

2019 BUDGET

CITY OF LACEY
WASHINGTON



CITY OF **LACEY**

City of Lacey, Washington 2019 Adopted Budget



Prepared by the
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Mayor



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A Message from
Scott H. Spence, City Manager
October 25, 2018

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

The adopted 2019 Lacey City Budget carries forward the community's priorities established by the City Council, and identifies the funds necessary to deliver the programs and services to the Lacey community. More importantly, the 2019 Lacey City Budget is balanced.

It is worth noting the overall U.S. economy is in its 112th month of expansion. This is the second longest economic expansion since post World War II. Lacey, and the South Puget Sound region as a whole, share in this prosperity. This growth is also evidenced in our community's population.

Earlier this year, the Washington State Office of Financial Management issued official population estimates for the state's 281 cities and towns as well as Washington's 39 counties. The Lacey community reached a population milestone this year with an official count of 50,170 residents. Two years after Lacey celebrated 50 years as a city, it is now the 25th largest city in the State of Washington.

In the last 10 years, Lacey experienced an approximately 27.8% change in population. In comparison, the City's workforce during this time frame grew from 252 full-time equivalents (FTE) to 260 FTE—an increase of only 3.4%. This disparity requires a reinvestment in the city's workforce to ensure services and programs can be maintained at appropriate levels. As a result, the centerpiece of the 2019 Adopted Budget focuses on increasing personnel resources dedicated to serving the Lacey community.

The General Fund, for 2019, totals \$49,511,784, or a 1.71% increase from 2018. Sales tax and property tax are the primary revenues for the General Fund. Included in the General Fund are seven positions

that will address public safety (2 FTE), emergency management, parks maintenance, construction management, and transportation maintenance (2 FTE). These positions are necessary to keep up with an expanded infrastructure and demand for services.

Lacey's Total Budget equals \$142,235,705. The Total Budget includes not only the General Fund but 29 additional separate funds to ensure public dollars are accounted for and public dollars are accurately reported. This budget is a slight reduction compared to the 2018 Amended Budget, which totaled \$142,947,817, or a 0.50% decrease. Additional staff resources are included in Lacey's Enterprise Funds—two positions within the Water Division and one in the Wastewater Division. The 2019 Total Budget also includes a mechanic position to service a City vehicle and truck inventory approaching 273.

Normally the City's Total Budget would experience an increase from the previous year by adding to the City workforce; however, the comparison between the two budget years is virtually flat due to the completion of large wastewater capital projects and other onetime spending that occurred in 2018.

The following are some of the initiatives and projects incorporated in the 2019 Adopted Budget:

- Expansion of the Lacey Neighborhood Program totaling \$50,000
- Facility Needs Analysis of the Police Department—\$67,910
- Affordable Housing/Homeless Prevention initiatives at \$475,000
- RAC Synthetic Field Replacement (Fields #3 & #4) at \$308,846
- Transportation Benefit District (TBD) "Super-T" Project at 6,084,000
- Fleet Replacement and Enhancements—\$1,248,810
- Capitol City Estates Subdivision Fire Flow and Sewer Improvements Design at \$400,000
- Madrona Wells pH Treatment Design totaling \$500,000
- Lift Station 15 Rehabilitation at \$1,600,000
- Scale Up Program/EDC Partnership at \$30,000

The City of Lacey operates three utilities—water, wastewater, and stormwater. Combined, the Utility Funds, or Enterprise Funds, represent almost half the adopted 2019 Total Budget at \$69,198,087. 2019 marks the final year of an approved rate structure for both wastewater and stormwater; rate adjustments for these two utilities, based on average residential accounts per month, translated to \$0.87 and \$0.64 respectively. A three percent increase is programed for the water utility, representing a \$0.98 per month adjustment. All three utilities will undergo a comprehensive planning process in the coming years to examine the needs and capabilities of our essential public utilities infrastructure to meet our community’s needs for the near future.

As mentioned, the economy is sound, and commercial construction is strong within the City of Lacey. All economic expansion periods come to an end, however. With this background in mind, the development of the 2019 Budget recognized that the economy is cyclical in nature and city government must live within its resources, even during a down economy.

I thank the leadership and guidance provided by the Lacey City Council to help shape the 2019 Adopted Budget as well as the executive leadership team and City staff for helping craft a responsible budget to serve the community. Residents of Lacey are well served by our elected and appointed leadership and receive exceptional service from dedicated City staff.

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

Administrative Services

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

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

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 2019 Summary

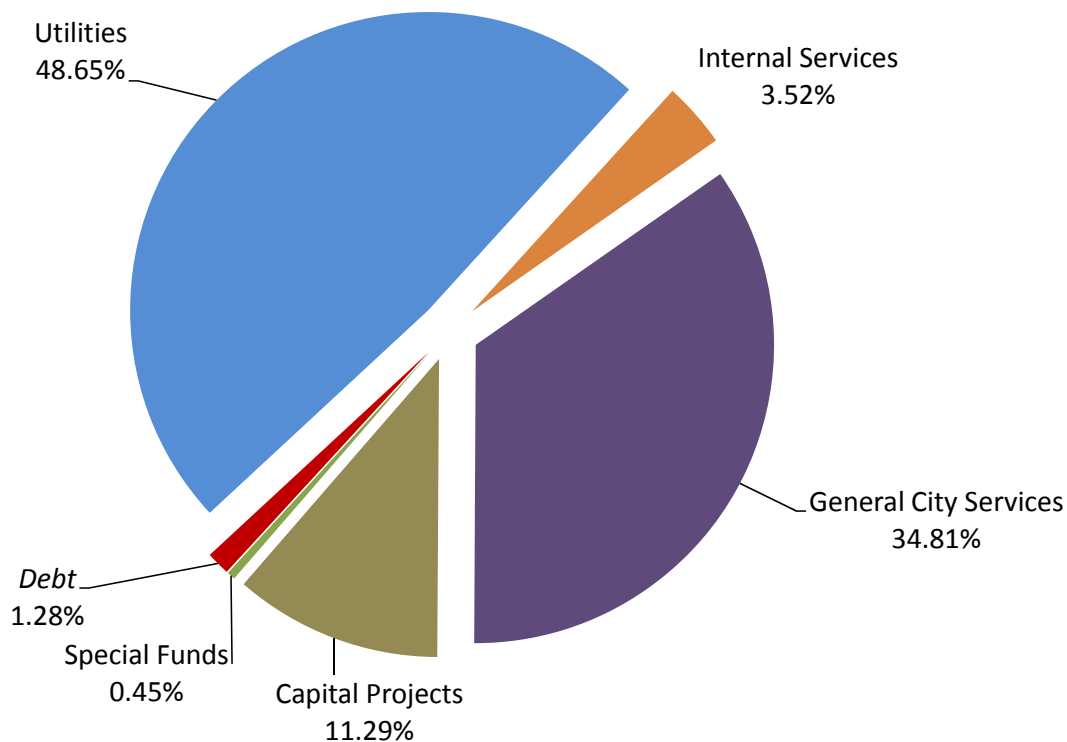
The 2019 budget totals \$142,235,705. This is a \$712,112 or 0.5 percent decrease compared to the amended 2018 budget. The City continues to live within its means. Service levels are principally maintained and in some areas are enhanced. The City continues its long-term track record of investing significantly in quality of life improvements and infrastructure maintenance and construction.

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

Total City Budget by Funds \$142,235,705



This summary section of the adopted 2019 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.

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.

Each of the funds that make up the adopted budget has a specific role and responsibility. Revenues and expenditures, as adopted, must be balanced and each

Other special purpose funds have been created to account for capital improvement expenditures for streets, buildings, transportation improvements, Hicks Lake Management District, and 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, an agency fund for the Capital Area Regional Public Facilities District, as well as, an agency fund for School Impact Fee fund.

The General Fund

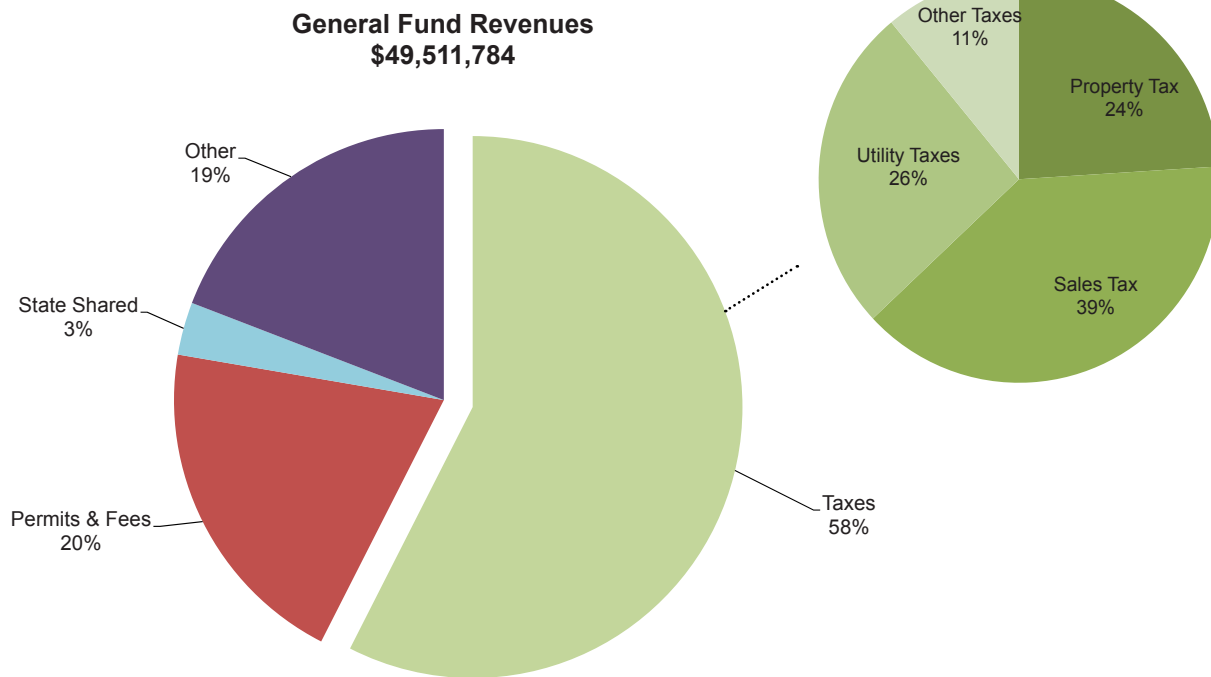
The General Fund provides and accounts for most traditionally recognized local government functions. These include: police services, health and social services, recreation programs, financial and administrative services, community development including planning, zoning, permits, code enforcement and 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.

aforementioned increases are lower one-time transfers out to other funds for one-time capital purchases and projects.

General Fund - Revenue Summary

Property and sales tax revenues are the significant income sources for the General Fund. Combined, they total \$17,834,424.

The property tax levy for 2019 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 \$64,679 increase in the property tax levy. It should be noted that the one percent



The total General Fund budget for 2019 is \$49,511,784 which is 1.71 percent or \$831,961 higher than the 2018 amended budget. The variance or change to the General Fund Budget expenditures is mostly attributed to one-time transportation capital purchases to enhance snow and ice removal and sidewalk maintenance and the addition of seven new positions to address increasing service demands and maintenance needs. In addition, the overall cost of labor continues to increase. Offsetting the

maximum adjustment in the property tax levy remains insufficient to meet the inflation and fixed cost increases associated with a \$49.5 million public service operating budget. As such, it is critical that 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 \$185.4 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 8.0 percent due to market value increases. Based on this information, the City's regular levy is estimated to be \$6,797,100. As a result, the levy rate will decrease \$0.0617 to \$1.0644 per \$1,000 of assessed property value.

Sales tax receipts for 2018 are exceeding projections, overall, retail sales tax has recently shown improvement. 2019 sales tax receipts are projected to increase \$367,931 compared to the original 2018 projection. The historical trend analysis is affecting the projected increase more significantly than increases to the overall sale activity.

Current consumer spending is experiencing growth at a rate higher than inflation, but the dollar impact is not significant. Construction activity has been increasing due to strong commercial and multifamily development. Generally, construction activity is not considered sustainable due to the potential large fluctuations that may be experienced from year to year.

The 2019 Budget anticipates an increase in overall sales tax receipts to \$11,037,324, which is a 3.5 percent increase compared to the 2018 Budget. Retail sales receipts will be fully distributed to the Current Expense Fund as a result of the early retirement of the City Hall general obligation bonds at the end of 2016. The Criminal Justice Fund is projected to receive \$836,373 in sales tax revenue that is collected from a special county wide 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 22.3 percent of the adopted 2019 General Fund budget.

Lacey's retail sales per capita remains low compared to the surrounding communities. Based on population, Lacey is the 25th largest city in the State, but on a sales tax per-capita basis ranks 78th.

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 2019 will be \$7.49 million.

Historically, 1.0 percent utility tax was dedicated to the Parks and Open Space Fund. Since 1990, these funds have been dedicated to acquiring hundreds of acres of park and open space property for the benefit of Lacey citizens. Beginning in 2004, a portion of these revenues was transferred to the Current Expense Fund to cover the cost of operating and maintaining Rainier Vista Park. Transfers have also been made to help support the maintenance and operation budget of the Regional Athletic Complex. This practice began with the 2010 Budget. The balance of the 1.0 percent utility tax has been used to acquire parks and open space property. Unfortunately, beginning in 2014 it became necessary to dedicate the entire 1.0 percent utility tax for parks operations and maintenance. If other acquisitions are identified, different funding sources will need to be identified.

The balance of utility tax revenue is used to fund capital projects and to provide matching funds for transportation grants, street maintenance, and general government purposes. Over the past several years, this source of revenue has made it possible for the City to undertake numerous transportation projects that otherwise would not have been possible.

The adopted 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 increase \$83,236 due to growth and adopted water rate increases.

“Other taxes” total \$3,144,331 or 6.4 percent of General Fund revenues. It is anticipated that Business and Occupation tax revenue will increase compared to the 2018 Budget and total \$2,458,981 in 2019. Admissions taxes projections are \$20,000 higher at \$270,000. Total gambling tax revenues are projected to increase slightly to \$340,000 in 2019.

Anticipated revenue from building permits, development review fees, and related services has not been consistent since the recent recession. The following table illustrates the most recent planning related revenues:

	<u>Planning Fees</u>	<u>Variance</u>
2019 Bud.	1,660,000.00	290,000.00
2018 Bud.	1,370,000.00	(723,221.60)
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)
2011	1,344,405.14	311,606.94
2010	1,032,798.20	36,065.95
2009	996,732.25	N/A

Residential housing construction volume has slowed considerably since the 2006 housing peak, but remains near historic levels. As of the end of this past September, 161 single-family permits have been issued. This is similar to the activity that occurred during the same period of 2017. The following table illustrates the ten most recent years’ single-family residence building permit issuances:

	<u>Single Family Permits Issued</u>
2018 YTD	161
2017	180
2016	334
2015	307
2014	314
2013	213
2012	287
2011	219
2010	266
2009	301
2008	345

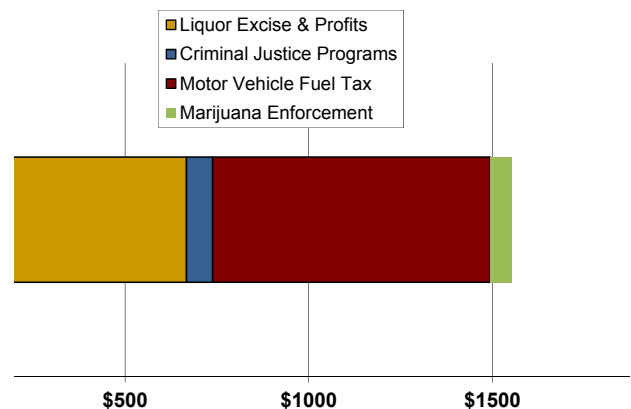
It is anticipated the same permit issuance volume will continue through 2019.

Many of the functions performed by the City are financed or partially reimbursed through service fees and user charges. These fees for service total \$8,308,667 and represent 16.8 percent of the General Fund revenues. The most significant amount, \$5,450,366, 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. 2019 continues to include indirect cost recovery fees charged to the water funds. During 2019, the water funds will reimburse the General Fund for administrative and overhead costs in the amount of \$478,808. Parks & Recreation program fees are anticipated to increase \$9,567 to \$959,343. The most significant increase is related to field use fees.

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

**2019 State Shared Revenue
\$1,552,708**



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 \$1,552,708 in fiscal year 2019.

Fuel tax state-shared revenues have gradually increased, but are still below historical amounts received prior to the elimination of the Motor Vehicle tax with passage of Initiative 695 in 1999. State-shared revenues, total \$39.20 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 \$12,961,439 in 2019, which represents 26.2 percent of all expenses within this \$49.4 million fund.

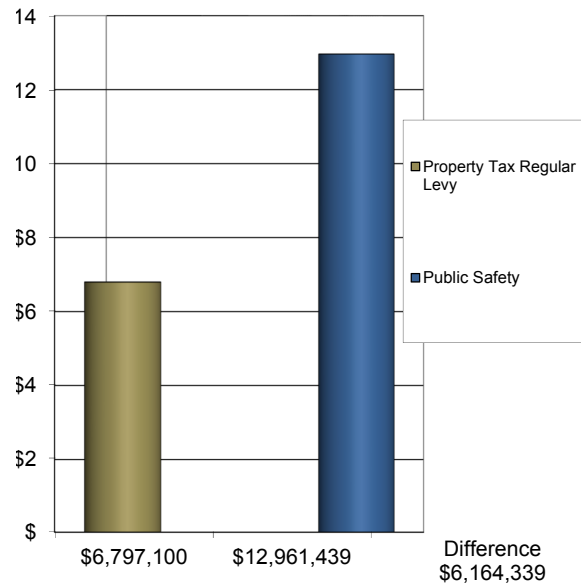
The corresponding chart on this page illustrates the cost of our public safety services in relation to the City’s regular property tax levy. As demonstrated by this chart, revenue from property taxes falls \$6,164,339 short of meeting public safety costs.

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).

Police Services

The adopted police budget totals \$10,828,190, an increase of \$539,797 over the amended 2018 budget. The 2019 Budget includes two additional police officer positions. The positions will create a Patrol Power Shift. This shift will enhance the patrol staffing by overlapping the swing and grave shifts. The Police Department budget alone represents 21.9 percent of the General Fund budget.

Public Safety Compared to Entire Regular Property Tax Levy



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 \$912,904 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

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.

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. 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 Community Center and Jacob Smith House will generate combined rental income estimated at \$262,500 with additional revenue coming from

the City's regular property tax levy. The 2019 Community Buildings Fund budget totals \$597,117.

Registration and service fees, for the myriad of recreation programs Lacey Parks offers, are estimated at \$959,343, or about 34.4 percent of the \$2,792,373 Parks and Recreation's program budgets. 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). These programs include the July 3rd Fireworks and Concert, Music in the Park, the Cinema series, Ethnic Celebration, and other events that attract visitors to our community. A portion of the operation of the City's museum is also financed by Lodging Tax revenues.

Administrative Services – City Council, City Manager, and Human Resources

Key components of the City's administrative support services include City Council, City Manager, and Administrative Services, which includes Public Affairs, Human Resources, and City Clerk functions. The adopted budget includes a new position, Emergency Management Specialist. The position will ensure that Lacey complies with all Federal and State requirements related to emergency management. These duties were previously shared by staff within Human Resources, Police, and Public



Works departments. Adopted 2019 expenditures will be \$3,383,669, an increase of \$358,445 over the amended 2018 budget.

Health, Library and Human Services

Many of the services provided to 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. The City owns and maintains the Lacey Timberland Library building located next to City Hall. Maintaining the building and grounds will cost \$103,675 in 2019. Each year the City replaces furniture and fixtures as required.

Lacey continues its participation in the Health and Human Services Council (HHSC), an intergovernmental organization responsible for the distribution of social service dollars contributed by each funding jurisdiction. The 2019 budget assumes that the City’s contribution will be \$53,368. The City is proud to be able to maintain its human services contributions.

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 161 compared to 143 this time last year and 268 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 2018 pace through 2019. 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 adopted Community Development Department budget totals \$2,727,566, an 8.1 percent increase compared to the amended 2018 budget. The increase is mainly attributed to salary and benefit increases as a result of being fully staffed. These increases are offset by decreases relating to one-time expenditures relating to the Pedestrian and Bicycle Plan and Depot District Sub-Area Plan that were developed during 2018.

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 \$5,450,366 or 11.0 percent of General Fund revenues. Adopted expenditures will be \$13,006,691, or 26.3 percent of all General Fund activity.

The Engineering Division work program for 2019 continues to be dominated by the demands of transportation and utility capital improvement projects. The focus is fixed on water rights mitigation, well replacement, waterline

improvement/replacement, lift station rehabilitation, lift station on site generator installations, stormwater line installation, College Street improvements, Mullen Road improvements, and the overlay rehabilitation program, which consists of significant improvements to College Street SE and Yelm Highway. The demands of transportation and utilities does not allow for design and management of capital facilities projects, so the 2019 Budget includes a new civil engineer position. A detailed listing of projects is provided in the summary pages entitled Arterial Street Fund, Water, Wastewater, and Stormwater Utility Funds. The adopted Engineering Division services budget is \$3,522,577, an increase of \$286,219 or 8.8 percent.

The Water Resource Division of Public Works faces a full schedule of responsibilities and projects for 2019. Water Resource personnel are not only heavily involved in mitigating water rights but also monitoring the quality of surface and groundwater, development review, flooding issues, treatment 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 Resource staff. Clearly, however, there is a long-term positive benefit to local waterways and Puget Sound. This budget continues a ten-year program to focus on salmon recovery efforts in Woodland Creek as part of a long-term water rights mitigation and stream improvement strategy. Budget requirements for this division total \$1,612,241. This is a \$33,897 decrease.

The Facilities Management Division will have a budget of \$591,242, an increase of \$13,811 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. The adopted budget includes a new Parks Maintenance/Irrigation Assistant. The expanding scope and complexity of the City's park irrigation systems has grown beyond the effectiveness of temporary seasonal positions.

Part-time and seasonal employees are a key component to meeting the significant workload of this division. The adopted Parks Maintenance operating budget totals \$2,998,329, an increase of \$116,316.

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 adopted 2019 City Street fund budget totals \$4,170,390, an increase of \$660,683. The increase is a result of a new road maintenance crew and one-time capital investments that will enhance snow and ice removal and sidewalk maintenance. The 2019 Adopted Budget includes two additional Journey Level Technicians to enhance the road maintenance staff. Road maintenance work volumes have increased as the City's lane miles have grown 25 percent in the last ten years. 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 adopted operating budget for the RAC is \$1,157,789. Field use, sponsorship, concession contracts, rental fees, and investment interest of \$454,658 need to be supplemented by contributions from Lacey's Lodging Tax fund of \$163,000, \$291,449 from the City, and \$200,000

from Public Facilities District (PFD) revenues. This adopted operating budget provides for a full-time manager to promote and schedule the facility, two maintenance personnel, a parks maintenance/

coordinator position, and appropriate part-time and seasonal workers.



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 adopted operating capital is located at the end of this summary section of the budget document.

The 2019 Capital Equipment Fund budget totals \$2,294,337. In the past, this fund provided for the \$850,000 transfer to the Arterial Street Fund for the City's annual street overlay and rehabilitation program. The transfer was suspended in 2013 due to shortfalls in revenue collections experienced because of the recession and the cost of labor rising faster than the rate of inflation. Due to the overwhelming support of Lacey's voters, a dedicated 0.2 percent sales tax will continue to fund the highly successful street overlay and rehabilitation program during 2019 in the recently established Transportation Improvement Fund.

Equipment and facility replacement remains flat due to limited growth to revenues and increases in operation and maintenance expenditures.



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 2019 totals \$567,901 and includes the following projects:

Library Service Desk Improvements	\$ 50,000
Library Restroom Improvements	40,000
Replace Transportation Department Building (Street Fund Share)	375,000
Customer Service/Utility Billing Privacy Walls	50,000

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. The 2019 budget provides \$672,953 for this purpose.

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. Previously, the remaining dedicated funds were placed into reserves for future park acquisitions and park development.

Arterial Street Fund

The 2019 Arterial Street Fund totals \$6,235,992, which is \$3,265,963 less than last year's budget. The 2019 transportation capital improvement program includes College Street corridor improvements, the City's share of Mullen Road and Carpenter Road improvements, Lebanon Street Extension, and continued design and right-of-way of College Street corridor improvements. General Fund contributions for the annual street overlay and rehabilitation program was suspended in 2013 due to shortfalls in revenue collections and the cost of labor rising faster than the rate of inflation. The City was able to establish reserves for the funding of the annual street overlay and rehabilitation program through 2016. The 2016 program was limited to the portion of the 2015 program that was being delayed to align it with utility projects. 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 2019, the City will allocate the following resources to match grants and construct several transportation improvements: \$2,000,000 Real Estate Excise Tax and \$353,250 State Fuel Tax. Approximately \$384,194 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 2018 and will require the following resources during the 2019 budget year:



LED Street Lighting Replacement	\$ 150,000
Mullen Road – Thurston County	500,000
Ruddell Road Sidewalk/Retaining Walls	126,000
Carpenter Road Widening	7,500
Marvin Road Exit 111	224,162
College St. & 22nd Ave Roundabout	3,780,000
Marvin Road Exit 109	30,000
College Street NE Extension	30,000
Hawks Prairie Road/Marvin Road Roundabout Design	100,000
Lebanon Street Extension	505,330
Electric Car Charging Stations	26,000
Campus Glenn and Willamette Drive Roundabout	20,000
College St. & 16th Ave Roundabout	400,000
Sleater Kinney and Pacific Signal Pole Replacement	87,000
Miscellaneous 2019 Minor Projects	250,000
Total	<u>\$ 6,235,992</u>

Transportation Improvement Fund

The Transportation Improvement Fund is established to account for the voter-approved Transportation Benefit District 0.2 percent sales tax. This dedicated sales tax funds the pavement preservation program and sidewalk repairs and improvements. The 2019 Transportation

Improvement capital budget will consist of a significant overlay program that includes College Street SE and Yelm Highway. This \$6.5 million dollar project will be partially funded by a \$4.2 million Federal grant.



Lodging Tax Fund

Particular mention needs to be made of the growing significance of this fund. It was not until the number of motels in our community grew beyond one and the state legislature permitted the doubling of the room tax rate (with certain use restrictions), that the revenue generated from this tax could have a truly meaningful and beneficial impact on our community. There are now eight hotel/ motels in Lacey.

The statute that increased the tax rate from 2 percent to 4 percent also required the formation of a Lodging Tax Advisory Committee comprised of representatives of the motel industry, authorized beneficiaries of the tax, and a member of the City Council. This committee has adopted the following mission statement:



"Invest lodging tax revenues in community events and projects that attract the greatest number of visitors and tourism dollars to Lacey."

With this mission statement in mind and in accordance with the uses authorized by state statute, the following expenditures are adopted for 2019:

Lacey Museum Operations	\$ 48,500
Lacey Chamber of Commerce – Visitor Services & Community Profile	51,000
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
Fun Fair	9,500
Jazz Festival	40,000
S.T.E.M. Fair	3,000
Brats, Brews, And Bands – Rotary Club	10,000
Senior Games	15,000
Glow in the Dark Fun Run – Hawks Prairie Rotary	5,000
Southsound Barbeque Festival	20,000
Huntamer Park Concerts and Events	15,000
Ethnic Celebration	7,000
Olympic Flight Museum	4,000
Capital Lake Fair	6,000
July 3rd Fireworks and Concert	15,000
Got Game Get Game Basketball Tournament	20,000
Regional Athletic Complex 3-On-3 Basketball Tournament	5,000
MegaGoal Soccer Tournament	30,000
Regional Sports & Events Complex (Marketing & Promotion)	<u>163,000</u>
Total	<u>\$ 592,000</u>

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 focus on the marketing and promotion of this facility.

Total revenues are estimated at \$495,000 with \$97,000 coming from reserves and interest earnings. The efforts funded by the recently approved Thurston County Tourism Promotion Area are expected to continue to increase lodging revenues in 2019.

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 was 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 \$1,569,223. Of that amount, \$564,200 will be used to pay the interest and principal due on the \$8.0 million of debt issued to help finance recent improvements. The balance will be used to pay for the City's share of PFD expenses and the replacement of two synthetic turf infields and installation of fencing at the Regional Athletic Complex.



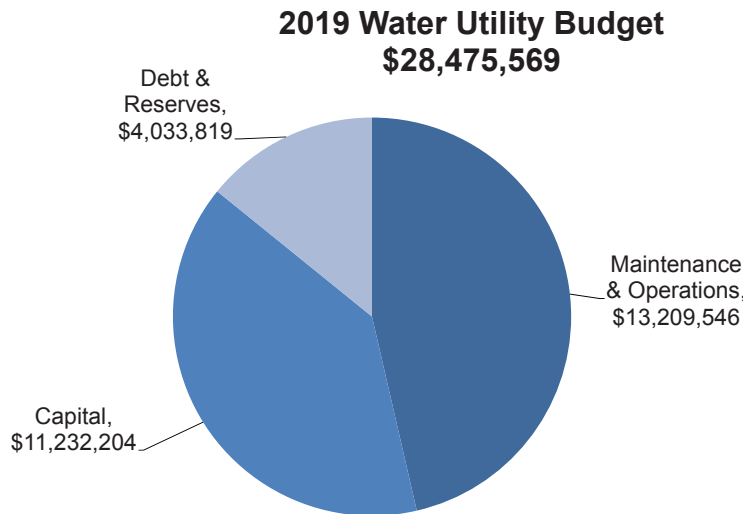
Water Utility Fund

The City’s Water Utility is consistently growing. With nearly 25,500 water accounts, the City’s Water Utility serves approximately 62,000 customers. As an enterprise fund, the Water Utility must be self-supporting through the collection of fees for service and system connection charges.

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.

Maintenance and Operations

The 2019 Maintenance and Operations budget totals \$13,209,546, a \$718,275 or 5.8 percent increase over the 2018 amended budget.



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.

Completed in 2008, the Hawks Prairie water treatment plant next to the well and reservoir on Marvin Road required an interfund loan from the Wastewater Construction Fund in the amount of \$10.0 million. During 2016, the outstanding interfund loan was paid off in full.



The adopted increases to the 2019 budget includes the addition of two Journey Level Technicians to meet the growing demands of water line maintenance and operational increases due to growth to the water system.

The adopted positions will supplement the waterline flushing maintenance. The 2019 Budget includes a 3.0 percent inflationary increase to maintain the City’s philosophy of keeping rates consistent and predictable. In addition, the inflationary rate increase will keep future rates lower and lessen the potential for debt financed capital projects.

Because of this increase, a customer using 900 cubic feet of water will pay approximately \$0.98 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, design waterline

replacement projects for 2019, and complete waterline modifications in various service areas.

The capital budget for 2019 totals \$11,232,204 and includes the following projects:

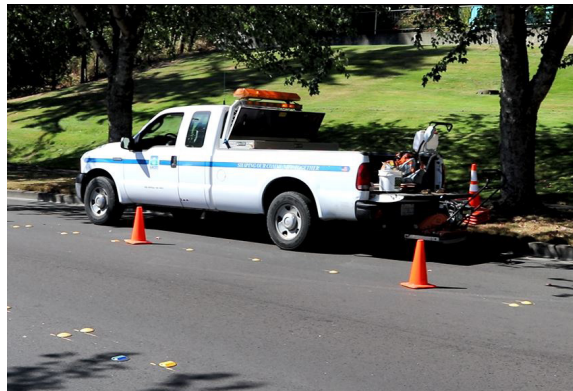
College & 22nd Avenue Roundabout – Watermain Improvements	\$ 650,000
Water Rights Mitigation	197,000
Smith Farm Construction & On-Going Farm Management	260,000
Well Source 15 and 16 Replacement and Treatment (Beachcrest)	400,000
Hawks Prairie Wellfield	500,000
Reclaimed Water Comprehensive Plan	100,000
Capitol City Golf Course Fireflow	200,000
Horizon Pointe/66th Avenue Water	80,000
Overflow for Union Mills Reservoir	15,000
2016 Waterline Replacement (Shady Lane)	235,000
Union Mills Reservoir Seismic Upgrade	1,070,000
2017 Critical Valves	50,000
Discoloration Water Study	45,000
2019 Well Review/Analysis	100,000
Water Comprehensive Plan Update	300,000
337 Zone Reservoir	250,000
Union Mills Road Water Service	116,000
Fitz Hugh Watermain	27,000
Golf Club Watermain	945,000
Marvin Road Well	1,350,000
WSDOT Marvin Interchange	50,000
2019 Transportation/Development Projects	250,000
pH Treatment Recommendations	60,000
Hawks Prairie Sister Standpipe	550,000
2018 Well Review/Analysis (Source 9)	28,000
Train Depot Water Main	250,000
Source 1 Well Replacement and Treatment	500,000
Madrona Well pH Treatment	500,000
Mullen Road Watermain	1,450,000
Septic Leachate on Ground Water Quality – (Capital City)	200,000
2019 Revenue Bond Debt Service Obligations	504,204

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 2019 GFC fee for a standard 5/8" connection, a typical single-family home meter size, will increase 6.0 percent to \$7,292. 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. \$504,204 is included in the 2019 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.

By the end of 2008, the Water Capital Fund had an outstanding \$10 million interfund loan from the Wastewater Capital Fund. Water system improvements relating to water treatment made the interfund loan necessary. During 2016, the outstanding balance of \$5.9 million was paid off in full.



Wastewater Utility Fund

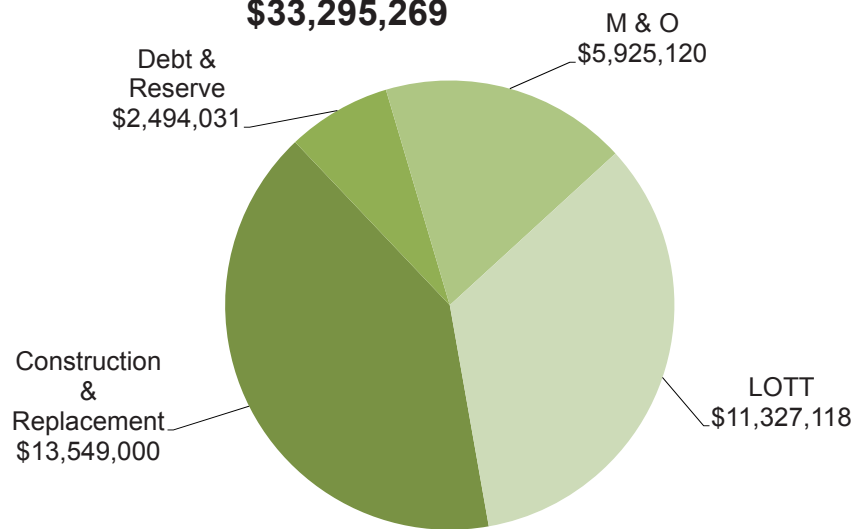
Lacey’s Wastewater Utility provides service to over 18,400 connections. Lacey is responsible for the utility’s collection system, while the Lacey, Olympia, Tumwater, Thurston County Alliance aka LOTT, provides wastewater treatment services.

