

CITY OF **LACEY**

2021 BUDGET

LACEY | WASHINGTON



ACCOUNTABILITY | COLLABORATION | DIVERSITY | EMPATHY
LEADERSHIP | INNOVATION | INTEGRITY | SERVICE | STEWARDSHIP

City of Lacey, Washington 2021 Adopted Budget



Prepared by the
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Mayor



Cynthia Pratt - Deputy
Mayor



Lenny Greenstein



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A Message from
Scott H. Spence, City Manager
October 22, 2020

Citizens of Lacey, Honorable Mayor and
Councilmembers, and City Staff:

2020 has been a year like no other. The health pandemic known as COVID-19 created a year of unforeseen challenges, and exposed historical inequities nationwide that have yet to be fully addressed. Most tragic of all is the impact it has had on individuals and families. The United States leads the world in the number of COVID-19 cases (over 7,800,000) and deaths (over 215,000). Without a vaccine, coupled with large-scale distribution to the public, 2021 will share similarities with 2020.

Prior to COVID-19, the U.S. economy was experiencing the longest economic expansion since 1945. This sustained economic growth was abruptly halted due to the total-near shutdown of businesses and social gatherings nationwide in an effort to stem the spread of the virus. Locally, the Lacey City Council responded immediately to the economic disruption by reducing the 2020 Budget by approximately \$6.7 million in anticipation of decreased revenues as a result of business closures. Through targeted cuts and leveraging budget reserves, the City avoided layoffs to the city workforce, which minimized disruption of essential services to the public. City Council also initiated a COVID-19 Business Stabilization Program to assist small businesses impacted by forced closures under Washington State's "Stay Home, Stay Healthy" order. This \$1 million program eventually provided emergency relief to 110 Lacey small businesses, employing over 536 employees.

In preparing the 2021 Total Budget, it became clear that estimated revenues would not meet current expenditures; this projected budget gap for next year equals \$2.5 million. Primary contributors to this imbalance is a reduction in forecasted sales tax, business and occupation tax, and utility tax for

2021. Combined, these top revenue sources will fall \$1,561,000 short when compared to the levels previously adopted by 2020 Total Budget. On the other side of the balance sheet, maintaining 286 full-time employees and associated inflationary costs will add \$1.3 million in new expenditures. This financial perspective is warranted due to an uneven economy and continued unemployment.

The City, however, is in a financial position to address this short-term budget challenge due to sound fiscal policies and careful stewardship of taxpayer funds. A combination of expenditure reductions as well as the use of committed and assigned reserves will cover shortfalls for 2021. This financial capacity provides for the preservation and integrity of the city workforce and allows for the continuation of expected services to the public from its local government.

As a result of these balancing actions, next year's Total Budget will equal \$168,762,963. In relation to the amended 2020 Total Budget, this represents a 3.21% decrease. It is important to note that it is difficult to make direct comparisons with the 2020 Total Budget. Year-to-year variances is more of a measure for changes in capital spending (i.e., utility projects, road improvements, and/or city facility construction). Additionally, Lacey received over \$2.3 million in COVID-19 Relief Funds from Washington State in 2020, and over \$2.5 million in construction funds to upgrade the Lacey Veterans Services Hub facility, located on South Puget Sound Community Colleges Lacey Campus.

Lacey's proposed 2021 General Fund Budget, the primary fund to pay for municipal services, totals \$51,597,342. This is a 15.92% decrease compared to the amended 2020 General Fund Budget (\$62,013,690). The decrease can be attributed to several large construction projects, namely the Lacey Veterans Services Hub and the replacement of the Lacey Community Center's HVAC system. One-time expenditures attributed to COVID-19 relief also added to the year-over-year reduction.

Although the proposed General Fund Budget does not include any new positions, labor and

benefit costs to maintain city employees will total \$909,200 for 2021. The proposed General Fund Budget also continues funding for crucial social services. This includes support for our veterans through the Lacey Veterans Services Hub, and multiple efforts to address a growing homeless population within the community.

Additional highlights incorporated in the proposed 2021 Total Budget are as follows:

- \$500,000 - for Police Enhancements (workstation and technology upgrades)
- \$100,000 - City Facility Access Security Control Update
- \$125,000 - RAC Parking Lot Design
- \$350,000 - Ruddell Road and 32nd Facility Expansion
- \$500,000 - Sewer Lift Station #3 (Design)
- \$100,000 - Utility Maintenance Hole Rehabilitation
- \$1,000,000 - Capitol City Golf Club Estates Fire Flow (2nd Phase)
- \$5,250,000 - Capitol City Golf Club Estates Septic Abandonment and Fees (2nd Phase)
- \$5,100,000 - Capitol City Golf Club Estates Wastewater Improvements (2nd Phase)
- \$1,140,000 - Hawk Prairie Reservoir Rehabilitation
- \$4,000,000 - 337 Zone (Terry Cargil) Reservoir
- \$4,400,000 - 2021 Street Overlay Program
- 200,000 - LED Street Light Replacement Program
- \$250,000 - City Facility Needs Analysis

The budget incorporates single-year rate adjustments for all three utilities—3% for water and wastewater, and 4.5% for stormwater. However, the City Council has not taken official action on the proposed 2021 rate adjustments. Consideration of the 2021 utility rates are expected to take place in Spring 2021. Due to the real financial impacts created by COVID, job losses and business restrictions, the proposed budget incorporates a delayed rate adjustment of six months. This will result in a savings to the average residential customer of \$2.23 per month for the first six months when compared to a rate adjustment encompassing the full year. If the

rates increase beginning July 1, 2021, the average monthly residential account will increase in water, wastewater, and stormwater by \$1.04, \$0.66, and \$0.53, respectively.

For the second year, Capitol City Golf Club Estates will be the site of extensive utility improvements. This work includes water infrastructure improvements, and a septic-to-sewer conversion project to protect the water quality at Well 4. The 2021 utility budget also includes two reservoir projects totaling over \$5 million. Planned capital projects in the water utility total over \$33.6 million, the largest among the three municipal-operated utilities.

As you read through this year's budget document, you can have confidence that taxpayer resources are used for maximum benefit and appropriately cared for. The City continues to innovate and explore ways to provide cost effective services to the public. Lacey's nearly 53,000 residents are well served by the proposed 2021 Total Budget.

Thank you.

Scott H. Spence
City Manager

LACEY CITY GOVERNMENT



CITIZENS

Boards & Commissions

Library Board
 Historical Commission
 Planning Commission
 Park Board
 LEOFF
 TCTV
 Lodging Tax
 Public Facilities District

Mayor
 Deputy Mayor
 Council

City Manager

City Attorney

Legal Counsel
 Prosecution
 Indigent Defense

Civil Service Commission

Finance

Financial Mgmt/Accting.
 Utilities/Billing
 Treasury
 Information Services
 Violations Bureau
 Passport Services
 Business Licensing

Human Resources, Public Affairs, City Clerk, Social Services

Public Information
 Clerk/Records
 Community Liaison
 Neighborhood Assoc.
 Legislative Liaison
 Animal Services Support
 Recycling/Solid Waste
 Veterans Services

Recruiting
 Classification/Compensation
 Performance Mgmt.
 Safety/Workers Comp.
 Risk Management
 Employee Asst. Program
 Special Projects
 Social Services

Police

Law Enforcement
 Investigation
 Community Policing
 Crime Prevention
 School Resource Officers
 Interlocal Drug Unit Support

Community & Economic Development

Current and Advanced Planning
 Code Inspection & Permit Services
 Growth Management

- Building
- Electrical
- Mechanical
- Plumbing
- ADA Barrier Free

Public Works

Administration Support
 Engineering
 Water Resources/Groundwater Protection
 Parks & Facilities Maintenance
 Streets/Electrical
 Water/Wastewater/
 Stormwater/Reclaimed Water Utility
 Fleet Maintenance

Parks & Recreation

Youth & Adult
 Recreation Programs

- Aquatics/Physical activities
- Sports/Fitness/Special Events
- Cultural/Outdoor Activities

Parks Development
 Open Space/Regional Athletic Complex
 Community Buildings Operations/Events



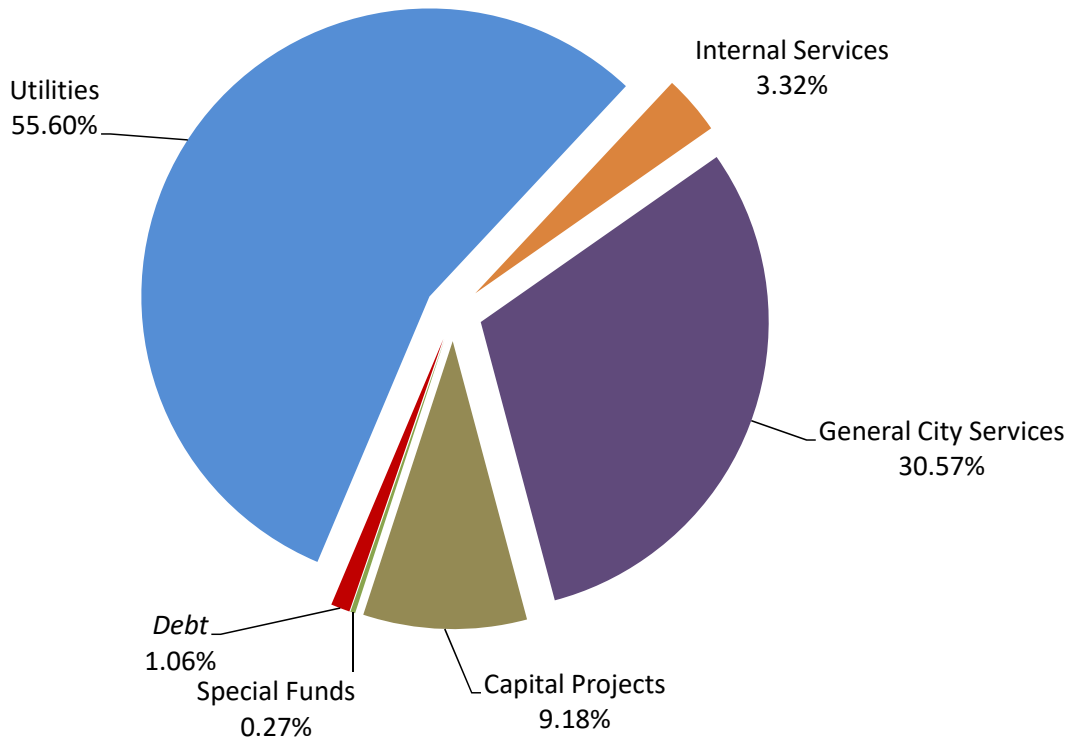
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Budget 2021 Summary

The 2021 budget totals \$168,762,963. This is a \$5,602,857 or 3.2 percent decrease compared to the amended 2020 budget. The City’s 2020 budget was reduced as a result of the COVID-19 public health emergency. Some revenues are experiencing the level of declines that were projected at the beginning of the public health emergency, while the General Fund’s largest source of revenue, sales tax, has actually increased compared to the previous year. Immediately

but the public health emergency continues without a known end. The 2021 budget assumes a longer recovery period with uncertainty throughout. Service levels are principally maintained in the 2021 budget primarily through the use of one-time reserves. The City continues its long-term track record of investing significantly in infrastructure maintenance and construction, which maintains Lacey residents’ quality of life.

Total City Budget by Funds \$ 168,762,963



following non-essential business closures, the City enacted budget savings actions such as suspending all city-business related travel, vacant position recruitments, certain one-time capital projects and equipment purchases, and furloughed part-time staff. Due to the unknown financial impact and path the COVID-19 pandemic would take, expense budgets were reduced and reserves were identified to be available to fund any remaining shortfalls. In the six months following the declaration of emergency, the financial impact is less severe than expected,

This summary section of the proposed 2021 budget will focus on the activities, goals, and priorities of the many funds making up the City’s budget. It is our hope that this document becomes more than pages of numbers but an understandable and informative message to you, the reader.

Each of the funds that make up the proposed budget has a specific role and responsibility. Revenues and expenditures, as proposed, must be balanced and each fund must be closely monitored to ensure accuracy,

accountability, and efficiency as well as remain solvent during the course of the fiscal year.

The Funds

The Current Expense, Criminal Justice, Community Buildings, Regional Athletic Complex (RAC), City Street, and Capital Equipment Funds combine to make up the City's GENERAL FUND. There are eleven separate funds that account for the major components of the City's water, wastewater, stormwater, and reclaimed water utilities. These are referred to as the Enterprise Funds of the City.

Other special purpose funds have been created to account for capital improvement expenditures for streets, buildings, transportation improvements, Hicks Lake Management District, parks and open space, Regional Athletic Complex (RAC), and activities of the Lodging Tax Fund. Voter-approved General Obligation Debt along with Local Improvement District (LID) debt also are accounted for separately.

The City established two additional funds that account for the resources and assets of internal support activities. These are the Equipment Rental Fund that manages all vehicles and equipment used in providing services, and the Information Management Services Fund that accounts for expenses associated with all of the City's computer and communications equipment used by all departments.

A Community Block Grant Fund has been established to facilitate the pass through of state and federal grants to address special needs within the community such as housing rehabilitation, a childcare facility, low-income housing, the Lacey Senior Center, and the Community Action Council building.

Overall, the City accounts for its resources and expenditures in twenty-nine (29) separate funds. It also maintains a joint-venture fund for Animal Services, and an agency fund for the Capital Area Regional Public Facilities District.

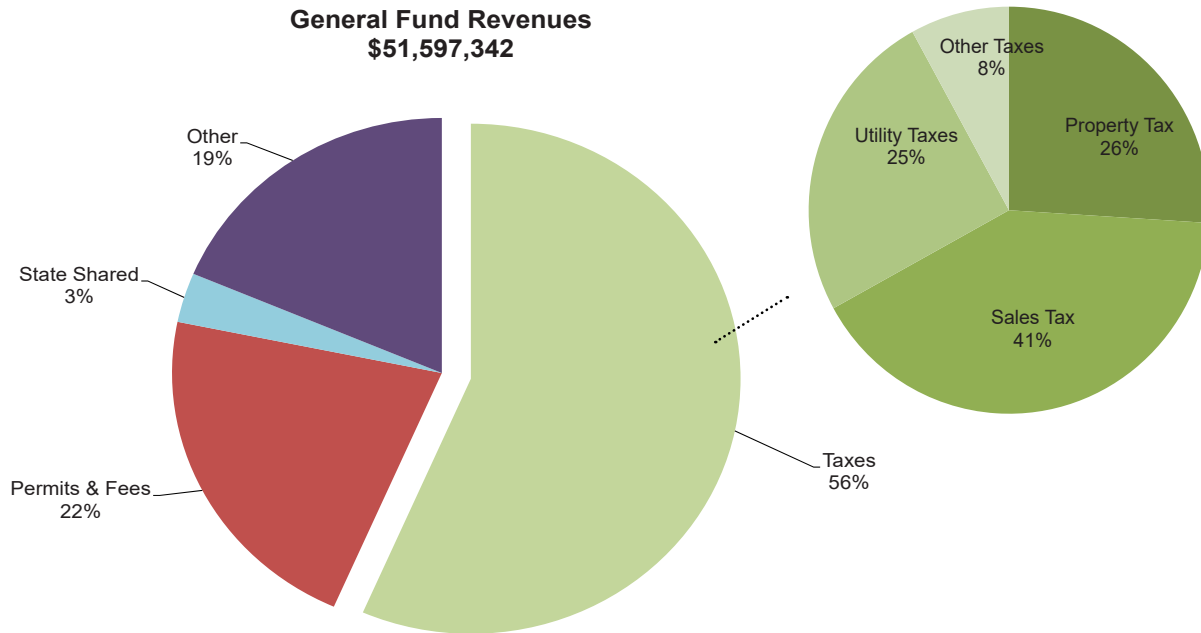
The General Fund

The General Fund provides and accounts for most traditionally recognized local government functions. These include: police services, health and social services, recreation programs, financial and administrative services, community development including planning, zoning, permits, code enforcement and building inspection, maintenance of parks, streets and rights-of-way, public works administration and engineering services, administration of contracts with other agencies that provide emergency communications, district court, jail services, and the like. The total

General Fund - Revenue Summary

Property and sales tax revenues are the most significant income sources for the General Fund. Combined, they total \$19,365.874.

The property tax levy for 2021 has been determined by calculating the one percent allowable limitation, recovering the value of refunds, and adding new construction valuation. The one percent adjustment amounts to a \$75,883 increase in the property tax levy. It should be noted that the one percent maximum adjustment in the property tax levy remains insufficient to meet the inflation and fixed cost increases associated with a \$51.7 million public service operating budget. As such, it is critical that



General Fund budget for 2021 is \$51,597,342, which is 16.80 percent or \$10,416,348 lower than the 2020 amended budget. The variance or change to the General Fund Budget expenditures is mostly attributed to COVID-19 financial support distributed to the citizens and business communities and lower one-time transfers out to other funds for one-time capital purchases and projects. Offsetting the aforementioned decreases are inflationary increases and the continued increases to the overall cost of labor.

the City also experience a strong performance from new construction and other General Fund revenues in order to maintain service levels each year.

Preliminary values issued by Thurston County Assessor’s Office indicate that the City’s total new construction value will increase \$311.7 million. This increase is very significant because new construction valuation is not subject to the one percent maximum increase limitation. The preliminary estimate indicates that existing overall property assessments may increase 4.1 percent

due to market value increases. Based on this information, the City’s regular levy is estimated to be \$7,588,343. As a result, the levy rate will decrease \$0.0198 to \$0.9633 per \$1,000 of assessed property value.

Sales tax receipts for 2020 are exceeding projections despite the economic damage caused by the COVID-19 public health emergency. 2021 sales tax receipts are projected to decrease \$786,318 compared to the original 2020 projection. Sales tax projection were adjusted shortly after the beginning of the response to the COVID-19 public health emergency. Overall sales tax has not decreased as predicted. Construction activity is expected to remain strong in 2021, but weaker than 2020. The overall sales tax projection assumes a longer COVID-19 recovery growth pattern.

The most recent consumer spending data suggests the State and Federal stimulus and financial assistance is maintaining income levels and the early “Stay Home, Stay Healthy” orders shifted purchasing habits to local spending. During the very early COVID-19 public health emergency stages construction activity slowed, but quickly returned to strong commercial and multifamily development. Both areas of growth are not considered sustainable long-term.

The 2021 Budget anticipates an increase in overall sales tax receipts to \$2,880,440, which is a 22.8 percent increase compared to the amended 2020 Budget. The 2020 sales tax projection was adjusted in anticipation of a severe decrease due to the Governor’s Stay Home, Stay Healthy orders. Compared to the original 2020 sales tax projection, the 2021 projection is \$786,318 lower. The Criminal Justice Fund is projected to receive \$896,157 in sales tax revenue that is collected from a special countywide levy and distributed by the County on a per-capita basis.

Sales tax receipts, a volatile revenue source, will be monitored very closely in case current economic conditions change for the worse and retail sales volumes begin to decline. The General Fund portion of this revenue source accounts for a significant 24.9 percent of the proposed 2021 General Fund budget.

Lacey’s retail sales per capita remains low compared to the surrounding communities. Based on population, Lacey is the 24th largest city in the State, but on a sales tax per-capita basis ranks 74th.

The City’s utility tax continues to be a stable and flexible source of General Fund revenue. Income from this tax has historically been distributed to the Current Expense, City Street, Capital Equipment, and the Parks and Open Space funds. It is estimated that utility tax receipts for 2021 will be \$7.35 million.

The proposed budget maintains the additional 6.04 percent water utility tax. This utility tax funds fire protection expenses, which are General Fund responsibilities that are incurred by the water utility. The total water utility tax is 12.04 percent. This additional utility tax is expected to decrease \$154,299 due to current consumption trends.

“Other taxes” total \$2,467,165 or 4.8 percent of General Fund revenues. Taxes generated within these categories are expected to be impacted by the COVID-19 public health emergency. At the time these projections were developed, business capacity and operations were still limited by Governor Inslee’s Safe Start Washington phased reopening. It is anticipated that Business and Occupation tax revenue will decrease compared to the adopted 2020 Budget and total \$2,095,279 in 2021. Admissions taxes projections are 50.0 percent lower at \$112,500. Total gambling tax revenues are projected to decrease to \$239,136 in 2021.

Anticipated revenue from building permits, development review fees, and related services have grown consistently since the recovery from the Great Recession. The following table illustrates the most recent planning related revenues:

	Planning Fees	Variance
2021 Bud.	2,200,000.00	540,000.00
2020 Bud.	1,660,000.00	(2,174,056.51)
2019	3,834,056.51	821,690.07
2018	3,012,366.44	919,144.84
2017	2,093,221.60	28,773.69
2016	2,064,447.91	131,105.04
2015	1,933,342.87	374,326.36
2014	1,559,016.51	442,899.15
2013	1,116,117.36	(168,984.61)
2012	1,285,101.97	(59,303.17)

Residential housing construction volume has slowed considerably since the 2006 housing peak. As of the end of this past September, 110 single-family permits have been issued. This is 16.7 percent lower than during the same period of 2019. The following table illustrates the ten most recent years' single-family residence building permit issuances:

	Single Family Permits Issued
2020 YTD	110
2019	198
2018	182
2017	180
2016	334
2015	307
2013	213
2012	287
2011	219
2010	266

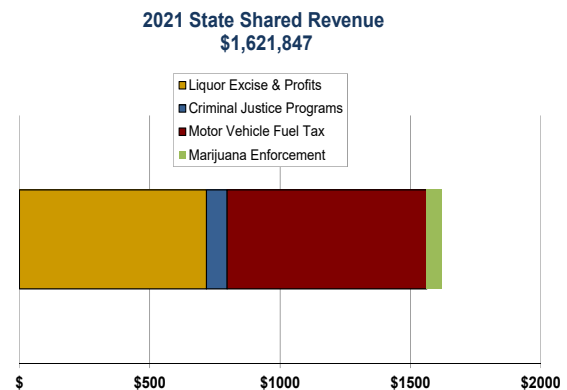
It is anticipated the same single-family residential permit issuance volume will continue through 2021.

Many of the functions performed by the City are financed or partially reimbursed through service fees and user charges. These fees for service total \$8,949,169 and represent 17.4 percent of the General Fund revenues. The most significant amount, \$5,602,640, comes from Public Works engineering, water resources, and maintenance support services performed for the benefit of the City's utilities and capital projects. These services include utility planning, ground and surface water protection activities, water conservation, wellhead protection, capital facilities planning, engineering design, construction oversight, and facilities maintenance. 2021 continues to include indirect cost recovery fees charged to the water, wastewater, and stormwater funds. During 2021, the utility funds will reimburse the General Fund for administrative and overhead costs in the amount of \$1,383,954. Parks & Recreation program fees are anticipated to decrease \$503,813 to \$542,912. Parks & Recreation programs are being significantly impacted by the COVID-19 public health emergency restrictions.

Also incorporated into this category of revenue are charges for administrative services to Animal

Services, the North Thurston Public Schools pool and field use contracts, and other contracted and internal services.

Each year, every city receives a per capita share of taxes collected by the State of Washington. These are commonly referred to as state-shared revenues and include Liquor Revolving Funds, Liquor Excise Tax, Fuel Tax, and Criminal Justice Funds. The General Fund will receive state-shared revenues totaling \$1,621,847 in fiscal year 2021. State-shared revenues, total \$38.76 per capita.



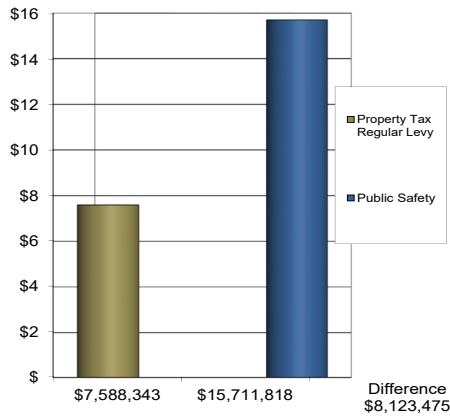
General Fund - Expenditure Summary

The City of Lacey is a general-purpose government agency providing numerous services through its employees and other contracted sources. The cost of public safety services (i.e., police, emergency preparedness, district court, jail, prisoner medical expenses, prosecution, indigent defense, and victim advocacy) represents the single largest expenditure from the General Fund. These services will require \$15,711,818 in 2021, which represents 30.4 percent of all expenses within this \$51.7 million fund.

The corresponding chart on the next page illustrates the cost of our public safety services in relation to the City's regular property tax levy. As demonstrated by the chart, revenue from property taxes falls \$8,123,475 short of meeting public safety costs.

While it is always interesting to note that although property taxes are likely the single most frustrating to citizens, the total property taxes collections cannot fund the most basic purpose for which the City was incorporated (i.e., public safety).

Public Safety Compared to Entire Regular Property Tax Levy



Police Services

The proposed police budget totals \$13,551,498, an increase of \$1,262,142 over the amended 2020 budget. The 2021 continues to fund three police officer positions will address succession planning needs in the department. A combination of anticipated retirements and long transition periods due to the police academy long lead time creates the need to fill positions early to maintain service levels. The succession planning positions are expected to be temporary (two to three years) in nature and are funded by a City Council committed reserve for this purpose. The Police Department budget alone represents 26.2 percent of the General Fund budget.

The police department’s outreach effort to businesses, youth, seniors, ethnic, and citizen groups is noteworthy and has produced positive benefits for the City and the community. The department’s partnership with the Nisqually Indian Tribe and Lewis County for prisoner support services has also served the community well. Lacey allocates \$885,122 annually for prisoner support and medical expenses.

The department has established two police substations, one in south Lacey, the second in Hawks Prairie. These substations are strategically located to support patrol officers and enhance their efficiency.

In 2009, the Lacey Police Department (LPD) became the first city in Thurston County to be state

accredited. This means the LPD is meeting the best practices of professional performance established by the State of Washington.

Lacey residents are most fortunate to have such a fine group of professional men and women dedicated to providing innovative and quality public safety services. Once again, local crime statistics indicate that Lacey’s residents enjoy one of the lowest crime rates per capita among municipalities in the state.



Parks and Recreation

Although a great deal of uncertainty remains relating movement through the phases of the “Safe Start” plan, this budget proposal maintains funding for Lacey's highly successful recreation, aquatics, sport, cultural and special events programming including the Lacey Activities Coalition for Teens (ACT), and the After School and Day Camp programs. If the State and County are unable to reopen fully, expenditures for these programs will not be incurred.

Lacey's parks and recreation programs are held in high regard by jurisdictions throughout the state because of their excellent variety, organization, planning, and supervision. The popularity of the Friday evening ACT event is a testimony to the effectiveness of this program and the caring attitude of the staff and numerous volunteers who are dedicated to serving our community’s youth.

The Regional Athletic Complex (RAC) continues to be a premier destination for outdoor sporting events,

but is operating under limited capacity due to the public health emergency. The RAC offers synthetic fields and advanced lighting for all-year use. The RAC also serves as a community park that offers a play area and walking trails.

The Community Center continues to grow in use. The Senior Center is a very active place operated by Senior Services of South Sound with the City maintaining the facility. The operation and maintenance of these three buildings are funded out of the Community Buildings Fund budget, which is included in the General Fund. The City's community buildings are also impacted by the capacity restrictions of the State's "Safe Start" plan.

The Community Center and Jacob Smith House will generate combined rental income estimated at \$272,500 with additional revenue coming from the City's regular property tax levy. The 2021 Community Buildings Fund budget totals \$685,570.

Registration and service fees, for the myriad of recreation programs Lacey Parks offers, are estimated at \$542,912, or about 16.9 percent of the \$3,212,846 Parks and Recreation's program budgets. This percentage is roughly half due to the COVID-19 public health emergency restrictions. General Fund revenues support the balance of the cost of these quality of life activities.

Some of the cultural programs offered by Lacey's Parks and Recreation department are supported through Lodging Tax receipts. (Note: This fund is not included in the composition of the General Fund). Unfortunately due to the impacts the COVID-19 public health emergency is having on the tourism and hospitality industry, historically funded Lodging Tax programs such as the July 3rd Fireworks and Concert, Music in the Park, the Cinema series, and Ethnic Celebration are not being funded in the proposed 2021 Budget. The funded programs are limited to continuously operating tourism promotion organizations and tourism facilities. These include the Lacey Chamber of Commerce Visitor Services, Washington Center for Performing Arts, Experience Olympia and Beyond, Lacey Regional Athletic Complex, and Lacey Museum.

Administrative Services – City Council, City Manager, Human Resources, Public Affairs, and City Clerk

Key components of the City's administrative support services include City Council, City Manager, Human Resources, Public Affairs, and City Clerk. Proposed 2021 expenditures will be \$3,600,510, an increase of \$254,707 compared to the amended 2020 budget. The increase is a result of the full-year impact of an additional position in the City Manager Department.



Social Services

The 2021 Proposed Budget includes a Social Services Department, which includes many of the services previously provided as single items throughout the City's budget. For example, Veterans Services were accounted for within the Public Affairs Department and other social services were mainly accounted for in the Contracted Services Department. These are now consolidated into one department. The includes the following services: Veterans Services, homeless and affordable housing services, and other social services. The proposed expenditures are \$731,686.

Many of the services provided Lacey residents for public health, social services, youth initiatives, library services, cultural and community enrichment programs are performed by contract through other agencies and volunteer groups. Each is important to the quality of life and well-being of our citizens. Lacey continues its participation in regional social service initiatives. The 2021 budget assumes that the City's contribution will be \$66,376. The

contribution will be to the Regional Housing Council. Previously, the City contributed to the Health and Human Services Council (HHSC). The City is proud to be able to maintain its human services contributions.



Library Services

The City owns and maintains the Lacey Timberland Library building located next to City Hall. Maintaining the building and grounds will cost \$93,675 in 2021. Each year the City replaces furniture and fixtures as required.

Community and Economic Development

The Department of Community and Economic Development is responsible for building code enforcement, and planning services including commercial and residential construction. It has been the vision of the City Council, for nearly twenty years, that the area zoned Hawks Prairie Business District develop as high intensity, mixed-use urban center. This coming year, the City Council will continue to focus time and energy on the Gateway Town Center project, Woodland District, and Depot District.

The number of residential housing permit applications as of the end of September totaled 110 compared to 132 this time last year and 161 the year before last. 961 residential housing permits were issued through September in 2006 when single-family residential development was at its peak. It is anticipated that single-family permits issued will continue at the same slower 2020 pace through

2021. Revenues projections relating to building permits include development proposals review, permits, and building fees. The recent development activity increases have originated from industrial/commercial and multi-family developments.

The proposed Community and Economic Development Department budget totals \$3,478,346, an 8.0 percent increase compared to the amended 2020 budget. The majority of the increase is due to the reclassification of economic development investments within the Community and Economic Development budget.

Public Works – Engineering and Maintenance Services

Public Works administration, project and utility engineering, construction management, transportation planning and engineering, water resource management, and parks and street maintenance services all are included in the General Fund budget. Where appropriate, the cost of these services is reimbursed from city capital construction projects, charges to utilities, and from fees assessed to private development. Fees and charges collected for these services account for \$5,602,640 or 10.8 percent of General Fund revenues. Proposed expenditures will be \$13,574,715 or 26.3 percent of all General Fund activity.

The Engineering Division work program for 2021 continues to be dominated by the demands of transportation and utility capital improvement projects. The focus is fixed on water reservoir construction, well rehabilitation, waterline improvement/replacement, lift station rehabilitation, sewer line installations, lift station onsite generator installations, stormwater line installation, and the overlay rehabilitation program, which consists of significant improvements to Carpenter Road and arterials in the northeast Lacey area. A detailed listing of projects is provided in the summary pages entitled Arterial Street Fund, Water, Wastewater, and Stormwater Utility Funds. The proposed Engineering Division services budget is \$3,947,610, an increase of \$115,556 or 3.0 percent.

The Water Resource Division of Public Works faces a full schedule of responsibilities and projects

for 2021. Water Resource personnel are heavily involved in monitoring the quality of surface and groundwater, development review, flooding issues, reservoir facility design and construction, water system modeling, and water conservation efforts.

Implementing the state and federal requirements of Phase 2 National Pollutant Discharge Elimination System (NPDES) (Stormwater treatment and discharge) also continues as a top priority for the City's Water Resources staff. Clearly, however, there is a long-term positive benefit to local waterways and Puget Sound. Budget requirements for this division total \$1,543,672. This is a \$5,782 decrease.

The Facilities Management Division will have a budget of \$745,834, an increase of \$93,048 from last year. This division is responsible for the care and upkeep of numerous city owned buildings and facilities including City Hall, Library, Community Center, Maintenance Center, Jacob Smith House, and the Senior Center.

The Parks Maintenance Division is responsible for the care and upkeep of City parks, park structures, planter strips, street trees, and other vegetated street rights-of-way. Maintenance staff also provides coordination and supervision for the Council's WIN (Work Involvement Now) program that is an award winning community service partnership between the City and youth organizations within the community.



Part-time and seasonal employees are a key component to meeting the significant workload of this division. The proposed Parks Maintenance operating budget totals \$3,284,057, an increase of \$252,115.

The Street Maintenance Division is responsible for the cleaning, upkeep, and repair of all City streets, sidewalks, street lighting, markings, and signals. Repair and maintenance responsibilities continue to grow as new streets are added to the inventory of transportation infrastructure. The proposed 2021 City Street fund budget totals \$3,906,339, an increase of \$41,502. Funds for this program come primarily from the motor vehicle fuel tax and dedicated utility tax revenues. City streets continue to be very well maintained with the majority of our roadways rated as being in good or excellent condition.

Regional Athletic Complex – Operating Fund

The Regional Athletic Complex - Operating Fund is responsible maintaining the fields and facilities as well as managing the scheduling of tournaments and events at this park. The proposed operating budget for the RAC is \$1,173,087. This is a decrease compared to the 2020, but does assume the RAC's use will increase compared to the reduced level due to the COVID-19 public health emergency. Field use, league fees, sponsorship, concession contracts, rental fees, and investment interest of \$416,074 need to be supplemented by contributions from Lacey's Lodging Tax fund \$160,000, \$397,013 from the City, and \$200,000 from Public Facilities District (PFD) revenues.



Capital Equipment Fund

The acquisition of tools and equipment for staff to effectively perform their work is provided for in the Capital Equipment Fund. One of the key reasons Lacey is able to operate with fewer employees than typical cities has been its willingness to ensure that our employees have the tools and working environment necessary to perform at high levels.

This fund provides the software, computers, vehicles, tools, and equipment that are required each year. A listing of all proposed operating capital is located at the end of this summary section of the budget document.

The 2021 Capital Equipment Fund budget totals \$131,944. Only the most necessary equipment purchases are included in the proposed 2021 Budget due to the financial impacts of the COVID-19 public health emergency. This budget level is also lower due to the reclassification of certain expenditures to the General Fund operating budget.



Building Improvement Fund

The Building Improvement Fund was created to provide for the source and use of funds to account for the acquisition of property and construction of City owned facilities.

The funding resources for these projects come from General Fund reserves. The Building Improvement Fund budget for 2021 totals \$629,956 and includes the following projects:

Police Station & Substation Improvements and Equipment Enhancements	\$ 500,000
Electronic Door Hardware	100,000

Parks and Open Space Fund

The Parks and Open Space Fund was created to acquire property for future park development and the preservation of open space. Funding was provided by dedicating a one percent utility tax to this purpose. Over the years, the City has been very successful in acquiring property and leveraging grant funds to augment resources. This fund also is the depository of the revenue from the sale of voter approved Park Improvement Bonds to construct improvements to various park properties.

As more parks have been developed and others improved, the City planned to transfer some of the utility tax revenue to the Current Expense and the RAC Maintenance Fund to assist with the ongoing cost of maintaining these facilities. Unfortunately, beginning in 2014 it became necessary to use the remainder of the dedicated 1.0 percent utility tax for the maintenance of other park facilities. Currently, the utility tax now remains in the General Fund for park operations and maintenance. Previously, the remaining dedicated funds were placed into reserves for future park acquisitions and park development. Until ongoing revenue sources can be identified, future acquisitions and development will be unfunded. The City will continue to seek grant funding for this purpose.



Arterial Street Fund

The 2021 Arterial Street Fund totals \$8,948,046, which is \$1,187,981 less than last year's budget. The 2021 transportation capital improvement program includes the City's share of Mullen Road and Carpenter Road improvements, Hawks Prairie and Marvin Road Roundabout, Ruddell Road Sidewalk and Retaining Walls improvements, and electric car charging stations. In 2018, the street overlay and rehabilitation program returned because of a voter-approved Transportation Benefit District sales tax. The successful preservation program is accounted for in a separate special revenue fund, the Transportation Improvement Fund.

Finding the necessary resources for roadway improvements always is a challenge. Over the years, our transportation engineers have done an exceptional job of securing funding through various regional, state,

and federal programs. Recently, they have secured grants for the additional south bound I-5 exit lane at Marvin Road, Woodland Trail Phase 2, Carpenter Road design and right-of-way acquisition, 6th Avenue realignment project, major upgrade to Mullen Road east, the westbound land of Britton Parkway, the College Street and 22nd Avenue roundabout, College Street and 16th Avenue roundabout Smart Corridors, and Hogum Bay Road. Their skill in matching our needs with potential grant funds is second to none.

In 2021, the City will allocate the following resources to match grants and construct several transportation improvements: \$2,000,000 Real Estate Excise Tax and \$358,045 State Fuel Tax. Approximately \$948,291 of mitigation fees will be used as well.

Many of the projects listed on this page have been in process for several months and/or will be in process in 2020 and will require the following resources during the 2021 budget year:



LED Street Lighting Replacement	\$ 200,000
Mullen Road – Thurston County	490,000
Ruddell Road Sidewalk/Retaining Walls	1,170,000
Carpenter Road Widening	7,500
Marvin Road Exit 111	34,091
College St. & 22nd Ave Roundabout	80,000
Signal Pole Replacement (Sleater Kinney and Pacific Avenue)	80,000
Marvin Road Exit 109	30,000
College Street NE Extension	655,714
Hawks Prairie Road/Marvin Road Roundabout	1,750,000
Electric Car Charging Stations	300,000
College St. & 16th Ave Roundabout	390,000
College Street Pedestrian Crossing	40,741
Carpenter Road and Britton Parkway Interim Roundabout Design	175,000
Sycamore Bike Route	40,000
14th & Sleater-Kinney Road Intersection Improvements	55,000
Marvin Road Annexation Signal Improvements	200,000
10th Avenue from Golf Club Road to Alhadeff Lane	1,000,000
2021 Overlay Program (Transfer to Fund 103)	2,000,000
Miscellaneous 2021 Minor Projects	250,000
Total	\$ 8,948,046

Transportation Improvement Fund

The Transportation Improvement Fund is established to account for the voter-approved Transportation Improvement Benefit District 0.2 percent sales tax. This dedicated sales tax fund the pavement preservation program and sidewalk repairs and improvements. The 2021 Transportation Improvement Benefit District capital budget will

consist of the overlay of Carpenter Road from 26th Court SE to Mullen Road, Franz Street from Pacific Avenue SE to Lacey Blvd SE, Marvin Road from Britton Parkway to Main Street, Willamette Drive from Britton Parkway to Hogum Bay Road, and Orion Drive to Willamette Drive.



Lodging Tax Fund

Tourism and hospitality are among the most financially impacted industries due to the COVID-19 public health emergency. Washington State continues to operate under Governor Inslee’s “Safe Start” four-phase, county-by-county reopening plan. As a result, the City’s Lodging Tax Fund is facing a significant degree of uncertainty. Lodging taxes are down significantly and will not recover until the State and County are operating fully.



Regrettably, the 2021 budget does not include any funding for special events or festivals. The limited lodging tax funding is directed to the operations of the tourism promotion organizations and the operations and maintenance of tourism facilities.

With this mission statement in mind and in accordance with the uses authorized by state statute, the following expenditures are proposed for 2021:

Lacey Museum Operations	\$ 48,500
Lacey Chamber of Commerce – Visitor Services & Community Profile	70,000
Washington Center for the Performing Arts	25,000
Experience Olympia & Beyond – Events Guide and Visitor Services	80,000
Experience Olympia & Beyond – Sports Commission	20,000
Regional Sports & Events Complex (Marketing & Promotion)	<u>160,000</u>
Total	\$ 403,500

In 2001, the Lodging Tax Advisory Committee concluded that sport tournament play had a direct and beneficial impact to the community. In keeping with this determination, the Committee agreed that a substantial contribution to the Regional Athletic Complex (RAC)

was in total harmony with its mission statement. Lodging Tax contributions will continue to focus on the marketing and promotion of this facility.

Total revenues are estimated at \$403,500 with \$97,604 coming from reserves and interest earnings.

Regional Athletic Complex - Capital Fund

Beginning with the 2008 budget, capital expenditures relating to construction of improvements for the second phase of the Regional Athletic Complex (RAC) were budgeted as a separate fund.

As part of the Public Facilities District interlocal agreement, an additional 26 acres were purchased

in 2007. This property is located on the southwest corner of Steilacoom and Marvin Roads. This land will be held in reserve until such time as funding for the third phase of the RAC is available for development. It is anticipated that all future improvements beyond Phase 2 will be funded by Public Facility District (PFD) revenues.

The Regional Athletic Complex capital budget totals \$1,173,087. Of that amount, \$569,450 will be used to pay the interest and principal due on the \$8.0 million of debt issued to help finance recent improvements.



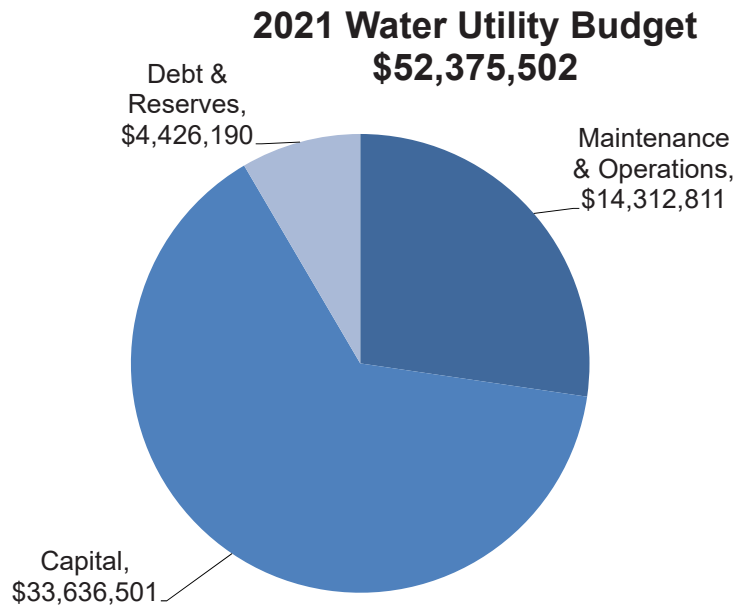
Water Utility Fund

The City’s Water Utility is consistently growing. With over 26,195 water accounts, the City’s Water Utility serves approximately 63,660 customers. As an enterprise fund, the Water Utility must be self-supporting through the collection of fees for service and system connection charges.

Maintenance and Operations

The 2021 Maintenance and Operations budget totals \$14,312,811, a \$126,885 or 0.9 percent decrease over the 2020 amended budget.

The 2021 Budget includes a 3.0 percent inflationary rate increase effective July 1. However, the City Council has not taken official action due to the financial challenges caused by the COVID-19 public health emergency. The City Council plans



Each year, through the budget process, improvements to the system’s service delivery capacity are initiated. In spite of the challenges acquiring additional water rights and financing essential capital improvements, Lacey continues to take aggressive steps to ensure its water system is in peak condition to guarantee the consistent delivery of high quality water to our customers.



There are three major categories under which the Water Utility allocates revenues and expenditures. These are Maintenance and Operations, Replacement and Capital Construction, and Debt and Reserves.

to consider the increase in 2021. An increase maintains the City’s philosophy to keep rates consistent and predictable and provides financial relief to those customers still being impacted by the COVID-19 public health emergency. In addition, the inflationary rate increase will keep future rates lower and less the potential for debt financed capital projects. If the proposed increase is approved, a customer using 900 cubic feet of water will pay approximately \$1.04 more per month.

Water System Improvements – Replacement and Construction

Within the Water Comprehensive Plan is a schedule of system improvements determined to be necessary

to maintain and meet service demands for the next several years. Replacement dollars are allocated to perform well replacements, designing waterline replacement projects for 2021, and complete

waterline modifications in various service areas. The capital budget for 2021 totals \$33,636,501 and includes the following projects:

Well House and Treatment Source 17	\$ 2,000,000
Hawks Prairie Wellfield	10,000
Reclaimed Water Comprehensive Plan	162,000
Capitol City Golf Course Fireflow	1,000,000
Shady Lane, 2016 Watermain Replacement	25,000
Capitol City Wastewater Septic Abandonment	1,250,000
Capitol City Golf Course West	4,000,000
2018 Waterline Replacement (Belair)	1,000,000
Water Comprehensive Plan Update	60,000
337 Zone Reservoir	4,000,000
Fitz Hugh Watermain	123,500
Golf Club Watermain	1,600,000
Hawks Prairie Sister Standpipe	8,258,000
Well Source 1 Well Replacement and Treatment	150,000
Well Source 10 Rehabilitation	50,000
Well Sources 24 and 25 Rehabilitation	150,000
Madrona Well pH Treatment	300,000
Mullen Road Watermain	800,000
Westside Wells pH Treatment	250,000
Carpenter Road (south of Fairgrounds)	1,225,000
Data Collection Unit Improvements	40,000
2020 Well Review/Analysis	50,000
Well Source 4 Improvements (New Well)	1,350,000
45th/50th Avenue Fireflow Improvements	100,000
400 Pressure Zone Transmission (Mugho and Bedington)	540,000
College Street and 16th Avenue Roundabout (Design)	10,000
Miscellaneous Transportation and Development Projects	10,000
Brewery Wells	350,000
AWIA Risk Assessment	40,000
400 Pressure Zone Transmission (Pacific, Chatham, Milbanke)	520,000
Hawks Prairie Reservoir Rehabilitation	1,140,000
Union Mills Tank Predesign and Design	120,000
Well Source Water Rights	450,000
Well Source 4 Rehabilitation	345,000
Well Source 21 Rehabilitation	306,000
Well Source 7/A TEC Property Purchase	1,100,000
2021 Miscellaneous Projects	250,000
2021 Revenue Bond Debt Service Obligations	502,000

Revenue for system construction projects comes from General Facility Connection (GFC) charges, front footage charges, and user rates. Major system improvements are funded in large part through the assessment of the General Facility Charge (GFC), which is paid by all new customers connecting to the City's water system. The 2021 GFC fee for a standard 5/8" connection, a typical single-family home meter size, will increase 6.0 percent to \$8,194. Larger meter connections will increase in proportion to the new cost of a residential meter.

