



Meeting Agenda

Finance Committee

City Hall
601 4th Avenue E
Olympia, WA 98501

Information: 360.753.8244

Wednesday, November 8, 2017

5:00 PM

Room 207

1. CALL TO ORDER

2. ROLL CALL

3. APPROVAL OF AGENDA

4. APPROVAL OF MINUTES

- 4.A** [17-1149](#) Approval of October 11, 2017 Finance Committee Meeting Minutes

Attachments: [Minutes](#)

5. COMMITTEE BUSINESS

- 5.A** [17-1122](#) Recommendation of an Ordinance Related to Chapter 3.04 Funds of the Olympia Municipal Code

Attachments: [Draft Ordinance](#)

[Current Chapter 3.04 FUNDS](#)

- 5.B** [17-1130](#) Application to the Washington Recreation and Conservation Office (RCO) for a Waiver of Retroactivity for Grant Reimbursement of Construction Costs for the Woodruff Sprayground Project

- 5.C** [17-1117](#) Review Preliminary 2018 Operating Budget & 2018-2023 Capital Facilities Plan

- 5.D** [17-1124](#) Oral Report - Community Meetings

6. REPORTS AND UPDATES

7. ADJOURNMENT

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

Finance Committee

Approval of October 11, 2017 Finance Committee Meeting Minutes

Agenda Date: 11/8/2017
Agenda Item Number: 4.A
File Number: 17-1149

Type: minutes **Version:** 1 **Status:** In Committee

Title

Approval of October 11, 2017 Finance Committee Meeting Minutes



Meeting Minutes - Draft

Finance Committee

City Hall
601 4th Avenue E
Olympia, WA 98501

Information: 360.753.8244

Wednesday, October 11, 2017

5:00 PM

Room 207

1. CALL TO ORDER

Chair Cooper called the meeting to order at 5:00 p.m.

2. ROLL CALL

Present: 3 - Chair Jim Cooper, Committee member Jessica Bateman and
Committee member Jeannine Roe

3. OTHERS PRESENT

City Staff:

City Manager Steve Hall

Assistant City Manager Jay Burney

Acting Administrative Services Director Dean Walz

Administrative Services Deputy Director Debbie Sullivan

Public Works Director Rich Hoey

Water Resources Director Andy Haub

Waste ReSources Director Dan Daniels

Community Planning & Development Director (CP&D) Keith Stahley

CP&D Associate Director Karen Kenneson

Building Official Todd Cunningham

Acting Finance Manager Bill Sampson

Utility Advisory Committee:

Vice Chair Dever Haffner-Ratliffe

4. APPROVAL OF AGENDA

The agenda was approved.

5. APPROVAL OF MINUTES

5.A [17-1034](#) Approval of September 20, 2017 Finance Committee Meeting Minutes

The minutes were approved.

6. COMMITTEE BUSINESS

6.A [17-0864](#) Preliminary Review of Utility Rates

The Utility Advisory Committee (UAC) is recommending increases for 2018 utility rates and 2018 general facility charges. These rates are reviewed annually in conjunction with the Capital Facility Plan (CFP).

The proposed 2018 utility rate increases are:

Drinking Water	4.4%
Wastewater	0.0%
Storm & Surface Water	2.0%
LOTT	2.0% (The City collects this rate on behalf of LOTT)

The proposed 2018 general facility charge increases are:

Drinking Water	6.0%
Wastewater	0.0%
Storm & Surface Water	0.0%
LOTT	4.1%

Ms. Haffner-Ratliffe stated that the purpose of the increase is to sustain infrastructure and programs while keeping the rates competitive compared to Lacey and Tumwater.

Mr. Haub pointed out that the increases are inflation pressures; no new initiatives are creating the need for rate increases.

The committee is in consensus to send this forward to Council.

The discussion was completed and will be forwarded to the Council for further consideration.

6.B [17-0961](#) Building, Engineering and Land Use Fee Increase

Community Planning and Development is recommending an increase to building, engineering and land use fees. The proposed fee increases support the City policy of 85% cost recovery.

Ms. Kenneson reviewed the history of the Development Fee Fund as well as the policy relating to the 85% cost recovery. The fund is used to help maintain staffing during lean periods as well as help with technology advancements. CP&D has implemented SmartGov and Blue Beam. SmartGov allows for online project applications, scheduling and tracking. Blue Beam facilitates viewing plans electronically.

Mr. Burney let the committee know that he has heard positive reviews from the community regarding new procedures/processes for development and plan reviews.

Mr. Cunningham advised that we are currently not reaching the 85% cost recovery threshold and the measured fee increases puts us closer, but not at goal. He also mentioned they have completed outreach with the Olympia Master Builders organization which included a tour of the services provided including SmartGov and Blue Beam. While

OMB doesn't support the fee increases, there are not opposing them and conveyed understanding of the need for cost recovery and maintaining service levels.

Starting November 1, 2017, CP&D will require the use of the SmartGov portal for all new applications. Ms. Kenneson also mentioned an RFP has been written to digitize the microfilm.

The committee members held some discussion and decided to recommend the proposed fee increases to move to the City Council for consideration.

The recommendation was completed.

6.C [17-1027](#) Ambassador Program Review

The City has funded the Downtown Ambassador program since 2012. A Request for Proposals (RFP) has been issued for 2018 and were due for submission September 22, 2017. A selection committee has been established and the proposals for consideration have been paired down to two. It is anticipated the committee's recommendation will be presented to the Council in November.

Mr. Stahley presented the approximate program budget for 2017 totaling almost \$350,000 along with a history of the funding sources for the program.

There was discussion regarding the wage and benefits for the Downtown Ambassador team members. The committee was in consensus to proceed with the understanding that they would like more money budgeted for wages and benefits and ensuring the selection committee understands that they have more than two options.

The discussion was completed.

7. REPORTS AND UPDATES

Mr. Hall provided a list of 2018 unfunded needs to the committee.

Ms. Sullivan has starting building the 2018 Work Plan.

8. ADJOURNMENT

Chair Cooper adjourned the meeting at 6:26 p.m.



Finance Committee

Recommendation of an Ordinance Related to Chapter 3.04 Funds of the Olympia Municipal Code

Agenda Date: 11/8/2017
Agenda Item Number: 5.A
File Number: 17-1122

Type: recommendation **Version:** 1 **Status:** In Committee

Title

Recommendation of an Ordinance Related to *Chapter 3.04 Funds* of the Olympia Municipal Code

Recommended Action

Committee Recommendation:

Not referred to a committee.

City Manager Recommendation:

Move to recommend approval of the ordinance related to *Chapter 3.04 Funds* of the Olympia Municipal Code and forward to the City Council.

Report

Issue:

Whether to recommend to the City Council an ordinance to update *Chapter 3.04 Funds* in the Olympia Municipal Code.

Staff Contact:

Stacie Tellers, Acting Accounting Supervisor, Administrative Services, 360.753.8599

Presenter(s):

Stacie Tellers, Acting Accounting Supervisor, Administrative Services, 360.753.8599

Background and Analysis:

The City of Olympia Municipal Code (OMC) Chapter 3.04 is where the codification of Funds is documented. This is the official location where all funds are described, including why they were created, how resources are collected, and how they can be used.

The OMC, in its current form, was adopted in 1982. Since that time several ordinances established new sections or changed sections. Therefore, the current Chapter 3.04 contains Fund information that is outdated, obsolete or incomplete. Additionally, there are some City Funds that have been authorized but not yet codified.

The proposed *Chapter 3.04 Funds* is also reorganized to make it easier for people to find fund information.

Neighborhood/Community Interests (if known):

This update will make it easier for the public to find information on the City Funds.

Options:

1. Move to forward the ordinance to the City Council on the consent calendar with the recommendation from the Committee for approval. *Chapter 3.04 Funds* will be up-to-date, well-organized, and make managing City Funds easier.
2. Do not recommend forwarding the ordinance to the City Council and direct staff to make changes. Staff will revise the proposed *Chapter 3.04 Funds* and bring back an updated version to Finance Committee.

Financial Impact:

None

Attachments:

Draft Ordinance

Current Chapter 3.04 FUNDS

Ordinance No. _____

**AN ORDINANCE OF THE CITY OF OLYMPIA, WASHINGTON, AMENDING
OLYMPIA MUNICIPAL CODE CHAPTER 3.04 RELATING TO FUNDS.**

WHEREAS, authorized funds of the City of Olympia are codified under Olympia Municipal Code (OMC) Chapter 3.04; and

WHEREAS, OMC Chapter 3.04 in its current form was adopted in 1982, with several ordinances amending portions of OMC 3.04 since that time; and

WHEREAS, staff has identified that OMC Chapter 3.04 currently contains information that is outdated, obsolete or incomplete and is difficult for staff and citizens to use; and

WHEREAS, *add info RE: Finance Committee review if approved to move forward;*

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

Section 1. Amendment of OMC 3.04. Olympia Municipal Code Chapter 3.04 is hereby amended by repealing the current Chapter 3.04 in its entirety and replacing it to read as follows:

Chapter 3.04
FUNDS

3.04.000 Chapter Contents

Sections:

- 3.04.001 General Fund – Current Operations.
- 3.04.003 Special Accounts Control Fund.
- 3.04.006 Development Fee Revenue Fund.
- 3.04.007 Parking Fund.
- 3.04.014 LEOFF I OPEB Trust Fund.
- 3.04.021 Washington Center Endowment Fund.
- 3.04.025 Washington Center Operations Fund.
- 3.04.026 Arts Fund.
- 3.04.029 Facilities Major Repairs.
- 3.04.107 HUD Fund.
- 3.04.127 Impact Fee Fund.
- 3.04.130 SEPA Mitigation Fund.
- 3.04.132 Lodging Tax Fund.

3.04.134	Park & Recreation Sidewalk Utility Fund.
3.04.135	Parking Business Improvement Area Funds.
3.04.136	Farmers Market Repair & Replacement Fund.
3.04.137	Hands On Children's Museum Fund.
3.04.138	Transportation Benefit District Fund.
3.04.139	Grants Control Fund.
3.04.140	Real Estate Excise Tax Fund.
3.04.141	Olympia Metropolitan Park District Fund.
3.04.200	Debt Service Funds.
3.04.317	Capital Improvement Fund.
3.04.325	City Hall Construction Fund.
3.04.331	Fire Equipment Fund.
3.04.400	Waterworks Utility Funds.
3.04.403	Solid Waste (Garbage) Utility Fund.
3.04.404	Storm Drainage Utility.
3.04.500	Equipment Rental.
3.04.503	Unemployment Compensation Fund.
3.04.504	Insurance Trust Fund.
3.04.505	Workers Compensation Fund.
3.04.600	Fiduciary and Custodial Funds.

3.04.001 General Fund – Current Operations.

A. Created. There is hereby created a fund to be known as the general fund. All general revenues of the city not otherwise accounted for shall be placed in the general fund.