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.

Maintenance and Operations

The adopted 2019 maintenance and operating

2019 Wastewater Utility Budget \$33,295,269



The comprehensive plan financial chapter includes 4.25 percent annual increases to wastewater rates through 2019 to stay current with these expenses and future capital improvement program needs. During 2014, the City Council adopted the multi-year rate increase schedule in advance of the official adoption of the Wastewater Comprehensive Plan during 2015. As a result of this increase, a residential customer will pay approximately \$0.87 more per month.

budget totals \$17,252,238, which is \$611,881 or 3.7 percent more than the 2018 amended budget. This increase reflects the estimate for new service connections or Equivalent Residential Units (ERUs), the adopted \$1.16 increase to LOTT fees, which the City collects and forwards to them, and increasing transfers to the capital fund. The adopted budget includes a new journey level technician to support the septic tank



effluent pump (STEP) maintenance and operations program. There has been significant growth to the number of STEP systems that are maintained by the City.

The user fee collected for LOTT (\$39.80 per month per equivalent residential unit, which includes a 2019 3.0 percent rate increase) is the most significant expenditure or pass-through payment. The estimated total LOTT fee for 2019 is \$11,327,118 or 65.7 percent of the Wastewater Utility's operating budget.

The 2019 revenues for Wastewater Utility activities that fund City operations are estimated at \$5,925,120. A rate increase of 4.25 percent is included in this adopted budget. Lacey's portion of the monthly user charge will increase from \$20.43 to \$21.30 effective January 2019.

Replacement and Capital Construction

Construction of wastewater facilities is funded in the capital budget. The 2019 capital budget totals \$13,549,000.

Construction activity scheduled for 2019 is as follows:

Steilacoom Regional Liftstation	\$ 25,000
Lift Station #2 (LS, Gravity, and FM Replacement)	400,000
Lift Station #3 Outfall (Pipe and Manhole)	771,000
Shady Lane Sewer	390,000
Mullen Road STEP Main (Ph. 2 Lakepointe Bioxide)	900,000
Liftstation 15 Rehabilitation (Galaxy Drive)	1,600,000
Liftstation 19 Rehabilitation (Willamette Dr. & Commerce Place Dr.)	250,000
Liftstation 21 Rehabilitation (Pacific Avenue)	2,500,000
Liftstation 12 Abandonment (Aldea Glen)	100,000
Liftstation 22 New Equipment (4401 45th Ave SE)	520,000
Rumac Street STEP (Ph. 1 Lakepointe Bioxide)	603,000
College Street & 22nd Ave Slipline	150,000
2018 Annual Miscellaneous Wastewater Improvements	100,000
Onsite Liftstation Generators	1,790,000
Capital City Golf Course Septic to Sewer Conversion Design	200,000
Golf Club Wastewater Improvements	2,200,000
Liftstation 49 Cross Connection Control	250,000
Septic System Conversion Study	75,000
2019 Annual Miscellaneous Wastewater Improvements	150,000
Train Depot	75,000
Liftstation 20 Abandonment (47th Avenue SE)	150,000
Liftstation 21 Rehabilitation (College St. NE/Abernathy)	150,000
Liftstation 11 Abandonment (Aldea Glen)	100,000
Sewer Decant Facility (Pit Site)	100,000

Wastewater Debt and Reserves

Current local improvement district debt is 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 2019 totals \$4,176,700. Implementation of NPDES Phase 2 requirements of inspecting and monitoring stormwater treatment facilities continues to place increased demands on this utility.

The multi-year stormwater rate study, which was adopted in 2014, includes a 6.0 percent increase in stormwater rates for 2019 to stay current with these expenses and future capital improvement program needs. As a result of this increase, a residential

customer will pay approximately \$0.64 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 2019 budget of \$1,471,504 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 2019 are as follows:

25th Loop SW Improvements	\$ 332,000
Brentwood SW Installations	20,000
Stormwater Comprehensive Plan Update	250,000
2019 Miscellaneous Transportation Stormwater Improvements	100,000
2019 Revenue Bond Debt Service Obligations	102,022
Stormwater System Debt and Reserves	

An estimated \$102,022 is included in the 2019 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 2019 excess levy rate for voter-approved debt is estimated to be \$0.1825 per \$1,000 assessed value based on a \$1,131,150 levy. This includes a \$455,800 excess levy that began in 2002 is for Fire Safety Improvements and will mature in 2021; a \$321,200 excess levy that began in 2003 for the first group of Park Improvements maturing in 2023; and, a \$354,150 levy that began in 2007 for the final group of Parks Improvement projects maturing in 2026.

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

	Original Issue Amount	Jan. 1, 2019 Outstanding BalanceDate	Maturity
2010 Fire Safety Refunding GO Bond (2002)	3,790,000	1,270,000	Dec. 2021
2012 Parks Improve. Refunding GO Bond (2003)	2,845,000	1,500,000	Dec. 2023
2015 Parks Improve. Refunding GO Bond (2006)	2,995,000	2,435,000	Dec. 2026
Total	9,630,000	5,205,000	

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.

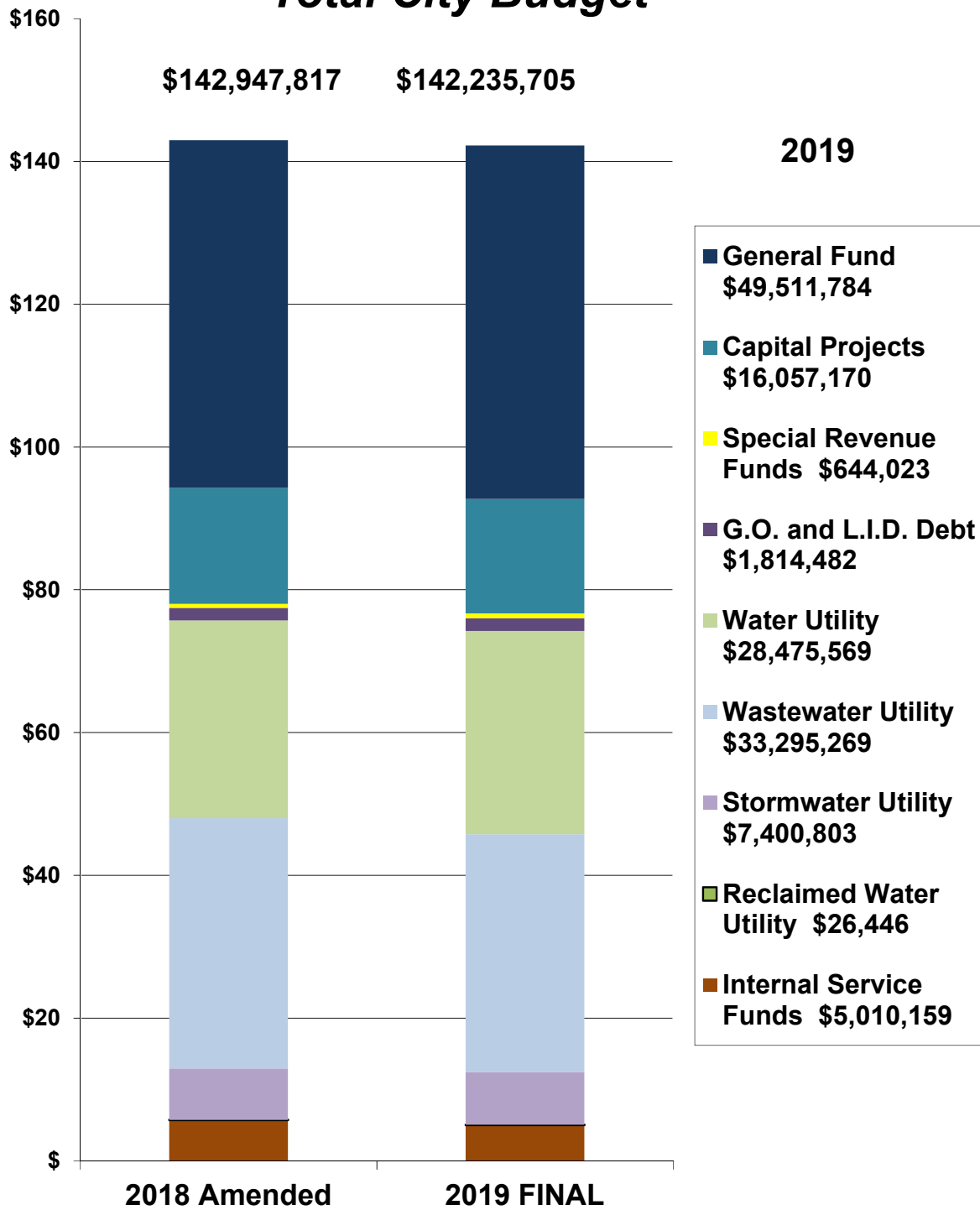
The LID Fund has only two active improvement taxing districts in the 2019 budget: ULID #23 – College Street and Martin Way Sewer Improvements and ULID #24 – Tanglewilde East Sewer.



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2018 - 2019 Comparison Total City Budget



Description	2017 Actual Revenue/Expense	2018 Amended Budget	2019 Adopted Budget
Revenue Summary by Fund			
Current Expense Fund	38,261,743	39,861,599	40,364,139
Criminal Justice Fund	932,728	844,719	928,012
Community Buildings Fund	550,602	562,614	597,117
Regional Athletic Complex Fund	1,090,417	1,147,276	1,157,789
City Street Fund	3,604,083	3,509,707	4,170,390
Arterial Street Fund	10,095,385	9,501,955	6,235,992
Transportation Benefit District Fund	1,322,796	2,144,987	6,513,926
Lodging Tax Fund	493,717	498,500	592,000
Community Block Grant Fund	177	200	263
Hicks Lake Management District Fund	97,043	81,000	52,023
General Obligation Bonds Fund	1,702,932	1,696,126	1,705,678
L.I.D. Debt Fund	234,961	77,691	108,804
Building Improvement Fund	712,096	1,925,651	567,901
Capital Equipment Fund	845,981	2,753,908	2,294,337
Parks & Open Space Fund	541,554	1,041,000	1,169,865
Regional Athletic Complex Capital Fund	1,203,763	1,627,277	1,569,223
Water Utility Fund	13,088,347	12,491,271	13,209,546
Wastewater Utility Fund	16,107,460	16,640,357	17,252,238
Stormwater Utility Fund	3,328,452	3,829,064	4,176,700
Reclaimed Water Utility Fund	99,792	400	1,294
Water Capital Fund	8,315,088	11,185,967	11,232,204
Wastewater Capital Fund	4,770,052	15,932,915	13,549,000
Stormwater Capital Fund	910,865	1,600,474	1,471,504
Reclaimed Water Capital fund	18,290	10,000	25,152
Water Debt Fund	4,735,073	4,024,795	4,033,819
Wastewater Debt Fund	2,682,457	2,495,580	2,494,031
Stormwater Debt Fund	785,552	1,752,056	1,752,599
Equipment Rental Fund	2,485,916	3,547,476	3,019,707
Information Mgmt. Services Fund	1,772,218	2,163,252	1,990,452
Total Revenues	120,789,540	142,947,817	142,235,705

Description	2017 Actual Revenue/Expense	2018 Amended Budget	2019 Adopted Budget
Expenditure Summary by Fund			
City Council Contracted Services City Manager Public Affairs & Human Resources Finance Legal Services Common Facilities Police P.W.-Support Services P.W.-Engineering P.W.-Parks Maintenance P.W.-Facilities Maintenance Community & Economic Development P.W.- Water Resources Parks & Recreation Other Operating Transfers/Unencumbered	371,944 2,668,614 601,943 1,360,829 879,187 612,005 1,509,699 9,354,165 88,401 2,877,477 2,605,778 476,570 2,137,535 1,336,419 2,452,903 5,244,572	451,449 2,904,022 397,340 2,176,435 1,137,898 613,388 1,635,107 9,443,674 107,189 3,236,358 2,882,013 577,431 2,522,875 1,646,138 2,877,904 7,252,378	517,228 2,889,106 556,444 2,309,997 1,259,984 624,994 1,654,256 9,900,178 111,912 3,522,577 2,998,329 591,242 2,727,566 1,612,241 2,792,373 6,295,712
Current Expense Fund	34,578,041	39,861,599	40,364,139
Criminal Justice Fund Community Buildings Fund Regional Athletic Complex Fund City Street Fund Arterial Street Fund Transportation Benefit District Fund Lodging Tax Fund Community Block Grant Fund Hick Lake Management District Fund General Obligation Bonds Fund L.I.D. Debt Fund Building Improvement Fund Capital Equipment Fund Parks & Open Space Fund Regional Athletic Complex Capital Fund	600,465 497,531 995,289 3,363,436 8,775,317 46,160 461,624 - 30,831 1,701,525 - 338,146 887,958 823,965 619,122	844,719 562,614 1,147,276 3,509,707 9,501,955 2,144,987 498,500 200 81,000 1,696,126 77,691 1,925,651 2,753,908 1,041,000 1,627,277	928,012 597,117 1,157,789 4,170,390 6,235,992 6,513,926 592,000 263 52,023 1,705,678 108,804 567,901 2,294,337 1,169,865 1,569,223

Description	2017 Actual Revenue/Expense	2018 Amended Budget	2019 Adopted Budget
Expenditure Summary by Fund			
Water Utility Fund	10,958,508	12,491,271	13,209,546
Wastewater Utility Fund	15,210,210	16,640,357	17,252,238
Stormwater Utility Fund	2,815,386	3,829,064	4,176,700
Reclaimed Water Utility Fund	31,095	400	1,294
Water Capital Fund	585,310	11,185,967	11,232,204
Wastewater Capital Fund	1,840	15,932,915	13,549,000
Stormwater Capital Fund	150,827	1,600,474	1,471,504
Reclaimed Water Capital Fund	-	10,000	25,152
Water Debt Fund	3,841,127	4,024,795	4,033,819
Wastewater Debt Fund	4,197,216	2,495,580	2,494,031
Stormwater Debt Fund	1,861,896	1,752,056	1,752,599
Equipment Rental Fund	1,694,116	3,547,476	3,019,707
Information Mgmt. Services Fund	1,343,958	2,163,252	1,990,452
Total Expenditures	96,410,899	142,947,817	142,235,705

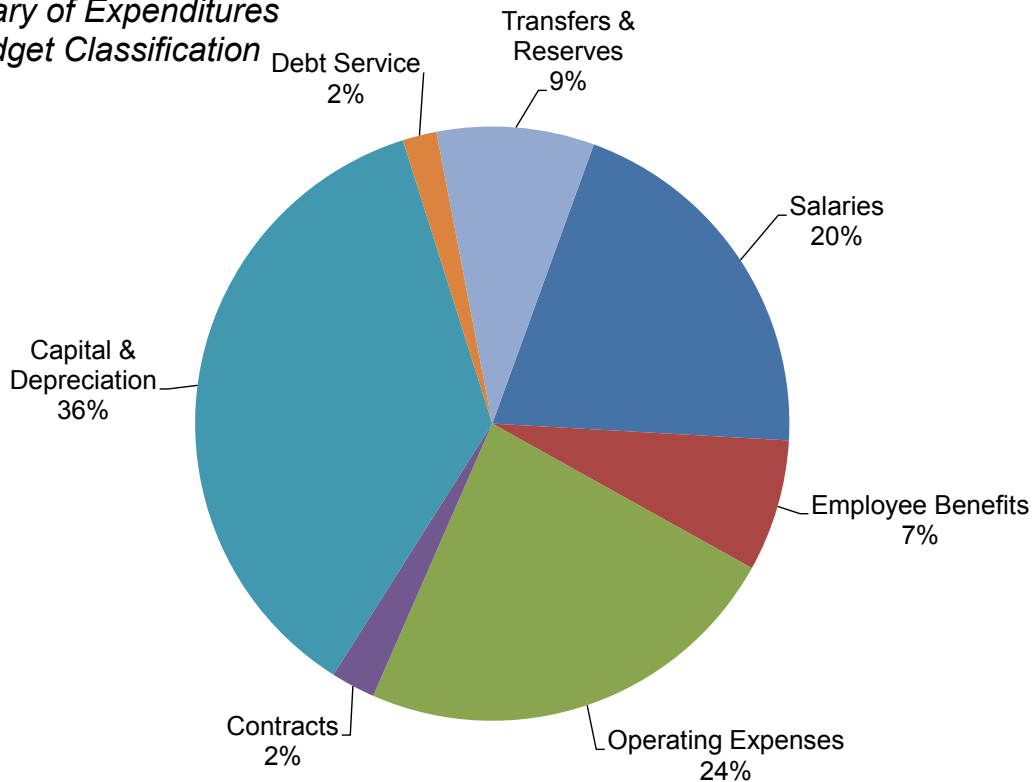
Budget At A Glance 2019 Budget Comparison to 2018 Amended Budget				
	2018 Amended	2019 Adopted	Dollar Difference	Percent Difference
General Fund				
Current Expense Fund:				
City Council	451,449	517,228	65,779	14.57%
Contract Services	2,904,022	2,889,106	(14,916)	-0.51%
City Manager	397,340	556,444	159,104	40.04%
Administrative Services	2,176,435	2,309,997	133,562	6.14%
Finance	1,137,898	1,259,984	122,086	10.73%
City Attorney	613,388	624,994	11,606	1.89%
Common Facilities	1,635,107	1,654,256	19,149	1.17%
Police	9,443,674	9,900,178	456,504	4.83%
Public Works - Support Services	107,189	111,912	4,723	4.41%
Public Works -Engineering	3,236,358	3,522,577	286,219	8.84%
Public Works - Parks Maintenance	2,882,013	2,998,329	116,316	4.04%
Public Works - Facilities Maintenance	577,431	591,242	13,811	2.39%
Community and Economic Development	2,522,875	2,727,566	204,691	8.11%
Public Works - Water Resources	1,646,138	1,612,241	(33,897)	-2.06%
Parks & Recreation	2,877,904	2,792,373	(85,531)	-2.97%
Sub-total Without Transfers	32,609,221	34,068,427	1,459,206	4.47%
Operating Transfers - Transfers Out	7,252,378	6,295,712	(956,666)	-13.19%
Total Current Expense Fund	39,861,599	40,364,139	502,540	1.26%
Criminal Justice Fund:				
Criminal Justice - Police	844,719	928,012	83,293	9.86%
Community Buildings Fund:				
Community Buildings	562,614	597,117	34,503	6.13%
Regional Athletic Complex Fund:				
Regional Athletic Complex	1,147,276	1,157,789	10,513	0.92%
City Street Fund:				
Public Works - Street Maintenance	3,509,707	4,170,390	660,683	18.82%
Capital Equipment Fund:				
Capital Equipment/Projects	2,753,908	2,294,337	(459,571)	-16.69%
Total General Fund	48,679,823	49,511,784	831,961	1.71%
Capital Projects & Special Funds				
Arterial Street Fund	9,501,955	6,235,992	(3,265,963)	-34.37%
Transportation Improvement	2,144,987	6,513,926	4,368,939	203.68%
Lodging Tax Fund	498,500	592,000	93,500	18.76%
Community Block Grant Fund	200	263	63	31.50%
Hicks Lake Management District	81,000	52,023	(28,977)	-35.77%
Building Improvement Fund	1,925,651	567,901	(1,357,750)	-70.51%
Parks & Open Space/R.A.C. Fund	1,041,000	1,169,865	128,865	12.38%
Regional Athletic Complex - Capital	1,627,277	1,569,223	(58,054)	-3.57%
Total Capital Projects & Special Funds	16,820,570	16,701,193	(119,377)	-0.71%
General Obligation Debt Funds				
General Obligation - Tax Supported	1,696,126	1,705,678	9,552	0.56%
Local Improvement District Debt	77,691	108,804	31,113	40.05%
Total G.O. and L.I.D. Debt	1,773,817	1,814,482	40,665	2.29%

Budget At A Glance 2019 Budget Comparison to 2018 Amended Budget				
	2018 Amended	2019 Adopted	Dollar Difference	Percent Difference
Enterprise Funds				
Water Utility:				
Maintenance & Operations	12,491,271	13,209,546	718,275	5.75%
Capital Projects & Reserves	11,185,967	11,232,204	46,237	0.41%
Debt & Debt Reserves	4,024,795	4,033,819	9,024	0.22%
Total Water Utility	27,702,033	28,475,569	773,536	2.79%
Wastewater Utility:				
Maintenance & Operations	16,640,357	17,252,238	611,881	3.68%
Capital Projects & Reserves	15,932,915	13,549,000	(2,383,915)	-14.96%
Debt & Debt Reserves	2,495,580	2,494,031	(1,549)	-0.06%
Total Wastewater Utility	35,068,852	33,295,269	(1,773,583)	-5.06%
Stormwater Utility:				
Maintenance & Operations	3,829,064	4,176,700	347,636	9.08%
Capital Projects & Reserves	1,600,474	1,471,504	(128,970)	-8.06%
Debt & Debt Reserves	1,752,056	1,752,599	543	0.03%
Total Stormwater Utility	7,181,594	7,400,803	219,209	3.05%
Reclaimed Water Utility:				
Maintenance & Operations	400	1,294	894	223.50%
Capital Projects & Reserves	10,000	25,152	15,152	151.52%
Total Reclaimed Water Utility	10,400	26,446	16,046	154.29%
Total Enterprise Funds	69,962,879	69,198,087	(764,792)	-1.09%
Internal Service Funds				
Equipment Rental Fund	3,547,476	3,019,707	(527,769)	-14.88%
Information Services Fund	2,163,252	1,990,452	(172,800)	-7.99%
Total Internal Service Funds	5,710,728	5,010,159	(700,569)	-12.27%
Total All Funds	142,947,817	142,235,705	(712,112)	-0.50%

**2019 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	23,217,324	-	-	4,652,584	1,091,188	28,961,096
Employee Benefits	7,428,009	-	-	2,277,613	496,453	10,202,075
Operating Supplies	1,312,696	-	-	1,214,838	796,865	3,324,399
Professional Services	2,129,532	60,023	-	3,283,315	21,750	5,494,620
Communications	290,491	-	-	77,100	30,870	398,461
Training/Travel	318,601	-	-	74,826	35,741	429,168
Advertising	45,700	-	-	-	-	45,700
Rentals/Internal Service Charges	3,112,628	-	-	1,932,805	11,281	5,056,714
Insurance	406,147	-	-	139,184	39,951	585,282
Utilities	1,494,234	-	-	12,234,427	16,001	13,744,662
Repairs & Maintenance	173,160	-	-	575,351	65,915	814,426
Other Miscellaneous	1,241,005	-	-	1,918,084	310,625	3,469,714
Contractual Services	3,070,454	380,500	-	-	-	3,450,954
Capital Equipment & Projects	2,528,377	13,563,148	-	25,236,783	1,236,571	42,564,879
Debt Service	173,360	-	1,705,678	748,673	-	2,627,711
Depreciation	-	-	-	7,500,000	856,948	8,356,948
Operating Transfers Out	2,072,330	2,042,065	-	6,627,225	-	10,741,620
Estimated Ending Fund Balance	497,736	655,457	108,804	705,279	-	1,967,276
Total Budget	49,511,784	16,701,193	1,814,482	69,198,087	5,010,159	142,235,705

**2019
Summary of Expenditures
by Budget Classification**



FTE'S By Department	Actual 2014	Actual 2015	Actual 2016	Actual 2017	Actual 2018	Adopted 2019
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
Executive Assistant	-	-	-	-	1.00	1.00
Department Assistant III	0.50	0.50	0.50	0.50	0.67	0.67
Assistant to the City Manager (LTE)	-	-	-	1.00	1.00	1.00
Public Records Assistant DAI	-	-	-	1.00	-	-
Total Department	1.50	1.50	1.50	3.50	3.67	3.67
ADMINISTRATIVE SERVICES						
Director-Administrative Services	1.00	1.00	1.00	1.00	1.00	1.00
Human Resources Manager	-	-	-	-	1.00	1.00
Human Resources Analyst	2.00	2.00	2.00	2.00	2.00	2.00
Human Resources Analyst (LTE)	-	-	-	-	1.00	1.00
Human Resources Specialist (LTE)	-	-	-	1.00	1.00	1.00
Department Assistant III	1.50	1.50	1.50	1.50	1.33	1.33
Emergency Management Specialist	-	-	-	-	-	1.00
Management Analyst	1.00	1.00	1.00	1.00	-	-
Public Affairs Manager	-	-	-	-	1.00	1.00
Senior Management Analyst	1.00	1.00	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 (LTE)	-	-	-	1.00	1.00	1.00
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	10.50	10.50	10.50	12.50	13.33	14.33
FINANCE DEPARTMENT						
Director-Finance	1.00	1.00	1.00	1.00	1.00	1.00
Financial Services Manager	-	-	-	-	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	-	-
Accountant II	-	-	-	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	1.00	1.00	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	1.00	1.00	-	-	-
Total Department	10.00	10.00	10.00	11.00	11.00	11.00
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
Web Developer	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
Total Department	9.00	9.00	9.00	8.00	8.00	8.00

FTE'S By Department	Actual 2014	Actual 2015	Actual 2016	Actual 2017	Actual 2018	Adopted 2019
FTE SUMMARY BY CLASSIFICATION - GENERAL GOVERNMENT CONT.						
COMMUNITY & ECONOMIC DEVELOPMENT						
Director-Community & Econ Developmt	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
COMMUNITY & ECONOMIC DEV-CONT						
Senior Building Code Specialist	-	-	-	-	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	2.00	2.00	1.00	1.00
Stormwater Infrastructure Code Sp(LTE)	-	-	-	-	1.00	1.00
Building Code Specialist I	1.00	1.00	1.00	2.00	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	1.00	1.00	2.00	1.00	1.00
Senior Planner	-	-	-	-	2.00	2.00
Associate Planner	3.00	3.00	3.00	3.00	2.00	1.00
Assistant Planner (LTE)	-	-	-	-	-	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	16.00	16.00	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	4.00	4.00	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	3.00	3.00	2.00	2.00
Department Assistant II	-	-	-	-	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	15.00	15.00	16.50	16.50
POLICE DEPARTMENT						
Chief	1.00	1.00	1.00	1.00	1.00	1.00
Commander	3.00	3.00	3.00	3.00	3.00	3.00
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	36.00	36.00	36.00	37.00
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
Police Services Specialist	1.00	-	-	-	-	-
Evidence/Property Tech	1.00	1.00	1.00	1.00	1.00	1.00
Department Assistant III	5.00	4.00	4.00	4.00	4.00	4.00
Community Service Officer	2.64	4.00	4.00	4.00	4.00	4.00
Total Department	64.64	64.00	64.00	64.00	64.00	65.00
PUBLIC WORKS DEPARTMENT ENGINEERING DIVISION ADMINISTRATION						
Director-Public Works	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
Management Analyst	1.00	1.00	1.00	1.00	1.00	1.00
Total Department	3.00	3.00	3.00	3.00	4.00	4.00

FTE'S By Department	Actual 2014	Actual 2015	Actual 2016	Actual 2017	Actual 2018	Adopted 2019
<u>FTE SUMMARY BY CLASSIFICATION - GENERAL GOVERNMENT CONT.</u>						
PUBLIC WORKS DEPARTMENT-CONT. 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
Senior Survey Technician	-	-	-	1.00	1.00	1.00
Civil Engineer	2.00	2.00	2.00	2.00	2.00	3.00
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	14.00	14.00	13.00	14.00	14.00
Total Department	22.00	22.00	22.00	22.00	23.00	24.00
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	1.00	1.00	2.00	2.00	2.00
Water Quality Analyst	1.00	1.00	1.00	1.00	1.00	1.00
Engineering Tech III	2.00	2.00	2.00	2.00	2.00	2.00
Civil Engineer	5.00	5.00	5.00	5.00	5.00	5.00
Total Department	11.00	11.00	11.00	12.00	12.00	12.00
Total Engineering Division	36.00	36.00	36.00	37.00	39.00	40.00
Operations Division ADMINISTRATION						
Operations Manager	1.00	1.00	1.00	1.00	1.00	1.00
Department Assistant III	2.00	2.00	2.00	2.00	1.00	1.00
Total Department	3.00	3.00	3.00	3.00	2.00	2.00
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	2.00	2.00	3.00
Total Department	3.00	3.00	3.00	3.00	3.00	4.00
PARKS MAINTENANCE						
Parks Maintenance Supervisor	1.00	1.00	1.00	1.00	1.00	1.00
Senior Maintenance Technician (1 RAC)	3.00	3.00	3.00	3.00	3.00	3.00
Maint Tech Journey Level (1 RAC)	11.00	11.00	11.00	12.00	13.00	13.00
Horticulture Technician	1.00	1.00	1.00	1.00	-	-
Maintenance Assistant (1 RAC)	-	1.00	1.00	1.00	1.00	2.00
RAC Assistant	-	-	-	-	0.50	0.50
Maintenance Attendant	0.50	-	-	-	-	-
Total Department	16.50	17.00	17.00	18.00	18.50	19.50
FACILITIES MAINTENANCE						
Senior Facilities Maintenance Tech	1.00	1.00	1.00	1.00	1.00	1.00
Maintenance Technician Journey Level	-	-	-	1.00	1.00	1.00
Total Department	1.00	1.00	1.00	2.00	2.00	2.00

FTE'S By Department	Actual 2014	Actual 2015	Actual 2016	Actual 2017	Actual 2018	Adopted 2019
<u>FTE SUMMARY BY CLASSIFICATION GENERAL GOVERNMENT CONT.</u>						
PUBLIC WORKS DEPARTMENT-CONT. 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	6.00	6.00	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	2.00	2.00	3.00	3.00
Total Department	11.50	11.50	11.50	11.50	12.50	14.50
Total Operations Division	35.00	35.50	35.50	37.50	38.00	42.00
Total PW Dept (General Governmental)	71.00	71.50	71.50	74.50	77.00	82.00
Total General Government	197.64	197.50	197.50	206.50	211.50	218.50
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
PUBLIC WORKS OPERATIONS WATER DIVISION						
Water/Wastewater Maint. Supervisor	0.50	0.50	0.50	0.50	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
Maintenance Tech Control Spec Plant Op	3.00	3.00	3.00	3.00	3.00	3.00
Maintenance Technician Journey Level	11.00	11.00	11.00	11.00	12.00	14.00
Water Treatment Plant Operator	2.00	2.00	2.00	2.00	2.00	2.00
Department Assistant III	0.50	0.50	0.50	0.50	0.50	0.50
Total Department	20.00	20.00	20.00	20.00	21.50	23.50
WASTEWATER DIVISION						
Water/Wastewater Maint. Supervisor	0.50	0.50	0.50	0.50	1.00	1.00
Senior Maintenance Technician	1.00	1.00	1.00	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	2.00	2.00	2.00
Maintenance Technician Journey Level	10.00	10.00	10.00	11.00	11.00	12.00
Department Assistant III	0.50	0.50	0.50	0.50	0.50	0.50
Total Department	15.00	15.00	15.00	16.00	16.50	17.50

FTE'S By Department	Actual 2014	Actual 2015	Actual 2016	Actual 2017	Actual 2018	Adopted 2019
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FTE SUMMARY BY CLASSIFICATION - ENTERPRISE FUNDS CONT.