Water System Debt and Reserves

The Water Utility has the obligation to repay long-term financing provided by the 2013 Revenue Bonds. \$502,000 is included in the 2021 Budget for interest and principal payments for the 2013 Revenue Bonds. These debt service payments are funded through Water rates and will be transferred into the debt service fund from the capital fund.



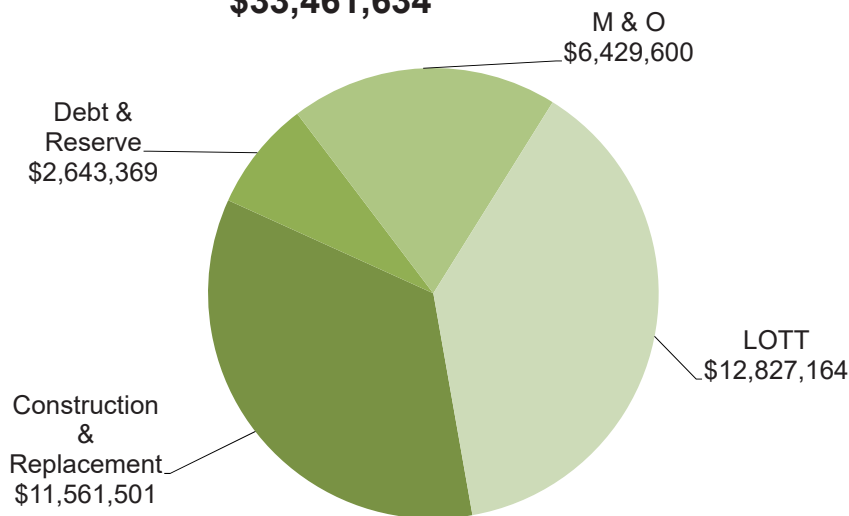
Wastewater Utility Fund

Lacey’s Wastewater Utility provides service to nearly 19,181 connections. Lacey is responsible for the utility’s collection system, while the Lacey, Olympia, Tumwater, Thurston County Alliance aka LOTT, provides wastewater treatment services.

increase is approved, a residential account will pay approximately \$0.66 more per month.

The Wastewater Utility also is divided into three major categories for budgeting and cost accounting purposes, Maintenance and Operations, Replacement and Capital Construction, and, Debt and Reserves. Revenue for the utility comes from monthly user fees and connection charges.

2021 Wastewater Utility Budget \$33,461,634



The 2021 Budget includes a 3.0 percent inflationary rate increase effective July 1. However, the City Council has not taken official action due to the financial challenges caused by the COVID-19 public health emergency. The City Council plans to consider the increase in 2021. An increase maintains the City’s philosophy to keep rates consistent and predictable and provides financial relief to those customers still being impacted by the COVID-19 public health emergency. In addition, the inflationary rate increase will keep future rates lower and less the potential for debt financed capital projects. If the proposed mid-year

Maintenance and Operations



The proposed 2021 maintenance and operating budget totals \$19,256,764, which is \$1,056,995 or 5.8 percent more than the 2020 amended budget. This increase reflects the estimate for new service connections or Equivalent Residential Units (ERUs), the adopted \$1.23 increase to LOTT fees, which the City collects and forwards to them, and increasing transfers to the capital fund.

The user fee collected for LOTT (\$42.23 per month per equivalent residential

unit, which includes a 2021 3.0 percent rate increase) is the most significant expenditure or pass-through payment. The estimated total LOTT fee for 2021 is \$12,827,164 or 66.6 percent of the Wastewater Utility’s operating budget.

The 2021 revenues for Wastewater Utility activities that fund City operations are estimated at \$6,431,989. A rate increase of 3.0 percent is included in this proposed budget. If approved, Lacey’s portion of the monthly user charge will

increase from \$21.94 to \$22.60 effective July 1, 2021.

Replacement and Capital Construction

Construction of wastewater facilities is funded in the capital budget. The 2021 capital budget totals \$11,561,501.

Construction activity scheduled for 2021 is as follows:

Shady Lane Sewer	\$ 50,000
Mullen Road STEP Main (Ph. 2 Lakepointe Bioxide)	520,000
Liftstation 15 Rehabilitation (Galaxy Drive)	10,000
Liftstation 19 Rehabilitation (Willamette Dr. & Commerce Place Dr.)	300,000
Liftstation 21 Rehabilitation (Pacific Avenue)	10,000
Liftstation 12 Abandonment (Aldea Glen)	300,000
2020 Annual Miscellaneous Wastewater Improvements	10,000
Capital City Golf Course - West	4,000,000
Capital City Golf Course - East	750,000
Golf Club Wastewater Improvements	1,100,000
Liftstation 49 Cross Connection Control	678,500
Septic System Conversion Study	75,000
2021 Annual Miscellaneous Wastewater Improvements	250,000
Liftstation 20 Abandonment (47th Avenue SE)	100,000
Liftstation 23 Rehabilitation (College St. NE/Abernathy)	200,000
Liftstation 11 Abandonment (Aldea Glen)	320,000
Sewer Decant Facility (Pit Site)	250,000
Kagy and Mullen Road STEP	40,500
Wastewater Rate Analysis	2,500
2020 Manhole Rehabilitation	165,000
Carpenter Road (south of Fairgrounds)	980,000
34th Avenue SE Wastewater Improvements	120,000
Liftstation 49 Land Purchase	50,000
Sewer Line Flow Monitoring	65,000
College Street & 16th Ave Sewermain Design	10,000
Liftstation 3 Replacement	500,000
Liftstation 17 Rehabilitation	350,000
Manhole Rehabilitation 2021	100,000
Liftstations 34 and 56 Capacity	130,000
Liftstation Awnings	125,000

Wastewater Debt and Reserves

Current local improvement district debt for Utility Local Improvement District (ULID) #23, which

included a sewer line installation and connections and ULID #24, which included a sewer line installation.

Stormwater Utility Fund

The Stormwater Utility also is divided into three major categories for budgeting and cost accounting purposes, Maintenance and Operations, Replacement and Capital Construction, and, Debt and Reserves. Since there is no connection charge for this utility, funding for construction projects and improvements must come from monthly rates not required for maintenance and operations.



Maintenance and Operations

The Stormwater Utility operates and maintains stormdrain facilities that serve the public right of way. An emphasis is placed on remediating water quality and flooding concerns; cleaning and maintaining catch basins, storm ponds, swales, and other rainwater treatment facilities; monitoring water quality to address pollution problems; and, ensuring compliance with state and federal standards for stormwater treatment.

The operating budget for 2021 totals \$4,339,476. Implementation of NPDES Phase 2 requirements of inspecting and monitoring stormwater treatment facilities continues to place increased demands on this utility.

The 2021 Budget includes a 4.5 percent rate increase effective July 1. However, the City Council has not taken official action due to the financial impacts caused by the COVID-19 public health

emergency. The City Council plans to consider the increase in 2021. An increase maintains the City's philosophy to keep rates consistent and predictable and provides financial relief to those customers still being impacted by the COVID-19 public health emergency. In addition, the inflationary rate increase will keep future rates lower and less the potential for debt financed capital projects. If the proposed increase is approved, a typical residential account will pay approximately \$0.53 more per month.

Replacement and Capital Construction

Over the past several years, Lacey has taken aggressive steps to address stormwater flooding and treatment problems in the community. Lacey continues to be in the forefront of communities within the state and across the nation in addressing water quality issues associated with stormwater runoff. Lacey also takes great pride in taking steps to improve habitat, stream flows, and spawning beds to help restore salmon runs in Woodland Creek. The 2021 budget of \$1,545,077 provides for the on-going commitment for stormwater treatment and water rights mitigation.

As mentioned above, funding of stormwater improvement projects comes from monthly service charges. The comprehensive plan increases the system replacement funding to 25 percent of the annual depreciation expense over the six-year plan period. Other funding has come from grants, mitigation fees, and loans.

Construction activity scheduled for 2021 are as follows:

25th Loop SW Improvements	\$ 31,000
Brentwood SW Installations	30,000
Decant Effluent Modifications	75,000
Belair and Impala Area Improvements	537,500
2021 Stormwater Design Manual Update	60,000
Woodland Creek Oil Water Separator	50,000
Westminster Pond Rehabilitation	10,000
Woodland Creek Community Park Habitat Rehabilitation	50,000
Ruddell Road Stormwater Facility Land Purchase	350,000
Stormwater Rate Structure Conversion	100,000
2021 Miscellaneous Transportation Stormwater Improvements	150,000
2021 Revenue Bond Debt Service Obligations	101,576

Stormwater System Debt and Reserves

An estimated \$101,576 is included in the 2021 Budget for interest and principal payments for the 2013 Revenue Bonds. These debt service payments are funded through Stormwater rates and will be transferred into the debt service fund from the capital funds.



Reclaimed Water Fund

The City created the Reclaimed Water Fund in 2008. This fund is divided into two functions – Maintenance and Operations and Capital Projects. The Reclaimed Water Fund remains dormant pending the completion of a comprehensive plan. In the meantime, reclaimed water functions are being accounted for in the Water Utility Fund.

Reclaimed water is highly treated wastewater that is environmentally safe to use as irrigation water or to supplement stream flows.

The Maintenance and Operations portion of the fund will begin by addressing the planning and design of the infrastructure of this utility. This will be accomplished through professional service contracts. Development of a traditional maintenance and operations budget will not begin until such time as there is a “system” to maintain and customers to be served.

Upon completion of a comprehensive plan for this new utility, connection and user fees will be established and implemented to fund operations and capital projects.



General Obligation Debt/ L.I.D Funds

Voter Approved G. O. Debt

The General Obligation (G.O.) Debt Fund was created to provide for the payment of principal and interest on all general-purpose bonds issued by the City for facilities and equipment. When significant capital expenditures are funded by voter approval, the necessary revenue for debt retirement comes from an excess property tax levy.

The 2021 excess levy rate for voter-approved debt is estimated to be \$0.1470 per \$1,000 assessed value based on a \$1,145,350 levy. This includes a \$462,800 excess levy that began in 2002 is for Fire Safety Improvements and will mature in 2021; a \$324,600 excess levy that began in 2003 for the first group of Park Improvements maturing in 2023; and, a \$357,950 levy that began in 2007 for the final group of Parks Improvement projects.

The following table provides additional information about each G.O. Bond.

	Original Issue Amount	Jan. 1, 2021 Outstanding Balance	Maturity Date
2010 Fire Safety Refunding GO Bond (2002)	3,790,000	445,000	Dec. 2021
2012 Parks Improve. Refunding GO Bond (2003)	2,845,000	920,000	Dec. 2023
2015 Parks Improve. Refunding GO Bond (2006)	2,995,000	1,895,000	Dec. 2026
Total	9,630,000	3,260,000	

Councilmanic or L.T.G.O. Debt

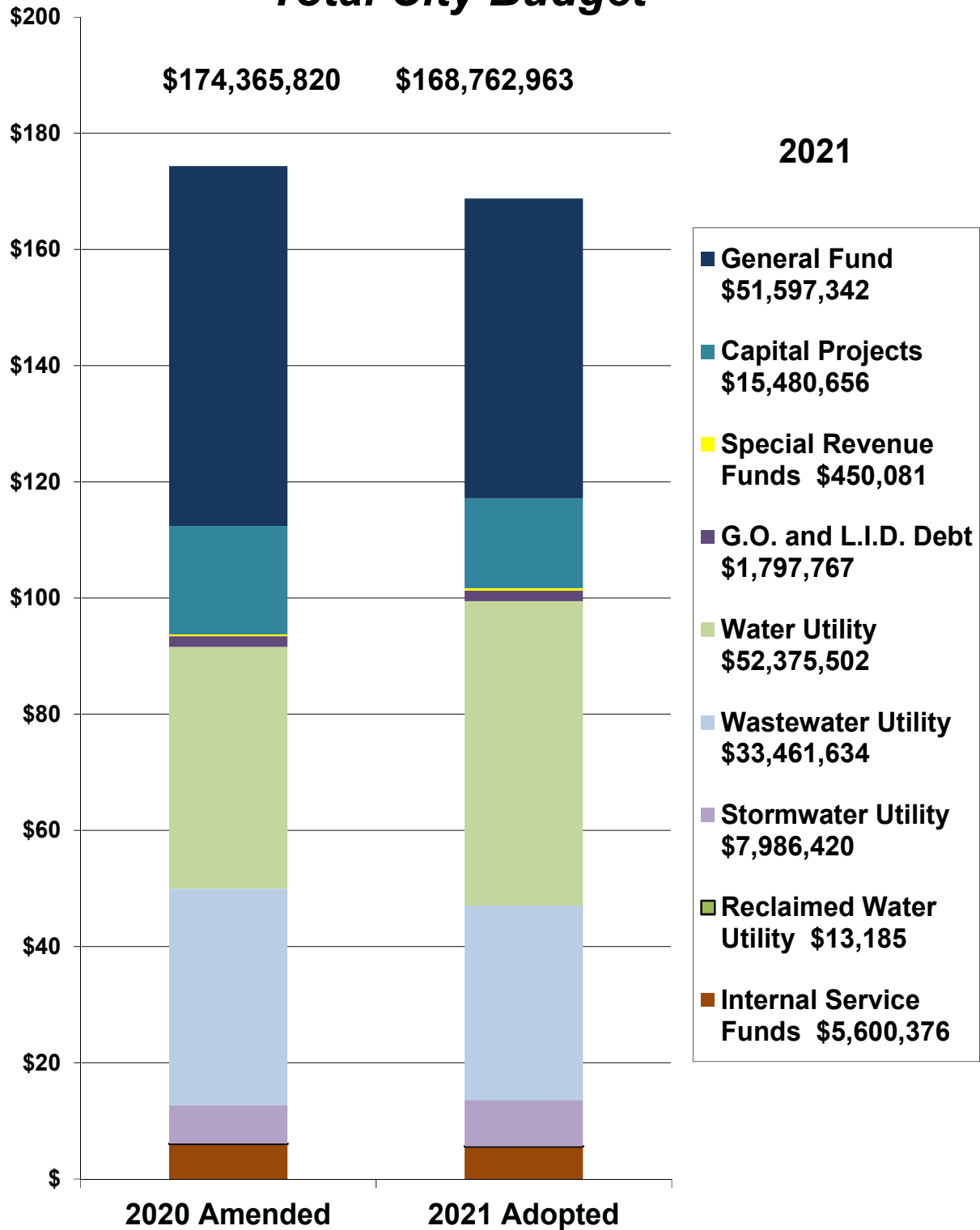
State statutes permit city councils authority to issue a limited amount of debt without voter approval. This is referred to as Limited Tax General Obligation (L.T.G.O.) bonded indebtedness. Income to pay annual principal and interest obligations must come from general revenue sources of the City. L.T.G.O. debt has been issued in the past to construct the Library, Community Center, and an addition to City Hall. Some of the revenue from property, sales, business and occupation, and utility taxes was committed to debt retirement.

Also, \$8.0 million of L.T.G.O. debt was issued in 2007 for the development of phase 2 of the Regional Athletic Complex. Public Facility District sales tax provides for the annual debt service for this bond obligation.

Local Improvement District Bond Fund

One of the tools available to assist property owners finance public improvements in their neighborhood is the formation of a special taxing district called a Local Improvement District (LID). This is accomplished by petitioning the City Council to hold a public hearing for the purpose of creating a benefit district. When these improvements are solely for the purpose of water or wastewater services, it is referred to as a Utility Local Improvement District (ULID) and is accounted for in the utility debt portion of the budget. Transportation improvements funded through this mechanism are referred to as Local Improvement Districts (LIDs). In either case, benefiting property owners are assessed for their portion of improvement costs and are required to make annual payments to the City until their assessment is paid in full.

2020 - 2021 Comparison Total City Budget



Description	2019 Actual Revenue/Expense	2020 Amended Budget	2021 Adopted Budget
Revenue Summary by Fund			
Current Expense Fund	44,653,697	50,491,833	44,213,234
Criminal Justice Fund	1,142,524	724,856	1,487,168
Community Buildings Fund	591,893	1,404,336	685,570
Reg. Athletic Complex	1,208,769	951,441	1,173,087
City Street Fund	3,905,195	3,864,837	3,906,339
Arterial Street Fund	9,384,641	10,136,027	8,948,046
Transportation Imprv Fund	6,018,583	2,989,152	4,641,086
Lodging Tax Fund	539,710	274,812	403,500
Community Block Grant Fnd	492	267	170
Hicks Lake Management Dis	49,787	47,136	46,581
General Obligation Bonds	1,710,262	1,712,639	1,718,174
L.I.D. Debt Fund	121,485	102,629	79,593
Building Improvement Fund	952,019	2,080,240	629,956
Capital Equipment Fund	1,692,597	4,576,387	131,944
Parks & Open Space Fund	861,173	991,376	17,579
Reg. Athletic Complex-Cap	1,713,818	2,428,749	1,243,819
Water Utility Fund	14,667,946	14,439,696	14,312,811
Wastewater Utility Fund	17,831,935	18,199,769	19,256,764
Stormwater Utility Fund	4,257,090	3,883,510	4,339,476
Reclaimed Water Utility	39,264	1,313	645
Water Capital Fund	10,179,422	23,158,388	33,636,501
Wastewater Capital Fund	4,102,746	16,602,006	11,561,501
Stormwater Capital Fund	1,515,942	959,055	1,545,077
Reclaimed Capital Fund	46,905	25,510	12,540
Water Debt Fund	7,846,448	4,034,285	4,426,190
Wastewater Debt Fund	3,840,043	2,494,812	2,643,369
Stormwater Debt Fund	1,928,375	1,752,286	2,101,867
Equipment Rental Fund	4,075,256	3,767,841	3,264,434
Information Mgmt Svc Fund	1,980,682	2,270,632	2,335,942
Total Revenues	146,858,699	174,365,820	168,762,963

Description	2019 Actual Revenue/Expense	2020 Amended Budget	2021 Adopted Budget
Expenditure Summary by Fund			
City Council	402,668	432,877	486,767
Contracted Services	2,434,052	2,605,557	2,814,132
City Manager	505,947	504,776	781,882
Public Affairs/Human Res.	2,205,022	1,351,299	1,336,190
Social Services	78,603	3,631,867	731,686
Public Affairs/City Clerk	-	1,056,851	935,671
Finance Department	1,237,735	1,416,440	1,411,780
Legal Services	630,013	673,087	705,289
Common Facilities	1,550,568	1,537,359	1,591,989
Police Department	9,931,505	11,564,500	12,064,330
Public Works-Support Services	103,796	120,389	147,203
Public Works-Engineering	3,494,097	3,832,054	3,947,610
PW-Parks Maint. Division	2,979,656	3,031,942	3,284,057
PW-Facilities Management	603,387	652,786	745,834
Planning & Comm. Dev Dept	2,596,816	3,220,516	3,478,346
Public Works-Water Resources	1,527,352	1,549,454	1,543,672
Parks & Recreation Dept.	2,834,601	3,074,343	3,212,846
Operating Transfer/Unencumbered	6,814,937	8,869,834	5,033,971
Current Expense Fund	39,930,755	49,125,931	44,253,255
Criminal Justice Fund	859,148	724,856	1,487,168
Community Buildings Fund	525,617	1,404,336	685,570
Reg. Athletic Complex	1,093,199	951,441	1,173,087
City Street Fund	3,765,867	3,864,837	3,906,339
Arterial Street Fund	4,779,080	10,136,027	8,948,046
Transportation Imprv Fund	5,441,273	2,989,152	4,641,086
Lodging Tax Fund	531,767	274,812	403,500
Community Block Grant Fnd	-	267	170
Hicks Lake Management Dis	33,563	47,136	46,581
General Obligation Bonds	1,695,350	1,712,639	1,718,174
L.I.D. Debt Fund	-	102,629	79,593
Building Improvement Fund	930,487	2,080,240	629,956
Capital Equipment Fund	1,229,506	4,576,387	131,944
Parks & Open Space Fund	1,262,457	991,376	17,579
Reg. Athletic Complex-Cap	862,113	2,428,749	1,243,819
Water Utility Fund	12,535,082	14,439,696	14,312,811
Wastewater Utility Fund	17,035,719	18,199,769	19,256,764

Description	2019 Actual Revenue/Expense	2020 Amended Budget	2021 Adopted Budget
Expenditure Summary by Fund			
Stormwater Utility Fund	4,032,603	3,883,510	4,339,476
Reclaimed Water Utility	32,453	1,313	645
Water Capital Fund	1,231,530	23,158,388	33,636,501
Wastewater Capital Fund	194,684	16,602,006	11,561,501
Stormwater Capital Fund	281,219	959,055	1,545,077
Reclaimed Capital Fund	-	25,510	12,540
Water Debt Fund	4,089,599	4,034,285	4,426,190
Wastewater Debt Fund	2,471,335	2,494,812	2,643,369
Stormwater Debt Fund	1,937,221	1,752,286	2,101,867
Equipment Rental Fund	1,970,042	3,767,841	3,264,434
Information Mgmt Svc Fund	1,683,181	2,270,632	2,335,942
Total Expenditures	110,434,850	174,365,820	168,762,963

Budget At A Glance 2021 Budget Comparison to 2020 Amended Budget				
	2020 Amended	2021 Adopted	Dollar Difference	Percent Difference
General Fund				
Current Expense Fund:				
City Council	432,877	546,767	113,890	26.31%
Contract Services	2,605,557	2,821,917	216,360	8.30%
City Manager	504,776	781,882	277,106	54.90%
Human Resources	1,351,299	1,336,190	(15,109)	-1.12%
Social Services	4,832,769	731,686	(4,101,083)	-84.86%
Public Affairs/City Clerk	1,056,851	935,671	(121,180)	-11.47%
Finance	1,416,440	1,411,780	(4,660)	-0.33%
City Attorney	673,087	705,289	32,202	4.78%
Common Facilities	1,537,359	1,591,989	54,630	3.55%
Police	11,564,500	12,064,330	499,830	4.32%
Public Works - Support Services	120,389	147,203	26,814	22.27%
Public Works -Engineering	3,832,054	3,947,610	115,556	3.02%
Public Works - Parks Maintenance	3,031,942	3,284,057	252,115	8.32%
Public Works - Facilities Maintenance	652,786	745,834	93,048	14.25%
Community and Economic Development	3,210,516	3,478,346	267,830	8.34%
Public Works - Water Resources	1,549,454	1,543,672	(5,782)	-0.37%
Parks & Recreation	3,074,343	3,212,846	138,503	4.51%
Sub-total Without Transfers	41,446,999	39,287,069	(2,159,930)	-5.21%
Operating Transfers - Transfers Out	9,044,834	4,926,165	(4,118,669)	-45.54%
Total Current Expense Fund	50,491,833	44,213,234	(6,278,599)	-12.43%
Criminal Justice Fund:				
Criminal Justice - Police	724,856	1,487,168	762,312	105.17%
Community Buildings Fund:				
Community Buildings	1,404,336	685,570	(718,766)	-51.18%
Regional Athletic Complex Fund:				
Regional Athletic Complex	951,441	1,173,087	221,646	23.30%
City Street Fund:				
Public Works - Street Maintenance	3,864,837	3,906,339	41,502	1.07%
Capital Equipment Fund:				
Capital Equipment Fund	4,576,387	131,944	(4,444,443)	-97.12%
Total General Fund	62,013,690	51,597,342	(10,416,348)	-16.80%
Capital Projects & Special Funds				
Arterial Street Fund	10,136,027	8,948,046	(1,187,981)	-11.72%
Transportation Improvement	2,989,152	4,641,086	1,651,934	55.26%
Lodging Tax Fund	274,812	403,500	128,688	46.83%
Community Block Grant Fund	267	170	(97)	-36.33%
Hicks Lake Management District	47,136	46,581	(555)	-1.18%
Building Improvement Fund	2,080,240	629,956	(1,450,284)	-69.72%
Parks & Open Space/R.A.C. Fund	991,376	17,579	(973,797)	-98.23%
Regional Athletic Complex - Capital	2,428,749	1,243,819	(1,184,930)	-48.79%
Total Capital Projects & Special Funds	18,947,759	15,930,737	(3,017,022)	-15.92%
General Obligation Debt Funds				
General Obligation - Tax Supported	1,712,639	1,718,174	5,535	0.32%
Local Improvement District Debt	102,629	79,593	(23,036)	-22.45%
Total G.O. and L.I.D. Debt	1,815,268	1,797,767	(17,501)	-0.96%

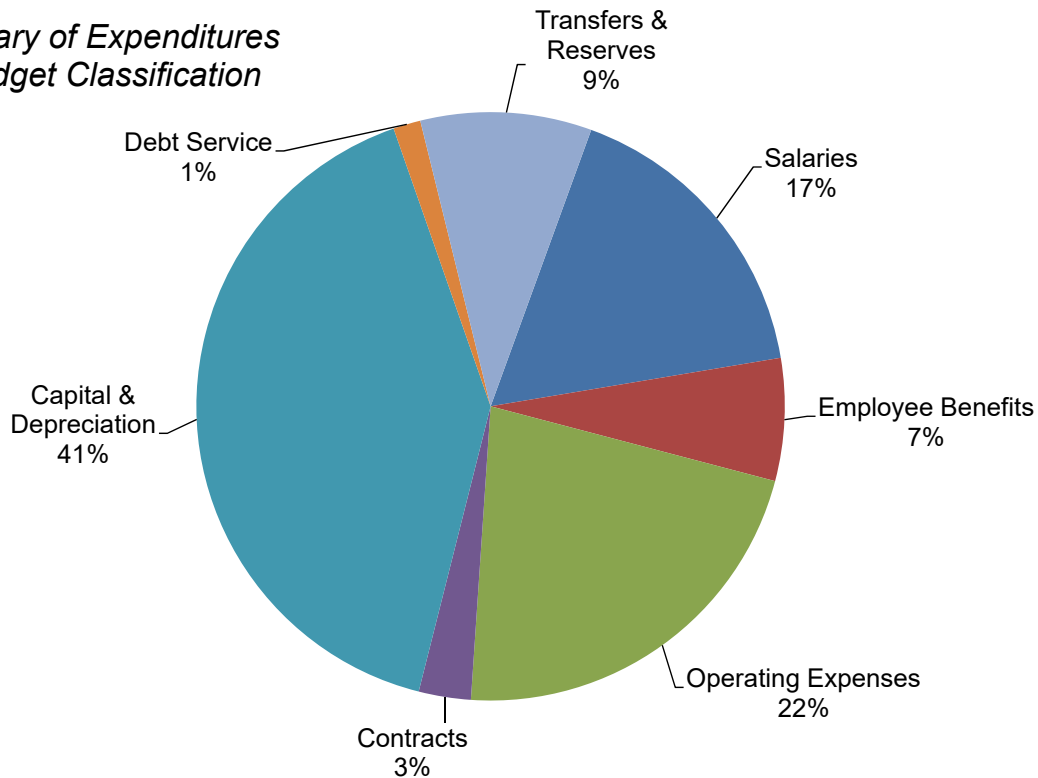
Budget At A Glance 2021 Budget Comparison to 2020 Amended Budget				
	2020 Amended	2021 Adopted	Dollar Difference	Percent Difference
Enterprise Funds				
Water Utility:				
Maintenance & Operations	14,439,696	14,312,811	(126,885)	-0.88%
Capital Projects & Reserves	23,158,388	33,636,501	10,478,113	45.25%
Debt & Debt Reserves	4,034,285	4,426,190	391,905	9.71%
Total Water Utility	41,632,369	52,375,502	10,743,133	25.80%
Wastewater Utility:				
Maintenance & Operations	18,199,769	19,256,764	1,056,995	5.81%
Capital Projects & Reserves	16,602,006	11,561,501	(5,040,505)	-30.36%
Debt & Debt Reserves	2,494,812	2,643,369	148,557	5.95%
Total Wastewater Utility	37,296,587	33,461,634	(3,834,953)	-10.28%
Stormwater Utility:				
Maintenance & Operations	3,883,510	4,339,476	455,966	11.74%
Capital Projects & Reserves	959,055	1,545,077	586,022	61.10%
Debt & Debt Reserves	1,752,286	2,101,867	349,581	19.95%
Total Stormwater Utility	6,594,851	7,986,420	1,391,569	21.10%
Reclaimed Water Utility:				
Maintenance & Operations	1,313	645	(668)	-50.88%
Capital Projects & Reserves	25,510	12,540	(12,970)	-50.84%
Total Reclaimed Water Utility	26,823	13,185	(13,638)	-50.84%
Total Enterprise Funds	85,550,630	93,836,741	8,286,111	9.69%
Internal Service Funds				
Equipment Rental Fund	3,767,841	3,264,434	(503,407)	-13.36%
Information Services Fund	2,270,632	2,335,942	65,310	2.88%
Total Internal Service Funds	6,038,473	5,600,376	(438,097)	-7.26%
Total All Funds	174,365,820	168,762,963	(5,602,857)	-3.21%

**2021 SUMMARY OF EXPENDITURES
BY BUDGET CLASSIFICATION**

Classification	General Fund	Capital Projects & Special Funds	G.O. & L.I.D. Debt Funds	Enterprise Funds	Internal Service Funds	Total
Salaries	22,040,738	-	-	5,139,456	1,180,798	28,360,992
Employee Benefits	8,267,060	-	-	2,528,253	561,060	11,356,373
Operating Supplies	1,463,985	-	-	1,443,946	178,170	3,086,101
Professional Services	2,794,963	46,581	-	3,385,144	618,695	6,845,383
Communications	267,041	-	-	77,100	21,750	365,891
Training/Travel	327,801	-	-	74,826	40,470	443,097
Advertising	47,350	-	-	-	35,741	83,091
Rentals/Internal Service Charges	3,845,245	-	-	1,608,979	15,809	5,470,033
Insurance	440,328	-	-	152,230	52,623	645,181
Utilities	1,343,434	-	-	13,724,473	16,001	15,083,908
Repairs & Maintenance	249,440	-	-	834,701	65,915	1,150,056
Other Miscellaneous	1,477,272	-	-	2,011,073	430,490	3,918,835
Contractual Services	3,254,076	195,000	-	1,383,955	-	4,833,031
Capital Equipment & Projects	352,444	11,981,046	-	46,205,863	680,017	59,219,370
Debt Service	-	-	1,797,767	745,183	-	2,542,950
Depreciation	-	-	-	8,400,000	1,097,132	9,497,132
Operating Transfers Out	5,426,165	3,119,036	-	6,102,556	216,173	14,863,930
Estimated Ending Fund Balance	-	589,074	-	19,003	389,532	997,609
Total Budget	51,597,342	15,930,737	1,797,767	93,836,741	5,600,376	168,762,963

2021

*Summary of Expenditures
by Budget Classification*



FTE'S By Department	Actual 2016	Actual 2017	Actual 2018	Actual 2019	Actual 2020	Adopted 2021
FTE SUMMARY BY CLASSIFICATION - GENERAL GOVERNMENT						
GENERAL GOVERNMENT						
CITY MANAGER DEPARTMENT						
City Manager	1.00	1.00	1.00	1.00	1.00	1.00
Assistant City Manager	-	-	-	-	1.00	1.00
Executive Assistant	-	-	1.00	1.00	1.00	1.00
Department Assistant III	0.50	0.50	0.67	0.67	0.67	0.67
Management Analyst	-	-	-	-	1.00	1.00
Assistant to the City Manager (LTE)	-	1.00	1.00	1.00	-	-
Public Records Assistant DAII	-	1.00	-	-	-	-
Total Department	1.50	3.50	3.67	3.67	4.67	4.67
HUMAN RESOURCES DEPARTMENT						
Director-Human Resources	-	-	-	-	1.00	1.00
Emergency Management Specialist	-	-	-	1.00	1.00	1.00
Human Resources Manager	-	-	1.00	1.00	1.00	1.00
Human Resources Analyst	2.00	2.00	2.00	2.00	3.00	3.00
Department Assistant III	1.50	1.50	1.33	1.33	1.33	1.33
Human Resources Specialist (LTE)	-	1.00	1.00	1.00	-	-
Human Resources Analyst (LTE)	-	-	1.00	1.00	-	-
Director-Administrative Services	1.00	1.00	1.00	1.00	-	-
Total Department	4.50	5.50	7.33	8.33	7.33	7.33
PUBLIC AFFAIRS DEPARTMENT						
Public Affairs Manager	-	-	1.00	1.00	1.00	1.00
Senior Management Analyst	1.00	1.00	-	-	-	-
Communications Specialist	1.00	1.00	1.00	1.00	1.00	1.00
Community Relations Specialist	1.00	1.00	1.00	1.00	1.00	1.00
AdvDigital Media Prod Specialist	-	1.00	1.00	1.00	1.00	1.00
Management Analyst	1.00	1.00	-	-	-	-
Total Department	4.00	5.00	4.00	4.00	4.00	4.00
CITY CLERK DEPARTMENT						
City Clerk	1.00	1.00	1.00	1.00	1.00	1.00
Deputy City Clerk	1.00	1.00	1.00	1.00	1.00	1.00
Total Department	2.00	2.00	2.00	2.00	2.00	2.00
FINANCE DEPARTMENT						
Director-Finance	1.00	1.00	1.00	1.00	1.00	1.00
Financial Services Manager	-	-	1.00	1.00	1.00	1.00
Accounting Manager	1.00	1.00	1.00	1.00	1.00	1.00
Senior Accountant	1.00	1.00	-	1.00	1.00	1.00
Accountant II	-	1.00	1.00	1.00	1.00	1.00
Accountant	1.00	1.00	1.00	1.00	1.00	1.00
Payroll/Accounting Svc Specialist	1.00	1.00	1.00	1.00	1.00	1.00
Accounting Technician	1.00	2.00	2.00	2.00	2.00	2.00
Department Assistant III	3.00	3.00	3.00	3.00	3.00	3.00
Department Assistant II	1.00	-	-	-	-	-
Total Department	10.00	11.00	11.00	12.00	12.00	12.00

FTE'S By Department	Actual 2016	Actual 2017	Actual 2018	Actual 2019	Actual 2020	Adopted 2021
FTE SUMMARY BY CLASSIFICATION - GENERAL GOVERNMENT CONT.						
GENERAL GOVERNMENT CONT.						
INFORMATION SERVICES						
Information Services Manager	1.00	1.00	1.00	1.00	1.00	1.00
IS Tech Project Administrator	1.00	1.00	1.00	1.00	1.00	1.00
Systems Application Specialist	3.00	3.00	3.00	3.00	3.00	3.00
GIS Coordinator	1.00	1.00	1.00	1.00	1.00	1.00
Computer Support Technician	1.00	1.00	1.00	1.00	1.00	1.00
Help Desk Tech Support	1.00	1.00	1.00	1.00	1.00	1.00
Web Developer	1.00	-	-	-	-	-
Total Department	9.00	8.00	8.00	8.00	8.00	8.00
COMMUNITY AND ECONOMIC DEVELOPMENT						
Director-Community and Econ Development	1.00	1.00	1.00	1.00	1.00	1.00
Building Official	1.00	1.00	1.00	1.00	1.00	1.00
Senior Building Code Specialist	-	-	1.00	1.00	1.00	1.00
Building Code Compliance Specialist	1.00	1.00	1.00	1.00	1.00	1.00
Building/Fire Code Specialist II	1.00	1.00	1.00	1.00	1.00	1.00
Building Code Specialist II	2.00	2.00	1.00	1.00	1.00	1.00
Stormwater Infrastructure Code Spec	-	-	1.00	1.00	1.00	1.00
Building Code Specialist I	1.00	2.00	1.00	1.00	1.00	1.00
Economic Development Coordinator	1.00	1.00	1.00	1.00	1.00	1.00
Electrical Inspector	1.00	1.00	1.00	1.00	1.00	1.00
Planning Manager	1.00	2.00	1.00	1.00	1.00	1.00
Senior Planner	-	-	2.00	2.00	2.00	2.00
Associate Planner	3.00	3.00	1.00	1.00	1.00	1.00
Assistant Planner	-	-	1.00	1.00	1.00	1.00
Land Management Database Specialist	1.00	1.00	1.00	1.00	1.00	1.00
Department Assistant III	2.00	2.00	2.00	2.00	2.00	2.00
Total Department	16.00	18.00	18.00	18.00	18.00	18.00
PARKS & RECREATION						
Director-Parks & Recreation	1.00	1.00	1.00	1.00	1.00	1.00
RAC Manager	1.00	1.00	1.00	1.00	1.00	1.00
Recreation Supervisor II	4.00	4.00	5.00	5.00	5.00	5.00
Recreation Coordinator	4.00	4.00	4.00	4.00	4.00	4.00
Recreation Assistant	1.00	1.00	1.00	1.00	1.00	1.00
Department Assistant III	3.00	3.00	2.00	2.00	2.00	2.00
Department Assistant II	-	-	1.00	1.00	1.00	1.00
Park Aide/RAC Assistant	-	-	0.50	0.50	-	-
Museum Curator	1.00	1.00	1.00	1.00	1.00	1.00
Total Department	15.00	15.00	16.50	16.50	16.00	16.00
POLICE DEPARTMENT						
Chief	1.00	1.00	1.00	1.00	1.00	1.00
Interim Police Chief	-	-	-	-	-	-
Deputy Police Chief	-	-	-	1.00	1.00	1.00
Executive Assistant	-	-	-	-	1.00	1.00
Commander	3.00	3.00	3.00	3.00	2.00	2.00
Sergeant	8.00	8.00	8.00	8.00	8.00	8.00
Police Officer/Detective	5.00	5.00	5.00	5.00	5.00	5.00
Police Officer	36.00	36.00	37.00	42.00	47.00	47.00
Customer Services Supervisor	1.00	1.00	1.00	1.00	1.00	1.00
Management Analyst	1.00	1.00	1.00	1.00	1.00	1.00
Evidence/Property Tech	1.00	1.00	1.00	1.00	1.00	1.00

FTE'S By Department	Actual 2016	Actual 2017	Actual 2018	Actual 2019	Actual 2020	Adopted 2021
<u>FTE SUMMARY BY CLASSIFICATION - GENERAL GOVERNMENT CONT.</u>						
GENERAL GOVERNMENT CONT.						
Department Assistant III	4.00	4.00	4.00	4.00	5.00	5.00
Community Service Officer	4.00	4.00	4.00	4.00	4.00	4.00
Total Department	64.00	64.00	65.00	71.00	77.00	77.00
PUBLIC WORKS DEPARTMENT						
ENGINEERING DIVISION						
ADMINISTRATION						
Director-Public Works	1.00	1.00	1.00	1.00	1.00	1.00
Executive Assistant	-	-	-	-	1.00	1.00
Management Analyst	1.00	1.00	1.00	1.00	1.00	1.00
Department Assistant III	1.00	1.00	1.00	1.00	1.00	1.00
Department Assistant II	-	-	1.00	1.00	-	-
Total Department	3.00	3.00	4.00	4.00	4.00	4.00
ENGINEERING						
City Engineer	1.00	1.00	1.00	1.00	1.00	1.00
Project Administrator	1.00	1.00	1.00	1.00	1.00	1.00
Transportation Design Services Mgr.	1.00	1.00	1.00	1.00	1.00	1.00
Civil Engineer	2.00	2.00	2.00	4.00	4.00	4.00
Construction/Design Manager	1.00	1.00	1.00	1.00	1.00	1.00
City Surveyor	1.00	1.00	1.00	1.00	1.00	1.00
Development Review Engineer	1.00	1.00	1.00	1.00	1.00	1.00
Engineering Technician III	14.00	13.00	14.00	14.00	14.00	14.00
Senior Survey Technician	-	1.00	1.00	1.00	1.00	1.00
Total Department	22.00	22.00	23.00	25.00	25.00	25.00
WATER RESOURCES						
Water Resources Manager	1.00	1.00	1.00	1.00	1.00	1.00
Sr Civil Engineer/Utilities	1.00	1.00	1.00	1.00	1.00	1.00
Water Resource Specialist	1.00	2.00	2.00	2.00	2.00	2.00
Water Quality Analyst	1.00	1.00	1.00	1.00	1.00	1.00
Civil Engineer	5.00	5.00	5.00	5.00	4.00	4.00
Engineering Tech III	2.00	2.00	2.00	2.00	2.00	2.00
Engineering Tech III (LTE)	-	-	-	-	-	-
Total Department	11.00	12.00	12.00	12.00	11.00	11.00
Total Engineering Division	36.00	37.00	39.00	41.00	40.00	40.00
OPERATIONS DIVISION						
ADMINISTRATION						
Operations Manager	1.00	1.00	1.00	1.00	1.00	1.00
Executive Assistant	-	-	-	-	1.00	1.00
Department Assistant III	2.00	2.00	1.00	1.00	1.00	1.00
Safety Coordinator - PW Ops	-	-	-	-	1.00	1.00
Total Department	3.00	3.00	2.00	2.00	4.00	4.00

FTE'S By Department	Actual 2016	Actual 2017	Actual 2018	Actual 2019	Actual 2020	Adopted 2021
<u>FTE SUMMARY BY CLASSIFICATION GENERAL GOVERNMENT CONT.</u>						
GENERAL GOVERNMENT CONT.						
PUBLIC WORKS DEPARTMENT CONT.						
EQUIPMENT RENTAL						
Equipment Maintenance Supervisor	1.00	1.00	1.00	1.00	1.00	1.00
Equipment Mechanic	2.00	2.00	2.00	3.00	3.00	3.00
Total Department	3.00	3.00	3.00	4.00	4.00	4.00
PARKS MAINTENANCE						
Parks Maintenance Supervisor	1.00	1.00	1.00	1.00	1.00	1.00
Senior Maintenance Technician (1 at RAC)	3.00	3.00	3.00	3.00	3.00	3.00
Maint Tech Journey Level (1 at RAC)	11.00	12.00	13.00	13.00	13.00	13.00
Maintenance Assistant (1 at RAC)	1.00	1.00	1.00	2.00	3.00	3.00
Horticulture Technician	1.00	1.00	-	-	-	-
RAC Assistant			0.50	0.50	-	-
Total Department	17.00	18.00	18.50	19.50	20.00	20.00
FACILITIES MAINTENANCE						
Senior Facilities Maintenance Technician	1.00	1.00	1.00	1.00	1.00	1.00
Maintenance Technician Journey Level	-	1.00	1.00	1.00	2.00	2.00
Total Department	1.00	2.00	2.00	2.00	3.00	3.00
CITY STREETS						
Elec/Streets/Strmwtr Transp Maint. Super	0.50	0.50	0.50	0.50	0.50	0.50
Senior Maintenance Technician	2.00	2.00	2.00	2.00	2.00	2.00
Maintenance Technician Journey Level	6.00	6.00	6.00	8.00	8.00	8.00
Sr. Electrical Maintenance Technician	1.00	1.00	1.00	1.00	1.00	1.00
Electrical Maintenance Technician	2.00	2.00	3.00	3.00	3.00	3.00
Total Department	11.50	11.50	12.50	14.50	14.50	14.50
Total Operations Division	35.50	37.50	38.00	42.00	45.50	45.50
Total PW Dept (General Governmental)	71.50	74.50	77.00	83.00	85.50	85.50
Total General Government	197.50	206.50	212.50	226.50	234.50	234.50
ENTERPRISE FUNDS						
CUSTOMER SERVICE-FINANCE						
WATER DIVISION						
Utility Billing Supervisor	0.80	0.80	0.80	0.80	0.80	0.80
AMI Tech	1.75	1.75	1.75	1.75	1.75	1.75
Department Assistant III	0.90	0.90	0.90	0.90	0.90	0.90
WASTEWATER DIVISION						
Utility Billing Supervisor	0.20	0.20	0.20	0.20	0.20	0.20
AMI Tech	0.25	0.25	0.25	0.25	0.25	0.25
Department Assistant III	0.10	0.10	0.10	0.10	0.10	0.10
Total Customer Service-Finance	4.00	4.00	4.00	4.00	4.00	4.00

FTE'S By Department	Actual 2016	Actual 2017	Actual 2018	Actual 2019	Actual 2020	Adopted 2021
<u>FTE SUMMARY BY CLASSIFICATION - ENTERPRISE FUNDS CONT.</u>						
ENTERPRISE FUNDS CONT.						
PUBLIC WORKS OPERATIONS						
WATER DIVISION						
Water/Wastewater Maint. Supervisor	0.50	0.50	-	-	-	-
Water Maintenance Supervisor			1.00	1.00	1.00	1.00
Senior Maintenance Technician	1.00	1.00	1.00	1.00	1.00	1.00
Sr. Water Distribution Tech	1.00	1.00	1.00	1.00	1.00	1.00
Sr Water Production Tech	1.00	1.00	1.00	1.00	1.00	1.00
Maint. Tech UT Control Spec Plant Oper	3.00	3.00	3.00	3.00	2.00	2.00
Maintenance Technician Journey Level	11.00	11.00	12.00	14.00	15.00	15.00
Water Treatment Plant Operator	2.00	2.00	2.00	2.00	2.00	2.00
Scada & Controls Specialist	-	-	-	-	1.00	1.00
Civil Engineer - Utilities	-	-	-	-	1.00	1.00
Department Assistant III	0.50	0.50	0.50	0.50	-	-
Total Department	20.00	20.00	21.50	23.50	25.00	25.00
WASTEWATER DIVISION						
Water/Wastewater Maint. Supervisor	0.50	0.50	-	-	-	-
Wastewater Maintenance Supervisor	-	-	1.00	1.00	1.00	1.00
Senior Maintenance Technician	1.00	1.00	1.00	-	-	-
Sr. Liftstation Tech	1.00	1.00	1.00	1.00	1.00	1.00
Maintenance Tech Control Specialist JL	2.00	2.00	2.00	1.00	-	-
Scada & Controls Specialist	-	-	-	1.00	-	-
Senior Collections Technician	-	-	-	1.00	1.00	1.00
Maintenance Technician Journey Level	10.00	11.00	11.00	12.00	9.00	9.00
Department Assistant III	0.50	0.50	0.50	0.50	-	-
Maint. Tech UT Control Spec Plant Oper	-	-	-	-	2.00	2.00
Maint. Tech Plant Oper JL	-	-	-	-	1.00	1.00
Total Department	15.00	16.00	16.50	17.50	15.00	15.00
STORMWATER DIVISION						
Elec/Streets/Strmwtr Transp Maint. Super	0.50	0.50	0.50	0.50	0.50	0.50
Senior Maintenance Technician	1.00	1.00	1.00	1.00	1.00	1.00
Stormwater Code Compliance Specialist	1.00	1.00	1.00	1.00	1.00	1.00
Maintenance Technician Journey Level	3.00	3.00	3.00	3.00	3.00	3.00
Sweeper Operator	2.00	2.00	1.00	2.00	2.00	2.00
Total Department	7.50	7.50	6.50	7.50	7.50	7.50
Total Operations	42.50	43.50	44.50	48.50	47.50	47.50
TOTAL ENTERPRISE FUNDS	46.50	47.50	48.50	52.50	51.50	51.50
TOTAL CITY FTE'S	244.00	254.00	261.00	279.00	286.00	286.00