B. Uses. Any general government expenditure not otherwise provided for shall be paid out of the general fund.

3.04.003 Special Account Control Fund.

A. Created. There is hereby created a fund to be known as the special account control fund.

B. Uses. The special account control fund shall be used as deemed necessary by the director of administrative services (clerk/treasurer) for the purpose of accounting for special accounts (funds). Moneys for the fund shall come from sources provided by the various special accounts within the fund or other sources deemed necessary by the city council. The director of

administrative services (clerk/treasurer) is authorized to transfer funds from the general fund or other funds which may have special accounts or funds to the special account control fund as deemed necessary. Any special account or fund which may be designated as part of the general fund or other funds may be accounted for within the special account control fund.

3.04.006 Development Fee Revenue Fund.

A. Created. There is hereby created a fund to be known as the development fee revenue fund.

B. Sources. There shall be deposited into the development fee revenue fund fees collected for management of development, including but not limited to: building permits, electrical permits, plumbing permits, mechanical permits, engineering permits, zoning fees, subdivision fees inspection fees and plan check fees. Fees deposited into the development fee revenue fund shall be fees collected for management of development.

C. Uses. Funds within the development fee revenue fund shall be used to reimburse costs related to management of development including reimbursement of costs incurred within the general fund, including but not limited to: personnel, equipment, consulting services, direct and indirect support and overhead, and other costs attributable to management of development.

D. Target Balance Fund. The City Council shall establish a target fund balance for the development fee revenue fund. The City Council shall establish policies for management of the target fund balance, which shall address at a minimum, actions to be taken when the fund balance exceeds or is less than the target fund balance.

E. Processes. The City Manager shall establish processes to identify costs to be reimbursed by the development fee revenue fund. For Fiscal Year 2016, the amount to be reimbursed by the development fee revenue fund shall be the budget amount of development fees.

F. Transfer. If the City Council closes or discontinues the development fee revenue fund, any remaining funds in the development fee revenue fund shall be transferred to the general fund of the City.

3.04.007 Parking Fund.

A. Created. There is hereby created a fund to be known as the parking fund.

B. Sources. There shall be deposited into the parking fund revenues received from parking fines, revenue for parking on city streets and other city property, parking permits, parking meter tokens, electric vehicle charging, other parking which may be managed by the city, grants, debt proceeds related to capital or operation of the parking fund, and other monies which the City Council may direct to be deposited in the parking fund.

C. Uses. Funds within the parking fund shall be used for the operations and management of the Parking Program, capital improvements to the parking systems, programs and improvements to support economic development areas where the City collects parking revenue, debt service on debt issued to support or enhance the parking system, direct and indirect overhead which supports parking operations and management, and other items at the direction of the City Council.

D. Transfer. If the City Council closes or discontinues the parking fund, any remaining funds in the parking fund shall be transferred to the general fund of the City.

3.04.014 LEOFF 1 OPEB Trust Fund.

A. Created. There is hereby created a trust fund to be known as the LEOFF 1 OPEB trust fund.

B. Sources. There shall be deposited into the LOEFF1 OPEB trust fund such funds as may be designated by the City Council.

C. Uses. The LEOFF 1 OPEB trust fund shall be used exclusively to pay benefits to City of Olympia retirees of the Law Enforcement Officers' and Firefighters' Retirement System, Plan 1, pursuant to RCW 41.26, other than pension, until such time as there are no retirees legally eligible to receive benefits for the LEOFF 1 OPEB trust fund. In addition to the benefit payments, costs directly related to actuarial analysis and administrative functions of the LEOFF 1 OPEB Trust should be charged to the LEOFF 1 OPEB Trust Fund.

D. Transfer. At the time there are no retirees legally eligible to receive benefits from the LEOFF 1 OPEB trust fund, any remaining funds shall be transferred to the General Fund of the City.

3.04.025 Washington Center Operations Fund.

A. Created. There is hereby created a fund to be known as the Washington Center operations fund.

B. Sources. There shall be deposited into the Washington Center operations fund, moneys appropriated within the lodging tax fund and the Washington Center endowment fund for the purpose of supporting the operations & maintenance of The Washington Center for the Performing Arts, interest earnings of the Washington Center O&M Fund, donations received by the City to support the operations & maintenance of The Washington Center for the Performing Arts, and other funds as determined by the City Council.

C. Uses. The Washington Center operations fund shall be used for the operations and maintenance of The Washington Center for the Performing Arts.

3.04.026 Arts Fund.

A. Created. See OMC 2.100.180. [\(link\)](#)

B. Sources. See OMC 2.100.170. [\(link\)](#)

C. Uses. See OMC 2.100.180. [\(link\)](#)

3.04.029 Facilities Major Repairs Fund.

A. Created. There is hereby created a fund to be known as the equipment and facilities replacement reserve fund for the purpose of major replacement and/or repair of City equipment and facilities, excluding equipment and facilities of the City's utilities and equipment rental funds.

B. Uses. The funds deposited in the equipment and facilities replacement reserve fund shall be used only for the above purposes as may be authorized by the City Council.

3.04.107 HUD Fund.

A. Created. There is hereby created a fund to be known as the HUD fund.

B. Sources. There shall be deposited into said fund such monies as received from the U.S. Department of Housing and Urban Development, loan repayments and interest for loans made from the HUD fund, monies accumulated in the HUD fund, and other monies as may be deemed

appropriate or designated by the City Council, and such funds shall be used exclusively for approved projects.

C. Uses. The HUD fund may be used for any legal purpose as authorized by the City Council, subject to limitations or restrictions as may be prescribed by the Federal Department of Housing and Urban Development or its successor.

D. Transfer. The Director of Administrative Services shall transfer and adjust revenue estimates and appropriations as may be required for the administration of this Ordinance.

3.04.127 Impact Fee Fund.

A. Created. There is hereby created a fund known to be the impact fee fund.

B. Sources. (See OMC 15.04.040 through 15.04.090, 15.04.120.)

C. Uses. (See OMC 15.04.130.)

D. List of Impact Fee Accounts. The following are impact fee accounts:

1. Parks and Transportation Impact Fee Accounts (Link to OMC 15.04.100)

2. School Impact Fee Account (Link to OMC 15.04.111)

(Link to OMC 15 – Impact Fees)

3.04.130 SEPA Mitigation Fund.

A. Created. There is hereby created a fund to be known as the SEPA mitigation fund.

B. Sources. Monies received under the State Environmental Policy Act (SEPA) authorization and mitigation fees, other than utility mitigation fees, shall be deposited in the SEPA Mitigation Fund. (Link to OMC 14.04.190)

C. Uses. Mitigation fees deposited in the SEPA mitigation fund shall be used only for the purposes for which the fees were collected, plus administrative fees as approved by the City Council. Funds may be transferred out of the SEPA mitigation fund to finance projects, purchases, and improvements which meet the purpose for which the fees were collected.

(Link to OMC 14.04 Environmental Policy)

3.04.132 Lodging Tax Fund.

- A. Created. There is hereby created a fund to be known as the lodging tax fund.
- B. Uses. All taxes collected under OMC 3.40 shall be placed in the lodging tax fund to be used solely for the purpose of the OMC 3.40.

(Link to OMC 3.40 – Lodging Tax)

3.04.134 Parks & Recreational Sidewalks Utility Tax Fund.

- A. Created. There is hereby created a fund to be known as the parks and recreational sidewalks utility tax fund.
- B. Sources. There shall be deposited into the parks and recreational sidewalks utility tax fund the increase of three percent (3%) utility tax authorized by Ordinance No. 6314 and approved by a majority of electors voting in the September 2004 primary election, and other monies as may be deemed appropriate by the City Council.
- C. Uses. Funds in the parks and recreational sidewalks utility tax fund may be used as follows:
 - 1. Utility tax monies collected under Ordinance No. 6314 may be used for purposes as set forth and as allocated in Ordinance No. 6314 and as amended; and
 - 2. Other monies deposited in the parks and recreational sidewalks utility tax fund under Section A above may be used for any purpose set forth in or consistent with Ordinance No. 6314 and as amended.

(Link to OMC 5.84 Utility Services Tax)

3.04.135 Parking Business Improvement Area Fund.

- A. Created. There is hereby created a fund to be known as the parking business improvement area fund.
- B. Uses. All monies collected under OMC 3.62 shall be placed in parking business improvement area fund to be used solely for the purpose of the OMC 3.62.

(Link to OMC 3.62 – Parking and Business Improvement Area)

3.04.135 Farmers Market Repair & Replacement Fund.

- A. Created. There is hereby created a fund to be known as the Farmers Market major repair and replacement fund.
- B. Sources. There shall be deposited into the Farmers Market major repair and replacement fund monies received from the Olympia Farmers Market for major repair and maintenance of the farmers market facilities, capital donations to the City for the farmers market and/or the facilities, and other funds as may be determined by the City Council.
- C. Uses. The Farmers Market repair and replacement fund may be used for major repair and maintenance of the farmers market facilities owned by the City of Olympia.

3.04.137 Hands On Children’s Museum Fund.

- A. Created. A fund is hereby created to be known as the Hands on Children’s Museum fund.
- B. Sources. There shall be deposited into Hands on Children’s Museum fund shall receive funds from the Capital Area Regional Public Facilities District or other persons for the purposes related to the Hands on Children’s Museum.
- C. Uses. The Hands on Children’s Museum fund may be used for purposes related to the Hands on Children’s Museum, including but not limited to, pre-development, pre-acquisition, planning, design, acquisition, construction, improvements, operations, maintenance, debt service, and/or other costs associated directly or indirectly with the Hands on Children’s Museum.

3.04.138 Grants Control Fund.

- A. Created. There is hereby created a fund to be known as the grants control fund.
- B. Uses. The fund shall be used as deemed necessary by the director of Administrative Services (clerk/treasurer) for the purpose of accounting for grant revenue and activities.

3.04.139 Transportation Benefit District Fund.

A. Created. There is hereby created a fund to be known as the Transportation Benefit District fund.

B. Sources. Pursuant to Chapter 36.73 RCW, there shall be deposited in the Transportation Benefit District fund:

1. Proceeds from a vehicle tax of up to Twenty and no/100 Dollars (\$20) per vehicle as provided for by RCW 82.80.140
2. When authorized by the voters pursuant to the requirements of Chapter 36.73 RCW, other taxes, fees, charges and tolls or increases in these revenue sources.

C. Uses. Funds in the Transportation Benefit District fund shall be used for the preservation, maintenance, capacity, safety and operation of city streets in accordance with the provisions of a state or regional plan. See also OMC 12.14.040.

[\(Link to OMC 12.14 Transportation Benefit District\)](#)

3.04.140 Real Estate Excise Tax Fund.

A. Created. There is hereby created a fund to be known as the real estate excise tax (REET) fund. The REET fund shall be used for the purpose of receipting REET funds authorized by RCW 82.46.

B. Uses. The REET fund shall be used for purposes as authorized by law for the use of REET funds, as directed by the City Council.

