

# Glossary



Heading north on Capital Lake, towards downtown

## Project Components Commonly Used in Transportation Projects Funded by Impact Fees

<b>Bicycle Facilities</b>	One of four classes of bicycle facilities.
<b>Illumination</b>	Decorative street lighting along the frontage of streets to provide uniformity and increased safety.
<b>Intersections at Grade</b>	Where a road or street meets or crosses at a common grade or elevation with another road or street.
<b>Medians</b>	A space or island between two opposing lanes of traffic.
<b>Pavement</b>	Construction of new travel lanes during road widening.
<b>Pedestrian Crossings</b>	A marked area across a roadway that allows for safe passage of pedestrians and bicyclists.
<b>Public Transfer Facilities</b>	Designated bus stops.
<b>Raised Pavement Markings</b>	Used to define the boundary between opposing traffic flows and traffic lanes.
<b>Roadside Planting</b>	Grass, trees, shrubs, and other forms of vegetation, including irrigation.
<b>Roundabouts</b>	Possible installation at each intersection of circular intersections with specific design and traffic control features. See complete definition in the introduction of the Transportation Section.
<b>Sidewalks</b>	A walk for pedestrians at the side of the street and part of the frontage improvements at intersections and approaches to the intersections.
<b>Signage</b>	Any of a group of posted commands, warnings, or directions.
<b>Street Furniture</b>	Consists of items such as benches, trash receptacles, bicycle racks, etc.
<b>Striping</b>	Applying painted lines or necessary instructional signage on pavement surfaces.
<b>Traffic Control Signals</b>	Installation of automated traffic signal devices at the intersection.
<b>Under Grounding</b>	Utility lines (electrical, fiber optics) buried underground, except high voltage lines.

## Project Components Commonly Used in Drinking Water Projects

<b>Intersections at Grade</b>	Where a road or street meets or crosses at a common grade or elevation with another road or street.
<b>Groundwater Protection Plans</b>	Update and develop groundwater protection plans to ensure that drinking water supplies are protected from potential contamination from activities in the surrounding areas.
<b>Hydrants</b>	Reconnection or placement of new hydrants as necessary.
<b>Hydraulic Modeling</b>	Use of a mathematical model to determine the size of a water line based on the volume of water passing through the line.
<b>Reservoirs</b>	Storage facility for water based on life-cycle costing and evaluation of options.
<b>Valves</b>	Mechanical devices by which the flow of water may be started, stopped, or regulated as necessary.
<b>Vaults</b>	Structures that provide access to underground valves and pumps with the connection of new water pipes.
<b>Water Lines</b>	Water supply pipe that connects the water storage source to lines located at the street.
<b>Water Rights</b>	Legal authorization to put water to beneficial use.
<b>Water Quality and Treatment</b>	Use various technologies to ensure safety of the City's water storage systems.
<b>Water System Structures and Equipment</b>	In conjunction with reservoirs, including booster pump stations. Includes castings, manholes, inlets, and covers.
<b>Watershed Remodeling and Plan</b>	Maintain updated documents presenting the findings and recommendations for a Watershed Management Program.
<b>Wells</b>	Drill and develop new wells as needed to ensure adequate future water supplies.