2021 Capital Budget		Proposed Budget
Department/Description		
Police		
Police Station & Substation Improvements and Equipment Enhancements		500,000
Common Facilities - Library		
Electronic Door Hardware		100,000
PW - Streets		
Stump Grinder Attachment for Mini Excavator		20,000
Pavement Breaker Attachment for Mini Excavator		11,000
Sign Fabrication Table (Rollover Table)		18,500
Air Compressor for RPM Replacements		14,000
Regional Athletic Complex (RAC)		
Parking Lot Design		125,000
PW - Wastewater M&O		
Pole Mounted Camera with Zoom		20,000

Account Number	Description	2019 Actual Revenue/Expense	2020 Amended Budget	2021 Adopted Budget
<i>Current Expense Fund - Revenues</i>				
Revenues				
001-0000-308.00-00	Estimated Beginning Cash	-	8,278,276	3,986,473
001-0000-311.10-00	Property Taxes-Current	6,458,977	6,643,326	7,197,499
001-0000-311.15-00	Property Taxes-Delinquent	23,451	50,000	50,000
001-0000-313.10-00	Sales Taxes	13,275,151	8,152,327	10,771,001
001-0000-313.27-00	Affordable & Sup. Housing	15	102,396	110,374
001-0000-316.10-00	Business & Occupation Tax	2,636,131	1,830,846	2,095,279
001-0000-316.20-00	Admissions Tax	218,334	112,500	112,500
001-0000-316.41-00	Utility Tax/Electric	2,297,640	2,314,531	2,333,333
001-0000-316.42-00	Utility Tax/Water-Private	4,930	4,587	4,595
001-0000-316.43-00	Utility Tax/Gas	708,969	664,116	831,002
001-0000-316.45-00	Utility Tax/Solid Waste	410,801	534,683	400,724
001-0000-316.47-01	Utility Tax/Telephone	813,556	848,053	682,617
001-0000-316.52-00	Utility Tax/Olympia City	2,017	1,653	1,159
001-0000-316.70-00	Utility Tax/Lacey Utility	-	2,390,528	2,250,024
001-0000-316.72-00	Water Utility Tax	888,730	-	-
001-0000-316.72-10	Fire Suppression Util Tax	868,215	999,248	844,949
001-0000-316.74-00	Wastewater Utility Tax	1,068,828	-	-
001-0000-316.78-00	Stormwater Utility Tax	233,725	-	-
001-0000-317.20-00	Leasehold Excise Taxes	17,238	25,000	20,000
001-0000-317.51-00	Punch Board & Pull Tabs	49,818	50,000	50,000
001-0000-317.52-00	Bingo & Raffles	66	-	-
001-0000-317.53-00	Amusement Games	1,018	100	100
001-0000-317.54-00	Card Games	343,522	170,000	189,036
001-0000-319.60-00	B & O Penalties	939	250	250
001-0000-321.60-00	Professional & Occupation	696	4,500	4,500
001-0000-321.70-00	Amusement Licenses	-	1,500	1,500
001-0000-321.90-00	Business Licenses	69,542	67,453	62,950
001-0000-321.91-00	Franchise Fees	680,874	616,044	626,963
001-0000-322.10-00	Building Permits	2,229,971	1,000,000	1,250,000
001-0000-322.11-00	Mechanical Permits	182,089	100,000	100,000
001-0000-322.12-00	Plumbing Permits	99,286	60,000	60,000
001-0000-322.13-00	Electrical Permits	242,844	175,000	200,000
001-0000-322.14-00	Tree Protection Fees	28,175	15,000	15,000
001-0000-322.40-00	Street & Curb Permits	48,612	40,000	40,000
001-0000-322.41-00	Banner/Sign Permits	800	250	250
001-0000-322.90-00	Gun Permits	14,413	15,000	15,000
001-0000-331.16-72	Law Enforce Grant-Vests	1,250	-	-

Account Number	Description	2019 Actual Revenue/Expense	2020 Amended Budget	2021 Adopted Budget
<i>Current Expense Fund - Revenues</i>				
Revenues				
001-0000-333.14-22	CDBG Dept of Commerce	-	421,852	-
001-0000-333.20-60	CFDA 20.60X	-	5,000	5,000
001-0000-333.21-10	CFDA 21.019	-	2,237,150	-
001-0000-334.03-13	Dept of Ecology	-	28,000	-
001-0000-334.04-20	Dept of Commerce	-	2,050,000	-
001-0000-335.03-01	LEOFF Plan Contribution	221,563	-	-
001-0000-336.06-41	Marijuana Enforcement	-	57,935	59,259
001-0000-336.06-42	Marijuana Excise Tax	77,811	-	-
001-0000-336.94-00	Liquor Excise Tax	280,350	286,599	299,471
001-0000-336.95-00	Liquor Board Profits	409,087	388,114	417,989
001-0000-337.15-00	Thurs Cty Historic Comm	5,000	-	-
001-0000-337.18-00	Thurston Co. Vet Svcs HUB	30,000	-	-
001-0000-337.69-10	Stay-At-Work Program	-	3,000	3,000
001-0000-338.21-00	Law Enforcement Service	14,720	-	-
001-0000-338.27-00	NTPS Security Contract	140,000	140,000	-
001-0000-338.39-00	Animal Services Admin	95,911	126,055	126,055
001-0000-341.50-00	Public Records/Reports	346	500	250
001-0000-341.53-00	Notary Services	609	350	250
001-0000-341.54-00	NSF Fees	130	150	150
001-0000-341.55-00	Police Taxable Fees	8,109	6,000	6,000
001-0000-341.70-10	Misc. Taxable Sales	51	100	100
001-0000-341.82-10	Document Recording Fee	1,904	-	-
001-0000-341.99-00	Passport Fees	51,555	45,000	45,000
001-0000-342.10-10	Nisqually MOA-Trust Prop.	-	1,000	4,500
001-0000-342.10-11	Criminal Justice Training	-	-	175,000
001-0000-342.10-12	Polygraph Fees	-	2,500	-
001-0000-342.10-13	Overtime-Police Services	7,590	-	-
001-0000-342.40-01	Inspection Services	1,689	2,000	2,000
001-0000-343.95-00	RBRRPA Abatement Charges	3,905	4,500	4,500
001-0000-345.81-00	Zonning/Subdivision Fees	91,207	60,000	75,000
001-0000-345.83-00	Plan Checking Fees	-	250,000	-
001-0000-345.83-01	Plan Check Fees	960,486	-	500,000
001-0000-345.89-00	Other Plan & Developmt Svc	-	25,000	-
001-0000-347.60-20	Youth & Teen Programs	195,172	105,500	-
001-0000-347.60-29	Teen Prog Parks-CivicRec	4,830	-	105,500
001-0000-347.60-40	Aquatics Programs	241,609	147,500	-
001-0000-347.60-49	Aquatic Prog Parks-CivRec	2,698	-	147,500

Account Number	Description	2019 Actual Revenue/Expense	2020 Amended Budget	2021 Adopted Budget
<i>Current Expense Fund - Revenues</i>				
Revenues				
001-0000-347.60-50	Physical Activities Prog	181,896	90,767	-
001-0000-347.60-59	Sports Parks-CivicRec	946	-	90,767
001-0000-347.60-60	Cultural Arts & Educ Prog	71,456	38,000	-
001-0000-347.60-69	Cultural Parks-CivicRec	1,159	-	38,000
001-0000-347.60-70	Outdoor Activities Prog	37,058	22,250	-
001-0000-347.60-79	Outdoor Parks-CivicRec	2,382	-	22,250
001-0000-347.60-80	Fitness Program	23,068	15,750	-
001-0000-347.60-89	Fitness Parks-CivicRec	-	-	15,750
001-0000-347.60-90	Special Events Program	23,540	24,450	-
001-0000-347.60-99	Spec Event Parks-CivicRec	130	-	42,250
001-0000-347.61-65	Museum Education Programs	-	1,750	1,750
001-0000-347.62-00	Shelter Fees	19,530	5,000	-
001-0000-347.62-09	Shelters Parks-CivicRec	-	-	5,000
001-0000-347.63-00	Tumwater Pool Agreement	16,290	8,145	8,145
001-0000-347.64-00	Lacey ACT-Program Fees	46,597	23,500	23,500
001-0000-347.65-00	Field Use Fees	33,319	20,000	-
001-0000-347.65-09	Field Fees Parks-CivicRec	1,275	-	20,000
001-0000-347.65-10	Field Use Fees-NTSD	37,795	22,500	-
001-0000-347.65-19	Field NTPS Parks-CivicRec	-	-	22,500
001-0000-347.90-01	HOA-Conf/Participant Fees	1,855	-	-
001-0000-348.94-00	Parks & Recreation Serv.	2,978	-	-
001-0000-348.95-00	Engineering Services Fees	1,733,650	2,488,265	2,511,943
001-0000-348.95-10	Engineering Svc - Culture	47,608	-	-
001-0000-348.95-20	Engineering Svc - Transp	962,091	657,780	668,103
001-0000-348.95-30	Engineering Svc - Gen Gov	8,884	-	-
001-0000-348.95-40	Engineering Svc -Pub Safe	2,913	-	-
001-0000-348.95-50	Engineering Svc - Soc Svc	7,738	-	-
001-0000-348.96-00	Parks Maintenance Service	29,230	40,876	45,880
001-0000-348.96-20	Parks Maint - Streets	406,865	428,173	436,095
001-0000-348.99-00	Water Resources Services	1,804,182	2,149,628	1,940,619
001-0000-349.10-01	Indirect Plan-HR/PA	128,018	244,114	310,201
001-0000-349.10-02	Indirect Plan-Finance	291,525	702,341	810,975
001-0000-349.10-03	Indirect Plan-City Mgr.	59,265	259,100	243,690
001-0000-349.10-06	Indirect Plan-Legal	-	28,900	19,088
001-0000-351.10-00	District Court	122,234	125,000	125,000
001-0000-351.20-00	Lacey Violations	130,234	125,000	125,000
001-0000-361.10-00	Investment Interest	365,220	53,670	211,831

Account Number	Description	2019 Actual Revenue/Expense	2020 Amended Budget	2021 Adopted Budget
<i>Current Expense Fund - Revenues</i>				
Revenues				
001-0000-361.10-40	LGIP Earnings	365,336	78,640	35,844
001-0000-361.11-00	Interest Earnings	32,084	6,528	3,531
001-0000-361.32-00	Unrealized Gain(Loss)	138,037	-	-
001-0000-361.32-02	Reverse Prev Year Adj	8,719	-	-
001-0000-361.40-00	Interest Sales Tax	29,688	18,784	3,844
001-0000-362.40-10	Lease - Parks	719	-	-
001-0000-362.50-10	Lease - Consessionaire	2,200	1,200	1,200
001-0000-362.50-20	Lease - Facilities	26,800	25,000	3,626
001-0000-362.80-00	Concession Commission	-	1,750	1,750
001-0000-367.10-01	Contributions-General	3,175	-	-
001-0000-367.10-02	Contribution-Police	3,000	-	-
001-0000-367.10-03	Contribution-Parks-Gen.	57,226	-	-
001-0000-367.10-04	Cont.-Parks Sponsor/Event	42,100	42,500	62,500
001-0000-367.10-05	Contribution-Museum	14,677	-	-
001-0000-367.10-06	Cont.-Summer Lunch Prog.	11,376	7,500	7,500
001-0000-367.10-07	Cont.-Parks-Youth Scholar	(1,000)	1,000	1,000
001-0000-367.10-08	Contr.- TOGETHER Parks	4,000	5,000	5,000
001-0000-367.10-09	Donations Parks-CivicRec	70	-	-
001-0000-367.10-10	Mayor's Gala/Veteran Toast	27,050	-	-
001-0000-369.10-00	Sale of Scrap & Surplus	-	100	-
001-0000-369.20-00	Unclaimed Property	4,535	1,000	1,000
001-0000-369.30-00	Sale of Forfeited Prop.	2,750	1,000	1,000
001-0000-369.40-00	Court Fees /Judgments	3,856	3,000	3,000
001-0000-369.41-00	False Alarm	3,350	3,500	3,500
001-0000-369.43-00	Seizure Funds	6,174	-	-
001-0000-369.81-00	Cash Over & Short	843	-	-
001-0000-369.90-00	Other Misc Revenue	305	-	-
001-0000-369.90-10	Misc. Revenue-Museum	2,226	-	-
001-0000-369.90-30	Mayors Gala/Veteran Toast	10,110	-	-
001-0000-369.95-00	Physical Environment	240	500	500
001-0000-369.95-10	RBRRPA Reimbursement	-	-	8,000
001-0000-369.98-00	Contractor Ad Reimbursemt	2,343	-	-
001-0000-374.64-00	Dept of Veterans Affairs	-	500,000	-
001-0000-391.50-00	Capital Lease (noncash)	53,818	-	-
001-0000-397.01-00	Transfer In 302 Fund	-	510,400	-
001-0000-397.10-01	Transfer In 303 Fund	381,504	-	-
001-0000-397.10-02	Transfer In 109 Fund	48,500	48,500	48,500
Total Current Expense Fund Revenues		44,653,697	50,491,833	44,213,234

CITY COUNCIL

The City Council is the elected governing body of the City of Lacey. The Council is comprised of seven members elected at large, each serving four year staggered terms of office. Council members act as the City's legislative body with authority to enact laws, adopt the budget, determine service priorities, make public policy, and appoint citizen boards, commissions, and committees.

Every two years, the City Council selects a mayor and deputy mayor from among its membership. The Mayor presides over public meetings, recommends appointments to boards and commissions, and represents the City at community activities, events, and functions.

Members of the City Council serve on numerous intergovernmental committees, boards, and commissions responsible for regional service delivery, oversight and policy development. Council members also serve on one or more committees responsible for policy development on City finances and economic development, community relations, transportation planning, utility oversight, and general government activities.

BUDGET SUMMARY

The 2021 budget for the City Council is **\$546,767**. This amount funds salaries, travel and training, special community events, youth initiatives, and related materials, supplies, and services. The Council budget is organized into three program areas.

- City Council Services
- Boards, Commissions, and Special Activities
- Youth Initiatives

2021 PROGRAMS, GOALS AND PRIORITIES

- Maintain Lacey's record as a safe and secure community.
- Work in partnership with the Port of Olympia in developing industrial incubator space in NE Lacey.
- Support efforts for job creation, new livable wage jobs, and promote the diversification of the community's businesses and employment sector.
- Engage the community in critical conversations about race and equity.
- Monitor revenues and expenditures to ensure the financial solvency of the City.
- Continue to support the Lacey Veterans Services Hub providing key support to our community's veterans.
- Secure the Gateway Town Center vision and promote the construction on a major urban center along Interstate 5.
- Collaborate with neighboring jurisdictions, the County, Thurston Regional Planning Council, SSMCP, and Department of Transportation (WSDOT) in the development of a regional plan for relieving congestion along I-5 through Thurston County from Mounts Road (Exit 114 to south Tumwater (Exit 99).
- Continue the City's stewardship initiative within the Woodland Creek basin.
- Create opportunities and programs to increase affordable housing in Lacey.
- Engage the Washington State Legislature on the City's legislative priorities.
- Work on initiatives and partnerships to create a new vitality within the Mid-town (formerly Woodland District) as identified in the strategic plan.
- Proactively work on a framework to effectively reduce homelessness in the community.
- Maintain the City of Lacey's and North Thurston Public School's strong and collaborative relationship.

Account Number	Description	2019 Actual Revenue/Expense	2020 Amended Budget	2021 Adopted Budget
<i>Current Expense Fund - Expenditures</i>				
City Council				
Council Services				
001-0301-511.10-01	Salaries-Regular	148,638	153,961	159,245
001-0301-511.20-01	Employer Paid Benefits	19,071	22,476	16,477
001-0301-511.31-01	Office & Operating Supply	1,375	2,000	2,000
001-0301-511.41-01	Prof. Svc-Other	197	6,500	6,500
001-0301-511.42-01	Telecommunications	8,603	8,200	8,200
001-0301-511.43-01	Transportation/Per Diem	14,235	13,500	13,500
001-0301-511.43-03	Registrations	3,145	9,500	9,500
001-0301-511.45-02	IMS Rentals	17,901	18,734	21,792
001-0301-511.46-03	Insurance-Fidelity	2,004	2,104	2,209
001-0301-519.49-20	Special Projects	-	-	25,000
001-0301-573.49-12	Special Events	27,169	67,780	92,780
Total Council Services		242,338	304,755	357,203
Boards/Memberships				
001-0302-519.49-14	Association of WA Cities	36,478	38,059	39,501
001-0302-519.49-15	National League of Cities	3,927	3,813	3,813
001-0302-519.49-19	Neighborhood Grant Prog	48,900	-	60,000
001-0302-519.49-41	ICLEI	-	600	600
001-0302-519.49-50	Military Support	51,647	50,000	50,000
001-0302-572.31-30	Other Boards/Memberships	4,855	12,450	12,450
Total Boards/Memberships		145,807	104,922	166,364
Youth Initiatives				
001-0304-511.49-42	WIN Program	7,985	8,000	8,000
001-0304-511.49-47	Sister City Program	6,538	10,200	10,200
001-0304-511.49-56	Youth Council	-	5,000	5,000
Total Youth Initiatives		14,523	23,200	23,200
Total City Council		402,668	432,877	546,767

CONTRACTED SERVICES

This budget details the cost of a variety of public services the City of Lacey purchases from or contracts with other agencies. When quality public services can be contracted cost-effectively, the City will frequently negotiate contractual agreements to provide these services rather than performing services through our own programs and staff. We will continue to contract for these services as long as the quality of service meets the public's needs in a cost-effective manner.

BUDGET SUMMARY

The 2021 budget for Contracted Services is **\$2,821,917**. This amount maintains current services while providing for increases as negotiated and approved by the Council.

CONTRACTUAL - INTERLOCAL AGREEMENTS

Public Safety

COURT SERVICES:

Thurston County District Court currently provides court services for traffic and criminal citations issued by Lacey Police. These services include provision of a judge, court and process, probationary services, and the collection of fines and forfeitures.

PUBLIC DEFENDER:

The criminal justice system requires the City provide an attorney for those unable to afford one when charged with a criminal offense. All legal defense fees are paid by the City of Lacey.

JAIL SERVICES:

The City currently contracts with Thurston County and the Nisqually Indian Tribe for incarceration of individuals charged or convicted of offenses committed in Lacey. Thurston County also conducts a work release and electronic monitoring program. Included in these charges are all medical and dental expenses that may be incurred while an individual is in the City's custody.

911/EMERGENCY DISPATCH:

TCOMM 911 provides dispatch services county-wide to police, fire, and medic agencies. Lacey is a partner in an inter-local agreement for these services. Operating costs are funded by a voter approved 1/10th of 1% sales tax. This budget allocation is for services provided to Public Works operations.

ANIMAL SERVICES:

Joint Animal Services is a service provider created through an Intergovernmental Cooperative Agreement to provide animal control and related services to Lacey, Olympia, Tumwater and unincorporated Thurston County. Services include licensing, adoption, education, complaint investigation, enforcement and a shelter for lost animals. Each member jurisdiction is charged an assessment for Animal Services' maintenance and operation expenses.

EMERGENCY DISASTER PREPAREDNESS:

The City continues in its efforts to maintain and implement an emergency preparedness plan in the event of a significant event impacting the community. This fund supports ongoing training for city departments and education to the community.

REGIONAL PLANNING:

The City of Lacey is a partner with the Thurston Regional Planning Council (TRPC) that offers a mechanism to address common regional issues and provide for area-wide coordination and planning. This budget reflects the City's contribution for these general services. The City also contracts with TRPC for special planning studies relating to transportation, growth, and environmental issues.

FOREIGN TRADE ZONE:

The Port of Olympia is the Grantee for the South Puget Sound Foreign Trade Zone where customs duty can be deferred or reduced. The zone includes 389 acres in northeast Lacey. There are 12 sites in a four county area (Thurston, Mason, Lewis, and Kitsap). As business sites are activated within the zone, the funding from the governmental partners in the zone will be reduced.

Community Services

ELECTION/VOTER REGISTRATION:

The City is billed by the Thurston County Auditor's Office for its share of all general and special election costs. These amounts are based on the number of registered voters in the City.

THURSTON COMMUNITY TELEVISION:

Under contract with local jurisdictions, Thurston Community Television (TCTV) operates, maintains, and administers a public access channel and production facility as a part of its television cable services. The public access channel is available for public broadcasting by non-profit organizations and the general public.

ECONOMIC DEVELOPMENT COUNCIL:

The Economic Development Council (EDC) is a partnership between local public agencies and private business to promote and maintain a healthy economic environment. The focus of the EDC has been to nurture already existing businesses looking at expansion and to develop strategies to attract new manufacturing and warehousing companies that will create livable wage local jobs.

MISCELLANEOUS CONTRACTS:

The City also provides funding to a number of other public service agencies that provide public services for Lacey residents. Included in this category is funding to Intercity Transit for the Amtrak Depot and the Olympic Air Pollution Control Authority for monitoring and enforcement of air quality issues.

Account Number	Description	2019 Actual Revenue/Expense	2020 Amended Budget	2021 Adopted Budget
<i>Current Expense Fund - Expenditures</i>				
Contracted Services				
Contracted Services				
001-0401-511.58-18	Election/Voter Registrare	133,204	200,000	200,000
001-0401-511.58-21	Inter-governmental	207,757	125,945	100,000
001-0401-512.58-12	District Court	335,710	425,000	425,000
001-0401-512.58-13	Public Defender-Indigent	350,450	400,000	400,000
001-0401-521.49-08	Witness Fees	-	1,000	1,000
001-0401-521.49-09	Interpreter Service	10,470	6,500	6,500
001-0401-521.58-24	Victim Advocate	32,031	60,000	60,000
001-0401-523.58-10	Th Co Corrections	11,768	37,775	37,775
001-0401-523.58-11	Other Jail Services	557,733	632,347	782,347
001-0401-523.58-12	Medical Services	79,056	65,000	65,000
001-0401-525.58-22	Emergency Services Prog.	12,995	11,000	11,000
001-0401-528.58-05	Central Dispatch	6,280	6,274	6,274
001-0401-531.58-01	Pollution Control Auth.	38,473	40,887	41,785
001-0401-539.58-04	Joint Animal Services	287,424	284,241	353,082
001-0401-552.58-14	Dispute Resolution Center	3,100	3,100	3,100
001-0401-552.58-15	Social Services-HHSC	53,368	-	-
001-0401-552.58-16	TOGETHER	15,000	-	-
001-0401-552.58-18	G.R.U.B.	5,000	-	-
001-0401-552.58-24	Foreign Trade Zone	-	3,000	3,000
001-0401-557.58-17	Th Community TV	104,742	120,000	122,400
001-0401-558.58-02	Thurston Region Planning	102,956	92,832	105,213
001-0401-559.58-03	Economic Develop. Council	63,444	80,000	80,000
001-0401-566.58-07	Th Co Social Services S/A	13,789	-	-
001-0401-573.58-20	IT/Amtrak	9,302	10,656	18,441
Total Contracted Services		2,434,052	2,605,557	2,821,917



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CITY MANAGER

The City Manager is the chief administrative officer of the City, appointed by and accountable to the City Council.

The City Manager is responsible for the effective administration and management of the City and the efficient delivery of all City services. All department directors are appointed by and report directly to the City Manager. The City Manager is responsible for all hiring and employment decisions, the approval of all operating rules and procedures, ensuring quality performance, proper financial management of City funds, and carrying out the policy directives of the City Council.

The City Manager prepares the annual budget for Council approval, assists in the identification of community priorities, and facilitates public involvement and participation in key areas of policy development and service delivery. The City Manager proposes policy recommendations to the City Council, advises them on matters of community interest, and supplies facts and information as appropriate to provide the Council with a comprehensive basis for making decisions and establishing annual goals and priorities for the City. The City Manager also attends and represents the City on various intergovernmental committees.

BUDGET SUMMARY

The 2021 budget for the office of the City Manager is **\$781,882**. This amount maintains current levels of staffing and service. In addition to covering operating expenses, the Manager's budget includes funding for the City Manager, Assistant to the City Manager, Executive Assistant and a one two-thirds time Department Assistant III to provide technical and administrative support to the City Manager and the City Council.

2021 PROGRAMS, GOALS AND PRIORITIES

- Oversight of city financials to ensure the fiscal sustainability of providing essential services to the community.
- Continue to promote business growth and economic development with the objective of improving Lacey's sales tax base, expanding shopping opportunities for area residents, and diversifying the community's employment base.
- Enhance Lacey's emergency preparedness capability by initiating on-going staff training to improve the City's ability to respond to events and disasters.
- Implement e-government solutions that enhance registrations, payment options, stream Council meetings, and improve service to the community.
- Assist efforts to finalize the Masterplan for the proposed Gateway Town Center Project.
- Continue to build upon the City's strong environmental stewardship efforts with an emphasis on water quality improvements and energy efficiency.
- Represent Lacey on the South Sound Military and Communities Partnership initiative.
- Effectively coordinate the accomplishment of the City Council's strategic goals and priorities
- Continue to develop and explore new partnerships to increase public engagement within the community.
- Explore opportunities and initiatives to enhance the overall quality of life of the community.
- Continue to invest time, training, and resources in city staff to enhance the organization capabilities in serving the community.

Account Number	Description	2019 Actual Revenue/Expense	2020 Amended Budget	2021 Adopted Budget
<i>Current Expense Fund - Expenditures</i>				
City Manager				
City Manager				
001-0501-513.10-01	Salaries-Regular	318,970	310,712	523,664
001-0501-513.10-05	Salaries-Overtime	1,611	-	-
001-0501-513.10-06	Salaries-Part-Time	12,742	10,000	10,000
001-0501-513.20-01	Employer Paid Benefits	145,637	153,472	221,083
001-0501-513.31-01	Office & Operating Supply	4,520	2,600	2,600
001-0501-513.41-01	Prof. Svc-Other	-	1,000	1,000
001-0501-513.42-01	Telecommunications	1,021	1,000	1,000
001-0501-513.43-01	Transportation/Per Diem	445	3,000	3,000
001-0501-513.43-02	Dues, Subscriptions, Publ	3,374	3,750	3,750
001-0501-513.43-03	Registrations	644	1,700	1,700
001-0501-513.45-02	IMS Rental	13,674	17,542	14,085
001-0501-513.49-06	Maintenance Contracts	3,063	-	-
001-0502-514.31-01	Office & Operating Supply	246	-	-
Total City Manager		505,947	504,776	781,882

HUMAN RESOURCES

The Human Resources Department provides administrative and support services to all City departments related to the recruitment, training, performance, and compensation of the City's work force. In addition, this department manages labor contract negotiations and the employee relations and benefits program. Human Resources is also responsible for the City's loss control and safety programs, administration of the City's liability and worker's injury claims, and co-management of the City's emergency preparedness programs.

There are nine areas of program responsibility:

- Recruitment and selection
- Employee and labor relations
- Risk management, safety, and wellness programs
- Personnel policy development and implementation
- Employee training and development
- Salary and employee benefits administration
- Compliance with employment law
- Emergency preparedness
- Claims administration for City liability, worker's compensation, and unemployment insurance

Human Resources staffing includes the Director, a Human Resources Manager, three Human Resources Analysts, a Department Assistant III, and an Emergency Management and Safety Coordinator.

BUDGET SUMMARY

The Human Resources Department budget is organized into two program areas.

- General Services
- Risk Management/Loss Control

The total 2021 budget for Human Resources is **\$1,336,190**. Recruitment activity for 2020 was impacted by COVID-19, but included hiring of a new Emergency Management and Safety Coordinator, an Executive Assistant to the Police Chief, Executive Assistant to the City Manager, and a Management Analyst.

Activities in risk management included continued participation in the AWC Retrospective Rating Program for the City's L & I worker's compensation program. Due to the City's active management of claims, we have maintained an above-average claims experience rating. The April 2020 hiring of the Emergency Management and Safety Coordinator has enabled the City to be as responsive as possible to COVID-19 related matters and to work towards creating a proactive Safety Management System through Safety and Health inspections, interviews, and observations. The development of Emergency Preparedness and Response Policies and Procedures, followed by training of personnel, has realized an improvement in the effectiveness of Emergency Evacuation and Disaster Preparedness. The City is now in a state of tracking continuous improvement in the areas of Environmental, Safety, Health, and Emergency Management. Due to sound risk management initiatives and monitoring, the City continues to have lower general liability claims in comparison to other similar cities in Washington.

Additional noteworthy program efforts included the Department's work on the City's Wellness Program, which is anticipated to result in the City being awarded the Association of Washington Cities Wellness Award in 2021 (for 2020). This Award will provide an additional benefit of reducing the City's premiums for medical, dental, and vision coverage by 2% in 2021.

In 2020, the Lacey Senior Police Management Association (LPSMA) collective bargaining agreement was ratified and in the fall of 2019, the Lacey Policy Officers Guild (LPOG) collective bargaining agreement was ratified.

The HR department has been focusing on enhancing organizational development and training and provided coaching, training, and guidance in leave laws, recruitment, equal employment opportunity, ethics, self-care, and awareness.

2021 PROGRAMS, GOALS AND PRIORITIES

- Focus on employee and labor relations in support of the organization's overall human resources processes and programs.
- Continue to recruit and hire quality staff for essential vacancies.
- Bargain contract renewals with AFSCME 618-L, the Lacey Police Guild (LPOG), and the Lacey Police Management Association (LPMA).
- Implement updated City Personnel Policies.
- Update the Civil Service Rules.
- Train management on the Onboarding feature within Neogov.
- Implement employee training in support of the City's Emergency Preparedness Plan.
- Continue needed updates to the City's Safety Program.
- Provide continued employee and supervisory training.

Account Number	Description	2019 Actual Revenue/Expense	2020 Amended Budget	2021 Adopted Budget
<i>Current Expense Fund - Expenditures</i>				
Human Resources				
General Services				
001-0701-516.10-01	Salaries-Regular	633,954	643,492	620,866
001-0701-516.10-05	Salaries-Overtime	7,400	1,500	1,500
001-0701-516.10-06	Salaries-Part-Time	-	32,500	32,500
001-0701-516.20-01	Employer Paid Benefits	236,655	280,000	271,723
001-0701-516.20-03	Unemployment Compensation	1,067	-	-
001-0701-516.31-01	Office & Operating Supply	5,643	9,475	9,475
001-0701-516.31-04	Supplies - Testing/Exam	5,769	6,477	6,477
001-0701-516.41-01	Prof. Svc-Other	63,835	76,529	86,529
001-0701-516.41-03	Prof. Svc-Consultant	34,999	45,100	45,100
001-0701-516.43-01	Transportation/Per Diem	6,541	7,800	7,800
001-0701-516.43-02	Dues, Subscriptions, Publ	794	2,700	2,700
001-0701-516.43-03	Registrations	6,568	8,000	8,000
001-0701-516.44-01	Adv/Full-Time Position	5,545	8,000	8,000
001-0701-516.44-02	Adv/Part-Time Position	2,344	2,000	2,000
001-0701-516.45-02	IMS Rental	31,342	29,825	30,387
001-0701-516.49-02	Printing & Binding	-	3,500	3,500
001-0701-516.49-05	Professional Development	21,042	43,000	43,000
001-0701-516.49-06	Maintenance Contracts	199	-	-
001-0701-516.49-30	Software Maintenance	-	7,322	7,322
001-0701-516.49-56	Emp Perform Recognition	11,972	13,000	13,000
Total General Services		1,075,669	1,220,220	1,199,879
Risk Management/Loss Control				
001-0702-514.10-01	Salaries-Regular	57,668	68,266	71,014
001-0702-514.10-05	Salaries-Overtime	1,472	-	-
001-0702-514.20-01	Employer Paid Benefits	28,162	34,052	36,536
001-0702-514.41-03	Prof. Svc-Consultant	10,562	5,000	5,000
001-0702-514.42-01	Telecommunications	1,543	300	300
001-0702-514.43-02	Dues, Subscriptions, Publ	1,000	961	961
001-0702-514.49-17	Pre-employment Medicals	8,527	5,000	5,000
001-0702-514.49-18	Wellness Prog. AWC-Grant	11,685	13,000	13,000
001-0702-514.49-43	Drug & Alcohol Testing	4,083	4,500	4,500
Total Risk Management/Loss Control		124,702	131,079	136,311

Account Number	Description	2019 Actual Revenue/Expense	2020 Amended Budget	2021 Adopted Budget
<i>Current Expense Fund - Expenditures</i>				
Human Resources - Continued				
Public Affairs				
001-0703-513.10-01	Salaries-Regular	350,779	-	-
001-0703-513.10-05	Salaries-Overtime	267	-	-
001-0703-513.10-06	Salaries-Part-Time	470	-	-
001-0703-513.20-01	Employer Paid Benefits	135,630	-	-
001-0703-513.31-01	Office & Operating Supply	2,476	-	-
001-0703-513.41-01	Prof. Svc-Other	19,158	-	-
001-0703-513.42-01	Telecommunications	4,842	-	-
001-0703-513.43-02	Dues, Subscriptions, Publ	2,311	-	-
001-0703-513.43-03	Registrations	10	-	-
001-0703-513.45-02	IMS Rental	20,764	-	-
001-0703-573.49-12	Special Events	3,828	-	-
001-0703-573.49-20	Special Projects	5,793	-	-
001-0703-573.49-21	LaceyLife Newsletter	36,349	-	-
Total Public Affairs		582,677	-	-
City Clerk/Records Management				
001-0704-514.10-01	Salaries-Regular	147,596		
001-0704-514.20-01	Employer Paid Benefits	74,256		
001-0704-514.31-01	Office & Operating Supply	1,004		
001-0704-514.41-06	Codification/Microfilm	15,503		
001-0704-514.41-07	Records Destruction	3,319		
001-0704-514.43-01	Transportation/Per Diem	1,872		
001-0704-514.43-02	Dues, Subscriptions, Publ	705		
001-0704-514.43-03	Registrations	1,899		
001-0704-514.44-04	Ordinances & Resolutions	6,300		
001-0704-514.45-02	IMS Rental	6,687		
Total City Clerk/Records Management		259,141	-	-
Veteran Services				
001-0705-565.20-01	Employer Paid Benefits	398	-	-
001-0705-565.31-01	Office & Operating Supply	14,187	-	-
001-0705-565.41-01	Prof. Svc-Other	96,092	-	-
001-0705-565.42-01	Telecommunications	4,351	-	-
001-0705-565.43-01	Transportation/Per Diem	1,732	-	-
001-0705-565.43-02	Dues, Subscriptions, Publ	250	-	-
001-0705-565.45-02	IMS Rental	9,127	-	-

Account Number	Description	2019 Actual Revenue/Expense	2020 Amended Budget	2021 Adopted Budget
<i>Current Expense Fund - Expenditures</i>				
Human Resources - Continued				
Veteran Services - Continued				
001-0705-565.45-08	Lease Miscellaneous	30,000	-	-
001-0705-565.48-01	Rep & Maint-Equipment	529	-	-
001-0705-565.49-06	Maintenance Contracts	418	-	-
001-0705-565.49-23	Custodial	2,925	-	-
001-0705-565.60-01	Capital Outlays-Equipment	2,824	-	-
Total Veteran Services		162,833	-	-
Total Human Resources		2,205,022	1,351,299	1,336,190



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SOCIAL SERVICES

The City provides and supports a broad range of local social services to the citizens and families of the community. The services are targeted to alleviate hardships and empower citizens in need.

Programs and services supported in this budget cycle include:

- Affordable Housing and Homeless Services
- Early Learning and At-Risk Youth Services
- Family Services
- Senior Services
- Veterans Services
- Food Insecurity and Nutrition Services
- Thurston County Health and Human Services Council
- Emergency Cold Weather Sheltering Services
- Substance and Alcohol Abuse Treatment Services
- Coronavirus Response Services
- Crime Victim Advocate Services
- Dispute Resolution Services

BUDGET SUMMARY

The total 2021 budget for Social Services is **\$731,686**.

Account Number	Description	2019 Actual Revenue/Expense	2020 Amended Budget	2021 Adopted Budget
<i>Current Expense Fund - Expenditures</i>				
Social Services				
General Services				
001-0801-518.63-00	Grants, Asst & Other Dist	-	779,050	-
001-0801-552.58-15	Social Services-HHSC	-	63,198	66,376
001-0801-552.58-16	TOGETHER	-	15,000	15,000
001-0801-552.58-17	Social Svc-Local Grants	-	254,050	-
001-0801-552.58-18	G.R.U.B.	-	5,000	5,000
001-0801-552.58-25	Emer Cold Weather Shelter	-	50,000	50,000
001-0801-565.41-01	Prof. Svc-Other	-	86,000	-
001-0801-565.58-01	Aff and Supp Housing	-	102,396	110,374
001-0801-566.58-07	Th Co Social Services S/A	-	21,360	21,360
Total General Services		-	1,376,054	268,110
Homeless Services				
001-0802-565.31-01	Office & Operating Supply	1,131	12,942	12,942
001-0802-565.40-01	Homeless Services	29,887	329,000	308,000
001-0802-565.41-01	Prof. Svc-Other	7,738	-	-
001-0802-565.42-01	Telecommunications	2,274	-	1,000
001-0802-565.43-02	Dues, Subscriptions, Publ	22	-	-
001-0802-565.45-05	Rentals-Other	1,079	-	10,000
001-0802-565.47-07	Utility-Solid Waste	1,598	-	-
001-0802-565.48-01	Rep & Maint-Equipment	5,158	-	-
001-0802-565.49-06	Maintenance Contracts	-	43,368	-
001-0802-565.60-01	Capital Outlays-Equipment	29,716	-	-
Total Homeless Services		78,603	385,310	331,942
Veteran Services				
001-0805-565.31-01	Office & Operating Supply	-	13,628	3,267
001-0805-565.31-02	Small Tools & Equipment	-	7,300	7,300
001-0805-565.41-01	Prof. Svc-Other	-	60,945	60,945
001-0805-565.42-01	Telecommunications	-	3,750	3,750
001-0805-565.43-02	Dues, Subscriptions, Publ	-	2,000	2,000
001-0805-565.43-03	Registrations	-	1,095	1,095
001-0805-565.45-02	IMS Rental	-	9,773	9,500
001-0805-565.45-05	Rentals-Other	-	1,575	1,575
001-0805-565.45-08	Lease Miscellaneous	-	30,000	30,000
001-0805-565.46-04	Insurance-Vehicle	-	37	40

Account Number	Description	2019 Actual Revenue/Expense	2020 Amended Budget	2021 Adopted Budget
<i>Current Expense Fund - Expenditures</i>				
Social Services				
Veteran Services-Continued				
001-0805-565.47-01	Utility-Electric	-	2,000	2,000
001-0805-565.48-01	Rep & Maint-Equipment	-	2,825	2,000
001-0805-565.49-02	Printing & Binding	-	3,537	3,537
001-0805-565.49-06	Maintenance Contracts	-	1,625	1,625
001-0805-565.49-30	Software Maintenance	-	3,000	3,000
001-0805-565.60-01	Capital Outlays-Equipment	-	6,463	-
001-0805-594.65-01	Veterans Services HUB	-	2,421,852	-
001-0805-594.65-02	Veterans Affairs LeaseImp	-	500,000	-
Total Veteran Services		-	3,071,405	131,634
Total Social Services		78,603	4,832,769	731,686



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PUBLIC AFFAIRS & CITY CLERK

PUBLIC AFFAIRS

The Public Affairs Division is responsible for administering the City's public information programs; supporting or developing activities that will foster community pride; assisting the City Council and City Manager on a full array of special projects; acting as a liaison to residents, neighborhood associations, and outside organizations; and serving as a resource for the resolution of citizen concerns and / or complaints. These activities include:

- Assisting local and regional media agencies by providing timely information and response to stories affecting Lacey.
- Providing information about City activities through community meetings and public forums.
- Developing enhanced community engagement opportunities.
- Publication of the City newsletter, LaceyLife.
- Managing content and providing oversight of the City's website, social media sites, and podcasts.
- Fostering ongoing relationships with neighborhood and homeowners' associations.
- Responding to citizen questions, complaints, and concerns.
- Managing telecommunication and cable franchise agreements within the city.
- Administering the City's Community Development Block Grant (CDBG) process.

2021 PROGRAMS, GOALS AND PRIORITIES

- Oversee redesign / technology upgrades of the City's municipal website.
- Select and implement a customer relationship management (CRM) system.
- Oversee city-wide enterprise content management (ECM) records system implementation.
- Develop new opportunities for use of digital media and video to enhance communications.
- Explore ideas for enhanced marketing and branding of Lacey as a community.
- Enhance interaction between City Hall and neighborhood associations.
- Explore opportunities for enhanced community volunteer services program.
- Provide administrative oversight of the Lacey Veterans Services Hub.
- Oversee completion of the Lacey Veterans Services Hub Expansion Project.
- Coordinate the 2021 Mayor's Gala.

CITY CLERK

The City Clerk's Division is responsible for ensuring compliance with local, state and federal laws related to the legislative process of the city. By statute, the City Clerk is required to record and preserve minutes, ordinances, and resolutions adopted by the City Council, as well as overseeing the protection and preservation of all city records.

The City Clerk is the designated public records officer of the city, serving as a point of contact for members of the public in requesting disclosure of public records and overseeing the agency's compliance with the public records disclosure requirements.

There are six areas of program responsibility within the City Clerk's Division:

- Records management of all city records, including retention, disposition and training.
- Ensuring legal compliance of city-wide public records requests.
- Providing legal meeting notices.
- Recording legislative action approved by Council to include minutes, ordinances and resolutions.
- Providing administrative support for the Council meeting agenda process.
- Providing administrative support for the Council Boards & Commissions recruitment and appointment process.

2021 PROGRAMS, GOALS AND PRIORITIES

- Continue implementation of a city-wide Records Management Program in compliance with all local, state and federal laws.
- Continue city-wide records management training for all employees, including orientation training for new employees.
- Create a model for meeting with Records Coordinators on a regular basis to identify issues, provide solutions, and support networking.

- Assist and support Records Coordinators during records remediation in each department.
- Develop city-wide standardized process for responding to public records requests.
- Comply with reporting requirements for all city-wide public records requests.
- Explore options for posting common records to city website.

BUDGET SUMMARY

The 2021 budget for the office of Public Affairs & City Clerk is **\$935,671**. This amount maintains current levels of staffing and service. In addition to covering operating expenses, the Clerk's budget includes funding for the City Clerk and Deputy City Clerk.

Account Number	Description	2019 Actual Revenue/Expense	2020 Amended Budget	2021 Adopted Budget
<i>Current Expense Fund - Expenditures</i>				
Public Affairs & City Clerk				
Public Affairs				
001-0903-513.10-01	Salaries-Regular	-	403,122	372,416
001-0903-513.10-06	Salaries-Part-Time	-	11,520	11,520
001-0903-513.20-01	Employer Paid Benefits	-	165,158	160,031
001-0903-513.31-01	Office & Operating Supply	-	3,800	3,800
001-0903-513.41-01	Prof. Svc-Other	-	113,500	8,500
001-0903-513.42-01	Telecommunications	-	4,000	4,000
001-0903-513.43-01	Transportation/Per Diem	-	750	750
001-0903-513.43-02	Dues, Subscriptions, Publ	-	2,700	2,700
001-0903-513.43-03	Registrations	-	1,500	1,500
001-0903-513.45-02	IMS Rental	-	23,077	22,424
001-0903-513.49-02	Printing & Binding	-	2,500	2,500
001-0903-573.49-12	Special Events	-	(3,000)	7,000
001-0903-573.49-20	Special Projects	-	10,000	10,000
001-0903-573.49-21	LaceyLife Newsletter	-	35,000	35,000
Total Public Affairs		-	773,627	642,141
City Clerk				
001-0904-514.10-01	Salaries-Regular	-	154,421	161,498
001-0904-514.20-01	Employer Paid Benefits	-	82,024	86,944
001-0904-514.31-01	Office & Operating Supply	-	1,200	1,200
001-0904-514.41-06	Codification/Microfilm	-	16,000	16,000
001-0904-514.41-07	Records Destruction	-	4,000	4,000
001-0904-514.43-01	Transportation/Per Diem	-	3,000	3,000
001-0904-514.43-02	Dues, Subscriptions, Publ	-	1,000	1,000
001-0904-514.43-03	Registrations	-	3,000	3,000
001-0904-514.44-04	Ordinances & Resolutions	-	10,000	10,000
001-0904-514.45-02	IMS Rental	-	8,579	6,888
Total City Clerk		-	283,224	293,530
Total Public Affairs & City Clerk		-	1,056,851	935,671



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FINANCE

The Finance Department is responsible for ensuring the sound financial management of all City operations, the safekeeping of City assets, budget development, debt administration, revenue collections for all utility customers and the administration of Lacey's Information Systems. Major program areas include:

- Payroll and Benefits
- Central Purchasing
- Miscellaneous Receivables, Accounts Payable and General Ledger Accounting
- Utilities Billing and Customer Services
- Budget and Financial Statements
- Investments and Debt Management
- Business Licensing, Registration and Passport processing
- Violations Bureau
- Information Systems, Support and Services

These services are provided by 24 full-time employees that are budgeted in the Current Expense, Utilities, and Information Management Services Funds.

BUDGET SUMMARY

The 2021 budget for the Finance Department is **\$1,411,780**. The Information Services division is listed under a separate budget because their expenses are managed as a separate fund. Finance Department costs assigned to Utility Billing are budgeted in each of the Utilities.