PUBLIC WORKS OPERATIONS-CONT. 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	1.00	1.00	2.00	2.00	1.00	1.00
Total Department	6.50	6.50	7.50	7.50	6.50	6.50
Total Operations	41.50	41.50	42.50	43.50	44.50	47.50
TOTAL ENTERPRISE FUNDS	45.50	45.50	46.50	47.50	48.50	51.50
TOTAL CITY FTE'S	243.14	243.00	244.00	254.00	260.00	270.00

2019 Capital Budget	
Department/Description	Adopted Budget
City Manager/Administrative Services	
Enterprise Content Management System	500,000
Desktop for New Emergency Management Specialist	3,430
Finance	
Laptop for Automated Meter Reading System	2,050
Privacy Walls at the Customer Services/Utility Billing Counter	50,000
Police	
Detective Vehicle	42,000
Sunfire Suppressors (50)	47,100
Vehicle Replacement - Command Staff (2)	23,922
Vehicle Replacement - Interceptors (3)	28,839
Common Facilities - Library	
Family Restroom	40,000
Service Desk Improvements	50,000
Common Facilities - City Hall	
North Thurston Public Schools Family Resource Center	250,000
Affordable Housing - Surplus Property Improvements	150,000
New Pool Vehicle	26,500
PW - Administration	
AutoCAD Station for New Civil Engineer	10,000
Office Furniture for New Civil Engineer	3,000
PW - Parks Maintenance	
Homann Park Chainlink Fence	39,635
New Flatbed Dump	45,000
Ground Driven Fertilizer Spreader	7,000
Portable Lift	4,500
Vehicle Replacements	16,044
Parks & Recreation	
Replace Wonderwood Playground Equipment	150,000
Park Rules Signage	8,000
Long Lake Fencing	25,000
Replace Recreation Software	70,500
Homann Park Bleacher Replacement	3,500
Replace Community Center Chairs	20,000
New Transit Van	35,378
Laptops for Part-time and Volunteer Staff	7,676
Improve Rainier Vista Park Electrical Capacity	10,000
Museum and Civic Center Playground Equipment	38,000
Pleasant Glade Park Improvements	15,500

2019 Capital Budget	
Department/Description	Adopted Budget
PW - Streets	
Mini Excavator	32,000
Trailer for Mini Excavator	6,000
Big Sidewalk Sucker	9,000
Centrax System Replacement (Smart Corridors)	50,249
New 10-Yard Dump Truck with deicer tank	319,000
Plow and deicer for F550	39,900
Replace Transportation Building	375,000
Regional Athletic Complex (RAC)	
Replace Synthetic Fields #3 and #4 (infields)	308,846
Rebuild HydroTek Unit (hot water pressure washer)	10,884
RAC Fencing (Softball Fields #1 and #2)	75,000
PW - Water M&O	
New F350 Flatbed Dump (Flushing Crew)	54,780
New Ford Transit Van (Flushing Crew)	44,593
Ground Penetrating Radar	14,500
Desktop Computer for Water/Wastewater Restructure	5,000
Office Furniture for Water/Wastewater Restructure	2,640
Laptop Computers for New Journey Level Technicians	5,402
Vehicle Replacements	36,165
PW - Wastewater M&O	
Power Lift Assembly for Sewer TV Pipe Ranger Camera	6,551
Vehicle Replacement	20,612
PW - Stormwater M&O	
Replace Transportation Building	125,000
Vehicle Replacements	212,729

Account Number	Description	2017 Actual Revenue/Expense	2018 Amended Budget	2019 Adopted Budget
<i>Current Expense Fund - Revenues</i>				
Revenues				
001-0000-308.00-00	Estimated Beginning Cash	-	2,836,499	1,185,575
001-0000-311.10-00	Property Taxes-Current	5,815,918	6,051,236	6,407,103
001-0000-311.15-00	Property Taxes-Delinquent	46,591	100,000	100,000
001-0000-313.10-00	Sales Taxes	10,686,198	9,894,393	10,200,952
001-0000-316.10-00	Business & Occupation Tax	2,285,896	2,240,887	2,458,981
001-0000-316.20-00	Admissions Tax	232,609	250,000	270,000
001-0000-316.41-00	Utility Tax/Electric	2,289,852	2,207,586	2,295,268
001-0000-316.42-00	Utility Tax/Water-Private	5,568	4,192	4,312
001-0000-316.43-00	Utility Tax/Gas	793,212	783,940	759,287
001-0000-316.45-00	Utility Tax/Solid Waste	349,765	356,159	372,421
001-0000-316.47-01	Utility Tax/Telephone	1,057,158	1,076,975	980,653
001-0000-316.52-00	Utility Tax/Olympia City	2,506	1,677	2,228
001-0000-316.70-00	Utility Tax/Lacey Utility	-	1,955,148	2,192,340
001-0000-316.72-00	Water Utility Tax	824,612	-	-
001-0000-316.72-10	Fire Suppression Util Tax	823,568	803,519	886,755
001-0000-316.74-00	Wastewater Utility Tax	968,771	-	-
001-0000-316.78-00	Stormwater Utility Tax	199,853	-	-
001-0000-317.20-00	Leasehold Excise Taxes	13,974	500	25,000
001-0000-317.51-00	Punch Board & Pull Tabs	50,509	50,000	50,000
001-0000-317.53-00	Amusement Games	847	100	100
001-0000-317.54-00	Card Games	310,374	328,000	340,000
001-0000-319.60-00	B & O Penalties	-	250	250
001-0000-321.60-00	Professional & Occupation	4,920	4,500	4,500
001-0000-321.70-00	Amusement Licenses	1,400	1,500	1,500
001-0000-321.90-00	Business Licenses	68,920	71,777	54,210
001-0000-321.91-00	Franchise Fees	716,488	725,000	711,340
001-0000-322.10-00	Building Permits	1,098,767	750,000	1,000,000
001-0000-322.11-00	Mechanical Permits	86,367	65,000	100,000
001-0000-322.12-00	Plumbing Permits	57,327	80,000	60,000
001-0000-322.13-00	Electrical Permits	156,726	150,000	175,000
001-0000-322.14-00	Tree Protection Fees	13,718	15,000	15,000
001-0000-322.40-00	Street & Curb Permits	39,580	30,000	40,000
001-0000-322.41-00	Banner/Sign Permits	425	250	250
001-0000-322.90-00	Gun Permits	14,317	12,500	15,000
001-0000-331.16-92	EQUITABLE SHARING	2,673	-	-
001-0000-331.95-00	ONDCP-HIDTA	71,505	-	-

Account Number	Description	2017 Actual Revenue/Expense	2018 Amended Budget	2019 Adopted Budget
<i>Current Expense Fund - Revenues</i>				
Revenues				
001-0000-333.10-55	Child Nutrition Program	55,154	63,500	-
001-0000-333.16-00	DOJ	125,180	-	-
001-0000-333.20-60	CFDA 20.60X	-	5,000	5,000
001-0000-334.05-10	SPI - SFSP	2,256	-	-
001-0000-335.03-01	LEOFF Plan Contribution	178,566	-	-
001-0000-336.06-41	Marijuana Enforcement	13,367	17,045	58,699
001-0000-336.06-42	Marijuana Excise Tax	16,417	-	-
001-0000-336.94-00	Liquor Excise Tax	232,443	239,604	257,874
001-0000-336.95-00	Liquor Board Profits	401,374	403,723	409,387
001-0000-337.15-00	Thurs Cty Historic Comm	5,000	-	-
001-0000-337.18-00	Thurston Co. Vet Svcs HUB	60,000	30,000	30,000
001-0000-337.69-10	Stay-At-Work Program	52,113	3,000	3,000
001-0000-338.21-00	Law Enforcement Service	15,890	-	-
001-0000-338.27-00	NTPS Security Contract	140,000	140,000	140,000
001-0000-338.39-00	Animal Services Admin	94,032	102,761	99,398
001-0000-338.40-00	Drug Unit Services	10,744	-	-
001-0000-341.50-00	Public Records/Reports	169	500	500
001-0000-341.53-00	Notary Services	525	350	350
001-0000-341.54-00	NSF Fees	80	150	150
001-0000-341.55-00	Police Taxable Fees	8,676	6,000	6,000
001-0000-341.70-10	Misc. Taxable Sales	522	100	100
001-0000-341.82-10	Document Recording Fee	326	-	-
001-0000-341.99-00	Passport Fees	52,600	27,500	45,000
001-0000-342.10-10	Nisqually MOA-Trust Prop.	4,851	1,000	1,000
001-0000-342.10-12	Polygraph Fees	-	2,500	2,500
001-0000-342.10-13	Overtime-Police Services	265,773	48,000	50,000
001-0000-342.40-01	Inspection Services	296	2,000	2,000
001-0000-343.95-00	RBRRP Abatement Charges	4,065	4,500	4,500
001-0000-345.81-00	Zonning/Subdivision Fees	73,291	60,000	60,000
001-0000-345.83-00	Plan Checking Fees	-	-	250,000
001-0000-345.83-01	Plan Check Fees	607,025	250,000	-
001-0000-347.60-20	Youth & Teen Programs	190,107	199,500	199,500
001-0000-347.60-40	Aquatics Programs	248,900	261,000	261,000
001-0000-347.60-50	Physical Activities Prog	155,486	181,535	181,535
001-0000-347.60-60	Cultural Arts & Educ Prog	72,779	73,000	73,000
001-0000-347.60-70	Outdoor Activities Prog	41,985	39,450	40,018
001-0000-347.60-80	Fitness Program	29,294	31,500	31,500

Account Number	Description	2017 Actual Revenue/Expense	2018 Amended Budget	2019 Adopted Budget
<i>Current Expense Fund - Revenues</i>				
Revenues				
001-0000-347.60-90	Special Events Program	17,387	16,000	16,000
001-0000-347.62-00	Shelter Fees	17,280	10,000	10,000
001-0000-347.63-00	Tumwater Pool Agreement	16,290	16,291	16,290
001-0000-347.64-00	Lacey ACT-Program Fees	48,147	40,500	45,500
001-0000-347.65-00	Field Use Fees	39,782	45,000	40,000
001-0000-347.65-10	Field Use Fees-NTSD	46,558	36,000	45,000
001-0000-348.94-00	Parks & Recreation Serv.	3,995	-	-
001-0000-348.95-00	Engineering Services Fees	1,685,947	1,987,558	2,123,256
001-0000-348.95-20	Engineering Svc - Transp	712,732	558,387	805,084
001-0000-348.96-00	Parks Maintenance Service	50,911	68,239	83,878
001-0000-348.96-20	Parks Maint - Streets	334,128	382,834	385,040
001-0000-348.99-00	Water Resources Services	1,729,782	2,093,130	2,053,108
001-0000-349.19-00	Overhead & Services	-	458,073	478,808
001-0000-351.10-00	District Court	142,517	150,000	150,000
001-0000-351.20-00	Lacey Violations	133,711	150,000	130,000
001-0000-351.40-00	Red Light Cameras	43	-	-
001-0000-359.60-01	B&O Penalties	73	-	-
001-0000-361.10-00	Investment Interest	-	-	144,366
001-0000-361.10-40	LGIP Earnings	-	-	282,928
001-0000-361.11-00	Interest Earnings	287,450	250,000	107,445
001-0000-361.40-00	Interest Sales Tax	10,892	6,500	16,846
001-0000-362.50-10	Lease - Consessionaire	1,100	1,200	1,200
001-0000-362.50-20	Lease - Facilities	25,483	25,000	25,000
001-0000-362.80-00	Concession Commission	1,100	1,750	1,750
001-0000-367.10-01	Contributions-General	268	-	-
001-0000-367.10-02	Contribution-Police	4,130	-	-
001-0000-367.10-03	Contribution-Parks-Gen.	100	-	-
001-0000-367.10-04	Cont.-Parks Sponsor/Event	31,700	35,000	30,000
001-0000-367.10-05	Contribution-Museum	454	-	-
001-0000-367.10-06	Cont.-Summer Lunch Prog.	6,941	7,500	7,500
001-0000-367.10-07	Cont.-Parks-Youth Scholar	-	1,000	1,000
001-0000-367.10-08	Contr.- TOGETHER Parks	5,000	5,000	5,000
001-0000-367.10-10	Mayor's Gala/Veteran Toast	42,901	-	-
001-0000-369.10-00	Sale of Scrap & Surplus	-	100	100
001-0000-369.20-00	Unclaimed Property	3,523	1,000	1,000
001-0000-369.30-00	Sale of Forfeited Prop.	1,467	1,000	1,000
001-0000-369.40-00	Court Fees /Judgments	9,068	3,000	3,000

Account Number	Description	2017 Actual Revenue/Expense	2018 Amended Budget	2019 Adopted Budget
<i>Current Expense Fund - Revenues</i>				
Revenues				
001-0000-369.41-00	False Alarm	6,100	3,500	3,500
001-0000-369.43-00	Seizure Funds	10,892	-	-
001-0000-369.81-00	Cash Over & Short	(41)	-	-
001-0000-369.90-00	Other Misc Revenue	79	-	-
001-0000-369.90-10	Misc. Revenue-Museum	152	-	-
001-0000-369.90-30	Mayors Gala/Veteran Toast	22,549	-	-
001-0000-369.95-00	Multi-Housing Program	160	500	500
001-0000-369.98-00	Contractor Ad Reimbursemt	3,635	-	-
001-0000-397.10-01	Transfer In 303 Fund	391,057	419,231	381,504
001-0000-397.10-02	Transfer In 109 Fund	48,500	48,500	48,500
001-0000-397.10-11	Transfer In 102 Fund	117,600	-	-
Total Current Expense Fund Revenues		38,261,743	39,861,599	40,364,139

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 2019 budget for the City Council is **\$517,228** 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

2019 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.
- 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 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 Woodland District as identified in the strategic plan.
- Maintain the City of Lacey's and North Thurston Public School's strong and collaborative relationship.

Account Number	Description	2017 Actual Revenue/Expense	2018 Amended Budget	2019 Adopted Budget
<i>Current Expense Fund - Expenditures</i>				
City Council				
Council Services				
001-0301-511.10-01	Salaries-Regular	122,580	149,728	150,638
001-0301-511.20-01	Employer Paid Benefits	9,608	24,035	25,443
001-0301-511.31-01	Office & Operating Supply	3,315	2,000	2,000
001-0301-511.41-01	Prof. Svc-Other	-	6,500	6,500
001-0301-511.42-01	Telecommunications	7,795	2,040	8,200
001-0301-511.43-01	Transportation/Per Diem	12,867	13,500	13,500
001-0301-511.43-03	Registrations	4,300	9,500	9,500
001-0301-511.45-02	IMS Rentals	17,368	19,265	19,843
001-0301-511.46-03	Insurance-Fidelity	2,283	2,283	2,283
001-0301-573.49-12	Special Events	69,840	67,780	92,780
Total Council Services		249,956	296,631	330,687
Boards/Memberships				
001-0302-519.49-14	Association of WA Cities	33,171	34,755	36,478
001-0302-519.49-15	National League of Cities	3,813	3,813	3,813
001-0302-519.49-19	Neighborhood Grant Prog	10,286	25,000	50,000
001-0302-519.49-41	ICLEI	-	600	600
001-0302-519.49-50	Military Support	61,513	50,000	50,000
001-0302-572.31-30	Other Boards/Memberships	4,725	12,450	12,450
Total Boards/Memberships		113,508	126,618	153,341
Youth Initiatives				
001-0304-511.49-42	WIN Program	5,250	8,000	8,000
001-0304-511.49-47	Sister City Program	3,230	20,200	20,200
001-0304-511.49-56	Youth Council	-	-	5,000
Total Youth Initiatives		8,480	28,200	33,200
Total City Council		371,944	451,449	517,228

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 2019 budget for Contracted Services is **\$2,889,106**. 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.

Health and Human Services

SOCIAL SERVICES:

Lacey, Olympia, and Tumwater annually contribute funding through an Intergovernmental partnership called the Health and Human Services Council (HHSC) to help support various social services programs. Annually the cities distribute public funding for these critical social services needs that are provided through a number of local human service agencies.

VICTIM ADVOCATE:

This program provides an advocate to crime victims in helping them convey impacts to the Court and City Attorney's office. The Victim's Advocate also helps create a safety plan; obtains counseling services; keeps court dates; and provides access to community resources.

Planning/Growth Management

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.

TOGETHER!:

TOGETHER!, a non-profit, is a community partnership comprised of a coalition of local government entities, interested citizens, social service agencies, and community activists. The mission of TOGETHER! is to motivate community commitment to the health and safety of our youth through active community coalitions and neighborhood centers.

Account Number	Description	2017 Actual Revenue/Expense	2018 Amended Budget	2019 Adopted Budget
<i>Current Expense Fund - Expenditures</i>				
Contracted Services				
Contracted Services				
001-0401-511.58-18	Election/Voter Registrare	311,929	200,000	200,000
001-0401-511.58-21	Inter-governmental	103,000	170,497	100,000
001-0401-512.58-12	District Court	354,708	400,000	400,000
001-0401-512.58-13	Public Defender-Indigent	369,163	400,000	400,000
001-0401-521.49-08	Witness Fees	-	1,000	1,000
001-0401-521.49-09	Interpreter Service	-	6,500	6,500
001-0401-521.58-24	Victim Advocate	44,748	55,000	60,000
001-0401-523.58-10	Th Co Corrections	3,974	37,775	37,775
001-0401-523.58-11	Other Jail Services	607,826	810,129	810,129
001-0401-523.58-12	Medical Services	28,533	65,000	65,000
001-0401-525.58-22	Emergency Services Prog.	3,606	11,000	11,000
001-0401-528.58-05	Central Dispatch	5,723	6,274	6,274
001-0401-531.58-01	Pollution Control Auth.	34,515	36,606	38,473
001-0401-539.58-04	Joint Animal Services	259,235	248,696	286,078
001-0401-552.58-14	Dispute Resolution Center	3,100	3,100	3,100
001-0401-552.58-15	Social Services-HHSC	61,903	52,036	53,368
001-0401-552.58-16	TOGETHER	15,000	15,000	15,000
001-0401-552.58-18	G.R.U.B.	2,500	5,000	5,000
001-0401-552.58-24	Foreign Trade Zone	21	3,000	3,000
001-0401-552.58-25	Emer Cold Weather Shelter	-	40,000	50,000
001-0401-557.58-17	Th Community TV	97,968	102,561	102,561
001-0401-558.58-02	Thurston Region Planning	97,457	92,832	92,832
001-0401-559.58-03	Economic Develop. Council	50,000	80,000	80,000
001-0401-566.58-07	Th Co Social Services S/A	6,291	51,360	51,360
001-0401-573.58-20	IT/Amtrak	8,056	10,656	10,656
001-0401-598.52-10	Grant Proceeds	199,358	-	-
Total Contracted Services		2,668,614	2,904,022	2,889,106



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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 2019 budget for the office of the City Manager is **\$556,444**. 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.

2019 PROGRAMS, GOALS AND PRIORITIES

- Monitor revenues and expenditures to ensure the financial solvency of the City.
- 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.
- 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.

Account Number	Description	2017 Actual Revenue/Expense	2018 Amended Budget	2019 Adopted Budget
<i>Current Expense Fund - Expenditures</i>				
City Manager				
Administration				
001-0501-513.10-01	Salaries-Regular	280,585	248,712	326,606
001-0501-513.10-05	Salaries-Overtime	634	-	-
001-0501-513.10-06	Salaries-Part-Time	-	-	50,000
001-0501-513.20-01	Employer Paid Benefits	119,484	124,031	154,225
001-0501-513.31-01	Office & Operating Supply	3,347	2,600	2,600
001-0501-513.41-01	Prof. Svc-Other	259	1,000	1,000
001-0501-513.42-01	Telecommunications	943	350	1,000
001-0501-513.43-01	Transportation/Per Diem	699	3,000	3,000
001-0501-513.43-02	Dues, Subscriptions, Publ	2,357	3,750	3,750
001-0501-513.43-03	Registrations	753	1,700	1,700
001-0501-513.45-02	IMS Rental	8,834	12,197	12,563
001-0501-513.49-06	Maintenance Contracts	2,499	-	-
Total Administration		420,394	397,340	556,444
City Clerk/Records Management				
001-0502-514.10-01	Salaries-Regular	107,612	-	-
001-0502-514.10-05	Salaries-Overtime	619	-	-
001-0502-514.10-06	Salaries-Part-Time	13	-	-
001-0502-514.20-01	Employer Paid Benefits	37,334	-	-
001-0502-514.31-01	Office & Operating Supply	87	-	-
001-0502-514.41-06	Codification/Microfilm	15,895	-	-
001-0502-514.41-07	Records Destruction	2,589	-	-
001-0502-514.43-01	Transportation/Per Diem	104	-	-
001-0502-514.43-02	Dues, Subscriptions, Publ	705	-	-
001-0502-514.43-03	Registrations	910	-	-
001-0502-514.44-04	Ordinances & Resolutions	11,361	-	-
001-0502-514.45-02	IMS Rental	4,320	-	-
Total City Clerk/Records Management		181,549	-	-
Total City Manager		601,943	397,340	556,444

ADMINISTRATIVE SERVICES

HUMAN RESOURCES

The Human Resources Division is responsible for providing administrative and support services to all City departments related to the recruitment, training, performance management, classification and compensation, and benefits. In addition, this division manages labor contract negotiations and employee relations. 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.

2019 PROGRAMS, GOALS, AND PRIORITIES

- Review and update the City policy manual.
- Develop and implement comprehensive supervisor and manager training program.
- Create training opportunities that meet the organization's needs and promote employee growth and development.
- Seek ways to increase outreach for recruitments and ensure diverse and qualified applicant pools.

Human Resources services are provided by a Human Resource Manager, three Human Resources Analysts, a Human Resource Specialist, an Emergency Management Specialist and a Department Assistant III. This division is managed by the Administrative Services Director.

PUBLIC AFFAIRS

The Public Affairs Division is responsible for administering the City's public information programs, including neighborhood outreach and the Compassionate Community campaign, supporting or developing activities that will foster community pride, assisting the Council and City Manager on a full array of special projects, and serving as a resource for the resolution of citizen concerns and/or complaints. Public Affairs services are provided by a Public Affairs Manager, a Communication Relations Specialist, a Communication Specialist and a Digital Media Production Specialist.

2019 PROGRAMS, GOALS, AND PRIORITIES

- Publish monthly LaceyLife newsletter to inform the community on key city issues.
- Update and relaunch City of Lacey website.
- Coordinate with regional partners on renewal of the Comcast franchise agreement.
- Explore ideas for enhanced marketing and "branding" of Lacey as a community.
- Enhance interaction between City Hall and neighborhood associations.
- Oversee Records Management project.
- Develop new opportunities for using new video capabilities to enhance communications with residents.
- Provide Administrative oversight of the Lacey Veterans Services Hub.
- Coordinate the Mayor's Gala and "Toast to Veterans" fund raising event in support of the Veterans Services Hub.

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. City Clerk services are provided by a City Clerk and an Deputy City Clerk/Admin Specialist.

ADMINISTRATIVE SERVICES- Continued

CITY CLERK - Continued

2019 PRIORITIES

- Evaluate, select and implement an Enterprise Content Management (ECM) system to manage Lacey's public records.
- Training for all employees on records management and public disclosure processes.
- Establish system to track public records requests in compliance with new JLARC reporting requirements.

BUDGET SUMMARY

The total 2019 budget for Administrative Services is **\$2,309,997**.

Account Number	Description	2017 Actual Revenue/Expense	2018 Amended Budget	2019 Adopted Budget
<i>Current Expense Fund - Expenditures</i>				
Administrative Services				
General Services				
001-0701-516.10-01	Salaries-Regular	353,844	481,955	495,498
001-0701-516.10-05	Salaries-Overtime	3,919	1,500	1,500
001-0701-516.10-06	Salaries-Part-Time	-	32,500	32,500
001-0701-516.20-01	Employer Paid Benefits	139,839	199,326	233,765
001-0701-516.31-01	Office & Operating Supply	7,485	6,500	7,475
001-0701-516.31-04	Supplies - Testing/Exam	5,310	4,560	5,477
001-0701-516.41-01	Prof. Svc-Other	23,355	32,673	39,207
001-0701-516.41-03	Prof. Svc-Consultant	56,760	64,000	45,100
001-0701-516.43-01	Transportation/Per Diem	2,119	6,800	6,800
001-0701-516.43-02	Dues, Subscriptions, Publ	1,836	2,700	2,700
001-0701-516.43-03	Registrations	1,495	8,000	8,000
001-0701-516.44-01	Adv/Full-Time Position	6,831	8,000	8,000
001-0701-516.44-02	Adv/Part-Time Position	540	2,000	2,000
001-0701-516.45-02	IMS Rental	12,633	16,118	16,601
001-0701-516.49-02	Printing & Binding	560	3,500	3,500
001-0701-516.49-05	Professional Development	7,799	26,590	40,000
001-0701-516.49-06	Maintenance Contracts	323	-	-
001-0701-516.49-56	Emp Perform Recognition	10,387	13,000	13,000
Total General Services		635,035	909,722	961,123
Risk Management/Loss Control				
001-0702-514.10-01	Salaries-Regular	37,748	40,106	127,554
001-0702-514.10-05	Salaries-Overtime	818	-	-
001-0702-514.20-01	Employer Paid Benefits	20,277	23,203	59,341
001-0702-514.41-03	Prof. Svc-Consultant	8,850	55,000	5,000
001-0702-514.42-01	Telecommunications	-	150	300
001-0702-514.43-02	Dues, Subscriptions, Publ	747	961	961
001-0702-514.49-17	Pre-employment Medicals	6,608	5,000	5,000
001-0702-514.49-18	Wellness Prog. AWC-Grant	10,821	12,000	12,000
001-0702-514.49-43	Drug & Alcohol Testing	-	4,500	4,500
Total Risk Management/Loss Control		85,869	140,920	214,656

Account Number	Description	2017 Actual Revenue/Expense	2018 Amended Budget	2019 Adopted Budget
<i>Current Expense Fund - Expenditures</i>				
Administrative Services				
Public Affairs				
001-0703-513.10-01	Salaries-Regular	354,048	424,753	395,476
001-0703-513.10-05	Salaries-Overtime	2,042	-	-
001-0703-513.10-06	Salaries-Part-Time	5,158	11,520	11,520
001-0703-513.20-01	Employer Paid Benefits	123,401	171,471	170,054
001-0703-513.31-01	Office & Operating Supply	5,171	3,800	3,800
001-0703-513.41-01	Prof. Svc-Other	6,818	18,500	18,500
001-0703-513.42-01	Telecommunications	2,591	-	4,000
001-0703-513.43-01	Transportation/Per Diem	-	750	750
001-0703-513.43-02	Dues, Subscriptions, Publ	2,438	2,700	2,700
001-0703-513.43-03	Registrations	725	1,500	1,500
001-0703-513.45-02	IMS Rental	18,472	20,286	20,894
001-0703-513.49-02	Printing & Binding	368	2,500	2,500
001-0703-573.49-12	Special Events	10,576	7,000	7,000
001-0703-573.49-20	Special Projects	7,761	10,000	10,000
001-0703-573.49-21	LaceyLife Newsletter	3,474	12,000	35,000
Total Public Affairs		543,043	686,780	683,694
City Clerk/Records Management				
001-0704-514.10-01	Salaries-Regular	-	168,250	184,233
001-0704-514.20-01	Employer Paid Benefits	-	69,148	98,854
001-0704-514.31-01	Office & Operating Supply	-	1,000	1,200
001-0704-514.41-06	Codification/Microfilm	-	12,000	15,000
001-0704-514.41-07	Records Destruction	-	4,000	4,000
001-0704-514.43-01	Transportation/Per Diem	-	-	2,000
001-0704-514.43-02	Dues, Subscriptions, Publ	-	15,300	1,000
001-0704-514.43-03	Registrations	-	2,000	2,000
001-0704-514.44-04	Ordinances & Resolutions	-	7,500	10,000
001-0704-514.45-02	IMS Rental	-	5,964	6,143
Total City Clerk/Records Management		-	285,162	324,430
Veteran Services				
001-0705-565.31-01	Office & Operating Supply	14,896	20,936	3,267
001-0705-565.31-02	Small Tools & Equipment	-	7,300	7,300
001-0705-565.41-01	Prof. Svc-Other	41,033	60,945	60,945
001-0705-565.42-01	Telecommunications	3,722	2,656	3,750
001-0705-565.43-02	Dues, Subscriptions, Publ	-	2,000	2,000

Account Number	Description	2017 Actual Revenue/Expense	2018 Amended Budget	2019 Adopted Budget
<i>Current Expense Fund - Expenditures</i>				
Administrative Services				
Veteran Services-Continued				
001-0705-565.43-03	Registrations	-	1,095	1,095
001-0705-565.45-02	IMS Rental	-	4,000	4,000
001-0705-565.45-05	Rentals-Other	1,328	1,575	1,575
001-0705-565.45-08	Lease Miscellaneous	25,525	30,000	30,000
001-0705-565.47-01	Utility-Electric	-	2,000	2,000
001-0705-565.48-01	Rep & Maint-Equipment	379	4,500	2,000
001-0705-565.49-02	Printing & Binding	-	3,537	3,537
001-0705-565.49-06	Maintenance Contracts	325	1,625	1,625
001-0705-565.49-23	Custodial	1,300	-	-
001-0705-565.49-30	Software Maintenance	-	3,000	3,000
001-0705-565.60-01	Capital Outlays-Equipment	8,374	8,682	-
Total Veteran Services		96,882	153,851	126,094
Total Administrative Services		1,360,829	2,176,435	2,309,997



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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 23 full-time employees that are budgeted in the Current Expense, Utilities, and Information Management Services Funds.

BUDGET SUMMARY

The 2019 budget for the Finance Department is **\$1,259,984**. 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.

2019 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.
- Implement procurement card system.
- Evaluate credit card payment processing systems for PCI compliance.

Account Number	Description	2017 Actual Revenue/Expense	2018 Amended Budget	2019 Adopted Budget
<i>Current Expense Fund - Expenditures</i>				
Finance				
Finance				
001-1401-514.10-01	Salaries-Regular	527,897	633,717	685,288
001-1401-514.10-05	Salaries-Overtime	6,549	850	850
001-1401-514.20-01	Employer Paid Benefits	242,411	327,541	369,437
001-1401-514.31-01	Office & Operating Supply	6,912	5,000	5,000
001-1401-514.41-01	Prof. Svc-Other	-	-	40,000
001-1401-514.41-05	Prof. Svc-Audit	23,510	59,525	62,000
001-1401-514.41-48	Investment Advisor	23,000	57,000	42,000
001-1401-514.43-01	Transportation/Per Diem	2,086	5,000	5,000
001-1401-514.43-02	Dues, Subscriptions, Publ	1,175	2,175	2,175
001-1401-514.43-03	Registrations	3,324	5,000	5,000
001-1401-514.45-02	IMS Rental	32,792	38,138	39,282
001-1401-514.48-01	Rep & Maint-Equipment	-	100	100
001-1401-514.49-02	Printing & Binding	-	1,000	1,000
001-1401-514.49-06	Maintenance Contracts	1,828	1,500	1,500
001-1401-514.49-08	Witness Fee-Court	760	-	-
001-1401-514.49-09	Interpreter Svcs-Court	6,943	-	-
001-1401-514.49-30	Software Maintenance	-	1,352	1,352
Total Finance		879,187	1,137,898	1,259,984

LEGAL SERVICES

The Ahlf Law Office contractually provides a city appointed City Attorney, legal counsel and related services to the City. This office is also responsible for the prosecution of all misdemeanors and infractions resulting from citations by Lacey Police officers, Animal Services officers, and code enforcement personnel. Legal services include advising the Council, City Manager, and all other departments, representing the city in litigation, and preparing legislation for consideration by the 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, Joint Animal Services legal actions, and work performed for the city when acting in a proprietary as distinguished from a governmental capacity. These services are billed separately and are included in appropriate project or enterprise funds.

BUDGET SUMMARY

The total 2019 budget for City Attorney is **\$624,994**.

2019 PROGRAMS, GOALS AND PRIORITIES

- Provide legal guidance to the Council and City administration on the planning and regulatory functions of the City.
- Continue a positive approach to the City's legal ability to accomplish tasks and projects necessary for its citizens.
- Acquire necessary property rights for future street, water, wastewater and other City projects.

Account Number	Description	2017 Actual Revenue/Expense	2018 Amended Budget	2019 Adopted Budget
<i>Current Expense Fund - Expenditures</i>				
Legal Services				
Legal Services				
001-1501-515.31-01	Office & Operating Supply	112	-	-
001-1501-515.41-08	Prof. Svc-Litigation	21,830	5,000	5,000
001-1501-515.41-09	Prof. Svc-Prosecution	346,353	353,281	360,345
001-1501-515.41-15	Governmental Services	222,631	227,082	231,624
001-1501-515.43-02	Dues, Subscriptions, Publ	625	-	-
001-1501-515.49-07	Support Services	20,454	28,025	28,025
Total Legal Services		612,005	613,388	624,994

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 2019 budget for Common Facilities is **\$1,654,256**.

Account Number	Description	2017 Actual Revenue/Expense	2018 Amended Budget	2019 Adopted Budget
<i>Current Expense Fund - Expenditures</i>				
Common Facilities Overhead				
City Hall & Library Operations				
001-1901-519.31-01	Office & Operating Supply	13,972	20,370	20,370
001-1901-519.41-01	Prof. Svc-Other	9,422	40,846	40,846
001-1901-519.42-01	Telecommunications	16,313	52,913	20,000
001-1901-519.42-02	Communications-Postage	25,713	56,300	56,300
001-1901-519.45-01	Equipment Rental	16,459	18,956	13,784
001-1901-519.45-02	IMS Rental	773,746	783,622	807,131
001-1901-519.45-03	Copier Rental	13,960	73,700	73,700
001-1901-519.45-08	Lease Miscellaneous	-	500	500
001-1901-519.46-01	Insurance-Liability	258,169	257,498	282,443
001-1901-519.46-02	Insurance-Fire/Property	31,316	26,650	25,583
001-1901-519.46-06	AWC-L & I Pool	64,954	16,418	16,418
001-1901-519.47-01	Utility-Electric	142,978	148,000	148,000
001-1901-519.47-02	Utility-City of Lacey	19,371	12,300	22,500
001-1901-519.47-03	Utility Gas	193	-	-
001-1901-519.47-07	Utility-Solid Waste	434	3,000	3,000
001-1901-519.48-01	Rep & Maint-Equipment	3,577	3,700	3,700
001-1901-519.49-02	Printing & Binding	1,313	8,000	8,000
001-1901-519.49-06	Maintenance Contracts	27,841	38,974	38,974
001-1901-519.49-25	Assessments/Taxes	708	2,050	2,050
001-1901-519.49-27	Bad Debt Expense	36	1,000	1,000
001-1901-572.46-02	Insurance-Fire/Property	7,943	8,824	8,471
001-1901-572.47-01	Utility-Electric	51,125	50,000	50,000
001-1901-572.47-02	Utility-City of Lacey	6,171	9,000	9,000
001-1901-572.47-07	Utility-Solid Waste	3,151	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	17,349	-	-
001-1901-592.83-10	Capital Lease Interest	3,485	-	-
Total City Hall & Library Operations		1,509,699	1,635,107	1,654,256

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. To accomplish this mission, the department operates under the following philosophies:

- Community Based Policing,
- Problem Solving Policing,
- No Tolerance Policing,
- Preventative Policing,
- Knowledge Based Innovative Policing.

As a part of these philosophies, officers work to establish professional, yet personable relationships with businesses, school officials, citizens, and youth.

Police Department services in 2019 will be provided by fifty six (56) commissioned officers, seven (7) non-commissioned administrative employees and four (4) non-commissioned Community Service Officers. Volunteer services are provided by the Lacey Resource Unit and the Explorer Post. The Lacey Police Department believes in drug and alcohol prevention and education, working with community partners such as TOGETHER, Problem Solving Courts, The Washington Traffic Safety Commission, and others to help prevent crime and decrease traffic fatalities.

PATROL DIVISION:

The patrol division is comprised of one (1) Commander, six (6) Sergeants and thirty (33) Police Officers who work in six squads providing 24-hour coverage to the city. The City is divided into 3 patrol districts to allow each officer to focus on a more concentrated area and help provide quicker response times. Officers respond to calls for service, pro-actively seek out and attempt to prevent crime, enforce criminal and traffic codes, and work with the community on ways to reduce future problems. The Patrol Division is complimented by two (2) full-time Traffic Officers who work traffic enforcement and investigate traffic collisions.

ADMINISTRATIVE DIVISION:

The Administrative Division is made up of one (1) Police Chief, one (1) Commander, one (1) Administrative Sergeant, three (3) School Resource Officers, one (1) Management Analyst, one (1) Evidence Technician, and the Records Unit consisting of four (4) Police Assistants and one (1) supervisor. Our Evidence Technician is responsible for the evidence room function, which includes processing, storing, retrieval, and disposal of all evidence and found property. The Administrative Sergeant coordinates department training including firearms, tactics, and procedures.

INVESTIGATIONS DIVISION:

The Investigations Division consists of one (1) Commander, one (1) Sergeant, four (4) Detectives, one (1) Anti-Crime Officer, and one (1) Narcotics Detective. The detective unit is responsible for investigating serious violent crimes, special victim and child crimes, white-collar crimes, and following up on complex or sensitive cases. The division partners with other local agencies for serious countywide criminal investigations involving property crimes, narcotics crimes, missing children cases, and officer involved serious incidents. The Division is responsible for internal affairs investigations, hiring, and background investigation.

PROGRAM DESCRIPTIONS:

The Police Department operates a variety of programs to help support our mission to make Lacey a safe and desirable place to live, work, learn, and play. School Resource Officers are assigned to North Thurston School District's four high schools and three middle schools providing not only enforcement and security, but also initiating proactive contact with the students, parents, and administration.