# Terms

<b>Allocation</b>	To set aside or designate funds for specific purposes. An allocation does not authorize the expenditure of funds.	
<b>Appropriation</b>	An authorization made by the City Council for expenditures against the City’s Annual Budget. Appropriations are usually made for fixed amounts and are typically granted for a one-year period.	
<b>Appropriation Ordinance</b>	An official enactment by the legislative body establishing the legal authority for officials to obligate and expend resources.	
<b>Arterial Street Funds (ASF)</b>	State grants received for the dedicated purpose of improvements to arterials. The source of funding is the state gas tax.	
<b>Assessed Value (AV)</b>	The fair market value of both real (land and building) and personal property as determined by the Thurston County Assessor’s Office for the purpose of setting property taxes.	
<b>Assets</b>	Property owned by a government which has monetary value.	
<b>Bond</b>	A written promise to pay (debt) a specified sum of money (principal or face value) at a specified future date (the maturity date(s)) along with periodic interest paid at a specified percentage of the principal (interest rate).	
<b>Bond Anticipation Notes (BANs)</b>	Short-term interest bearing notes issued in anticipation of bonds to be issued at a later date. The notes are retired from proceeds of the bond issue to which they are related.	
<b>Budget (Operating)</b>	A plan of financial operation embodying an estimate of proposed expenditures for a given period (typically a fiscal year) and the proposed means of financing them (revenue estimates). The term is also sometimes used to denote the officially approved expenditure ceilings under which a government and its departments operate.	
<b>Bulbout</b>	An extension of the curb that juts out into the roadway, approximately seven feet wide (the width of a parking space).	
<b>Capital Budget</b>	A plan of proposed capital expenditures and the means of financing them. The capital budget may be enacted as part of the complete annual budget including both operating and capital outlays. The capital budget is based on a Capital Facilities Plan (CFP).	
<b>Capital Facilities</b>	A structure, improvement, piece of equipment or other major asset, including land, that has a useful life of at least 5 years. Capital facilities are provided by or for public purposes and services including, but not limited to, the following:	
	Detention Facilities Fire and Rescue Government Offices Law Enforcement Libraries Open Space Parks (Neighborhood and Community) Public Health Recreational Facilities	Roads Sanitary Sewer Sidewalks, Bikeway and Disability Access Ramps Solid Waste Collection and Disposal Stormwater Facilities Street Lighting Systems Traffic Signals
<b>Capital Expenditure</b>	Expenditure resulting in the acquisition of or addition to the City’s general fixed assets.	
<b>Capital Facilities Plan</b>	A plan for capital expenditures to be incurred each year over a fixed project, identifying the expected beginning and ending date for each project, the amount to be expended in each year, and the method of financing those expenditures.	
<b>Capital Improvement</b>	A project to create, expand or modify a capital facility. The project may include design, permitting, environmental analysis, land acquisition, construction, landscaping, site improvements, initial furnishings, and equipment. The project cost must exceed \$50,000.	

## Terms (continued)

<b>Capital Improvement Plan (CIP) Fund</b>	A fund used to pay for general municipal projects (excludes utilities). The money is derived from the real estate excise tax, interest, utility tax (1%), and the year-end cash surplus.
<b>Concurrency</b>	In growth management terms, capital facilities have to be finished and in place at the time or within a reasonable time period following the impact of development.
<b>Councilmanic</b>	Debt that is incurred by the City Council. A vote of the people is not required. The funds to repay the debt must come from the City's general revenues.
<b>Debt Capacity</b>	The amount of money a jurisdiction can legally afford to borrow.
<b>Debt Service</b>	Payment of interest and principal to holders of a government's debt instruments.
<b>Development Orders and Permits</b>	Any active order or permit granting, denying, or granting with conditions an application for a land development approval including, but not limited to: impact fees, inventory, and real estate excise tax.
<b>Federal Aid To Urban Systems (FAUS)</b>	A grant received for improvements to the City's transportation network.
<b>Fund Balance</b>	The excess of an entity's assets over its liabilities. The City's policy is to maintain a fund balance of at least 10% of the operating revenues in all funds. This term may also be referred to as Retained Earnings in the Utility funds or year end surplus in the General Fund.
<b>Gas Tax</b>	Money received by the City from the State Gas Tax. The funds may only be used for improvements to arterials.
<b>General Facility Charges (GFC)</b>	Payment of monies imposed for development activity as a condition of granting development approval in order to pay for utilities needed to serve new development.
<b>Grant</b>	A funding source provided by the State or Federal government.
<b>Impact Fees</b>	A payment of money imposed for development activity as a condition of granting development approval in order to pay for the public facilities needed to serve new growth and development. By state law, impact fees may be
<b>Increased Rates (INCRATES)</b>	Sufficient funds do not exist for the project to occur without a rate increase.
<b>Interim Use And Management Plan (IUMP)</b>	The portion of the Parks Plan that reflects parks/parcels that need minimal property development of the property so that it can be used until the property is further developed for full use by the public.
<b>Inventory</b>	A listing of City of Olympia's public facilities including location, condition, and future replacement date.
<b>Level Of Service</b>	A quantifiable measure of the amount of public facility that is provided. Typically, measures of levels of service are expressed as ratios of facility capacity to demand (i.e., actual or potential users).
<b>Local Improvement Districts (LID)</b>	A mechanism to pay for improvements (i.e., streets, sidewalks, utilities) that directly benefit the property owner.
<b>Neighborhood Traffic Management Program (NTMP)</b>	A program to reduce the speed/traffic on neighborhoods. The plan includes the use of traffic circles or islands, speed bumps, improved signage or restriping.