2021 PROGRAMS, GOALS AND PRIORITIES

- Maintain compliance with all financial reporting standards.
- Provide excellent customer service to external and internal customers.
- Revenue monitoring, forecasting and enhancement.
- Pursue GFOA certification of Lacey's Comprehensive Annual Financial Report.

Account Number	Description	2019 Actual Revenue/Expense	2020 Amended Budget	2021 Adopted Budget
<i>Current Expense Fund - Expenditures</i>				
Finance				
Finance				
001-1401-514.10-01	Salaries-Regular	733,258	795,049	810,283
001-1401-514.10-05	Salaries-Overtime	2,574	850	850
001-1401-514.20-01	Employer Paid Benefits	346,709	405,212	402,364
001-1401-514.31-01	Office & Operating Supply	8,310	5,000	5,000
001-1401-514.41-01	Prof. Svc-Other	14,605	34,480	14,000
001-1401-514.41-05	Prof. Svc-Audit	33,298	71,190	71,200
001-1401-514.41-48	Investment Advisor	46,625	42,000	46,000
001-1401-514.42-01	Telecommunications	134	-	-
001-1401-514.43-01	Transportation/Per Diem	1,559	7,500	7,500
001-1401-514.43-02	Dues, Subscriptions, Publ	1,754	2,175	2,175
001-1401-514.43-03	Registrations	2,614	7,500	7,500
001-1401-514.45-02	IMS Rental	42,871	41,532	40,956
001-1401-514.48-01	Rep & Maint-Equipment	-	100	100
001-1401-514.49-02	Printing & Binding	590	1,000	1,000
001-1401-514.49-06	Maintenance Contracts	1,957	1,500	1,500
001-1401-514.49-30	Software Maintenance	877	1,352	1,352
Total Finance		1,237,735	1,416,440	1,411,780

LEGAL SERVICES

The Schneider Law Office contractually provides legal services to the City. Legal services include representing the City in all legal actions brought by or against the City, including prosecution of all misdemeanors and infractions resulting from citations issued by city personnel. Legal services also include attendance at City Council meetings, advising Councilmembers and City staff in legal matters of a general nature pertaining to the business of the City, and coordinating, reviewing and approving all legislative documents to be brought before the City Council. The City contracts for these services through its adopted budget.

The Office also represents the City in Washington State Superior or Appellate Court actions, before State Hearings Boards, in Federal Court, Joint Animal Control legal actions, and work performed for the City when acting in a proprietary as distinguished from a governmental capacity. Work performed in a proprietary capacity includes the acquisition, care, maintenance, and improvement of the City's streets, water, stormwater, and wastewater facilities. These services are billed separately and are included in appropriate project or enterprise funds.

BUDGET SUMMARY

The total 2021 budget for City Attorney is **\$705,289**.

2021 PROGRAMS, GOALS AND PRIORITIES

- Provide sound legal guidance to the City Council and City administration on the planning and regulatory functions of the City.
- Continue a positive and pragmatic approach to the City's legal ability to accomplish tasks and projects necessary for its citizens.
- Deliver prosecution services that provide efficiency, swift resolution of matters, and a high degree of accountability to the public.
- Acquire necessary property rights for future street, water, wastewater and other City projects.

Account Number	Description	2019 Actual Revenue/Expense	2020 Amended Budget	2021 Adopted Budget
<i>Current Expense Fund - Expenditures</i>				
Legal Services				
Legal Services				
001-1501-515.41-08	Prof. Svc-Litigation	15,761	5,000	18,000
001-1501-515.41-09	Prof. Svc-Prosecution	360,345	378,834	390,198
001-1501-515.41-15	Governmental Services	231,624	261,228	269,066
001-1501-515.49-07	Support Services	22,283	28,025	28,025
Total Legal Services		630,013	673,087	705,289

COMMON FACILITIES

The Common Facilities budget provides funding for maintaining and operating City Hall and the Library. Expenditures include all utilities, maintenance contracts, insurance, janitorial services, common supplies, postage, computer system replacement charges, maintenance of pooled vehicles, miscellaneous charges for services, and contract copying and support.

BUDGET SUMMARY

The 2021 budget for Common Facilities is **\$1,591,989**. This amount maintains the current level of services for City Hall and Library services.

Account Number	Description	2019 Actual Revenue/Expense	2020 Amended Budget	2021 Adopted Budget
<i>Current Expense Fund - Expenditures</i>				
Common Facilities Overhead				
City Hall & Library Operations				
001-1901-519.31-01	Office & Operating Supply	13,414	20,370	20,370
001-1901-519.41-01	Prof. Svc-Other	8,092	40,846	40,846
001-1901-519.42-01	Telecommunications	18,256	20,000	20,000
001-1901-519.42-02	Communications-Postage	22,857	30,000	30,000
001-1901-519.45-01	Equipment Rental	13,784	14,018	14,087
001-1901-519.45-02	IMS Rental	803,295	739,954	778,551
001-1901-519.45-03	Copier Rental	19,886	38,700	38,700
001-1901-519.45-08	Lease Miscellaneous	-	500	500
001-1901-519.46-01	Insurance-Liability	282,443	290,027	302,588
001-1901-519.46-02	Insurance-Fire/Property	26,739	28,900	31,501
001-1901-519.46-06	AWC-L & I Pool	21,188	16,418	16,418
001-1901-519.47-01	Utility-Electric	123,710	148,000	148,000
001-1901-519.47-02	Utility-City of Lacey	16,305	22,500	22,500
001-1901-519.47-07	Utility-Solid Waste	1,124	3,000	3,000
001-1901-519.48-01	Rep & Maint-Equipment	388	3,700	3,700
001-1901-519.49-02	Printing & Binding	9,261	8,000	8,000
001-1901-519.49-06	Maintenance Contracts	30,215	38,974	38,974
001-1901-519.49-25	Assessments/Taxes	7,588	2,050	2,050
001-1901-519.49-27	Bad Debt Expense	(247)	1,000	1,000
001-1901-572.46-02	Insurance-Fire/Property	8,854	8,916	9,718
001-1901-572.47-01	Utility-Electric	43,558	50,000	50,000
001-1901-572.47-02	Utility-City of Lacey	6,871	9,000	9,000
001-1901-572.47-07	Utility-Solid Waste	3,899	1,500	1,500
001-1901-572.48-01	Rep & Maint-Equipment	-	250	250
001-1901-572.49-06	Maintenance Contracts	-	736	736
001-1901-591.75-01	Capital Leases	9,860	-	-
001-1901-592.83-10	Capital Lease Interest	5,410	-	-
001-1901-594.66-01	Capital Leases	53,818	-	-
Total City Hall & Library Operations		1,550,568	1,537,359	1,591,989

POLICE

The Police Department's mission is to partner with the community to make Lacey a safe and desirable place to live, work, learn, and play.

Police Department staffing allocations for 2021 will include: sixty five (65) commissioned officers, nine and half (9.5) administrative staff members and four (4) civilian Community Service Officers. Volunteer services are provided by a group of dedicated staff consisting of the Lacey Resource Unit (LRU), Chaplain Program, and the Explorer Post.

The Lacey Police Department consists of the following three divisions: Operations Division, Administrative Division, and the Investigations Division.

OPERATIONS DIVISION:

The Operations Division is comprised of one (1) Commander, six (6) Sergeants, six (6) Corporals, thirty three (33) Police Officers and four (4) civilian Community Service Officers who work in six squads providing 24-hour law enforcement services to the city.

The Operations Division is the largest division in the Lacey Police Department. The primary responsibility is to provide uniformed patrol service to the City of Lacey 24-hours per day while protecting life and property and enhancing the perception of safety throughout the community. The City is divided into patrol districts to allow officers a concentrated area of focus, where they can engage the community as partners for collaborative solutions to crime and quality of life issues. The Operations Division is complemented by a Traffic Unit that provides education and enforcement services related to vehicle, pedestrian, and school zone safety. The Operations Division is supported by the Community Service Officer program which provides non-emergency patrol support and in custody transports to keep patrol officers within the city limits.

ADMINISTRATIVE DIVISION:

The Administrative Division is comprised of one (1) Police Chief, one (1) Deputy Police Chief, one (1) Personnel and Training Sergeant, one (1) Personnel and Training Officer, one (1) Management Analyst, one (1) part-time car washer, one (1) Executive Assistant, and the Records Unit consisting of one (1) Customer Support Supervisor and four (4) Police Assistants.

The Administrative Division is responsible for records, public disclosure compliance, concealed weapons permits processing, firearms background checks, recruiting, hiring, training, policy, internal investigations, and other administrative tasks. The Personnel and Training Sergeant coordinates department training including firearms, less-lethal tools, driving, tactics, and procedures. The Personnel and Training Sergeant is also the direct supervisor of the police officer assigned to the academy training staff at the Criminal Justice Training Center (CJTC). (The cost of CJTC position is reimbursed by CJTC). Our Management Analyst conducts extensive analysis of crime trends to help focus patrol resources as well as assisting detectives with complex investigations. The Executive Assistant is the central point of contact for the Office of the Chief of Police and assists with a myriad administrative functions in support of the division and the department.

INVESTIGATIONS DIVISION:

The Investigations Division is comprised of one (1) Commander, one (1) Detective Sergeant, five (5) Detectives, three (3) School Resource Officers, one (1) Community Resource Sergeant, four (4) Community Resource Officers, one (1) Evidence Technician, and one (1) Police Assistant.

The Investigative Division is managed by a Commander who is responsible for three units: Detective Unit, School Resource Unit, and the Community Resource Unit. The Detective Unit is responsible for the investigation of major crimes and felonies, and any complicated crimes that exceed the expertise or immediate resources of the Operations Division. They also partner with other local agencies for county wide criminal investigations involving violent crime, property crimes, narcotics enforcement, as well as missing and child abuse cases. The Community Resource Unit is supervised by a sergeant and staffed by four officers assigned to conduct community outreach and education. They engage with the homeless population, plan and conduct proactive enforcement operations based on crime analysis trends and instruct at academies and community events. The School Resource Unit is staffed by three officers who are assigned to North Thurston Public Schools. They serve four high schools, four middle schools, and six elementary schools. They are responsible for providing not only law enforcement and security, but also focus on initiating positive contacts and building relationships with the students, parents, and school administration. Our Evidence Technician is responsible for the evidence room function, which includes processing, storing, retrieval, and disposition of all evidence and found property. A Police Assistant is assigned to the Investigative Division to provide administrative assistance to the units within the division. In addition, the Police Assistant coordinates the department's community outreach efforts to include social media.

BUDGET SUMMARY

The Police Department budget is organized into nine programs.

- Administration
- Investigations
- Records and Support Services
- Operations
- Property and Evidence
- Traffic
- Training
- Volunteers
- Education and Community Outreach

The total 2021 budget for Police is **\$12,064,330**, not including expenditures in the Criminal Justice Fund. Funding for court and jail services is budgeted separately. These services are provided through a contractual agreement with Thurston County and the Nisqually Tribe.

2021 PROGRAMS, GOALS, AND PRIORITIES

- Utilize and employ contemporary crime analysis data to aggressively identify and mitigate emerging crime trends.
- Enhance our on-going partnership with North Thurston Public Schools to ensure a safe and productive learning environment.
- Work closely with our community partners to identify and proactively address quality of life issues.
- Increase proactive and compassionate contacts to continue to build community partnerships and trust.
- Increase the department's reach through social media to educate and better inform the community and increase transparency about department administration and operation.
- Enhance our recruiting and training platforms to continue to build our diversified and inclusive public safety team.
- Provide high quality, full-service and community based law enforcement and public safety.

Account Number	Description	2019 Actual Revenue/Expense	2020 Amended Budget	2021 Adopted Budget
<i>Current Expense Fund - Expenditures</i>				
Police				
General Services				
001-2101-521.10-01	Salaries-Regular	510,210	723,019	600,624
001-2101-521.10-05	Salaries-Overtime	1,073	500	500
001-2101-521.20-01	Employer Paid Benefits	111,366	177,246	196,731
001-2101-521.20-02	LEOFF Disability-Retired	123,094	210,960	210,960
001-2101-521.20-42	GASB68 Pension Expense	221,563	-	-
001-2101-521.31-01	Office & Operating Supply	10,662	6,250	6,250
001-2101-521.31-15	Evidence Monies	-	1,000	1,000
001-2101-521.41-01	Prof. Svc-Other	91,527	131,482	7,900
001-2101-521.42-01	Telecommunications	4,033	5,057	5,057
001-2101-521.43-02	Dues, Subscriptions, Publ	1,391	1,700	1,700
001-2101-521.45-01	Equipment Rental	13,484	16,521	21,451
001-2101-521.45-02	IMS Rental	6,420	7,322	10,138
001-2101-521.48-01	Rep & Maint-Equipment	-	20	20
001-2101-521.49-02	Printing & Binding	612	-	-
001-2101-521.49-06	Maintenance Contracts	965	-	-
Total General Services		1,096,400	1,281,077	1,062,331
Records and Support Services				
001-2102-521.10-01	Salaries-Regular	310,459	405,959	468,564
001-2102-521.10-05	Salaries-Overtime	2,869	5,100	5,100
001-2102-521.10-06	Salaries-Part-Time	-	1,000	1,000
001-2102-521.20-01	Employer Paid Benefits	115,010	174,281	200,607
001-2102-521.31-01	Office & Operating Supply	8,926	8,100	8,100
001-2102-521.31-02	Small Tools & Equipment	1,029	1,100	1,100
001-2102-521.31-17	Supplies-Uniform Purchase	522	600	600
001-2102-521.41-01	Prof. Svc-Other	74	-	-
001-2102-521.42-01	Telecommunications	6,015	4,500	4,500
001-2102-521.43-02	Dues, Subscriptions, Publ	265	475	475
001-2102-521.45-02	IMS Rental	6,625	7,556	10,462
001-2102-521.48-01	Rep & Maint-Equipment	-	100	100
001-2102-521.49-02	Printing & Binding	2,635	4,000	4,000
001-2102-521.49-30	Software Maintenance	-	1,700	1,700
001-2102-521.50-04	Contract-RMS System	155,569	154,507	161,549
Total Records and Support Services		609,998	768,978	867,857

Account Number	Description	2019 Actual Revenue/Expense	2020 Amended Budget	2021 Adopted Budget
<i>Current Expense Fund - Expenditures</i>				
Police				
Property Control				
001-2103-521.10-01	Salaries-Regular	104,511	106,803	127,654
001-2103-521.10-05	Salaries-Overtime	-	1,800	1,800
001-2103-521.20-01	Employer Paid Benefits	33,450	37,204	46,307
001-2103-521.31-01	Office & Operating Supply	2,752	2,975	2,975
001-2103-521.31-02	Small Tools & Equipment	-	375	375
001-2103-521.31-17	Supplies-Uniform Purchase	138	700	700
001-2103-521.41-01	Prof. Svc-Other	316	-	-
001-2103-521.45-02	IMS Rental	1,776	2,025	2,805
001-2103-521.49-02	Printing & Binding	136	125	125
001-2103-521.49-28	Misc - Disposal Fees	318	-	-
001-2103-521.49-30	Software Maintenance	-	-	10,587
Total Property Control		143,397	152,007	193,328
Training				
001-2104-521.43-01	Transportation/Per Diem	24,014	30,000	30,000
001-2104-521.43-02	Dues, Subscriptions, Publ	75	450	450
001-2104-521.43-03	Registrations	30,711	35,750	35,750
001-2104-521.43-05	Memorial Fund-McMillen Sr	-	50	50
001-2104-521.49-05	Professional Development	21,827	30,233	30,233
001-2104-521.49-30	Software Maintenance	-	-	14,354
Total Training		76,627	96,483	110,837
Crime Prevention				
001-2105-521.10-01	Salaries-Regular	128,438	134,795	224,098
001-2105-521.10-05	Salaries-Overtime	19,990	6,150	6,150
001-2105-521.20-01	Employer Paid Benefits	39,835	39,778	64,002
001-2105-521.31-01	Office & Operating Supply	4,572	6,465	6,465
001-2105-521.31-10	Supplies-Multi-Housing	239	400	400
001-2105-521.31-17	Supplies-Uniform Purchase	301	400	400
001-2105-521.41-01	Prof. Svc-Other	-	100	100
001-2105-521.42-01	Telecommunications	1,047	1,000	1,000
001-2105-521.43-02	Dues, Subscriptions, Publ	248	100	100
001-2105-521.45-01	Equipment Rental	2,850	3,491	4,533
001-2105-521.48-01	Rep & Maint-Equipment	-	10	10
001-2105-521.49-02	Printing & Binding	2,342	3,500	3,500
001-2105-521.49-10	Uniform Contract/Cleaning	20	400	400

Account Number	Description	2019 Actual Revenue/Expense	2020 Amended Budget	2021 Adopted Budget
<i>Current Expense Fund - Expenditures</i>				
Police				
Crime Prevention-Continued				
001-2105-521.49-11	Public Education	-	750	750
Total Crime Prevention		199,882	197,339	311,908
Investigation and Apprehension				
001-2106-521.10-01	Salaries-Regular	727,455	752,943	585,883
001-2106-521.10-05	Salaries-Overtime	75,797	47,150	47,150
001-2106-521.20-01	Employer Paid Benefits	204,048	209,813	170,797
001-2106-521.31-01	Office & Operating Supply	15,726	15,156	15,156
001-2106-521.31-02	Small Tools & Equipment	642	1,400	1,400
001-2106-521.31-17	Supplies-Uniform Purchase	1,344	1,500	1,500
001-2106-521.41-01	Prof. Svc-Other	-	1,000	1,000
001-2106-521.42-01	Telecommunications	11,556	9,508	9,508
001-2106-521.43-02	Dues, Subscriptions, Publ	530	300	300
001-2106-521.45-01	Equipment Rental	32,112	39,336	51,078
001-2106-521.45-02	IMS Rental	2,767	3,156	4,370
001-2106-521.48-01	Rep & Maint-Equipment	-	500	500
001-2106-521.49-02	Printing & Binding	-	100	100
001-2106-521.49-10	Uniform Contract/Cleaning	4,852	4,000	4,000
Total Investigation and Apprehension		1,076,829	1,085,862	892,742
Protective Enforcement Patrol				
001-2107-521.10-01	Salaries-Regular	3,824,027	4,709,697	5,206,813
001-2107-521.10-05	Salaries-Overtime	533,836	542,175	542,175
001-2107-521.10-06	Salaries-Part-Time	11,898	10,593	10,593
001-2107-521.20-01	Employer Paid Benefits	1,137,030	1,371,345	1,460,746
001-2107-521.20-35	LEOFF2 Plan Contrib Add'l	11,613	-	-
001-2107-521.31-01	Office & Operating Supply	16,662	20,267	20,267
001-2107-521.31-02	Small Tools & Equipment	3,638	7,042	7,042
001-2107-521.31-05	Firearms/Ammunition	31,180	28,000	28,000
001-2107-521.31-06	Supplies-Water Patrol	560	394	394
001-2107-521.31-07	Supplies-Tactical Team	4,721	10,000	10,000
001-2107-521.31-17	Supplies-Uniform Purchase	38,418	34,950	34,950
001-2107-521.31-33	Supplies-Tactical Vests	35,924	28,165	28,165
001-2107-521.31-35	Supplies-Replaced Equip	27,486	30,000	30,000
001-2107-521.31-37	Less Lethal Equipment	-	15,000	15,000
001-2107-521.41-01	Prof. Svc-Other	10,759	3,000	3,000

Account Number	Description	2019 Actual Revenue/Expense	2020 Amended Budget	2021 Adopted Budget
<i>Current Expense Fund - Expenditures</i>				
Police				
Protective Enforcement Patrol-Continued				
001-2107-521.42-01	Telecommunications	40,384	46,711	46,711
001-2107-521.43-02	Dues, Subscriptions, Publ	60	3,775	3,775
001-2107-521.45-01	Equipment Rental	398,304	487,911	633,553
001-2107-521.45-02	IMS Rental	145,688	166,158	230,074
001-2107-521.45-03	Copier Rental	5,253	18,900	18,900
001-2107-521.48-01	Rep & Maint-Equipment	7,302	8,000	8,000
001-2107-521.49-02	Printing & Binding	1,619	1,754	1,754
001-2107-521.49-06	Maintenance Contracts	372	-	-
001-2107-521.49-10	Uniform Contract/Cleaning	12,424	12,460	12,460
001-2107-521.49-30	Software Maintenance	10,855	12,045	12,045
001-2107-521.50-01	Olympia Range	-	10,000	10,000
001-2107-591.75-01	Capital Leases	9,995	-	-
001-2107-592.83-10	Capital Lease Interest	1,100	-	-
Total Protective Enforcement Patrol		6,321,108	7,578,342	8,374,417
Traffic				
001-2108-521.10-01	Salaries-Regular	210,704	216,369	84,360
001-2108-521.10-05	Salaries-Overtime	46,107	24,088	24,088
001-2108-521.20-01	Employer Paid Benefits	64,010	63,096	29,307
001-2108-521.31-01	Office & Operating Supply	609	1,450	1,450
001-2108-521.31-02	Small Tools & Equipment	123	500	500
001-2108-521.31-17	Supplies-Uniform Purchase	-	1,000	1,000
001-2108-521.42-01	Telecommunications	1,109	1,700	1,700
001-2108-521.43-02	Dues, Subscriptions, Publ	-	50	50
001-2108-521.45-01	Equipment Rental	33,970	41,612	54,034
001-2108-521.48-01	Rep & Maint-Equipment	-	200	200
001-2108-521.49-10	Uniform Contract/Cleaning	703	550	550
Total Traffic		357,335	350,615	197,239
Volunteers				
001-2109-521.10-01	Salaries-Regular	32,663	34,355	34,095
001-2109-521.10-05	Salaries-Overtime	6,282	3,588	3,588
001-2109-521.20-01	Employer Paid Benefits	7,375	6,984	7,118
001-2109-521.31-01	Office & Operating Supply	857	750	750
001-2109-521.31-02	Small Tools & Equipment	-	125	125
001-2109-521.31-17	Supplies-Uniform Purchase	615	-	-
001-2109-521.31-18	Uniforms	-	2,525	2,525

Account Number	Description	2019 Actual Revenue/Expense	2020 Amended Budget	2021 Adopted Budget
<i>Current Expense Fund - Expenditures</i>				
Police				
Volunteers-Continued				
001-2109-521.43-01	Transportation/Per Diem	-	400	400
001-2109-521.43-02	Dues, Subscriptions, Publ	-	750	750
001-2109-521.43-03	Registrations	-	1,070	1,070
001-2109-521.49-10	Uniform Contract/Cleaning	701	750	750
001-2109-521.49-57	Lacey Resource Officers	1,436	2,500	2,500
Total Volunteers		49,929	53,797	53,671
Total Police		9,931,505	11,564,500	12,064,330



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PUBLIC WORKS ADMINISTRATION

Public Works Administration provides administrative support and assistance to all Public Works divisions. The Director of Public Works is responsible for the overall management of the Engineering Division, Water Resources, Utility Operations and Maintenance, Parks Maintenance, Facility Maintenance, Streets Maintenance, Equipment Rental, and Utility & Transportation Capital Programs.

Public Works Administrative services are provided by a Management Analyst, an Executive Assistant and a Department Assistant III. Staff are responsible for processing contracts and agreements, collecting fees, issuing permits, customer service at the front counter, providing telephone support, file maintenance of public works and development projects. Staff also coordinate all interdepartmental efforts including the annual operating budgets of the department, payroll and purchasing, and computer and software acquisition. In addition, administrative support is provided for a variety of special projects and research as needed by the Public Works Director.

BUDGET SUMMARY

The 2021 budget for Public Works Administration is **\$147,203**. Some operating costs are recovered through the assessment of plan fees and charges to utilities or projects.

2021 PROGRAMS, GOALS AND PRIORITIES

- Continue to emphasize and improve customer service throughout the department.
- Optimize all resources allocated to the department.
- Continue to improve support to all Directors, the City Council, and the City Manager.
- Ensure division goals and priorities are facilitated and achieved.

Account Number	Description	2019 Actual Revenue/Expense	2020 Amended Budget	2021 Adopted Budget
<i>Current Expense Fund - Expenditures</i>				
Public Works Support Services				
General Services				
001-3101-532.10-01	Salaries-Regular	48,382	53,472	55,607
001-3101-532.10-05	Salaries-Overtime	35	200	200
001-3101-532.20-01	Employer Paid Benefits	16,128	19,395	20,413
001-3101-532.31-01	Office & Operating Supply	3,676	9,350	9,850
001-3101-532.31-02	Small Tools & Equipment	-	461	461
001-3101-532.31-27	Software Upgrade	363	500	1,500
001-3101-532.41-01	Prof. Svc-Other	17,696	2,500	4,000
001-3101-532.43-01	Transportation/Per Diem	43	200	1,200
001-3101-532.43-02	Dues, Subscriptions, Publ	496	4,850	5,700
001-3101-532.43-03	Registrations	1,560	500	1,000
001-3101-532.45-01	Equipment Rental	1,855	12,481	26,246
001-3101-532.45-02	IMS Rental	13,511	15,180	18,726
001-3101-532.48-02	Rep & Maint-Equip Non-Pwr	-	300	300
001-3101-532.49-02	Printing & Binding	51	1,000	2,000
Total Public Works Support Services		103,796	120,389	147,203

PUBLIC WORKS-ENGINEERING

The City Engineer oversees the transportation, survey, design/construction management, and development review sections of the Public Works Department.

The Engineering Division is made up of 25 FTE's. The Engineering staff identifies public improvement needs, designs and manages City-funded construction projects for utility and transportation systems, and provides technical support and information to utilities operators and the public. Engineering costs for these activities are charged to the utility or project for which the service is provided.

Engineering also reviews development proposals and inspects private construction of public facilities. This includes identifying the need for transportation and utility improvements. These costs are partially recovered from fees assessed to development for plan review and inspection services.

BUDGET SUMMARY

The Engineering budget is organized into six programs.

- General Services
- Transportation Engineering
- Water Utility Engineering
- Wastewater Utility Engineering
- Stormwater Utility Engineering
- Project Engineering

The total 2021 budget for Public Works Engineering is **\$3,947,610**. Some operating costs are recovered through the assessment of plan fees and charges to utilities or projects.

2021 PROGRAMS, GOALS AND PRIORITIES

- LED Street Lighting Replacement
- Carpenter Road and Britton Parkway Interim Roundabout Design
- College Street and 16th Avenue Roundabout Design
- College Street & Woodland Square Loop Pedestrian Crossing
- College Street NE Extension – Design
- Electric Car Charging Stations
- Mullen Road – Thurston County
- Ruddell Road Sidewalk/Retaining Walls
- Signal Pole Replacement (Sleater Kinney and Pacific Avenue)
- Capital City Water & Sewer Improvements

Account Number	Description	2019 Actual Revenue/Expense	2020 Amended Budget	2021 Adopted Budget
<i>Current Expense Fund - Expenditures</i>				
Public Works Engineering Division				
General Services				
001-3201-532.10-01	Salaries-Regular	717,794	668,620	724,322
001-3201-532.10-05	Salaries-Overtime	6,677	3,000	3,000
001-3201-532.10-06	Salaries-Part-Time	3,522	-	-
001-3201-532.20-01	Employer Paid Benefits	291,451	281,995	316,727
001-3201-532.31-01	Office & Operating Supply	14,724	15,000	15,000
001-3201-532.31-02	Small Tools & Equipment	2,067	4,000	4,000
001-3201-532.31-17	Supplies-Uniform Purchase	3,937	3,000	3,000
001-3201-532.31-27	Software Upgrade	15,273	2,174	2,174
001-3201-532.41-01	Prof. Svc-Other	9,875	1,600	1,600
001-3201-532.42-01	Telecommunications	13,428	9,750	9,750
001-3201-532.43-01	Transportation/Per Diem	11,814	5,000	5,000
001-3201-532.43-02	Dues, Subscriptions, Publ	3,919	2,000	2,000
001-3201-532.43-03	Registrations	12,357	7,020	7,020
001-3201-532.45-01	Equipment Rental	97,439	121,565	122,650
001-3201-532.45-02	IMS Rental	68,225	86,000	88,640
001-3201-532.45-08	Lease Miscellaneous	790	7,720	7,720
001-3201-532.48-02	Rep & Maint-Equip Non-Pwr	-	1,020	1,020
001-3201-532.49-02	Printing & Binding	243	-	-
001-3201-532.49-03	Recording Fees	-	2,800	2,800
001-3201-532.49-06	Maintenance Contracts	2,787	5,698	5,698
001-3201-532.49-10	Uniform Contract/Cleaning	-	200	200
001-3201-532.49-30	Software Maintenance	49,524	50,000	50,000
001-3201-591.75-01	Capital Leases	7,115	-	-
001-3201-592.83-10	Capital Lease Interest	220	-	-
Total General Services		1,333,181	1,278,162	1,372,321
Transportation Engineering				
001-3202-532.10-01	Salaries-Regular	394,102	472,707	469,754
001-3202-532.10-05	Salaries-Overtime	2,728	3,000	3,000
001-3202-532.10-06	Salaries-Part-Time	-	9,953	9,953
001-3202-532.20-01	Employer Paid Benefits	145,143	188,079	189,519
001-3202-532.31-01	Office & Operating Supply	38	1,100	1,100
001-3202-532.31-02	Small Tools & Equipment	-	300	300
001-3202-532.31-03	Traffic Counting Supplies	27	4,010	1,010
001-3202-532.31-17	Supplies-Uniform Purchase	-	75	75
001-3202-532.41-02	Prof. Svc-Engineering	-	500	500

Account Number	Description	2019 Actual Revenue/Expense	2020 Amended Budget	2021 Adopted Budget
<i>Current Expense Fund - Expenditures</i>				
Public Works Engineering Division				
Transportation Engineering-Continued				
001-3202-532.43-01	Transportation/Per Diem	-	250	250
001-3202-532.43-02	Dues, Subscriptions, Publ	1,443	1,550	1,550
001-3202-532.43-03	Registrations	194	1,000	1,000
001-3202-532.45-01	Equipment Rental	4,952	6,178	6,233
001-3202-532.49-02	Printing & Binding	-	180	180
Total Transportation Engineering		548,627	688,882	684,424
Water Utility Engineering				
001-3203-532.10-01	Salaries-Regular	235,259	267,327	273,760
001-3203-532.10-05	Salaries-Overtime	3,790	8,000	8,000
001-3203-532.20-01	Employer Paid Benefits	95,407	118,267	122,972
Total Water Utility Engineering		334,456	393,594	404,732
Wastewater Utility Engineering				
001-3204-532.10-01	Salaries-Regular	184,667	194,433	201,190
001-3204-532.10-05	Salaries-Overtime	3,790	10,000	10,000
001-3204-532.20-01	Employer Paid Benefits	73,063	84,786	88,202
Total Wastewater Utility Engineering		261,520	289,219	299,392
Stormwater Utility Engineering				
001-3205-532.10-01	Salaries-Regular	102,519	111,186	113,702
001-3205-532.10-05	Salaries-Overtime	2,122	2,000	2,000
001-3205-532.20-01	Employer Paid Benefits	41,291	48,764	50,528
Total Stormwater Utility Engineering		145,932	161,950	166,230
Project Engineering				
001-3206-532.10-01	Salaries-Regular	587,086	678,089	670,574
001-3206-532.10-05	Salaries-Overtime	6,457	10,000	10,000
001-3206-532.20-01	Employer Paid Benefits	276,838	332,158	339,937
Total Project Engineering		870,381	1,020,247	1,020,511
Total Public Works Engineering Division		3,494,097	3,832,054	3,947,610



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PUBLIC WORKS-PARKS MAINTENANCE

The Public Works Parks Maintenance Division maintains the grounds of all City-owned and operated buildings, water/wastewater facilities, parks, open space, roundabouts, planter strips, and green belts. This includes over 1,200 acres of park land, grounds adjacent to occupied buildings, approximately 75 water / wastewater sites, and 17 miles of right-of-way containing over 4,400 street trees.

The work performed by the Parks Maintenance Division includes routine and preventative maintenance, as well as repairs and special projects. Staff performs site repair, turf and grounds preservation, urban forest management, support of Parks and Recreation programs, limited construction, and support for volunteer and youth work groups. Work is prioritized to address safety and high community use areas.

BUDGET SUMMARY

The Parks budget is organized into four programs under the general service categories of Grounds.

- General Services
- Utilities/Right-of-Way
- Buildings/Structures/Grounds - Parks
- Rainier Vista Park Operations

The total 2021 Budget for Parks, Grounds, and Facilities Maintenance is **\$3,284,057**. This includes staffing to 16 full-time equivalents, (not including 4 FTEs funded by the Regional Athletic Complex). The staff adjusts seasonally with temporary labor to meet the demands created by warm weather and park activity. Parks Maintenance Operations are supported by the revenues from the General Fund and Utility Tax receipts dedicated to parks maintenance.

2021 PROGRAMS, GOALS AND PRIORITIES

- Continue to develop innovative maintenance techniques to maximize efficiency.
- Continue to develop resource and operations plans for the Parks Maintenance Team.
- Maintain and improve current service levels.

Account Number	Description	2019 Actual Revenue/Expense	2020 Amended Budget	2021 Adopted Budget
<i>Current Expense Fund - Expenditures</i>				
Public Works Parks Maintenance Division				
General Services				
001-3301-576.10-01	Salaries-Regular	365,511	366,924	379,908
001-3301-576.10-05	Salaries-Overtime	8,422	3,000	3,000
001-3301-576.10-06	Salaries-Part-Time	9,266	56,492	56,492
001-3301-576.20-01	Employer Paid Benefits	160,798	144,417	159,344
001-3301-576.20-03	Unemployment Compensation	6,024	25,500	25,500
001-3301-576.31-01	Office & Operating Supply	11,147	10,645	10,645
001-3301-576.31-02	Small Tools & Equipment	155	-	-
001-3301-576.31-17	Supplies-Uniform Purchase	10,129	8,385	8,385
001-3301-576.31-35	Replaced Equip	-	15,000	15,000
001-3301-576.41-01	Prof. Svc-Other	1,707	740	740
001-3301-576.42-01	Telecommunications	1,486	3,000	3,000
001-3301-576.43-01	Transportation/Per Diem	2,511	12,843	12,843
001-3301-576.43-02	Dues, Subscriptions, Publ	185	915	915
001-3301-576.43-03	Registrations	6,580	6,242	6,242
001-3301-576.45-01	Equipment Rental	21,223	22,699	23,508
001-3301-576.45-02	IMS Rental	11,520	13,266	15,701
001-3301-576.45-03	Copier Rentals	401	1,425	1,425
001-3301-576.46-02	Insurance-Fire/Property	1,069	1,077	1,174
001-3301-576.47-01	Utility-Electric	5,265	7,146	7,146
001-3301-576.47-02	Utility-City of Lacey	1,216	2,824	2,824
001-3301-576.47-03	Utility-Natural Gas	5,793	7,869	7,869
001-3301-576.47-07	Utility-Solid Waste	4,971	4,900	4,900
001-3301-576.48-01	Rep & Maint-Equipment	918	1,580	1,580
001-3301-576.48-03	Rep & Maint-Facilities	1,348	-	-
001-3301-576.49-06	Maintenance Contracts	2,546	2,909	2,909
001-3301-576.49-10	Uniform Contract/Cleaning	-	300	300
001-3301-576.49-23	Custodial	6,031	8,753	8,753
001-3301-576.49-25	Assessments/Taxes	17	181	181
001-3301-576.49-35	CDL-Physicals/Licenses	1,978	958	958
001-3301-576.60-01	Capital Outlays-Equipment	1,267	500	-
Total General Services		649,484	730,490	761,242
Utilities/Right of Way				
001-3302-576.10-01	Salaries-Regular	231,875	183,930	233,221
001-3302-576.10-05	Salaries-Overtime	2,888	3,100	3,100
001-3302-576.10-06	Salaries-Part-Time	58,176	93,140	93,140

Account Number	Description	2019 Actual Revenue/Expense	2020 Amended Budget	2021 Adopted Budget
<i>Current Expense Fund - Expenditures</i>				
Public Works Parks Maintenance Division				
Utilities/Right of Way-Continued				
001-3302-576.20-01	Employer Paid Benefits	139,881	108,527	142,087
001-3302-576.31-01	Office & Operating Supply	33,278	38,750	43,750
001-3302-576.31-02	Small Tools & Equipment	1,616	1,675	1,675
001-3302-576.41-01	Prof. Svc-Other	13,439	5,468	5,468
001-3302-576.42-01	Telecommunications	3,492	3,250	3,250
001-3302-576.45-01	Equipment Rental	55,293	59,141	61,248
001-3302-576.45-05	Rentals-Other	-	8,000	8,000
001-3302-576.47-01	Utility-Electric	943	1,300	1,300
001-3302-576.47-02	Utility-City of Lacey	91,771	120,000	120,000
001-3302-576.48-01	Rep & Maint-Equipment	2,245	2,617	2,617
001-3302-576.48-15	Rep & Maint-Grounds	-	1,350	1,350
Total Utilities/Right of Way		634,897	630,248	720,206
Building/Structures/Grounds				
001-3303-576.10-01	Salaries-Regular	428,540	466,853	468,404
001-3303-576.10-05	Salaries-Overtime	11,604	1,500	1,500
001-3303-576.10-06	Salaries-Part-Time	116,208	85,310	90,310
001-3303-576.20-01	Employer Paid Benefits	250,172	239,446	261,912
001-3303-576.31-01	Office & Operating Supply	76,904	65,470	65,470
001-3303-576.31-02	Small Tools & Equipment	5,307	5,323	5,323
001-3303-576.31-29	Supplies-Ground Maint	11,971	12,000	12,000
001-3303-576.34-01	Fuel	6,466	4,238	4,238
001-3303-576.41-01	Prof. Svc-Other	34,960	26,582	50,582
001-3303-576.42-01	Telecommunications	3,388	2,000	2,000
001-3303-576.45-01	Equipment Rental	185,311	198,208	205,269
001-3303-576.45-05	Rentals-Other	8,055	6,300	6,300
001-3303-576.46-02	Insurance-Fire/Property	4,997	5,033	5,486
001-3303-576.47-01	Utility-Electric	12,076	14,000	14,000
001-3303-576.47-02	Utility-City of Lacey	122,508	106,000	125,000
001-3303-576.48-01	Rep & Maint-Equipment	3,311	4,000	4,000
001-3303-576.48-03	Rep & Maint-Facilities	437	512	10,512
001-3303-576.49-28	Misc - Disposal Fees	111	-	-
Total Building/Structures/Grounds		1,282,326	1,242,775	1,332,306

Account Number	Description	2019 Actual Revenue/Expense	2020 Amended Budget	2021 Adopted Budget
<i>Current Expense Fund - Expenditures</i>				
Public Works Parks Maintenance Division				
Rainier Vista Park				
001-3304-576.10-01	Salaries-Regular	95,810	110,743	110,963
001-3304-576.10-05	Salaries-Overtime	3,638	1,000	1,000
001-3304-576.10-06	Salaries-Part-Time	63,224	53,071	53,071
001-3304-576.20-01	Employer Paid Benefits	51,932	51,665	55,062
001-3304-576.31-01	Office & Operating Supply	44,477	45,310	45,310
001-3304-576.31-02	Small Tools & Equipment	2,792	1,350	1,350
001-3304-576.34-02	Diesel	5,846	14,000	14,000
001-3304-576.41-01	Prof. Svc-Other	-	596	596
001-3304-576.42-01	Telecommunications	3,306	3,500	3,500
001-3304-576.45-01	Equipment Rental	42,668	79,231	87,245
001-3304-576.45-02	IMS Rental	2,243	2,371	2,456
001-3304-576.46-02	Insurance-Fire/Property	1,739	1,752	1,910
001-3304-576.47-01	Utility-Electric	7,891	6,500	6,500
001-3304-576.47-02	Utility-City of Lacey	80,742	50,000	80,000
001-3304-576.47-07	Utility-Solid Waste	5,717	5,700	5,700
001-3304-576.48-01	Rep & Maint-Equipment	906	950	950
001-3304-576.48-03	Rep & Maint-Facilities	-	450	450
001-3304-576.49-23	Custodial	-	240	240
001-3304-576.49-28	Misc - Disposal Fees	18	-	-
Total Rainier Vista Park		412,949	428,429	470,303
Total Public Works Parks Maintenance Division		2,979,656	3,031,942	3,284,057

PUBLIC WORKS-FACILITIES MAINTENANCE

The Public Works Facilities Maintenance Division is responsible for the maintenance of over 175,000 square feet of occupied buildings, including City Hall, Lacey Timberland Library, Lacey Museum, Lacey Depot Amenity, Maintenance Service Center, Equipment Rental, Jacob Smith House, Community Center, Senior Center, Lacey Childcare Center, and Animal Services. Support is also provided to the Water and Wastewater divisions on an as needed basis, with over 74 water/wastewater facilities. Facilities Maintenance also assists the Parks division by maintaining 15 picnic shelters, 13 bathroom buildings, and 5 maintenance shops located throughout the parks system.

BUDGET SUMMARY

The Facilities Maintenance Division is organized into one budget program under the umbrella of the General Fund. Funding for work in Water and Wastewater is provided through the applicable utility on as needed basis.

The total 2021 budget is **\$745,834**. The department is staffed by a Senior Maintenance Technician, and two Journey Level Maintenance Technicians.

2021 PROGRAMS, GOALS AND PRIORITIES

- Continue to emphasize and provide quick work order response times to our customers.
- Conduct a city-wide facilities condition assessment.
- Review asset management programs.

Account Number	Description	2019 Actual Revenue/Expense	2020 Amended Budget	2021 Adopted Budget
<i>Current Expense Fund - Expenditures</i>				
Public Works Facilities Maintenance Division				
Facilities Maintenance				
001-3601-519.10-01	Salaries-Regular	154,336	217,922	233,252
001-3601-519.10-05	Salaries-Overtime	1,926	1,000	1,000
001-3601-519.10-06	Salaries-Part-Time	13,061	-	-
001-3601-519.20-01	Employer Paid Benefits	86,420	120,612	139,471
001-3601-519.20-03	Unemployment Compensation	2,403	600	600
001-3601-519.31-17	Supplies-Uniform Purchase	138	1,500	1,500
001-3601-519.31-23	Supplies-Building Maint.	20,205	1,650	20,000
001-3601-519.31-24	Small Tools & Equip-Grnds	418	400	400
001-3601-519.31-29	Supplies-Grounds Maint.	4,772	3,930	3,930
001-3601-519.41-31	Prof. Svc-Building Maint.	-	6,870	6,870
001-3601-519.41-39	Prof. Svc-Tree Evaluation	-	585	585
001-3601-519.42-01	Telecommunications	1,525	1,750	1,750
001-3601-519.43-01	Transportation/Per Diem	-	1,400	1,400
001-3601-519.43-03	Registrations	65	1,595	1,595
001-3601-519.45-01	Equipment Rental	16,689	8,510	7,920
001-3601-519.45-02	IMS Rental	2,452	2,657	2,706
001-3601-519.48-03	Rep & Maint-Facilities	75,466	37,450	78,500
001-3601-519.48-10	Rep & Maint-Equip-Grnds	2,346	2,200	2,200
001-3601-519.49-06	Maintenance Contracts	49,030	40,610	40,610
001-3601-519.49-10	Uniform Contract/Cleaning	-	950	950
001-3601-519.49-23	Custodial	98,388	106,920	106,920
001-3601-572.31-01	Office & Operating Supply	34	-	-
001-3601-572.31-23	Supplies-Building Maint.	11,498	5,385	5,385
001-3601-572.31-24	Small Tools & Equip-Grnds	10	503	503
001-3601-572.31-29	Supplies-Grounds Maint.	2,187	2,184	2,184
001-3601-572.41-01	Prof. Svc-Other	-	3,420	3,420
001-3601-572.41-31	Prof. Svc-Building Maint.	-	12,964	12,964
001-3601-572.48-03	Rep & Maint-Facilities	18,222	16,521	16,521
001-3601-572.48-10	Rep & Maint-Equip-Grnds	130	130	130
001-3601-572.49-06	Maintenance Contracts	21,229	22,220	22,220
001-3601-572.49-23	Custodial	20,437	30,348	30,348
Total Public Works Facilities Maintenance		603,387	652,786	745,834

COMMUNITY AND ECONOMIC DEVELOPMENT

The Department of Community and Economic Development is responsible for the City's full range of land use planning and implementation, economic strategies and construction code compliance services. The Department's mission is to ensure the highest quality of development and construction in the City, a robust local economy and provide citizens with timely and accurate assistance concerning City regulations, goals and policies.

The major divisions in the Department include Building and Code Enforcement, Long Range and Current Planning, Economic Development and support services to the Hearings Examiner and Planning Commission. These program efforts are summarized below. Department services are provided by 18 full-time employee positions. The Building and Code Enforcement Division assures compliance with the full family of International Codes including construction, fire safety, electrical and plumbing codes. This division is also responsible for coordination with other City departments to assure that land use codes, and other construction related regulations are fully met. The code enforcement section performs general building and land use code enforcement including but not limited to zoning, property management, housing, grading and other enforcement and violation issues.

The Department's economic development division focus is to facilitate a sustainable and robust local economy. This division serves to develop, update and implement economic development programs that improve economic conditions within the City. The economic development division provides various services including demographic, market data and site selection assistance to businesses interested in locating or expanding in the City of Lacey area. This division provides resources to link businesses and entrepreneurs to employment, workforce training and financial assistance providers. In addition, economic development staff are responsible for coordinating the implementation of the City's economic element being a resource for property owners, brokers and businesses and coordinating economic recruitment and retention strategies with Thurston Economic Development Council and the Lacey development community.

The Long Range Planning staff, in conjunction with the Planning Commission, the City Council, and Administration, develop and administer long range plans to achieve the growth and development goals of the City and the State Growth Management Act. This division is responsible for administering the citizen involvement process for compliance with the Growth Management Act. Long Range Planning is dedicated primarily to drafting public land use policy, ensuring compliance with the State Growth Management Act, and fostering inter-jurisdictional planning efforts. Due to recent and ongoing legislative and administrative actions at the State level, amendments to the City Comprehensive Plan and ordinances need constant analysis and kept up-to-date.