The Police Department collaborates with other Law Enforcement Agencies in Thurston County to include the Thurston County Narcotics Task Force, TCSO SWAT and Dive Teams, as well as the Thurston County Prosecuting Attorney's Office.

The Multi-Housing Program, coordinated by the Anti-Crime Officer, continues working to reduce the number of police calls to rental properties. To encourage citizen involvement and community outreach, the Department will continue its annual Cops, Cars and Kids event, the Chief of Police Roundtable, Meet My LPD community meetings, and representation on the Hispanic Roundtable. A successful Lacey Resource Unit enlists citizen volunteers to assist the Patrol Division in many areas, including checking on resident's homes while they are on vacation, operating the Inmate Litter Patrol Program, Graffiti Identification and Cleanup Program, and performing numerous administrative assignments

BUDGET SUMMARY

The Police Department budget is organized into nine programs.

- General Services
- Investigations and Apprehension
- Records and Support Services
- Protection and Enforcement Patrol
- Property Control
- Traffic
- Training
- Volunteers
- Prevention/Suppression of Crime

The total 2019 budget for Police is **\$9,900,178** 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.

2019 PROGRAMS, GOALS, AND PRIORITIES

- Continue the close working relationship with the North Thurston Public Schools.
- Identify problem locations and work to reduce calls for service.
- Emphasize aggressive traffic enforcement to reduce accidents and related injuries.
- Continue community outreach programs to include the Cops, Cars & Kids event, Roundtable Meetings, Multi-housing Program, School Resource Officer's Program, and Meet My LPD community meetings.
- Maintain high training and professional standards.
- Continue the on-line citizen-reporting module in the new Records Management System.
- Reduce incidents of property crime.
- Maintain quality contacts with the public to build partnerships and trust.

Account Number	Description	2017 Actual Revenue/Expense	2018 Amended Budget	2019 Adopted Budget
<i>Current Expense Fund - Expenditures</i>				
Police				
General Services				
001-2101-521.10-01	Salaries-Regular	447,226	465,472	469,440
001-2101-521.10-05	Salaries-Overtime	1,077	500	500
001-2101-521.20-01	Employer Paid Benefits	115,574	125,575	130,548
001-2101-521.20-02	LEOFF Disability-Retired	153,753	210,960	210,960
001-2101-521.20-42	GASB68 Pension Expense	178,566	-	-
001-2101-521.31-01	Office & Operating Supply	6,057	6,250	6,250
001-2101-521.31-15	Evidence Monies	60	1,000	1,000
001-2101-521.41-01	Prof. Svc-Other	10,383	7,900	75,810
001-2101-521.42-01	Telecommunications	4,207	5,057	5,057
001-2101-521.43-02	Dues, Subscriptions, Publ	1,352	1,200	1,200
001-2101-521.45-01	Equipment Rental	11,882	11,958	13,484
001-2101-521.45-02	IMS Rental	6,908	6,661	6,861
001-2101-521.45-08	Lease Miscellaneous	2,000	-	-
001-2101-521.47-01	Utility-Electric	2,867	-	-
001-2101-521.47-02	Utility-City of Lacey	567	-	-
001-2101-521.47-03	Utility-Natural Gas	1,571	-	-
001-2101-521.47-05	Utility-City of Olympia	156	-	-
001-2101-521.48-01	Rep & Maint-Equipment	-	20	20
001-2101-521.49-06	Maintenance Contracts	999	-	-
Total General Services		945,205	842,553	921,130
Records and Support Services				
001-2102-521.10-01	Salaries-Regular	297,185	313,950	325,784
001-2102-521.10-05	Salaries-Overtime	3,160	5,100	5,100
001-2102-521.10-06	Salaries-Part-Time	-	1,000	1,000
001-2102-521.20-01	Employer Paid Benefits	108,174	128,752	134,900
001-2102-521.31-01	Office & Operating Supply	7,669	8,100	8,100
001-2102-521.31-02	Small Tools & Equipment	-	1,100	1,100
001-2102-521.31-17	Supplies-Uniform Purchase	475	600	600
001-2102-521.42-01	Telecommunications	4,449	3,540	4,500
001-2102-521.43-02	Dues, Subscriptions, Publ	75	475	475
001-2102-521.45-02	IMS Rental	7,129	6,874	7,080
001-2102-521.48-01	Rep & Maint-Equipment	-	100	100
001-2102-521.49-02	Printing & Binding	3,773	4,000	4,000
001-2102-521.50-04	Contract-RMS System	143,552	154,507	154,507
Total Records and Support Services		575,641	628,098	647,246

Account Number	Description	2017 Actual Revenue/Expense	2018 Amended Budget	2019 Adopted Budget
<i>Current Expense Fund - Expenditures</i>				
Police				
Property Control				
0001-2103-521.10-01	Salaries-Regular	96,283	100,050	101,579
001-2103-521.10-05	Salaries-Overtime	-	1,800	1,800
001-2103-521.20-01	Employer Paid Benefits	29,730	34,842	36,218
001-2103-521.31-01	Office & Operating Supply	3,336	2,975	2,975
001-2103-521.31-02	Small Tools & Equipment	609	375	375
001-2103-521.31-17	Supplies-Uniform Purchase	-	700	700
001-2103-521.41-01	Prof. Svc-Other	358	-	-
001-2103-521.45-02	IMS Rental	1,911	1,843	1,898
001-2103-521.49-02	Printing & Binding	-	125	125
Total Property Control		132,227	142,710	145,670
Training				
001-2104-521.31-02	Small Tools & Equipment	2,512	-	-
001-2104-521.43-01	Transportation/Per Diem	26,735	20,000	30,000
001-2104-521.43-02	Dues, Subscriptions, Publ	100	450	450
001-2104-521.43-03	Registrations	25,184	35,750	35,750
001-2104-521.43-05	Memorial Fund-McMillen Sr	-	50	50
001-2104-521.49-05	Professional Development	21,137	30,233	30,233
Total Training		75,668	86,483	96,483
Crime Prevention				
001-2105-521.10-01	Salaries-Regular	121,783	125,762	129,153
001-2105-521.10-05	Salaries-Overtime	5,576	6,150	6,150
001-2105-521.20-01	Employer Paid Benefits	22,472	26,138	32,124
001-2105-521.31-01	Office & Operating Supply	305	1,965	6,465
001-2105-521.31-10	Supplies-Multi-Housing	193	400	400
001-2105-521.31-17	Supplies-Uniform Purchase	545	400	400
001-2105-521.41-01	Prof. Svc-Other	-	100	100
001-2105-521.42-01	Telecommunications	805	2,800	1,000
001-2105-521.43-02	Dues, Subscriptions, Publ	-	100	100
001-2105-521.45-01	Equipment Rental	2,511	2,527	2,850
001-2105-521.48-01	Rep & Maint-Equipment	-	10	10
001-2105-521.49-02	Printing & Binding	3,237	3,500	3,500
001-2105-521.49-10	Uniform Contract/Cleaning	2	400	400
001-2105-521.49-11	Public Education	520	750	750
Total Crime Prevention		157,949	171,002	183,402

Account Number	Description	2017 Actual Revenue/Expense	2018 Amended Budget	2019 Adopted Budget
<i>Current Expense Fund - Expenditures</i>				
Police				
Investigation and Apprehension				
001-2106-521.10-01	Salaries-Regular	670,627	699,633	707,177
001-2106-521.10-05	Salaries-Overtime	70,419	47,150	47,150
001-2106-521.20-01	Employer Paid Benefits	215,272	226,953	228,151
001-2106-521.31-01	Office & Operating Supply	13,421	15,156	15,156
001-2106-521.31-02	Small Tools & Equipment	859	1,400	1,400
001-2106-521.31-17	Supplies-Uniform Purchase	1,970	1,500	1,500
001-2106-521.41-01	Prof. Svc-Other	1,102	1,000	1,000
001-2106-521.42-01	Telecommunications	8,508	9,508	9,508
001-2106-521.43-02	Dues, Subscriptions, Publ	264	300	300
001-2106-521.45-01	Equipment Rental	28,293	28,470	32,112
001-2106-521.45-02	IMS Rental	2,978	2,871	2,957
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	4,468	4,000	4,000
Total Investigation and Apprehension		1,018,181	1,038,541	1,051,011
Protective Enforcement Patrol				
001-2107-521.10-01	Salaries-Regular	3,478,031	3,720,425	3,896,300
001-2107-521.10-05	Salaries-Overtime	659,872	365,175	536,175
001-2107-521.10-06	Salaries-Part-Time	17,601	10,593	10,593
001-2107-521.20-01	Employer Paid Benefits	1,159,267	1,310,743	1,233,957
001-2107-521.20-35	LEOFF2 Plan Contrib Add'l	2,414	-	-
001-2107-521.31-01	Office & Operating Supply	21,256	15,560	15,560
001-2107-521.31-02	Small Tools & Equipment	1,327	2,442	2,442
001-2107-521.31-05	Firearms/Ammunition	12,603	20,000	28,000
001-2107-521.31-06	Supplies-Water Patrol	-	394	394
001-2107-521.31-07	Supplies-Tactical Team	1,658	1,249	1,249
001-2107-521.31-17	Supplies-Uniform Purchase	29,293	34,950	34,950
001-2107-521.31-33	Supplies-Tactical Vests	16,876	12,790	12,790
001-2107-521.31-35	Supplies-Replaced Equip	27,701	30,000	30,000
001-2107-521.41-01	Prof. Svc-Other	14,167	3,000	3,000
001-2107-521.42-01	Telecommunications	45,593	46,711	46,711
001-2107-521.43-02	Dues, Subscriptions, Publ	720	3,775	3,775
001-2107-521.45-01	Equipment Rental	350,961	353,130	398,295
001-2107-521.45-02	IMS Rental	156,770	151,158	155,692
001-2107-521.45-03	Copier Rental	3,819	18,900	18,900

Account Number	Description	2017 Actual Revenue/Expense	2018 Amended Budget	2019 Adopted Budget
<i>Current Expense Fund - Expenditures</i>				
Police				
001-2107-521.48-01	Rep & Maint-Equipment	5,854	8,000	8,000
001-2107-521.49-02	Printing & Binding	2,198	1,754	1,754
001-2107-521.49-06	Maintenance Contracts	364	-	-
001-2107-521.49-10	Uniform Contract/Cleaning	9,453	12,460	12,460
001-2107-521.49-30	Software Maintenance	8,042	8,045	9,045
001-2107-521.50-01	Olympia Range	2,800	10,000	10,000
001-2107-591.75-01	Capital Leases	10,021	-	-
001-2107-592.83-10	Capital Lease Interest	2,452	-	-
Total Protective Enforcement Patrol		6,041,113	6,141,254	6,470,042
Traffic				
001-2108-521.10-01	Salaries-Regular	194,982	203,202	210,451
001-2108-521.10-05	Salaries-Overtime	55,205	24,088	24,088
001-2108-521.20-01	Employer Paid Benefits	72,687	78,154	58,847
001-2108-521.31-01	Office & Operating Supply	988	1,450	1,450
001-2108-521.31-02	Small Tools & Equipment	-	500	500
001-2108-521.31-17	Supplies-Uniform Purchase	100	1,000	1,000
001-2108-521.42-01	Telecommunications	1,563	1,700	1,700
001-2108-521.43-02	Dues, Subscriptions, Publ	-	50	50
001-2108-521.45-01	Equipment Rental	29,930	30,117	33,970
001-2108-521.48-01	Rep & Maint-Equipment	65	200	200
001-2108-521.49-10	Uniform Contract/Cleaning	471	550	550
Total Traffic		355,991	341,011	332,806
Volunteers				
001-2109-521.10-01	Salaries-Regular	29,475	30,427	33,424
001-2109-521.10-05	Salaries-Overtime	7,314	3,588	3,588
001-2109-521.20-01	Employer Paid Benefits	9,446	9,137	6,506
001-2109-521.31-01	Office & Operating Supply	285	750	750
001-2109-521.31-02	Small Tools & Equipment	-	125	125
001-2109-521.31-18	Uniforms	1,127	2,525	2,525
001-2109-521.43-01	Transportation/Per Diem	81	400	400
001-2109-521.43-02	Dues, Subscriptions, Publ	730	750	750
001-2109-521.43-03	Registrations	-	1,070	1,070
001-2109-521.49-10	Uniform Contract/Cleaning	112	750	750
001-2109-521.49-57	Lacey Resource Officers	3,620	2,500	2,500
Total Volunteers		52,190	52,022	52,388
Total Police		9,354,165	9,443,674	9,900,178

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 and Equipment Rental.

Public Works Administrative services are provided by a Management Analyst, a Department Assistant III, and a Department Assistant II. Staff are responsible for customer service at the front counter, providing telephone support, file maintenance of public works and development projects, issuing permits, issuing water meters, and collecting a variety of fees. 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 2019 budget for Public Works Administration is **\$111,912**. Some operating costs are recovered through the assessment of plan fees and charges to utilities or projects.

2019 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	2017 Actual Revenue/Expense	2018 Amended Budget	2019 Adopted Budget
<i>Current Expense Fund - Expenditures</i>				
Public Works Support Services				
General Services				
001-3101-532.10-01	Salaries-Regular	45,420	47,954	50,681
001-3101-532.10-05	Salaries-Overtime	0	200	200
001-3101-532.20-01	Employer Paid Benefits	15,602	18,601	19,457
001-3101-532.31-01	Office & Operating Supply	8,619	9,850	9,850
001-3101-532.31-02	Small Tools & Equipment	3,349	461	461
001-3101-532.31-27	Software Upgrade	0	1,500	1,500
001-3101-532.41-01	Prof. Svc-Other	688	4,000	4,000
001-3101-532.43-01	Transportation/Per Diem	525	250	1,200
001-3101-532.43-02	Dues, Subscriptions, Publ	1,837	5,700	5,700
001-3101-532.43-03	Registrations	1,077	1,000	1,000
001-3101-532.45-01	Equipment Rental	3,366	2,064	1,855
001-3101-532.45-02	IMS Rental	7,738	13,309	13,708
001-3101-532.48-02	Rep & Maint-Equip Non-Pwr	180	300	300
001-3101-532.49-02	Printing & Binding	0	2,000	2,000
Total Public Works Support Services		88,401	107,189	111,912

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 26 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 2019 budget for Public Works Engineering is **\$3,522,577**. Some operating costs are recovered through the assessment of plan fees and charges to utilities or projects.

2019 PROGRAMS, GOALS AND PRIORITIES

- Continue the LED Street Lighting conversion project.
- Assist Thurston County in designing and constructing improvements to Mullen Road.
- Construct the College Street & Yelm Highway Pavement Rehabilitation project.
- Construct the College Street & 22nd Avenue Roundabout project.
- Continue right of way for the Ruddell Road Sidewalk/Retaining Walls project.
- Begin right of way for the Hawks Prairie Road & Marvin Road Roundabout.
- Begin design of the electric car charging stations project.
- Design and construct the Sleater-Kinney & Pacific Avenue Signal Pole Replacement project.

Account Number	Description	2017 Actual Revenue/Expense	2018 Amended Budget	2019 Adopted Budget
<i>Current Expense Fund - Expenditures</i>				
Public Works Engineering Division				
General Services				
001-3201-532.10-01	Salaries-Regular	509,090	624,480	620,723
001-3201-532.10-05	Salaries-Overtime	1,448	3,000	3,000
001-3201-532.20-01	Employer Paid Benefits	187,433	255,424	258,423
001-3201-532.31-01	Office & Operating Supply	12,433	12,000	15,000
001-3201-532.31-02	Small Tools & Equipment	2,313	2,500	4,000
001-3201-532.31-17	Supplies-Uniform Purchase	3,193	3,000	3,000
001-3201-532.31-27	Software Upgrade	1,416	2,174	2,174
001-3201-532.41-01	Prof. Svc-Other	2,183	1,600	12,600
001-3201-532.42-01	Telecommunications	9,482	9,750	9,750
001-3201-532.43-01	Transportation/Per Diem	2,659	5,000	5,000
001-3201-532.43-02	Dues, Subscriptions, Publ	1,670	1,775	2,000
001-3201-532.43-03	Registrations	5,494	7,020	7,020
001-3201-532.45-01	Equipment Rental	86,929	102,887	97,439
001-3201-532.45-02	IMS Rental	73,533	67,461	69,485
001-3201-532.45-08	Lease Miscellaneous	(667)	7,720	7,720
001-3201-532.48-02	Rep & Maint-Equip Non-Pwr	863	1,020	1,020
001-3201-532.49-02	Printing & Binding	274	-	-
001-3201-532.49-03	Recording Fees	-	2,800	2,800
001-3201-532.49-06	Maintenance Contracts	3,142	5,698	5,698
001-3201-532.49-10	Uniform Contract/Cleaning	-	200	200
001-3201-532.49-30	Software Maintenance	34,351	50,000	50,000
001-3201-591.75-01	Capital Leases	6,887	-	-
001-3201-592.83-10	Capital Lease Interest	1,114	-	-
Total General Services		945,240	1,165,509	1,177,052
Transportation Engineering				
001-3202-532.10-01	Salaries-Regular	376,937	389,526	422,044
001-3202-532.10-05	Salaries-Overtime	1,448	3,000	3,000
001-3202-532.10-06	Salaries-Part-Time	3,612	9,953	9,953
001-3202-532.20-01	Employer Paid Benefits	135,512	151,459	167,361
001-3202-532.31-01	Office & Operating Supply	37	700	1,100
001-3202-532.31-02	Small Tools & Equipment	29	300	300
001-3202-532.31-03	Traffic Counting Supplies	415	1,010	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	2017 Actual Revenue/Expense	2018 Amended Budget	2019 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	990	1,250	1,550
001-3202-532.43-03	Registrations	-	500	1,000
001-3202-532.45-01	Equipment Rental	4,418	5,229	4,952
001-3202-532.49-02	Printing & Binding	-	180	180
Total Transportation Engineering		523,398	563,932	613,275
Water Utility Engineering				
001-3203-532.10-01	Salaries-Regular	213,276	213,227	229,209
001-3203-532.10-05	Salaries-Overtime	2,012	8,000	8,000
001-3203-532.20-01	Employer Paid Benefits	84,414	91,361	100,600
Total Water Utility Engineering		299,702	312,588	337,809
Wastewater Utility Engineering				
001-3204-532.10-01	Salaries-Regular	147,919	183,489	181,893
001-3204-532.10-05	Salaries-Overtime	2,012	10,000	10,000
001-3204-532.20-01	Employer Paid Benefits	57,332	78,732	79,865
Total Wastewater Utility Engineering		207,263	272,221	271,758
Stormwater Utility Engineering				
001-3205-532.10-01	Salaries-Regular	85,116	111,898	104,021
001-3205-532.10-05	Salaries-Overtime	1,126	2,000	2,000
001-3205-532.20-01	Employer Paid Benefits	33,108	48,090	45,575
Total Stormwater Utility Engineering		119,350	161,988	151,596
Project Engineering				
001-3206-532.10-01	Salaries-Regular	525,483	510,556	651,193
001-3206-532.10-05	Salaries-Overtime	24,729	10,000	10,000
001-3206-532.20-01	Employer Paid Benefits	232,312	239,564	309,894
Total Project Engineering		782,524	760,120	971,087
Total Public Works Engineering Division		2,877,477	3,236,358	3,522,577



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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 4,000 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 2019 Budget for Parks, Grounds, and Facilities Maintenance is **\$2,998,329**. This includes staffing to 15 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.

2019 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	2017 Actual Revenue/Expense	2018 Amended Budget	2019 Adopted Budget
<i>Current Expense Fund - Expenditures</i>				
Public Works Parks Maintenance Division				
General Services				
001-3301-576.10-01	Salaries-Regular	315,846	366,356	350,617
001-3301-576.10-05	Salaries-Overtime	3,554	3,000	3,000
001-3301-576.10-06	Salaries-Part-Time	1,490	2,412	56,492
001-3301-576.20-01	Employer Paid Benefits	136,273	139,702	157,921
001-3301-576.20-03	Unemployment Compensation	6,003	25,500	25,500
001-3301-576.31-01	Office & Operating Supply	13,016	10,645	10,645
001-3301-576.31-02	Small Tools & Equipment	50	-	-
001-3301-576.31-17	Supplies-Uniform Purchase	6,431	7,385	8,385
001-3301-576.41-01	Prof. Svc-Other	2,475	740	740
001-3301-576.42-01	Telecommunications	2,674	6,475	3,000
001-3301-576.43-01	Transportation/Per Diem	289	3,720	12,843
001-3301-576.43-02	Dues, Subscriptions, Publ	1,256	915	915
001-3301-576.43-03	Registrations	7,099	6,242	6,242
001-3301-576.45-01	Equipment Rental	15,695	16,115	21,223
001-3301-576.45-02	IMS Rental	13,542	9,995	10,295
001-3301-576.45-03	Copier Rentals	1,189	1,425	1,425
001-3301-576.46-02	Insurance-Fire/Property	924	1,066	1,023
001-3301-576.47-01	Utility-Electric	5,415	7,146	7,146
001-3301-576.47-02	Utility-City of Lacey	1,002	2,824	2,824
001-3301-576.47-03	Utility-Natural Gas	6,543	7,869	7,869
001-3301-576.47-07	Utility-Solid Waste	5,839	4,900	4,900
001-3301-576.48-01	Rep & Maint-Equipment	1,287	1,580	1,580
001-3301-576.48-03	Rep & Maint-Facilities	2,651	-	-
001-3301-576.49-06	Maintenance Contracts	2,812	2,909	2,909
001-3301-576.49-10	Uniform Contract/Cleaning	-	300	300
001-3301-576.49-23	Custodial	4,064	8,753	8,753
001-3301-576.49-25	Assessments/Taxes	17	181	181
001-3301-576.49-35	CDL-Physicals/Licenses	1,467	958	958
001-3301-576.60-01	Capital Outlays-Equipment	-	-	1,000
Total General Services		558,903	639,113	708,686
Utilities/Right of Way				
001-3302-576.10-01	Salaries-Regular	187,153	213,105	203,877
001-3302-576.10-05	Salaries-Overtime	1,020	3,100	3,100
001-3302-576.10-06	Salaries-Part-Time	59,719	93,140	93,140

Account Number	Description	2017 Actual Revenue/Expense	2018 Amended Budget	2019 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	118,498	123,314	129,052
001-3302-576.31-01	Office & Operating Supply	43,715	38,750	38,750
001-3302-576.31-02	Small Tools & Equipment	1,597	1,675	1,675
001-3302-576.41-01	Prof. Svc-Other	16,570	13,468	13,468
001-3302-576.42-01	Telecommunications	1,820	1,490	3,250
001-3302-576.45-01	Equipment Rental	40,892	41,984	55,293
001-3302-576.47-01	Utility-Electric	1,001	1,300	1,300
001-3302-576.47-02	Utility-City of Lacey	78,348	120,000	120,000
001-3302-576.48-01	Rep & Maint-Equipment	2,767	2,617	2,617
001-3302-576.48-15	Rep & Maint-Grounds	760	1,350	1,350
Total Utilities/Right of Way		553,860	655,293	666,872
Building/Structures/Grounds				
001-3303-576.10-01	Salaries-Regular	384,039	429,761	468,289
001-3303-576.10-05	Salaries-Overtime	2,631	1,500	1,500
001-3303-576.10-06	Salaries-Part-Time	87,228	114,851	85,310
001-3303-576.20-01	Employer Paid Benefits	218,280	228,402	259,351
001-3303-576.31-01	Office & Operating Supply	57,782	65,470	65,470
001-3303-576.31-02	Small Tools & Equipment	4,744	5,323	5,323
001-3303-576.31-29	Supplies-Ground Maint	11,974	12,000	12,000
001-3303-576.34-01	Fuel	5,485	4,238	4,238
001-3303-576.41-01	Prof. Svc-Other	79,407	29,382	16,882
001-3303-576.42-01	Telecommunications	1,010	950	2,000
001-3303-576.45-01	Equipment Rental	137,049	140,707	185,311
001-3303-576.45-05	Rentals-Other	9,094	6,300	6,300
001-3303-576.46-02	Insurance-Fire/Property	4,595	4,980	4,781
001-3303-576.47-01	Utility-Electric	14,698	14,000	14,000
001-3303-576.47-02	Utility-City of Lacey	87,619	106,000	106,000
001-3303-576.48-01	Rep & Maint-Equipment	3,680	4,000	4,000
001-3303-576.48-03	Rep & Maint-Facilities	657	512	512
Total Building/Structures/Grounds		1,109,972	1,168,376	1,241,267
Rainier Vista Park				
001-3304-576.10-01	Salaries-Regular	97,165	103,409	99,574
Rainier Vista Park-Continued				

Account Number	Description	2017 Actual Revenue/Expense	2018 Amended Budget	2019 Adopted Budget
<i>Current Expense Fund - Expenditures</i>				
Public Works Parks Maintenance Division				
001-3304-576.10-05	Salaries-Overtime	2,783	1,000	1,000
001-3304-576.10-06	Salaries-Part-Time	48,466	53,071	53,071
001-3304-576.20-01	Employer Paid Benefits	51,639	53,390	53,366
001-3304-576.31-01	Office & Operating Supply	40,300	45,310	45,310
001-3304-576.31-02	Small Tools & Equipment	1,275	1,350	1,350
001-3304-576.34-02	Diesel	3,533	14,000	14,000
001-3304-576.41-01	Prof. Svc-Other	508	596	596
001-3304-576.42-01	Telecommunications	2,638	1,514	3,500
001-3304-576.45-01	Equipment Rental	65,819	78,514	42,668
001-3304-576.45-02	IMS Rental	3,475	1,519	1,565
001-3304-576.46-02	Insurance-Fire/Property	1,729	1,718	1,664
001-3304-576.47-01	Utility-Electric	7,612	6,500	6,500
001-3304-576.47-02	Utility-City of Lacey	50,374	50,000	50,000
001-3304-576.47-07	Utility-Solid Waste	4,768	5,700	5,700
001-3304-576.48-01	Rep & Maint-Equipment	959	950	950
001-3304-576.48-03	Rep & Maint-Facilities	-	450	450
001-3304-576.49-23	Custodial	-	240	240
Total Rainier Vista Park		383,043	419,231	381,504
Total Public Works Parks Maintenance Division		2,605,778	2,882,013	2,998,329

PUBLIC WORKS-FACILITIES MAINTENANCE

The Public Works Facilities Maintenance Division is responsible for the maintenance of over 130,000 square feet of occupied buildings, including City Hall, Lacey Timberland Library, Lacey Museum, Maintenance Service Center, Jacob Smith House, Community Center, Senior Center, and over 74 water/wastewater facilities. Support is also provided to the Water and Wastewater divisions on an as needed basis.

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 2019 budget is **\$591,242**. The department is staffed by a Senior Maintenance Technician, a Journey Level Maintenance Technician, and a Seasonal Assistant.

2019 PROGRAMS, GOALS AND PRIORITIES

- Continue to emphasize and provide quick work order response times to our customers.

Account Number	Description	2017 Actual Revenue/Expense	2018 Amended Budget	2019 Adopted Budget
<i>Current Expense Fund - Expenditures</i>				
Public Works Facilities Maintenance Division				
Facilities Maintenance				
001-3601-519.10-01	Salaries-Regular	128,156	143,451	147,995
001-3601-519.10-05	Salaries-Overtime	4,890	1,000	1,000
001-3601-519.10-06	Salaries-Part-Time	15,145	19,642	19,642
001-3601-519.20-01	Employer Paid Benefits	68,250	71,884	61,953
001-3601-519.20-03	Unemployment Compensation	1,408	600	600
001-3601-519.31-17	Supplies-Uniform Purchase	525	1,500	1,500
001-3601-519.31-23	Supplies-Building Maint.	13,213	1,650	1,650
001-3601-519.31-24	Small Tools & Equip-Grnds	425	400	400
001-3601-519.31-29	Supplies-Grounds Maint.	4,205	3,930	3,930
001-3601-519.41-31	Prof. Svc-Building Maint.	4,999	6,870	6,870
001-3601-519.41-39	Prof. Svc-Tree Evaluation	-	585	585
001-3601-519.42-01	Telecommunications	1,505	741	1,750
001-3601-519.43-01	Transportation/Per Diem	134	1,400	1,400
001-3601-519.43-03	Registrations	110	1,595	1,595
001-3601-519.45-01	Equipment Rental	4,120	8,555	16,689
001-3601-519.45-02	IMS Rental	2,154	1,823	1,878
001-3601-519.48-03	Rep & Maint-Facilities	23,763	37,450	37,450
001-3601-519.48-10	Rep & Maint-Equip-Grnds	2,501	2,200	2,200
001-3601-519.49-06	Maintenance Contracts	38,926	40,610	40,610
001-3601-519.49-10	Uniform Contract/Cleaning	-	950	950
001-3601-519.49-23	Custodial	99,112	136,920	136,920
001-3601-572.31-23	Supplies-Building Maint.	6,048	5,385	5,385
001-3601-572.31-24	Small Tools & Equip-Grnds	425	503	503
001-3601-572.31-29	Supplies-Grounds Maint.	2,322	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.	1,316	12,964	12,964
001-3601-572.48-03	Rep & Maint-Facilities	13,367	16,521	26,521
001-3601-572.48-10	Rep & Maint-Equip-Grnds	112	130	130
001-3601-572.49-06	Maintenance Contracts	20,042	22,220	22,220
001-3601-572.49-23	Custodial	19,397	30,348	30,348
Total Public Works Facilities Maintenance		476,570	577,431	591,242

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. 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 EDC 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. Permit activity to process single family residential has decreased in 2017 but off-set with an increase in multi-family residential development in addition industrial development has remained steady through 2017. Multi-family construction is expected to continue through 2018 and commercial and industrial development is expected to increase in 2018 through 2019 with the investment in the Woodland District, and the northeast area of the City. 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.

Both current planning projects and construction activity are back to historic levels prior to the high of 2006. The Department anticipates 2019 activity to remain steady and consistent with historic levels.

BUDGET SUMMARY

The 2019 budget for Community and Economic Development is **\$2,727,566**. 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.

2019 PROGRAMS, GOALS & PRIORITIES

- Work with local partners to establish the Lacey Maker Space on the Saint Martin's University Campus.
- Partner with the Port of Olympia to create small scale industrial tenant space to provide a resource to small startup business and entrepreneurs.
- Continue to implement the recommended strategies identified in the Woodland District Strategic Plan.
- Complete the economic strategy and work plan based on the adopted economic development element.
- Implement the Woodland District Branding Strategy
- Complete an audit of the Lacey Municipal Code to ensure consistency with the Comprehensive Plan adopted in 2016
- Develop and implement the City's Housing Strategy.
- Update the City's wireless communication ordinance to address small cell technology.
- Maintain timely plan review and inspection level of service.
- Research and identify enhancements to the permit tracking system and new Geographical Information Services.
- Maintain land use permit and customer response level of service.
- 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 to 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.
- Respond to State Mandated land use, shoreline, and environmental update requirements.
- Regularly monitor development activity and approved projects to provide key information and reporting to Public Works on water system demands.
- Coordinate, conduct and provide fire services, inspection and education.
- Maintain the Resource Conservation Program.
- Monitor and maintain in-house energy audit program through the Building Division with the goal of identifying significant energy savings.

Account Number	Description	2017 Actual Revenue/Expense	2018 Amended Budget	2019 Adopted Budget
<i>Current Expense Fund - Expenditures</i>				
Community and Economic Development				
General Services				
001-3701-558.10-01	Salaries-Regular	621,158	644,086	702,511
001-3701-558.10-05	Salaries-Overtime	1,735	5,000	5,000
001-3701-558.20-01	Employer Paid Benefits	254,871	293,644	299,418
001-3701-558.31-01	Office & Operating Supply	3,934	5,500	6,188
001-3701-558.31-02	Small Tools & Equipment	-	2,400	2,700
001-3701-558.41-01	Prof. Svc-Other	18,422	4,000	4,000
001-3701-558.41-12	Special Needs Interpreter	-	500	500
001-3701-558.41-24	Tree Protection Specialist	31,244	40,000	40,000
001-3701-558.42-01	Communications-Telephone	673	-	850
001-3701-558.43-01	Transportation/Per Diem	5,715	11,000	23,075
001-3701-558.43-02	Dues, Subscriptions, Publ	4,925	3,000	3,375
001-3701-558.43-03	Registrations	2,181	8,000	12,650
001-3701-558.44-05	Adv/Public Hearings	12,715	14,000	14,000
001-3701-558.45-02	IMS Rental	69,008	84,181	86,707
001-3701-558.49-02	Printing & Binding	584	4,000	4,000
001-3701-558.49-06	Maintenance Contracts	464	-	500
001-3701-558.49-20	Special Projects	80,951	184,209	96,500
Total General Services		1,108,580	1,303,520	1,301,974
Building Codes				
001-3702-524.10-01	Salaries-Regular	605,898	672,747	779,742
001-3702-524.10-05	Salaries-Overtime	794	13,000	13,000
001-3702-524.10-06	Salaries-Part-Time	-	6,200	6,200
001-3702-524.20-01	Employer Paid Benefits	245,712	293,703	352,526
001-3702-524.31-01	Office & Operating Supply	8,672	22,750	26,000
001-3702-524.41-01	Prof. Svc-Other	38,929	55,000	55,000
001-3702-524.41-35	Prof Svc-Hazard Abatement	-	5,000	5,000
001-3702-524.42-01	Telecommunications	2,770	4,800	7,000
001-3702-524.43-01	Transportation/Per Diem	2,092	5,000	5,714
001-3702-524.43-02	Dues, Subscriptions, Publ	368	11,715	13,389
001-3702-524.43-03	Registrations	2,150	4,500	5,143
001-3702-524.45-01	Equipment Rental	26,433	24,463	34,619
001-3702-524.49-02	Printing & Binding	138	800	800
Total Building Codes		933,956	1,119,678	1,304,133

Account Number	Description	2017 Actual Revenue/Expense	2018 Amended Budget	2019 Adopted Budget
<i>Current Expense Fund - Expenditures</i>				
Community and Economic Development				
Hearings Examiner				
001-3703-558.10-01	Salaries-Regular	40,450	41,105	57,837
001-3703-558.10-05	Salaries-Overtime	73	500	500
001-3703-558.20-01	Employer Paid Benefits	15,926	18,072	23,122
001-3703-558.31-01	Office & Operating Supply	-	2,500	2,500
001-3703-558.41-10	Prof/Hearings Examiner	38,550	36,000	36,000
001-3703-558.44-05	Adv/Public Hearings	-	1,500	1,500
Total Hearings Examiner		94,999	99,677	121,459
Total Community and Economic Development		2,137,535	2,522,875	2,727,566

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 12 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 2019. 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 **\$1,612,241**.