[\(Link to OMC 3.52 Real Estate Excise Tax\)](#)

3.04.141 Olympia Metropolitan Park District Fund.

A. Created. There is hereby created a fund to be known as the Olympia Metropolitan Park District fund.

B. Sources. Pursuant to Chapter 35.61 RCW, there shall be deposited in the Olympia Metropolitan Park District fund proceeds from an annual property tax of up to a maximum of

\$0.75 per thousand dollars of assessed value as approved by a majority of the voters on November 3, 2015.

C. Uses. Funds from the Olympia Metropolitan Park District fund shall be used to acquire, construct, maintain, operate, and improve parks and recreational facilities and to supplement, not replace, existing City of Olympia parks and recreation funding.

3.04.200 Debt Service Funds.

A. Created. There is hereby created a fund group to be known as the debt service funds. These funds shall be used as deemed necessary by the director of administrative services (clerk/treasurer) for the purpose of accounting for City general obligation debt accounts (funds) required by debt funding ordinances, documents, and/or agreements.

B. Sources. Moneys for debt service funds shall come from sources authorized the council.

C. Uses. The director of administrative services (clerk/treasurer) is authorized to expend funds from the debt service funds as deemed necessary by debt funding ordinances, documents, and/or agreements.

D. Following is a list of debt service funds related to local improvement districts (L.I.D.):

1. LID Obligation Control Fund (208)

a. Created. There is hereby created a fund to be called the Local Improvement Fund, District No. 762.

b. Sources. Amounts assessed, levied, and collected upon the properties included within the LID for the purpose of defraying the cost and expense of the improvement, and into which fund shall be deposited the proceeds of the sale of warrants, installment notes, bonds, bond anticipation notes, or other short-term obligations which may be sold by the City and drawn against the fund.

c. Uses. Out of the fund shall be paid such warrants, installment notes, bonds, bond anticipation notes, or other short-term obligations, interest thereon, and the cost of improvement to be borne by the property included in the LID.

2. LID Guaranty Fund (213)

- a. Created. There is hereby created a fund for the purpose of guaranteeing to the extent of such fund, and in the manner hereinafter provided, the payment of its local improvement bonds and warrants issued to pay for any local improvements ordered by the City Council subsequent to April 7, 1926.
- b. Sources. Such fund shall be designated local improvement guaranty fund. For the purpose of maintaining the fund the City shall, from time to time, levy, as other taxes are levied, such sums as may be necessary to meet the financial requirements thereof; provided that such sums so levied in any year shall not be more than sufficient to pay the outstanding warrants on the fund and to establish therein a balance which combined levy in any one year shall not exceed five percent of the outstanding obligations thereby guaranteed. The tax levies herein authorized and directed shall be in addition to, and if need be, in excess of any and all statutory or charter limitations applicable to the tax levies of the City. There shall also be paid into each guaranty fund the interest received from bank deposits of the fund, as well as any surplus remaining in any local improvement fund after the payment of all outstanding bonds or warrants payable primarily out of such local improvement fund.
- c. Uses. Whenever there shall be paid out of a guaranty fund any sums on account of principal or interest of a local improvement bond or warrant, the City, as trustee for the fund, shall be subrogated in all the rights of the holder of the bond or interest coupon or warrant so paid, and the proceeds thereof, or of the assessment underlying the same, shall become part of the guaranty fund. Warrants drawing interest at a rate not to exceed six percent shall be issued, as other warrants are issued, by the City, against a guaranty fund to meet any liability accruing against it; and at the time of making its annual budget and tax levy the City shall provide for the levying of a sum sufficient, with the other resources of the fund, to pay warrants so issued during the preceding fiscal year; provided, that such warrants shall at no time exceed five percent of the outstanding bond obligations guaranteed by the fund. As among the several issues of bonds or warrants guaranteed by the fund no preference shall exist, but defaulted interest coupons, bonds and warrants shall be purchased out of

the fund in the order of their presentation.

- d. Guaranty and Rights. So much of the money of a guaranty fund as is necessary may be used to purchase certificates of delinquency for general taxes on property subject to local improvement assessments, underlying bonds or warrants guaranteed by the fund, or to purchase property at county tax foreclosures or from the county after foreclosure, for the purpose of protecting the guaranty fund. The fund shall be subrogated to the rights of the City, and the City may foreclose the lien of general tax certificates of delinquency and purchase the property at the foreclosure sale. After so acquiring title to real property the City may lease or sell and convey the same at public or private sale for such price and on such terms as may be determined by resolution of the City Council, any provisions of law, charter or ordinance to the contrary, notwithstanding, and all proceeds resulting from such sales shall belong to, and be paid into the guaranty fund.

3.04.317 Capital Improvement Fund.

- A. Created. There is hereby created a fund to be known as the capital improvement fund. This fund is created for the purpose of accounting for capital projects related to general operations assets of the City.
- B. Sources. Resources shall be added to the capital improvement fund via appropriations made by the City Council and
- C. Uses. Funds from the capital improvement fund shall be used in accordance with the authorized budget.

3.04.325 City Hall Construction Fund.

- A. Created. There is hereby created a fund to be known as the city hall construction and acquisition fund.
- B. Sources. The Director of Administrative Services is authorized to transfer the remaining unexpended appropriations and related resources in the Capital Improvements Fund, City Office Space account, to the City Hall Construction and Acquisition Fund.

C. Uses. The city hall construction and acquisition fund shall be for the purpose of planning, property acquisition, design, construction, equipping and furnishing, and other related costs of the City Hall facility.

3.04.331 Fire Equipment Fund.

A. Created. There is hereby created a fund to be known as the fire equipment and replacement fund.

B. Uses. Funds from the fire equipment and replacement fund shall be used for the purchase of equipment by the Fire Department, including but not limited to, vehicles, accessories thereto and major repairs and improvements, and other purposes as may be deemed appropriate by the Olympia City Council.

3.04.400 Waterworks Utility Funds.

A. Created. There is hereby created a fund group known to be the waterworks utility funds.

B. Sources. Moneys for the waterworks utility funds shall come from sources authorized by local, state or federal law.

C. Uses.

1. Funds from the waterworks utility funds shall be used as deemed necessary by the director of administrative services (clerk/treasurer) for the purpose of accounting for the Water and Wastewater Utility accounts (funds) as required by local, state or federal law.

2. The director of administrative services (clerk/treasurer) is authorized to expend funds from the Waterworks Utility Funds as deemed necessary by the ordinances and/or law mentioned above.

<link to OMC 13.04 Water; OMC 13.08 Sewers, OMC 13.20 Wastewater System, OMC 13.24 Reclaimed Water>

D. Following is a list of the waterworks utility funds:

1. Water Utility Operating Fund (401)

- a. Created. There is hereby created a fund to be known as the water utility operating fund.
 - b. Uses. The director of administrative services (clerk/treasurer) is authorized to expend funds from the water utility operating fund as deemed necessary by the ordinances of the City of Olympia and/or Washington State law.
- 2. Wastewater (Sewer) Utility Operating Fund (402)
 - a. Created. There is hereby created a fund to be known as the sewer utility operating fund. This fund shall be for the purpose of accounting for the operations and maintenance of the sewer collection system.
 - b. Uses. The director of administrative services (clerk/treasurer) is authorized to expend funds from the sewer utility operating fund as deemed necessary by the ordinances of the City.
- 3. Water/Sewer Bond Redemption Fund (417)
 - a. Created. There is hereby authorized to be created in the office of the Administrative Services Director a fund of the City to be known as the "Water and Sewer Revenue Bond Redemption Fund" (the "Bond Fund").
 - b. Uses. The Bond Fund shall be drawn upon for the sole purpose of paying the principal of, premium if any, and interest on the Bonds and any Future Parity Bonds. The money in the Bond Fund shall be kept separate and apart from all other funds and accounts of the City.
- 4. Water/Sewer Bond Reserve Fund (427)
 - a. Created. A Reserve Account has been created in the Bond Fund for the purpose of securing the payment of the principal of and interest on the Bonds and any Future Parity Bonds.

- b. Sources. The City hereby covenants and agrees that it will satisfy the Reserve Account Requirement for the Bonds with Bond Proceeds. The City further covenants and agrees that in the event it issues any Future Parity Bonds it will provide in each ordinance authorizing the issuance of such Future Parity Bonds for the payment into the Reserve Account out of Gross Revenue or Assessments (or, at the option of the City, out of any other funds on hand and legally available therefor) approximately equal additional annual installments so that by five years from the date of issuance of such Future Parity Bonds there will have been paid into the Reserve Account an amount that, together with money already on deposit therein, will be at least equal to the Reserve Account Requirement.
 - c. Uses. The Reserve Fund shall be drawn upon for the sole purpose of paying the principal of, premium if any, and interest on the Bonds and any Future Parity Bonds whenever there is a sufficient amount in the Reserve Fund above the required reserve. Money in the Reserve Account may also be withdrawn to redeem and retire, and to pay the premium, if any, and interest due to such date of redemption, on the outstanding Parity Bonds secured by such Reserve Account, as long as the money remaining on deposit in such Reserve Account is at least equal to the Reserve Account Requirement determined with respect to the Parity Bonds then outstanding. In the event the Bonds outstanding are ever refunded, the money set aside in the Reserve Account to secure the payment thereof may be used to retire Bonds or may be transferred to any other reserve account that may be created to secure the payment of any bonds issued to refund the Bonds.
5. Water Utility Capital Improvement Fund (461)
- a. Created. There is hereby created a fund to be known as the water capital improvement fund.
 - b. Sources. The water general facility charges collected pursuant to Section 13.04.375 [<link to 13.04.375 in OMC>](#) of this code shall be deposited into the water capital improvement fund. The City Council may make any other funds available to the water capital improvement fund for the purposes set

forth herein.

c. Uses.

- i. Moneys within the water capital improvement fund shall only be used for the purpose of acquiring, equipping and/or making capital improvements to water facilities and extensions, additions, expansion and betterments to the Olympia water system owned by the City and shall not be used for maintenance or operations relative to those facilities. In the event that bonds or similar debt instruments are issued for advance provision of capital facilities for which water facility charges may be expended, charges may be used to pay debt service on such bonds or similar debt instruments to the extent that the facilities provided are of the type described above.
- ii. Moneys from the water capital improvement fund may be used to grant rebates to developers for costs incurred in providing water capital facilities in excess of the capacity required for an individual development. Any rebates must be made pursuant to a refunding agreement between the developer and the City after the effective date of the ordinance codified in this section. Prior refunding agreements may be renegotiated in order to bring such agreements in accord with the provisions of this section.

6. Wastewater Capital Improvement Fund (462)

- a. Created. There is hereby established within the budget of the City a sewer capital improvement fund.
- b. Sources. The sewer general facility charges collected pursuant to Section 13.08.205 [<link to 13.08.205 in OMC>](#) of this code shall be deposited into the sewer capital improvement fund. The City Council may make any other funds available to the water capital improvement fund for the purposes set forth herein.
- c. Uses.

