRF	LOT Urban	\$300,000	\$300,000	\$300,000	\$300,000	\$300,000	\$300,000	\$1,800,000
<b>TOTALS</b>			<b>\$21,792,000</b>	<b>\$22,160,000</b>	<b>\$51,800,000</b>	<b>\$800,000</b>	<b>\$1,900,000</b>	<b>\$21,900,000</b>	<b>\$120,352,000</b>

Light grey shading, normal font - closeout project

Medium grey shading, bold font - construction project

Black shading, white font - engineering project

**Legend:**

CRF - County Road Fund

CSRF - County Service Building Reserve

REET- Real Estate Excise Tax

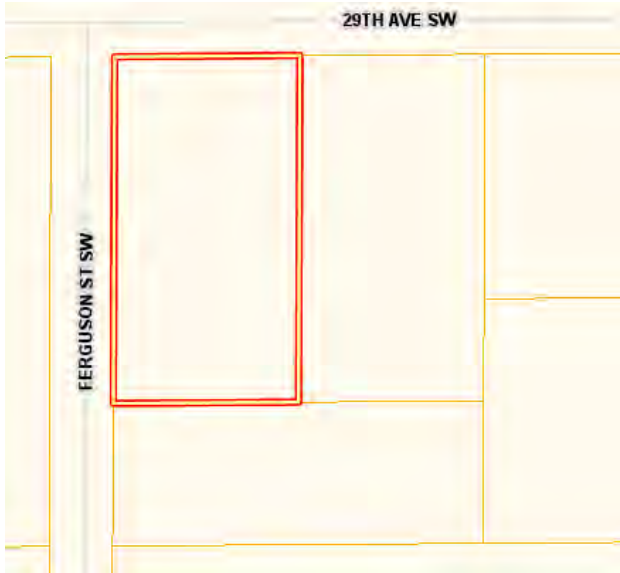
Grant - State Department of Commerce Long Term Behavioral Health Grant

TCI - Trial Court Improvement Fund



## PROJECT DESCRIPTIONS TO BE ADDED TO CHAPTER 7- GENERAL GOVERNMENT FACILITIES

### Mottman Complex Purchase



**DESCRIPTION:** The County intends to purchase and renovate the Mottman Complex. Upon purchase the site would be renovated to include the Elections division of the Auditor Office, Facilities, and the Records center.

**PROJECT SCOPE:** The purchase would include three buildings on three separate parcels on the same campus. Parcel numbers are 63050002200, 63050002202, 63050002203. Future renovations of the 3 buildings would be completed to fit the needs of the Elections, Facilities and Records.

**JUSTIFICATION (Need/Demand):** The Auditor Elections division of the Auditors office has needed more space with which to run elections. The Presidential elections cycle and the increase in voter

involvement in recent elections has created a need for more space to run operations and make sure that the County has a safe and secure elections. The purchase of the property will secure the area that is now leased by Elections and secure a facility that has room for expansion for Auditor Elections. It would also allow Facilities and Records to move from currently leased buildings into County owned properties.

**LOCATION:** 2905 29<sup>th</sup> Avenue SW, 2915 29<sup>th</sup> Avenue SW, and 2918 Fergusons Street SW, Tumwater, Washington, 98512.

**IMPLICATION OF NOT DOING THE PROJECT(S):** If the properties are not purchased the Auditor Elections will not have the need space to properly run the next Presidential election in a safe and secure manor. The leases of Facilities and Records would also need to be extended.

**LINKS TO OTHER PROJECTS OR FACILITIES:** Facilities division of Central Services, Building 1 & 4.

### 3000 Pacific Ave. S.E. Lease and Tenant Improvements



**DESCRIPTION:** The County intends to enter into a Lease contract for the building located at 3000 Pacific Avenue SE, Olympia. Tenants that will occupy the facility are: Auditor, Community Planning and Economic Development, Board of County Commissioners, Information Technology, Board of Equalization, Human Resources, Geodata, Central Services Administration and Treasurer.

**PROJECT SCOPE:** Design and construction for build-out of all Tenant Improvements for County Departments listed above.

**JUSTIFICATION:** Obtain leased space to house administrative County functions and allow renovation and use of 2000 Lakeridge Dr. campus for Justice center and associated functions.

**LOCATION:** 3000 Pacific Avenue SE, Olympia, WA 98501.

**IMPLICATION OF NOT DOING PROJECT:** Challenges with expansion/growth of court functions and expansion/growth of administrative departments are constrained at current location. Renovation of current campus facilities would be limited and difficult in occupied facilities.

**LINKS TO OTHER PROJECTS OR FACILITIES:** Expansion of courts functions. Renovation of 2000 Lakeridge Dr. Campus.