2019 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	2017 Actual Revenue/Expense	2018 Amended Budget	2019 Adopted Budget
<i>Current Expense Fund - Expenditures</i>				
Public Works Water Resources Division				
General Services				
001-3801-532.10-01	Salaries-Regular	169,536	205,648	190,943
001-3801-532.10-05	Salaries-Overtime	2,241	-	-
001-3801-532.10-06	Salaries-Part-Time	705	-	-
001-3801-532.20-01	Employer Paid Benefits	62,379	88,374	80,736
001-3801-532.31-01	Office & Operating Supply	8,587	8,000	8,000
001-3801-532.31-02	Small Tools & Equipment	1,292	5,000	5,000
001-3801-532.31-17	Supplies-Uniform Purchase	1,154	500	1,500
001-3801-532.41-01	Prof. Svc-Other	1,261	1,500	1,500
001-3801-532.42-01	Telecommunications	2,818	800	4,250
001-3801-532.42-02	Communications-Postage	-	500	500
001-3801-532.43-01	Transportation/Per Diem	4,910	5,000	5,000
001-3801-532.43-02	Dues, Subscriptions, Publ	4,044	5,000	5,400
001-3801-532.43-03	Registrations	5,077	13,950	13,950
001-3801-532.45-01	Equipment Rental	15,669	12,372	21,581
001-3801-532.45-02	IMS Rental	35,558	36,421	37,514
001-3801-532.48-01	Rep & Maint-Equipment	-	350	350
001-3801-532.49-02	Printing & Binding	-	500	500
001-3801-532.49-03	Recording Fees	76	300	300
001-3801-532.49-30	Software Maintenance	9,693	21,100	21,100
Total General Services		325,000	405,315	398,124
Water Utility				
001-3803-532.10-01	Salaries-Regular	265,059	295,834	289,268
001-3803-532.10-05	Salaries-Overtime	457	5,200	5,200
001-3803-532.10-06	Salaries-Part-Time	10,534	20,580	20,580
001-3803-532.20-01	Employer Paid Benefits	112,978	144,522	143,654
Total Water Utility		389,028	466,136	458,702
Wastewater Utility				
001-3804-532.10-01	Salaries-Regular	66,748	74,930	74,269
001-3804-532.10-05	Salaries-Overtime	-	500	500
001-3804-532.10-06	Salaries-Part-Time	310	7,500	7,500
001-3804-532.20-01	Employer Paid Benefits	28,847	38,155	37,645
Total Wastewater Utility		95,905	121,085	119,914

Account Number	Description	2017 Actual Revenue/Expense	2018 Amended Budget	2019 Adopted Budget
<i>Current Expense Fund - Expenditures</i>				
Public Works Water Resources Division				
Stormwater Utility				
001-3805-532.10-01	Salaries-Regular	204,341	204,503	205,148
001-3805-532.10-05	Salaries-Overtime	1,642	3,000	3,000
001-3805-532.10-06	Salaries-Part-Time	1,871	2,000	2,000
001-3805-532.20-01	Employer Paid Benefits	92,166	99,566	101,898
Total Stormwater Utility		300,020	309,069	312,046
Water Resources Projects				
001-3806-532.10-01	Salaries-Regular	167,365	238,354	223,526
001-3806-532.10-05	Salaries-Overtime	-	500	500
001-3806-532.10-06	Salaries-Part-Time	141	7,500	7,500
001-3806-532.20-01	Employer Paid Benefits	58,960	98,179	91,929
Total Water Resources Projects		226,466	344,533	323,455
Total Public Works Water Resources Division		1,336,419	1,646,138	1,612,241



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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 Athletics & Facilities Manager at the Regional Athletic Complex, 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 2019 budget for Parks and Recreation is **\$2,792,373**. The direct cost of most recreation programs and classes is recovered through user fees with the exception of the Long Lake Park lifeguards, some special events, and the Summer Playground Pals Program.

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.

2019 PROGRAMS, GOALS AND PRIORITIES

- **General Services:** 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 2020 cycle.
- **Youth/Teens:** Continue the community and grant-supported summer playground program, pursue increased volunteer solicitation, increase teen outdoor opportunities, and evaluate the Teen Council program.
- **Recreation Administration:** Expand marketing of programs and activities. Transition to new registration software.
- **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
- **Physical Activities/Sports:** Increase youth and adult participation by offering new and additional classes/program/leagues. Develop a reporting structure for Sports Commission happenings and zip code tracking for athletic events, research indoor facility sports fees and help figure out how to get more groups access to facilities.
- **Cultural Arts and Events:** Expand program offerings to meet community needs and interests. Determine how to best utilize full time coordinator, which was previously three quarters time devoted to cultural arts and events.
- **Outdoor Activities:** Offer new outdoor programs targeted to seniors, families, and teens.
- **Fitness:** Continue to research new locations to expand, offer classes and transition fitness programming to new coordinator.
- **Special Events/Activities:** Expand visibility with more advertising; enhance year-round special events with new activities and features to attract more participants. Solicit new sponsors.
- **Museum Operations:** Continue inventory and entry of the museum collection into the database, prepare for receipt of the 2019-2020 Heritage Capital Grant, and in cooperation with the Historical Commission, develop a 10-year strategic plan for the museum which includes a funding strategy .

Account Number	Description	2017 Actual Revenue/Expense	2018 Amended Budget	2019 Adopted Budget
<i>Current Expense Fund - Expenditures</i>				
Parks and Recreation				
General Services				
001-7401-574.10-01	Salaries-Regular	148,608	143,126	153,431
001-7401-574.10-05	Salaries-Overtime	271	-	-
001-7401-574.10-06	Salaries-Part-Time	521	104	-
001-7401-574.20-01	Employer Paid Benefits	47,231	52,909	56,826
001-7401-574.31-01	Office & Operating Supply	182	750	750
001-7401-574.31-02	Small Tools & Equipment	215	1,000	1,000
001-7401-574.35-35	Replaced Equipment	5,661	10,000	10,000
001-7401-574.41-01	Prof. Svc-Other	10,980	102,000	12,000
001-7401-574.41-40	Prof. Svc-Milfoil Project	-	1,250	-
001-7401-574.43-01	Transportation/Per Diem	-	78	3,800
001-7401-574.43-02	Dues, Subscriptions, Publ	812	1,177	1,177
001-7401-574.43-03	Registrations	20	650	1,200
001-7401-574.45-01	Equipment Rental	2,953	3,379	3,592
001-7401-574.45-02	IMS Rental	8,150	11,303	11,642
001-7401-574.45-05	Rentals-Other	46	-	-
001-7401-574.48-01	Rep & Maint-Equipment	-	200	200
001-7401-574.49-06	Maintenance Contracts	1,815	-	-
001-7401-574.49-25	Assessments/Taxes	17,169	19,178	19,178
001-7401-574.49-30	Software Maintenance	3,633	14,425	6,820
Total General Services		248,267	361,529	281,616
Youth/Teens				
001-7402-574.10-01	Salaries-Regular	124,055	128,189	132,012
001-7402-574.10-05	Salaries-Overtime	1,604	2,500	2,500
001-7402-574.10-06	Salaries-Part-Time	149,147	145,412	142,182
001-7402-574.20-01	Employer Paid Benefits	85,352	75,691	68,295
001-7402-574.31-01	Office & Operating Supply	14,481	15,365	15,365
001-7402-574.31-02	Small Tools & Equipment	4,323	4,950	4,950
001-7402-574.41-11	Prof. Svc-Recreational	116,591	125,500	75,000
001-7402-574.45-05	Rentals-Other	91	-	-
001-7402-574.45-06	Rentals-School Facilities	5,422	5,500	5,500
001-7402-574.49-02	Printing & Binding	750	880	880
Total Youth/Teens		501,816	503,987	446,684

Account Number	Description	2017 Actual Revenue/Expense	2018 Amended Budget	2019 Adopted Budget
<i>Current Expense Fund - Expenditures</i>				
Parks and Recreation				
Recreation Administration				
001-7403-574.10-01	Salaries-Regular	177,805	174,975	185,576
001-7403-574.10-05	Salaries-Overtime	301	2,000	2,000
001-7403-574.10-06	Salaries-Part-Time	3,410	9,369	9,369
001-7403-574.20-01	Employer Paid Benefits	69,387	79,265	84,546
001-7403-574.31-01	Office & Operating Supply	4,891	6,500	6,500
001-7403-574.31-02	Small Tools & Equipment	71	500	500
001-7403-574.31-17	Supplies-Uniform Purchase	-	250	250
001-7403-574.41-01	Prof. Svc-Other	-	9,200	4,600
001-7403-574.41-37	Prof Svc-Sunshine Program	8,377	8,377	8,377
001-7403-574.42-01	Telecommunications	7,871	2,000	13,500
001-7403-574.42-03	Communications-Recreation	42,865	46,495	46,495
001-7403-574.43-01	Transportation/Per Diem	4,483	1,201	6,000
001-7403-574.43-02	Dues, Subscriptions, Publ	500	875	875
001-7403-574.43-03	Registrations	2,746	14,080	6,000
001-7403-574.44-02	Adv/Part-time Position	-	500	-
001-7403-574.45-01	Equipment Rental	24,816	28,407	30,200
001-7403-574.45-02	IMS Rental	23,982	33,259	34,257
001-7403-574.45-05	Rentals-Other	1,290	771	-
001-7403-574.49-02	Printing & Binding	172	2,700	2,700
001-7403-574.49-06	Maintenance Contracts	25,101	20,000	20,000
001-7403-574.49-25	Assessments/Taxes	10,354	17,000	17,000
001-7403-574.49-58	Misc-Scholarships	5,666	6,678	6,678
Total Recreation Administration		414,088	464,402	485,423
Aquatics				
001-7404-574.10-01	Salaries-Regular	129,584	142,089	144,094
001-7404-574.10-05	Salaries-Overtime	3,381	2,500	2,500
001-7404-574.10-06	Salaries-Part-Time	172,154	211,212	231,212
001-7404-574.20-01	Employer Paid Benefits	80,055	71,546	56,462
001-7404-574.31-01	Office & Operating Supply	8,480	8,500	8,500
001-7404-574.31-02	Small Tools & Equipment	6,321	5,650	5,650
001-7404-574.41-11	Prof. Svc-Recreational	2,051	2,000	2,000
001-7404-574.42-01	Telecommunications	651	720	720
001-7404-574.43-01	Transportation/Per Diem	-	200	200
001-7404-574.43-03	Registrations	244	200	200

Account Number	Description	2017 Actual Revenue/Expense	2018 Amended Budget	2019 Adopted Budget
<i>Current Expense Fund - Expenditures</i>				
Parks and Recreation				
Aquatics- Continued				
001-7404-574.45-09	North Thurston Pool Agree	100,101	105,000	105,000
001-7404-574.49-02	Printing & Binding	843	2,500	2,500
Total Aquatics		503,865	552,117	559,038
Physical Activities				
001-7405-574.10-01	Salaries-Regular	75,075	132,347	117,934
001-7405-574.10-05	Salaries-Overtime	0	1,100	1,100
001-7405-574.10-06	Salaries-Part-Time	25,630	71,522	65,000
001-7405-574.20-01	Employer Paid Benefits	40,508	65,079	56,431
001-7405-574.31-01	Office & Operating Supply	7,754	16,350	16,350
001-7405-574.31-02	Small Tools & Equipment	972	5,900	5,900
001-7405-574.41-11	Prof. Svc-Recreational	75,869	72,000	72,000
001-7405-574.45-05	Rentals-Other	19,576	13,000	20,000
001-7405-574.45-06	Rentals-School Facilities	44,307	42,000	46,000
001-7405-574.48-01	Rep & Maint-Equipment	0	600	600
001-7405-574.49-02	Printing & Binding	0	4,850	4,850
Total Physical Activities		289,691	424,748	406,165
Cultural Arts and Education				
001-7406-574.10-01	Salaries-Regular	20,727	21,538	37,705
001-7406-574.10-05	Salaries-Overtime	7	-	-
001-7406-574.10-06	Salaries-Part-Time	11,284	14,000	14,700
001-7406-574.20-01	Employer Paid Benefits	10,756	10,277	17,186
001-7406-574.31-01	Office & Operating Supply	1,448	2,820	2,820
001-7406-574.31-02	Small Tools & Equipment	199	1,000	1,000
001-7406-574.41-11	Prof. Svc-Recreational	31,983	35,000	35,000
001-7406-574.45-05	Rentals-Other	1,939	5,000	5,000
001-7406-574.45-06	Rentals-School Facilities	405	500	500
Total Cultural Arts and Education		78,748	90,135	113,911
Outdoor Activities				
001-7407-574.10-01	Salaries-Regular	15,606	16,218	16,701
001-7407-574.10-05	Salaries-Overtime	-	200	200
001-7407-574.10-06	Salaries-Part-Time	11,338	11,360	11,928

Account Number	Description	2017 Actual Revenue/Expense	2018 Amended Budget	2019 Adopted Budget
<i>Current Expense Fund - Expenditures</i>				
Parks and Recreation				
Outdoor Activities-Continued				
001-7407-574.20-01	Employer Paid Benefits	7,533	7,163	6,104
001-7407-574.20-03	Unemployment Compensation	-	100	100
001-7407-574.31-01	Office & Operating Supply	2,312	2,840	2,840
001-7407-574.31-02	Small Tools & Equipment	250	300	300
001-7407-574.41-11	Prof. Svc-Recreational	18,690	18,305	18,305
Total Outdoor Activities		55,729	56,486	56,478
Fitness				
001-7408-574.10-01	Salaries-Regular	7,503	8,106	9,685
001-7408-574.10-05	Salaries-Overtime	-	105	105
001-7408-574.10-06	Salaries-Part-Time	2,717	5,329	5,329
001-7408-574.20-01	Employer Paid Benefits	3,502	3,514	4,399
001-7408-574.31-01	Office & Operating Supply	25	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	11,669	10,000	10,000
001-7408-574.45-05	Rentals-Other	562	1,900	1,900
001-7408-574.45-06	Rentals-School Facilities	649	500	500
Total Fitness		26,627	32,704	35,168
Special Events				
001-7409-574.10-01	Salaries-Regular	100,204	105,215	109,202
001-7409-574.10-06	Salaries-Part-Time	12,356	17,575	18,275
001-7409-574.20-01	Employer Paid Benefits	43,583	47,116	49,109
001-7409-574.31-01	Office & Operating Supply	9,803	17,000	17,000
001-7409-574.31-02	Small Tools & Equipment	2,068	3,000	3,000
001-7409-574.41-01	Prof. Svc-Other	17	-	-
001-7409-574.41-11	Prof. Svc-Recreational	30,636	50,000	50,000
001-7409-574.44-06	Promotion - Events	10,016	10,200	10,200
001-7409-574.45-05	Rentals-Other	6,588	10,900	10,900
001-7409-574.45-06	Rentals-School Facilities	-	200	200
001-7409-574.49-02	Printing & Binding	1,078	2,000	2,000
Total Special Events		216,349	263,206	269,886

Account Number	Description	2017 Actual Revenue/Expense	2018 Amended Budget	2019 Adopted Budget
<i>Current Expense Fund - Expenditures</i>				
Parks and Recreation				
Museum Operation				
001-7410-575.10-01	Salaries-Regular	59,714	62,053	63,903
001-7410-575.10-05	Salaries-Overtime	414	-	-
001-7410-575.10-06	Salaries-Part-Time	5,735	6,721	13,000
001-7410-575.20-01	Employer Paid Benefits	34,209	38,692	39,991
001-7410-575.31-01	Office & Operating Supply	1,531	1,623	1,623
001-7410-575.31-02	Small Tools & Equipment	811	1,762	1,762
001-7410-575.31-23	Supplies-Building Maint.	27	-	-
001-7410-575.41-01	Prof. Svc-Other	286	600	600
001-7410-575.41-31	Prof. Svc-Building Maint.	144	300	300
001-7410-575.42-01	Telecommunications	2,471	1,600	2,500
001-7410-575.43-01	Transportation/Per Diem	-	100	100
001-7410-575.43-02	Dues, Subscriptions, Publ	415	350	350
001-7410-575.43-03	Registrations	210	50	50
001-7410-575.45-02	IMS Rental	6,341	6,147	6,332
001-7410-575.45-05	Rentals-Other	-	1,205	1,320
001-7410-575.46-02	Insurance-Fire/Property	268	266	312
001-7410-575.47-01	Utility-Electric	534	800	800
001-7410-575.47-02	Utility-City of Lacey	810	650	650
001-7410-575.47-03	Utility-Natural Gas	1,307	1,649	1,649
001-7410-575.49-02	Printing & Binding	-	90	90
001-7410-575.49-06	Maintenance Contracts	1,610	1,800	1,800
001-7410-575.49-23	Custodial	-	910	-
001-7410-575.49-30	Software Maintenance	886	1,222	872
Total Museum Operation		117,723	128,590	138,004
Total Parks and Recreation		2,452,903	2,877,904	2,792,373

Account Number	Description	2017 Actual Revenue/Expense	2018 Amended Budget	2019 Adopted Budget
<i>Current Expense Fund - Expenditures</i>				
Other Operating Expense				
Other Operating Expense				
001-7501-508.90-00	Unassigned Funds	-	395,775	497,736
001-7501-597.02-01	Transfer Out 301 Fund	627,317	964,016	100,000
001-7501-597.02-09	Transfer Out 101 Fund	48,000	-	-
001-7501-597.02-10	Transfer Out 307 Fund	150,000	-	-
001-7501-597.10-04	Transfer Out-Util. Tax	3,424,984	3,870,688	3,725,646
001-7501-597.11-02	Transfer Out 302 Fund	248,079	1,218,380	1,085,575
001-7501-597.12-00	Transfer Out-WA Fireflow	746,192	803,519	886,755
Total Other Operating Expenses		5,244,572	7,252,378	6,295,712
Total Current Expense Fund Expenditures		34,578,041	39,861,599	40,364,139



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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. 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 2019 is **\$928,012**. This budget amount maintains the current level of staffing and services.

2019 PROGRAMS, GOALS AND PRIORITIES

- Continue enhancement of the department's policing philosophies.

Account Number	Description	2017 Actual Revenue/Expense	2018 Amended Budget	2019 Adopted Budget
<i>Criminal Justice Fund - Revenues</i>				
Revenues				
003-0000-313.70-00	Sales Tax-Crim/Justice	853,748	775,000	836,373
003-0000-336.06-21	Criminal Justice - Pop	13,604	15,097	16,556
003-0000-336.06-26	Special Programs	49,326	51,622	54,685
003-0000-336.06-51	DUI/Other Criminal Asst	7,192	-	-
003-0000-361.10-00	Investment Interest	-	-	5,444
003-0000-361.10-40	LGIP Earnings	-	-	10,645
003-0000-361.11-00	Interest Earnings	8,858	3,000	4,309
Total Criminal Justice Fund Revenues		932,728	844,719	928,012

Account Number	Description	2017 Actual Revenue/Expense	2018 Amended Budget	2019 Adopted Budget
<i>Criminal Justice Fund - Expenditures</i>				
Police				
Investigation and Apprehension				
003-2106-521.10-01	Salaries-Regular	387,884	590,083	650,552
003-2106-521.10-05	Salaries-Overtime	44,677	26,650	26,650
003-2106-521.20-01	Employer Paid Benefits	120,413	183,058	202,869
003-2106-521.20-03	Unemployment Compensation	11,526	-	-
003-2106-521.31-01	Office & Operating Supply	4,031	4,725	4,725
003-2106-521.31-02	Small Tools & Equipment	2,703	4,100	4,100
003-2106-521.31-09	Supplies-Bike Patrol	10	2,000	2,000
003-2106-521.31-17	Supplies-Uniform Purchase	2,929	3,365	3,365
003-2106-521.41-01	Prof. Svc-Other	994	1,620	1,620
003-2106-521.45-01	Equipment Rental	23,402	23,548	26,561
003-2106-521.48-01	Rep & Maint-Equipment	-	500	500
003-2106-521.49-10	Uniform Contract/Cleaning	1,896	2,370	2,370
003-2106-521.49-30	Software Maintenance	-	2,700	2,700
Total Criminal Justice Fund Expenditures		600,465	844,719	928,012



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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

Eighteen years of operations at the Community Center and ten years of the Jacob Smith House have provided a solid foundation for examining maintenance and operation costs, and used to project potential revenue in 2018 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 2019 the operating budget will be **\$597,117**.

2019 PROGRAMS, GOALS AND PRIORITIES

- Review and update if necessary the Lacey Community Center and Jacob Smith House Policy and Procedures.
- 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	2017 Actual Revenue/Expense	2018 Amended Budget	2019 Adopted Budget
<i>Community Buildings Fund - Revenues</i>				
Revenues				
005-0000-308.00-00	Estimated Beginning Cash	-	-	27,500
005-0000-311.10-00	Property Taxes-Current	297,743	316,614	289,997
005-0000-341.54-00	NSF Fees	25	-	-
005-0000-348.94-00	Parks & Recreation Serv.	3,814	4,000	4,000
005-0000-361.10-00	Investment Interest	-	-	3,330
005-0000-361.10-40	LGIP Earnings	-	-	6,436
005-0000-361.11-00	Interest Earnings	7,204	5,000	3,354
005-0000-362.40-10	Lease - Parks	203,282	200,000	220,000
005-0000-362.40-20	Rentals - Jacob Smith Fac	38,534	37,000	42,500
Total Community Buildings Fund Revenue		550,602	562,614	597,117

Account Number	Description	2017 Actual Revenue/Expense	2018 Amended Budget	2019 Adopted Budget
<i>Community Buildings Fund - Expenditures</i>				
Parks and Recreation				
Community Center				
005-7601-575.10-01	Salaries-Regular	100,223	107,672	112,780
005-7601-575.10-06	Salaries-Part-Time	21,183	22,000	26,500
005-7601-575.20-01	Employer Paid Benefits	48,546	51,920	49,634
005-7601-575.20-03	Unemployment Compensation	22	-	-
005-7601-575.31-01	Office & Operating Supply	1,824	2,000	2,000
005-7601-575.31-02	Small Tools & Equipment	2,897	2,500	2,500
005-7601-575.31-17	Supplies-Uniform Purchase	-	600	600
005-7601-575.41-01	Prof. Svc-Other	10,359	12,400	12,400
005-7601-575.42-01	Telecommunications	2,364	5,000	5,000
005-7601-575.45-02	IMS Rental	9,077	5,908	6,086
005-7601-575.45-03	Copier Rental	324	500	500
005-7601-575.46-01	Insurance-Liability	5,051	5,038	5,526
005-7601-575.46-02	Insurance-Fire/Property	3,248	2,293	2,201
005-7601-575.46-06	AWC-L & I Pool	1,474	1,500	1,600
005-7601-575.47-01	Utility-Electric	15,152	18,200	18,200
005-7601-575.47-02	Utility-City of Lacey	10,799	9,000	9,000
005-7601-575.47-03	Utility-Natural Gas	5,800	7,800	7,800
005-7601-575.47-07	Utility-Solid Waste	13,263	8,500	15,000
005-7601-575.48-01	Rep & Maint-Equipment	76	1,000	1,000
005-7601-575.49-06	Maintenance Contracts	-	500	500
005-7601-575.49-23	Custodial	3,480	5,000	5,000
005-7601-575.49-25	Assessments/Taxes	3,450	3,600	3,600
005-7601-575.49-27	Bad Debt Expense	3,027	-	-
Total Community Center		261,639	272,931	287,427
Jacob Smith Facility				
005-7602-575.10-01	Salaries-Regular	30,903	30,294	31,658
005-7602-575.10-06	Salaries-Part-Time	7,827	8,040	8,500
005-7602-575.20-01	Employer Paid Benefits	14,626	14,230	13,673
005-7602-575.31-01	Office & Operating Supply	452	1,250	1,250
005-7602-575.31-02	Small Tools & Equipment	693	1,500	1,500
005-7602-575.41-01	Prof. Svc-Other	8,071	8,650	8,650
005-7602-575.42-01	Telecommunications	3,175	3,200	3,650
005-7602-575.45-02	IMS Rental	3,733	3,600	3,708
005-7602-575.46-02	Insurance-Fire/Property	430	434	417
005-7602-575.47-01	Utility-Electric	1,611	2,000	2,000

Account Number	Description	2017 Actual Revenue/Expense	2018 Amended Budget	2019 Adopted Budget
<i>Community Buildings Fund - Expenditures</i>				
Parks and Recreation				
Jacob Smith Facility- Continued				
005-7602-575.47-02	Utility-City of Lacey	7,045	7,250	7,250
005-7602-575.47-03	Utility-Natural Gas	1,643	2,000	2,000
005-7602-575.48-01	Rep & Maint-Equipment	76	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	2,127	2,400	3,300
005-7602-575.49-23	Custodial	3,760	5,000	5,000
Total Jacob Smith Facility		86,172	91,748	94,456
Senior Center				
005-7603-555.31-01	Office & Operating Supply	-	600	600
005-7603-555.46-02	Insurance-Fire/Property	3,820	3,876	3,720
005-7603-555.47-01	Utility-Electric	11,855	16,000	16,000
005-7603-555.47-02	Utility-City of Lacey	2,509	2,200	2,200
005-7603-555.47-03	Utility-Natural Gas	4,157	4,500	4,500
005-7603-555.48-01	Rep & Maint-Equipment	-	1,250	1,250
005-7603-555.49-06	Maintenance Contracts	-	450	450
Total Senior Center		22,341	28,876	28,720
Museum Building				
005-7604-575.31-01	Office & Operating Supply	-	1,000	1,000
005-7604-575.46-02	Insurance-Fire/Property	1,881	1,128	1,083
005-7604-575.47-01	Utility-Electric	1,876	7,500	7,500
005-7604-575.47-02	Utility-City of Lacey	-	1,500	1,500
005-7604-575.47-03	Utility-Natural Gas	4,762	3,000	3,000
005-7604-575.48-03	Rep & Maint-Facilities	326	2,500	2,500
005-7604-575.49-06	Maintenance Contracts	613	500	500
Total Museum Building		9,458	17,128	17,083
Community Center Facility Maintenance				
005-7611-575.31-23	Supplies-Building Maint.	5,332	5,041	5,041
005-7611-575.31-24	Small Tools & Equip-Bldg	-	200	200
005-7611-575.31-29	Supplies-Grounds Maint.	1,105	1,000	1,000
005-7611-575.41-31	Prof. Svc-Building Maint.	1,732	5,100	5,100
005-7611-575.48-01	Rep & Maint-Equipment	220	103	103

Account Number	Description	2017 Actual Revenue/Expense	2018 Amended Budget	2019 Adopted Budget
<i>Community Buildings Fund - Expenditures</i>				
Parks and Recreation				
Community Center Facility Maintenance- Continued				
005-7611-575.48-03	Rep & Maint-Facilities	8,713	14,750	32,250
005-7611-575.48-10	Rep & Maint-Equip-Grnds	173	200	200
005-7611-575.49-06	Maintenance Contracts	9,434	7,694	7,694
005-7611-575.49-23	Custodial	31,543	41,803	41,803
Total Community Center Facility Maintenance		58,252	75,891	93,391
Jacob Smith Facility Maintenance				
005-7612-575.31-23	Supplies-Building Maint.	1,486	875	875
005-7612-575.31-29	Supplies-Grounds Maint.	1,725	1,750	1,750
005-7612-575.41-31	Prof. Svc-Building Maint.	2,189	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
005-7612-575.48-03	Rep & Maint-Facilities	2,427	750	750
005-7612-575.48-10	Rep & Maint-Equip-Grnds	197	200	200
005-7612-575.49-06	Maintenance Contracts	1,192	3,780	3,780
Total Jacob Smith Facility Maintenance		9,216	9,873	9,873
Senior Center Facility Maintenance				
005-7613-555.31-23	Supplies-Building Maint.	5,221	1,126	1,126
005-7613-555.31-24	Small Tools & Equip-Bldg	-	200	200
005-7613-555.31-29	Supplies-Grounds Maint.	823	1,000	1,000
005-7613-555.41-31	Prof. Svc-Building Maint.	1,586	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	2,253	250	250
005-7613-555.48-03	Rep & Maint-Facilities	3,155	9,500	9,500
005-7613-555.48-10	Rep & Maint-Equip-Grnds	290	300	300
005-7613-555.49-06	Maintenance Contracts	11,955	8,000	8,000
005-7613-555.49-23	Custodial	25,170	40,791	40,791
Total Senior Center Facility Maintenance		50,453	66,167	66,167
Total Community Buildings Fund Expenditures		497,531	562,614	597,117



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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 Athletics & Facilities Manager and part-time recreational staff who schedule use of the complex, facilitate leagues, tournaments, and events, solicit sponsors and manage the concession contract. Since the softball/fastpitch/baseball complex opened in May 2009, revenue generated at the RAC has exceeded revenue projections. Thurston County transferred its share of ownership along with all responsibilities for operations and maintenance in June of 2010, and paid their share of costs, projected through March 2014. A 20 year Financial Plan was prepared by staff in 2014, and updated in 2015, to ensure fiscal sustainability of the RAC.

BUDGET SUMMARY

The 2019 budget of **\$1,157,789** is the estimated cost to operate the RAC. The costs to maintain this facility are covered by fees, and intergovernmental revenues. The intergovernmental revenues are made up of the City's contribution, the remaining shared costs previously received from Thurston County as well as revenues contractually received from the Capital Area Regional Public Facilities District.

2019 PROGRAMS, GOALS AND PRIORITIES

- 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.

Account Number	Description	2017 Actual Revenue/Expense	2018 Amended Budget	2019 Adopted Budget
<i>Regional Athletic Complex - Revenues</i>				
Revenues				
007-0000-338.10-10	Capital Area - PFD	200,000	200,000	200,000
007-0000-347.40-00	Event Admissions Fee	3,875	-	4,000
007-0000-347.60-50	Physical Activities Prog	26,939	8,000	8,000
007-0000-347.60-90	Special Events Program	244	-	-
007-0000-347.62-00	Shelter Fees	11,487	12,000	12,000
007-0000-347.65-00	Field Use Fees	340,398	330,000	320,000
007-0000-347.67-00	Concession Commission	832	-	1,000
007-0000-347.68-00	League Fees	36,235	60,000	60,000
007-0000-361.10-00	Investment Interest	-	-	3,783
007-0000-361.10-40	LGIP Earnings	-	-	7,375
007-0000-361.11-00	Interest Earnings	6,555	4,500	-
007-0000-362.30-10	RV-Parking	2,337	2,000	2,500
007-0000-362.50-10	Lease - Consessionaire	18,000	20,000	22,000
007-0000-362.80-00	Concession Commission	2,000	-	-
007-0000-367.10-03	Contribution-Parks-Gen.	2,500	-	-
007-0000-367.10-04	Cont.-Parks Sponsor/Event	18,500	14,000	14,000
007-0000-397.10-01	Transfer In 303 Fund	270,515	331,276	340,131
007-0000-397.10-02	Transfer In 109 Fund	150,000	165,500	163,000
Total Regional Athletic Complex Fund Revenues		1,090,417	1,147,276	1,157,789

Account Number	Description	2017 Actual Revenue/Expense	2018 Amended Budget	2019 Adopted Budget
<i>Regional Athletic Complex - Expenditures</i>				
Regional Athletic Complex				
Regional Athletic Complex Maintenance				
007-3305-576.10-01	Salaries-Regular	187,661	216,680	222,241
007-3305-576.10-05	Salaries-Overtime	3,289	2,563	2,563
007-3305-576.10-06	Salaries-Part-Time	102,370	81,735	81,735
007-3305-576.20-01	Employer Paid Benefits	118,538	113,662	117,700
007-3305-576.20-03	Unemployment Compensation	829	-	-
007-3305-576.31-01	Office & Operating Supply	83,874	110,000	110,000
007-3305-576.31-02	Small Tools & Equipment	4,851	4,923	4,923
007-3305-576.31-17	Supplies-Uniform Purchase	1,163	2,000	2,000
007-3305-576.34-01	Fuel	4,864	25,000	25,000
007-3305-576.41-01	Prof. Svc-Other	5,381	18,000	18,000
007-3305-576.42-01	Telecommunications	5,706	3,000	7,750
007-3305-576.43-01	Transportation/Per Diem	856	-	-
007-3305-576.43-03	Registrations	733	-	-
007-3305-576.45-01	Equipment Rental	75,869	74,076	69,061
007-3305-576.45-02	IMS Rental	4,670	4,996	5,146
007-3305-576.45-05	Rentals-Other	1,778	5,000	5,000
007-3305-576.46-01	Insurance-Liability	9,501	9,477	10,395
007-3305-576.46-02	Insurance-Fire/Property	9,189	8,586	8,242
007-3305-576.46-06	AWC L & I Pool	3,807	1,015	1,015
007-3305-576.47-01	Utility-Electric	78,038	80,000	80,000
007-3305-576.47-02	Utility-City of Lacey	55,211	82,000	82,000
007-3305-576.47-07	Utility-Solid Waste	14,921	12,000	12,000
007-3305-576.48-01	Rep & Maint-Equipment	2,805	3,500	3,500
007-3305-576.48-03	Rep & Maint-Facilities	5,959	3,500	3,500
007-3305-576.49-06	Maintenance Contracts	353	-	-
007-3305-576.49-25	Assessments/Taxes	11,690	11,000	11,000
Total Regional Athletic Complex Maintenance		793,906	872,713	882,771
Regional Athletic Complex General Services				
007-7401-576.10-01	Salaries-Regular	83,903	104,365	106,583
007-7401-576.10-05	Salaries-Overtime	385	-	-
007-7401-576.10-06	Salaries-Part-Time	24,161	34,242	34,242
007-7401-576.20-01	Employer Paid Benefits	36,392	54,462	52,458
007-7401-576.20-03	Unemployment Compensation	-	500	500
007-7401-576.31-01	Office & Operating Supply	3,476	14,000	14,000

Account Number	Description	2017 Actual Revenue/Expense	2017 Amended Budget	2019 Adopted Budget
<i>Regional Athletic Complex - Expenditures</i>				
Regional Athletic Complex				
Regional Athletic Complex General Services- Continued				
007-7401-576.31-02	Small Tools & Equipment	4,834	8,000	8,000
007-7401-576.31-17	Supplies-Uniform Purchase	-	500	500
007-7401-576.41-01	Prof. Svc-Other	26,238	20,000	20,000
007-7401-576.41-11	Prof. Svc - Recreation	2,460	20,000	20,000
007-7401-576.43-01	Transportation/Per Diem	2,142	1,500	1,500
007-7401-576.43-02	Dues, Subscriptions, Publ	831	120	120
007-7401-576.43-03	Registrations	-	800	800
007-7401-576.45-02	IMS Rental	9,665	8,024	8,265
007-7401-576.45-05	Rentals-Other	-	500	500
007-7401-576.49-06	Maintenance Contracts	613	550	550
007-7401-576.49-25	Assessments/Taxes	6,283	7,000	7,000
Total Regional Athletic Complex General Services		201,383	274,563	275,018
Total Regional Athletic Complex Fund Expenditures		995,289	1,147,276	1,157,789

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 Christmas tree recycling, 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 ten programs.