- i. Moneys within the sewer capital improvement fund shall only be used for the purpose of acquiring, equipping and/or making capital improvements to sewer facilities, extensions and betterments of the Olympia sewer system owned by the City and shall not be used for maintenance or operations relative to those facilities or for LOTT joint facilities. In the event that bonds or similar debt instruments are issued for advance provision of capital facilities for which sewer facility charges may be expended, charges may be used to pay debt service on such bonds or similar debt instruments to the extent that the facilities provided are of the type described above.
- ii. Moneys from the sewer capital improvement fund may be used to grant rebates to developers for costs incurred in providing sewer capital facilities in excess of the capacity required for an individual development. Any rebates must be made pursuant to a refunding agreement between the developer and the City after the effective date of the ordinance codified in this section. Prior refunding agreements may be renegotiated in order to bring such agreements in accord with the provisions of this section.

3.04.403 Solid Waste (Garbage) Utility Fund.

- A. Created. There is hereby created a fund to be known as the solid waste (garbage) utility fund.
- B. Sources.
 1. The monies collected via charges pursuant to Chapter 13.12 [<link to 13.12 in OMC>](#) shall be deposited in the solid waste (garbage) utility fund. All receipts for the collection and the disposal of the garbage and refuse, and all receipts for the burning of garbage and all moneys received by the solid waste section, shall be deposited with the city clerk-treasurer and become a part of the solid waste (garbage) utility fund. All receipts from the sale of recyclables shall become a part of the solid waste (garbage) utility fund but shall be accounted separately. The City Council may make any other funds available to the solid waste (garbage) utility fund for the purposes set forth herein.

2. The City Council may also provide for additional moneys to be paid into the solid waste (garbage) utility fund from time to time from any available funds of the City, and warrants may be drawn on the solid waste (garbage) utility fund, any such additional moneys are to be repaid out of the solid waste fund as soon as there are sufficient moneys available.

C. Uses. The expenses of establishing, conducting and operating the solid waste section shall be paid from the solid waste (garbage) utility fund.

3.04.404 Storm Drainage Utility Fund.

A. Created. There is hereby created a fund group known to be the storm drainage utility funds. These funds shall be used as deemed necessary by the director of administrative services (clerk/treasurer) for the purpose of accounting for the Storm Drainage Utility accounts (funds) as required by ordinances and/or law.

B. Sources. Moneys for the storm drainage utility funds shall come from sources authorized by local, state or federal law.

<link to OMC 3.22 Storm Drainage Utility >

C. Uses. The director of administrative services (clerk/treasurer) is authorized to expend funds from the storm drainage utility funds as deemed necessary by local, state or federal law.

D. The following are the storm drainage utility funds:

1. Storm Water/Surface Water Operating Fund (404)

a. Created. There is hereby created a fund which shall be known as the Storm and Surface Water Operating Fund.

b. Sources. All revenues, assessments, and other charges collected by the utility pursuant to Chapter 3.22 <link to 3.22 in OMC>, or otherwise received for drainage purposes or attributable to the operation and maintenance of the utility, and all loans to or grants or funds received for its construction, improvement and operation, shall be deposited in the utility fund. The City Council may make any other funds available to the Storm and Surface Water Operating Fund for the

purposes set forth herein.

- c. Uses. All disbursements for costs of data collection, planning, designing, constructing, acquiring, maintaining, operating and improving the drainage utility facilities, whether such facilities are natural, constructed or both, and administering the utility shall be made from the Storm and Surface Water Operating Fund.
2. Storm Water/Surface Water Mitigation Fund (407)
 - a. Created. There is hereby created a fund which shall be known as the Storm Drainage Mitigation Fund.
 - b. Sources. Monies received from storm drainage mitigation fees shall be deposited in the Storm Drainage Mitigation Fund.
 - c. Uses. Mitigation fees deposited in this Fund shall be used only for the purposes for which the fees were collected, plus administrative fees as approved by the City Council. Funds may be transferred out of this Fund to finance projects, purchases and improvements which meet the purpose for which the fees were collected.
3. Storm Water Debt Service Fund (418)
 - a. Created. There is hereby created a fund known as the storm & surface water debt service fund.
 - b. Sources. Monies designated by Council shall be deposited in the storm drainage mitigation fund.
 - c. Uses. The debt service fund shall be drawn upon for the sole purpose of paying the principal of, premium if any, and interest on debt issued by the Storm Drainage Utility. The money in the Debt Fund shall be kept separate and apart from all other funds and accounts of the City.
4. Storm Water/Surface Water Capital Improvement Fund (434)
 - a. Created. There is hereby created a fund to be known as the storm & surface water utility capital improvement fund.

- b. Sources. Monies designated by Council shall be deposited in the storm & surface water utility capital improvement fund.
- c. Uses. Moneys within the storm & surface water utility capital improvement fund shall only be used for the purpose of acquiring, equipping and/or making capital improvements to storm & surface water facilities and extensions, additions, expansion and betterments to the Olympia storm and surface water system.

3.04.500 Equipment Rental Fund.

A. Created. There is hereby created a fund group to be known as the equipment rental and replacement funds. These Funds shall be used as deemed necessary by the director of administrative services (clerk/treasurer) for the purpose of accounting for the equipment rental and replacement accounts (funds) as required by ordinances and/or law. Moneys for these funds shall come from sources authorized by these ordinances and/or law.

B. Uses. The director of administrative services (clerk/treasurer) is authorized to expend funds from the equipment rental and replacement funds as deemed necessary by the ordinances and/or law mentioned above.

C. The following are the equipment rental and replacement funds:

1. Equipment Rental Operating Fund (501)

a. Created. There is hereby created a fund to be known as the equipment rental fund to be used as a revolving fund to be expended for salaries, wages, and operations required for the repair, replacement, purchase, and operation of motor vehicle equipment, and for the purchase of all equipment materials and supplies to be used in the administration and operation of said fund.

b. Sources. Monies designated by Council and a portion of the charges made to various divisions and departments of the City of Olympia shall be deposited in the equipment rental operating fund.

c. Uses. Monies within the equipment rental operating fund shall be used for salaries, wages, materials, overhead, or other costs necessary to operate and maintain all motor vehicle equipment of the City of Olympia.

- d. Transfers. All monies deposited in said equipment rental fund and not expended for any purpose other than those listed above shall remain in the fund from year to year and shall not be transferred to any other fund or expended for any other purpose unless authorized by the City Council.
2. Cumulative Reserve Equipment Rental Fund (502)
 - a. Created. There is hereby created, pursuant to R.C.W. 35.21.070, a reserve fund to be known as the cumulative reserve equipment rental fund.
 - b. Sources. Monies designated by Council and a portion of the charges made to various divisions and departments of the City of Olympia shall be deposited in the cumulative reserve equipment rental fund.
 - c. Uses. This fund is hereby created for the following purposes as authorized by law:
 1. Purchase of all forms of equipment and supplies used by the Equipment Rental Department of the City of Olympia, including but not limited to vehicles, excavating equipment and supplies accessory thereto.
 2. Major replacement and/or repair of all forms of equipment handled by the Equipment Rental Department of the City of Olympia
 - d. Restrictions. Any monies in the cumulative reserve equipment rental fund shall never be expended for any purpose other than those listed above without an approving vote by majority of the electors of the City of Olympia at a general or special election held for such purpose. Any monies in said fund at the end of the fiscal year shall not lapse nor shall the same be surplus available or which may be used for any purpose or purposes than those specified by this Ordinance.

3.04.503 Unemployment Compensation Fund.

- A. Created. There is hereby created a trust fund to be known as the unemployment compensation fund.

B. Sources. To provide funds for deposit into the unemployment compensation fund, each department and operating fund of the City shall, in its budget, provide for payments into the fund an amount not more than three percent of the amount paid for wages and salaries.

C. Uses. Monies in the unemployment compensation fund will be used for reimbursements to the Washington State Department of Employment Security and other costs connected with administering unemployment insurance claims.

3.04.504 Insurance Trust Fund.

A. Created. There is hereby created a fund to be known as the self-insurance trust fund.

B. Sources. Monies budgeted for liability insurance shall be deposited into the sel. The City Council may authorize transfer of monies to the Fund and shall designate moneys to be placed in the Fund for the coming budget year.

C. Uses. Monies in this fund will be used for payments for insurance related to risk management plans of the City; to pay claims against the City for with the City must pay a deductible or is self-insured; to pay for repairs or replacement to City property which is damaged or destroyed and not covered by insurance; to pay for corrections, repairs, or replacement of City property when immediate action is necessary to prevent injury to persons or property, and moneys are not available for such purpose from other budget sources; and to pay for studies of other areas of self-insurance.

3.04.505 Workers Compensation Fund.

A. Created. A fund to be known as the workers compensation fund is established.

B. Sources. There shall be deposited in the workers compensation fund funds from any available source. Additionally, any employee deduction may be deposited which may be required by the State for workers compensation until such time as it is required to be remitted to the state.

C. Uses. The workers compensation fund shall be used to pay any worker's compensation claims, to pay obligations due to the state for workers compensation, to pay premiums for insurance or surety bonds as may be required, and to pay any other costs related to the City's workers compensation program, including but not limited to third party administration costs,

actuarial studies, safety programs, accident prevention programs and administration of the workers compensation program.

3.04.600 Fiduciary and Custodial Funds.

A. Created. There is hereby created a fund group to be known as the fiduciary and custodial funds. These funds shall be used as deemed necessary by the director of administrative services (clerk/treasurer) for the purpose of accounting for funds designating the City in a fiduciary or custodial capacity as required by legal agreements or law. Moneys for these funds come from sources deemed by legal agreements or law.

B. Uses. The director of administrative services (clerk/treasurer) is authorized to expend funds from the fiduciary and custodial funds as deemed necessary by the legal agreements or law authorizing the fund.

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

Section #. Effective Date. This Ordinance shall take effect [thirty (30) or five (5) – Legal will determine] days after publication, as provided by law.

MAYOR

ATTEST:

CITY CLERK

APPROVED AS TO FORM:

CITY ATTORNEY

**PASSED:
APPROVED:
PUBLISHED:**

Chapter 3.04 FUNDS¹

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(Ord. 6966 §1, 2015; Ord. 6921 §1, 2014; Ord. 6886 §§9, 10, 2013; Ord. 6476 §1, 2007).

3.04.020 Risk management trust fund --Established

There is created a fund to be known as the risk management trust fund, into which may be paid moneys, from time to time, as directed by the City Council from any funds which are available and upon which warrants may be issued and paid in payment of claims against the City for any purpose.

(Ord. 6886 §§1, 9, 2013; Ord. 3020 §1, 1957).

3.04.030 Risk management trust fund --Transfers

Transfers from an insolvent fund to the risk management trust fund shall be by warrant.

(Ord. 6886 §10, 2013; Ord. 3020 §2, 1957).