Current Planning staff reviews land use applications and related development permits for compliance with federal, state and City guidelines and regulations. With a strong emphasis in the City's economic development policies, current planning staff closely monitor the relationship between development permits and economic growth. The current planning division also closely monitors related ordinances for enforcement of environmental quality, wetland and tree regulations. Current planning staff frequently participate in strategic implementation plans at the direction of Council for specific planning projects. Implementation of strategic plans frequently leads to additional Site Design Review standards. Accelerated commercial construction and rehabilitation/re-development has increased the emphasis on design review of projects.

The Hearings Examiner provides an official quasi-judicial review and objective hearing process to respond to individual applications for land use permits, administrative interpretations, wetland permits, shoreline permits and appeals.

As the majority of the City's undeveloped available land supply has been developed permitting activity will transition from single family to high density multifamily and commercial and industrial infill development activity. The Department anticipates 2021 permitting activity to remain steady and consistent. The service demands will increase overall with additional citizen and community interest, engagement and response project inquiries.

BUDGET SUMMARY

The 2021 budget for Community and Economic Development is **\$3,478,346**. The Department has generally been able to fund all expenses from permit and fee revenues assessed for City services. Due to the economic downturn, revenues from permits have been reduced. As the economy improves, it is anticipated that permit fees will also increase proportionately

2021 PROGRAMS, GOALS AND PRIORITIES

- Continue to implement the recommended strategies identified in the Woodland District Strategic Plan.
- Monitor and implement the City's Housing Strategy
- Work with property owners to develop partnerships and identify strategies and resources to implement the community vision for the Hawks Prairie Business District.
- Work with partner jurisdictions and represent the City in the development of the Martin Way Corridor Plan.
- Implement the Woodland District Branding Strategy
- Implement the vision of the Depot Sub-area plan through City initiated projects such as food truck courts, pop up market, etc.
- Participate in the development of a regional housing strategy and implement Lacey specific initiatives
- Promote and implement the City's accessory dwelling unit program.
- Coordinate and facilitate the Lacey Community Workgroup on Homelessness and implement homeless response measures recommended by the workgroup and adopted by the City Council
- Provided staff support to the Regional Housing Council (RHC) and participated in the technical staff committee to develop recommendations and implement measures approved by the RHC.
- Participate and coordinate with the Hazardous Weather Task Force to provide emergency overnight shelter during inclement weather conditions.
- Work with regional partners to develop the Regional Climate Action Plan and subsequently update the City's CR2 plan based on the regional plan.
- Develop and manage City's climate action implementation strategy.
- .Maintain ongoing monitoring of comprehensive plan and amend as necessary through annual process, and monitor success of regulatory reform efforts.
- Continue economic development efforts, especially as related industrial and retail recruitment, business retention and timely development permit processing.
- Implement the Economic Development Plan and economic development strategies to create jobs and revenue to serve the Lacey Community.
- Continue to work with local partners to implement fundraising and promotion strategies to manage and grow the Lacey Maker Space to be a community and economic asset located on the Saint Martin's University Campus.
- Represent the City on the Lacey MakerSpace Board
- Coordinate with the Thurston Economic Development Council on the development of a County-wide Comprehensive Economic Development Strategy (CEDS).
- Manage and implement the City's business, retention and expansion program.
- Respond to State Mandated land use, and environmental update requirements.
- Coordinate, conduct and provide fire services, inspection and education.
- Maintain customer service levels and efficiencies through training programs.
- Maintain timely plan review and inspection level of service.
- Work with property owners to maintain code compliance and property maintenance standards.
- Manage and promote the City's multi-family registration program
- Implement and maintain new permit tracking system and new Geographical Information Services.
- Maintain Department's standards for building and land use permit and customer response level of service
-

Account Number	Description	2019 Actual Revenue/Expense	2020 Amended Budget	2021 Adopted Budget
<i>Current Expense Fund - Expenditures</i>				
Community and Economic Development				
General Services				
001-3701-558.10-01	Salaries-Regular	714,886	757,843	773,017
001-3701-558.10-05	Salaries-Overtime	516	5,000	5,000
001-3701-558.20-01	Employer Paid Benefits	279,258	327,758	334,169
001-3701-558.31-01	Office & Operating Supply	4,515	3,094	6,188
001-3701-558.31-02	Small Tools & Equipment	662	2,700	2,700
001-3701-558.41-01	Prof. Svc-Other	14,742	16,000	132,000
001-3701-558.41-12	Special Needs Interpreter	-	500	500
001-3701-558.41-24	Tree Protection Specialist	39,530	20,000	40,000
001-3701-558.42-01	Communications-Telephone	762	850	850
001-3701-558.43-01	Transportation/Per Diem	5,537	5,075	23,075
001-3701-558.43-02	Dues, Subscriptions, Publ	4,802	3,375	3,375
001-3701-558.43-03	Registrations	4,990	7,650	12,650
001-3701-558.44-05	Adv/Public Hearings	9,971	14,000	14,000
001-3701-558.45-02	IMS Rental	113,872	116,511	147,342
001-3701-558.45-05	Rentals-Other	471	-	-
001-3701-558.49-02	Printing & Binding	328	4,000	4,000
001-3701-558.49-06	Maintenance Contracts	591	500	500
001-3701-558.49-20	Special Projects	31,715	286,500	270,000
001-3701-558.70-00	Economic Development	-	204,050	200,000
001-3701-558.76-01	Lease Expense	34,968	-	-
Total General Services		1,262,116	1,376,356	1,326,441
Building Codes				
001-3702-524.10-01	Salaries-Regular	766,924	814,428	840,064
001-3702-524.10-05	Salaries-Overtime	1,350	13,000	13,000
001-3702-524.10-06	Salaries-Part-Time	-	6,200	6,200
001-3702-524.20-01	Employer Paid Benefits	325,804	377,605	385,091
001-3702-524.31-01	Office & Operating Supply	9,081	13,000	26,000
001-3702-524.31-02	Small Tools	-	-	3,840
001-3702-524.41-01	Prof. Svc-Other	71,002	55,000	55,000
001-3702-524.41-35	Prof Svc-Hazard Abatement	8,159	5,000	5,000
001-3702-524.42-01	Telecommunications	7,710	7,000	10,000
001-3702-524.43-01	Transportation/Per Diem	755	1,714	5,714
001-3702-524.43-02	Dues, Subscriptions, Publ	1,412	6,694	13,389
001-3702-524.43-03	Registrations	1,375	1,143	5,143

Account Number	Description	2019 Actual Revenue/Expense	2020 Amended Budget	2021 Adopted Budget
<i>Current Expense Fund - Expenditures</i>				
Community and Economic Development				
Building Codes-Continued				
001-3702-524.45-01	Equipment Rental	34,619	29,992	27,340
001-3702-524.49-02	Printing & Binding	27	800	800
Total Building Codes		1,228,218	1,331,576	1,396,581
Hearings Examiner				
001-3703-558.10-01	Salaries-Regular	46,294	50,492	51,107
001-3703-558.10-05	Salaries-Overtime	1	500	500
001-3703-558.20-01	Employer Paid Benefits	16,867	22,542	20,792
001-3703-558.31-01	Office & Operating Supply	-	2,500	2,500
001-3703-558.41-10	Prof/Hearings Examiner	43,320	36,000	36,000
001-3703-558.44-05	Adv/Public Hearings	-	1,500	1,500
Total Hearings Examiner		106,482	113,534	112,399
Total Community and Economic Development		2,596,816	3,220,516	3,478,346

PUBLIC WORKS-WATER RESOURCES

The Water Resources Division of the Public Works Department provides a variety of technical, engineering and professional services relating to the water, wastewater, reclaimed water, and stormwater utilities. These services include planning, regulatory compliance, community education/outreach, design and capital facilities programming, comprehensive review of developer utility projects, and broad oversight within the utilities. The Water Resources Division draws upon resources both within and outside of the City to provide cross-departmental services throughout the City. The Water Resources Division services are provided by 11 FTE's.

Water Resources is leading the City's efforts in a myriad of resource management issues, including: watershed planning, water right management, wastewater reduction, stormwater management, water conservation, water reuse, and ground/surface water quality monitoring and protection. The Water Resource staff manages programs for cross-connection control, customer response, well-head protection, distribution system monitoring, volunteer programs, and Stream Team; and works with South Sound Green. Staff also participates with other local, state and federal agencies for regulatory issues, including wetland protection, water quality standards, permits, and environmental program evaluation. Additionally, Water Resources is the lead agency within the City for salmon recovery efforts. Water Resources is also the lead for providing engineering design/troubleshooting for the water, wastewater and stormwater utilities' comprehensive planning, capital projects and operational strategies.

BUDGET SUMMARY

Implementing sound management practices and enhancing service to both internal and external customers remain the foremost goals of the Water Resources Division for 2021. In addition, Water Resources will emphasize and enhance our cross connection control efforts to minimize exposure to system contamination. The total budget for Water Resources is **\$1,543,672**.

2021 PROGRAMS, GOALS AND PRIORITIES

- Implement the programmatic requirements of NPDES Phase II, including code updates.
- Follow progress with the two Shellfish Protection Districts and participate as appropriate
- Identify and pursue property acquisitions and grant funding to address stormwater treatment requirements.
- Replace aging water and wastewater infrastructure.
- Develop the Reclaimed Water Utility including support facilities necessary to serve the Gateway Project, Regional Athletic Complex, and future water right mitigation efforts.
- Continue water rights mitigation efforts in the Woodland Creek and Deschutes River basins

Account Number	Description	2019 Actual Revenue/Expense	2020 Amended Budget	2021 Adopted Budget
<i>Current Expense Fund - Expenditures</i>				
Public Works Water Resources Division				
General Services				
001-3801-532.10-01	Salaries-Regular	244,129	185,095	198,253
001-3801-532.10-05	Salaries-Overtime	2,085	-	-
001-3801-532.10-06	Salaries-Part-Time	192	-	-
001-3801-532.20-01	Employer Paid Benefits	95,677	73,749	81,423
001-3801-532.31-01	Office & Operating Supply	2,466	3,000	8,000
001-3801-532.31-02	Small Tools & Equipment	543	8,000	5,000
001-3801-532.31-17	Supplies-Uniform Purchase	1,303	1,500	750
001-3801-532.41-01	Prof. Svc-Other	677	1,500	1,500
001-3801-532.42-01	Telecommunications	4,705	4,250	4,250
001-3801-532.42-02	Communications-Postage	-	500	500
001-3801-532.43-01	Transportation/Per Diem	3,983	-	5,000
001-3801-532.43-02	Dues, Subscriptions, Publ	3,914	5,400	5,400
001-3801-532.43-03	Registrations	7,460	3,950	13,950
001-3801-532.45-01	Equipment Rental	21,581	14,113	13,743
001-3801-532.45-02	IMS Rental	37,063	39,200	41,529
001-3801-532.48-01	Rep & Maint-Equipment	-	350	350
001-3801-532.49-02	Printing & Binding	24	500	500
001-3801-532.49-03	Recording Fees	-	300	300
001-3801-532.49-30	Software Maintenance	17,016	22,000	23,200
Total General Services		442,818	363,407	403,648
Water Utility				
001-3803-532.10-01	Salaries-Regular	226,944	284,186	270,270
001-3803-532.10-05	Salaries-Overtime	2,112	5,200	5,200
001-3803-532.10-06	Salaries-Part-Time	17,328	20,580	20,580
001-3803-532.20-01	Employer Paid Benefits	101,010	130,057	125,324
Total Water Utility		347,394	440,023	421,374
Wastewater Utility				
001-3804-532.10-01	Salaries-Regular	74,581	68,370	79,905
001-3804-532.10-05	Salaries-Overtime	649	500	500
001-3804-532.10-06	Salaries-Part-Time	3,222	7,500	7,500
001-3804-532.20-01	Employer Paid Benefits	34,376	30,969	37,053
Total Wastewater Utility		112,828	107,339	124,958

Account Number	Description	2019 Actual Revenue/Expense	2020 Amended Budget	2021 Adopted Budget
<i>Current Expense Fund - Expenditures</i>				
Public Works Water Resources Division				
Stormwater Utility				
001-3805-532.10-01	Salaries-Regular	188,628	225,087	199,298
001-3805-532.10-05	Salaries-Overtime	-	3,000	3,000
001-3805-532.10-06	Salaries-Part-Time	-	2,000	2,000
001-3805-532.20-01	Employer Paid Benefits	77,220	103,850	88,510
Total Stormwater Utility		265,848	333,937	292,808
Water Resources Projects				
001-3806-532.10-01	Salaries-Regular	208,409	212,588	204,342
001-3806-532.10-05	Salaries-Overtime	55,586	500	500
001-3806-532.10-06	Salaries-Part-Time	-	7,500	7,500
001-3806-532.20-01	Employer Paid Benefits	94,469	84,160	88,542
Total Water Resources Projects		358,464	304,748	300,884
Total Public Works Water Resources Division		1,527,352	1,549,454	1,543,672



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PARKS AND RECREATION

The mission of the City of Lacey Parks and Recreation Department is to enhance our community with parks, trails, open space and natural habitat areas, and to provide Lacey's citizens with the best possible recreational opportunities through its facilities, services, and programs. The Department plans City parks, trails, open space, and natural habitat areas to meet current and future community needs. Parks and Recreation full time staff include the Director, one Recreation Manager, three Department Assistants, five Recreation Supervisors, four Recreation Coordinators, one Recreation Assistant at the Lacey Community Center, one Park Aide at the RAC, and one Museum Curator. In addition, there are many seasonal part-time employees.

BUDGET SUMMARY

The Parks and Recreation Department budget is organized into ten programs.

- General Services
- Youth/Teens
- Recreation Administration
- Aquatics
- Physical Activities/Sports
- Cultural Arts and Events
- Outdoor Activities
- Fitness
- Special Events/Activities
- Museum Operations

The total 2021 budget for Parks and Recreation is **\$3,212,846**. The direct cost of most recreation programs and classes is typically recovered through user fees with the exception of the Long Lake Park lifeguards, some special events, and the Summer Playground Pals Program. The difference for 2021 is not knowing the impact the COVID-19 public health crisis will have on the ability to run programs.

Many of the City's programs and indoor activities are possible and cost effective due to the use of school facilities under the long standing Joint Use Agreement between Lacey and North Thurston Public Schools.

The City does not offer its own specialized recreation program, but contributes financial support, as do the cities of Olympia and Tumwater, to Thurston County to manage a county-wide program.

The City does not offer its own senior programs, but contributes the facility and financial support to Senior Services of South Sound, which provide a broad range of programs at the Virgil S. Clarkson Senior Center.

2021 PROGRAMS, GOALS AND PRIORITIES

- **General Services:** Continue to develop performance measures and an annual performance report structure for the department, further develop the department's leadership team, and pursue Recreation & Conservation Office grant opportunities for the 2022 cycle. Consider changes to the department due to the COVID-19 public health crisis, based on community need.
- **Youth/Teens:** Continue the community and grant-supported summer playground program, pursue increased volunteer solicitation, and pursue preschool programs. Enhance community engagement.
- **Recreation Administration:** Expand marketing of programs and activities.
- **Aquatics:** Increase variety of programs for community interest, such as swim camps, youth triathlon, and family swim nights. Continue making improvements to the Long Lake Park swim area. Develop birthday party package options for the department. Enhance community engagement.
- **Physical Activities/Sports:** Increase youth and adult participation by offering new and additional classes/program/leagues. Continue to develop a reporting structure for Sports Commission happenings and zip code tracking for athletic events. Enhance community engagement.
- **Cultural Arts and Events:** Audit program offerings to meet community needs and interests. Enhance community engagement.

- Outdoor Activities: Offer new outdoor programs targeted to seniors, families, and teens. Enhance community engagement.
- Fitness: Continue to research new locations to expand and offer classes. Enhance community engagement
- Special Events/Activities: Expand visibility with more advertising; enhance year-round special events with new activities and features to attract more participants. Assist with new Sponsorship Program. Transition Lacey Spring Fun Fair from Lacey Community Events non-profit to City staff. Transition all department events to this section. Oversee department Grand Opening events. Enhance community engagement.
- Museum Operations: Continue inventory and entry of the museum collection into the database, engage in Heritage Capital Grant project, completion of planning, engineering, and design for New Museum site and project. Work in cooperation with the Historical Commission to further develop programming and planning for the Depot Trail Amenity and New Museum projects. Continue to refine the new museum strategic plan which includes a funding strategy. Facilitate another traveling exhibit, and introduce new educational programming at the current museum. Enhance community engagement

Account Number	Description	2019 Actual Revenue/Expense	2020 Amended Budget	2021 Adopted Budget
<i>Current Expense Fund - Expenditures</i>				
Parks and Recreation				
General Services				
001-7401-574.10-01	Salaries-Regular	154,151	162,003	221,337
001-7401-574.10-06	Salaries-Part-Time	1,416	-	-
001-7401-574.20-01	Employer Paid Benefits	49,722	56,461	104,827
001-7401-574.31-01	Office & Operating Supply	749	2,750	2,750
001-7401-574.31-02	Small Tools & Equipment	1,544	1,000	1,000
001-7401-574.35-35	Replaced Equipment	9,706	10,000	10,000
001-7401-574.41-01	Prof. Svc-Other	134,775	147,220	123,220
001-7401-574.43-01	Transportation/Per Diem	3,063	3,800	3,800
001-7401-574.43-02	Dues, Subscriptions, Publ	1,250	1,177	1,177
001-7401-574.43-03	Registrations	595	1,200	1,200
001-7401-574.45-01	Equipment Rental	3,592	4,384	3,480
001-7401-574.45-02	IMS Rental	12,306	12,816	15,228
001-7401-574.48-01	Rep & Maint-Equipment	190	200	200
001-7401-574.49-05	Professional Development	99	-	-
001-7401-574.49-06	Maintenance Contracts	652	-	-
001-7401-574.49-25	Assessments/Taxes	20,198	19,178	19,178
001-7401-574.49-30	Software Maintenance	-	24,593	24,593
Total General Services		394,008	446,782	531,990
Youth/Teens				
001-7402-574.10-01	Salaries-Regular	137,873	128,480	135,638
001-7402-574.10-05	Salaries-Overtime	5,511	2,500	2,500
001-7402-574.10-06	Salaries-Part-Time	150,104	152,450	159,950
001-7402-574.20-01	Employer Paid Benefits	89,231	66,040	66,172
001-7402-574.31-01	Office & Operating Supply	14,873	15,365	15,365
001-7402-574.31-02	Small Tools & Equipment	755	4,950	4,950
001-7402-574.41-11	Prof. Svc-Recreational	69,036	72,000	72,000
001-7402-574.45-05	Rentals-Other	42	-	-
001-7402-574.45-06	Rentals-School Facilities	5,500	5,500	5,500
001-7402-574.49-02	Printing & Binding	750	880	880
Total Youth/Teens		473,675	448,165	462,955
Recreation Administration				
001-7403-574.10-01	Salaries-Regular	186,190	193,487	164,612
001-7403-574.10-05	Salaries-Overtime	-	2,000	2,000
001-7403-574.10-06	Salaries-Part-Time	5,777	2,000	9,369

Account Number	Description	2019 Actual Revenue/Expense	2020 Amended Budget	2021 Adopted Budget
<i>Current Expense Fund - Expenditures</i>				
Parks and Recreation				
Recreation Administration-Continued				
001-7403-574.20-01	Employer Paid Benefits	76,636	85,097	79,995
001-7403-574.31-01	Office & Operating Supply	2,863	6,500	6,500
001-7403-574.31-02	Small Tools & Equipment	310	500	500
001-7403-574.31-17	Supplies-Uniform Purchase	-	250	250
001-7403-574.41-01	Prof. Svc-Other	4,417	4,600	4,600
001-7403-574.41-37	Prof Svc-Sunshine Program	8,377	8,377	8,377
001-7403-574.42-01	Telecommunications	14,943	13,500	13,500
001-7403-574.42-03	Communications-Recreation	42,527	46,495	46,495
001-7403-574.43-01	Transportation/Per Diem	2,923	6,000	6,000
001-7403-574.43-02	Dues, Subscriptions, Publ	1,275	875	875
001-7403-574.43-03	Registrations	7,177	6,000	6,000
001-7403-574.45-01	Equipment Rental	30,719	36,863	29,266
001-7403-574.45-02	IMS Rental	36,211	37,711	44,809
001-7403-574.45-05	Rentals-Other	1,440	-	-
001-7403-574.49-02	Printing & Binding	1,902	2,700	2,700
001-7403-574.49-06	Maintenance Contracts	22,724	20,000	20,000
001-7403-574.49-25	Assessments/Taxes	11,589	17,000	17,000
001-7403-574.49-58	Misc-Scholarships	5,700	6,678	6,678
Total Recreation Administration		463,700	496,633	469,526
Aquatics				
001-7404-574.10-01	Salaries-Regular	150,168	148,268	153,940
001-7404-574.10-05	Salaries-Overtime	13,702	2,500	2,500
001-7404-574.10-06	Salaries-Part-Time	180,880	242,000	260,000
001-7404-574.20-01	Employer Paid Benefits	85,511	55,461	60,475
001-7404-574.20-03	Unemployment Compensation	831	-	-
001-7404-574.31-01	Office & Operating Supply	8,536	8,500	8,500
001-7404-574.31-02	Small Tools & Equipment	5,495	5,650	5,650
001-7404-574.41-11	Prof. Svc-Recreational	2,897	4,500	4,500
001-7404-574.42-01	Telecommunications	754	720	720
001-7404-574.43-01	Transportation/Per Diem	-	200	200
001-7404-574.43-03	Registrations	-	200	200
001-7404-574.45-09	North Thurston Pool Agree	103,562	105,000	105,000
001-7404-574.49-02	Printing & Binding	2,172	2,500	2,500
001-7404-574.49-28	Misc - Disposal Fees	26	-	-
Total Aquatics		554,534	575,499	604,185

Account Number	Description	2019 Actual Revenue/Expense	2020 Amended Budget	2021 Adopted Budget
<i>Current Expense Fund - Expenditures</i>				
Parks and Recreation				
Physical Activities				
001-7405-574.10-01	Salaries-Regular	142,502	148,971	79,867
001-7405-574.10-05	Salaries-Overtime	260	1,100	1,100
001-7405-574.10-06	Salaries-Part-Time	22,632	60,000	65,000
001-7405-574.20-01	Employer Paid Benefits	61,339	62,491	32,398
001-7405-574.20-03	Unemployment Compensation	100	-	-
001-7405-574.31-01	Office & Operating Supply	11,430	16,350	16,350
001-7405-574.31-02	Small Tools & Equipment	66	5,900	5,900
001-7405-574.41-11	Prof. Svc-Recreational	79,713	72,000	72,000
001-7405-574.45-05	Rentals-Other	11,727	20,000	20,000
001-7405-574.45-06	Rentals-School Facilities	35,881	46,000	46,000
001-7405-574.48-01	Rep & Maint-Equipment	-	600	600
001-7405-574.49-02	Printing & Binding	450	4,850	4,850
Total Physical Activities		366,100	438,262	344,065
Cultural Arts and Education				
001-7406-574.10-01	Salaries-Regular	22,893	23,666	24,737
001-7406-574.10-05	Salaries-Overtime	34	-	-
001-7406-574.10-06	Salaries-Part-Time	11,416	13,100	15,600
001-7406-574.20-01	Employer Paid Benefits	11,638	10,954	14,936
001-7406-574.31-01	Office & Operating Supply	1,468	2,820	2,820
001-7406-574.31-02	Small Tools & Equipment	-	1,000	1,000
001-7406-574.41-11	Prof. Svc-Recreational	32,178	40,000	40,000
001-7406-574.45-05	Rentals-Other	1,421	5,000	5,000
001-7406-574.45-06	Rentals-School Facilities	838	500	500
Total Cultural Arts and Education		81,886	97,040	104,593
Outdoor Activities				
001-7407-574.10-01	Salaries-Regular	17,200	13,399	23,156
001-7407-574.10-05	Salaries-Overtime	490	200	200
001-7407-574.10-06	Salaries-Part-Time	12,397	10,981	12,780
001-7407-574.20-01	Employer Paid Benefits	8,099	6,313	8,583
001-7407-574.20-03	Unemployment Compensation	-	100	100
001-7407-574.31-01	Office & Operating Supply	1,910	2,840	2,840
001-7407-574.31-02	Small Tools & Equipment	153	300	300
001-7407-574.41-11	Prof. Svc-Recreational	21,954	18,305	18,305
Total Outdoor Activities		62,203	52,438	66,264

Account Number	Description	2019 Actual Revenue/Expense	2020 Amended Budget	2021 Adopted Budget
<i>Current Expense Fund - Expenditures</i>				
Parks and Recreation				
Fitness				
001-7408-574.10-01	Salaries-Regular	8,569	9,000	5,819
001-7408-574.10-05	Salaries-Overtime	13	105	105
001-7408-574.10-06	Salaries-Part-Time	439	5,325	5,609
001-7408-574.20-01	Employer Paid Benefits	3,373	3,552	2,285
001-7408-574.31-01	Office & Operating Supply	-	200	200
001-7408-574.31-02	Small Tools & Equipment	-	1,700	1,700
001-7408-574.41-01	Prof. Svc-Other	-	1,350	1,350
001-7408-574.41-11	Prof. Svc-Recreational	15,164	10,000	10,000
001-7408-574.45-05	Rentals-Other	-	1,900	1,900
001-7408-574.45-06	Rentals-School Facilities	1,046	500	500
Total Fitness		28,604	33,632	29,468
Special Events				
001-7409-574.10-01	Salaries-Regular	110,914	115,451	167,630
001-7409-574.10-05	Salaries-Overtime	226	-	-
001-7409-574.10-06	Salaries-Part-Time	15,077	15,235	20,560
001-7409-574.20-01	Employer Paid Benefits	48,424	50,340	75,384
001-7409-574.31-01	Office & Operating Supply	11,633	17,000	17,000
001-7409-574.31-02	Small Tools & Equipment	2,290	3,000	3,000
001-7409-574.41-11	Prof. Svc-Recreational	42,802	73,800	97,800
001-7409-574.44-06	Promotion - Events	7,383	11,350	11,350
001-7409-574.45-05	Rentals-Other	11,143	33,200	33,200
001-7409-574.45-06	Rentals-School Facilities	-	200	200
001-7409-574.49-02	Printing & Binding	1,354	1,600	1,600
Total Special Events		251,246	321,176	427,724
Museum Operation				
001-7410-575.10-01	Salaries-Regular	72,625	76,248	79,401
001-7410-575.10-05	Salaries-Overtime	1,642	-	-
001-7410-575.10-06	Salaries-Part-Time	22,562	16,000	16,000
001-7410-575.20-01	Employer Paid Benefits	41,076	42,501	46,413
001-7410-575.31-01	Office & Operating Supply	3,117	5,000	4,400
001-7410-575.31-02	Small Tools & Equipment	1,630	1,762	1,282
001-7410-575.31-17	Supplies-Uniform Purchase	-	150	250
001-7410-575.31-23	Supplies-Building Maint.	233	-	-
001-7410-575.41-01	Prof. Svc-Other	122	2,300	2,300

Account Number	Description	2019 Actual Revenue/Expense	2020 Amended Budget	2021 Adopted Budget
<i>Current Expense Fund - Expenditures</i>				
Parks and Recreation				
Museum Operation-Continued				
001-7410-575.41-31	Prof. Svc-Building Maint.	-	300	300
001-7410-575.42-01	Telecommunications	2,447	2,500	2,500
001-7410-575.43-01	Transportation/Per Diem	91	100	100
001-7410-575.43-02	Dues, Subscriptions, Publ	437	350	850
001-7410-575.43-03	Registrations	-	50	250
001-7410-575.44-06	Promotions	-	300	500
001-7410-575.45-02	IMS Rental	6,874	9,408	9,673
001-7410-575.45-05	Rentals-Other	-	1,320	1,800
001-7410-575.46-02	Insurance-Fire/Property	326	328	358
001-7410-575.47-01	Utility-Electric	578	800	800
001-7410-575.47-02	Utility-City of Lacey	1,015	650	650
001-7410-575.47-03	Utility-Natural Gas	1,189	1,649	1,649
001-7410-575.49-02	Printing & Binding	71	150	300
001-7410-575.49-06	Maintenance Contracts	1,582	1,800	1,800
001-7410-575.49-30	Software Maintenance	1,028	1,050	500
Total Museum Operation		158,645	164,716	172,076
Total Parks and Recreation		2,834,601	3,074,343	3,212,846

Account Number	Description	2019 Actual Revenue/Expense	2020 Amended Budget	2021 Adopted Budget
<i>Current Expense Fund - Expenditures</i>				
Other Operating Expense				
Other Operating Expense				
001-7501-508.90-00	Unassigned Funds	-	1,505,618	-
001-7501-597.02-01	Transfer Out 301 Fund	816,961	69,973	100,000
001-7501-597.02-05	Transfer Out 005 Fund	-	750,000	-
001-7501-597.10-03	Transfer Out 303 Fund	300,000	301,308	-
001-7501-597.10-04	Transfer Out-Util. Tax	3,725,646	3,114,975	3,057,486
001-7501-597.10-07	Transfer Out 410 Fund	-	357,143	714,286
001-7501-597.10-08	Transfer Out 007 Fund	-	-	200,000
001-7501-597.11-02	Transfer Out 302 Fund	1,085,575	1,946,569	9,444
001-7501-597.12-00	Transfer Out-WA Fireflow	886,755	999,248	844,949
Total Other Operating Expenses		6,814,937	9,044,834	4,926,165
Total Current Expense Fund Expenditures		39,930,755	50,491,833	44,213,234

CRIMINAL JUSTICE FUND

The Criminal Justice Fund was established in 1990 to account for the revenue and expenditures associated with special purpose public safety resources. State legislative action provided extra funding for criminal justice related activities with revenue coming from local option sales tax of .001 cents. Other funding comes from the Washington State criminal justice distributions.

BUDGET SUMMARY

The total budget for 2021 is **\$1,487,168**. This budget amount maintains the current level of staffing and services.

2021 PROGRAMS, GOALS AND PRIORITIES

- Continue the enhancement and support of the department's policing strategies and priorities

Account Number	Description	2019 Actual Revenue/Expense	2020 Amended Budget	2021 Adopted Budget
<i>Criminal Justice Fund - Revenues</i>				
Revenues				
003-0000-308.00-00	Estimated Beginning Cash	-	-	500,000
003-0000-313.70-00	Sales Tax-Crim/Justice	1,024,179	642,368	896,156
003-0000-336.06-21	Criminal Justice - Pop	15,269	16,406	17,460
003-0000-336.06-26	Special Programs	54,869	59,986	61,905
003-0000-336.06-51	DUI/Other Criminal Asst	6,849	-	-
003-0000-361.10-00	Investment Interest	16,297	2,286	9,750
003-0000-361.10-40	LGIP Earnings	16,140	3,351	1,639
003-0000-361.11-00	Interest Earnings	2,381	459	258
003-0000-361.32-00	Unrealized Gain(Loss)	6,164	-	-
003-0000-361.32-02	Reverse Prev Year Adj	376	-	-
Total Criminal Justice Fund Revenues		1,142,524	724,856	1,487,168

Account Number	Description	2019 Actual Revenue/Expense	2020 Amended Budget	2021 Adopted Budget
<i>Criminal Justice Fund - Expenditures</i>				
Police				
Investigation and Apprehension				
003-2106-521.10-01	Salaries-Regular	609,444	503,749	662,716
003-2106-521.10-05	Salaries-Overtime	39,551	26,650	26,650
003-2106-521.20-01	Employer Paid Benefits	172,251	140,540	234,173
003-2106-521.31-01	Office & Operating Supply	3,277	4,725	4,725
003-2106-521.31-02	Small Tools & Equipment	3,631	4,100	4,100
003-2106-521.31-05	Firearms/Ammunition	300	-	-
003-2106-521.31-09	Supplies-Bike Patrol	-	2,000	2,000
003-2106-521.31-17	Supplies-Uniform Purchase	1,702	3,365	3,365
003-2106-521.41-01	Prof. Svc-Other	-	1,620	1,620
003-2106-521.45-01	Equipment Rental	26,561	32,537	42,249
003-2106-521.48-01	Rep & Maint-Equipment	-	500	500
003-2106-521.49-10	Uniform Contract/Cleaning	2,431	2,370	2,370
003-2106-521.49-30	Software Maintenance	-	2,700	2,700
003-2106-597.02-01	Transfer Out 301 Fund	-	-	500,000
Total Criminal Justice Fund Expenditures		859,148	724,856	1,487,168



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COMMUNITY BUILDINGS FUND

The Community Buildings Fund was established to manage revenues and expenditures directly related to operation of two of city's public facilities: the Lacey Community Center and Jacob Smith House. The Community Center opened for public use in 1996. The Jacob Smith House was acquired and renovated in 2003, and opened for public use in 2004.

Lacey's Senior Center was included in the fund in 2003, when it opened to public use. The Senior Center has been managed by Senior Services for South Sound since July 2003, under a contract that expired in 2013, and was renewed for another ten years. The City completed construction of a 5,344 square foot expansion to the Senior Center in April of 2013.

BUDGET SUMMARY

Twenty four years of operations at the Community Center and sixteen years of the Jacob Smith House have provided a solid foundation for examining maintenance and operation costs, and used to project potential revenue in 2021 for both the Community Center and the Jacob Smith House.

Senior Services uses revenues from membership fees, grants, and fundraising activities to offset operating expenses. The City pays for utilities and insurance, plus routine maintenance and repair of the building and grounds.

For 2021 the operating budget will be **\$685,570**.

2021 PROGRAMS, GOALS AND PRIORITIES

- Review and update if necessary the Lacey Community Center and Jacob Smith House Policy and Procedures. Adapt to the changes and restrictions brought by COVID-19 public health crisis.
- Continue to update our Employee Manual to reflect our expectations and job responsibilities.
- Estimate life cycle repairs at the Lacey Community Center, Jacob Smith House, and Lacey Senior Center, and develop a program for repair and replacement to keep the building in good sound operating condition.

Account Number	Description	2019 Actual Revenue/Expense	2020 Amended Budget	2021 Adopted Budget
<i>Community Buildings Fund - Revenues</i>				
Revenues				
005-0000-308.00-00	Estimated Beginning Cash	-	60,000	60,000
005-0000-311.10-00	Property Taxes-Current	289,997	452,423	340,844
005-0000-348.94-00	Parks & Recreation Serv.	2,764	2,000	4,000
005-0000-361.10-00	Investment Interest	9,913	1,300	6,932
005-0000-361.10-40	LGIP Earnings	9,658	1,901	1,034
005-0000-361.11-00	Interest Earnings	2,397	462	260
005-0000-361.32-00	Unrealized Gain(Loss)	3,633	-	-
005-0000-361.32-02	Reverse Prev Year Adj	169	-	-
005-0000-362.40-10	Lease - Parks	203,804	115,000	230,000
005-0000-362.40-19	Com Center Parks CivicRec	30,057	-	-
005-0000-362.40-20	Rentals - Jacob Smith Fac	33,959	21,250	42,500
005-0000-362.40-29	Jacob Smith ParksCivicRec	5,542	-	-
005-0000-397.00-00	Transfers In	-	750,000	-
Total Community Buildings Fund Revenue		591,893	1,404,336	685,570

Account Number	Description	2019 Actual Revenue/Expense	2020 Amended Budget	2021 Adopted Budget
<i>Community Buildings Fund - Expenditures</i>				
Parks and Recreation				
Community Center				
005-7601-575.10-01	Salaries-Regular	112,574	117,599	120,162
005-7601-575.10-06	Salaries-Part-Time	25,658	23,000	29,812
005-7601-575.20-01	Employer Paid Benefits	52,318	50,877	55,052
005-7601-575.31-01	Office & Operating Supply	1,726	2,000	2,000
005-7601-575.31-02	Small Tools & Equipment	1,642	2,500	2,500
005-7601-575.31-17	Supplies-Uniform Purchase	-	600	600
005-7601-575.41-01	Prof. Svc-Other	7,365	12,400	12,400
005-7601-575.42-01	Telecommunications	3,206	5,000	5,000
005-7601-575.45-02	IMS Rental	5,278	5,881	6,173
005-7601-575.45-03	Copier Rental	629	500	500
005-7601-575.46-01	Insurance-Liability	5,526	5,674	5,920
005-7601-575.46-02	Insurance-Fire/Property	2,300	2,317	2,526
005-7601-575.46-06	AWC-L & I Pool	2,065	2,100	2,100
005-7601-575.47-01	Utility-Electric	13,854	15,500	15,500
005-7601-575.47-02	Utility-City of Lacey	11,526	10,500	10,500
005-7601-575.47-03	Utility-Natural Gas	6,349	8,500	8,500
005-7601-575.47-07	Utility-Solid Waste	14,238	15,000	15,000
005-7601-575.48-01	Rep & Maint-Equipment	207	1,000	1,000
005-7601-575.49-06	Maintenance Contracts	-	500	500
005-7601-575.49-23	Custodial	3,740	5,000	5,000
005-7601-575.49-25	Assessments/Taxes	3,867	3,600	3,600
Total Community Center		274,068	290,048	304,345
Jacob Smith Facility				
005-7602-575.10-01	Salaries-Regular	31,785	33,192	33,895
005-7602-575.10-06	Salaries-Part-Time	11,958	7,500	9,563
005-7602-575.20-01	Employer Paid Benefits	15,014	14,091	15,222
005-7602-575.31-01	Office & Operating Supply	528	1,250	1,250
005-7602-575.31-02	Small Tools & Equipment	255	1,500	1,500
005-7602-575.41-01	Prof. Svc-Other	5,710	8,650	8,650
005-7602-575.42-01	Telecommunications	1,555	2,500	2,500
005-7602-575.45-02	IMS Rental	3,161	3,228	3,422
005-7602-575.46-02	Insurance-Fire/Property	436	439	479
005-7602-575.47-01	Utility-Electric	1,379	2,000	2,000
005-7602-575.47-02	Utility-City of Lacey	7,606	7,250	7,250
005-7602-575.47-03	Utility-Natural Gas	1,138	2,000	2,000

Account Number	Description	2019 Actual Revenue/Expense	2020 Amended Budget	2021 Adopted Budget
<i>Community Buildings Fund - Expenditures</i>				
Parks and Recreation				
Jacob Smith Facility-Continued				
005-7602-575.48-01	Rep & Maint-Equipment	-	400	400
005-7602-575.48-03	Rep & Maint-Facilities	-	500	500
005-7602-575.48-10	Rep & Maint-Equip-Grnds	-	1,000	1,000
005-7602-575.49-06	Maintenance Contracts	2,431	3,300	3,300
005-7602-575.49-23	Custodial	4,180	5,000	5,000
Total Jacob Smith Facility		87,136	93,800	97,931
Senior Center				
005-7603-555.31-01	Office & Operating Supply	-	600	600
005-7603-555.46-02	Insurance-Fire/Property	3,888	3,917	4,270
005-7603-555.47-01	Utility-Electric	11,144	16,000	16,000
005-7603-555.47-02	Utility-City of Lacey	2,908	2,200	2,200
005-7603-555.47-03	Utility-Natural Gas	3,161	4,500	4,500
005-7603-555.48-01	Rep & Maint-Equipment	751	1,250	1,250
005-7603-555.49-06	Maintenance Contracts	-	450	450
Total Senior Center		21,852	28,917	29,270
Museum Building				
005-7604-575.31-01	Office & Operating Supply	140	1,000	1,000
005-7604-575.46-02	Insurance-Fire/Property	1,132	1,140	1,243
005-7604-575.47-01	Utility-Electric	1,331	7,500	7,500
005-7604-575.47-02	Utility-City of Lacey	5,312	1,500	1,500
005-7604-575.47-03	Utility-Natural Gas	2,825	3,000	3,000
005-7604-575.48-03	Rep & Maint-Facilities	617	2,500	2,500
005-7604-575.49-06	Maintenance Contracts	3,025	500	500
Total Museum Building		14,382	17,140	17,243
Museum Complex				
005-7606-575.31-01	Office & Operating Supply	-	-	1,000
005-7606-575.31-23	Supplies-Building Maint.	-	-	350
005-7606-575.41-31	Prof. Svc-Building Maint.	-	-	500
005-7606-575.47-01	Utility-Electric	-	-	960
005-7606-575.47-02	Utility-City of Lacey	-	-	900
005-7606-575.47-07	Utility-Solid Waste	-	-	840
005-7606-575.48-01	Rep & Maint-Equipment	-	-	100

Account Number	Description	2019 Actual Revenue/Expense	2020 Amended Budget	2021 Adopted Budget
<i>Community Buildings Fund - Expenditures</i>				
Parks and Recreation				
Museum Complex-Continued				
005-7606-575.48-03	Rep & Maint-Facilities	-	-	6,500
005-7606-575.48-10	Rep & Maint-Equip-Grnds	-	-	700
Total Museum Complex		-	-	11,850
Community Center Facility Maintenance				
005-7611-575.31-23	Supplies-Building Maint.	7,735	5,041	5,041
005-7611-575.31-24	Small Tools & Equip-Bldg	-	200	200
005-7611-575.31-29	Supplies-Grounds Maint.	1,154	1,000	1,000
005-7611-575.41-31	Prof. Svc-Building Maint.	1,730	5,100	5,100
005-7611-575.47-07	Utility-Solid Waste	1,003	-	-
005-7611-575.48-01	Rep & Maint-Equipment	-	103	103
005-7611-575.48-03	Rep & Maint-Facilities	14,382	768,750	4,750
005-7611-575.48-10	Rep & Maint-Equip-Grnds	139	200	200
005-7611-575.49-06	Maintenance Contracts	10,604	7,694	7,694
005-7611-575.49-23	Custodial	31,534	41,803	41,803
Total Community Center Facility Maintenance		68,281	829,891	65,891
Jacob Smith Facility Maintenance				
005-7612-575.31-23	Supplies-Building Maint.	856	875	875
005-7612-575.31-29	Supplies-Grounds Maint.	1,767	1,750	1,750
005-7612-575.41-31	Prof. Svc-Building Maint.	-	2,018	2,018
005-7612-575.41-39	Prof. Svc-Tree Evaluation	-	250	250
005-7612-575.48-01	Rep & Maint-Equipment	250	250	250
005-7612-575.48-03	Rep & Maint-Facilities	430	23,250	750
005-7612-575.48-10	Rep & Maint-Equip-Grnds	359	200	200
005-7612-575.49-06	Maintenance Contracts	1,223	3,780	3,780
Total Jacob Smith Facility Maintenance		4,885	32,373	9,873
Senior Center Facility Maintenance				
005-7613-555.31-23	Supplies-Building Maint.	6,707	1,126	1,126
005-7613-555.31-24	Small Tools & Equip-Bldg	-	200	200
005-7613-555.31-29	Supplies-Grounds Maint.	1,025	1,000	1,000
005-7613-555.41-31	Prof. Svc-Building Maint.	-	1,300	1,300
005-7613-555.41-39	Prof. Svc-Tree Evaluation	-	3,700	3,700
005-7613-555.48-01	Rep & Maint-Equipment	250	250	250

Account Number	Description	2019 Actual Revenue/Expense	2020 Amended Budget	2021 Adopted Budget
<i>Community Buildings Fund - Expenditures</i>				
Parks and Recreation				
Senior Center Facility Maintenance-Continued				
005-7613-555.48-03	Rep & Maint-Facilities	9,680	9,500	9,500
005-7613-555.48-10	Rep & Maint-Equip-Grnds	300	300	300
005-7613-555.49-06	Maintenance Contracts	11,311	8,000	8,000
005-7613-555.49-23	Custodial	25,740	40,791	40,791
Total Senior Center Facility Maintenance		55,013	66,167	66,167
Child Care Center Facility Maintenance				
005-7615-554.48-01	Rep & Maint-Equipment	-	-	62,500
005-7615-594.60-08	Replace Res-Child Care	-	-	20,500
Total Child Care Center Facility Maintenance		-	-	83,000
Total Community Buildings Fund Expenditures		525,617	1,404,336	685,570

REGIONAL ATHLETIC COMPLEX (RAC)

The Regional Athletic Complex operating fund (RAC) is comprised of 98 acres, 68 of which opened for public use in May of 2009. Phase III is a 26 acre parcel located west of Marvin Road, and scheduled for future development. A four acre parcel located in the southeastern corner of the Steilacoom Road/Marvin Road intersection offers potential for a commercial venture in partnership with the City of Lacey.

An on-site crew of four (4) full-time maintenance personnel and seasonal staff maintain the 68 acre site as well as a full time supervisor and part-time recreational staff overseen by a Recreation Manager. Staff schedules use of the complex, facilitates leagues, tournaments, and events, solicits sponsors and manages the concession contract. Since the softball/fastpitch/baseball complex opened in May 2009, revenue generated at the RAC has exceeded revenue projections. A 20 year financial plan was prepared by staff in 2014, and will be updated by staff in 2020.

BUDGET SUMMARY

The 2021 budget of **\$1,173,087** is the estimated cost to operate the RAC but may change during the year due to COVID-19 public health crisis restrictions. The costs to maintain this facility are covered by fees, and intergovernmental revenues. The intergovernmental revenues are made up of the City's contribution, LTAC funds applied for, as well as revenues contractually received from the Capital Area Regional Public Facilities District.

2021 PROGRAMS, GOALS AND PRIORITIES

THE FOLLOWING WOULD TYPICALLY BE GOALS AND PRIORITIES; HOWEVER, WITH THE COVID-19 PUBLIC HEALTH CRISIS SOME OF THESE MIGHT NOT BE POSSIBLE IN 2021.

- Increase revenues by optimizing tournament and league play, and special events.
- Develop, promote, and maintain the complex as the premier athletic facility in Washington.
- Market special events to a wider audience to increase revenue and off-season use.
- Ensure gender equitable use of the facility.
- Work with the Sports Commission to market the facility and secure event bookings.
- Articulate field capacities in order to secure bookings during times of non-use.
- Develop and promote a diversity of activities not typical to athletic complexes.
- Revisit the Financial Plan and make updates as needed.
- Enhance community engagement.