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

There are three maintenance sections which address the ten 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 88 miles of road edge lines, 110 miles of traffic buttons 8,632 street signs and 342 intersections with legends and symbols.

ROADS SECTION

Responsible for snow & ice control, street sweeping, vegetation control encroaching into the right of way as well as sidewalk repair, litter pickup, crack sealing and Christmas tree pickup. Currently we maintain 213 miles of sidewalk and 383 lane miles of road, sweeping on average of 5,400 miles of road generating 1,200 yards of debris each year.

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, 4,996 street lights, and 9 flashing school beacons, and 37 pedestrian crosswalk beacon pairs.

The total 2019 budget for the Transportation Maintenance Division is **\$4,170,390**. In addition to the general operating revenue, the City Street Fund receives State Fuel Tax revenue to partially offset the cost of street maintenance.

2019 PROGRAMS, GOALS AND PRIORITIES

- Continue an active and volunteer oriented Adopt-a-Roadway program and work with Parks Maintenance staff to expand the program to our park trail systems.
- Accomplish preventive maintenance goals on time and within budget.
- Continue inventory backlog of street lights.
- 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	2017 Actual Revenue/Expense	2018 Amended Budget	2019 Adopted Budget
<i>City Street Fund - Revenues</i>				
Revenues				
101-0000-308.00-00	Estimated Beginning Cash	-	-	405,900
101-0000-336.71-00	Multimodal Transpo City	34,057	-	-
101-0000-336.87-00	Motor Vehicle Fuel Tax	678,083	720,760	755,507
101-0000-338.36-00	Signal Maintenance	29,552	23,000	23,000
101-0000-344.81-00	New Development Signage	10,239	5,000	5,000
101-0000-345.83-01	Plan Check Fees	16,116	6,500	15,000
101-0000-345.83-02	Inspection Services	12,672	7,500	15,000
101-0000-348.97-00	Shop Operations Services	16,121	-	-
101-0000-361.10-00	Investment Interest	-	-	7,255
101-0000-361.10-40	LGIP Earnings	-	-	14,040
101-0000-361.11-00	Interest Earnings	19,734	7,000	-
101-0000-367.10-01	Contributions-General	41,283	-	-
101-0000-369.10-00	Sale of Scrap & Surplus	2,839	1,000	1,000
101-0000-369.40-00	Court Fees /Judgments	88,119	-	-
101-0000-397.10-04	Transfer In - Utility Tax	2,407,268	2,538,947	2,778,688
101-0000-397.10-11	Transfer In 102 Fund	200,000	200,000	150,000
101-0000-397.10-12	Transfer In 001,003,005	48,000	-	-
Total Public Works City Street Fund Revenues		3,604,083	3,509,707	4,170,390

Account Number	Description	2017 Actual Revenue/Expense	2018 Amended Budget	2019 Adopted Budget
<i>City Street Fund - Expenditures</i>				
Public Works Street Division				
General Services				
101-4201-543.10-01	Salaries-Regular	253,273	272,246	434,437
101-4201-543.10-05	Salaries-Overtime	5,045	2,200	2,200
101-4201-543.10-06	Salaries-Part-Time	3,136	24,264	24,264
101-4201-543.20-01	Employer Paid Benefits	103,113	110,090	194,935
101-4201-543.20-03	Unemployment Compensation	10,163	20,000	20,000
101-4201-543.31-01	Office & Operating Supply	4,547	3,433	3,433
101-4201-543.31-02	Small Tools & Equipment	84	1,000	1,000
101-4201-543.31-17	Supplies-Uniform Purchase	2,034	3,500	4,300
101-4201-543.41-01	Prof. Svc-Other	1,038	481	481
101-4201-543.42-01	Telecommunications	4,248	2,258	4,750
101-4201-543.43-01	Transportation/Per Diem	1,093	1,815	2,315
101-4201-543.43-02	Dues, Subscriptions, Publ	340	552	552
101-4201-543.43-03	Registrations	690	1,450	1,950
101-4201-543.45-01	Equipment Rental	9,067	9,304	9,370
101-4201-543.45-02	IMS Rental	23,094	19,339	19,919
101-4201-543.45-03	Copier Rental	930	926	926
101-4201-543.46-01	Insurance-Liability	23,326	23,266	25,520
101-4201-543.46-02	Insurance-Fire / Property	601	1,219	1,369
101-4201-543.46-06	AWC-L & I Pool	7,805	2,081	2,081
101-4201-543.47-01	Utility-Electric	7,234	9,090	9,090
101-4201-543.47-02	Utility-City of Lacey	291	1,586	1,586
101-4201-543.47-03	Utility-Natural Gas	621	2,085	2,085
101-4201-543.47-07	Utility-Solid Waste	3,493	3,185	3,185
101-4201-543.48-01	Rep & Maint-Equipment	565	1,027	1,027
101-4201-543.48-03	Rep & Maint-Facilities	1,723	-	-
101-4201-543.49-06	Maintenance Contracts	1,932	1,891	1,891
101-4201-543.49-10	Uniform Contract/Cleaning	86	-	-
101-4201-543.49-23	Custodial	2,641	5,689	5,689
101-4201-543.49-25	Assessments/Taxes	451	2,900	2,900
101-4201-543.49-27	Bad Debt Expense	-	8,785	8,785
101-4201-543.49-35	CDL-Physicals/Licenses	201	600	600
101-4201-543.60-01	Capital Outlays Equipment	-	-	3,000
Total General Services		472,865	536,262	793,640

Account Number	Description	2017 Actual Revenue/Expense	2018 Amended Budget	2019 Adopted Budget
<i>City Street Fund - Expenditures</i>				
Public Works Street Division				
Street Lighting				
101-4204-542.10-01	Salaries-Regular	83,190	102,067	94,602
101-4204-542.10-05	Salaries-Overtime	2,185	500	500
101-4204-542.10-06	Salaries-Part-Time	11,506	6,276	6,276
101-4204-542.20-01	Employer Paid Benefits	42,213	53,475	48,683
101-4204-542.31-17	Supplies-Uniform Purchase	1,399	1,450	2,000
101-4204-542.32-01	Electrical Supplies	267,608	219,500	219,500
101-4204-542.33-01	Small Tools-Electrical	3,746	2,000	2,000
101-4204-542.41-32	Prof. Svc-Utility Locates	-	340	340
101-4204-542.43-02	Dues, Subscriptions, Publ	131	-	-
101-4204-542.43-03	Registrations	1,085	1,500	2,000
101-4204-542.45-01	Equipment Rental	22,662	23,269	23,427
101-4204-542.47-01	Utility-Electric	515,204	613,000	563,000
Total Street Lighting		950,929	1,023,377	962,328
Street Signs & Markers				
101-4205-542.10-01	Salaries-Regular	150,705	160,702	167,465
101-4205-542.10-05	Salaries-Overtime	1,765	790	790
101-4205-542.10-06	Salaries-Part-Time	27,069	36,565	36,565
101-4205-542.20-01	Employer Paid Benefits	71,223	77,109	80,930
101-4205-542.31-01	Office & Operating Supply	887	3,000	3,000
101-4205-542.31-02	Small Tools & Equipment	3,469	6,125	2,400
101-4205-542.31-27	Software Upgrade	-	1,075	1,075
101-4205-542.31-31	Supplies-City Projects	7,890	2,950	2,950
101-4205-542.31-32	Sign Making Supplies	32,093	28,700	28,700
101-4205-542.31-34	Road Marking Supplies	70,775	61,325	81,000
101-4205-542.41-01	Prof. Svc-Other	45,892	41,400	41,400
101-4205-542.41-32	Prof. Svc-Utility Locates	-	50	50
101-4205-542.43-03	Registrations	75	1,500	1,500
101-4205-542.45-01	Equipment Rental	24,928	25,596	25,770
Total Street Signs & Markers		436,771	446,887	473,595
Snow & Ice Removal				
101-4206-542.10-01	Salaries-Regular	21,299	20,248	24,409
101-4206-542.10-05	Salaries-Overtime	2,105	3,500	3,500
101-4206-542.20-01	Employer Paid Benefits	11,187	10,249	12,567
101-4206-542.31-01	Office & Operating Supply	8,626	10,000	10,000

Account Number	Description	2017 Actual Revenue/Expense	2018 Amended Budget	2019 Adopted Budget
<i>City Street Fund - Expenditures</i>				
Public Works Street Division				
Snow & Ice Removal- Continued				
101-4206-542.45-01	Equipment Rental	22,662	23,269	23,427
101-4206-542.60-03	Capital Outlays-Improv	-	-	358,900
Total Snow & Ice Removal		65,879	67,266	432,803
Street Cleaning				
101-4207-542.10-01	Salaries-Regular	3,576	3,808	3,954
101-4207-542.10-05	Salaries-Overtime	2	300	300
101-4207-542.20-01	Employer Paid Benefits	1,908	1,829	2,078
101-4207-542.31-01	Office & Operating Supply	26	600	600
Total Street Cleaning		5,512	6,537	6,932
Roadside Maintenance				
101-4208-542.10-01	Salaries-Regular	102,946	107,906	115,772
101-4208-542.10-05	Salaries-Overtime	4,857	200	200
101-4208-542.10-06	Salaries-Part-Time	19,166	17,149	17,149
101-4208-542.20-01	Employer Paid Benefits	58,925	59,905	65,560
101-4208-542.31-01	Office & Operating Supply	13,726	12,900	12,900
101-4208-542.31-02	Small Tools & Equipment	5,426	3,000	3,000
101-4208-542.34-01	Fuel	1,518	1,750	1,750
101-4208-542.41-01	Prof. Svc-Other	13,367	6,000	6,000
101-4208-542.41-16	Prof. Svc-Parks	334,128	334,327	322,839
101-4208-542.41-47	Prof. Svc-Tree Inspection	17,230	2,000	2,000
101-4208-542.45-01	Equipment Rental	54,904	55,845	56,225
Total Roadside Maintenance		626,193	600,982	603,395
Roadway Maintenance				
101-4209-542.10-01	Salaries-Regular	80,159	73,174	77,004
101-4209-542.10-05	Salaries-Overtime	468	400	400
101-4209-542.10-06	Salaries-Part-Time	21,165	22,865	22,865
101-4209-542.20-01	Employer Paid Benefits	46,641	40,371	44,307
101-4209-542.20-03	Unemployment Compensation	-	60	60
101-4209-542.31-01	Office & Operating Supply	54,803	22,000	22,000
101-4209-542.31-02	Small Tools & Equipment	3,148	-	-
101-4209-542.41-01	Prof. Svc-Other	-	21,000	21,000
101-4209-542.43-03	Registrations	-	3,000	3,000
101-4209-542.45-01	Equipment Rental	58,920	60,498	60,911

Account Number	Description	2017 Actual Revenue/Expense	2018 Amended Budget	2019 Adopted Budget
<i>City Street Fund - Expenditures</i>				
Public Works Street Division				
Roadway Maintenance-Continued				
101-4209-542.45-05	Rentals-Other	15,791	11,000	11,000
101-4209-542.48-15	Rep & Maint-Grounds	-	12,000	12,000
Total Roadway Maintenance		281,095	266,368	274,547
Sidewalk Maintenance				
101-4210-542.10-01	Salaries-Regular	53,560	55,359	57,859
101-4210-542.10-05	Salaries-Overtime	1,278	100	100
101-4210-542.10-06	Salaries-Part-Time	6,919	14,219	14,219
101-4210-542.20-01	Employer Paid Benefits	29,140	29,035	31,566
101-4210-542.31-01	Office & Operating Supply	5,582	2,000	2,000
101-4210-542.31-02	Small Tools & Equipment	237	4,500	4,500
101-4210-542.41-01	Prof. Svc-Other	87,998	55,000	80,000
101-4210-542.45-01	Equipment Rental	9,064	9,307	9,371
101-4210-542.60-01	Capital Outlays-Equipment	-	-	47,000
Total Sidewalk Maintenance		193,778	169,520	246,615
Traffic Control Device/Electrical				
101-4211-542.10-01	Salaries-Regular	56,424	83,236	71,122
101-4211-542.10-05	Salaries-Overtime	14,393	200	2,000
101-4211-542.10-06	Salaries-Part-Time	4,243	13,808	13,808
101-4211-542.20-01	Employer Paid Benefits	32,162	41,529	36,369
101-4211-542.32-01	Electrical Supplies	24,453	27,572	27,572
101-4211-542.33-01	Small Tools-Electrical	410	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	6,584	5,660	8,250
101-4211-542.45-01	Equipment Rental	24,928	25,596	25,770
101-4211-542.47-01	Utility-Electric	64,994	80,000	80,000
Total Traffic Control Device/Electrical		228,591	280,851	268,141
Electrical Other				
101-4212-543.10-01	Salaries-Regular	57,910	68,770	66,983
101-4212-543.10-05	Salaries-Overtime	500	500	500
101-4212-543.10-06	Salaries-Part-Time	3,951	3,766	3,766
101-4212-543.20-01	Employer Paid Benefits	27,542	32,971	31,495

Account Number	Description	2017 Actual Revenue/Expense	2018 Amended Budget	2019 Adopted Budget
<i>City Street Fund - Expenditures</i>				
Public Works Street Division				
Electrical Other - Continued				
101-4212-543.31-01	Office & Operating Supply	621	500	500
101-4212-543.32-01	Electrical Supplies	10,903	4,650	4,650
101-4212-543.33-01	Small Tools-Electrical	396	500	500
Total Electrical Other		101,823	111,657	108,394
Total Public Works City Street Fund Expenditures		3,363,436	3,509,707	4,170,390



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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 2019, budgeted expenditures are **\$6,235,992**.

2019 PROGRAMS, GOALS AND PRIORITIES

- College Street & 22nd Avenue Roundabout
- Hawks Prairie Road/Marvin Road Roundabout Design
- LED Street Lighting
- Ruddell Road Sidewalk/Retaining Walls
- College Street & Yelm Highway Pavement Rehabilitation
- Miscellaneous 2019 Minor Projects

Account Number	Description	2017 Actual Revenue/Expense	2018 Amended Budget	2019 Adopted Budget
<i>Arterial Street Fund - Revenues</i>				
Arterial Streets				
102-0000-308.00-00	Estimated Beginning Cash	-	1,147,193	1,126,950
102-0000-317.34-00	Real Estate Excise Tax 1	2,999,228	1,850,000	2,000,000
102-0000-333.20-20	20.205 Highway Planning	518,565	-	-
102-0000-334.03-61	WADOT	1,313,560	2,440,459	-
102-0000-334.03-80	03.8x Trans Improv Board	2,718,373	2,036,869	-
102-0000-336.71-00	Multimodal Transpo City	15,924	-	-
102-0000-336.88-00	Motor Vehicle Fuel Tax	317,049	337,004	353,250
102-0000-336.89-00	MVA Transpo City	43,734	68,667	70,740
102-0000-339.22-02	DOT/ Hwy Planning & Const	-	538,256	1,445,001
102-0000-344.85-00	Mitigation/Impact Fees	1,916,973	633,507	384,194
102-0000-361.10-00	Investment Interest	-	-	101,617
102-0000-361.10-40	LGIP Earnings	-	-	198,415
102-0000-361.11-00	Interest Earnings	203,232	175,000	52,625
102-0000-362.60-10	Lease - Rental House	48,747	50,000	50,000
102-0000-367.27-00	Developer Contribution	-	25,000	700
102-0000-397.00-00	Transfers In	-	200,000	452,500
Total Public Works Arterial Street Fund Revenues		10,095,385	9,501,955	6,235,992

Account Number	Description	2017 Actual Revenue/Expense	2018 Amended Budget	2019 Adopted Budget
<i>Arterial Street Fund - Expenditures</i>				
Public Works Arterial Streets				
Street and Transportation Improvements				
102-4101-595.90-01	Preliminary Engineering	190,499	211,378	505,000
102-4101-595.90-02	Right of Way	615,236	690,000	234,000
102-4101-595.90-03	Road Way	6,327,327	7,327,110	4,564,774
102-4101-595.90-05	Construction Engineering	582,387	893,467	532,218
102-4101-595.90-08	Street Lighting	22,392	-	-
102-4101-595.90-09	Traffic Control Devices	681,801	-	-
102-4101-595.90-11	Const Admin & Fac Maint	31,868	-	-
102-4101-595.90-13	Side Walks-ADA	6,207	50,000	50,000
102-4101-595.90-14	Signal Timing	-	15,000	35,000
102-4101-595.90-15	Pavement Mgmt System	-	65,000	65,000
102-4101-595.90-16	Pavement Restoration/PMS	-	50,000	100,000
102-4101-597.02-09	Transfer Out 101 Fund	200,000	200,000	150,000
102-4101-597.11-01	Transfer Out 001 Fund	117,600	-	-
Total Public Works Arterial Street Fund Expenditures		8,775,317	9,501,955	6,235,992



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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 requiring a simple majority vote:

- The TBD revenue is generated by a 0.2% Sales Tax Increase.
- The fund has a sunset duration of 10 years after enactment.

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 2019 the operating budget will be **\$6,513,926**.

2019 PROJECTS, GOALS AND PRIORITIES

Repair the following streets:

- College Street (from Yelm Highway to 37th Avenue SE)
- Yelm Highway (Ruddell Road to the western City limits)

Account Number	Description	2017 Actual Revenue/Expense	2018 Amended Budget	2019 Adopted Budget
<i>Transportation Improvement Fund - Revenues</i>				
Revenues				
103-0000-308.00-00	Estimated Beginning Cash	-	23,539	-
103-0000-313.21-00	Sales Taxes -TBD	1,322,329	2,116,448	2,303,245
103-0000-334.03-61	WADOT	-	-	4,200,000
103-0000-361.10-00	Investment Interest	-	-	2,312
103-0000-361.10-40	LGIP Earnings	-	-	4,079
103-0000-361.11-00	Interest Earnings	467	5,000	4,290
Total Transportation Improvement Fund Revenues		1,322,796	2,144,987	6,513,926

Account Number	Description	2017 Actual Revenue/Expense	2018 Amended Budget	2019 Adopted Budget
<i>Transportation Improvement Fund - Expenditures</i>				
Transportation Benefit District				
Transportation Improvements				
103-4301-508.30-00	Restricted Funds	-	121,448	329,926
103-4301-595.90-01	Preliminary Engineering	46,160	200,000	100,000
103-4301-595.90-03	Road Way	-	1,688,539	5,353,920
103-4301-595.90-05	Construction Engineering	-	135,000	730,080
Total Transportation Improvement Fund Expenditures		46,160	2,144,987	6,513,926



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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 2019 are estimated at \$495,000. 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 services performed by the Lacey Chamber of Commerce, Visitor and Convention Bureau, Washington Center for the Performing Arts, and publication of promotional materials. Community Events include Lacey Fun Fair, Jazz Festival, Senior Games, Mushroom Festival, South Sound BBQ Festival, Ethnic Celebration, Concerts in the Park series, S.T.E.M. Fair, July 3rd Fireworks and Concert and St. Martin's Dragon Boat Festival. This budget also provides support to maintain and operate the Regional Athletic Complex (RAC), as well as provide funding for special events held at the RAC.

BUDGET SUMMARY

The total 2019 budget for the Lodging Tax Fund is **\$592,000**.

The Lodging Tax budget is divided into 2 categories:

- Contracted Services
- Performing Arts & Events

Account Number	Description	2017 Actual Revenue/Expense	2018 Amended Budget	2019 Adopted Budget
<i>Lodging Tax Fund - Revenues</i>				
Revenues				
109-0000-308.00-00	Estimated Beginning Cash	-	16,500	85,000
109-0000-313.30-00	Hotel/Motel Taxes	485,697	475,000	495,000
109-0000-361.10-00	Investment Interest	-	-	4,000
109-0000-361.10-40	LGIP Earnings	-	-	8,000
109-0000-361.11-00	Interest Earnings	8,020	7,000	-
Total Lodging Tax Fund Revenues		493,717	498,500	592,000

Account Number	Description	2017 Actual Revenue/Expense	2018 Amended Budget	2019 Adopted Budget
<i>Lodging Tax Fund - Expenditures</i>				
Council / Parks and Recreation				
Contracted Services				
109-0401-573.49-51	Promotion-Community Event	119,125	120,000	189,500
109-0401-575.49-33	Chamber of Commerce	35,000	57,000	51,000
109-0401-575.49-34	Washington Center	18,000	20,000	25,000
109-0401-575.49-38	Visitor/Convention Bureau	80,000	80,000	100,000
109-0401-597.10-08	Transfer Out 007 Fund	150,000	165,500	163,000
109-0401-597.11-01	Transfer Out 001 Fund	48,500	48,500	48,500
Total Contracted Services		450,625	491,000	577,000
Performing Arts & Parks Events				
109-0601-573.49-52	Promotion-Parks Events	5,000	-	-
109-0601-573.49-54	Concert Series/Events	5,999	7,500	15,000
Total Performing Arts & Parks Events		10,999	7,500	15,000
Total Lodging Tax Fund Expenditures		461,324	498,500	592,000



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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 received CDBG grant funding for housing rehabilitation, low-income apartment complex acquisition, a child care and family services center, and a new senior center.

BUDGET SUMMARY

The total 2019 budget for the Community Development Block Grant (CDBG) Fund is **\$263**.

Account Number	Description	2017 Actual Revenue/Expense	2018 Amended Budget	2019 Adopted Budget
<i>Community Development Block Grant Fund - Revenues</i>				
Revenues				
120-0000-361.10-00	Investment Interest	-	-	89
120-0000-361.10-40	LGIP Earnings	-	-	174
120-0000-361.11-00	Interest Earnings	177	200	-
Total Community Development Block Grant Fund Revenues		177	200	263

Account Number	Description	2017 Actual Revenue/Expense	2018 Amended Budget	2019 Adopted Budget
<i>Community Development Block Grant Fund - Expenditures</i>				
Public Affairs and Community Relations				
General Services				
120-3701-508.30-00	Restricted Funds	-	200	263
Total Community Development Block Grant Fund Expenditures		-	200	263



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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 amount of money to be raised by special assessments is approximately \$51,000 per year.

BUDGET SUMMARY

For 2019 the operating budget will be **\$52,023**.

2019 PROJECTS, GOALS AND PRIORITIES

- Adopt a Lake Management Plan to control or remove invasive plants.
- Implement plan recommendations to remove or control undesired plant growth that impacts 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	2017 Actual Revenue/Expense	2018 Amended Budget	2019 Adopted Budget
<i>Hicks Lake Management District Fund - Revenues</i>				
Revenues				
130-0000-308.00-00	Estimated Beginning Cash	-	30,000	-
130-0000-334.03-13	Dept of Ecology	10,010	-	-
130-0000-359.60-03	HLMD#1 Delq. Penalties	24	-	-
130-0000-361.10-00	Investment Interest	-	-	325
130-0000-361.10-40	LGIP Earnings	-	-	607
130-0000-361.11-10	HLMD#1 Invest Interest	11	-	16
130-0000-361.41-20	HLMD#1 Delq. interest	26	-	75
130-0000-368.50-10	Hicks LMD#1	47,138	51,000	51,000
130-0000-397.10-15	Transfer In 401 Fund	39,834	-	-
Total Hicks Lake Management Fund Revenues		97,043	81,000	52,023

Account Number	Description	2017 Actual Revenue/Expense	2018 Amended Budget	2019 Adopted Budget
<i>Hicks Lake Management District Fund - Expenditures</i>				
Hicks Lake Management				
General Services				
130-0401-553.41-70	Hicks Lake Mgmt Dist	30,831	81,000	52,023
Total Hicks Lake Management Fund Expenditures		30,831	81,000	52,023



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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, 2018 is \$6,135,000. The total outstanding Limited Tax General Obligation debt as of September 30, 2018 is \$4,685,000.

The total 2019 debt service budget is **\$1,705,678**.

Account Number	Description	2017 Actual Revenue/Expense	2018 Amended Budget	2019 Adopted Budget
<i>G. O. Bond Fund - Revenues</i>				
Revenues				
201-0000-311.10-00	Property Taxes-Current	1,116,678	1,124,726	1,123,650
201-0000-311.15-00	Property Taxes-Delinquent	8,290	7,500	7,500
201-0000-361.10-00	Investment Interest	-	-	2,611
201-0000-361.10-40	LGIP Earnings	-	-	4,913
201-0000-361.11-00	Interest Earnings	8,064	3,000	2,804
201-0000-397.10-05	Transfer In 307 Fund	569,900	560,900	564,200
Total General Obligation Bond Fund Revenues		1,702,932	1,696,126	1,705,678

Account Number	Description	2017 Actual Revenue/Expense	2018 Amended Budget	2019 Adopted Budget
<i>G. O. Bond Fund - Expenditures</i>				
G.O. Debt - Finance				
G.O. Debt Supported				
201-1904-591.70-17	2010 Refunding (2002 Fire)	380,000	390,000	405,000
201-1904-591.70-18	2012 Refunding(2003 Parks)	275,000	280,000	285,000
201-1904-591.70-19	2015 UTGO RFDG (06 Parks)	250,000	260,000	265,000
201-1904-592.80-17	Interest UTGO 2010 Refund	74,875	63,475	50,800
201-1904-592.80-18	Interest UTGO 2012 Refund	47,300	41,800	36,200
201-1904-592.80-19	2015 UTGO RFDG (06 PARKS)	104,450	96,950	89,150
Total G.O. Debt Supported		1,131,625	1,132,225	1,131,150
L.T.G.O. & Loans				
201-1905-508.50-00	Assigned Funds	-	3,001	10,328
201-1905-591.70-16	Principal LTGO 2007	380,000	-	-
201-1905-591.70-20	2015 LTGO RFDG (07 RAC)	-	390,000	405,000
201-1905-592.80-16	Interest LTGO 2007	19,000	-	-
201-1905-592.80-20	2015 LTGO RFDG (07 RAC)	170,900	170,900	159,200
Total L.T.G.O. & Loans		569,900	563,901	574,528
Total General Obligation Bond Fund Expenditures		1,701,525	1,696,126	1,705,678



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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. There is no debt owing in this fund.

BUDGET SUMMARY

The total 2019 budget is **\$108,804**.

Account Number	Description	2017 Actual Revenue/Expense	2018 Amended Budget	2019 Adopted Budget
<i>L.I.D. Bond Fund - Revenues</i>				
Revenues				
202-0000-361.10-00	Investment Interest	-	-	13,904
202-0000-361.10-40	LGIP Earnings	-	-	27,202
202-0000-361.11-00	Interest Earnings	29,241	20,000	10,007
202-0000-361.55-06	Interest-LID 19	43,963	-	-
202-0000-366.10-10	Interest - (451) (ULID23)	19,898	19,186	18,445
202-0000-368.10-06	Principal-LID 19	122,509	-	-
202-0000-381.20-10	Loan Repayment 451 Fund	-	18,080	18,821
202-0000-397.11-50	Transfer In 450 Fund	19,350	20,425	20,425
Total L.I.D. Bond Fund Revenues		234,961	77,691	108,804

Account Number	Description	2017 Actual Revenue/Expense	2018 Amended Budget	2019 Adopted Budget
<i>L.I.D. Bond Fund - Expenditures</i>				
L.I.D. Debt - Finance				
202-1906-508.50-00	Assigned Funds	-	77,691	108,804
Total L.I.D. Bond Fund Expenditures		-	77,691	108,804



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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 2019 budget is **\$567,901**.

2019 PROGRAMS, GOALS AND PRIORITIES

- Privacy Walls at the Customer Services/Utility Billing Counter
- Library Family Restroom
- Library Service Desk Improvements
- New Transportation Building

Account Number	Description	2017 Actual Revenue/Expense	2018 Amended Budget	2019 Adopted Budget
<i>Building Improvement Fund - Revenues</i>				
Revenues				
301-0000-308.00-00	Estimated Beginning Cash	-	896,635	415,000
301-0000-361.10-00	Investment Interest	-	-	17,866
301-0000-361.10-40	LGIP Earnings	-	-	35,035
301-0000-361.11-00	Interest Earnings	37,672	25,000	-
301-0000-367.10-01	Contributions-General	50	-	-
301-0000-397.00-00	Transfers In	-	40,000	-
301-0000-397.01-00	Transfer In 302 Fund	47,057	-	-
301-0000-397.11-01	Transfer In 001,003,005	627,317	964,016	100,000
Total Building Improvement Fund Revenues		712,096	1,925,651	567,901

Account Number	Description	2017 Actual Revenue/Expense	2018 Amended Budget	2019 Adopted Budget
<i>Building Improvement Fund - Expenditures</i>				
City Facilities Development				
301-0101-508.90-00	Unassigned Funds	-	12,500	52,901
301-0101-514.60-01	Capital Outlays-Equipment	64	-	-
301-0101-514.60-03	Capital-Improvements	59,485	738,796	140,000
301-0101-514.60-04	Capital Outlay-Buildings	278,597	1,174,355	375,000
Total Building Improvement Fund Expenditures		338,146	1,925,651	567,901



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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 2019 budget is **\$2,294,337**.

2019 PROGRAMS, GOALS AND PRIORITIES

A full listing of Capital Equipment expenditures is provided in the Budget Summary section of this document. The majority of the capital budgeted in this fund is for reserves for future equipment replacements and a transfer to the Current Expense Fund for committed reserves.

Account Number	Description	2017 Actual Revenue/Expense	2018 Amended Budget	2019 Adopted Budget
<i>Capital Equipment Fund - Revenues</i>				
Revenues				
302-0000-308.00-00	Estimated Beginning Cash	-	530,295	500,000
302-0000-321.91-01	PEG Fees	36,648	38,500	38,500
302-0000-361.10-00	Investment Interest	-	-	11,051
302-0000-361.10-40	LGIP Earnings	-	-	21,381
302-0000-361.11-00	Interest Earnings	40,912	17,500	34,774
302-0000-361.50-05	WA Local - TCOMM	3,440	6,790	2,562
302-0000-367.00-00	Contributions	6,000	3,000	3,000
302-0000-368.10-05	Local - TCOMM	-	166,571	170,798
302-0000-397.10-04	Transfer In - Utility Tax	510,902	772,872	426,696
302-0000-397.11-01	Transfer In 001,003,005	248,079	1,218,380	1,085,575
Total Capital Equipment Fund Revenues		845,981	2,753,908	2,294,337

Account Number	Description	2017 Actual Revenue/Expense	2018 Amended Budget	2019 Adopted Budget
<i>Capital Equipment Fund - Expenditures</i>				
General Fund Capital				
Capital Equipment				
302-0102-519.64-01	Capital-Council	15,126	-	-
302-0102-519.64-03	Capital-Human Resources	4,493	-	3,430
302-0102-519.64-04	Capital-Community Relatio	128,877	351,155	500,000
302-0102-519.64-05	Capital-Finance	2,475	3,430	2,050
302-0102-519.64-06	Capital-Common Facilities	61,187	83,797	426,500
302-0102-519.64-10	Capital-Police	51,347	97,380	141,861
302-0102-519.64-11	Capital-Public Works-Admi	1,858	39,430	13,000
302-0102-519.64-12	Capital-Public Works-Pks	221,501	151,700	112,179
302-0102-519.64-15	Capital-Community Develop	71,587	30,000	-
302-0102-519.64-16	Capital-Parks & Recreatio	3,911	46,926	330,054
302-0102-519.64-17	Capital-City Streets	39,489	95,696	56,501
302-0102-519.64-20	Public Ed & Govt Prog	23,008	38,500	38,500
302-0102-554.48-00	Repairs & Maintenance	4,113	2,500	2,500
302-0102-594.60-08	Replace Res-Child Care	11,175	20,500	20,500
302-0102-594.60-09	Replacement Res-Equipment	5,394	353,902	353,902
302-0102-594.60-10	Replacement Res-Facility	-	80,000	80,000
302-0102-597.01-05	Transfer Out 301 Fund	47,057	40,000	-
302-0102-597.11-03	Transfer Out 303 Fund	-	42,686	-
302-0102-597.11-07	Transfer Out 307 Fund	-	67,945	-
Total Capital Equipment		692,598	1,545,547	2,080,977
Projects				
302-0104-514.60-06	Capital-City Hall Repairs	-	20,000	20,000
302-0104-542.60-02	Capital-Streetscaping	-	20,000	20,000
302-0104-559.60-01	Economic Development	22,000	995,000	-
Total Projects		22,000	1,035,000	40,000
Capital Debt Service				
302-0105-591.79-05	Local - TCOMM 911 Princip	163,272	166,571	170,798
302-0105-592.89-05	Local-TCOMM 911 Interest	10,088	6,790	2,562
Total Capital Debt Service		173,360	173,361	173,360
Total Capital Equipment Fund Expenditures		887,958	2,753,908	2,294,337



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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. Maintenance and operating dollars are transferred from this fund for Rainier Vista Community Park, the Regional Athletic Complex, Woodland Creek Community Park, the Lacey Woodland Trail and Huntamer Park.

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 2019 budget is **\$1,169,865**. This includes a transfer out of \$381,504 to the Current Expense Fund to cover the cost of maintaining Rainier Vista Community Park and \$291,449 to the RAC for ongoing maintenance. The RAC is the sole responsibility of the City as a result of an agreement that allowed Thurston County to transfer ownership and responsibility of the RAC to the City. A financial settlement was included in the agreement, and funds were still available for 2019 and a long-term financial plan has been developed.

Account Number	Description	2017 Actual Revenue/Expense	2018 Amended Budget	2019 Adopted Budget
<i>Parks and Open Space Fund - Revenues</i>				
Revenues				
303-0000-308.00-00	Estimated Beginning Cash	-	413,445	618,295
303-0000-361.10-00	Investment Interest	-	-	6,171
303-0000-361.10-40	LGIP Earnings	-	-	12,137
303-0000-361.11-00	Interest Earnings	15,065	13,000	-
303-0000-362.50-20	Lease - Facilities	8,509	-	-
303-0000-362.60-10	Lease - Rental House	11,166	13,000	13,000
303-0000-397.00-00	Transfers In	-	42,686	-
303-0000-397.10-04	Transfer In - Utility Tax	506,814	558,869	520,262
Total Parks and Open Space Fund Revenues		541,554	1,041,000	1,169,865

Account Number	Description	2017 Actual Revenue/Expense	2018 Amended Budget	2019 Adopted Budget
<i>Parks and Open Space Fund - Expenditures</i>				
Parks and Recreation				
Acquisition and Park Improvements				
303-0106-519.25-02	Other	19,000	-	-
303-0106-576.48-03	Rep & Maint-Facilities	13,143	-	-
303-0106-576.60-03	Capital-Improvements	126,076	290,493	53,500
303-0106-576.60-04	Capital Outlay-Buildings	4,174	-	-
303-0106-597.02-10	Transfer Out 307 Fund	-	-	394,730
303-0106-597.10-08	Transfer Out 007 Fund	270,515	331,276	340,131
303-0106-597.11-01	Transfer Out 001 Fund	391,057	419,231	381,504
Total Parks and Open Space Fund Expenditures		823,965	1,041,000	1,169,865



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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 2019 budget is **\$1,569,223** for capital improvements.