3.04.040 Cumulative reserve fund, additional facilities --Purposes

This fund is created for the following purposes as authorized by law:

- A. Major replacements of existing housing for City activities and equipment;
- B. The construction of expanded or additional housing facilities for the general services of the City;
- C. The purchase of additional fire equipment and fire radio equipment;

- D. The purchase of additional police equipment and police radio equipment;
- E. The purchase and installation of improved traffic signals and signal equipment, including all phases of traffic safety channeling and marking;
- F. The purchase and installation of lighting equipment for arterial highways, (excluding, however, all lighting equipment for commercial areas and purely residential areas where such installations would constitute a local improvement to the areas, as contrasted to highway lighting);
- G. The purchase of property necessary for the welfare and improvement of the City, its general service facilities, streets, bridges, viaducts, avenues, boulevards and parks; and the construction of such facilities, streets, bridges, viaducts, avenues, boulevards and parks.

(Ord. 2792 §2, 1953).

3.04.050 Cumulative reserve fund, additional facilities –Sources

The sum of twenty-nine thousand eight hundred fifty-one dollars and forty-eight cents in the LID revolving fund which fund is no longer required for local improvement district purposes since the liquidation of the unguaranteed local improvement districts, also the sum of ten thousand dollars presently earmarked as "fire engine reserve" in the 1953 budget, and the sum of fifteen thousand dollars, the same being an invested asset of the current expense fund, which sums are now invested in the U.S. Government securities, are set aside and established as the beginning nucleus of the above-mentioned cumulative reserve fund for improved facilities, housing and equipment for general services; and further that this sum shall be augmented from year to year, by appropriation or tax levies made from year to year at the time of the adoption of the annual budgets of the City.

(Ord. 2792 §3, 1953).

3.04.060 Cumulative reserve fund, additional facilities –Accumulation and allocation

The moneys in this fund shall be first distributed and credited to each of the capital outlay purposes specified in Section [3.04.040](#); or to some of them, as the City Council may decide; and such allocated sums shall be preserved and may be added to by appropriations made in each annual budget, and such sums shall be allowed to accumulate from year to year until the City Council shall by ordinance, pursuant to the terms of the annual budgets of cumulative reserve fund, determine to expend the moneys in the fund on projects that come within the scope of the activities and improvement program as outlined in Section [3.04.040](#) of this chapter; and provided that no moneys in the fund shall ever be expended for any other purposes than those specified in Sections [3.04.040](#) through [3.04.070](#) without an approving majority vote of the electors of the City, voting at a regular or special election on a specific proposal therefor.


(Ord. 6886 §1, 2013; Ord. 2792 §4, 1953).

3.04.070 Cumulative reserve fund, additional facilities –Investment

Unrequired cash balances in the fund shall be kept invested in securities of the City, the State or the United States of America and that interest earned on the investments shall be credited when received to the fund created in Section [3.04.040](#).

(Ord. 2792 §5, 1953).

3.04.120 Cumulative reserve fund, equipment rental –Established

There is established in the treasury of the City, pursuant to RCW [35.21.070](#) , a reserve fund to be known and designated as the cumulative reserve equipment rental fund.

(Ord. 4162 §1, 1979).

3.04.130 Cumulative reserve fund, equipment rental –Purposes

This fund is created for the following purposes as authorized by law:

A. Purchase of all forms of equipment and supplies used by the equipment rental department of the City, including but not limited to vehicles, excavating equipment and supplies accessory thereto;

B. Major replacement and/or repair of all forms of equipment handled by the equipment rental department of the City.

(Ord. 4162 §2, 1979).

3.04.140 Cumulative reserve fund, equipment rental –Augmentation and accumulation

Any sums deposited in this fund may be augmented from year to year by appropriations made to the fund in the annual budgets of the City, including the 1979 budget, and may be allowed to accumulate from year to year until expended by the City Council.

(Ord. 6886 §1, 2013; Ord. 4162 §3, 1979).

3.04.150 Cumulative reserve fund, equipment rental –Disposition of moneys

Any moneys in the cumulative reserve equipment rental fund shall never be expended for any purpose other than those listed in Section [3.04.130](#) without an approving vote by a majority of the electors of the City at a general or special election held for such purpose. Any moneys in the fund at the end of the fiscal year shall not lapse nor shall the same be surplus available or which may be used for any other purpose or purposes than those specified by Sections [3.04.120](#) through [3.04.150](#).

(Ord. 4162 §4, 1979).

3.04.160 Cumulative reserve fund, recreational trails –Created

There is created a cumulative reserve fund for recreational trails into which shall be deposited one-half of one percent of the revenue received from the State from the gasoline tax, all as provided by Chapter 103 of Laws of 1972. The funds deposited in the fund shall be used only for recreational trails as may be provided for from time to time in the budget of the City.

(Ord. 3721 §1, 1972).

3.04.180 Cumulative reserve fund, sewers –Source of moneys

Such money shall be placed in such fund from time to time as is directed by the City Council and as may be provided for in the annual budget.

(Ord. 6886 §1, 2013; Ord. 2449 §2, 1943).

3.04.190 Cumulative reserve fund, sewers –Expenditure

The moneys in the fund shall be allowed to accumulate from year to year until the City Council shall determine to expend the moneys in the fund for the purpose specified in Section 3.04.170;

provided, that any moneys in the fund shall never be expended for any other purpose than that specified in Section 3.04.170 without an approving vote of a majority of the electors of the City at a special election voting on the proposal submitted to the electors to allow other specified uses to be made of the fund.

(Ord. 6886 §1, 2013; Ord. 2449 §3, 1943).

3.04.210 Cumulative reserve fund, water department –Purposes

This fund is created for the following purposes as authorized by law:

- A. Major replacements of water transmission, pumping, storage, distribution and supply facilities;
- B. Extensions, additions, expansion and betterment of the water supply, pumping, transmission, storage and distribution facilities of the Olympia water system;
- C. The purchase and stockpiling of asbestos cement or cast iron water mains in sizes not less than six inches in diameter, to guard against unforeseen shortages; also the purchase and stockpiling of cast iron and bronze gates and valves of comparable sizes to the mains referred to above.

(Ord. 2794 §2, 1953).

3.04.220 Cumulative reserve fund, water department –Sources

The sum of one hundred twenty-six thousand two hundred dollars, now an asset of the water fund for capital outlay purposes, invested in government securities, is set aside and established as the beginning nucleus of the water department cumulative reserve fund; and further that this sum shall be augmented from year to year, by appropriations made to the fund in the annual budgets of the water department of the City.

(Ord. 2794 §3, 1953).

3.04.230 Cumulative reserve fund, water department –Accumulation and allocation

The moneys in the fund shall be allowed to accumulate from year to year until the City Council shall by ordinance, pursuant to the terms of the annual budgets of the cumulative reserve fund, determine to expend the moneys in the fund on projects that come within the scope of the activities and improvement program as outlined in Section [3.04.210](#); and provided, that no moneys in the fund shall ever be expended for any other purposes than those specified in Sections 3.04.200 through [3.04.240](#) without an approving majority vote of the electors of the City, voting at a regular or special election on a specific proposal therefor.

(Ord. 6886 §1, 2013; Ord. 2794 §4, 1953).

3.04.240 Cumulative reserve fund, water department –Investment

Unrequired cash balances in the fund shall be kept invested in securities of the City, the State or the United States of America and that interest earned on the investments shall be credited when received to the fund created in Sections 3.04.200 through [3.04.240](#).

(Ord. 2794 §5, 1953).

3.04.250 Washington Center for the Performing Arts endowment fund –Established

- A. There is established within the budget of the City of Olympia a fund to be called the Washington Center for the Performing Arts endowment fund. There shall be deposited in the fund

all proceeds from the sale of real property previously owned by the City of Olympia, located at the southwest corner of Black Lake Boulevard and Cooper Point Road in Olympia. More specifically, these proceeds shall include all moneys received for the property by Olympia on the closing date for the sale, December 18, 1984, and all payments hereafter received under the promissory note from Thompson Properties Four Limited Partnership, received as consideration in the sale and dated December 18, 1984, including principal and interest.

B. Any outside contributions to the City of Olympia for the Washington Center for the Performing Arts shall likewise be placed in the fund, unless otherwise designated by the donor.

C. Any interest or dividends accruing from moneys in the fund shall be retained in the fund.

(Ord. 4590 §1, 1985).

3.04.260 Washington Center for the Performing Arts endowment fund –Use

All moneys within The Washington Center for the Performing Arts endowment fund shall be used to broaden the use of the City center to all citizens and groups within Olympia, including the remediation of the property located at the southwest corner of Black Lake Boulevard and Cooper Point Road in Olympia and the facilitation of the sale of that property. To that end, the fund shall be used only for the maintenance, operation, repair, upkeep or improvement of The Washington Center for the Performing Arts, or the remediation and sale of the property located at the southwest corner of Black Lake Boulevard and Cooper Point Road in Olympia. Disbursement from the fund shall be made by appropriation of the City Council directly for Washington Center purposes as set forth herein or pursuant to an agreement with The Washington Center board of directors.

(Ord 6401 §1, 2006; Ord. 4590 §2, 1985).

3.04.320 Equipment rental fund –Created –Uses

There is created and established a special fund to be known and designated as the equipment rental fund, to be used as a revolving fund to be expended for salaries, wages and operations required for the repair, replacement, purchase and operation of motor vehicle equipment, and for the purchase of all equipment, materials and supplies to be used in the administration and operation of the fund.

(Ord. 3294 §1, 1964).

3.04.330 Equipment rental fund –Supervision

The equipment rental fund created in Section [3.04.320](#) shall be under the direction of the City Manager.

(Ord. 6886 §2, 2013; Ord. 3294 §2, 1964).

3.04.340 Equipment rental fund –Charges


All motor vehicle equipment of the various divisions and departments, excepting the equipment of the fire department of the City, shall be transferred to the equipment rental fund as directed by the City Manager.

The charges for the rental for the use of such motor vehicle equipment shall be sufficient to cover the maintenance, operation and replacement of such equipment, and the terms for the rental thereof shall be on an annual, monthly, daily or hourly basis as determined by the City Manager. A schedule of such charges shall be prepared by the City Manager, subject to the approval of the

City Council. Such rental rates may be reviewed and, if needed, be revised at least annually to meet changing costs of maintenance, operation and replacement.


(Ord. 6886 §§1, 2, 2013; Ord. 3294 §3, 1964).

3.04.360 Federal shared revenue fund –Created

There is created a separate fund to be called federal shared revenue fund, into which shall be deposited all entitlements (federal shared revenue) received by the City under the provisions of Title I of the State and Local Fiscal Assistance Act of 1972, in accordance with federal regulations published under [31](#)  Code of Federal Regulations, Subtitle B, Part 51, Federal Assistance to State and Local Governments.

(Ord. 3754-A §1, 1972).

3.04.370 Firemen's pension fund –Created

The firemen's pension fund is created pursuant to Chapter 91 of the Session Laws of 1947 (RCW Chapter [4.16](#) ). See Section 2.28.080 of this code.

(Ord. 2541 §1, 1947).

3.04.380 Garbage fund

For provisions on the garbage fund, see Section [13.12.040](#).

(Ord. 2795 §4, 1953).

3.04.400 Local improvement guaranty fund –Established

There is established for the City a fund for the purpose of guaranteeing to the extent of such fund, and in the manner hereinafter provided, the payment of its local improvement bonds and warrants issued to pay for any local improvements ordered by the City Council subsequent to April 7th, 1926.