Account Number	Description	2019 Actual Revenue/Expense	2020 Amended Budget	2021 Adopted Budget
<i>Regional Athletic Complex - Revenues</i>				
Revenues				
007-0000-308.00-00	Estimated Beginning Cash	-	303,339	-
007-0000-338.10-10	Capital Area - PFD	200,000	200,000	200,000
007-0000-347.40-00	Event Admissions Fee	6,745	-	5,000
007-0000-347.60-50	Physical Activities Prog	7,242	-	4,000
007-0000-347.60-90	Special Events Program	14,720	-	10,000
007-0000-347.62-00	Shelter Fees	11,605	-	6,000
007-0000-347.65-00	Field Use Fees	270,896	55,371	300,000
007-0000-347.65-09	Field Fees Parks-CivicRec	69,426	-	-
007-0000-347.67-00	Concession Commission	1,507	-	1,000
007-0000-347.68-00	League Fees	58,585	-	55,000
007-0000-347.68-09	RAC League Parks CivicRec	-	1,000	-
007-0000-361.10-00	Investment Interest	10,713	1,456	5,194
007-0000-361.10-40	LGIP Earnings	10,581	2,134	880
007-0000-361.32-00	Unrealized Gain(Loss)	3,734	-	-
007-0000-361.32-02	Reverse Prev Year Adj	246	-	-
007-0000-362.30-10	RV-Parking	4,273	-	-
007-0000-362.50-10	Lease - Consessionaire	21,500	2,300	22,000
007-0000-367.10-03	Contribution-Parks-Gen.	5,000	-	-
007-0000-367.10-04	Cont.-Parks Sponsor/Event	8,600	-	7,000
007-0000-369.40-00	Court Fees /Judgments	265	-	-
007-0000-397.10-01	Transfer In 303 Fund	340,131	198,922	-
007-0000-397.10-02	Transfer In 109 Fund	163,000	-	160,000
007-0000-397.10-04	Transfer In - Utility Tax	-	186,919	197,013
007-0000-397.11-01	Transfer In 001,003,005	-	-	200,000
Total Regional Athletic Complex Fund Revenues		1,208,769	951,441	1,173,087

Account Number	Description	2019 Actual Revenue/Expense	2020 Amended Budget	2021 Adopted Budget
<i>Regional Athletic Complex - Expenditures</i>				
Regional Athletic Complex				
Regional Athletic Complex Maintenance				
007-3305-576.10-01	Salaries-Regular	226,484	243,439	279,826
007-3305-576.10-05	Salaries-Overtime	10,968	9,000	12,563
007-3305-576.10-06	Salaries-Part-Time	109,321	70,000	90,000
007-3305-576.20-01	Employer Paid Benefits	144,183	125,254	149,042
007-3305-576.31-01	Office & Operating Supply	69,388	65,000	95,000
007-3305-576.31-02	Small Tools & Equipment	4,946	2,000	2,500
007-3305-576.31-17	Supplies-Uniform Purchase	1,485	1,200	2,000
007-3305-576.34-01	Fuel	4,734	4,000	10,000
007-3305-576.41-01	Prof. Svc-Other	10,872	18,000	8,000
007-3305-576.42-01	Telecommunications	7,778	7,750	7,750
007-3305-576.43-01	Transportation/Per Diem	702	-	-
007-3305-576.43-03	Registrations	933	-	-
007-3305-576.45-01	Equipment Rental	69,061	67,837	85,438
007-3305-576.45-02	IMS Rental	5,457	6,944	7,013
007-3305-576.45-05	Rentals-Other	1,217	3,000	1,500
007-3305-576.46-01	Insurance-Liability	10,395	10,674	11,136
007-3305-576.46-02	Insurance-Fire/Property	8,614	8,691	9,473
007-3305-576.46-06	AWC L & I Pool	1,310	1,015	1,015
007-3305-576.47-01	Utility-Electric	76,793	50,000	80,000
007-3305-576.47-02	Utility-City of Lacey	68,437	50,000	82,000
007-3305-576.47-07	Utility-Solid Waste	15,093	8,000	10,000
007-3305-576.48-01	Rep & Maint-Equipment	1,285	2,000	3,500
007-3305-576.48-03	Rep & Maint-Facilities	3,055	3,500	3,500
007-3305-576.49-06	Maintenance Contracts	2	-	-
007-3305-576.49-25	Assessments/Taxes	12,520	11,000	11,000
007-3305-576.49-28	Misc - Disposal Fees	106	-	-
Total Regional Athletic Complex Maintenance		865,139	768,304	962,256
Regional Athletic Complex General Services				
007-7401-576.10-01	Salaries-Regular	105,870	114,987	95,509
007-7401-576.10-05	Salaries-Overtime	236	-	-
007-7401-576.10-06	Salaries-Part-Time	12,709	2,500	14,000
007-7401-576.20-01	Employer Paid Benefits	50,709	50,300	44,344
007-7401-576.20-03	Unemployment Compensation	-	-	500

Account Number	Description	2019 Actual Revenue/Expense	2020 Amended Budget	2021 Adopted Budget
<i>Regional Athletic Complex - Expenditures</i>				
Regional Athletic Complex				
Regional Athletic Complex General Services-Continued				
007-7401-576.31-01	Office & Operating Supply	10,641	-	7,500
007-7401-576.31-02	Small Tools & Equipment	1,625	2,000	1,500
007-7401-576.31-17	Supplies-Uniform Purchase	-	-	500
007-7401-576.41-01	Prof. Svc-Other	20,546	1,000	20,000
007-7401-576.41-11	Prof. Svc - Recreation	5,130	-	6,000
007-7401-576.43-01	Transportation/Per Diem	3,101	-	1,500
007-7401-576.43-02	Dues, Subscriptions, Publ	500	-	120
007-7401-576.43-03	Registrations	684	-	800
007-7401-576.45-02	IMS Rental	9,242	10,850	11,608
007-7401-576.49-06	Maintenance Contracts	440	200	450
007-7401-576.49-25	Assessments/Taxes	6,627	1,300	6,500
Total Regional Athletic Complex General Services		228,060	183,137	210,831
Total Regional Athletic Complex Fund Expenditures		1,093,199	951,441	1,173,087

PUBLIC WORKS-CITY STREET FUND

The Public Works Transportation Maintenance Division is responsible for the maintenance and operation of the City's transportation infrastructure. In addition, the division performs special projects such as hanging street and holiday banners, and supporting community events. The division also manages the volunteer Adopt-a-Roadway litter program.

BUDGET SUMMARY

The Transportation Maintenance Division budget is organized into nine programs.

- Supervision and Support
- Street Lights
- Signs & Markings
- Snow and Ice
- Roadside
- Roadways
- Sidewalks
- Traffic Signals
- City Buildings, Electrical

There are three maintenance sections which address the nine programs. The three Sections are described below:

SIGNS & MARKINGS SECTION

Responsible for the evaluation, maintenance and repair of all signs, pavement markings, stripes and guardrails within the city as well as installation and removal of all street banners. Currently we maintain 93 miles of road edge lines, 111 miles of traffic buttons 8,922 street signs and 332 intersections with legends and symbols.

ROADS SECTION

Responsible for evaluation and repair of our roadway and sidewalk networks including snow & ice control, vegetation encroachments into the right of way, sidewalk repair, litter pickup, and roadway repairs. Currently we maintain 220 miles of sidewalk and 387 lane miles of roadway.

ELECTRICAL SECTION

Responsible for all street light repair and all traffic signals within the city. The section also maintains some signals that are owned by the State DOT and Thurston County by contract. The section is also responsible for all electrical issues related to city facilities. Currently we maintain 53 city traffic signals, 8 county signals, 4 state signals, 5,107 street lights, 9 flashing school beacons, and 37 pedestrian crosswalk beacon pairs.

The total 2021 budget for the Transportation Maintenance Division is **\$3,906,339** In addition to the general operating revenue, the City Street Fund receives State Fuel Tax revenue to partially offset the cost of street maintenance.

2021 PROGRAMS, GOALS AND PRIORITIES

- Continue an active and volunteer oriented Adopt-a-Roadway program.
- Accomplish preventive maintenance goals on time and within budget.
- Reduce energy usage and enhance our street light maintenance program by replacing all street light burn-outs with energy efficient LED lights.

Account Number	Description	2019 Actual Revenue/Expense	2020 Amended Budget	2021 Adopted Budget
<i>City Street Fund - Revenues</i>				
Revenues				
101-0000-308.00-00	Estimated Beginning Cash	-	135,154	-
101-0000-336.71-00	Multimodal Transpo City	47,339	-	-
101-0000-336.87-00	Motor Vehicle Fuel Tax	684,728	577,488	765,763
101-0000-338.36-00	Signal Maintenance	26,312	23,000	30,000
101-0000-344.81-00	New Development Signage	20,344	5,000	5,000
101-0000-345.83-01	Plan Check Fees	12,805	15,000	15,000
101-0000-345.83-02	Inspection Services	13,256	15,000	15,000
101-0000-361.10-00	Investment Interest	27,294	3,328	12,168
101-0000-361.10-40	LGIP Earnings	26,342	4,882	1,932
101-0000-361.11-00	Interest Earnings	-	-	3
101-0000-361.32-00	Unrealized Gain(Loss)	8,889	-	-
101-0000-361.32-02	Reverse Prev Year Adj	615	-	-
101-0000-367.10-01	Contributions-General	29,666	-	-
101-0000-369.10-00	Sale of Scrap & Surplus	3,170	1,000	1,000
101-0000-369.40-00	Court Fees /Judgments	75,747	-	-
101-0000-397.10-04	Transfer In - Utility Tax	2,778,688	2,884,985	2,860,473
101-0000-397.10-11	Transfer In 102 Fund	150,000	200,000	200,000
Total Public Works City Street Fund Revenues		3,905,195	3,864,837	3,906,339

Account Number	Description	2019 Actual Revenue/Expense	2020 Amended Budget	2021 Adopted Budget
<i>City Street Fund - Expenditures</i>				
Public Works Street Division				
General Services				
101-4201-543.10-01	Salaries-Regular	314,483	377,874	362,280
101-4201-543.10-05	Salaries-Overtime	7,529	2,200	2,200
101-4201-543.10-06	Salaries-Part-Time	5,841	24,264	24,264
101-4201-543.20-01	Employer Paid Benefits	136,053	161,227	162,235
101-4201-543.20-03	Unemployment Compensation	7,892	20,000	20,000
101-4201-543.31-01	Office & Operating Supply	4,295	3,433	3,433
101-4201-543.31-02	Small Tools & Equipment	165	1,000	1,000
101-4201-543.31-17	Supplies-Uniform Purchase	3,722	4,300	4,300
101-4201-543.31-35	Replaced Equipment	-	15,000	15,000
101-4201-543.41-01	Prof. Svc-Other	1,366	481	481
101-4201-543.42-01	Telecommunications	7,517	4,750	4,750
101-4201-543.43-01	Transportation/Per Diem	1,186	2,315	2,315
101-4201-543.43-02	Dues, Subscriptions, Publ	370	552	552
101-4201-543.43-03	Registrations	1,985	1,950	1,950
101-4201-543.45-01	Equipment Rental	9,370	11,649	13,467
101-4201-543.45-02	IMS Rental	20,185	25,503	27,889
101-4201-543.45-03	Copier Rental	314	926	926
101-4201-543.46-01	Insurance-Liability	25,520	26,205	27,340
101-4201-543.46-02	Insurance-Fire / Property	1,431	1,232	1,343
101-4201-543.46-06	AWC-L & I Pool	2,686	2,081	2,081
101-4201-543.47-01	Utility-Electric	5,601	9,090	9,090
101-4201-543.47-02	Utility-City of Lacey	282	1,586	1,586
101-4201-543.47-03	Utility-Natural Gas	514	2,085	2,085
101-4201-543.47-07	Utility-Solid Waste	3,210	3,185	3,185
101-4201-543.48-01	Rep & Maint-Equipment	597	1,027	1,027
101-4201-543.48-03	Rep & Maint-Facilities	876	-	-
101-4201-543.49-06	Maintenance Contracts	1,771	1,891	1,891
101-4201-543.49-10	Uniform Contract/Cleaning	97	-	-
101-4201-543.49-23	Custodial	3,915	5,689	5,689
101-4201-543.49-25	Assessments/Taxes	308	2,900	2,900
101-4201-543.49-27	Bad Debt Expense	-	8,785	8,785
101-4201-543.49-35	CDL-Physicals/Licenses	845	600	600
101-4201-543.60-01	Capital Outlays Equipment	7,781	1,000	-
101-4201-597.02-01	Transfer Out 301 Fund	-	63,757	-
Total General Services		577,707	788,537	714,644

Account Number	Description	2019 Actual Revenue/Expense	2020 Amended Budget	2021 Adopted Budget
<i>City Street Fund - Expenditures</i>				
Public Works Street Division				
Street Lighting				
101-4204-542.10-01	Salaries-Regular	86,505	101,871	101,154
101-4204-542.10-05	Salaries-Overtime	1,949	500	500
101-4204-542.10-06	Salaries-Part-Time	185	6,276	6,276
101-4204-542.20-01	Employer Paid Benefits	41,166	50,221	50,820
101-4204-542.31-17	Supplies-Uniform Purchase	1,395	2,000	2,000
101-4204-542.32-01	Electrical Supplies	190,102	298,897	269,500
101-4204-542.33-01	Small Tools-Electrical	3,563	2,000	2,000
101-4204-542.41-13	Prof. Svc-Electrical	3,826	-	-
101-4204-542.41-32	Prof. Svc-Utility Locates	-	340	340
101-4204-542.43-02	Dues, Subscriptions, Publ	85	-	-
101-4204-542.43-03	Registrations	719	2,000	2,000
101-4204-542.45-01	Equipment Rental	23,427	29,119	33,668
101-4204-542.47-01	Utility-Electric	345,714	363,000	363,000
Total Street Lighting		698,636	856,224	831,258
Street Signs & Markers				
101-4205-542.10-01	Salaries-Regular	131,313	183,720	174,122
101-4205-542.10-05	Salaries-Overtime	3,500	790	790
101-4205-542.10-06	Salaries-Part-Time	30,264	36,565	36,565
101-4205-542.20-01	Employer Paid Benefits	74,939	91,785	98,216
101-4205-542.31-01	Office & Operating Supply	3,063	3,000	3,000
101-4205-542.31-02	Small Tools & Equipment	5,230	2,400	2,400
101-4205-542.31-27	Software Upgrade	-	1,075	1,075
101-4205-542.31-31	Supplies-City Projects	422	2,950	2,950
101-4205-542.31-32	Sign Making Supplies	26,452	28,700	28,700
101-4205-542.31-34	Road Marking Supplies	71,952	81,000	81,000
101-4205-542.41-01	Prof. Svc-Other	46,731	41,400	41,400
101-4205-542.41-32	Prof. Svc-Utility Locates	-	50	50
101-4205-542.43-03	Registrations	65	1,500	1,500
101-4205-542.45-01	Equipment Rental	25,770	32,030	37,035
Total Street Signs & Markers		419,701	506,965	508,803
Snow & Ice Removal				
101-4206-542.10-01	Salaries-Regular	46,322	25,459	34,034
101-4206-542.10-05	Salaries-Overtime	3,128	3,500	3,500
101-4206-542.10-06	Salaries-Part-Time	137	-	-

Account Number	Description	2019 Actual Revenue/Expense	2020 Amended Budget	2021 Adopted Budget
<i>City Street Fund - Expenditures</i>				
Public Works Street Division				
Snow & Ice Removal- Continued				
101-4206-542.20-01	Employer Paid Benefits	23,041	13,178	18,150
101-4206-542.31-01	Office & Operating Supply	34,696	10,000	10,000
101-4206-542.31-02	Small Tools & Equipment	-	10,000	10,000
101-4206-542.45-01	Equipment Rental	23,427	29,119	33,668
101-4206-542.60-03	Capital Outlays-Improv	288,411	-	-
Total Snow & Ice Removal		419,162	91,256	109,352
Street Cleaning				
101-4207-542.10-01	Salaries-Regular	3,973	4,429	4,551
101-4207-542.10-05	Salaries-Overtime	10	300	300
101-4207-542.20-01	Employer Paid Benefits	2,088	2,336	2,526
101-4207-542.31-01	Office & Operating Supply	221	600	600
Total Street Cleaning		6,292	7,665	7,977
Roadside Maintenance				
101-4208-542.10-01	Salaries-Regular	90,798	112,626	101,746
101-4208-542.10-05	Salaries-Overtime	284	200	200
101-4208-542.10-06	Salaries-Part-Time	2,646	17,149	17,149
101-4208-542.20-01	Employer Paid Benefits	47,616	62,851	57,890
101-4208-542.31-01	Office & Operating Supply	12,892	12,900	12,900
101-4208-542.31-02	Small Tools & Equipment	2,005	3,000	3,000
101-4208-542.34-01	Fuel	1,363	1,750	1,750
101-4208-542.41-01	Prof. Svc-Other	6,923	6,000	6,000
101-4208-542.41-16	Prof. Svc-Parks	406,865	369,056	373,943
101-4208-542.41-47	Prof. Svc-Tree Inspection	720	2,000	2,000
101-4208-542.45-01	Equipment Rental	56,225	69,885	80,803
101-4208-542.49-28	Misc - Disposal Fees	491	-	-
Total Roadside Maintenance		628,828	657,417	657,381
Roadway Maintenance				
101-4209-542.10-01	Salaries-Regular	98,257	95,022	104,160
101-4209-542.10-05	Salaries-Overtime	666	400	400
101-4209-542.10-06	Salaries-Part-Time	12,171	22,865	22,865
101-4209-542.20-01	Employer Paid Benefits	53,058	54,480	61,396
101-4209-542.20-03	Unemployment Compensation	-	60	60
101-4209-542.31-01	Office & Operating Supply	45,919	31,000	31,000

Account Number	Description	2019 Actual Revenue/Expense	2020 Amended Budget	2021 Adopted Budget
<i>City Street Fund - Expenditures</i>				
Public Works Street Division				
Roadway Maintenance-Continued				
101-4209-542.31-02	Small Tools & Equipment	-	1,000	1,000
101-4209-542.41-01	Prof. Svc-Other	-	5,000	5,000
101-4209-542.43-03	Registrations	-	3,000	3,000
101-4209-542.45-01	Equipment Rental	60,911	75,708	87,537
101-4209-542.45-05	Rentals-Other	15,876	17,000	17,000
101-4209-542.48-15	Rep & Maint-Grounds	5,540	12,000	12,000
Total Roadway Maintenance		292,398	317,535	345,418
Sidewalk Maintenance				
101-4210-542.10-01	Salaries-Regular	124,977	72,218	100,958
101-4210-542.10-05	Salaries-Overtime	1,944	100	100
101-4210-542.10-06	Salaries-Part-Time	18,184	14,219	14,219
101-4210-542.20-01	Employer Paid Benefits	70,431	40,118	59,895
101-4210-542.31-01	Office & Operating Supply	3,461	2,000	2,000
101-4210-542.31-02	Small Tools & Equipment	9,270	4,500	4,500
101-4210-542.41-01	Prof. Svc-Other	69,752	80,000	80,000
101-4210-542.45-01	Equipment Rental	9,371	11,648	13,468
101-4210-542.49-28	Misc - Disposal Fees	1,565	-	-
101-4210-542.60-01	Capital Outlays-Equipment	29,606	-	-
Total Sidewalk Maintenance		338,561	224,803	275,140
Traffic Control Device/Electrical				
101-4211-542.10-01	Salaries-Regular	86,399	80,838	91,962
101-4211-542.10-05	Salaries-Overtime	3,428	2,000	2,000
101-4211-542.10-06	Salaries-Part-Time	-	13,808	13,808
101-4211-542.20-01	Employer Paid Benefits	42,516	40,857	46,980
101-4211-542.32-01	Electrical Supplies	19,759	27,572	27,572
101-4211-542.33-01	Small Tools-Electrical	717	2,000	2,000
101-4211-542.41-01	Prof. Svc-Other	-	1,000	1,000
101-4211-542.41-32	Prof. Svc-Utility Locates	-	250	250
101-4211-542.42-01	Telecommunications	8,359	8,250	8,250
101-4211-542.45-01	Equipment Rental	25,770	32,030	37,035
101-4211-542.47-01	Utility-Electric	60,371	80,000	80,000
Total Traffic Control Device/Electrical		247,319	288,605	310,857

Account Number	Description	2019 Actual Revenue/Expense	2020 Amended Budget	2021 Adopted Budget
<i>City Street Fund - Expenditures</i>				
Public Works Street Division				
Electrical Other				
101-4212-543.10-01	Salaries-Regular	88,436	79,180	91,513
101-4212-543.10-05	Salaries-Overtime	182	500	500
101-4212-543.10-06	Salaries-Part-Time	59	3,766	3,766
101-4212-543.20-01	Employer Paid Benefits	40,361	36,734	44,080
101-4212-543.31-01	Office & Operating Supply	628	500	500
101-4212-543.32-01	Electrical Supplies	7,190	4,650	4,650
101-4212-543.33-01	Small Tools-Electrical	407	500	500
Total Electrical Other		137,263	125,830	145,509
Total Public Works City Street Fund Expenditures		3,765,867	3,864,837	3,906,339



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PUBLIC WORKS-ARTERIAL STREET FUND

The Arterial Street Fund Provides funding for street construction and transportation improvement projects. Work accomplished includes right-of-way acquisition, design, and construction of roadways, storm drainage, sidewalks, street lighting, traffic signals, and landscaping.

Revenues for the Arterial Street Fund come from the following sources:

- State and Federal Grants
- State Shared Fuel Taxes
- General Revenues Transfers – Utility Tax
- Mitigation
- Real Estate Excise Tax

BUDGET SUMMARY

All expenditures are for specific improvement projects included in the City's Six-Year Transportation Plan and Capital Facilities Plan. Expenditures from this fund fluctuate dramatically based on the City's success in obtaining grant funding, new development occurring in the City, and the number of street projects ready for construction. For 2021, budgeted expenditures are **\$8,948,046**.

2021 PROGRAMS, GOALS AND PRIORITIES

- LED Street Lighting Replacement
- Carpenter Road and Britton Parkway Interim Roundabout - Design
- College St. & 16th Ave Roundabout - Design
- College Street & Woodland Square Loop Pedestrian Crossing – Design & Right of Way
- College Street NE Extension – Design
- Electric Car Charging Stations
- Marvin Road/Hawks Prairie Road Roundabout
- Mullen Road – Thurston County Partnership Project
- Ruddell Road Sidewalk/Retaining Walls
- Signal Pole Replacement (Sleater Kinney and Pacific Avenue)
- Sycamore Bike Route
- Miscellaneous 2021 Minor Projects

Account Number	Description	2019 Actual Revenue/Expense	2020 Amended Budget	2021 Adopted Budget
<i>Arterial Street Fund - Revenues</i>				
Arterial Streets				
102-0000-308.00-00	Estimated Beginning Cash	-	107,449	3,028,016
102-0000-317.34-00	Real Estate Excise Tax 1	4,005,070	2,000,000	2,000,000
102-0000-333.20-20	20.205 Highway Planning	1,800,583	-	596,850
102-0000-334.03-61	WADOT	277,648	959,563	393,428
102-0000-334.03-80	03.8x Trans Improv Board	307,798	-	-
102-0000-336.71-00	Multimodal Transpo City	22,134	-	-
102-0000-336.88-00	Motor Vehicle Fuel Tax	320,156	342,047	358,045
102-0000-336.89-00	MVA Transpo City	60,790	68,702	70,899
102-0000-339.22-02	DOT/ Hwy Planning & Const	-	3,072,697	-
102-0000-344.85-00	Mitigation/Impact Fees	1,843,214	1,155,182	948,291
102-0000-361.10-00	Investment Interest	282,710	143,497	168,881
102-0000-361.10-40	LGIP Earnings	282,270	210,227	28,373
102-0000-361.11-00	Interest Earnings	31,006	21,057	3,377
102-0000-361.11-20	Mitigation Fee Financing	1,910	-	-
102-0000-361.32-00	Unrealized Gain(Loss)	105,198	-	-
102-0000-361.32-02	Reverse Prev Year Adj	6,379	-	-
102-0000-362.60-10	Lease - Rental House	37,775	50,000	40,000
102-0000-367.27-00	Developer Contribution	-	2,005,606	1,170,800
102-0000-397.10-03	Transfer In 101 Fund	-	-	141,086
Total Public Works Arterial Street Fund Revenues		9,384,641	10,136,027	8,948,046

Account Number	Description	2019 Actual Revenue/Expense	2020 Amended Budget	2021 Adopted Budget
<i>Arterial Street Fund - Expenditures</i>				
Public Works Arterial Streets				
Street and Transportation Improvements				
102-4101-595.90-01	Preliminary Engineering	163,539	849,991	878,598
102-4101-595.90-02	Right of Way	333,718	157,500	452,857
102-4101-595.90-03	Road Way	3,462,361	7,746,403	4,639,434
102-4101-595.90-05	Construction Engineering	520,206	932,133	527,157
102-4101-595.90-08	Street Lighting	(12,000)	-	-
102-4101-595.90-09	Traffic Control Devices	62,830	-	-
102-4101-595.90-11	Const Admin & Fac Maint	13,121	-	-
102-4101-595.90-13	Side Walks-ADA	-	50,000	50,000
102-4101-595.90-14	Signal Timing	-	35,000	35,000
102-4101-595.90-15	Pavement Mgmt System	8,199	65,000	65,000
102-4101-595.90-16	Pavement Restoration/PMS	-	100,000	100,000
102-4101-595.90-18	Ancillary Operations	77,106	-	-
102-4101-597.02-09	Transfer Out 101 Fund	150,000	200,000	200,000
102-4101-597.11-01	Transfer Out 001 Fund	-	-	2,000,000
Total Public Works Arterial Street Fund Expenditures		4,779,080	10,136,027	8,948,046



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TRANSPORTATION IMPROVEMENT FUND

The Transportation Improvement Fund is established to manage revenues and expenditures directly related to the operation of the Transportation Benefit District (TBD).

The District was created in February 2017 by Special Public Election:

- The TBD revenue is generated by a 0.2% Sales Tax Increase.
- The fund has a sunset duration of 10 years after enactment.
- The 2021 projected revenues is \$2,000,000.

The City will use the money for street and sidewalk reconstruction and repair to help prevent full-scale, costly reconstruction later. To minimize costs, proper street maintenance must be completed at the appropriate time. The longer maintenance is postponed, the more expensive repairs become. For example, delaying maintenance could advance the type of repair from a simple overlay, to a complete street reconstruction.

BUDGET SUMMARY

For 2021 the operating budget will be **\$4,641,086**.

2021 PROJECTS, GOALS AND PRIORITIES

Repair the following streets:

- Carpenter Road SE
- Willamette Drive
- Orion Drive
- Marvin Road

Account Number	Description	2019 Actual Revenue/Expense	2020 Amended Budget	2021 Adopted Budget
<i>Transportation Improvement Fund - Revenues</i>				
Revenues				
103-0000-308.00-00	Estimated Beginning Cash	-	-	59,697
103-0000-313.21-00	Sales Taxes -TBD	3,112,508	2,629,560	2,559,953
103-0000-333.20-20	20.205 Highway Planning	2,837,364	-	-
103-0000-334.03-80	03.8x Trans Improv Board	-	319,561	2,000,000
103-0000-361.10-00	Investment Interest	23,369	12,967	17,379
103-0000-361.10-40	LGIP Earnings	24,485	18,977	2,765
103-0000-361.11-00	Interest Earnings	11,907	8,087	1,292
103-0000-361.32-00	Unrealized Gain(Loss)	8,497	-	-
103-0000-361.32-02	Reverse Prev Year Adj	453	-	-
Total Transportation Improvement Fund Revenues		6,018,583	2,989,152	4,641,086

Account Number	Description	2019 Actual Revenue/Expense	2020 Amended Budget	2021 Adopted Budget
<i>Transportation Improvement Fund - Expenditures</i>				
Transportation Benefit District				
Transportation Improvements				
103-4301-508.30-00	Restricted Funds	-	271,384	-
103-4301-595.90-01	Preliminary Engineering	83,014	100,000	100,000
103-4301-595.90-03	Road Way	4,908,372	2,240,636	3,740,000
103-4301-595.90-05	Construction Engineering	449,887	377,132	660,000
103-4301-595.90-06	Side Walks	-	-	141,086
Total Transportation Improvement Fund Expenditures		5,441,273	2,989,152	4,641,086



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LODGING TAX FUND

The Lodging Tax Fund is authorized by state law and must operate under the restrictive provision thereof. Revenue is generated from a 4% use tax on hotel/motel room rentals. Lodging tax receipts for 2021 are estimated at \$305,896. Expenditures of Lodging Tax dollars are limited to tourist promotion and for the acquisition and/or maintenance of tourism-related facilities. The budget is developed in concert with the Lodging Tax Advisory Committee.

Included in Contract Services expenditures are tourism services performed by the Lacey Chamber of Commerce and Visitor & Convention Bureau. This budget also provides support to maintain and operate the Washington Center for the Performing Arts, Regional Athletic Complex (RAC), and Lacey Museum. The Lodging Tax Advisory Committee suspended the 2021 open application process for Community Events due to the uncertainty of future lodging tax revenues. Normally, funding is also awarded to community events including the Lacey Fun Fair, Jazz Festival, Senior Games, South Sound BBQ Festival, Ethnic Celebration, Concerts in the Park series, S.T.E.M. Fair, and July 3rd Fireworks and Concert.

BUDGET SUMMARY

The total 2021 budget for the Lodging Tax Fund is **\$403,500**.

The Lodging Tax budget is divided into 2 categories:

- Contracted Services
- Performing Arts & Events

Account Number	Description	2019 Actual Revenue/Expense	2020 Amended Budget	2021 Adopted Budget
<i>Lodging Tax Fund - Revenues</i>				
Revenues				
109-0000-308.00-00	Estimated Beginning Cash	-	49,333	91,307
109-0000-313.30-00	Hotel/Motel Taxes	517,293	219,241	305,896
109-0000-361.10-00	Investment Interest	9,310	2,599	5,390
109-0000-361.10-40	LGIP Earnings	9,524	3,639	907
109-0000-361.32-00	Unrealized Gain(Loss)	3,341	-	-
109-0000-361.32-02	Reverse Prev Year Adj	242	-	-
Total Lodging Tax Fund Revenues		539,710	274,812	403,500

Account Number	Description	2019 Actual Revenue/Expense	2020 Amended Budget	2021 Adopted Budget
<i>Lodging Tax Fund - Expenditures</i>				
Council / Parks and Recreation				
Contracted Services				
109-0401-508.30-00	Restricted Funds	-	34,996	-
109-0401-573.49-51	Promotion-Community Event	146,107	8,316	-
109-0401-575.49-33	Chamber of Commerce	46,600	70,000	70,000
109-0401-575.49-34	Washington Center	12,500	27,500	25,000
109-0401-575.49-38	Visitor/Convention Bureau	100,000	85,000	100,000
109-0401-597.10-08	Transfer Out 007 Fund	163,000	-	160,000
109-0401-597.11-01	Transfer Out 001 Fund	48,500	48,500	48,500
Total Contracted Services		516,707	274,312	403,500
Performing Arts & Parks Events				
109-0601-573.49-54	Concert Series/Events	15,060	500	-
Total Performing Arts & Parks Events		15,060	500	-
Total Lodging Tax Fund Expenditures		531,767	274,812	403,500



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COMMUNITY DEVELOPMENT BLOCK GRANT FUND

The Community Development Block Grant (CDBG) Fund provides for the accounting of state and federal grant dollars awarded to qualifying agencies serving Lacey citizens. This fund also facilitates block grants awarded to Lacey for housing and capital improvement projects primarily benefiting low-income residents.

In the past, Lacey has utilized CDBG funding for affordable housing rehabilitation and preservation; construction of an early-learning childcare center; and construction and expansion of the City's senior center.

In-progress CDBG project funding recipients include:

BUDGET SUMMARY

The total 2021 budget for the Community Development Block Grant (CDBG) Fund is **\$170**.

Account Number	Description	2019 Actual Revenue/Expense	2020 Amended Budget	2021 Adopted Budget
<i>Community Development Block Grant Fund - Revenues</i>				
Revenues				
120-0000-361.10-00	Investment Interest	206	108	147
120-0000-361.10-40	LGIP Earnings	208	159	23
120-0000-361.32-00	Unrealized Gain(Loss)	73	-	-
120-0000-361.32-02	Reverse Prev Year Adj	5	-	-
Total Community Development Block Grant Fund Revenues		492	267	170

Account Number	Description	2019 Actual Revenue/Expense	2020 Amended Budget	2021 Adopted Budget
<i>Community Development Block Grant Fund - Expenditures</i>				
Public Affairs and Community Relations				
General Services				
120-3701-508.30-00	Restricted Funds	-	267	170
Total Community Development Block Grant Fund Expenditures		-	267	170



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HICKS LAKE MANAGEMENT DISTRICT

The Hicks Lake Management District fund is established to manage revenues and expenditures directly related to the operation of the Hicks Lake Management District.

The District was created in October 2015 in accordance with the following plan:

Studying various lake water quality problems and possible solutions
Controlling or removing invasive aquatic plants and vegetation, and
Developing and implementing appropriate lake management and educational activities.

All of these plans are designed to avoid adverse impacts on fish and wildlife while enhancing the recreational uses of the lake. The Lake Management District will exist for thirty (30) years, unless dissolved earlier by the members of the district. Special assessments are imposed annually for the duration of the Hicks Lake Management District. The District, with Lacey City Council approval, decreased assessments for all properties by 10.0 percent starting in 2020. The amount of money to be raised by special assessments is approximately \$46,000 per year.

BUDGET SUMMARY

For 2021 the operating budget will be **\$46,581**.

2021 PROJECTS, GOALS AND PRIORITIES

- Follow the adopted Lake Management Plan to control or remove invasive plants.
- Implement plan recommendations to remove or control undesired plant growth that impact use of the lake.
- Research and apply for grants that leverage the limited funds collected by the district to meet plan objectives.
- Conduct public outreach to educate citizens on methods to minimize detrimental impacts to the lake.

Account Number	Description	2019 Actual Revenue/Expense	2020 Amended Budget	2021 Adopted Budget
<i>Hicks Lake Management District Fund - Revenues</i>				
Revenues				
130-0000-334.03-13	Dept of Ecology	6,467	-	-
130-0000-359.60-03	HLMD#1 Delq. Penalties	54	-	-
130-0000-361.10-00	Investment Interest	528	325	501
130-0000-361.10-40	LGIP Earnings	644	607	730
130-0000-361.11-10	HLMD#1 Invest Interest	16	16	-
130-0000-361.32-00	Unrealized Gain(Loss)	(19)	-	-
130-0000-361.41-20	HLMD#1 Delq. interest	96	75	5
130-0000-368.50-10	Hicks LMD#1	48,225	51,000	45,900
Total Hicks Lake Management Fund Revenues		49,787	47,136	46,581

Account Number	Description	2019 Actual Revenue/Expense	2020 Amended Budget	2021 Adopted Budget
<i>Hicks Lake Management District Fund - Expenditures</i>				
Hicks Lake Management				
General Services				
130-0401-553.41-70	Hicks Lake Mgmt Dist	33,563	47,136	46,581
Total Hicks Lake Management Fund Expenditures		33,563	47,136	46,581



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GENERAL OBLIGATION BOND FUND

The General Obligation (G.O.) Bond Fund was created to provide for the retirement of all general purpose bonds issued for City facilities or equipment. When capital expenditures are funded by debt authorized by voter approval (i.e. Unlimited Tax General Obligation, or UTGO), the revenues generated to retire this debt come from property taxes. Debt issued or bonds sold without the guarantee of City tax revenues (i.e. Limited Tax General Obligations, or LTGO) must depend on general revenues of the City to retire the debt.

General Obligation debt currently supported by property taxes includes:

- 2010 Unlimited General Obligated Refunding Bonds (originally issued as \$5.99 million of Fire Safety Improvement Bonds approved by voters in September 2000),
- 2012 Unlimited General Obligation Refunding Bonds (originally issued as \$5.0 million of Parks Improvement Bonds in 2003),
- 2015 Unlimited General Obligation Refunding Bonds (originally issued as \$4.985 million of Parks Improvement Bonds in 2003), and

Non-property tax supported debt includes:

- 2015 Limited Tax General Obligation Refunding Bonds (originally issued for \$8.0 million to complete the 68 acres of the Regional Athletic Complex)

The total outstanding Unlimited General Obligation Tax support debt as of September 30, 2020 is \$4,250,000. The total outstanding Limited Tax General Obligation debt as of September 30, 2020 is \$3,890,000.

The total 2021 debt service budget is **\$1,718,174**.

Account Number	Description	2019 Actual Revenue/Expense	2020 Amended Budget	2021 Adopted Budget
<i>G. O. Bond Fund - Revenues</i>				
Revenues				
201-0000-311.10-00	Property Taxes-Current	1,122,134	1,128,800	1,137,850
201-0000-311.15-00	Property Taxes-Delinquent	3,188	7,500	7,500
201-0000-361.10-00	Investment Interest	9,053	2,785	2,764
201-0000-361.10-40	LGIP Earnings	8,026	4,064	340
201-0000-361.11-00	Interest Earnings	2,680	2,440	270
201-0000-361.32-00	Unrealized Gain(Loss)	919	-	-
201-0000-361.32-02	Reverse Prev Year Adj	62	-	
201-0000-397.10-05	Transfer In 307 Fund	564,200	567,050	569,450
Total General Obligation Bond Fund Revenues		1,710,262	1,712,639	1,718,174

Account Number	Description	2019 Actual Revenue/Expense	2020 Amended Budget	2021 Adopted Budget
<i>G. O. Bond Fund - Expenditures</i>				
G.O. Debt - Finance				
G.O. Debt Supported				
201-1904-591.70-17	2010 Refunding (2002Fire)	405,000	420,000	445,000
201-1904-591.70-18	2012 Refunding(2003Parks)	285,000	295,000	300,000
201-1904-591.70-19	2015 UTGO RFDG (06 Parks)	265,000	275,000	285,000
201-1904-592.80-17	Interest UTGO 2010 Refund	50,800	34,600	17,800
201-1904-592.80-18	Interest UTGO 2012 Refund	36,200	30,500	24,600
201-1904-592.80-19	2015 UTGO RFDG (06 Parks)	89,150	81,200	72,950
Total G.O. Debt Supported		1,131,150	1,136,300	1,145,350
L.T.G.O. & Loans				
201-1905-508.50-00	Assigned Funds	-	9,289	3,374
201-1905-591.70-20	2015 LTGO RFDG (07 RAC)	405,000	420,000	435,000
201-1905-592.80-20	2015 LTGO RFDG (07 RAC)	159,200	147,050	134,450
Total L.T.G.O. & Loans		564,200	576,339	572,824
Total General Obligation Bond Fund Expenditures		1,695,350	1,712,639	1,718,174



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LOCAL IMPROVEMENT DISTRICT BOND FUND

The Local Improvement District (L.I.D.) Bond Fund was created to provide for the retirement of all local improvement district bonds issued for City streets, utilities, and related equipment. Debt issued or bonds received without the guarantee of City tax revenues must depend on these special assessments against property owners.

Although annual assessments are billed to property owners, the actual retirement of L.I.D. debt in any given year is based on the amount of dollars collected. The amount collected is either a result of billed assessment amounts received or payed-in-full as property changes ownership. Regardless when payments are received, the City must call (retire) outstanding bonds when funds are available to do so. Currently, there is no outstanding debt in this fund.

BUDGET SUMMARY

The total 2021 budget is **\$79,593**.

Account Number	Description	2019 Actual Revenue/Expense	2020 Amended Budget	2021 Adopted Budget
<i>L.I.D. Bond Fund - Revenues</i>				
Revenues				
202-0000-361.10-00	Investment Interest	33,583	17,570	18,517
202-0000-361.10-40	LGIP Earnings	33,878	25,745	3,126
202-0000-361.11-00	Interest Earnings	2,389	1,623	259
202-0000-361.32-00	Unrealized Gain(Loss)	11,948	-	-
202-0000-361.32-02	Reverse Prev Year Adj	817	-	-
202-0000-366.10-10	Interest - (451) (ULID23)	18,445	17,673	16,870
202-0000-381.20-10	Loan Repayment 451 Fund	-	19,593	20,396
202-0000-397.11-50	Transfer In 450 Fund	20,425	20,425	20,425
Total L.I.D. Bond Fund Revenues		121,485	102,629	79,593

Account Number	Description	2019 Actual Revenue/Expense	2020 Amended Budget	2021 Adopted Budget
<i>L.I.D. Bond Fund - Expenditures</i>				
L.I.D. Debt - Finance				
202-1906-508.50-00	Assigned Funds	-	102,629	79,593
Total L.I.D. Bond Fund Expenditures		-	102,629	79,593



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BUILDING IMPROVEMENT FUND

The Building Improvement Fund is only used when there is a need to account for a significant building or facility improvement project.

BUDGET SUMMARY

The 2021 budget is **\$629,956**.

2021 PROGRAMS, GOALS AND PRIORITIES

- Police Station & Substation Improvements and Equipment Enhancements
- Electronic Door Hardware

Account Number	Description	2019 Actual Revenue/Expense	2020 Amended Budget	2021 Adopted Budget
<i>Building Improvement Fund - Revenues</i>				
Revenues				
301-0000-308.00-00	Estimated Beginning Cash	-	1,095,354	-
301-0000-334.04-22	Commerce/CSHD	14,926	-	-
301-0000-334.06-90	Other State Agencies	-	850,000	-
301-0000-361.10-00	Investment Interest	50,370	26,331	25,550
301-0000-361.10-40	LGIP Earnings	50,760	38,582	4,406
301-0000-361.32-00	Unrealized Gain(Loss)	17,628	-	-
301-0000-361.32-02	Reverse Prev Year Adj	1,224	-	-
301-0000-367.26-00	Museum Depot Project	150	-	-
301-0000-397.11-01	Transfer In 001,003,005	816,961	69,973	600,000
Total Building Improvement Fund Revenues		952,019	2,080,240	629,956

Account Number	Description	2019 Actual Revenue/Expense	2020 Amended Budget	2021 Adopted Budget
<i>Building Improvement Fund - Expenditures</i>				
Building Improvement				
301-0101-508.90-00	Unassigned Funds	-	64,913	29,956
301-0101-514.60-02	Capital Outlay-Public Art	-	25,000	-
301-0101-514.60-03	Capital-Improvements	171,723	367,101	100,000
301-0101-514.60-04	Capital Outlay-Buildings	754,922	1,623,226	-
301-0101-522.60-04	Buildings	3,842	-	500,000
Total Building Improvement Fund Expenditures		930,487	2,080,240	629,956



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CAPITAL EQUIPMENT FUND

The Capital Equipment Fund accounts for special revenues dedicated to capital facility construction and equipment purchases that are required for general operating purposes. Transfers in from Current Expense fund for utility tax collections is the main sources of revenue.

BUDGET SUMMARY

Expenditures are budgeted in two program areas.

- Operating Capital and Reserves
- Capital Improvement Projects

The 2021 budget is **\$131,944**.

2021 PROGRAMS, GOALS AND PRIORITIES

A full listing of Capital Equipment expenditures is provided in the Budget Summary section of this document.

Account Number	Description	2019 Actual Revenue/Expense	2020 Amended Budget	2021 Adopted Budget
<i>Capital Equipment Fund - Revenues</i>				
Revenues				
302-0000-308.00-00	Estimated Beginning Cash	-	2,394,561	41,981
302-0000-321.91-01	PEG Fees	39,282	35,825	39,000
302-0000-333.21-10	CFDA 21.019	-	70,000	-
302-0000-361.10-00	Investment Interest	56,945	7,706	30,156
302-0000-361.10-40	LGIP Earnings	56,876	11,898	5,168
302-0000-361.11-00	Interest Earnings	(797)	-	195
302-0000-361.32-00	Unrealized Gain(Loss)	20,652	-	-
302-0000-361.32-02	Reverse Prev Year Adj	1,368	-	-
302-0000-367.00-00	Contributions	6,000	3,000	6,000
302-0000-397.10-04	Transfer In - Utility Tax	426,696	43,071	-
302-0000-397.11-01	Transfer In 001,003,005	1,085,575	2,010,326	9,444
Total Capital Equipment Fund Revenues		1,692,597	4,576,387	131,944

Account Number	Description	2019 Actual Revenue/Expense	2020 Amended Budget	2021 Adopted Budget
<i>Capital Equipment Fund - Expenditures</i>				
General Fund Capital				
Capital Equipment				
302-0102-519.64-03	Capital-Human Resources	1,560	-	-
302-0102-519.64-04	Capital-Community Relatio	238,932	360,965	-
302-0102-519.64-05	Capital-Finance	8,082	-	-
302-0102-519.64-06	Capital-Common Facilities	28,758	425,000	-
302-0102-519.64-10	Capital-Police	143,000	534,741	-
302-0102-519.64-11	Capital-Public Works-Admi	36,423	16,496	-
302-0102-519.64-12	Capital-Public Works-Pks	96,318	169,021	9,444
302-0102-519.64-15	Capital-Community Develop	-	215,880	-
302-0102-519.64-16	Capital-Parks & Recreatio	347,879	15,000	-
302-0102-519.64-17	Capital-City Streets	5,633	63,757	63,500
302-0102-519.64-19	Capital-Information Svcs	4,400	-	-
302-0102-519.64-20	Public Ed & Govt Prog	19,641	38,500	39,000
302-0102-554.48-00	Repairs & Maintenance	7,803	2,500	-
302-0102-594.60-08	Replace Res-Child Care	14,256	20,500	-
302-0102-594.60-10	Replacement Res-Facility	357	-	-
302-0102-597.01-11	Transfer Out 501 Fund	-	279,593	-
302-0102-597.11-01	Transfer Out 001 Fund	-	510,400	-
Total Capital Equipment		953,042	2,652,353	111,944
Projects				
302-0104-514.60-06	Capital-City Hall Repairs	-	20,000	-
302-0104-542.60-02	Capital-Streetscaping	-	20,000	20,000
302-0104-559.60-01	Economic Development	103,104	1,884,034	-
Total Projects		103,104	1,924,034	20,000
Capital Debt Service				
302-0105-591.79-05	Local - TCOMM 911 Princip	170,798	-	-
302-0105-592.89-05	Local-TCOMM 911 Interest	2,562	-	-
Total Capital Debt Service		173,360	-	-
Total Capital Equipment Fund Expenditures		1,229,506	4,576,387	131,944



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PARKS AND OPEN SPACE FUND

The Parks and Open Space Fund was established by Council action in 1989 to set aside the revenue generated by a one-percent Utility Tax rate to acquire property for future parks and open space. The City maximizes this fund by securing local, state, and federal grant funds to finance a significant portion of acquisition and development costs. Other revenues from the sale of bonds and Public Facility District funds are deposited into this fund to re-develop existing parks and construct new parks. Park development has been accomplished primarily utilizing the 2002 and 2006 Park Bonds.