This budget accounts for the \$564,200 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.

2019 PROGRAMS, GOALS AND PRIORITIES

- Synthetic Infield Replacement (Fields #3 and #4)
- Installation of Fencing (Softball Fields #1 and #2)

Account Number	Description	2017 Actual Revenue/Expense	2018 Amended Budget	2019 Adopted Budget
<i>Regional Athletic Complex Capital Fund - Revenues</i>				
Revenues				
307-0000-308.00-00	Estimated Beginning Cash	-	574,695	-
307-0000-338.10-10	Capital Area - PFD	1,042,819	979,637	1,123,633
307-0000-361.10-00	Investment Interest	-	-	13,168
307-0000-361.10-40	LGIP Earnings	-	-	28,136
307-0000-361.11-00	Interest Earnings	10,944	5,000	9,556
307-0000-397.00-00	Transfers In	-	67,945	-
307-0000-397.10-01	Transfer In 303 Fund	-	-	394,730
307-0000-397.10-12	Transfer In 001,003,005	150,000	-	-
Total Regional Athletic Complex Capital Fund Revenues		1,203,763	1,627,277	1,569,223

Account Number	Description	2017 Actual Revenue/Expense	2018 Amended Budget	2019 Adopted Budget
<i>Regional Athletic Complex Capital Fund - Expenditures</i>				
Parks and Recreation				
Regional Athletic Complex Capital				
307-0106-508.50-00	Assigned Funds	-	397,337	602,293
307-0106-576.60-01	Capital Outlays-Equipment	34,910	18,400	85,884
307-0106-576.60-03	Capital-Improvements	12,325	642,640	308,846
307-0106-576.62-18	PFD - Administrative Cost	1,987	8,000	8,000
307-0106-597.69-03	Transfer Out 201 Fund	569,900	560,900	564,200
Total Regional Athletic Complex Capital Fund Expenditures		619,122	1,627,277	1,569,223



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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. Virtually 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.

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 operating the system, repairs and preventive maintenance. Planning, capital improvements, regulatory compliance, community education/outreach, design and capital programming, development review, and source development are provided by the Water Resources and Engineering Divisions. Water Utility maintenance services are provided by 22 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 six programs.

- Supervision and Support
- Utility Billing
- Production and Storage
- Maintenance - Water
- Cross Connection Control
- Water Quality
- Reclaimed Water

The 2019 operating budget for the Utility is **\$13,209,546**. Water revenues are obtained from water rates with no support from the City's operating levy or general fund.

2019 PROGRAMS, GOALS AND PRIORITIES

- Pursue water rights to meet future demand requirements.
- 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 2016 through 2019. 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.

2019 Rates and Cost Per 100 Cubic Feet (1)

	2016	2017	2018	2019
Base Rate	\$14.28	\$15.21	\$15.67	\$16.14
First 600 c.f.	1.1887	1.2660	1.3040	1.3431
Tier 2 (601 to 1,200 c.f.)Per 100 c.f.	2.7904	2.9717	3.0609	3.1527
Tier 3 (1,201 to 2,400 c.f.)Per 100 c.f.	3.5663	3.7981	3.9120	4.0294
Tier 4 (2401 plus)Per 100 c.f.	4.7621	5.0716	5.2238	5.3805

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

Description	2016	2017	2018	2019
Base Rate	\$14.28	\$15.21	\$15.67	\$16.14
Consumption	15.50	16.51	17.00	17.52
Total (1)	\$29.78	\$31.72	\$32.67	\$33.66

The City of Lacey engaged the services of a rate consultant to prepare a multi-year water rate study in conjunction with the preparation of its water comprehensive plan update. The 2013-2017 Rate Study determined that 6.5% per year rate increases were necessary to address ongoing operation, maintenance, and replacement costs and to fund the capital improvement plan and related debt. 2018-2019 includes a 3% inflationary rate increase. The Water Comprehensive plan is currently being updated and will include a multi-tier rate recommendation.

(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	2017 Actual Revenue/Expense	2018 Amended Budget	2019 Adopted Budget
<i>Water Utility Fund - Revenues</i>				
Revenues				
401-0000-308.00-00	Estimated Beginning Cash	-	257,092	150,038
401-0000-343.05-00	Shut-Offs	23,500	36,000	15,000
401-0000-343.40-01	Sales	11,541,229	10,689,666	11,293,093
401-0000-343.40-02	Penalties	290,320	300,000	300,000
401-0000-345.83-00	Plan Checking Fees	-	8,539	8,539
401-0000-345.83-01	Plan Check Fees	9,830	-	-
401-0000-345.83-02	Inspection Services	21,762	16,205	16,205
401-0000-361.10-00	Investment Interest	-	-	26,081
401-0000-361.10-40	LGIP Earnings	-	-	51,283
401-0000-361.11-00	Interest Earnings	71,345	50,000	82,302
401-0000-362.51-00	Cell Tower Lease	162,161	150,000	150,000
401-0000-362.90-00	Hydrant Meter Rental	42,029	20,000	20,000
401-0000-369.10-00	Sale of Scrap & Surplus	2,839	-	-
401-0000-369.11-00	Sale of Meters	166,703	150,000	200,000
401-0000-369.40-00	Court Fees /Judgments	5,306	-	-
401-0000-369.81-00	Cash Over & Short	2	-	-
401-0000-369.90-00	Other Misc Revenue	46	750	750
401-0000-369.90-01	Olympia Share WCGRRF M&O	5,471	-	-
401-0000-369.97-00	Escrow Search Fees	-	9,500	9,500
401-0000-397.11-01	Transfer In 001,003,005	746,192	803,519	886,755
Total Water Utility Fund Revenues		13,088,735	12,491,271	13,209,546

Account Number	Description	2017 Actual Revenue/Expense	2018 Amended Budget	2019 Adopted Budget
<i>Water Utility Fund - Expenditures</i>				
Public Works Water Division				
General Services				
401-3401-534.10-01	Salaries-Regular	528,217	592,571	640,564
401-3401-534.10-05	Salaries-Overtime	26,619	35,000	35,000
401-3401-534.20-01	Employer Paid Benefits	223,389	282,435	299,838
401-3401-534.20-42	GASB68 Pension Expense	(293,926)	-	-
401-3401-534.31-01	Office & Operating Supply	11,002	8,757	11,757
401-3401-534.31-02	Small Tools & Equipment	81	500	500
401-3401-534.31-17	Supplies-Uniform Purchase	9,047	5,412	8,412
401-3401-534.31-27	Software Upgrade	3,867	2,000	2,000
401-3401-534.41-01	Prof. Svc-Other	12,132	10,000	10,000
401-3401-534.41-02	Prof. Svc-Engineering	514,482	531,693	575,018
401-3401-534.41-05	Prof. Svc-Audit	7,038	9,425	9,425
401-3401-534.41-15	Prof. Svc-Legal	10,152	20,000	20,000
401-3401-534.41-17	Prof. Svc-Water Resources	664,818	784,808	773,750
401-3401-534.41-32	Prof. Svc-Utility Locates	4,424	2,000	2,000
401-3401-534.41-45	Long Lake Mgmt Dist	5,702	7,500	7,500
401-3401-534.42-01	Telecommunications	1,825	880	6,000
401-3401-534.43-01	Transportation/Per Diem	153	8,372	11,372
401-3401-534.43-02	Dues, Subscriptions, Publ	6,894	5,128	5,128
401-3401-534.43-03	Registrations	6,862	26,730	30,330
401-3401-534.45-01	Equipment Rental	3,918	3,691	4,209
401-3401-534.45-02	IMS Rental	166,848	174,769	180,012
401-3401-534.45-03	Copier Rental	1,396	2,280	2,280
401-3401-534.45-08	Lease Miscellaneous	389	6,900	6,900
401-3401-534.46-01	Insurance-Liability	40,719	40,613	44,547
401-3401-534.46-02	Insurance-Fire/Property	1,478	1,705	1,637
401-3401-534.47-01	Utility-Electric	8,278	8,465	8,465
401-3401-534.47-02	Utility-City of Lacey	11,487	4,500	4,500
401-3401-534.47-03	Utility Gas	1,931	3,706	3,706
401-3401-534.47-07	Utility-Solid Waste	8,600	8,300	8,300
401-3401-534.48-01	Rep & Maint-Equipment	1,390	2,528	2,528
401-3401-534.48-03	Rep & Maint-Facilities	6,877	2,000	2,000
401-3401-534.49-02	Printing & Binding	-	500	500
401-3401-534.49-03	Recording Fees	7,840	5,000	5,000
401-3401-534.49-06	Maintenance Contracts	5,891	5,655	5,655
401-3401-534.49-10	Uniform Contract/Cleaning	388	1,000	1,000

Account Number	Description	2017 Actual Revenue/Expense	2018 Amended Budget	2019 Adopted Budget
<i>Water Utility Fund - Expenditures</i>				
Public Works Water Division				
General Services-Continued				
401-3401-534.49-23	Custodial	6,502	14,004	14,004
401-3401-534.49-25	Assessments/Taxes	2,882	2,010	2,010
401-3401-534.49-35	CDL-Physicals/Licenses	1,238	210	210
401-3401-534.50-90	Indirect Cost Plan Charge	-	458,073	478,808
401-3401-534.60-01	Capital Outlays-Equipment	-	160,100	21,042
401-3401-534.60-03	Capital Outlay-Bldg Impro	-	6,290	-
401-3401-597.01-01	Transfer Out 102 Fund	-	200,000	-
401-3401-597.01-13	Transfer Out 130 Fund	39,834	-	-
Total General Services		2,060,664	3,445,510	3,245,907
Customer Service				
401-3402-514.10-01	Salaries-Regular	364,297	440,730	421,503
401-3402-514.10-05	Salaries-Overtime	1,270	100	100
401-3402-514.20-01	Employer Paid Benefits	163,760	200,772	200,508
401-3402-514.31-01	Office & Operating Supply	16,033	4,000	4,000
401-3402-514.31-02	Small Tools & Equipment	-	500	500
401-3402-514.31-17	Supplies-Uniform Purchase	218	650	650
401-3402-514.31-37	Meters	192,500	100,000	100,000
401-3402-514.41-25	Prof. Svc-Computer	-	750	750
401-3402-514.42-01	Telecommunications	7,734	21,500	10,000
401-3402-514.42-02	Communications-Postage	301	110,000	1,000
401-3402-514.43-01	Transportation/Per Diem	-	2,140	2,140
401-3402-514.43-03	Registrations	420	990	990
401-3402-514.45-01	Equipment Rental	15,711	14,797	16,878
401-3402-514.45-02	IMS Rental	37,177	38,942	40,110
401-3402-514.46-06	AWC-L & I Pool	12,422	3,312	3,312
401-3402-514.48-01	Rep & Maint-Equipment	4,674	150	150
401-3402-514.49-01	Excise Taxes	720,413	758,703	817,010
401-3402-514.49-02	Printing & Binding	1,408	8,900	8,900
401-3402-514.49-06	Maintenance Contracts	171,485	101,750	185,000
401-3402-514.49-10	Uniform Contract/Cleaning	-	500	500
401-3402-514.49-27	Bad Debt Expense	2,874	6,600	6,600
401-3402-514.49-30	Software Maintenance	4,834	1,000	1,000
401-3402-514.49-60	Contractual Services	257,413	69,700	275,000
401-3402-514.60-01	Capital Outlays-Equipment	90,938	4,160	153,610

Account Number	Description	2017 Actual Revenue/Expense	2018 Amended Budget	2019 Adopted Budget
<i>Water Utility Fund - Expenditures</i>				
Public Works Water Division				
Customer Service-Continued				
401-3402-534.60-99	Capitalized Assets	(27,895)	-	-
401-3402-597.69-04	Transfer Out 410 Fund	3,184,937	2,858,906	3,135,280
Total Customer Service		5,222,924	4,749,552	5,385,491
Production and Storage				
401-3403-534.10-01	Salaries-Regular	372,854	418,783	405,722
401-3403-534.10-05	Salaries-Overtime	8,814	19,000	19,000
401-3403-534.10-06	Salaries-Part-Time	38	-	-
401-3403-534.20-01	Employer Paid Benefits	174,188	201,508	202,662
401-3403-534.31-01	Office & Operating Supply	9,073	9,145	9,145
401-3403-534.31-02	Small Tools & Equipment	3,402	6,495	6,495
401-3403-534.31-11	Water Treatment Supplies	135,590	175,392	175,392
401-3403-534.31-20	Street Restoration	2,295	-	-
401-3403-534.31-28	Conf Space-Safety Equip	3,964	3,200	3,200
401-3403-534.32-01	Electrical Supplies	589	5,000	5,000
401-3403-534.33-01	Small Tools-Electrical	-	700	700
401-3403-534.34-01	Fuel	806	800	800
401-3403-534.41-01	Prof. Svc-Other	2,503	91,100	91,100
401-3403-534.41-16	Prof. Svc-Parks	40,784	46,650	67,191
401-3403-534.41-23	Prof. Svc-H2O Smpls-DSHS	-	1,500	1,500
401-3403-534.42-01	Telecommunications	8,185	5,600	10,500
401-3403-534.45-01	Equipment Rental	66,589	62,716	71,534
401-3403-534.45-05	Rentals-Other	209	3,100	3,100
401-3403-534.46-02	Insurance-Fire/Property	32,576	37,522	36,019
401-3403-534.47-01	Utility-Electric	581,249	615,000	615,000
401-3403-534.47-02	Utility-City of Lacey	8,423	7,000	7,000
401-3403-534.47-06	Olympia Water Agreement	-	102,710	102,710
401-3403-534.48-01	Rep & Maint-Equipment	1,728	2,500	2,500
401-3403-534.48-02	Rep & Maint-Equip Non-Pwr	-	300	300
401-3403-534.48-03	Rep & Maint-Facilities	155,125	150,000	150,000
401-3403-534.48-11	Rep & Maint-Telemetry	10,599	23,000	23,000
401-3403-534.49-06	Maintenance Contracts	5,779	31,790	31,790
401-3403-534.49-30	Software Maintenance	4,503	-	-
401-3403-534.60-01	Capital Outlays-Equipment	101,009	34,500	-
401-3403-534.60-99	Capitalized Assets	(5,381)	68,000	-
Total Production and Storage		1,725,493	2,123,011	2,041,360

Account Number	Description	2017 Actual Revenue/Expense	2018 Amended Budget	2019 Adopted Budget
<i>Water Utility Fund - Expenditures</i>				
Public Works Water Division				
System Maintenance				
401-3404-534.10-01	Salaries-Regular	694,023	741,631	877,186
401-3404-534.10-05	Salaries-Overtime	19,487	10,800	10,800
401-3404-534.10-06	Salaries-Part-Time	146	-	-
401-3404-534.20-01	Employer Paid Benefits	342,769	395,869	476,194
401-3404-534.31-01	Office & Operating Supply	10,149	12,150	12,150
401-3404-534.31-02	Small Tools & Equipment	14,184	11,668	11,668
401-3404-534.31-19	Inventory	193,489	230,000	230,000
401-3404-534.31-20	Street Restoration	17,241	20,000	20,000
401-3404-534.31-21	Non-Inventory-Under \$60	7,718	17,400	17,400
401-3404-534.31-22	Manhole/Ring/Lid Replace	-	250	250
401-3404-534.31-26	Valves	22,752	41,000	41,000
401-3404-534.31-36	Hydrants	23,973	50,000	50,000
401-3404-534.31-38	Hydrant Meters	-	9,000	9,000
401-3404-534.41-30	Prof. Svc-Leak Survey	1,826	6,500	6,500
401-3404-534.42-01	Telecommunications	9,548	5,500	11,250
401-3404-534.45-01	Equipment Rental	332,699	313,346	357,407
401-3404-534.45-05	Rentals-Other	1,142	2,300	2,300
401-3404-534.48-01	Rep & Maint-Equipment	6,210	6,550	6,550
401-3404-534.48-02	Rep & Maint-Equip Non-Pwr	2,394	2,550	2,550
401-3404-534.60-01	Capital Outlays-Equipment	88,418	52,739	150,038
401-3404-534.60-99	Capitalized Assets	(88,418)	-	-
401-3404-587.60-99	Capital-Transferred Out	88,418	-	-
Total System Maintenance		1,788,168	1,929,253	2,292,243
Cross Connection Control				
401-3406-534.31-01	Office & Operating Supply	579	3,600	3,600
401-3406-534.31-02	Small Tools & Equipment	102	1,200	1,200
401-3406-534.41-01	Prof. Svc-Other	350	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		1,031	6,170	6,170
Water Quality				
401-3407-534.20-01	Employer Paid Benefits	50	-	-
401-3407-534.31-01	Office & Operating Supply	-	750	750

Account Number	Description	2017 Actual Revenue/Expense	2018 Amended Budget	2019 Adopted Budget
<i>Water Utility Fund - Expenditures</i>				
Public Works Water Division				
Water Quality-Continued				
401-3407-534.31-02	Small Tools & Equipment	-	1,150	1,150
401-3407-534.31-17	Supplies-Uniform Purchase	-	500	500
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	50,734	66,000	66,000
401-3407-534.42-01	Telecommunications	-	500	500
401-3407-534.42-02	Communications-Postage	5,851	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	7,188	18,600	18,600
401-3407-534.49-32	Operating Permit-DSHS	30,271	32,000	32,000
401-3407-534.49-44	Project Green	5,000	2,500	3,100
401-3407-534.49-55	Conservation Program	35,291	64,500	64,500
Total Water Quality		134,385	237,475	238,075
Reclaimed Water				
401-3408-534.10-01	Salaries-Regular	11,200	-	-
401-3408-534.20-01	Employer Paid Benefits	5,299	-	-
401-3408-534.31-01	Office & Operating Supply	9,058	-	-
401-3408-534.47-01	Utility-Electric	286	300	300
Total Reclaimed Water		25,843	300	300
Total Water Utility Fund Expenditures		10,958,508	12,491,271	13,209,546

PUBLIC WORKS-WASTEWATER UTILITY FUND

Lacey’s Wastewater Utility consists of a collection system of sewer pipelines, sewage pump stations, STEP systems, 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, 55 miles of STEP transmission lines, 48 lift stations and approximately 3319 residential and community STEP systems 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 17 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 2019 operating budget for the Wastewater Utility is **\$17,252,238** of which \$11,327,118 will be paid to LOTT Alliance for treatment plant operations and capital requirements.

2019 PROGRAMS, GOALS AND PRIORITIES

- Continue with sewer manhole grouting program.

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)	2017	2018	2019
Maintenance/Operations	\$17.35	\$18.18	\$19.05
Replacement Reserves ^{1.25}	1.25	1.25	1.25
Construction/Capital ^{1.00}	1.00	1.00	1.00
Subtotal	19.60	20.43	21.30
LOTT Charges	37.88	38.64	39.80
Total Monthly Charges	\$57.48	\$59.07	\$61.10

(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	2017 Actual Revenue/Expense	2018 Amended Budget	2019 Adopted Budget
<i>Wastewater Utility Fund - Revenues</i>				
Revenues				
402-0000-308.00-00	Estimated Beginning Cash	-	189,496	27,163
402-0000-343.50-01	Sales	5,091,517	5,285,127	5,684,412
402-0000-343.50-02	Penalties	141,784	122,500	122,500
402-0000-343.50-03	LOTT Sales	10,521,800	10,979,568	11,327,118
402-0000-345.83-00	Plan Checking Fees	-	8,666	8,666
402-0000-345.83-01	Plan Check Fees	7,921	-	-
402-0000-345.83-02	Inspection Services	16,082	10,000	10,000
402-0000-345.83-04	Inspection Services-STEP	61,865	30,000	30,000
402-0000-361.10-00	Investment Interest	-	-	14,260
402-0000-361.10-40	LGIP Earnings	-	-	28,119
402-0000-361.11-00	Interest Earnings	20,611	15,000	-
402-0000-369.40-00	Court Fees /Judgments	245,879	-	-
402-0000-369.90-00	Other Misc Revenue	1	-	-
Total Wastewater Utility Fund Revenues		16,107,460	16,640,357	17,252,238

Account Number	Description	2017 Actual Revenue/Expense	2018 Amended Budget	2019 Adopted Budget
<i>Wastewater Utility Fund - Expenditures</i>				
Public Works Wastewater Division				
General Services				
402-3501-535.10-01	Salaries-Regular	394,526	466,886	539,881
402-3501-535.10-05	Salaries-Overtime	10,877	8,200	8,200
402-3501-535.20-01	Employer Paid Benefits	167,130	208,179	245,697
402-3501-535.20-03	Unemployment Compensation	-	500	500
402-3501-535.20-42	GASB68 Pension Expense	(80,245)	-	-
402-3501-535.31-01	Office & Operating Supply	9,141	5,113	6,113
402-3501-535.31-02	Small Tools & Equipment	71	850	850
402-3501-535.31-17	Supplies-Uniform Purchase	8,029	4,607	6,107
402-3501-535.31-27	Software Upgrade	3,539	285	285
402-3501-535.41-01	Prof. Svc-Other	2,320	2,536	2,536
402-3501-535.41-02	Prof. Svc-Engineering	356,688	463,884	463,651
402-3501-535.41-05	Prof. Svc-Audit	8,780	615	615
402-3501-535.41-15	Prof. Svc-Legal	33,284	2,890	2,890
402-3501-535.41-17	Prof. Svc-Water Resources	162,964	203,269	202,183
402-3501-535.41-32	Prof. Svc-Utility Locates	1,580	2,000	2,000
402-3501-535.42-01	Telecommunications	528	770	1,770
402-3501-535.43-01	Transportation/Per Diem	39	7,900	8,900
402-3501-535.43-02	Dues, Subscriptions, Publ	518	447	447
402-3501-535.43-03	Registrations	3,932	8,600	9,800
402-3501-535.45-01	Equipment Rental	5,498	5,990	6,542
402-3501-535.45-02	IMS Rental	98,163	94,738	97,580
402-3501-535.45-03	Copier Rentals	1,292	1,995	1,995
402-3501-535.45-08	Lease Miscellaneous	340	3,000	3,000
402-3501-535.46-01	Insurance-Liability	25,771	25,704	28,194
402-3501-535.46-02	Insurance-Fire/Property	1,293	1,493	1,433
402-3501-535.47-01	Utility-Electric	7,569	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	1,776	1,500	1,500
402-3501-535.47-04	LOTT Treatment	10,518,080	10,979,568	11,327,118
402-3501-535.47-07	Utility-Solid Waste	7,524	7,500	7,500
402-3501-535.48-01	Rep & Maint-Equipment	1,216	2,212	2,212
402-3501-535.48-03	Rep & Maint-Facilities	3,711	2,000	2,000
402-3501-535.49-02	Printing & Binding	11	10,400	10,400
402-3501-535.49-03	Recording Fees	8,779	3,000	3,000
402-3501-535.49-06	Maintenance Contracts	3,634	4,073	4,073

Account Number	Description	2017 Actual Revenue/Expense	2018 Amended Budget	2019 Adopted Budget
<i>Wastewater Utility Fund - Expenditures</i>				
Public Works Wastewater Division				
General Services-Continued				
402-3501-535.49-10	Uniform Contract/Cleaning	388	1,000	1,000
402-3501-535.49-23	Custodial	5,689	12,256	12,256
402-3501-535.49-25	Assessments/Taxes	229	301	301
402-3501-535.49-30	Software Maintenance	-	1,400	1,400
402-3501-535.49-35	CDL-Physicals/Licenses	1,198	340	340
402-3501-535.60-01	Capital Outlays-Equipment	55,163	21,120	7,000
Total General Services		11,831,025	12,601,409	13,055,557
Customer Service				
402-3502-514.10-01	Salaries-Regular	38,367	43,679	65,616
402-3502-514.10-05	Salaries-Overtime	22	100	100
402-3502-514.20-01	Employer Paid Benefits	17,044	18,629	19,844
402-3502-514.31-01	Office & Operating Supply	64	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	3,301	3,596	3,927
402-3502-514.45-02	IMS Rental	9,604	9,269	9,547
402-3502-514.45-08	Lease Miscellaneous	-	1,000	1,000
402-3502-514.46-06	AWC-L & I Pool	7,768	2,071	2,071
402-3502-514.49-01	Excise Taxes	195,690	212,892	233,054
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	3,114	9,000	9,000
402-3502-597.02-03	Transfer Out 411 Fund	665,144	1,177,094	976,140
Total Customer Service		940,118	1,491,300	1,334,269
Lift Station Maintenance				
402-3503-535.10-01	Salaries-Regular	487,575	474,066	504,649
402-3503-535.10-05	Salaries-Overtime	11,417	12,000	12,000
402-3503-535.10-06	Salaries-Part-Time	189	-	-
402-3503-535.20-01	Employer Paid Benefits	258,043	246,722	274,639
402-3503-535.31-01	Office & Operating Supply	23,071	21,500	21,500
402-3503-535.31-02	Small Tools & Equipment	2,823	5,800	5,800
402-3503-535.31-20	Supplies-WW utilities	5,485	-	-
402-3503-535.31-28	Conf Space-Safety Equip	1,083	3,200	3,200

Account Number	Description	2017 Actual Revenue/Expense	2018 Amended Budget	2019 Adopted Budget
<i>Wastewater Utility Fund - Expenditures</i>				
Public Works Wastewater Division				
Lift Station Maintenance-Continued				
402-3503-535.32-01	Electrical Supplies	1,462	4,000	4,000
402-3503-535.33-01	Small Tools-Electrical	2,144	700	700
402-3503-535.34-01	Fuel	1,996	1,300	1,300
402-3503-535.41-01	Prof. Svc-Other	21,555	10,400	10,400
402-3503-535.41-16	Prof. Svc-Parks	10,128	21,589	16,686
402-3503-535.42-01	Telecommunications	11,005	7,410	13,000
402-3503-535.45-01	Equipment Rental	60,472	65,879	71,957
402-3503-535.45-05	Rentals-Other	1,254	1,000	1,000
402-3503-535.46-02	Insurance-Fire/Property	3,185	7,629	7,323
402-3503-535.47-01	Utility-Electric	101,371	85,000	85,000
402-3503-535.47-02	Utility-City of Lacey	9,347	6,500	6,500
402-3503-535.47-03	Utility-Natural Gas	1,325	2,500	2,500
402-3503-535.47-07	Utility-Solid Waste	1,538	-	-
402-3503-535.47-08	Utility-Private Water	1,452	-	-
402-3503-535.48-01	Rep & Maint-Equipment	932	3,000	3,000
402-3503-535.48-02	Rep & Maint-Equip Non-Pwr	-	2,500	2,500
402-3503-535.48-11	Rep & Maint-Telemetry	16,127	2,500	2,500
402-3503-535.48-12	Rep & Maint-Liftstations	124,301	120,000	200,000
402-3503-535.49-06	Maintenance Contracts	6,468	30,000	30,000
402-3503-535.49-30	Software Maintenance	4,160	-	-
402-3503-535.60-01	Capital Outlays-Equipment	7,772	192,472	-
402-3503-535.60-99	Capitalized Assets	(5,381)	-	-
Total Lift Station Maintenance		1,172,299	1,327,667	1,280,154
Wastewater Main Maintenance				
402-3504-535.10-01	Salaries-Regular	217,759	249,043	242,991
402-3504-535.10-05	Salaries-Overtime	2,726	6,000	6,000
402-3504-535.20-01	Employer Paid Benefits	123,738	142,761	143,544
402-3504-535.31-01	Office & Operating Supply	6,614	8,230	8,230
402-3504-535.31-02	Small Tools & Equipment	4,399	6,850	6,850
402-3504-535.31-22	Manhole/Ring/Lid Replace	3,384	3,000	3,000
402-3504-535.31-25	Supplies-Odor Control	254,783	113,205	250,000
402-3504-535.41-01	Prof. Svc-Other	-	3,000	3,000
402-3504-535.41-38	Wastewater Testing	-	500	500
402-3504-535.45-01	Equipment Rental	136,881	149,120	162,878

Account Number	Description	2017 Actual Revenue/Expense	2018 Amended Budget	2019 Adopted Budget
<i>Wastewater Utility Fund - Expenditures</i>				
Public Works Wastewater Division				
Wastewater Main Maintenance-Continued				
402-3504-535.45-05	Rentals-Other	-	200	200
402-3504-535.48-01	Rep & Maint-Equipment	2,867	3,000	3,000
402-3504-535.48-02	Rep & Maint-Equip Non-Pwr	18,477	10,000	10,000
402-3504-535.49-28	Land Fill	-	2,000	2,000
402-3504-535.60-01	Capital Outlays-Equipment	-	2,519	36,864
Total Wastewater Main Maintenance		771,628	699,428	879,057
S.T.E.P. System Maintenance				
402-3505-535.10-01	Salaries-Regular	146,659	157,311	233,941
402-3505-535.10-05	Salaries-Overtime	13,127	10,000	10,000
402-3505-535.20-01	Employer Paid Benefits	82,030	89,670	134,582
402-3505-535.31-01	Office & Operating Supply	4,765	14,903	14,903
402-3505-535.31-02	Small Tools & Equipment	2,075	4,650	4,650
402-3505-535.31-13	Supplies-Locks/STEP Sys	1,881	1,300	1,300
402-3505-535.31-25	Supplies-Odor Control	90,175	37,735	90,000
402-3505-535.41-38	Wastewater Testing	-	2,000	2,000
402-3505-535.41-41	On site septic system	130	950	950
402-3505-535.45-01	Equipment Rental	87,961	95,826	104,667
402-3505-535.45-05	Rentals-Other	-	50	50
402-3505-535.48-01	Rep & Maint-Equipment	768	2,500	2,500
402-3505-535.48-02	Rep & Maint-Equip Non-Pwr	2,947	1,300	1,300
402-3505-535.48-13	Rep & Maint-S.T.E.P. Sys	54,467	66,358	66,358
402-3505-535.48-17	Rep & Maint-Grinders	8,155	36,000	36,000
Total S.T.E.P. System Maintenance		495,140	520,553	703,201
Total Wastewater Utility Fund Expenditures		15,210,210	16,640,357	17,252,238

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 2019 budget for the Stormwater Utility is **\$4,176,700**. 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.

2019 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.
- Develop capital improvement plans for remaining unprotected outfalls.

EXPLANATION OF RATE

RATES FOR STORMWATER	2017	2018	2019
RESIDENTIAL	\$10.11	\$10.72	\$11.36
DUPLEX	\$20.22	\$21.43	\$22.72

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	2017 Actual Revenue/Expense	2018 Amended Budget	2019 Adopted Budget
<i>Stormwater Utility Fund - Revenues</i>				
Revenues				
403-0000-308.00-00	Estimated Beginning Cash	-	91,359	337,729
403-0000-334.03-13	Dept of Ecology	-	239,409	-
403-0000-343.51-01	Sales	3,290,699	3,437,113	3,782,816
403-0000-345.83-00	Plan Checking Fees	-	4,069	4,069
403-0000-345.83-01	Plan Check Fees	6,622	-	-
403-0000-345.83-02	Inspection Services	15,060	14,634	14,634
403-0000-361.10-00	Investment Interest	-	-	9,622
403-0000-361.10-40	LGIP Earnings	-	-	18,876
403-0000-361.11-00	Interest Earnings	16,071	10,000	8,954
403-0000-369.90-00	Other Misc Revenue	-	32,480	-
Total Stormwater Utility Fund Revenues		3,328,452	3,829,064	4,176,700

Account Number	Description	2017 Actual Revenue/Expense	2018 Amended Budget	2019 Adopted Budget
<i>Stormwater Utility Fund - Expenditures</i>				
Public Works Stormwater Division				
General Service				
403-4201-538.10-01	Salaries-Regular	252,310	207,717	254,832
403-4201-538.10-05	Salaries-Overtime	2,557	1,000	1,000
403-4201-538.10-06	Salaries-Part-Time	-	953	953
403-4201-538.20-01	Employer Paid Benefits	107,704	92,435	105,026
403-4201-538.20-03	Unemployment Compensation	261	-	-
403-4201-538.20-42	GASB68 Pension Expense	(70,173)	-	-
403-4201-538.31-01	Office & Operating Supply	2,266	2,541	2,541
403-4201-538.31-02	Small Tools & Equipment	18	1,500	1,500
403-4201-538.31-17	Supplies-Uniform Purchase	851	2,260	2,260
403-4201-538.31-27	Software Upgrade	-	5,260	5,260
403-4201-538.41-01	Prof. Svc-Other	785	15,759	15,759
403-4201-538.41-02	Prof. Svc-Engineering	205,308	274,772	257,617
403-4201-538.41-05	Prof. Svc-Audit	1,825	450	450
403-4201-538.41-15	Prof. Svc-Legal	273	2,200	2,200
403-4201-538.41-17	Prof. Svc-Water Resources	507,874	516,538	522,194
403-4201-538.41-23	Prof. Svc-Local Monitor	39,070	40,000	40,000
403-4201-538.41-27	Prof. Svc-PIE Program	23,476	75,500	33,000
403-4201-538.41-32	Prof. Svc-Utility Locates	316	725	725
403-4201-538.41-42	Illicit Discharge Detect.	-	9,000	9,000
403-4201-538.41-43	Analyze Stormwater Sample	156	10,000	10,000
403-4201-538.42-01	Telecommunications	1,375	543	2,500
403-4201-538.43-01	Transportation/Per Diem	-	2,228	2,228
403-4201-538.43-02	Dues, Subscriptions, Publ	33	173	173
403-4201-538.43-03	Registrations	900	2,818	2,818
403-4201-538.45-01	Equipment Rental	3,148	2,547	3,721
403-4201-538.45-02	IMS Rental	45,315	46,038	47,419
403-4201-538.45-03	Copier Rentals	362	499	499
403-4201-538.45-08	Lease Miscellaneous	1,212	-	-
403-4201-538.46-01	Insurance-Liability	12,362	12,330	13,525
403-4201-538.46-02	Insurance-Fire/Property	323	373	358
403-4201-538.47-01	Utility-Electric	2,884	2,800	2,800
403-4201-538.47-02	Utility-City of Lacey	-	529	529
403-4201-538.47-03	Utility-Natural Gas	310	811	811
403-4201-538.47-07	Utility-Solid Waste	1,883	2,000	2,000
403-4201-538.48-01	Rep & Maint-Equipment	304	553	553
403-4201-538.48-03	Rep & Maint-Facilities	928	-	-

Account Number	Description	2017 Actual Revenue/Expense	2018 Amended Budget	2019 Adopted Budget
<i>Stormwater Utility Fund - Expenditures</i>				
Public Works Stormwater Division				
General Service-Continued				
403-4201-538.49-06	Maintenance Contracts	959	1,018	1,018
403-4201-538.49-23	Custodial	1,422	3,063	3,063
403-4201-538.49-25	Assessments/Taxes	12,716	16,900	16,900
403-4201-538.49-35	CDL-Physicals/Licenses	-	120	120
403-4201-538.49-43	Regional Monitoring Prog.	2,823	10,000	10,000
403-4201-538.49-44	Project Green	13,000	11,900	11,900
403-4201-538.60-01	Capital Outlays-Equipment	22,302	4,681	216,729
403-4201-538.60-99	Capitalized Assets	(8,511)	-	-
Total General Service		1,190,927	1,380,534	1,603,981
Customer Service				
403-4202-514.10-01	Salaries-Regular	5,000	5,152	5,964
403-4202-514.10-05	Salaries-Overtime	3	-	-
403-4202-514.20-01	Employer Paid Benefits	2,449	2,574	2,831
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	7,657	7,810	8,045
403-4202-514.45-08	Lease Miscellaneous	-	500	500
403-4202-514.46-06	AWC-L & I Pool	2,869	765	765
403-4202-514.49-01	Excise Taxes	52,220	54,901	61,450
403-4202-514.49-02	Printing & Binding	-	500	500
403-4202-514.49-27	Bad Debt Expense	987	1,800	1,800
403-4202-597.69-02	Transfer Out 412 Fund	872,059	1,117,210	1,436,654
Total Customer Service		943,244	1,193,212	1,520,509
Stormwater Facility Maintenance				
403-4203-538.10-01	Salaries-Regular	251,762	301,361	307,821
403-4203-538.10-05	Salaries-Overtime	9,014	4,000	4,000
403-4203-538.10-06	Salaries-Part-Time	13,235	44,761	44,761
403-4203-538.20-01	Employer Paid Benefits	128,415	184,661	171,748
403-4203-538.31-01	Office & Operating Supply	28,959	35,040	35,040
403-4203-538.31-02	Small Tools & Equipment	2,527	2,500	2,500
403-4203-538.31-17	Supplies-Uniform Purchase	839	1,600	1,600
403-4203-538.31-22	Manhole/Ring/Lid Replace	-	4,000	4,000
403-4203-538.34-01	Fuel	578	750	750

Account Number	Description	2017 Actual Revenue/Expense	2018 Amended Budget	2019 Adopted Budget
<i>Stormwater Utility Fund - Expenditures</i>				
Public Works Stormwater Division				
Stormwater Facility Maintenance-Continued				
403-4203-538.41-01	Prof. Svc-Other	6,402	13,000	13,000
403-4203-538.45-01	Equipment Rental	207,123	167,547	244,740
403-4203-538.47-01	Utility-Electric	635	900	900
403-4203-538.47-02	Utility-City of Lacey	6,696	13,000	13,000
403-4203-538.48-01	Rep & Maint-Equipment	-	800	800
403-4203-538.48-03	Rep & Maint-Facilities	14,691	52,050	52,050
403-4203-538.49-10	Uniform Contract/Cleaning	-	500	500
403-4203-538.49-29	Vactor Waste	7,802	30,000	30,000
403-4203-538.60-01	Capital Outlays-Equipment	21,266	273,848	-
403-4203-538.60-99	Capitalized Assets	(21,266)	125,000	125,000
403-4203-587.60-99	Capital-Transferred Out	2,537	-	-
Total Stormwater Facility Maintenance		681,215	1,255,318	1,052,210
Total Stormwater Utility Fund Expenditures		2,815,386	3,829,064	4,176,700



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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 2019 maintenance and operating budget for the Reclaimed Water Utility Fund is **\$1,294**.