## Terms (continued)

<b>Onward Olympia</b>	The program title for the City Council goals set in 2005: Invest in downtown so that more people live, work, learn, shop and play in downtown Olympia; Put sustainability into action so that we save the planet; Improve the effectiveness of government so that we deliver high quality service that satisfies citizens at a reasonable price; and Focus on Olympia as the Capital City to preserve and enhance our identity and economy.
<b>Operation And Maintenance (O&amp;M)</b>	Operation and maintenance expense.
<b>Pervious or Porous Pavement</b>	A permeable pavement surface with a stone reservoir underneath. The reservoir temporarily stores surface runoff before infiltrating it into the subsoil. Runoff is thereby infiltrated directly into the soil and receives some water quality treatment.
<b>Public Works Trust Fund (PWTF) Loans</b>	Low interest loans from the State of Washington for “public works” projects.
<b>Rates</b>	The existing rate of the various utilities and sufficient to pay for the cost of projects.
<b>Real Estate Excise Tax</b>	The City of Olympia charges 1/2% tax on all real estate transactions to fund capital improvements.
<b>SEPA Mitigation Fees</b>	Fees charged to “long plats” or new major developments for their direct impact on the system. SEPA mitigation measures must be related to a specific adverse impact identified in the environmental analysis of a project. The impact may be to the natural or built environment, including public facilities.
<b>Sewage Treatment Effluent Pump (STEP)</b>	This is an alternative to gravity flow sewage systems. The Council eliminated the use of future STEP systems in 2005.
<b>Site Stabilization Plan (SSP)</b>	The portion of the Parks Plan that reflects parks/parcels that need additional work to increase safety by putting up fences, gates, or removing debris, etc.
<b>Utility Tax</b>	The City of Olympia charges a statutory limit of 6% on private utilities (electric, gas and telephone). 1/6 of the tax is dedicated to the Capital Budget. In 2004, voters approved an additional 3% increase in this tax, for a total of 9%. Of the 3%, 2% is for Parks and 1% is for recreational sidewalks.
<b>Voted</b>	Voted debt requires the citizens’ vote for approval to increase property taxes to pay for the project.

# Acronyms

<b>AC</b>	Asbestos Cement	<b>LOTT</b>	Lacey, Olympia, Tumwater, Thurston County
<b>AV</b>	Assessed Value	<b>LTFS</b>	Long Term Financial Strategy
<b>ADA</b>	American Disabilities Act	<b>NPDES</b>	National Pollutant Discharge Elimination System
<b>CFP</b>	Capital Facilities Plan	<b>NTMP</b>	Neighborhood Traffic Management Program
<b>CIP</b>	Capital Improvement Program	<b>O&amp;M</b>	Operations and Maintenance
<b>DFW</b>	Department of Fish and Wildlife	<b>OPARD</b>	Olympia Parks, Arts and Recreation Department
<b>DOE</b>	Department of Energy	<b>OWT</b>	Olympia Woodland Trail
<b>DOH</b>	Department of Health	<b>PFD</b>	Public Facilities District
<b>EDDS</b>	Engineering Design and Development Standards	<b>PMMP</b>	Parks Major Maintenance Program
<b>EMS</b>	Emergency Medical Services	<b>PSI</b>	Pounds per Square Inch
<b>ENV</b>	Environmental	<b>PWTF</b>	Public Works Trust Fund
<b>FF&amp;E</b>	Furniture, Fixtures and Equipment	<b>REET</b>	Real Estate Excise Tax
<b>GFC</b>	General Facilities Charge	<b>RFP</b>	Request for Proposal
<b>GHG</b>	Green House Gases	<b>SDWA</b>	Federal Safe Drinking Water Act
<b>GMA</b>	State of Washington Growth Management Act	<b>SEPA</b>	State Environmental Policy Act
<b>GMP</b>	Guaranteed Maximum Price	<b>SPSCC</b>	South Puget Sound Community College
<b>GO</b>	General Obligation	<b>SSP</b>	Site Stabilization Plan
<b>GTEC</b>	Growth and Transportation Efficiency Centers	<b>STEP</b>	Sewage Treatment Effluent Pump
<b>HES</b>	Hazard Elimination Safety	<b>TIP</b>	Transportation Improvement Program
<b>HOCM</b>	Hands On Children's Museum	<b>TOR</b>	Target Outcome Ratios
<b>I&amp;I</b>	Inflow and Infiltration	<b>TRPC</b>	Thurston Regional Planning Council
<b>IAC</b>	Interagency Committee for Outdoor Recreation	<b>UFC</b>	Uniform Fire Code
<b>IPM</b>	Integrated Pest Management	<b>UGA</b>	Urban Growth Area
<b>IUMP</b>	Interim Use & Management Plan	<b>UGMA</b>	Urban Growth Management Area
<b>LBA</b>	Little Baseball Association	<b>WWRP</b>	Washington Wildlife and Recreation Program
<b>LED</b>	Light Emitting Diodes	<b>WWRF</b>	Washington Wildlife Recreation Fund
<b>LID</b>	Local Improvement District		
<b>LOS</b>	Level of Service		