PARK AND OPEN SPACE ACQUISITION

Since 1989, over 700 acres have been acquired with utility tax revenue, Woodland Creek Community Park, including Rainier Vista Community Park, Lake Lois Habitat Reserve, McAllister Park, the Lacey Woodland Trail Abandoned Railroad corridor, the Regional Athletic Complex, Huntamer Park, Pleasant Glade Park, and the Jacob Smith House, Greg J. Cuoio Community Park, and Palm Creek Headwaters.

RENOVATION AND EXPANSION OF EXISTING PARKS

Wonderwood Park was acquired in 1971-73, developed in 1974, and renovated in 2005 with Bond funds. Long Lake Park was acquired in 1983 – 86, developed in 1988, and renovated in 2005 with Bond funds. Lake Lois Habitat Reserve was acquired in 1993 with a state grant and city funds, and expanded by 17.6 acres in 2001.

NEW PARK DEVELOPMENT

A voter approved bond issue in 2003 and LTGO Bonds issued in 2006 have provided a significant portion of the funding necessary to develop ten new parks.

	SIZE	
THE REGIONAL ATHLETIC COMPLEX (RAC)	68.0	ACRES
RAINIER VISTA COMMUNITY PARK	46.0	ACRES
LAKEPOINTE PARK	8.0	ACRES
WOODLAND CREEK COMMUNITY PARK	72.0	ACRES
MERIDIAN PARK	24.0	ACRES
HORIZON POINTE PARK	9.5	ACRES
AVONLEA PARK	6.0	ACRES
WANSCHERS COMMUNITY PARK	16.0	ACRES
WILLIAM A. BUSH PARK	8.5	ACRES
THORNBURY PARK	9.0	ACRES

BUDGET SUMMARY

The 2021 budget is **\$17,579**. No activity is planned within this fund during 2021.

Account Number	Description	2019 Actual Revenue/Expense	2020 Amended Budget	2021 Adopted Budget
<i>Parks and Open Space Fund - Revenues</i>				
Revenues				
303-0000-308.00-00	Estimated Beginning Cash	-	663,562	-
303-0000-361.10-00	Investment Interest	7,980	5,476	3,912
303-0000-361.10-40	LGIP Earnings	8,761	8,030	667
303-0000-361.32-00	Unrealized Gain(Loss)	2,671	-	-
303-0000-361.32-02	Reverse Prev Year Adj	284	-	-
303-0000-362.50-20	Lease - Facilities	8,985	-	-
303-0000-362.60-10	Lease - Rental House	12,230	13,000	13,000
303-0000-397.00-00	Transfers In	300,000	-	-
303-0000-397.10-04	Transfer In - Utility Tax	520,262	-	-
303-0000-397.11-01	Transfer In 001,003,005	-	301,308	-
Total Parks and Open Space Fund Revenues		861,173	991,376	17,579

Account Number	Description	2019 Actual Revenue/Expense	2020 Amended Budget	2021 Adopted Budget
<i>Parks and Open Space Fund - Expenditures</i>				
Parks and Recreation				
Parks and Open Space Fund Expenditures				
303-0106-508.90-00	Unassigned Funds	-	26,506	17,579
303-0106-576.45-01	Equipment Rental	69	-	-
303-0106-576.48-03	Rep & Maint-Facilities	6,064	-	-
303-0106-576.60-03	Capital-Improvements	52,819	629,403	-
303-0106-576.60-04	Capital Outlay-Buildings	87,140	31,275	-
303-0106-597.02-10	Transfer Out 307 Fund	394,730	105,270	-
303-0106-597.10-08	Transfer Out 007 Fund	340,131	198,922	-
303-0106-597.11-01	Transfer Out 001 Fund	381,504	-	-
Total Parks and Open Space Fund Expenditures		1,262,457	991,376	17,579



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REGIONAL ATHLETIC COMPLEX CAPITAL FUND

The Regional Athletic Complex (RAC) was a joint venture between Thurston County and the City of Lacey. In March of 1998, Thurston County and the City entered into an agreement to jointly purchase, own, and cooperatively develop recreational lands, then equally share the costs of maintaining the recreational facilities. Phase I of the facility was completed in September of 2005 and opened and dedicated for the benefit of the citizens of Thurston County. In 2006, the Capital Area Regional Public Facilities District (CARPFD) contracted with the City of Lacey to further develop the RAC, in conjunction with the Hands on Children's Museum, a City of Olympia approved project. As a result of amendments to the CARPFD Inter-local agreements, the City of Lacey receives 71.77% of the revenues received by the CARPFD which are dedicated to operations and capital improvements at the RAC. These funds in conjunction with other city contributions and a 2007 Park Bond were used to finance Phase II of this project. Phase II of the Regional Athletic Complex (RAC) opened in May, 2009. In June of 2010, Thurston County transferred its share of ownership along with all responsibilities for operation and maintenance to the City of Lacey.

BUDGET SUMMARY

The 2021 budget is **\$1,243,819** for capital improvements.

This budget accounts for the \$567,050 transferred out to cover debt service for the 2007 LTGO Park Bond. Phase III (26 acres) is slated for future development, dependent on generating sufficient revenue for operation, maintenance and development.

2021 PROGRAMS, GOALS AND PRIORITIES

- Design for parking lot improvements

Account Number	Description	2019 Actual Revenue/Expense	2020 Amended Budget	2021 Adopted Budget
<i>Regional Athletic Complex Capital Fund - Revenues</i>				
Revenues				
307-0000-308.00-00	Estimated Beginning Cash	-	1,131,710	125,000
307-0000-338.10-10	Capital Area - PFD	1,260,404	1,161,983	1,102,854
307-0000-361.10-00	Investment Interest	20,348	9,451	12,728
307-0000-361.10-40	LGIP Earnings	19,687	13,850	2,201
307-0000-361.11-00	Interest Earnings	9,549	6,485	1,036
307-0000-361.32-00	Unrealized Gain(Loss)	8,676	-	-
307-0000-361.32-02	Reverse Prev Year Adj	424	-	-
307-0000-397.10-01	Transfer In 303 Fund	394,730	105,270	-
Total Regional Athletic Complex Capital Fund Revenues		1,713,818	2,428,749	1,243,819

Account Number	Description	2019 Actual Revenue/Expense	2020 Amended Budget	2021 Adopted Budget
<i>Regional Athletic Complex Capital Fund - Expenditures</i>				
Parks and Recreation				
Regional Athletic Complex Capital				
307-0106-508.50-00	Assigned Funds	-	616,719	541,369
307-0106-576.60-01	Capital Outlays-Equipment	10,505	64,747	-
307-0106-576.60-03	Capital-Improvements	285,276	1,172,233	125,000
307-0106-576.62-18	PFD - Administrative Cost	2,132	8,000	8,000
307-0106-597.69-03	Transfer Out 201 Fund	564,200	567,050	569,450
Total Regional Athletic Complex Capital Fund Expenditures		862,113	2,428,749	1,243,819



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PUBLIC WORKS-WATER UTILITY FUND

The Water Utility provides high quality drinking water in sufficient quantity and pressure to support the citizens of Lacey and residents of the entire water service area. All of Lacey's water comes from groundwater wells owned and operated by the Utility. Water rates cover current operating expenses, maintenance of the system, and replacement of worn and failing waterlines, emergency repairs, and debt service. In addition to water rates, new connections to the water system are charged a one-time fee to cover costs of infrastructure requirements necessary to ensure continued quality service to serve utility customers. Such infrastructure includes twenty City owned production wells, three treatment facilities, over 400 miles of distribution lines, numerous pressure control devices, and seven storage reservoirs. There is also an intertie with the City of Olympia water designated for emergency use.

Public Works programs include distribution line maintenance and repair, water quality and regulatory compliance, resource management, conservation, wellhead protection, water production and storage operations, and system engineering. Financial services include meter reading, accounting, billing, and collection. The Operations Division is responsible for, Daily operation of the system, SCADA, water production, treatment, well source rehabilitation, system repairs, preventive maintenance, hydraulic modeling, engineering and development review and construction support. Planning, capital improvements, regulatory compliance, community education/outreach, design, capital programming, and source development are provided by the Water Resources and Engineering Divisions. Water Utility maintenance services are provided by 25 full-time employees. The Finance Department provides 3.45 full-time employees to provide customer services, billing, collections and meter drops and repairs.

BUDGET SUMMARY

This budget reflects the Utility's current maintenance and operation expenses. Construction projects as well as debt payments for the utility are funded under the Water Capital Fund and the Water Debt Service Fund.

The Water maintenance and operations budget is organized into seven programs.

- General Services
- Customer Service
- Production and Storage
- System Maintenance
- Cross Connection Control
- Water Quality
- Reclaimed Water

The 2021 operating budget for the Utility is **\$14,312,811**. Water revenues are obtained from water rates with no support from the City's operating levy or general fund.

2021 PROGRAMS, GOALS AND PRIORITIES

- Maximize production capabilities from existing water production facilities.
- Continue priority programs such as leak detection, cross connection control, Waterline Cleaning, water conservation, education, and outreach.
- Develop large water-meter preventative maintenance program consisting of annual inspection, maintenance and replacement.

Explanation of Water Rates

Beginning in 2006, the City adopted a new water rate schedule that is designed to encourage conservation. These rates place greater emphasis on the relationship of water usage to the amount paid by the customer. This change rewards the water conserving customer while encouraging, through a higher rate, the high water use consumer to conserve water resources. The rates have 4 tier fees instead of the 2 tiers that were in place prior to 2006.

The Base Rate reflects the cost of meter reading, billing, debt payment, debt reserves, replacement and replacement reserves. Revenues generated from consumption charges pay for maintaining, operating, and replacement of the utility infrastructure as well as making additional contributions to replacement reserves and capital construction. The chart printed on this page illustrates rates for the years 2018 through 2021. The City has adopted two rate schedules - resident and nonresident. The nonresident rates are based on the schedule printed below plus 20%. This differential in charges reflects the costs associated with serving areas outside the City.

2021 Rates and Cost Per 100 Cubic Feet (1)

	2018	2019	2020	2021
Base Rate	\$15.67	\$16.14	\$16.62	\$16.62
First 600 c.f.	1.3040	1.3431	1.3834	1.3834
Tier 2 (601 to 1,200 c.f.)Per 100 c.f.	3.0609	3.1527	3.2473	3.2473
Tier 3 (1,201 to 2,400 c.f.)Per 100 c.f.	3.9120	4.0294	4.1503	4.1503
Tier 4 (2401 plus)Per 100 c.f.	5.2238	5.3805	5.5419	5.5419

**Example of Monthly Bill
900 Cubic Feet Consumption**

Description	2018	2019	2020	2021
Base Rate	\$15.67	\$16.14	\$16.62	\$16.62
Consumption	17.00	17.52	18.04	18.04
Total (1)	\$32.67	\$33.66	\$34.66	\$34.66

(1) The City provides a 50% discount for qualified low income senior and disabled citizens, earning less than 50% of the median income for Thurston County depending on the size of the household as it relates to income.

Account Number	Description	2019 Actual Revenue/Expense	2020 Amended Budget	2021 Adopted Budget
<i>Water Utility Fund - Revenues</i>				
Revenues				
401-0000-308.00-00	Estimated Beginning Cash	-	98,082	-
401-0000-343.05-00	Shut-Offs	15,130	15,000	15,000
401-0000-343.40-01	Sales	12,627,905	12,464,367	12,863,227
401-0000-343.40-02	Penalties	304,910	300,000	100,000
401-0000-345.83-00	Plan Checking Fees	-	8,539	8,539
401-0000-345.83-01	Plan Check Fees	16,041	-	-
401-0000-345.83-02	Inspection Services	22,936	16,205	16,205
401-0000-361.10-00	Investment Interest	79,073	38,468	46,592
401-0000-361.10-40	LGIP Earnings	77,306	56,374	8,207
401-0000-361.11-00	Interest Earnings	93,004	63,163	10,092
401-0000-361.32-00	Unrealized Gain(Loss)	32,256	-	-
401-0000-361.32-02	Reverse Prev Year Adj	1,877	-	-
401-0000-362.51-00	Cell Tower Lease	172,845	165,000	175,000
401-0000-362.90-00	Hydrant Meter Rental	53,021	30,000	30,000
401-0000-369.10-00	Sale of Scrap & Surplus	3,466	-	-
401-0000-369.11-00	Sale of Meters	215,280	175,000	175,000
401-0000-369.40-00	Court Fees /Judgments	25,612	-	-
401-0000-369.90-00	Other Misc Revenue	-	750	-
401-0000-369.97-00	Escrow Search Fees	40,529	9,500	20,000
401-0000-397.11-01	Transfer In 001,003,005	886,755	999,248	844,949
Total Water Utility Fund Revenues		14,667,946	14,439,696	14,312,811

Account Number	Description	2019 Actual Revenue/Expense	2020 Amended Budget	2021 Adopted Budget
<i>Water Utility Fund - Expenditures</i>				
Public Works Water Division				
General Services				
401-3401-534.10-01	Salaries-Regular	859,088	680,506	814,632
401-3401-534.10-05	Salaries-Overtime	34,580	35,000	35,000
401-3401-534.20-01	Employer Paid Benefits	370,503	299,381	368,729
401-3401-534.20-42	GASB68 Pension Expense	(230,925)	-	-
401-3401-534.31-01	Office & Operating Supply	10,503	11,757	11,757
401-3401-534.31-02	Small Tools & Equipment	120	4,135	500
401-3401-534.31-17	Supplies-Uniform Purchase	11,192	8,412	8,412
401-3401-534.31-27	Software Upgrade	-	2,000	2,000
401-3401-534.31-35	Replaced Equipment	-	30,000	30,000
401-3401-534.41-01	Prof. Svc-Other	8,717	10,000	10,000
401-3401-534.41-02	Prof. Svc-Engineering	573,505	668,921	686,447
401-3401-534.41-05	Prof. Svc-Audit	11,197	9,425	9,425
401-3401-534.41-15	Prof. Svc-Legal	7,824	20,000	20,000
401-3401-534.41-17	Prof. Svc-Water Resources	593,777	821,638	717,424
401-3401-534.41-32	Prof. Svc-Utility Locates	5,846	2,000	2,000
401-3401-534.41-45	Long Lake Mgmt Dist	12,387	7,500	7,500
401-3401-534.42-01	Telecommunications	3,564	6,000	6,000
401-3401-534.43-01	Transportation/Per Diem	3,535	11,372	11,372
401-3401-534.43-02	Dues, Subscriptions, Publ	7,293	5,128	5,128
401-3401-534.43-03	Registrations	17,945	30,330	30,330
401-3401-534.45-01	Equipment Rental	4,209	3,999	3,707
401-3401-534.45-02	IMS Rental	164,679	155,738	159,805
401-3401-534.45-03	Copier Rental	470	2,280	2,280
401-3401-534.45-08	Lease Miscellaneous	471	6,900	6,900
401-3401-534.46-01	Insurance-Liability	44,547	45,743	47,724
401-3401-534.46-02	Insurance-Fire/Property	1,711	1,724	1,879
401-3401-534.47-01	Utility-Electric	7,649	8,465	8,465
401-3401-534.47-02	Utility-City of Lacey	29,240	4,500	4,500
401-3401-534.47-03	Utility Gas	1,654	3,706	3,706
401-3401-534.47-07	Utility-Solid Waste	7,900	8,300	8,300
401-3401-534.48-01	Rep & Maint-Equipment	1,469	2,528	2,528
401-3401-534.48-03	Rep & Maint-Facilities	5,480	2,000	2,000
401-3401-534.49-02	Printing & Binding	-	500	500
401-3401-534.49-03	Recording Fees	8,191	5,000	5,000
401-3401-534.49-06	Maintenance Contracts	5,367	5,655	5,655
401-3401-534.49-10	Uniform Contract/Cleaning	436	1,000	1,000

Account Number	Description	2019 Actual Revenue/Expense	2020 Amended Budget	2021 Adopted Budget
<i>Water Utility Fund - Expenditures</i>				
Public Works Water Division				
General Services -Continued				
401-3401-534.49-23	Custodial	9,636	14,004	14,004
401-3401-534.49-25	Assessments/Taxes	3,170	18,210	18,210
401-3401-534.49-35	CDL-Physicals/Licenses	1,354	210	210
401-3401-534.50-90	Indirect Cost Plan Charge	478,808	551,318	648,780
401-3401-534.60-01	Capital Outlays-Equipment	9,557	63,865	-
401-3401-534.49-06	Maintenance Contracts	5,367	5,655	5,655
Total General Services		3,086,649	3,569,150	3,721,809
Customer Service				
401-3402-514.10-01	Salaries-Regular	381,195	443,174	453,537
401-3402-514.10-05	Salaries-Overtime	1,309	100	100
401-3402-514.20-01	Employer Paid Benefits	184,635	210,441	230,296
401-3402-514.31-01	Office & Operating Supply	10,051	4,000	10,000
401-3402-514.31-02	Small Tools & Equipment	210	500	500
401-3402-514.31-17	Supplies-Uniform Purchase	392	650	650
401-3402-514.31-37	Meters	269,440	100,000	100,000
401-3402-514.41-25	Prof. Svc-Computer	-	750	750
401-3402-514.42-01	Telecommunications	10,938	10,000	10,000
401-3402-514.42-02	Communications-Postage	6	1,000	1,000
401-3402-514.43-01	Transportation/Per Diem	-	2,140	2,140
401-3402-514.43-03	Registrations	70	990	990
401-3402-514.45-01	Equipment Rental	16,878	16,031	14,871
401-3402-514.45-02	IMS Rental	36,694	34,701	35,608
401-3402-514.46-06	AWC-L & I Pool	4,274	3,312	3,312
401-3402-514.48-01	Rep & Maint-Equipment	5,613	150	5,000
401-3402-514.49-01	Excise Taxes	742,027	817,010	843,154
401-3402-514.49-02	Printing & Binding	27,626	8,900	8,900
401-3402-514.49-06	Maintenance Contracts	215,733	185,000	200,000
401-3402-514.49-10	Uniform Contract/Cleaning	-	500	500
401-3402-514.49-27	Bad Debt Expense	3,730	6,600	6,600
401-3402-514.49-30	Software Maintenance	-	1,000	1,000
401-3402-514.49-60	Contractual Services	302,194	275,000	300,000
401-3402-514.60-01	Capital Outlays-Equipment	162,381	-	-
401-3402-597.69-04	Transfer Out 410 Fund	3,135,280	4,207,579	3,593,733
Total Customer Service		5,510,676	6,329,528	5,822,641

Account Number	Description	2019 Actual Revenue/Expense	2020 Amended Budget	2021 Adopted Budget
<i>Water Utility Fund - Expenditures</i>				
Public Works Water Division				
Production and Storage				
401-3403-534.10-01	Salaries-Regular	488,800	490,634	527,764
401-3403-534.10-05	Salaries-Overtime	7,566	19,000	19,000
401-3403-534.20-01	Employer Paid Benefits	231,007	238,837	266,775
401-3403-534.31-01	Office & Operating Supply	10,018	9,145	9,145
401-3403-534.31-02	Small Tools & Equipment	8,021	6,495	8,995
401-3403-534.31-11	Water Treatment Supplies	183,733	175,392	265,000
401-3403-534.31-28	Conf Space-Safety Equip	1,463	3,200	3,200
401-3403-534.32-01	Electrical Supplies	1,269	5,000	5,000
401-3403-534.33-01	Small Tools-Electrical	600	700	700
401-3403-534.34-01	Fuel	798	800	800
401-3403-534.41-01	Prof. Svc-Other	12,098	91,100	91,100
401-3403-534.41-16	Prof. Svc-Parks	21,772	38,037	34,173
401-3403-534.41-23	Prof. Svc-H2O Smpls-DSHS	-	1,500	1,500
401-3403-534.42-01	Telecommunications	11,270	10,500	10,500
401-3403-534.45-01	Equipment Rental	71,534	67,946	63,025
401-3403-534.45-05	Rentals-Other	189	3,100	3,100
401-3403-534.46-02	Insurance-Fire/Property	37,646	37,915	41,327
401-3403-534.47-01	Utility-Electric	604,201	615,000	615,000
401-3403-534.47-02	Utility-City of Lacey	10,367	7,000	7,000
401-3403-534.47-06	Olympia Water Agreement	-	102,710	44,210
401-3403-534.48-01	Rep & Maint-Equipment	3,372	2,500	2,500
401-3403-534.48-02	Rep & Maint-Equip Non-Pwr	-	300	300
401-3403-534.48-03	Rep & Maint-Facilities	258,738	174,138	250,000
401-3403-534.48-11	Rep & Maint-Telemetry	55,636	23,000	100,000
401-3403-534.49-06	Maintenance Contracts	1,546	31,790	31,790
401-3403-534.49-28	Misc - Disposal Fees	226	-	-
401-3403-534.60-01	Capital Outlays-Equipment	7,919	-	-
401-3403-534.60-99	Capitalized Assets	(7,919)	-	-
Total Production and Storage		2,021,870	2,155,739	2,401,904
System Maintenance				
401-3404-534.10-01	Salaries-Regular	624,485	897,249	844,960
401-3404-534.10-05	Salaries-Overtime	20,286	10,800	10,800
401-3404-534.20-01	Employer Paid Benefits	315,866	472,587	464,644
401-3404-534.31-01	Office & Operating Supply	8,000	12,150	12,150
401-3404-534.31-02	Small Tools & Equipment	29,826	11,668	27,668

Account Number	Description	2019 Actual Revenue/Expense	2020 Amended Budget	2021 Adopted Budget
<i>Water Utility Fund - Expenditures</i>				
Public Works Water Division				
System Maintenance-Continued				
401-3404-534.31-19	Inventory	171,126	230,000	230,000
401-3404-534.31-20	Street Restoration	28,686	20,000	20,000
401-3404-534.31-21	Non-Inventory-Under \$60	2,141	17,400	17,400
401-3404-534.31-22	Manhole/Ring/Lid Replace	-	250	250
401-3404-534.31-26	Valves	10,028	41,000	91,000
401-3404-534.31-36	Hydrants	45,756	50,000	50,000
401-3404-534.31-38	Hydrant Meters	-	9,000	9,000
401-3404-534.41-30	Prof. Svc-Leak Survey	1,133	6,500	6,500
401-3404-534.42-01	Telecommunications	12,105	11,250	11,250
401-3404-534.45-01	Equipment Rental	358,057	339,480	314,890
401-3404-534.45-05	Rentals-Other	-	2,300	2,300
401-3404-534.48-01	Rep & Maint-Equipment	4,120	6,550	6,550
401-3404-534.48-02	Rep & Maint-Equip Non-Pwr	715	2,550	2,550
401-3404-534.49-28	Misc - Disposal Fees	1,049	-	-
401-3404-534.60-01	Capital Outlays-Equipment	146,370	-	-
401-3404-534.60-99	Capitalized Assets	(147,100)	-	-
401-3404-587.60-99	Capital-Transferred Out	141,386	-	-
Total System Maintenance		1,774,035	2,140,734	2,121,912
Construction Utility				
401-3405-534.31-02	Small Tools & Equipment	1,157	-	-
Total Construction Utility		1,157	-	-
Cross Connection Control				
401-3406-534.31-01	Office & Operating Supply	466	3,600	3,600
401-3406-534.31-02	Small Tools & Equipment	-	1,200	1,200
401-3406-534.41-01	Prof. Svc-Other	-	500	500
401-3406-534.48-02	Rep & Maint-Equip Non-Pwr	-	750	750
401-3406-534.49-35	CDL-Physicals/Licenses	-	120	120
Total Cross Connection Control		466	6,170	6,170
Water Quality				
401-3407-534.20-01	Employer Paid Benefits	38	-	-
401-3407-534.31-01	Office & Operating Supply	-	750	750
401-3407-534.31-02	Small Tools & Equipment	-	1,150	1,150
401-3407-534.31-17	Supplies-Uniform Purchase	-	500	500

Account Number	Description	2019 Actual Revenue/Expense	2020 Amended Budget	2021 Adopted Budget
<i>Water Utility Fund - Expenditures</i>				
Public Works Water Division				
Water Quality-Continued				
401-3407-534.41-01	Prof. Svc-Other	-	15,725	15,725
401-3407-534.41-14	Prof. Svc-Grdwater Mgmt	-	25,000	25,000
401-3407-534.41-23	Prof. Svc-H2O Smpls-DSHS	49,052	66,000	66,000
401-3407-534.42-01	Telecommunications	-	500	500
401-3407-534.42-02	Communications-Postage	4,654	9,500	9,500
401-3407-534.43-02	Dues, Subscriptions, Publ	-	500	500
401-3407-534.48-01	Rep & Maint-Equipment	-	250	250
401-3407-534.49-02	Printing & Binding	-	18,600	18,600
401-3407-534.49-32	Operating Permit-DSHS	32,976	32,000	32,000
401-3407-534.49-44	Project Green	2,500	3,100	3,100
401-3407-534.49-55	Conservation Program	41,900	64,500	64,500
Total Water Quality		131,120	238,075	238,075
Reclaimed Water				
401-3408-534.10-01	Salaries-Regular	3,167	-	-
401-3408-534.20-01	Employer Paid Benefits	1,376	-	-
401-3408-534.31-01	Office & Operating Supply	4,368	-	-
401-3408-534.47-01	Utility-Electric	198	300	300
Total Reclaimed Water		9,109	300	300
Total Water Utility Fund Expenditures		12,535,082	14,439,696	14,312,811

PUBLIC WORKS-WASTEWATER UTILITY FUND

Lacey’s Wastewater Utility consists of a collection system of sewer pipelines, sewage pump stations, STEP systems, grinders and community on-site septic systems. These facilities serve to collect, initiate treatment, and transport wastewater to the regional LOTT Treatment Facilities. Lacey’s Wastewater Utility is responsible for operation and maintenance of approximately 161 miles of sewer transmission lines, 62 miles of STEP transmission lines, 48 lift stations and approximately 3540 residential and community STEP systems, 231 grinders and 9 Odor Control & Corrosion facilities.

Utility operations are funded through wastewater service fees. These revenues cover current operating expenses, maintenance of the system, replacement, and emergency repairs. Capital improvements are also supported from the general facility charge (GFC) that all new connections must pay.

The Wastewater Utility is supported by 16 full-time employees in the Public Works Operations and Maintenance Division. This support includes repair and maintenance of pipe and pumping infrastructure, planning and capital improvements, design and construction compliance, infrastructure analysis, odor control and corrosion measures, septic system conversion to public sewer and administrative support. The City’s Finance Department allocates 0.55 full-time employees to customer services, billing and collections.

BUDGET SUMMARY

This budget reflects the Utility’s current maintenance and operating expenses. Replacement and construction projects, as well as debt services for the Utility, are funded under the Water/Wastewater Replacement and Construction Fund and Water/Wastewater Debt Service Fund.

The Wastewater maintenance and operations budget is organized into five programs.

- Supervision and Support
- Utility Billing
- Maintenance - Wastewater Lift Stations
- Maintenance - Wastewater Mains (collection system)
- Maintenance - STEP Systems

The total 2021 operating budget for the Wastewater Utility is **\$19,256,764** of which \$12,827,164 will be paid to LOTT Alliance for treatment plant operations and capital requirements.

2021 PROGRAMS, GOALS AND PRIORITIES

- Continue Community outreach and education to eliminate or reduce F.O.G.
- Work with LOTT in 2020 to gather base line effluent data on large septic debris tanks.
- Continue efforts in reconstructing and replacing aging gravity sewer pipes, pump stations retrofits, and onsite septic system conversions.

Explanation of Charges

The monthly Wastewater Utility rate is made up of several components listed below. The current rates and the increase approved by LOTT are as follows:

City Charges (1)	2019	2020	2021
Maintenance/Operations	\$19.05	\$19.69	\$19.69
Replacement Reserves	1.25	1.25	1.25
Construction/Capital	1.00	1.00	1.00
Subtotal	21.30	21.94	21.94
LOTT Charges	39.80	41.00	41.00
Total Monthly Charges	\$61.10	\$62.94	\$62.94

(1) The City provides a 50% discount for qualified low income senior and disabled citizens earning less than 50% of the median income for Thurston County depending on the size of the household as it relates to income.

Account Number	Description	2019 Actual Revenue/Expense	2020 Amended Budget	2021 Adopted Budget
<i>Wastewater Utility Fund - Revenues</i>				
Revenues				
402-0000-308.00-00	Estimated Beginning Cash	-	41,196	-
402-0000-343.50-01	Sales	5,864,908	5,874,360	6,295,391
402-0000-343.50-02	Penalties	143,254	122,500	60,000
402-0000-343.50-03	LOTT Sales	11,634,837	12,063,066	12,827,164
402-0000-345.83-00	Plan Checking Fees	-	8,666	-
402-0000-345.83-01	Plan Check Fees	10,353	-	8,500
402-0000-345.83-02	Inspection Services	14,514	10,000	10,000
402-0000-345.83-04	Inspection Services-STEP	53,428	30,000	30,000
402-0000-361.10-00	Investment Interest	38,713	20,271	21,995
402-0000-361.10-40	LGIP Earnings	38,868	29,710	3,714
402-0000-361.32-00	Unrealized Gain(Loss)	13,779	-	-
402-0000-361.32-02	Reverse Prev Year Adj	954	-	-
402-0000-369.40-00	Court Fees /Judgments	18,327	-	-
Total Wastewater Utility Fund Revenues		17,831,935	18,199,769	19,256,764

Account Number	Description	2019 Actual Revenue/Expense	2020 Amended Budget	2021 Adopted Budget
<i>Wastewater Utility Fund - Expenditures</i>				
Public Works Wastewater Division				
General Services				
402-3501-535.10-01	Salaries-Regular	465,256	495,122	536,346
402-3501-535.10-05	Salaries-Overtime	12,863	8,200	8,200
402-3501-535.20-01	Employer Paid Benefits	196,479	217,809	232,010
402-3501-535.20-03	Unemployment Compensation	2,276	500	500
402-3501-535.20-42	GASB68 Pension Expense	(137,510)	-	-
402-3501-535.31-01	Office & Operating Supply	9,238	6,113	6,113
402-3501-535.31-02	Small Tools & Equipment	89	850	850
402-3501-535.31-17	Supplies-Uniform Purchase	14,649	6,107	6,107
402-3501-535.31-27	Software Upgrade	-	285	285
402-3501-535.31-35	Replaced Equipment	-	30,000	30,000
402-3501-535.41-01	Prof. Svc-Other	3,998	2,536	2,536
402-3501-535.41-02	Prof. Svc-Engineering	449,977	493,652	510,582
402-3501-535.41-05	Prof. Svc-Audit	11,497	615	11,500
402-3501-535.41-15	Prof. Svc-Legal	-	2,890	2,890
402-3501-535.41-17	Prof. Svc-Water Resources	191,279	223,233	212,863
402-3501-535.41-32	Prof. Svc-Utility Locates	2,088	2,000	2,000
402-3501-535.42-01	Telecommunications	667	1,770	1,770
402-3501-535.43-01	Transportation/Per Diem	2,465	8,900	8,900
402-3501-535.43-02	Dues, Subscriptions, Publ	1,170	447	447
402-3501-535.43-03	Registrations	10,031	9,800	9,800
402-3501-535.45-01	Equipment Rental	6,542	8,773	9,012
402-3501-535.45-02	IMS Rental	85,117	83,713	102,255
402-3501-535.45-03	Copier Rentals	435	1,995	1,995
402-3501-535.45-08	Lease Miscellaneous	340	3,000	3,000
402-3501-535.46-01	Insurance-Liability	28,194	28,951	30,205
402-3501-535.46-02	Insurance-Fire/Property	1,498	1,508	1,644
402-3501-535.47-01	Utility-Electric	6,999	32,000	32,000
402-3501-535.47-02	Utility-City of Lacey	-	2,288	2,288
402-3501-535.47-03	Utility-Natural Gas	1,525	1,500	1,500
402-3501-535.47-04	LOTT Treatment	11,628,563	12,063,066	12,827,164
402-3501-535.47-07	Utility-Solid Waste	6,967	7,500	7,500
402-3501-535.48-01	Rep & Maint-Equipment	1,292	2,212	2,212
402-3501-535.48-03	Rep & Maint-Facilities	5,211	2,000	2,000
402-3501-535.49-02	Printing & Binding	-	10,400	10,400
402-3501-535.49-03	Recording Fees	9,400	3,000	3,000

Account Number	Description	2019 Actual Revenue/Expense	2020 Amended Budget	2021 Adopted Budget
<i>Wastewater Utility Fund - Expenditures</i>				
Public Works Wastewater Division				
General Service-Continued				
402-3501-535.49-06	Maintenance Contracts	7,733	4,073	4,073
402-3501-535.49-10	Uniform Contract/Cleaning	436	1,000	1,000
402-3501-535.49-23	Custodial	8,432	12,256	12,256
402-3501-535.49-25	Assessments/Taxes	291	301	301
402-3501-535.49-30	Software Maintenance	2,206	1,400	1,400
402-3501-535.49-35	CDL-Physicals/Licenses	649	340	340
402-3501-535.50-90	Indirect Cost Plan Charge	-	511,140	519,945
402-3501-535.60-01	Capital Outlays-Equipment	1,774	2,000	-
Total General Services		13,040,116	14,295,245	15,159,189
Customer Service				
402-3502-514.10-01	Salaries-Regular	51,751	54,221	58,451
402-3502-514.10-05	Salaries-Overtime	85	100	100
402-3502-514.20-01	Employer Paid Benefits	23,827	21,141	25,667
402-3502-514.31-01	Office & Operating Supply	2,868	3,100	3,100
402-3502-514.31-17	Supplies-Uniform Purchase	-	80	80
402-3502-514.42-01	Telecommunications	-	200	200
402-3502-514.42-02	Communications-Postage	-	9,080	9,080
402-3502-514.45-01	Equipment Rental	3,927	5,267	5,412
402-3502-514.45-02	IMS Rental	8,328	8,190	10,004
402-3502-514.45-08	Lease Miscellaneous	-	1,000	1,000
402-3502-514.46-06	AWC-L & I Pool	2,673	2,071	2,071
402-3502-514.49-01	Excise Taxes	229,395	233,054	240,512
402-3502-514.49-02	Printing & Binding	-	1,450	1,450
402-3502-514.49-10	Uniform Contract/Cleaning	-	60	60
402-3502-514.49-27	Bad Debt Expense	7,042	9,000	9,000
402-3502-514.60-01	Capital Outlays-Equipment	-	-	46,360
402-3502-597.02-03	Transfer Out 411 Fund	976,140	546,590	496,489
Total Customer Service		1,306,036	894,604	909,036
Lift Station Maintenance				
402-3503-535.10-01	Salaries-Regular	527,892	570,423	620,343
402-3503-535.10-05	Salaries-Overtime	15,243	12,000	12,000
402-3503-535.10-06	Salaries-Part-Time	188	-	-
402-3503-535.20-01	Employer Paid Benefits	279,499	307,737	334,955
402-3503-535.31-01	Office & Operating Supply	18,830	21,500	21,500

Account Number	Description	2019 Actual Revenue/Expense	2020 Amended Budget	2021 Adopted Budget
<i>Wastewater Utility Fund - Expenditures</i>				
Public Works Wastewater Division				
Lift Station Maintenance-Continued				
402-3503-535.31-02	Small Tools & Equipment	12,577	5,800	5,800
402-3503-535.31-24	Small Tools & Equip-Grnds	77	-	-
402-3503-535.31-28	Conf Space-Safety Equip	1,375	3,200	3,200
402-3503-535.32-01	Electrical Supplies	7,032	4,000	4,000
402-3503-535.33-01	Small Tools-Electrical	2,082	700	700
402-3503-535.34-01	Fuel	2,472	1,300	1,300
402-3503-535.41-01	Prof. Svc-Other	761	10,400	10,400
402-3503-535.41-16	Prof. Svc-Parks	7,458	2,839	11,707
402-3503-535.42-01	Telecommunications	12,551	13,000	13,000
402-3503-535.45-01	Equipment Rental	71,957	96,489	99,140
402-3503-535.45-05	Rentals-Other	-	1,000	1,000
402-3503-535.46-02	Insurance-Fire/Property	7,654	7,708	8,402
402-3503-535.47-01	Utility-Electric	87,257	85,000	100,000
402-3503-535.47-02	Utility-City of Lacey	24,249	6,500	40,000
402-3503-535.47-03	Utility-Natural Gas	1,110	2,500	2,500
402-3503-535.47-07	Utility-Solid Waste	1,193	-	-
402-3503-535.47-08	Utility-Private Water	3,227	-	-
402-3503-535.48-01	Rep & Maint-Equipment	7,386	3,000	3,000
402-3503-535.48-02	Rep & Maint-Equip Non-Pwr	884	2,500	2,500
402-3503-535.48-11	Rep & Maint-Telemetry	21,054	2,500	45,000
402-3503-535.48-12	Rep & Maint-Liftstations	243,311	200,000	200,000
402-3503-535.48-18	Rep & Maint-Generator	-	-	25,000
402-3503-535.49-06	Maintenance Contracts	21,409	30,000	15,000
402-3503-535.60-01	Capital Outlays-Equipment	8,779	9,700	-
402-3503-535.60-99	Capitalized Assets	(13,832)	-	-
402-3503-587.60-99	Capital-Transferred Out	5,913	-	-
Total Lift Station Maintenance		1,379,588	1,399,796	1,580,447
Wastewater Main Maintenance				
402-3504-535.10-01	Salaries-Regular	181,855	251,995	252,310
402-3504-535.10-05	Salaries-Overtime	5,916	6,000	6,000
402-3504-535.20-01	Employer Paid Benefits	99,405	145,529	143,466
402-3504-535.31-01	Office & Operating Supply	5,975	8,230	8,230
402-3504-535.31-02	Small Tools & Equipment	13,896	6,850	6,850
402-3504-535.31-22	Manhole/Ring/Lid Replace	-	3,000	3,000
402-3504-535.31-25	Supplies-Odor Control	252,379	250,000	240,000

Account Number	Description	2019 Actual Revenue/Expense	2020 Amended Budget	2021 Adopted Budget
<i>Wastewater Utility Fund - Expenditures</i>				
Public Works Wastewater Division				
Wastewater Main Maintenance-Continued				
402-3504-535.41-01	Prof. Svc-Other	1,148	3,000	3,000
402-3504-535.41-38	Wastewater Testing	-	500	500
402-3504-535.45-01	Equipment Rental	162,878	218,408	224,406
402-3504-535.45-05	Rentals-Other	-	200	200
402-3504-535.48-01	Rep & Maint-Equipment	1,865	3,000	3,000
402-3504-535.48-02	Rep & Maint-Equip Non-Pwr	12,404	10,000	20,000
402-3504-535.49-28	Misc - Disposal Fees	147	2,000	2,000
402-3504-535.60-01	Capital Outlays-Equipment	46,278	20,000	-
402-3504-535.60-99	Capitalized Assets	(52,948)	-	-
402-3504-587.60-99	Capital-Transferred Out	52,948	-	-
Total Wastewater Main Maintenance		784,146	928,712	912,962
S.T.E.P. System Maintenance				
402-3505-535.10-01	Salaries-Regular	143,398	196,891	188,850
402-3505-535.10-05	Salaries-Overtime	13,584	10,000	10,000
402-3505-535.20-01	Employer Paid Benefits	84,684	114,159	112,064
402-3505-535.31-01	Office & Operating Supply	8,344	14,903	14,903
402-3505-535.31-02	Small Tools & Equipment	4,142	4,650	4,650
402-3505-535.31-13	Supplies-Locks/STEP Sys	1,260	1,300	1,300
402-3505-535.31-25	Supplies-Odor Control	86,066	90,000	90,000
402-3505-535.41-38	Wastewater Testing	-	2,000	2,000
402-3505-535.41-41	On site septic system	-	950	950
402-3505-535.45-01	Equipment Rental	104,667	140,351	144,205
402-3505-535.45-05	Rentals-Other	-	50	50
402-3505-535.48-01	Rep & Maint-Equipment	6,960	2,500	2,500
402-3505-535.48-02	Rep & Maint-Equip Non-Pwr	-	1,300	1,300
402-3505-535.48-13	Rep & Maint-S.T.E.P. Sys	56,378	66,358	66,358
402-3505-535.48-17	Rep & Maint-Grinders	16,282	36,000	36,000
402-3505-535.49-28	Misc - Disposal Fees	68	-	-
402-3505-535.60-01	Capital Outlays-Equipment	-	-	20,000
Total S.T.E.P. System Maintenance		525,833	681,412	695,130
Total Wastewater Utility Fund Expenditures		17,035,719	18,199,769	19,256,764

PUBLIC WORKS-STORMWATER UTILITY FUND

The Stormwater Utility operates and maintains City-owned storm drainage systems. The Utility is also responsible for developing plans and programs as necessary to comply with Federal, State and City non-point source surface water requirements. Significant resources are devoted to public education, responding to citizen and business inquiries, identifying water quality/ quantity concerns and developing solutions. An emphasis is placed on:

1. Identifying requirements for facilities to remediate known water quality and flooding concerns;
2. Cleaning and maintaining catch basins, storm ponds, swales and other treatment devices;
3. Developing water quality monitoring and maintenance plans for both public and private facilities to ensure resources devoted to maintenance; and,
4. Maximizing pollutant removal efficiency of the stormwater system through an aggressive street sweeping program.

BUDGET SUMMARY

This budget reflects the Utility’s current supervision and support, utility billing, and maintenance as well as support and program services from Water Resource staff. Construction projects and land acquisition are funded in the Stormwater Capital Fund budget and debt payments are accounted for in the Stormwater Debt Service Fund.

The Stormwater Utility budget is organized into three programs.

- Supervision and Support
- Customer Service
- Stormwater Facilities Maintenance

The total 2021 budget for the Stormwater Utility is **\$4,339,476**. The rates provide for current operating expenses and reserves for future treatment facilities. Upon completion, the comprehensive capital improvement plan will identify new treatment facilities and programs that will be funded by rates.

2021 PROJECTS, GOALS AND PRIORITIES

- Initiate new programs and policies to maintain compliance with NPDES II requirements.
- Accomplish preventative maintenance goals on or ahead of schedule.
- Respond to citizen and business inquiries regarding maintenance of private facilities and provide technical assistance.
- Continue the implementation of the private facility monitoring program.
- Identify and improve stormwater flow problems in residential areas.

EXPLANATION OF RATE

RATES FOR STORMWATER	2019	2020	2021
RESIDENTIAL	\$11.36	\$11.87	\$11.87
DUPLEX	\$22.72	\$23.74	\$23.74

The City provides a 50% discount for qualified low income senior and disabled citizens, earning less than 50% of the median income for Thurston County, depending on the size of the household as it relates to income.

Commercial rates are calculated by a formula based on the parcel’s total impervious surface area.