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

Account Number	Description	2017 Actual Revenue/Expense	2018 Amended Budget	2019 Adopted Budget
<i>Reclaimed Water Utility Fund - Revenues</i>				
Revenues				
404-0000-361.10-00	Investment Interest	-	-	437
404-0000-361.10-40	LGIP Earnings	-	-	857
404-0000-361.11-00	Interest Earnings	850	400	-
404-0000-383.10-00	Contributed Capital	98,942	-	-
Total Reclaimed Water Utility Fund Revenues		99,792	400	1,294

Account Number	Description	2017 Actual Revenue/Expense	2018 Amended Budget	2019 Adopted Budget
<i>Reclaimed Water Utility Fund - Expenditures</i>				
Public Works Reclaimed Division				
General Services				
404-3501-508.80-00	Unreserved Funds	-	400	1,294
404-3501-535.82-01	Depreciation-Utilities	31,095	-	-
Total Reclaimed Water Utility Fund Expenditures		31,095	400	1,294



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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 2019 budget for this fund is **\$11,232,204**.

2019 PROGRAMS, GOALS AND PRIORITIES

Water Construction Fund:

- College & 22nd Roundabout - Watermain Improvements
- Water Right Mitigation
- Smith Farm Construction & On-Going Farm Management
- Well Source 15 and 16 Replacement (Beachcrest)
- Capitol City Golf Course Fire-flow
- Overflow for Union Mills Reservoir
- Shady Lane, 2016 Watermain Replacement
- Union Mills Reservoir Seismic Upgrade
- Hawks Prairie Wellfield
- 2017 Critical Valves
- Union Mills Road Water Service
- Water Comprehensive Plan Update
- Fitz Hugh Watermain
- Golf Club Watermain
- HP Sister Standpipe
- 2018 Well Review/Analysis - Source 9
- Horizon Pointe/66th Ave Water
- 337 Zone Reservoir
- Marvin Road Well
- WSDOT Marvin Road Interchange
- Reclaimed Water Plan
- Train Depot Water Main
- Source 1 Well Replacement
- Madrona Well pH Treatment
- Mullen Road Watermain
- 2019 Well Review/Analysis
- Septic Leachate on Ground Water Quality - S04 (Capital City)
- 2019 Misc. work on trans/development projects
- 2019 Revenue Bond Repayment (83.17%)

Account Number	Description	2017 Actual Revenue/Expense	2018 Amended Budget	2019 Adopted Budget
<i>Water Capital Fund - Revenues</i>				
Revenues				
410-0000-308.00-00	Estimated Beginning Cash	-	3,454,724	2,991,718
410-0000-308.01-00	Construction Cash	-	324,941	-
410-0000-343.40-05	Replacement Sales	2,036,688	1,937,396	2,265,309
410-0000-343.40-07	General Facilities Charge	2,875,798	2,500,000	2,500,000
410-0000-361.10-00	Investment Interest	-	-	98,531
410-0000-361.10-40	LGIP Earnings	-	-	189,055
410-0000-361.11-00	Interest Earnings	102,847	50,000	52,311
410-0000-361.12-00	Interest Construction	91,169	60,000	-
410-0000-369.13-00	Proceeds of Capital Asset	23,649	-	-
410-0000-397.02-00	Transfer In 401 Fund	3,184,937	2,858,906	3,135,280
Total Water Capital Fund Revenues		8,315,088	11,185,967	11,232,204

Account Number	Description	2017 Actual Revenue/Expense	2018 Amended Budget	2019 Adopted Budget
<i>Water Capital Fund - Expenditures</i>				
Public Works Water Capital				
Water Capital Construction				
410-3418-534.60-99	Capitalized Assets	(2,817,678)	-	-
410-3418-534.90-01	Preliminary Engineering	662,693	2,159,941	2,890,625
410-3418-534.90-05	Construction Engineering	132,080	673,735	622,200
410-3418-534.90-13	Construction/Utilities	2,082,945	7,847,921	6,762,675
410-3418-534.90-22	Purchase of Land	500	-	-
410-3418-534.90-25	Water Rights Mitigation	23,228	-	-
410-3418-597.01-01	Transfer Out 102 Fund	-	-	452,500
410-3418-597.69-01	Transfer Out 450 Fund	501,542	504,370	504,204
Total Water Capital Fund Expenditures		585,310	11,185,967	11,232,204



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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 2019 fund requirements are **\$13,549,000**

2019 PROGRAMS, GOALS AND PRIORITIES

Wastewater Construction Fund Projects:

- Steilacoom Regional Liftstation
- Lift Station #2 LS, Gravity and FM Replacement (Westlake Dr)
- Lift Station #3 Outfall (Pipe and Manhole) (Sleater Kinney)
- Rumac St STEP (Part 1 Lakepointe Bioxide)
- Shady Lane Sewer
- LS 15 Rehab - Galaxy Drive
- LS 19 Rehab - Willamette Dr & Commerce Place Dr
- LS 21 Rehab - Pacific Ave at the Mayan Restr
- LS 12 Abandonment - Aldea Glen
- LS 22 New Equipment (4401 45th Ave SE)
- Annual Miscellaneous WW Improvements
- Capital City Golf Course Design
- Golf Club Wastewater Improvements
- Onsite Liftstation Generators
- LS 49 Cross Connection Control
- College / 22nd Slipline
- Mullen Rd STEP Main (Part 2 Lakepointe Bioxide)
- Septic System Conversion Study
- Annual Miscellaneous Wastewater Improvements
- Train Depot
- LS 20 Abandonment - 47th Ave SE
- LS 23 - College Street NE/Abernathy
- LS 11 Abandonment - Aldea Glen
- Sewer Decant Facility, Pit Site

Account Number	Description	2017 Actual Revenue/Expense	2018 Amended Budget	2019 Adopted Budget
<i>Wastewater Capital Fund - Revenues</i>				
Revenues				
411-0000-308.00-00	Estimated Beginning Cash	-	12,283,537	10,157,882
411-0000-308.01-00	Construction Cash	-	504,832	-
411-0000-343.50-04	Replacement Sales	346,834	347,452	371,484
411-0000-343.50-08	General Facilities Charge	1,629,670	1,500,000	1,750,000
411-0000-361.10-00	Investment Interest	-	-	82,881
411-0000-361.10-40	LGIP Earnings	-	-	159,883
411-0000-361.11-00	Interest Earnings	128,665	75,000	50,730
411-0000-361.12-00	Interest Construction	60,100	45,000	-
411-0000-397.03-00	Transfer In 402 Fund	665,144	1,177,094	976,140
411-0000-397.04-00	Transfer In 451 Fund	1,939,639	-	-
Total Wastewater Capital Fund Revenues		4,770,052	15,932,915	13,549,000

Account Number	Description	2017 Actual Revenue/Expense	2018 Amended Budget	2019 Adopted Budget
<i>Wastewater Capital Fund - Expenditures</i>				
Public Works Wastewater Capital				
Wastewater Capital Construction				
411-3518-535.60-99	Capitalized Assets	(3,264,995)	-	-
411-3518-535.90-01	Preliminary Engineering	480,760	783,839	2,020,100
411-3518-535.90-02	Right of Way	-	-	200,000
411-3518-535.90-05	Construction Engineering	175,875	1,156,732	887,175
411-3518-535.90-11	Construction Administrative	1,840	-	-
411-3518-535.90-13	Construction/Utilities	2,355,056	13,992,344	10,441,725
411-3518-535.90-22	Purchase of Land	253,304	-	-
Total Wastewater Capital Fund Expenditures		1,840	15,932,915	13,549,000



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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 2019 are budgeted to be **\$1,471,504**. Revenues for this fund come from rates, loans, and grants.

2019 PROGRAMS, GOALS AND PRIORITIES

- Brentwood SW Installation
- 25th Loop SW Improvements
- Stormwater Comprehensive Plan Update
- 2019 Misc. work on trans/SW Improvements
- 2019 Revenue Bond Repayment (16.83%)

Account Number	Description	2017 Actual Revenue/Expense	2018 Amended Budget	2019 Adopted Budget
<i>Stormwater Capital Fund - Revenues</i>				
Revenues				
412-0000-308.00-00	Estimated Beginning Cash	-	478,264	-
412-0000-334.03-13	Dept of Ecology	25,000	-	-
412-0000-361.10-00	Investment Interest	-	-	7,530
412-0000-361.10-40	LGIP Earnings	-	-	14,606
412-0000-361.11-00	Interest Earnings	13,806	5,000	12,714
412-0000-397.10-06	Transfer In 403 Fund	872,059	1,117,210	1,436,654
Total Stormwater Capital Fund Revenues		910,865	1,600,474	1,471,504

Account Number	Description	2017 Actual Revenue/Expense	2018 Amended Budget	2019 Adopted Budget
<i>Stormwater Capital Fund - Expenditures</i>				
Public Works Stormwater Capital				
Stormwater Capital Construction				
412-4218-508.80-00	Unreserved Funds	-	180,154	667,482
412-4218-542.60-99	Capitalized Assets	(39,021)	-	-
412-4218-542.90-01	Preliminary Engineering	68,625	170,000	257,500
412-4218-542.90-04	Storm Drainage	-	512,894	33,900
412-4218-542.90-05	Construction Engineering	19,739	635,370	410,600
412-4218-597.69-05	Transfer Out 452 Fund	101,484	102,056	102,022
Total Stormwater Capital Fund Expenditures		150,827	1,600,474	1,471,504



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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 2019 budget for the Reclaimed Water Capital Fund is **\$25,152**. 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.

There are no construction projects for 2019.

Account Number	Description	2017 Actual Revenue/Expense	2018 Amended Budget	2019 Adopted Budget
<i>Reclaimed Water Capital Fund - Revenues</i>				
Revenues				
414-0000-361.10-00	Investment Interest	-	-	8,494
414-0000-361.10-40	LGIP Earnings	-	-	16,658
414-0000-361.11-00	Interest Earnings	18,290	10,000	-
Total Reclaimed Water Capital Fund Revenues		18,290	10,000	25,152

Account Number	Description	2017 Actual Revenue/Expense	2018 Amended Budget	2019 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	-	10,000	25,152
Total Reclaimed Water Capital Fund Expenditures		-	10,000	25,152



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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 2019 budget includes **\$4,033,819** 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	2017 Actual Revenue/Expense	2018 Amended Budget	2019 Adopted Budget
<i>Water Debt Fund - Revenues</i>				
Revenues				
450-0000-308.04-00	Depreciation-Balancing	-	3,499,990	3,499,990
450-0000-361.10-00	Investment Interest	-	-	3,202
450-0000-361.10-40	LGIP Earnings	-	-	5,998
450-0000-361.11-00	Interest Earnings	7,445	10	-
450-0000-361.51-08	Penalty-ULID 21	430	-	-
450-0000-361.55-08	Interest-ULID 21	7,605	8,554	8,145
450-0000-368.10-08	Principal-ULID 21	-	11,871	12,280
450-0000-373.00-00	Other Gains & Losses	(14,000)	-	-
450-0000-383.10-00	Contributed Capital	4,232,051	-	-
450-0000-397.06-00	Transfer In 410 Fund	501,542	504,370	504,204
Total Water Debt Service Fund Revenues		4,735,073	4,024,795	4,033,819

Account Number	Description	2017 Actual Revenue/Expense	2018 Amended Budget	2019 Adopted Budget
<i>Water Debt Fund - Expenditures</i>				
Finance - Debt Retirement				
Debt Service				
450-3401-508.80-00	Unreserved Funds	-	-	9,191
450-3401-534.82-01	Depreciation-Utilities	3,613,201	3,500,000	3,500,000
450-3401-591.72-05	Principal-2013 Rev Bonds	-	282,781	291,098
450-3401-592.83-05	Interest-2013 Rev Bonds	208,576	221,339	212,855
450-3401-592.84-00	Issue Cost	-	250	250
450-3401-597.69-06	Transfer Out 202 Fund	19,350	20,425	20,425
Total Water Debt Service Fund Expenditures		3,841,127	4,024,795	4,033,819



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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.

2019 budget includes \$37,266 for interest and principal for 2015 revenue bonds (ULID23).

Account Number	Description	2017 Actual Revenue/Expense	2018 Amended Budget	2019 Adopted Budget
<i>Wastewater Debt Fund - Revenues</i>				
Revenues				
451-0000-308.04-00	Depreciation-Balancing	-	2,349,650	2,349,650
451-0000-361.10-00	Investment Interest	-	-	661
451-0000-361.13-00	Int. Earned Debt Reserve	5,029	3,500	-
451-0000-361.13-40	LGIP Interest	-	-	1,290
451-0000-361.51-09	Penalty-ULID23	2,575	-	-
451-0000-361.51-10	Penalty-ULID24	1,274	-	-
451-0000-361.55-09	Interest-ULID #23	19,943	19,186	18,445
451-0000-361.55-10	Interest-ULID #24	41,320	45,777	43,471
451-0000-368.10-09	Principal-ULID# 23	-	18,080	18,821
451-0000-368.10-10	Principal-ULID #24	-	59,387	61,693
451-0000-383.10-00	Contributed Capital	2,612,316	-	-
Total Wastewater Debt Service Fund Revenues		2,682,457	2,495,580	2,494,031

Account Number	Description	2017 Actual Revenue/Expense	2018 Amended Budget	2019 Adopted Budget
<i>Wastewater Debt Fund - Expenditures</i>				
Finance - Debt Retirement				
Debt Service				
451-3501-508.80-00	Unreserved Funds	-	3,420	1,584
451-3501-535.82-01	Depreciation-Utilities	2,183,919	2,350,000	2,350,000
451-3501-591.72-07	ULID #24 Bonds	-	104,894	105,181
451-3501-592.83-07	ULID #24 Bonds	26,486	-	-
451-3501-592.84-00	Issue Cost	27,510	-	-
451-3501-592.85-02	to Fund 202-ULID23	19,662	37,266	37,266
451-3501-597.02-03	Transfer Out 411 Fund	1,939,639	-	-
Total Wastewater Debt Service Fund Expenditures		4,197,216	2,495,580	2,494,031



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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 2019 budget includes \$102,022 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	2017 Actual Revenue/Expense	2018 Amended Budget	2019 Adopted Budget
<i>Stormwater Debt Fund - Revenues</i>				
Revenues				
452-0000-308.04-00	Depreciation-Balancing	-	1,650,000	1,650,000
452-0000-361.10-00	Investment Interest	-	-	198
452-0000-361.10-40	LGIP Earnings	-	-	379
452-0000-361.11-00	Interest Earnings	104	-	-
452-0000-373.00-00	Other Gains & Losses	(4,493)	-	-
452-0000-383.10-00	Contributed Capital	688,457	-	-
452-0000-397.05-00	Transfer In 412 Fund	101,484	102,056	102,022
Total Stormwater Debt Service Fund Revenues		785,552	1,752,056	1,752,599

Account Number	Description	2017 Actual Revenue/Expense	2018 Amended Budget	2019 Adopted Budget
<i>Stormwater Debt Fund - Expenditures</i>				
Finance - Debt Retirement				
452-4201-508.80-00	Unreserved Funds	-	-	576
452-4201-538.82-01	Depreciation-Utilities	1,819,692	1,650,000	1,650,000
452-4201-591.72-05	Principal-2013 Rev Bonds	-	57,219	58,902
452-4201-592.83-05	Interest-2013 Rev Bonds	42,204	44,786	43,070
452-4201-592.84-00	Issue Cost	-	51	51
Total Stormwater Debt Service Fund Expenditures		1,861,896	1,752,056	1,752,599



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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 273 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 2019 budget for the Equipment Rental Fund is **\$3,019,707** 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.

2019 PROGRAMS, GOALS AND PRIORITIES

- Ensure 2019 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	2017 Actual Revenue/Expense	2018 Amended Budget	2019 Adopted Budget
<i>Equipment Rental Fund - Revenues</i>				
Revenues				
501-0000-308.00-00	Estimated Beginning Cash	-	1,186,862	311,062
501-0000-348.10-07	M&O-Police	287,197	256,807	266,446
501-0000-348.10-08	M&O-Planning & Comm. Dev.	19,622	19,382	26,445
501-0000-348.10-09	M&O-Public Works	59,811	65,515	55,307
501-0000-348.10-10	M&O-Parks & Recreation	17,924	18,176	17,575
501-0000-348.10-11	M&O-Facilities Maint.	3,194	2,478	6,592
501-0000-348.10-12	M&O-Parks Maintenance	175,050	167,288	176,922
501-0000-348.10-13	M&O-Water	225,331	216,027	206,854
501-0000-348.10-14	M&O-Wastewater	115,289	109,681	120,415
501-0000-348.10-15	M&O-Stormwater	107,156	97,696	106,625
501-0000-348.10-16	M&O-Streets	146,485	121,236	122,800
501-0000-348.10-17	M&O-Animal Services	16,075	27,475	21,281
501-0000-348.10-18	Drug Unit	-	2,077	1,137
501-0000-348.10-20	M&O-City Hall Common	8,328	7,007	7,006
501-0000-348.10-22	M&O-Fire District #3	46,223	85,866	80,890
501-0000-348.10-23	M&O-Water Resources	8,930	6,989	16,066
501-0000-348.10-24	M&O-RAC	29,755	22,825	12,405
501-0000-348.10-25	Veteran Services	379	-	1,239
501-0000-348.20-07	Replacement-Police	159,782	192,943	240,826
501-0000-348.20-08	Replacement-Planning & CD	6,811	5,081	8,174
501-0000-348.20-09	Replacement-Public Works	34,902	44,665	48,939
501-0000-348.20-10	Replacement-Parks & Rec.	9,845	13,610	16,217
501-0000-348.20-11	Replacement-Facility Main	890	6,077	10,097
501-0000-348.20-12	Replacement-Parks Maint.	89,442	110,031	127,572
501-0000-348.20-13	Replacement-Water	193,659	178,522	243,174
501-0000-348.20-14	Replacement-Wastewater	179,659	210,729	229,556
501-0000-348.20-15	Replacement-Stormwater	103,536	72,398	141,836
501-0000-348.20-16	Replacement-Streets	81,360	111,450	111,472
501-0000-348.20-20	Replacement-City Hall	8,131	11,949	6,778
501-0000-348.20-23	Replacement-Water Resourc	6,739	5,383	5,515
501-0000-348.20-24	Replacement-RAC	46,113	51,251	56,656
501-0000-361.10-00	Investment Interest	-	-	65,064
501-0000-361.10-40	LGIP Earnings	-	-	81,912
501-0000-361.11-00	Interest Earnings	105,392	120,000	68,852
501-0000-369.13-00	Proceeds of Capital Asset	2,225	-	-
501-0000-369.40-00	Court Fees /Judgments	42,156	-	-
501-0000-369.90-00	Other Misc Revenue	3	-	-
501-0000-383.11-00	From Governmental Funds	57,568	-	-

Account Number	Description	2017 Actual Revenue/Expense	2018 Amended Budget	2019 Adopted Budget
<i>Equipment Rental Fund - Revenues/Expenditures</i>				
Public Works Equipment Rental				
501-0000-387.00-00	Residual Equity Trans In	90,954	-	-
Total Equipment Rental Fund Revenues		2,485,916	3,547,476	3,019,707
General Services				
501-4801-508.80-00	Unreserved Funds	-	396,233	-
501-4801-548.10-01	Salaries-Regular	127,054	131,160	132,907
501-4801-548.10-05	Salaries-Overtime	30	200	200
501-4801-548.20-01	Employer Paid Benefits	51,368	57,125	58,676
501-4801-548.20-42	GASB68 Pension Expense	(29,769)	-	-
501-4801-548.31-01	Office & Operating Supply	611	750	750
501-4801-548.31-17	Supplies-Uniform Purchase	1,099	2,200	2,933
501-4801-548.41-01	Prof. Svc-Other	260	1,000	1,000
501-4801-548.41-26	Prof. Svc-Administration	-	250	250
501-4801-548.42-01	Telecommunications	480	-	2,250
501-4801-548.43-01	Transportation/Per Diem	-	450	450
501-4801-548.43-02	Dues, Subscriptions, Publ	120	641	641
501-4801-548.43-03	Registrations	75	1,750	2,250
501-4801-548.45-02	IMS Rental	8,025	10,952	11,281
501-4801-548.46-02	Insurance-Fire/Property	6,449	2,021	1,939
501-4801-548.46-04	Insurance-Vehicle	30,621	35,539	37,261
501-4801-548.46-06	AWC-L & I Pool	2,277	607	607
501-4801-548.47-01	Utility-Electrical	4,053	5,001	5,001
501-4801-548.47-02	Utility-City of Lacey	5,137	5,000	5,000
501-4801-548.47-03	Utility-Gas	3,103	6,000	6,000
501-4801-548.48-01	Rep & Maint-Equipment	199	650	650
501-4801-548.48-03	Rep & Maint-Facilities	2,843	2,896	2,896
501-4801-548.49-06	Maintenance Contracts	169	-	-
501-4801-548.49-10	Uniform Contract/Cleaning	862	1,000	1,000
501-4801-548.49-25	Assessments/Taxes	402	150	150
501-4801-548.49-35	CDL-Physicals/Licenses	99	350	350
501-4801-548.60-01	Capital Outlays-Equipment	10,270	-	4,533
501-4801-548.60-02	Capital Outlays-Replace	383,887	1,132,079	904,438
501-4801-548.60-99	Capitalized Fixed Asset	(385,899)	-	-
501-4801-548.65-02	Depreciation-Vehicles	666,796	640,351	668,552
Total General Services		890,621	2,434,355	1,851,965

Account Number	Description	2017 Actual Revenue/Expense	2018 Amended Budget	2019 Adopted Budget
<i>Equipment Rental Fund - Expenditures</i>				
Public Works Equipment Rental				
Preventative Maintenance				
501-4802-548.10-01	Salaries-Regular	130,841	135,966	196,307
501-4802-548.10-05	Salaries-Overtime	-	200	200
501-4802-548.10-06	Salaries-Part-Time	6,199	10,460	10,460
501-4802-548.20-01	Employer Paid Benefits	60,712	64,125	92,044
501-4802-548.31-01	Office & Operating Supply	105,967	125,000	125,000
501-4802-548.31-02	Small Tools & Equipment	5,048	5,000	5,600
501-4802-548.31-27	Software Upgrade	3,422	2,900	3,500
501-4802-548.41-01	Prof. Svc-Other	-	1,000	1,000
501-4802-548.48-01	Rep & Maint-Equipment	70,697	105,262	55,262
501-4802-548.49-30	Software Maintenance	1,846	1,595	1,595
Total Preventative Maintenance		384,732	451,508	490,968
Fuel, Oil, Tires				
501-4803-548.10-01	Salaries-Regular	24,036	24,979	35,359
501-4803-548.20-01	Employer Paid Benefits	10,753	11,736	16,517
501-4803-548.31-01	Office & Operating Supply	841	1,387	1,387
501-4803-548.34-01	Fuel	242,754	377,109	377,109
501-4803-548.34-02	Diesel	106,879	206,381	206,381
501-4803-548.34-03	Tires	30,783	35,205	35,205
501-4803-548.41-01	Prof. Svc-Other	885	2,000	2,000
501-4803-548.48-01	Rep & Maint-Equipment	1,832	2,816	2,816
Total Fuel, Oil, Tires		418,763	661,613	676,774
Total Equipment Rental Fund Expenditures		1,694,116	3,547,476	3,019,707

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, 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 2019 budget for Information Management Services is **\$1,990,452** 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.

2019 PROGRAMS, GOALS AND PRIORITIES

- Continue to enhance and implement web services. This will allow more accessibility and flexibility for our citizens to perform City functions using the Internet.
- Setup and install replacement and new workstations.
- Expand Fiber-optic communication infrastructure.
- 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.

Account Number	Description	2017 Actual Revenue/Expense	2018 Amended Budget	2019 Adopted Budget
<i>Information Management Service Fund - Revenues</i>				
Revenues				
502-0000-308.00-00	Estimated Beginning Cash	-	389,452	127,312
502-0000-348.10-01	M&O-City Manager	10,314	12,907	13,294
502-0000-348.10-02	M&O-Finance	26,486	28,300	29,149
502-0000-348.10-03	M&O-City Council	13,933	16,741	17,243
502-0000-348.10-05	M&O-Public Affairs/HR	23,488	26,974	27,783
502-0000-348.10-06	M&O-Community Bldgs	8,884	7,139	7,353
502-0000-348.10-07	M&O-Police	117,529	110,251	113,559
502-0000-348.10-08	M&O-Planning & Comm. Dev.	57,843	60,485	62,300
502-0000-348.10-09	M&O-Public Works	45,617	50,772	52,295
502-0000-348.10-10	M&O-Parks & Recreation	30,765	39,029	40,200
502-0000-348.10-11	M&O-Facilities Maint.	1,585	1,501	1,546
502-0000-348.10-12	M&O-Parks Maintenance	14,028	9,018	9,289
502-0000-348.10-13	M&O-Water	189,702	196,346	202,236
502-0000-348.10-14	M&O-Wastewater	99,138	96,915	99,822
502-0000-348.10-15	M&O-Stormwater	50,441	49,985	51,485
502-0000-348.10-16	M&O-Streets	16,944	13,983	14,402
502-0000-348.10-20	M&O-City Hall Common	755,318	755,621	778,290
502-0000-348.10-21	M&O-Equipment Rental	6,362	8,187	8,433
502-0000-348.10-23	M&O-Water Resources	27,476	27,764	28,597
502-0000-348.10-24	M&O-RAC	9,678	7,938	8,176
502-0000-348.10-25	Veteran Services	-	-	4,000
502-0000-348.20-01	Replacement-City Manager	2,840	5,254	5,412
502-0000-348.20-02	Replacement-Finance	6,306	9,838	10,133
502-0000-348.20-03	Replacement-City Council	3,435	2,524	2,600
502-0000-348.20-05	Replacement-PA/HR	7,617	9,430	9,713
502-0000-348.20-06	Replacement-Comm Bldgs	3,926	2,369	2,440
502-0000-348.20-07	Replacement-Police	58,167	59,155	60,930
502-0000-348.20-08	Replacement-Planning & CD	11,165	23,696	24,407
502-0000-348.20-09	Replacement-Public Works	35,654	29,998	30,898
502-0000-348.20-10	Replacement-Parks & Rec.	7,707	11,680	12,030
502-0000-348.20-11	Replacement-Facility Main	569	322	332
502-0000-348.20-12	Replacement-Parks Maint.	2,989	2,496	2,571
502-0000-348.20-13	Replacement-Water	14,323	17,365	17,886
502-0000-348.20-14	Replacement-Wastewater	8,629	7,092	7,305
502-0000-348.20-15	Replacement-Stormwater	2,531	3,864	3,980
502-0000-348.20-16	Replacement-Streets	6,150	5,356	5,517
502-0000-348.20-20	Replacement-City Hall	18,428	28,001	28,841

Account Number	Description	2017 Actual Revenue/Expense	2018 Amended Budget	2019 Adopted Budget
<i>Information Management Service Fund - Revenues</i>				
Finance				
502-0000-348.20-21	Replacement-Equip Rent	1,663	2,765	2,848
502-0000-348.20-23	Replacement-Water Resourc	8,082	8,657	8,917
502-0000-348.20-24	Replacement-RAC	4,658	5,082	5,234
502-0000-361.10-00	Investment Interest	-	-	11,746
502-0000-361.10-40	LGIP Earnings	-	-	28,330
502-0000-361.11-00	Interest Earnings	32,024	19,000	11,618
502-0000-383.11-00	From Governmental Funds	29,824	-	-
Total Information Mgmt. Services Fund Revenues		1,772,218	2,163,252	1,990,452
Total City Revenues		120,789,540	142,947,817	142,235,705

Account Number	Description	2017 Actual Revenue/Expense	2018 Amended Budget	2019 Adopted Budget
<i>Information Management Service Fund - Expenditures</i>				
Finance				
Central System Support				
502-1801-518.10-01	Salaries-Regular	173,151	193,283	201,154
502-1801-518.10-05	Salaries-Overtime	1,859	3,000	3,000
502-1801-518.20-01	Employer Paid Benefits	75,170	91,604	94,184
502-1801-518.20-03	Unemployment Compensation	3,984	-	-
502-1801-518.20-42	GASB68 Pension Expense	(148,978)	-	-
502-1801-518.31-01	Office & Operating Supply	3,872	14,000	14,000
502-1801-518.31-27	Software Upgrade	3,260	8,000	8,000
502-1801-518.41-25	Prof. Svc-Computer	-	10,000	10,000
502-1801-518.42-01	Telecommunications	14,985	18,120	18,120
502-1801-518.42-05	Communications-Webhosting	7,450	10,000	10,000
502-1801-518.43-01	Transportation/Per Diem	2,000	8,000	8,000
502-1801-518.43-02	Dues, Subscriptions, Publ	75	2,000	2,000
502-1801-518.43-03	Registrations	3,399	8,000	8,000
502-1801-518.46-06	AWC-L & I Pool	540	144	144
502-1801-518.48-01	Rep & Maint-Equipment	-	4,291	4,291
502-1801-518.49-02	Printing & Binding	22	500	500
502-1801-518.49-05	Professional Development	-	17,300	10,650
502-1801-518.49-06	Maintenance Contracts	453	-	-
502-1801-518.49-30	Software Maintenance	132,037	245,290	226,380
502-1801-518.49-31	Hardware Maintenance	75,034	56,000	56,000
502-1801-518.49-67	Web Services	432	2,000	2,000
Total Central System Support		348,745	691,532	676,423
PC & Network Support				
502-1802-518.10-01	Salaries-Regular	379,422	489,064	421,721
502-1802-518.10-05	Salaries-Overtime	1,451	3,000	3,000
502-1802-518.20-01	Employer Paid Benefits	163,325	229,325	197,472
502-1802-518.31-01	Office & Operating Supply	8,308	10,000	10,000
502-1802-518.41-25	Prof. Svc-Computer	-	7,500	7,500
502-1802-518.43-01	Transportation/Per Diem	-	6,000	6,000
502-1802-518.43-03	Registrations	-	5,000	5,000
502-1802-518.49-05	Professional Development	41,322	10,000	10,000
502-1802-518.60-01	Capital Outlays-Equipment	372,523	331,768	267,600
502-1802-518.60-09	Software Assurance	58,209	60,000	60,000

Account Number	Description	2017 Actual Revenue/Expense	2018 Amended Budget	2019 Adopted Budget
<i>Information Management Service Fund - Expenditures</i>				
Finance				
PC & Network Support-Continued				
502-1802-518.60-99	Capitalize Assets	(195,952)	-	-
502-1802-518.65-04	Depreciation-IMS Equip	76,243	188,396	188,396
Total PC & Network Support		904,851	1,340,053	1,176,689
Help Desk				
502-1803-518.10-01	Salaries-Regular	64,543	82,128	85,380
502-1803-518.10-05	Salaries-Overtime	-	1,500	1,500
502-1803-518.20-01	Employer Paid Benefits	24,851	35,139	37,560
502-1803-518.31-01	Office & Operating Supply	968	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		90,362	131,667	137,340
Total Information Mgmt. Services Fund Expenditures		1,343,958	2,163,252	1,990,452
Total City Expenditures		96,410,899	142,947,817	142,235,705



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