(Ord. 6886 §1, 2013; Ord. 2026 §1, 1927).

3.04.410 Local improvement guaranty fund –Sources

Such fund shall be designated local improvement guaranty fund. For the purpose of maintaining the fund the City shall, from time to time, levy, as other taxes are levied, such sums as may be necessary to meet the financial requirements thereof; provided that such sums so levied in any year shall not be more than sufficient to pay the outstanding warrants on the fund and to establish therein a balance which combined levy in any one year shall not exceed five percent of the outstanding obligations thereby guaranteed. The tax levies herein authorized and directed shall be in addition to, and if need be, in excess of any and all statutory or charter limitations applicable to the tax levies of the City.

(Ord. 2026 §2, 1927).

3.04.420 Local improvement guaranty fund –Subrogation, warrants, certificates of delinquency

Whenever there shall be paid out of a guaranty fund any sums on account of principal or interest of a local improvement bond or warrant, the City, as trustee for the fund, shall be subrogated in all the rights of the holder of the bond or interest coupon or warrant so paid, and the proceeds thereof, or of the assessment underlying the same, shall become part of the guaranty fund. There shall also be paid into each guaranty fund the interest received from bank deposits of the fund, as

well as any surplus remaining in any local improvement fund guaranteed under Sections [3.04.400](#) through [3.04.450](#) after the payment of all outstanding bonds or warrants payable primarily out of such local improvement fund. Warrants drawing interest at a rate not to exceed six percent shall be issued, as other warrants are issued, by the City, against a guaranty fund to meet any liability accruing against it; and at the time of making its annual budget and tax levy the City shall provide for the levying of a sum sufficient, with the other resources of the fund, to pay warrants so issued during the preceding fiscal year; provided, that such warrants shall at no time exceed five percent of the outstanding bond obligations guaranteed by the fund. As among the several issues of bonds or warrants guaranteed by the fund no preference shall exist, but defaulted interest coupons, bonds and warrants shall be purchased out of the fund in the order of their presentation.

So much of the money of a guaranty fund as is necessary may be used to purchase certificates of delinquency for general taxes on property subject to local improvement assessments, underlying bonds or warrants guaranteed by the fund, or to purchase property at county tax foreclosures or from the county after foreclosure, for the purpose of protecting the guaranty fund. The fund shall be subrogated to the rights of the City, and the City may foreclose the lien of general tax certificates of delinquency and purchase the property at the foreclosure sale. After so acquiring title to real property the City may lease or sell and convey the same at public or private sale for such price and on such terms as may be determined by resolution of the City Council, any provisions of law, charter or ordinance to the contrary, notwithstanding, and all proceeds resulting from such sales shall belong to, and be paid into the guaranty fund.

(Ord. 6886 §1, 2013; Ord. 2026 §3, 1927).

3.04.430 Local improvement guaranty fund –Cost assessments for improvements

The City Council shall not order any improvement to be paid for, in whole or in part, by local assessments where the estimated costs of such improvement, if such cost is all to be assessed to the property in the district, or that portion of the estimated cost to be assessed, if a portion only of the total cost is to be assessed, when added to all other outstanding and unpaid local improvement assessments against the property included in the district, excluding penalties and interest, shall exceed the actual value of the real property exclusive of improvements thereon, within the district according to the valuation last placed upon it for the purpose of general taxation; provided, that when a local improvement is petitioned for by the owners of seventy-five percent of the area of the property within the district, and the petition requests that such a limitation be exceeded the City Council may proceed with the improvement in the usual manner if the property owners so petitioning, or any of them or any person in their behalf shall deposit with the City a sum in cash equal to the amount that the estimated cost of the improvement shall exceed in the limitation as provided above in this section. The sum so deposited shall be applied and credited on the assessment roll for the district by the City Clerk-treasurer upon his receipt of the roll for collection; provided further, that the City Council may by unanimous vote, order the construction of sanitary sewers and necessary accessories for the disposal of sewage, for the construction of any sanitary fill, or for the filling of any street to the established grade over any tide flats or tidelands in the City in the manner provided by law, where in its judgment the same are necessary for public health, and may assess a part or the whole of the cost thereof to the property benefited, without regard to the foregoing limitation; provided further, that no assessment for diking, draining, sanitary fill, or for filling any street to the established grade over any tide flats or tidelands or for storm or sanitary sewers or water mains shall be included in any computation about standing assessments under the provisions of this section.


(Ord. 6886 §1, 2013; Ord. 2026 §4, 1927).

3.04.440 Local improvement guaranty fund –Engineer’s certificate of valuation

Before ordering an improvement under Sections [3.04.400](#) through [3.04.450](#), the City Council shall require and receive a report from the City Engineer or other officer or authority, designated by ordinance, certifying in detail the local improvement assessments outstanding and unpaid against the property in the proposed district, together with the aggregate of the actual value of the real property in the district, exclusive of improvements thereon, according to the valuation last placed upon it for the purpose of general taxation. In the absence of fraud or gross mistake, such certificate shall be final and conclusive in computing the valuation of property in the district; any nonassessable railroad operating property or property owned by the United States, or the state, or the county, the City, any school district or other public corporation, shall be valued at the same rate as assessed property similarly situated.

(Ord. 6886 §1, 2013; Ord. 2026 §5, 1927).

3.04.450 Local improvement guaranty fund –Limitation of bond or warrant holder’s remedy

Neither the holder nor the owner of any bond or warrant issued under the provisions of this chapter shall have any claim therefor against the City, by which the same is issued, except for payment from the special assessments made for the improvement for which the bond or warrant was issued, and except as against the local improvement guaranty fund of the City, and the City shall not be liable to any holder or owner of such bonds or warrants for any loss to the guaranty fund occurring in the lawful operation thereof by the City. The remedy of the holder or owner of a bond, or warrant in case of nonpayment shall be confined to the enforcement of the assessment and to the guaranty fund. A copy of the foregoing part of this section shall be plainly written, printed or engraved on each bond issued and guaranteed hereunder, and the writing, printing or engraving shall be deemed sufficient, and in compliance with the requirements of RCW [45.56.020](#) .

(Ord. 2026 §6, 1927).

3.04.460 Payroll fund –Created –Uses

There is created a fund to be known as the payroll fund, into which fund there may be placed from time to time such amounts from any funds available as the City Council shall in its discretion direct, and upon which fund warrants may be drawn and cashed for the purpose of paying any moneys due City employees for salaries and wages. Appropriate accounting records shall be kept to show the department or departments and the various amounts to which payments from the fund are properly chargeable.

(Ord. 6886 §1, 2013; Ord. 3002 §2, 1957).

3.04.480 Suspense fund –Established

There is established a special fund to be known as the suspense fund.

(Ord. 2858 §1, 1951).

3.04.490 Suspense fund –Sources and withdrawals

The City Clerk-treasurer be and is directed to deposit in the fund all bid deposits and all license application deposits received in cash or check and all other funds received pending their allocation to specific accounts by order of the City Council or under ordinances of the City, or pending the return of such deposit to such bidder or unsuccessful applicant. Withdrawals from such suspense

fund shall be made by warrant, check or cash memo drawn on such suspense fund, and an accounting shall be made of such fund in the usual manner.

(Ord. 6886 §1, 2013; Ord. 2897 §1, 1955; Ord. 2858 §2, 1951).

3.04.500 Transit capital improvements fund –Created –Sources

There is created a separate fund to be called transit capital improvements fund, into which shall be deposited all federal funds, and local matching funds.

(Ord. 3796 §1, 1973).

3.04.510 Unemployment compensation fund –Created –Sources

A. There is created a special trust fund to be designated as the unemployment compensation fund, into which moneys budgeted to provide employment benefits (unemployment compensation) to City employees shall be deposited, and from which reimbursements to the Washington State Department of Employment Security and other costs connected with administering unemployment insurance claims shall be made.

B. To provide funds for deposit into the fund, each department and operating fund of the City shall, in its budget, provide for payments into the fund an amount not more than three percent of the amount paid for wages and salaries. Payments to the fund shall be made each month, unless payments are suspended as provided in Section [3.04.500](#).

(Ord. 4092-A §§1, 2, 1978).

3.04.520 Unemployment compensation fund –Balance

A. At such time as the fund balance reaches an amount equal to seven hundred ten percent of the maximum unemployment benefits payable to any one employee during any one period of unemployment, payments to the fund may be suspended until the fund balance drops to an amount equal to five hundred percent of the maximum unemployment benefits payable to any one employee during any one period of unemployment.

B. Should the fund ever be dissolved, the balance of fund shall be transferred to the various departments and operating funds in the same ratio that the wages and salaries of each department or operating fund for the preceding twelve months bear to the wages and salaries paid by all the departments and operating funds during the preceding twelve months.

(Ord. 4092-A §§3, 4, 1978).

3.04.530 Unlimited general obligation bond fund –Created –Sources

There is created and established in the office of the City Clerk-treasurer a fund to be named and designated as the unlimited general obligation bond fund into which fund shall be paid all taxes hereafter levied and collected without limitation as to rate or amount on all property in the City subject to taxation in amounts sufficient to pay the principal of and interest on the General Obligation City Administration Building Bonds, 1963, Series A, General Obligation Capital Lake Park Bonds, 1963, and any additional general obligation bonds of the City hereafter issued which are payable out of taxes to be levied without limitation as to rate or amount.

(Ord. 3264 §3, 1963).

3.04.550 Advance travel expense revolving fund –Created

There is created a fund (account) known and designated as the "advance travel expense revolving fund." The fund will be a revolving fund maintained in a bank as a checking account and shall be used solely for the purpose of making advance payment of travel expenses. Advances from the fund shall be by check, and the fund will be replenished by warrant from the operating fund responsible for said travel expense. The City Clerk/treasurer shall deposit from the current expense fund to the advance travel expense revolving fund the sum of five thousand dollars.



(Ord. 5032 §1, 1989; Ord. 4545 §1(part), 1984).

3.04.560 Advance travel expense revolving fund –Procedures

The City Manager shall establish policies and procedures related to the use of the advance travel expense revolving fund. Said policies and procedures shall allow payment of actual, reasonable expenses incurred by City officers and employees while traveling on official City business.

(Ord. 4545 §1(part), 1984).

3.04.570 Advance travel expense revolving fund –Miscellaneous

The provisions of RCW [2.24.140](#)  through [2.24.160](#)  shall govern the revolving fund created in this section and the City officers and employees involved.

(Ord. 4545 §1(part), 1984).

3.04.580 Self-insurance trust fund –Fund created

There is created a self-insurance trust fund (hereinafter "fund").

(Ord. 4546 §1(part), 1984).

3.04.590 Self-insurance trust fund –Initial transfer of moneys

For the 1984 budgetary year, all moneys budgeted for liability insurance shall be deposited into the fund.

(Ord. 4546 §1(part), 1984).