Account Number	Description	2019 Actual Revenue/Expense	2020 Amended Budget	2021 Adopted Budget
<i>Stormwater Utility Fund - Revenues</i>				
Revenues				
403-0000-308.00-00	Estimated Beginning Cash	-	20,750	-
403-0000-334.03-13	Dept of Ecology	251,097	-	-
403-0000-343.51-01	Sales	3,906,679	3,807,583	4,293,969
403-0000-345.83-00	Plan Checking Fees	-	4,069	7,500
403-0000-345.83-01	Plan Check Fees	8,592	-	-
403-0000-345.83-02	Inspection Services	28,751	14,634	20,000
403-0000-361.10-00	Investment Interest	21,963	12,685	14,716
403-0000-361.10-40	LGIP Earnings	22,652	18,583	2,459
403-0000-361.11-00	Interest Earnings	7,665	5,206	832
403-0000-361.32-00	Unrealized Gain(Loss)	8,384	-	-
403-0000-361.32-02	Reverse Prev Year Adj	561	-	-
403-0000-369.40-00	Court Fees /Judgments	746	-	-
Total Stormwater Utility Fund Revenues		4,257,090	3,883,510	4,339,476

Account Number	Description	2019 Actual Revenue/Expense	2020 Amended Budget	2021 Adopted Budget
<i>Stormwater Utility Fund - Expenditures</i>				
Public Works Stormwater Division				
General Service				
403-4201-538.10-01	Salaries-Regular	305,656	353,645	342,072
403-4201-538.10-05	Salaries-Overtime	3,395	1,000	1,000
403-4201-538.10-06	Salaries-Part-Time	429	953	953
403-4201-538.20-01	Employer Paid Benefits	130,346	156,102	152,793
403-4201-538.20-03	Unemployment Compensation	2,366	-	-
403-4201-538.20-42	GASB68 Pension Expense	(58,011)	-	-
403-4201-538.31-01	Office & Operating Supply	1,707	2,541	2,541
403-4201-538.31-02	Small Tools & Equipment	1,497	1,500	1,500
403-4201-538.31-17	Supplies-Uniform Purchase	-	2,260	2,260
403-4201-538.31-27	Software Upgrade	-	5,260	5,260
403-4201-538.31-35	Replaced Equipment	-	15,000	15,000
403-4201-538.41-01	Prof. Svc-Other	331	15,759	15,759
403-4201-538.41-02	Prof. Svc-Engineering	250,572	275,136	281,932
403-4201-538.41-05	Prof. Svc-Audit	2,427	450	450
403-4201-538.41-15	Prof. Svc-Legal	6,738	2,200	2,200
403-4201-538.41-17	Prof. Svc-Water Resources	454,244	564,024	497,106
403-4201-538.41-23	Prof. Svc-Local Monitor	22,776	40,000	40,000
403-4201-538.41-27	Prof. Svc-PIE Program	22,328	69,250	50,000
403-4201-538.41-32	Prof. Svc-Utility Locates	418	725	725
403-4201-538.41-42	Illicit Discharge Detect.	-	9,000	9,000
403-4201-538.41-43	Analyze Stormwater Sample	-	10,000	10,000
403-4201-538.42-01	Telecommunications	3,919	2,500	2,500
403-4201-538.43-01	Transportation/Per Diem	4,603	2,228	2,228
403-4201-538.43-02	Dues, Subscriptions, Publ	195	173	173
403-4201-538.43-03	Registrations	360	2,818	2,818
403-4201-538.45-01	Equipment Rental	3,721	5,424	5,417
403-4201-538.45-02	IMS Rental	41,794	35,330	32,543
403-4201-538.45-03	Copier Rentals	122	499	499
403-4201-538.46-01	Insurance-Liability	13,525	13,888	14,490
403-4201-538.46-02	Insurance-Fire/Property	374	377	411
403-4201-538.47-01	Utility-Electric	2,300	2,800	2,800
403-4201-538.47-02	Utility-City of Lacey	-	529	529
403-4201-538.47-03	Utility-Natural Gas	257	811	811
403-4201-538.47-07	Utility-Solid Waste	2,456	2,000	2,000
403-4201-538.48-01	Rep & Maint-Equipment	321	553	553

Account Number	Description	2019 Actual Revenue/Expense	2020 Amended Budget	2021 Adopted Budget
<i>Stormwater Utility Fund - Expenditures</i>				
Public Works Stormwater Division				
General Service-Continued				
403-4201-538.48-03	Rep & Maint-Facilities	472	-	-
403-4201-538.49-06	Maintenance Contracts	875	1,018	1,018
403-4201-538.49-23	Custodial	2,108	3,063	3,063
403-4201-538.49-25	Assessments/Taxes	14,758	20,000	20,000
403-4201-538.49-35	CDL-Physicals/Licenses	-	120	120
403-4201-538.49-43	Regional Monitoring Prog.	2,983	10,000	10,000
403-4201-538.49-44	Project Green	11,900	11,900	11,900
403-4201-538.50-90	Indirect Cost Plan Charge	-	171,998	215,230
403-4201-538.60-01	Capital Outlays-Equipment	447,323	5,780	-
403-4201-538.60-99	Capitalized Assets	(447,535)	-	-
403-4201-587.60-99	Capital-Transferred Out	447,535	-	-
Total General Service		1,701,585	1,818,614	1,759,654
Customer Service				
403-4202-514.10-01	Salaries-Regular	10,026	7,768	8,796
403-4202-514.10-05	Salaries-Overtime	32	-	-
403-4202-514.20-01	Employer Paid Benefits	4,815	3,930	4,453
403-4202-514.31-01	Office & Operating Supply	-	200	200
403-4202-514.42-01	Telecommunications	-	50	50
403-4202-514.42-02	Communications-Postage	-	1,750	1,750
403-4202-514.45-02	IMS Rental	7,091	5,994	5,521
403-4202-514.45-08	Lease Miscellaneous	-	500	500
403-4202-514.46-06	AWC-L & I Pool	987	765	765
403-4202-514.49-01	Excise Taxes	62,646	61,450	76,537
403-4202-514.49-02	Printing & Binding	-	500	500
403-4202-514.49-27	Bad Debt Expense	612	1,800	1,800
403-4202-597.69-02	Transfer Out 412 Fund	1,436,654	712,022	1,388,333
Total Customer Service		1,522,863	796,729	1,489,205
403-4203-538.10-01	Salaries-Regular	284,444	374,446	339,481
403-4203-538.10-05	Salaries-Overtime	13,734	4,000	4,000
403-4203-538.10-06	Salaries-Part-Time	27,369	44,761	44,761
403-4203-538.20-01	Employer Paid Benefits	155,999	209,073	191,901
403-4203-538.31-01	Office & Operating Supply	30,808	35,040	35,040
403-4203-538.31-02	Small Tools & Equipment	1,650	2,500	2,500
403-4203-538.31-17	Supplies-Uniform Purchase	1,271	1,600	1,600

Account Number	Description	2019 Actual Revenue/Expense	2020 Amended Budget	2021 Adopted Budget
<i>Stormwater Utility Fund - Expenditures</i>				
Public Works Stormwater Division				
Stormwater Facility Maintenance-Continued				
403-4203-538.31-22	Manhole/Ring/Lid Replace	1,914	4,000	4,000
403-4203-538.34-01	Fuel	442	750	750
403-4203-538.41-01	Prof. Svc-Other	8,174	13,000	13,000
403-4203-538.45-01	Equipment Rental	244,740	356,747	356,334
403-4203-538.47-01	Utility-Electric	591	900	900
403-4203-538.47-02	Utility-City of Lacey	10,209	13,000	13,000
403-4203-538.48-01	Rep & Maint-Equipment	-	800	800
403-4203-538.48-03	Rep & Maint-Facilities	7,450	52,050	52,050
403-4203-538.49-10	Uniform Contract/Cleaning	-	500	500
403-4203-538.49-28	Misc - Disposal Fees	108	-	-
403-4203-538.49-29	Vactor Waste	19,252	30,000	30,000
403-4203-538.60-03	Building Improv	-	125,000	-
403-4203-538.49-28	Misc - Disposal Fees	108	-	-
403-4203-538.49-29	Vactor Waste	19,252	30,000	30,000
403-4203-538.60-03	Building Improv	-	125,000	-
Total Stormwater Facility Maintenance		808,155	1,268,167	1,090,617
Total Stormwater Utility Fund Expenditures		4,032,603	3,883,510	4,339,476



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PUBLIC WORKS-RECLAIMED WATER UTILITY FUND

The Martin Way Reclaimed Water Treatment Plant, owned and operated by the LOTT Alliance, is currently online and, through use of a membrane bioreactor system, is producing Class A reclaimed water. In time, the reclaimed water available will provide the City of Lacey with the opportunity to reduce both peak and annual potable water demands by utilizing an alternative water supply for non-potable water applications such as irrigation, toilet flushing, and water rights mitigation. For the immediate future, reclaimed water will be used to mitigate the predicted impacts to surface and shallow ground water from water rights Lacey is planning to receive. Initially, the City of Lacey currently has access to 1.06 MGD of reclaimed water daily and is injecting reclaimed water into the Woodland Creek Ground Water Recharge facility.

BUDGET SUMMARY

The 2021 maintenance and operating budget for the Reclaimed Water Utility Fund is **\$645**.

All associated costs for this fund have been transferred to the Water Utility for maintenance of systems.

Account Number	Description	2019 Actual Revenue/Expense	2020 Amended Budget	2021 Adopted Budget
<i>Reclaimed Water Utility Fund - Revenues</i>				
Revenues				
404-0000-361.10-00	Investment Interest	1,011	533	552
404-0000-361.10-40	LGIP Earnings	1,022	780	93
404-0000-361.32-00	Unrealized Gain(Loss)	357	-	-
404-0000-361.32-02	Reverse Prev Year Adj	25	-	-
404-0000-383.10-00	Contributed Capital	36,849	-	-
Total Reclaimed Water Utility Fund Revenues		39,264	1,313	645

Account Number	Description	2019 Actual Revenue/Expense	2020 Amended Budget	2021 Adopted Budget
<i>Reclaimed Water Utility Fund - Expenditures</i>				
Public Works Reclaimed Division				
General Services				
404-3501-508.80-00	Unreserved Funds	-	1,313	645
404-3501-535.82-01	Depreciation-Utilities	32,453	-	-
Total Reclaimed Water Utility Fund Expenditures		32,453	1,313	645



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PUBLIC WORKS-WATER CAPITAL FUND

The Water Capital Fund provides revenues and reserve dollars to construct new or replace older water production and distribution facilities. Revenues also provide resources for studies and resources to fund system improvements.

BUDGET SUMMARY

Revenues in this fund come from GFC's, user fees, bond sales, and loans. The Water Utility rate structure includes a specific component for reserves to fund future replacement or construction projects. After all expenses are paid, remaining revenues are carried forward into the next fiscal year and are allocated to fund reserves for construction.

The total 2021 Budget for this fund is **\$33,636,501**

2021 PROGRAMS, GOALS AND PRIORITIES

Water Construction Fund:

- Capitol City Golf Course Fire-flow
- Capitol City - WW Septic Abandonment & Connection Fees
- Shady Lane WM Replacement (includes 25th Loop)
- Hawks Prairie Wellfield
- Water Comprehensive Plan Update
- Fitz Hugh Watermain
- Golf Club Watermain
- HP Sister Standpipe
- Watermain Replacement, Ultima / Belair Area
- 337 Zone (Terry Cargil) Reservoir
- Madrona Wells pH Treatment
- So. 1 Well Replacement & Treatment
- Mullen Road Watermain
- S17 Well House & Treatment
- Capitol City Golf Course - West
- Carpenter Rd - south of fairgrounds
- DCU Improvements
- 400 PZ Trans - Mugho & Bedington
- Well S04 - Supplemental Well
- 2020 Well Review & Rehabilitation Program
- Wells S10 Rehabilitation (2020 Well Review & Rehab)
- Wells S24 & S25 Rehabilitation (2020 Well Review & Rehab)
- 48th/50th Ave Fire Flow Improvements
- Westside Wells pH Treatment
- College & 16th RAB - Design
- 2020 Funds for Misc. Trans/Devel projects
- Brewery Wells
- AWIA Risk Assessment
- 400 PZ Trans - Pacific, Chatham, Milbanke
- HP Reservoir Rehabilitation
- Union Mills Tank Predesign & Design
- S06 Water Rights
- Well S04 Rehabilitation
- Well S21 Rehabilitation
- S07 / ATEC Property Purchase
- 2021 Funds for Misc. Projects

Account Number	Description	2019 Actual Revenue/Expense	2020 Amended Budget	2021 Adopted Budget
<i>Water Capital Fund - Revenues</i>				
Revenues				
410-0000-308.00-00	Estimated Beginning Cash	-	12,890,348	24,476,001
410-0000-308.01-00	Construction Cash	-	365,000	-
410-0000-343.40-05	Replacement Sales	2,227,075	2,448,612	2,139,835
410-0000-343.40-07	General Facilities Charge	4,073,566	2,500,000	2,500,000
410-0000-361.10-00	Investment Interest	297,723	149,823	177,235
410-0000-361.10-40	LGIP Earnings	296,445	219,530	32,159
410-0000-361.11-00	Interest Earnings	29,968	20,353	3,252
410-0000-361.32-00	Unrealized Gain(Loss)	112,454	-	-
410-0000-361.32-02	Reverse Prev Year Adj	6,911	-	-
410-0000-397.02-00	Transfer In 401 Fund	3,135,280	4,207,579	3,593,733
410-0000-397.10-09	Transfer In 001 Fund	-	357,143	714,286
Total Water Capital Fund Revenues		10,179,422	23,158,388	33,636,501

Account Number	Description	2019 Actual Revenue/Expense	2020 Amended Budget	2021 Adopted Budget
<i>Water Capital Fund - Expenditures</i>				
Public Works Water Capital				
Water Capital Construction				
410-3418-508.80-00	Unreserved Funds	-	357,143	-
410-3418-534.60-99	Capitalized Assets	(4,477,517)	-	-
410-3418-534.90-01	Preliminary Engineering	1,579,514	8,828,073	4,861,488
410-3418-534.90-05	Construction Engineering	247,137	997,198	2,182,688
410-3418-534.90-13	Construction/Utilities	2,483,007	11,473,434	24,990,325
410-3418-534.90-22	Purchase of Land	893,740	1,000,000	1,100,000
410-3418-534.90-25	Water Rights Mitigation	1,445	-	-
410-3418-597.69-01	Transfer Out 450 Fund	504,204	502,540	502,000
Total Water Capital Fund Expenditures		1,231,530	23,158,388	33,636,501



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PUBLIC WORKS-WASTEWATER CAPITAL FUND

The Wastewater Capital Fund provides revenues to construct new or replace portions of existing wastewater collection and treatment systems. Revenues also provide funding for special studies and resources for system improvements.

BUDGET SUMMARY

Revenues in this fund come from user fees, bond sales, and loans. The Wastewater Utility rate structure includes a specific component of \$1.25 per month assessment for reserves to fund replacement projects. The Utility also has a separate component to fund future construction projects.

The total 2021 fund requirements are **\$11,561,501**.

2021 PROGRAMS, GOALS AND PRIORITIES

Wastewater Construction Fund Projects:

- Shady Lane Sewer - 25th Loop
- LS 15 Rehab - Galaxy Drive
- LS 19 Replace - Willamette Dr & Commerce Place Dr
- LS 21 Rehab - Pacific Ave at the Mayan Restr
- LS 12 Abandonment - Aldea Glen
- Capital City Golf Course - East
- Golf Club Wastewater Improvements
- LS49 Cross Connection Control
- Mullen Rd STEP Main (Part 2 Lakepointe Bioxide)
- LS 11 Abandonment - Aldea Glen
- LS 20 Abandonment - 47th Ave SE
- Capital City Golf Course - West
- Carpenter Rd - south of fairgrounds
- Sewer Decant Facility, Pit Site
- Kagy & Mullen STEP
- Wastewater Rate Analysis
- 2020 Manhole Rehabilitation
- LS 23-College St NE/Abernathy (includes LS 27 Aband)
- 34th Ave SE Wastewater Improvements
- Septic System Conversion Study
- Lift Station 49 Land Purchase
- Sewer Line Flow Monitoring (2020 Misc. Trans/Devel)
- 2020 Funds for Misc. Trans/Devel projects - Part 2
- College & 16th RAB - Design
- LS 3 Replacement
- LS 17 Rehabilitation
- Manhole Rehabilitation 2021
- LS 34 and 56 Capacity
- Lift Station Awnings
- 2021 Funds for Misc. Projects

Account Number	Description	2019 Actual Revenue/Expense	2020 Amended Budget	2021 Adopted Budget
<i>Wastewater Capital Fund - Revenues</i>				
Revenues				
411-0000-308.00-00	Estimated Beginning Cash	-	13,543,054	9,307,624
411-0000-308.01-00	Construction Cash	-	131,000	-
411-0000-343.50-04	Replacement Sales	365,548	364,150	377,989
411-0000-343.50-08	General Facilities Charge	2,262,976	1,750,000	1,250,000
411-0000-361.10-00	Investment Interest	197,878	101,780	108,154
411-0000-361.10-40	LGIP Earnings	198,430	149,151	19,983
411-0000-361.11-00	Interest Earnings	23,973	16,281	1,262
411-0000-361.32-00	Unrealized Gain(Loss)	72,121	-	-
411-0000-361.32-02	Reverse Prev Year Adj	4,748	-	-
411-0000-369.13-00	Proceeds of Capital Asset	932	-	-
411-0000-397.03-00	Transfer In 402 Fund	976,140	546,590	496,489
Total Wastewater Capital Fund Revenues		4,102,746	16,602,006	11,561,501

Account Number	Description	2019 Actual Revenue/Expense	2020 Amended Budget	2021 Adopted Budget
<i>Wastewater Capital Fund - Expenditures</i>				
Public Works Wastewater Capital				
Wastewater Capital Construction				
411-3518-535.60-99	Capitalized Assets	(2,239,570)	-	-
411-3518-535.90-01	Preliminary Engineering	507,192	1,577,714	2,139,875
411-3518-535.90-02	Right of Way	-	60,000	-
411-3518-535.90-05	Construction Engineering	245,313	1,163,960	737,888
411-3518-535.90-13	Construction/Utilities	1,449,389	13,800,332	8,633,738
411-3518-535.90-22	Purchase of Land	232,360	-	50,000
Total Wastewater Capital Fund Expenditures		194,684	16,602,006	11,561,501



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PUBLIC WORKS-STORMWATER CAPITAL FUND

This fund provides revenues to construct new or replace portions of the stormwater collection and treatment system. Revenues also provide funding to purchase studies and resources for system improvements.

BUDGET SUMMARY

All expenditures are allocated for specific improvement projects included in the City's Capital Facilities Plan. Expenditures from this fund fluctuate significantly based on success in obtaining grant funding. Expenditures for 2021 are budgeted to be **\$1,545,077**. Revenues for this fund come from rates, loans, and grants.

2021 PROGRAMS, GOALS AND PRIORITIES

- Brentwood SW - Greenlawn Improvements
- 25th Loop SW Improvements
- Decant Effluent Modification (2020 Misc. Improv)
- Belair Impala Area Improvements
- Stormwater Design Manual Update
- Woodland Creek Oil Water Separator
- Westminster Pond Rehabilitation
- WCCP Habitat Restoration
- Land Purchase - Ruddell Rd SW Facility
- SW Utility Rate Structure Conversion
- 2021 Funds for Misc. Projects

Account Number	Description	2019 Actual Revenue/Expense	2020 Amended Budget	2021 Adopted Budget
<i>Stormwater Capital Fund - Revenues</i>				
Revenues				
412-0000-308.00-00	Estimated Beginning Cash	-	210,265	135,123
412-0000-334.03-13	Dept of Ecology	2,928	-	-
412-0000-361.10-00	Investment Interest	27,302	11,629	17,438
412-0000-361.10-40	LGIP Earnings	26,017	17,033	2,888
412-0000-361.11-00	Interest Earnings	11,936	8,106	1,295
412-0000-361.32-00	Unrealized Gain(Loss)	10,610	-	-
412-0000-361.32-02	Reverse Prev Year Adj	495	-	-
412-0000-397.10-06	Transfer In 403 Fund	1,436,654	712,022	1,388,333
Total Stormwater Capital Fund Revenues		1,515,942	959,055	1,545,077

Account Number	Description	2019 Actual Revenue/Expense	2020 Amended Budget	2021 Adopted Budget
<i>Stormwater Capital Fund - Expenditures</i>				
Public Works Stormwater Capital				
Stormwater Capital Construction				
412-4218-542.60-99	Capitalized Assets	(162,426)	-	-
412-4218-542.90-01	Preliminary Engineering	187,942	465,318	321,563
412-4218-542.90-04	Storm Drainage	-	324,869	710,175
412-4218-542.90-05	Construction Engineering	-	67,182	61,763
412-4218-542.90-11	Construction Administrative	2,005	-	-
412-4218-542.90-13	Construction/Utilities	151,676	-	-
412-4218-542.90-17	Land	-	-	350,000
412-4218-597.69-05	Transfer Out 452 Fund	102,022	101,686	101,576
Total Stormwater Capital Fund Expenditures		281,219	959,055	1,545,077



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PUBLIC WORKS-RECLAIMED WATER CAPITAL FUND

The Martin Way Reclaimed Water Treatment Plant, owned and operated by the LOTT Alliance, is currently online and, through use of a membrane bioreactor system, is producing Class A reclaimed water. The reclaimed water will provide the City of Lacey with the opportunity to reduce both peak and annual potable water demands by utilizing an alternative water supply for non-potable water applications such as irrigation, toilet flushing, and fire suppression. Additionally, the reclaimed water will be used to mitigate predicted depletions of surface water bodies resulting from use of new water rights. Initially, the City of Lacey will have access to 1.06 MGD of reclaimed water daily.

BUDGET SUMMARY

The 2021 budget for the Reclaimed Water Capital Fund is **\$12,540**. This fund will provide for the future construction of the facilities necessary to irrigate rights-of-way in northeast Lacey, Regional Athletic Complex, and provide future water right mitigation efforts.

2021 PROGRAMS, GOALS AND PRIORITIES

- Reclaimed Water Comprehensive Plan.

Account Number	Description	2019 Actual Revenue/Expense	2020 Amended Budget	2021 Adopted Budget
<i>Reclaimed Water Capital Fund - Revenues</i>				
Revenues				
414-0000-361.10-00	Investment Interest	19,636	10,348	10,728
414-0000-361.10-40	LGIP Earnings	19,860	15,162	1,812
414-0000-361.32-00	Unrealized Gain(Loss)	6,928	-	-
414-0000-361.32-02	Reverse Prev Year Adj	481	-	-
Total Reclaimed Water Capital Fund Revenues		46,905	25,510	12,540

Account Number	Description	2019 Actual Revenue/Expense	2020 Amended Budget	2021 Adopted Budget
<i>Reclaimed Water Capital Fund - Expenditures</i>				
Public Works Reclaimed Water Capital				
Reclaimed Water Capital Construction				
414-3518-508.80-00	Unreserved Funds	-	25,510	12,540
Total Reclaimed Water Capital Fund Expenditures		-	25,510	12,540



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WATER DEBT SERVICE FUND

The Water Debt Service Fund was created to remove debt obligations from the operating budget.

Debt obligations must be retired from utility system operating revenues or by special assessment against benefited properties. The Water Utility has a debt cost component built into its rate structure. Current debt obligations are the result various improvement projects including reservoirs, tanks, and major transmission lines.

The 2021 budget includes **\$4,426,190** for interest and principal payments for the 2013 revenue bonds. These debt service payments are funded through Water rates and are transferred into the debt service fund from the Water Capital fund.

Account Number	Description	2019 Actual Revenue/Expense	2020 Amended Budget	2021 Adopted Budget
<i>Water Debt Fund - Revenues</i>				
Revenues				
450-0000-308.04-00	Depreciation-Balancing	-	3,499,990	3,900,000
450-0000-361.10-00	Investment Interest	3,714	1,311	1,369
450-0000-361.10-13	Debt Reserve Interest	6,226	3,285	1,607
450-0000-361.10-40	LGIP Earnings	3,462	1,918	217
450-0000-361.13-40	LGIP Interest	6,302	4,816	572
450-0000-361.32-00	Unrealized Gain(Loss)	2,901	-	-
450-0000-361.32-02	Reverse Prev Year Adj	200	-	-
450-0000-361.51-08	Penalty-ULID 21	107	-	-
450-0000-361.55-08	Interest-ULID 21	4,763	7,721	7,283
450-0000-368.10-08	Principal-ULID 21	-	12,704	13,142
450-0000-383.10-00	Contributed Capital	7,314,569	-	-
450-0000-397.06-00	Transfer In 410 Fund	504,204	502,540	502,000
Total Water Debt Service Fund Revenues		7,846,448	4,034,285	4,426,190

Account Number	Description	2019 Actual Revenue/Expense	2020 Amended Budget	2021 Adopted Budget
<i>Water Debt Fund - Expenditures</i>				
Finance - Debt Retirement				
Debt Service				
450-3401-508.80-00	Unreserved Funds	-	11,320	3,765
450-3401-534.82-01	Depreciation-Utilities	3,874,627	3,500,000	3,900,000
450-3401-591.72-05	Principal-2013 Rev Bonds	-	295,257	303,574
450-3401-592.83-05	Interest-2013 Rev Bonds	194,547	207,033	198,176
450-3401-592.84-00	Issue Cost	-	250	250
450-3401-597.69-06	Transfer Out 202 Fund	20,425	20,425	20,425
Total Water Debt Service Fund Expenditures		4,089,599	4,034,285	4,426,190



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WASTEWATER DEBT SERVICE FUND

The Wastewater Debt Service Fund was created to separate the budgetary functions of this utility into three distinct funds including operations, construction and replacement, and debt.

Debt obligations must be retired from utility system operating revenues, general facility charges for new sewer connections, or by special assessment against benefited properties. Generally speaking, debt in the wastewater utility has been issued to finance lift stations and major transmission lines. When property owners request the formation of a local improvement district to finance the construction of sewer lines to serve their property, bonds are sold to provide financing. Property owners then make installment payments to retire the debt.

Current local improvement district debt obligations are for Utility Local Improvement District (ULID) #23, which included a sewer line installation and connections and ULID #24, which included the replacement of a community septic system with a sewer interceptor connection to the city system.

2021 budget includes **\$2,643,369** for interest and principal for outstanding debt for ULID #23 and ULID #24.

Account Number	Description	2019 Actual Revenue/Expense	2020 Amended Budget	2021 Adopted Budget
<i>Wastewater Debt Fund - Revenues</i>				
Revenues				
451-0000-308.04-00	Depreciation-Balancing	-	2,349,650	2,500,000
451-0000-361.10-00	Investment Interest	-	1,108	-
451-0000-361.10-13	Debt Reserve Interest	2,523	-	691
451-0000-361.13-40	LGIP Interest	2,404	1,624	248
451-0000-361.32-00	Unrealized Gain(Loss)	1,155	-	-
451-0000-361.32-02	Reverse Prev Year Adj	65	-	-
451-0000-361.51-09	Penalty-ULID23	1,816	-	-
451-0000-361.51-10	Penalty-ULID24	1,001	-	-
451-0000-361.55-09	Interest-ULID #23	18,899	17,673	16,870
451-0000-361.55-10	Interest-ULID #24	32,005	41,075	38,587
451-0000-368.10-09	Principal-ULID# 23	-	19,593	20,396
451-0000-368.10-10	Principal-ULID #24	-	64,089	66,577
451-0000-383.10-00	Contributed Capital	3,780,175	-	-
Total Wastewater Debt Service Fund Revenues		3,840,043	2,494,812	2,643,369

Account Number	Description	2019 Actual Revenue/Expense	2020 Amended Budget	2021 Adopted Budget
<i>Wastewater Debt Fund - Expenditures</i>				
Finance - Debt Retirement				
Debt Service				
451-3501-508.80-00	Unreserved Funds	-	2,260	1,762
451-3501-535.82-01	Depreciation-Utilities	2,423,702	2,350,000	2,500,000
451-3501-591.72-07	ULID #24 Bonds	-	105,286	104,341
451-3501-592.83-07	ULID #24 Bonds	29,444	-	-
451-3501-592.85-02	Loan Intr Fund 202-ULID23	18,189	37,266	37,266
Total Wastewater Debt Service Fund Expenditures		2,471,335	2,494,812	2,643,369



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STORMWATER DEBT SERVICE FUND

The Stormwater Debt Service Fund was created to remove debt obligations from the operating budget.

Debt obligations must be retired from utility system operating revenues or by special assessment against benefited properties. The Water Utility has a debt cost component built into its rate structure. Current debt obligations are the result of various improvement projects including reservoirs, tanks, and major transmission lines.

The 2021 budget includes **\$2,101,867** for interest and principal for the 2013 revenue bonds. These debt service payments are funded through Stormwater rates and are transferred into the debt service fund from the Stormwater Capital fund.

Account Number	Description	2019 Actual Revenue/Expense	2020 Amended Budget	2021 Adopted Budget
<i>Stormwater Debt Fund - Revenues</i>				
Revenues				
452-0000-308.04-00	Depreciation-Balancing	-	1,650,000	2,000,000
452-0000-361.10-00	Investment Interest	716	243	254
452-0000-361.10-40	LGIP Earnings	663	357	37
452-0000-361.32-00	Unrealized Gain(Loss)	132	-	-
452-0000-361.32-02	Reverse Prev Year Adj	9	-	-
452-0000-383.10-00	Contributed Capital	1,824,833	-	-
452-0000-397.05-00	Transfer In 412 Fund	102,022	101,686	101,576
Total Stormwater Debt Service Fund Revenues		1,928,375	1,752,286	2,101,867

Account Number	Description	2019 Actual Revenue/Expense	2020 Amended Budget	2021 Adopted Budget
<i>Stormwater Debt Fund - Expenditures</i>				
Finance - Debt Retirement				
Stormwater Debt Service				
452-4201-508.80-00	Unreserved Funds	-	600	291
452-4201-538.82-01	Depreciation-Utilities	1,897,856	1,650,000	2,000,000
452-4201-591.72-05	Principal-2013 Rev Bonds	-	59,743	61,426
452-4201-592.83-05	Interest-2013 Rev Bonds	39,365	41,892	40,099
452-4201-592.84-00	Issue Cost	-	51	51
Total Stormwater Debt Service Fund Expenditures		1,937,221	1,752,286	2,101,867



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EQUIPMENT RENTAL FUND

The Equipment Rental Fund is an internal service fund created to provide for the repair, maintenance, and replacement of City-owned vehicles and equipment. The Finance Department provides administrative support while the Public Works Department provides maintenance, management, and repair services. The Equipment Rental Division is responsible for the repair and maintenance of approximately 271 vehicles and pieces of equipment in addition to the operation of the fueling facility. Work is performed in-house by four full-time equipment mechanics with some specialized work being contracted to local automotive repair shops.

BUDGET SUMMARY

The Equipment Rental Fund budget is organized into three programs.

- General Services
- Preventative Maintenance and Repairs
- Fuel, Oil, and Tires

The 2021 budget for the Equipment Rental Fund is **\$3,264,434** inclusive of annual replacement reserve expenses. This budget maintains current level of services. Equipment Rental operations are funded by direct charges assessed to all operating budgets based on vehicle use and maintenance costs.

2021 PROGRAMS, GOALS AND PRIORITIES

- Ensure 2021 charges provide full funding of depreciation and replacement.
- Continue systematic preventive maintenance and repair of vehicles.
- Improve utilization of operations vehicle/equipment fleet.

Account Number	Description	2019 Actual Revenue/Expense	2020 Amended Budget	2021 Adopted Budget
<i>Equipment Rental Fund - Revenues</i>				
Revenues				
501-0000-308.00-00	Estimated Beginning Cash	-	375,650	-
501-0000-348.10-07	M&O-Police	266,455	279,253	324,871
501-0000-348.10-08	M&O-Planning & Comm. Dev.	26,445	21,818	19,166
501-0000-348.10-09	M&O-Public Works	55,307	47,848	68,092
501-0000-348.10-10	M&O-Parks & Recreation	17,575	19,116	14,207
501-0000-348.10-11	M&O-Facilities Maint.	6,592	5,473	4,883
501-0000-348.10-12	M&O-Parks Maintenance	183,217	181,196	187,998
501-0000-348.10-13	M&O-Water	206,858	217,794	221,803
501-0000-348.10-14	M&O-Wastewater	121,140	164,600	185,667
501-0000-348.10-15	M&O-Stormwater	107,257	127,464	146,242
501-0000-348.10-16	M&O-Streets	124,145	146,667	155,743
501-0000-348.10-17	M&O-Animal Services	10,686	21,640	14,272
501-0000-348.10-20	M&O-City Hall Common	7,006	7,240	7,309
501-0000-348.10-22	M&O-Fire District #3	49,903	78,766	75,894
501-0000-348.10-23	M&O-Water Resources	16,066	8,598	8,228
501-0000-348.10-24	M&O-RAC	12,405	23,285	29,082
501-0000-348.10-25	Veteran Services	1,607	2,056	2,879
501-0000-348.20-07	Replacement-Police	240,826	342,155	482,026
501-0000-348.20-08	Replacement-Planning & CD	8,174	8,174	8,174
501-0000-348.20-09	Replacement-Public Works	48,939	92,376	87,037
501-0000-348.20-10	Replacement-Parks & Rec.	16,217	22,131	18,539
501-0000-348.20-11	Replacement-Facility Main	10,097	3,037	3,037
501-0000-348.20-12	Replacement-Parks Maint.	127,572	178,083	189,272
501-0000-348.20-13	Replacement-Water	243,174	209,662	174,690
501-0000-348.20-14	Replacement-Wastewater	235,931	304,688	296,508
501-0000-348.20-15	Replacement-Stormwater	141,836	234,707	215,509
501-0000-348.20-16	Replacement-Streets	111,472	144,521	180,938
501-0000-348.20-20	Replacement-City Hall	6,778	6,778	6,778
501-0000-348.20-23	Replacement-Water Resourc	5,515	5,515	5,515
501-0000-348.20-24	Replacement-RAC	56,656	44,552	56,356
501-0000-361.10-00	Investment Interest	104,661	54,124	59,029
501-0000-361.10-40	LGIP Earnings	105,236	79,299	9,900
501-0000-361.11-00	Interest Earnings	44,147	29,982	4,790
501-0000-361.32-00	Unrealized Gain(Loss)	37,062	-	-
501-0000-361.32-02	Reverse Prev Year Adj	2,445	-	-
501-0000-369.13-00	Proceeds of Capital Asset	41,071	-	-

Account Number	Description	2019 Actual Revenue/Expense	2020 Amended Budget	2021 Adopted Budget
<i>Equipment Rental Fund - Revenues</i>				
Public Works Equipment Rental				
Equipment Rental Fund Revenues-Continued				
501-0000-369.40-00	Court Fees /Judgments	66,586	-	-
501-0000-383.11-00	From Governmental Funds	570,117	-	-
501-0000-387.00-00	Residual Equity Trans In	638,080	-	-
501-0000-397.01-00	Transfer In 302 Fund	-	279,593	-
Total Equipment Rental Fund Revenues		4,075,256	3,767,841	3,264,434

Account Number	Description	2019 Actual Revenue/Expense	2020 Amended Budget	2021 Adopted Budget
<i>Equipment Rental Fund - Expenditures</i>				
Public Works Equipment Rental				
General Services				
501-4801-508.80-00	Unreserved Funds	-	-	605,705
501-4801-548.10-01	Salaries-Regular	139,110	151,381	154,530
501-4801-548.10-05	Salaries-Overtime	17	200	200
501-4801-548.20-01	Employer Paid Benefits	58,126	68,540	68,952
501-4801-548.20-42	GASB68 Pension Expense	(24,661)	-	-
501-4801-548.31-01	Office & Operating Supply	520	750	750
501-4801-548.31-17	Supplies-Uniform Purchase	2,598	2,933	2,933
501-4801-548.41-01	Prof. Svc-Other	-	1,000	1,000
501-4801-548.41-26	Prof. Svc-Administration	-	250	250
501-4801-548.42-01	Telecommunications	2,837	2,250	2,250
501-4801-548.43-01	Transportation/Per Diem	-	450	450
501-4801-548.43-02	Dues, Subscriptions, Publ	124	641	641
501-4801-548.43-03	Registrations	260	2,250	2,250
501-4801-548.45-02	IMS Rental	11,204	16,133	15,809
501-4801-548.46-02	Insurance-Fire/Property	2,027	355	387
501-4801-548.46-04	Insurance-Vehicle	36,794	43,331	51,485
501-4801-548.46-06	AWC-L & I Pool	783	607	607
501-4801-548.47-01	Utility-Electrical	3,349	5,001	5,001
501-4801-548.47-02	Utility-City of Lacey	5,858	5,000	5,000
501-4801-548.47-03	Utility-Gas	2,571	6,000	6,000
501-4801-548.48-01	Rep & Maint-Equipment	439	650	650
501-4801-548.48-03	Rep & Maint-Facilities	-	2,896	2,896
501-4801-548.49-06	Maintenance Contracts	143	-	-
501-4801-548.49-10	Uniform Contract/Cleaning	970	1,000	1,000
501-4801-548.49-25	Assessments/Taxes	193	150	150
501-4801-548.49-35	CDL-Physicals/Licenses	99	350	350
501-4801-548.60-01	Capital Outlays-Equipment	3,536	25,817	-
501-4801-548.60-02	Capital Outlays-Replace	887,246	1,459,023	290,321
501-4801-548.60-99	Capitalized Fixed Asset	(880,609)	-	-
501-4801-548.65-02	Depreciation-Vehicles	783,494	784,644	848,747
Total General Services		1,037,028	2,581,602	2,068,314
Preventative Maintenance				
501-4802-548.10-01	Salaries-Regular	180,698	201,996	204,843
501-4802-548.10-05	Salaries-Overtime	-	200	200
501-4802-548.10-06	Salaries-Part-Time	2,124	10,460	10,460

Account Number	Description	2019 Actual Revenue/Expense	2020 Amended Budget	2021 Adopted Budget
<i>Equipment Rental Fund - Expenditures</i>				
Public Works Equipment Rental				
Preventative Maintenance-Continued				
501-4802-548.20-01	Employer Paid Benefits	89,019	102,049	107,592
501-4802-548.31-01	Office & Operating Supply	128,610	125,000	125,000
501-4802-548.31-02	Small Tools & Equipment	4,852	5,600	5,600
501-4802-548.31-27	Software Upgrade	4,857	3,500	3,500
501-4802-548.41-01	Prof. Svc-Other	-	1,000	1,000
501-4802-548.48-01	Rep & Maint-Equipment	52,980	55,262	55,262
501-4802-548.49-30	Software Maintenance	1,795	1,595	1,595
Total Preventative Maintenance		464,935	506,662	515,052
Fuel, Oil, Tires				
501-4803-548.10-01	Salaries-Regular	32,750	36,439	36,937
501-4803-548.20-01	Employer Paid Benefits	15,877	18,240	19,233
501-4803-548.31-01	Office & Operating Supply	389	1,387	1,387
501-4803-548.34-01	Fuel	277,750	377,109	377,109
501-4803-548.34-02	Diesel	111,365	206,381	206,381
501-4803-548.34-03	Tires	28,526	35,205	35,205
501-4803-548.41-01	Prof. Svc-Other	204	2,000	2,000
501-4803-548.48-01	Rep & Maint-Equipment	1,218	2,816	2,816
Total Fuel, Oil, Tires		468,079	679,577	681,068
Total Equipment Rental Fund Expenditures		1,970,042	3,767,841	3,264,434



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INFORMATION MANAGEMENT SERVICES FUND

Information Management Services (IMS) provides technical support and management of all computer software, hardware, and communication links for all City departments. IMS responsibilities include establishing standards and direction citywide, ensuring smooth operation of City services, and ensuring a total integrated solution. These services are accomplished through researching and evaluating new computer systems and technologies; correcting and revising programs to meet changing needs; and managing the City's networks, and iSeries operating systems to achieve maximum performance with minimum "downtime." IMS staff also conducts word processing, desktop publishing, iSeries, GIS, PC, and telephone training for all City employees. Eight full-time employees provide support to this division.

BUDGET SUMMARY

The Information Management Fund is organized into three programs.

- Central System Support
- Personal Computer and Network Support
- Help Desk

The 2021 budget for Information Management Services is **\$2,335,942**, including annual replacement expenses. Staff is comprised of an Information Services Manager, four System Application Specialists which provide network infrastructure and enterprise system support, a Computer Support Technician responsible for desktop hardware and software support, a GIS Coordinator responsible for facilitating the development and improvement of the City's geographic related information, and a Help desk/Telecommunication Specialist which provides technical support for software applications, telephone systems and the Help Desk. Information Management Services is totally funded by direct charges/user fees assessed back to all operating budgets.

2021 PROGRAMS, GOALS AND PRIORITIES

- Continue to evaluate and enhance data and system security.
- Setup and install replacement and new workstations.
- Implement network improvements and develop procedures and standards to meet the payment card (PCI) requirements.
- Continue focusing on implementing solutions for disaster recovery and server consolidation.
- Continue to improve remote/telework technologies
- Continue to upgrade police MCTs to more reliable systems

Account Number	Description	2019 Actual Revenue/Expense	2020 Amended Budget	2021 Adopted Budget
<i>Information Management Service Fund - Revenues</i>				
Revenues				
502-0000-308.00-00	Estimated Beginning Cash	-	130,321	288,519
502-0000-348.10-01	M&O-City Manager	13,482	17,879	13,686
502-0000-348.10-02	M&O-Finance	30,885	29,726	29,338
502-0000-348.10-03	M&O-City Council	13,031	13,645	16,012
502-0000-348.10-05	M&O-Public Affairs/HR	34,654	33,349	32,406
502-0000-348.10-06	M&O-Community Bldgs	6,675	6,713	7,164
502-0000-348.10-07	M&O-Police	102,061	124,866	160,808
502-0000-348.10-08	M&O-Planning & Comm. Dev.	76,254	76,572	118,497
502-0000-348.10-09	M&O-Public Works	55,190	66,765	74,245
502-0000-348.10-10	M&O-Parks & Recreation	37,105	36,884	38,868
502-0000-348.10-11	M&O-Facilities Maint.	1,788	1,937	1,989
502-0000-348.10-12	M&O-Parks Maintenance	10,091	11,404	13,985
502-0000-348.10-13	M&O-Water	180,461	165,576	169,511
502-0000-348.10-14	M&O-Wastewater	83,994	79,186	98,032
502-0000-348.10-15	M&O-Stormwater	45,502	37,683	35,238
502-0000-348.10-16	M&O-Streets	15,506	19,445	21,361
502-0000-348.10-17	M&O-Animal Services	-	29,956	37,575
502-0000-348.10-20	M&O-City Hall Common	758,679	685,748	726,435
502-0000-348.10-21	M&O-Equipment Rental	7,989	10,628	10,837
502-0000-348.10-23	M&O-Water Resources	25,325	25,779	27,508
502-0000-348.10-24	M&O-RAC	8,303	10,444	10,964
502-0000-348.10-25	Veteran Services	5,557	5,792	6,022
502-0000-348.20-01	Replacement-City Manager	6,879	8,242	7,287
502-0000-348.20-02	Replacement-Finance	11,986	11,806	11,618
502-0000-348.20-03	Replacement-City Council	4,870	5,089	5,780
502-0000-348.20-05	Replacement-PA/HR	17,452	19,553	20,405
502-0000-348.20-06	Replacement-Comm Bldgs	1,763	2,395	2,431
502-0000-348.20-07	Replacement-Police	61,215	61,351	97,041
502-0000-348.20-08	Replacement-Planning & CD	37,618	39,939	28,845
502-0000-348.20-09	Replacement-Public Works	26,545	34,414	33,121
502-0000-348.20-10	Replacement-Parks & Rec.	18,287	23,051	30,842
502-0000-348.20-11	Replacement-Facility Main	664	720	717
502-0000-348.20-12	Replacement-Parks Maint.	3,672	4,233	4,172
502-0000-348.20-13	Replacement-Water	20,911	24,863	25,902
502-0000-348.20-14	Replacement-Wastewater	9,450	12,718	14,227
502-0000-348.20-15	Replacement-Stormwater	3,385	3,644	2,829
502-0000-348.20-16	Replacement-Streets	4,679	6,058	6,528

Account Number	Description	2019 Actual Revenue/Expense	2020 Amended Budget	2021 Adopted Budget
<i>Information Management Service Fund - Revenues</i>				
Revenues				
Information Mgmt. Services Fund Revenues-Continued				
502-0000-348.20-17	Replacement-Animal Servic	-	13,389	-
502-0000-348.20-20	Replacement-City Hall	44,617	54,205	52,113
502-0000-348.20-21	Replacement-Equip Rent	3,215	5,505	5,972
502-0000-348.20-23	Replacement-Water Resourc	11,738	13,421	14,021
502-0000-348.20-24	Replacement-RAC	6,396	7,350	7,657
502-0000-348.20-25	Veteran Services	3,570	3,981	3,478
502-0000-361.10-00	Investment Interest	33,366	17,353	18,560
502-0000-361.10-40	LGIP Earnings	33,594	25,426	3,136
502-0000-361.11-00	Interest Earnings	2,397	1,628	260
502-0000-361.32-00	Unrealized Gain(Loss)	11,863	-	-
502-0000-361.32-02	Reverse Prev Year Adj	802	-	-
502-0000-369.10-00	Sale of Scrap & Surplus	1,883	-	-
502-0000-383.11-00	From Governmental Funds	75,631	-	-
502-0000-387.00-00	Residual Equity Trans In	9,702	-	-
Total Information Mgmt. Services Fund Revenues		1,980,682	2,020,632	2,335,942
Total City Revenues		146,858,699	174,365,820	168,762,963

Account Number	Description	2019 Actual Revenue/Expense	2020 Amended Budget	2021 Adopted Budget
<i>Information Management Service Fund - Expenditures</i>				
Finance				
Central System Support				
502-1801-518.10-01	Salaries-Regular	215,612	214,451	217,657
502-1801-518.10-05	Salaries-Overtime	1,124	3,000	3,000
502-1801-518.20-01	Employer Paid Benefits	90,802	97,118	103,411
502-1801-518.20-42	GASB68 Pension Expense	(82,736)	-	-
502-1801-518.31-01	Office & Operating Supply	4,193	14,000	14,000
502-1801-518.31-27	Software Upgrade	-	8,000	8,000
502-1801-518.41-25	Prof. Svc-Computer	3,907	10,000	10,000
502-1801-518.42-01	Telecommunications	29,602	27,720	27,720
502-1801-518.42-05	Communications-Webhosting	3,650	10,000	10,000
502-1801-518.43-01	Transportation/Per Diem	5,340	8,000	8,000
502-1801-518.43-02	Dues, Subscriptions, Publ	80	2,000	2,000
502-1801-518.43-03	Registrations	1,549	8,000	8,000
502-1801-518.46-06	AWC-L & I Pool	186	144	144
502-1801-518.48-01	Rep & Maint-Equipment	169	4,291	4,291
502-1801-518.49-02	Printing & Binding	-	500	500
502-1801-518.49-05	Professional Development	6,790	10,650	10,650
502-1801-518.49-06	Maintenance Contracts	(296)	-	-
502-1801-518.49-25	Assessments/Taxes	184	-	-
502-1801-518.49-30	Software Maintenance	251,714	266,380	352,869
502-1801-518.49-31	Hardware Maintenance	53,052	49,376	49,376
502-1801-518.49-67	Web Services	489	2,000	2,000
Total Central System Support		585,411	735,630	831,618
PC & Network Support				
502-1802-518.10-01	Salaries-Regular	427,854	445,560	457,028
502-1802-518.10-05	Salaries-Overtime	421	3,000	3,000
502-1802-518.20-01	Employer Paid Benefits	185,655	202,863	221,068
502-1802-518.31-01	Office & Operating Supply	4,386	10,000	10,000
502-1802-518.41-25	Prof. Svc-Computer	-	7,500	7,500
502-1802-518.43-01	Transportation/Per Diem	1,447	6,000	6,000
502-1802-518.43-03	Registrations	1,799	5,000	5,000
502-1802-518.49-05	Professional Development	-	10,000	10,000
502-1802-518.60-01	Capital Outlays-Equipment	237,479	155,000	281,236
502-1802-518.60-09	Software Assurance	103,372	108,460	108,460
502-1802-518.60-99	Capitalize Assets	(112,934)	-	-

Account Number	Description	2019 Actual Revenue/Expense	2020 Amended Budget	2021 Adopted Budget
<i>Information Management Service Fund - Expenditures</i>				
Finance				
502-1802-518.65-04	Depreciation-IMS Equip	124,377	188,396	248,385
Total PC & Network Support		973,856	1,141,779	1,357,677
Help Desk				
502-1803-518.10-01	Salaries-Regular	86,881	90,158	91,443
502-1803-518.10-05	Salaries-Overtime	-	1,500	1,500
502-1803-518.20-01	Employer Paid Benefits	34,723	38,665	40,804
502-1803-518.31-01	Office & Operating Supply	2,310	7,000	7,000
502-1803-518.42-01	Telecommunications	-	500	500
502-1803-518.43-01	Transportation/Per Diem	-	1,600	1,600
502-1803-518.43-02	Dues, Subscriptions, Publ	-	1,000	1,000
502-1803-518.43-03	Registrations	-	800	800
502-1803-518.49-05	Professional Development	-	2,000	2,000
Total Help Desk		123,914	143,223	146,647
Total Information Mgmt. Services Fund Expenditures		1,683,181	2,020,632	2,335,942
Total City Expenditures		110,434,850	174,365,820	168,762,963



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