3.04.600 Self-insurance trust fund –Interim transfers of moneys

At any time during a budget year, the City Council may authorize transfer moneys to the fund or withdraw moneys from the fund as needs require.

(Ord. 4546 §1(part), 1984).

3.04.610 Self-insurance trust fund –Annual budgeting of moneys

As part of the annual budget process, the City Council shall designate moneys to be placed in the fund for the coming budget year.

(Ord. 4546 §1(part), 1984).

3.04.620 Self-insurance trust fund –Expenditures

The City Manager is directed and authorized to expend moneys from the fund for the following purposes:

- A. To make payments for the purchase of premium payments for insurance related to the risk management plan of the City;

B. To pay claims against the City for which the City must pay a “deductible” or is self-insured or which the City Manager, in his or her discretion, elects to pay without reference to an insurance carrier; provided that, in the latter case, the City Manager shall get authority from the City Council before paying a claim in excess of five thousand dollars;

C. To pay for repairs or replacement to City property which is damaged or destroyed and not covered by insurance; provided, however, the City Manager shall attempt to obtain reimbursement for such expenditures, where appropriate, from responsible parties through the legal process:

D. To pay for corrections, repairs or replacement of City property when the City Manager, in his or her discretion, determines that immediate action is necessary to prevent injury to persons or property, and moneys are not available for such purpose from other budget sources;

E. To pay for studies of other areas of self-insurance.

(Ord. 6886 §11, 2013; Ord. 4546 §1(part), 1984).

3.04.630 Self-insurance trust fund –Internal accounting

The City Manager may at his discretion charge any department for unanticipated or unusual risk management or insurance performance during any current year.

(Ord. 4546 §1(part), 1984).

3.04.640 Revolving pass-through trust fund –Created

There is created a fund known and designated as the “community development rental rehabilitation revolving fund.” The fund will be a revolving fund maintained by a separate checking account and shall be used for the purposes of issuance of loans for the rehabilitation of rental units and receipt of payments for the same. The fund will be established and replenished initially from moneys from the state of Washington/ HUD grant until the two hundred thousand dollars has been used in this program. Thereafter, the fund will be replenished from repayment of loans.

(Ord. 4648 §1(part), 1986).

3.04.650 Revolving pass-through trust fund –Procedures

The rules and regulations regarding this fund have been established by the Department of Housing and Urban Development.

(Ord. 4648 §1(part), 1986).

3.04.680 School Resource Officer Program Fund

A. There is created within the general fund of the City a revolving account to be known as the School Resource Officer Program fund. There shall be deposited in said fund all moneys received from public or private sources for the purpose set forth in subsection B.

B. Moneys within the School Resource Officer Program fund shall be used for equipment, films, videotapes, materials and supplies to support the classroom program.

(Ord. 5951 §1, 1999; Ord. 4847 §1, 1987; Ord. 4762 §§1, 2, 1987).

3.04.690 Harbor patrol program fund

A. There is created within the general fund of the City a fund to be known as the harbor patrol program fund. There shall be deposited in said fund all moneys received from the Washington State Parks and Recreation Commission and other public or private sources for the purposes set forth in subsection B.

B. Moneys within the harbor patrol program fund shall be used for the following purposes:

1. Public information to the boating public regarding boating safety and boating legal requirements;
2. Purchase of emergency backup motor for harbor patrol boat;
3. Harbor patrol boat and trailer maintenance;
4. Other expenses related to the harbor patrol program.

(Ord. 4768 §§1, 2, 1987).

3.04.700 All America City Task Force account

A. There is created within the general fund, executive administration, of the City of Olympia an account to be known as the All America City Task Force account. There shall be deposited in said fund all moneys received from public or private sources for the purpose set forth in subsection B. Moneys from said fund shall be expended only for the purpose as set forth below.

B. Moneys within the All America City Task Force account shall be used for the following purposes:

1. Informational brochures and materials with All America City logo for distribution;
2. "It's the People" award presentation;
3. Video tape preparation costs for telecast on cable television;
4. Printing costs for All America City poster;
5. Display case for council chambers;
6. Any and all other related expenses.

(Ord. 4839 §§1, 2, 1987).

3.04.710 Special account control fund

A. There is created a fund known and designated as the special account control fund. The fund shall be used as deemed necessary by the director of administrative services (clerk/treasurer) for the purpose of accounting for special accounts (funds). Moneys for the fund shall come from sources provided by the various special accounts within the fund or other sources deemed necessary by the council.

B. The director of administrative services (clerk/treasurer) is authorized to transfer funds from the general fund or other funds which may have special accounts or funds to the special account control fund as deemed necessary. Any special account or fund which may be designated as part of the general fund or other funds may be accounted for within the special account control fund.

(Ord. 5400 §1, 1993; Ord. 4845 §§1, 2, 1987).

3.04.720 Rides home program account

A. There is created within the general fund, Thurston Regional DWI Grant Program, of the City of Olympia an account to be known as the rides home program account. There shall be deposited in said fund all moneys received from public or private sources for the rides home program as set forth in subsection B. Moneys from said fund shall be expended only for the purpose as set forth below.

B. Moneys within the rides home program account shall be used for the following purpose: To reimburse taxi companies for transportation services associated with the rides home program and any other incidental expenses.

(Ord. 4846 §§1, 2, 1987).

3.04.730 Olympia police firing range account

A. There is created within the revolving account control fund of the City of Olympia an account to be known as the Olympia police firing range account. There shall be deposited in said fund all moneys received from public or private sources for the purpose set forth in subsection B. Moneys from said fund shall be expended only for the purpose as set forth below.

B. Moneys within the Olympia police firing range account shall be used for the following purposes:

1. Rangemaster and instructor salaries/benefits;
2. Operating supplies and materials for classroom exercises and general use of range;
3. General maintenance of range due to wear caused by public use;
4. And other uses deemed necessary by the City Council.

(Ord. 5311 §1, 1992; Ord. 4854 §§1, 2, 1988).

3.04.735 Low income housing loan account

A. There is created within the revolving account control fund of the City an account to be known as the low income housing loan account. There shall be deposited in said fund moneys remaining in the 1989 general fund budget for downtown housing which may be unspent as of December 31, 1989, funds which may be appropriated by the City Council from time to time, loan repayments and interest, and other moneys received from public or private sources for the purpose set forth below.

B. Moneys within the low income housing loan account shall be used for making low or no interest loans for construction, remodeling or rehabilitation of residential units affordable to, or other nonresidential service facilities available to, low and moderate income persons as defined by the United States Department of Housing and Urban Development, or for other housing and economic development uses.

(Ord. 6921 §2, 2014; Ord. 5324 §1, 1992; Ord. 5062 §§1, 2, 1989).

3.04.740 Water capital improvement fund –Established

A. There is hereby established within the budget of the City a water capital improvement fund. The water general facility charges collected pursuant to Section [13.04.375](#) of this code shall be deposited into the water capital improvement fund. The City Council may make any other funds available to the water capital improvement fund for the purposes set forth herein.

B. Moneys within the water capital improvement fund shall only be used for the purpose of acquiring, equipping and/or making capital improvements to water facilities and extensions, additions, expansion and betterments to the Olympia water system owned by the City and shall not be used for maintenance or operations relative to those facilities. In the event that bonds or similar debt instruments are issued for advance provision of capital facilities for which water facility charges may be expended, charges may be used to pay debt service on such bonds or similar debt instruments to the extent that the facilities provided are of the type described above.

C. At least once each fiscal period, the public works director shall present to the Olympia City Council a proposed capital improvement program for water facilities, assigning funds, including any accrued interest, from the water capital improvement fund to specific water improvement projects and related expenses. Moneys, including any accrued interest, not assigned in any fiscal period shall be retained in the water capital improvement fund until the next fiscal period, except as provided below for rebates from this fund.

D. Moneys from the water capital improvement fund may be used to grant rebates to developers for costs incurred in providing water capital facilities in excess of the capacity required for an individual development. Any rebates must be made pursuant to a refunding agreement between the developer and the City after the effective date of the ordinance codified in this section. Prior refunding agreement may be renegotiated in order to bring such agreements in accord with the provisions of this section.

(Ord. 5196 §1, 1991; Ord. 4993 §3, 1989).

3.04.750 Sewer capital improvement fund –Established

A. There is hereby established within the budget of the City a sewer capital improvement fund. The sewer general facility charges collected pursuant to Section [13.08.205](#) of this code shall be deposited into the sewer capital improvement fund. The City Council may make other funds available to the sewer capital improvement fund for the purposes allowed for such fund.

B. Moneys within the sewer capital improvement fund shall only be used for the purpose of acquiring, equipping and/or making capital improvements to sewer facilities, extensions and betterments of the Olympia sewer system owned by the City and shall not be used for maintenance or operations relative to those facilities or for LOTT joint facilities. In the event that bonds or similar debt instruments are issued for advance provision of capital facilities for which sewer facility charges may be expended, charges may be used to pay debt service on such bonds or similar debt instruments to the extent that the facilities provided are of the type described above.

C. At least once each fiscal period, the public works director shall present to the Olympia City Council a proposed capital improvement program for sewer facilities, assigning funds, including any accrued interest, from the sewer capital improvement fund to specific sewer improvement projects and related expenses. Moneys, including any accrued interest, not assigned in any fiscal period shall be retained in the sewer capital improvement fund until the next fiscal period, except as provided below for rebates from this fund.

D. Moneys from the sewer capital improvement fund may be used to grant rebates to developers for costs incurred in providing sewer capital facilities in excess of the capacity required for an individual development. Any rebates must be made pursuant to a refunding agreement between the developer and the City after the effective date of the ordinance codified in this section. Prior refunding agreements may be renegotiated in order to bring such agreements in accord with the provisions of this section.

(Ord. 5196 §4, 1991; Ord. 4992 §3, 1989).

3.04.760 Educational assistance revolving account

A. There is created within the revolving account control fund of the City an account to be known as the education assistance revolving account. There shall be deposited in said fund moneys which may be appropriated by the City Council from time to time.

B. Moneys within the education assistance revolving account shall be used to provide educational assistance to City employees consistent with the adopted administrative guidelines for personnel administration.

(Ord. 5114 §§1, 2, 1990).


3.04.770 Shared leave revolving account

A. There is created within the revolving account control fund of the, City an account to be known as the shared leave revolving account. There shall be deposited in said account moneys representing the value, including benefits, of vacation leave donated by City employees pursuant to a shared leave program adopted by the City Manager.

B. Moneys within the shared leave revolving account shall be used to provide assistance to City employees consistent with the adopted administrative guidelines for personnel administration.

(Ord. 5133 §§1, 2, 1990).

3.04.780 Boating safety account

A. There is created within the special account control fund an account designated as the boating safety account. There shall be deposited in the account moneys received for the purpose of boating safety including funds received pursuant to RCW [88.02.040](#) .

B. Moneys within the boating safety account shall be used for boating safety programs.

(Ord. 5400 §2, 1993).

3.04.790 Equipment and facilities replacement reserve fund

A. There is created a fund to be known as the equipment and facilities replacement reserve fund for the purpose of major replacement and/or repair of City equipment and facilities, excluding equipment and facilities of the City's utilities and equipment rental funds.

B. The funds deposited in the equipment and facilities replacement reserve fund shall be used only for the above purposes as may be authorized by the City Council.

(Ord. 5418 §§1, 2, 1994).

3.04.800 Workers compensation fund –Established

A fund to be known as the workers compensation fund is established and shall be used for costs related to the City workers compensation program.

(Ord. 5461 §1, 1994).

3.04.810 Workers compensation fund –Purposes

The workers compensation fund shall be used to pay any worker's compensation claims, to pay obligations due to the state for workers compensation, to pay premiums for insurance or surety bonds as may be required, and to pay any other costs related to the City's workers compensation program, including but not limited to third party administration costs, actuarial studies, safety

programs, accident prevention programs and administration of the workers compensation program.

(Ord. 5461 §2, 1994).

3.04.820 Workers compensation fund –Accounts –Signatures

The director of administrative services (City Treasurer) may establish those accounts necessary with financial institutions as may be required for administration of the workers compensation program. Signatures to such accounts shall include the director of administrative services, the finance manager (or other appropriate designee) and thirty party administrators of the workers compensation program as authorized by the director of administrative services. The director of administrative services is authorized to allow for the use of facsimile signatures as appropriate.

(Ord. 5461 §3, 1994).

3.04.830 Workers compensation fund –Sources

There shall be deposited in the workers compensation fund funds from any available source. Additionally, any employee deduction may be deposited which may be required by the State for workers compensation until such time as it is required to be remitted to the state.

(Ord. 5461 §4, 1994).

3.04.840 City Shop construction fund--Created

There is hereby created a fund to be known as the "City Shop Construction Fund" into which shall be deposited the following funds. Such funds shall be used exclusively for the construction of new City shop facilities; the purchase of real property related to such facilities; and maintenance, planning, repair, and expansion related to such facilities. In addition, there shall be deposited into this account monies representing the rental value of the various spaces in such facilities.

(Ord. 5700 §1, 1997;Ord. 3833 §1, 1974).

3.04.850 HUD fund--Created

A. There is hereby created in Chapter 3.04 of the Olympia Municipal Code a fund to be known as the "HUD Fund." There shall be deposited into said fund such monies as received from the U.S. Department of Housing and Urban Development, loan repayments and interest for loans made from the HUD Fund, monies accumulated in the fund, and other monies as may be deemed appropriate or designated by the City Council, and such funds shall be used exclusively for approved projects.

B. The HUD Fund may be used for any legal purpose as authorized by the City Council, subject to limitations or restrictions as may be prescribed by the Federal Department of Housing and Urban Development or its successor.

C. The Director of Administrative Services shall number the HUD Fund as is most appropriate for administrative purposes.

D. The Director of Administrative Services shall transfer and adjust revenue estimates and appropriations as may be required for the administration of this Ordinance.

E. The following CDBG loan repayments and interest payments which are anticipated to be received are appropriated as follows:

		CDBG LOAN REPAYMENT FUND
Resources:	CDBG Loan Repayments and Interest Payments	\$200,000
Appropriations:	Community Development Loans	\$200,000

(Ord. 6966 §2, 2015; Ord. 5836 §§ 1,2,3,4,5, 1998).

3.04.860 Fire Station 4 and Training Facility Construction and Acquisition Fund-- Created

A. There is hereby created in Chapter [3.04](#) of the Olympia Municipal Code a fund to be known as the Fire Station 4 and Training Facility Construction and Acquisition Fund. This fund shall be for the purpose of planning, property acquisition, construction and/or equipping a fire station and/or fire training facility.

B. The Director of Administrative Services is authorized to transfer the remaining budget in the Capital Improvements Fund, Fire Station and Training Facility Account and associated resources, estimated at \$500,000, to the Fire Station 4 and Training Facility Construction and Acquisition Fund.

C. The Director of Administrative Services is authorized to transfer the remaining budget in the Impact Fees Fund, Fire Account and associated resources, estimated at \$611,463, to the Fire Station 4 and Training Facility Construction and Acquisition Fund.

(Ord. 6476 §1-3, 2007).

¹For provisions on the storm drainage utility fund, see Chapter [3.32](#) of this code.

The Olympia Municipal Code is current through Ordinance 7095, passed September 19, 2017.

Disclaimer: The City Clerk's Office has the official version of the Olympia Municipal Code. Users should contact the City Clerk's Office for ordinances passed subsequent to the ordinance cited above.

Olympia's Codification Process (<http://olympiawa.gov/city-government/codes-plans-and-standards/municipal-code.aspx>)

City Website: <http://olympiawa.gov>
(<http://olympiawa.gov>)
Code Publishing Company
(<http://www.codepublishing.com/>)

Municipal Code contact information:

Email: adminservices@ci.olympia.wa.us
(<mailto:adminservices@ci.olympia.wa.us>)
Telephone: (360) 753-8325



Finance Committee

Application to the Washington Recreation and Conservation Office (RCO) for a Waiver of Retroactivity for Grant Reimbursement of Construction Costs for the Woodruff Sprayground Project

Agenda Date: 11/8/2017
Agenda Item Number: 5.B
File Number: 17-1130

Type: recommendation **Version:** 1 **Status:** In Committee

Title

Application to the Washington Recreation and Conservation Office (RCO) for a Waiver of Retroactivity for Grant Reimbursement of Construction Costs for the Woodruff Sprayground Project

Recommended Action

Committee Recommendation:

Not referred to a committee.

City Manager Recommendation:

Move to approve a recommendation to apply to the Washington Recreation and Conservation Office (RCO) for a Waiver of Retroactivity for grant reimbursement of construction costs for the Woodruff Sprayground Project.

Report

Issue:

Whether to approve a recommendation to apply to the Washington Recreation and Conservation Office (RCO) for a Waiver of Retroactivity for grant reimbursement of construction costs for the Woodruff Sprayground Project.

Staff Contact:

Paul Simmons; Director; Parks, Arts and Recreation; 360.753.8462

Presenter(s):

Paul Simmons; Director; Parks, Arts and Recreation;

Background and Analysis:

Olympia Parks, Arts and Recreation is currently in final design of a sprayground water-play feature and associated shelter for Woodruff Park. The public has selected the preferred play features in an online survey and the project is scheduled for construction in spring 2018. The project budget is \$1,044,819, which includes anticipated Washington Recreation and Conservation Office (RCO) grant

funding of \$446,380.

The City's grant application to RCO for this project scored well, ranking eighth statewide in the Local Parks category. At the proposed funding level for the Washington Wildlife and Recreation Program in the State's capital budget, the project would be funded. Lacking a capital budget, however, project funding from this program is currently uncertain.

In order to allow RCO-funded projects to continue moving forward despite the uncertainty surrounding the capital budget, RCO is allowing jurisdictions to apply for a "Waiver of Retroactivity." This would allow jurisdictions to use alternative funding for the RCO portion of their projects. If and when a capital budget is passed and RCO programs are funded, the jurisdiction would then be reimbursed for the funds that they used for the grant-funded portion of the project. This approach comes with an understanding that it is possible that a capital budget does not get passed or is passed without adequate funding necessary to reimburse expenses.

Staff proposes to apply for a Waiver of Retroactivity for this project and use \$271,380 in Impact Fees previously earmarked for the Grass Lake Nature Park Trail and \$175,000 in Impact Fees previously earmarked for the Sprayground #2 project. With or without this fund transfer, the Grass Lake Nature Park Trail project will likely be delayed; the RCO grant application for this project did not rank high enough to receive funding at the funding level proposed in the capital budget. Similarly, the Sprayground #2 project will also be dependent on future grant funding. Staff is hopeful that a capital budget will be passed and these funds will be reimbursed. If, however, there is ultimately not a reimbursement, this fund transfer will allow the Woodruff Sprayground project to be completed on-time without unduly delaying other projects.

Neighborhood/Community Interests (if known):

There appears to be strong enthusiasm in the community for the sprayground project. Over 1,400 people participated in an on-line survey to select the desired play features.

Options:

Move to approve the recommendation to apply to the Washington Recreation and Conservation Office (RCO) for a Waiver of Retroactivity for grant reimbursement of construction costs for the Woodruff Sprayground Project.

Do not move to approve the recommendation to apply to the Washington Recreation and Conservation Office (RCO) for a Waiver of Retroactivity for grant reimbursement of construction costs for the Woodruff Sprayground Project. Construction will be delayed until a capital budget is passed.

Financial Impact:

\$271,380 in Impact Fees previously earmarked for the Grass Lake Nature Park Trail and \$175,000 in Impact Fees previously earmarked for the Sprayground #2 project will be utilized in place of anticipated RCO funding. Should the RCO program be funded, these funds will be reimbursed. If a capital budget is not passed, these funds will likely not be reimbursed.

Attachments:

None



Finance Committee

Review Preliminary 2018 Operating Budget & 2018-2023 Capital Facilities Plan

Agenda Date: 11/8/2017
Agenda Item Number: 5.C
File Number: 17-1117

Type: report **Version:** 1 **Status:** In Committee

Title

Review Preliminary 2018 Operating Budget & 2018-2023 Capital Facilities Plan

Recommended Action

Committee Recommendation:

Not referred to a committee.

City Manager Recommendation:

Review and discussion 2018 operating and capital budget recommendations for Council consideration.

Report

Issue:

Whether to discuss recommendations for the 2018 operating and capital budgets.

Background and Analysis:

Following the presentation of the Operating Budget on October 30 and the 2018-2023 Capital Facilities Plan Public Hearing on October 17, the Finance Committee will review and discuss the operating and capital budgets. The full Council will make budget balancing recommendations on November 28.

Staff Contact:

Dean Walz, Acting Administrative Services Director, 360.753.8465

Presenter(s):

Steve Hall, City Manager, 360.753.8447

Dean Walz, Acting Administrative Services Director, 360.753.8465

Neighborhood/Community Interests (if known):

N/A

Options:

1. Review and discussion 2018 operating and capital budget recommendations for Council consideration.

2. Do not review and discussion 2018 operating and capital budget recommendations for Council consideration.

Financial Impact:

N/A

Attachments:

None



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Finance Committee

Oral Report - Community Meetings

Agenda Date: 11/8/2017
Agenda Item Number: 5.D
File Number: 17-1124

Type: report **Version:** 1 **Status:** In Committee

Title

Oral Report - Community Meetings

Recommended Action

Committee Recommendation:

Not referred to a committee.

City Manager Recommendation:

Receive a briefing and provide guidance on how to engage and educate citizens on Olympia's 2019 budget.

Report

Issue:

Whether to authorize staff to continue developing Community Meetings to engage and educate citizens on Olympia's 2019 budget based on guidance received.

Staff Contact:

Debbie Sullivan, Deputy Administrative Services Director, 360.753.8499

Presenter(s):

Debbie Sullivan, Deputy Administrative Services Director, 360.753.8499

Stacey Ray, Senior Planner, Community Planning & Development, 360.753.8046