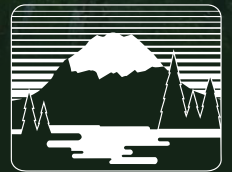


# 2020 BUDGET

July 3<sup>rd</sup> Celebration • Rainier Vista Community Park  
**LACEY • WASHINGTON**



CITY OF **LACEY**



# City of Lacey, Washington 2020 Adopted Budget



Prepared by the  
City of Lacey  
Finance Department  
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Mary Ann Hardie	Human Resource Director
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## City of Lacey - City Council Members



Andy Ryder  
Mayor



Cynthia Pratt - Deputy  
Mayor



Jason Hearn



Lenny Greenstein



Michael Steadman



Carolyn Cox



Ed Kunkel



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A Message from  
Scott H. Spence, City Manager  
October 24, 2019

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

The proposed 2020 Lacey City Budget reveals our community's financial picture through dollars and cents and articulates how the public's money will fund services and programs for the coming year. It is balanced and sustains essential services to our resident population of 51,270.

Last year, the U.S. economy passed a milestone by exceeding the previous record of 106 months of continuous economic expansion, making it the second longest since post-World War II. A year later, the economy continues its uninterrupted streak of growth at 122 months that began in June 2009. Although we are in the greatest sustained economic expansion in U.S. history, pessimism in the future and market factors are signaling a potential recession in the near future.

Like most Washington cities, Lacey is heavily dependent on the strength of the overall economy; the City's single largest source of revenue is sales tax, representing over 24% of the General Fund's revenue base. A downturn in the economy will reduce consumer spending and curtail construction activity, ultimately reducing this key revenue source to pay for city services. Budget preparations for 2020 considered this possibility.

Two notable features of the proposed 2020 Total Budget include enhancements to public safety and efforts to more accurately account for the increased reliance on Lacey city government to fund social services. For 2020, the budget includes five police officer positions; of the five, three positions are in response to projected retirements in the coming year. Due to the time it takes to place new officers in the Washington State Criminal Justice Training Commission, it is necessary to hire these positions now to avoid resource constraints in the near future.

The two remaining officers will be assigned to the Community Resource Unit, which will expand the unit's capabilities—providing proactive services within the community by partnering with Lacey neighborhoods and businesses.

The proposed 2020 budget also includes a new section titled Social Services to better account and track expenditures within the overall budget. This section will include historical support for programs such as the Lacey Veterans Services HUB and directed funds for the Health and Human Services Council (a regional partnership with Thurston County and the cities of Olympia and Tumwater that direct funding to non-profits and social services). New services with Community Action Council for coordinated housing assistance and specialized services such as a social service navigator position to work with our police department will also be incorporated in this budget section.

This year's proposed 2020 Total Budget is \$156,260,821. The Total Budget can be broken into six major components to include General Fund, Capital Projects, Special Funds, Debt Service, Utility Funds, and Internal Service Funds. The major components are accounted for in 29 distinct and separate funds to accurately report revenues and expenditures. Compared to the amended 2019 Total Budget, which totaled \$158,438,176, the proposed 2020 Total Budget equals \$156,260,821, a 1.37% decrease. Changes in accounting practices and non-recurring capital expenditures are the contributing factors to the year-to-year change in Total Budget expenditures. Overall, the proposed 2020 Total Budget supports a workforce of 287 FTEs.

For 2020, the proposed General Fund totals \$51,430,869. The General Fund proposes the addition of eight positions—five police officers, as cited above, and two support positions all within the police department. A public works position is also included in the 2020 General Fund Budget to help maintain the multiple public buildings and structures under the City's oversight. In comparison to the amended 2019 General



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Fund Budget, the total proposed 2020 General Fund Budget (\$51,430,869) represents a 7.02% decrease. As reflected in the proposed 2020 Total Budget, this decrease is related to changes in accounting practices within the General Fund and non-recurring capital expenditures.

The following are some of the initiatives and projects incorporated in the proposed 2020 Total Budget:

- Lacey Library – Interior Remodel Improvements - \$195,975
- Facility Needs Analysis of the Police Department - Phase 2 totaling \$123,582
- RAC Synthetic Field Replacement (Fields #5 & Soccer Field #1) at \$794,086
- Train Depot new Playground Structure in partnership with Lacey Rotary - \$100,000
- 2020 Overlay (Meridian Road and Orion Drive Roundabout) at \$2,100,000
- Completion of the College Street and 22nd Avenue Roundabout - \$4,440,690
- Fleet Replacement and Enhancements - \$1,248,810
- Capitol City Golf Club Estates Fire Flow at \$3,100,000
- Capitol City Golf Club Estates Septic Abandonment and Connection Fees - \$2,720,000
- Capitol City Golf Club Estates Wastewater Improvements - \$4,380,000
- Mullen Road Watermain Project totaling \$1,334,000
- Lift Station #15 Rehabilitation at \$1,341,000
- Lacey Veterans Services HUB – Exterior Improvements totaling \$2,000,000

Another aspect of the budget is City-provided utilities. City utilities include water, wastewater, and stormwater. Within the City's Total Budget, the three utilities, combined, represent more than half of the budget at 50.94%—a grand total of \$79,604,428. All three utilities are in various stages of comprehensive planning for its operational requirements and projected capital needs. The proposed 2020 Budget incorporates single-year rate amendments for all three utilities. Based on an average monthly residential account, rates

will adjust in water, wastewater, and stormwater by \$1.00, \$0.64, and \$0.51, respectively. This represents a three percent increase in water and wastewater, and 4.5% in stormwater. Capitol City Golf Club Estates is the site of major utility improvements in 2020. Water infrastructure improvements and a septic-to-sewer conversion project will commence next year and is projected to take over two years to complete, requiring a multi-million dollar investment. The latter is necessary to preserve the quality of water pumped from Well 4.

Lacey's current financial position is due to prudent policy leadership of the Lacey City Council and to the Executive Team's responsiveness to the fiscal realities of city government. These two factors have contributed to the careful development of prior budgets over the last half decade, creating an environment of sustainability and continuity of essential service delivery. Residents and businesses in Lacey can have confidence in their local government's ability to utilize the public dollars under its stewardship and to leverage funds to the maximize benefit of the community.

Thank you.

Scott H. Spence  
City Manager

# LACEY CITY GOVERNMENT



CITIZENS

## Boards & Commissions

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

**Mayor**  
**Deputy Mayor**  
**Council**

**City Manager**

**City Attorney**

Legal Counsel  
Prosecution  
Indigent Defense

**Civil Service Commission**

## Finance

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

## Human Resources, Public Affairs, City Clerk, Social Services

Public Information	Recruiting
Clerk/Records	Classification/Compensation
Community Liaison	Performance Mgmt.
Neighborhood Assoc.	Safety/Workers Comp.
Legislative Liaison	Risk Management
Animal Services Support	Employee Asst. Program
Recycling/Solid Waste	Special Projects
Veterans Services	Social Services

## Police

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

## Community & Economic Development

Current and Advanced Planning  
Code Inspection & Permit Services  
Growth Management

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

## Public Works

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

## Parks & Recreation

Youth & Adult  
Recreation Programs

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

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





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# Budget 2020 Summary

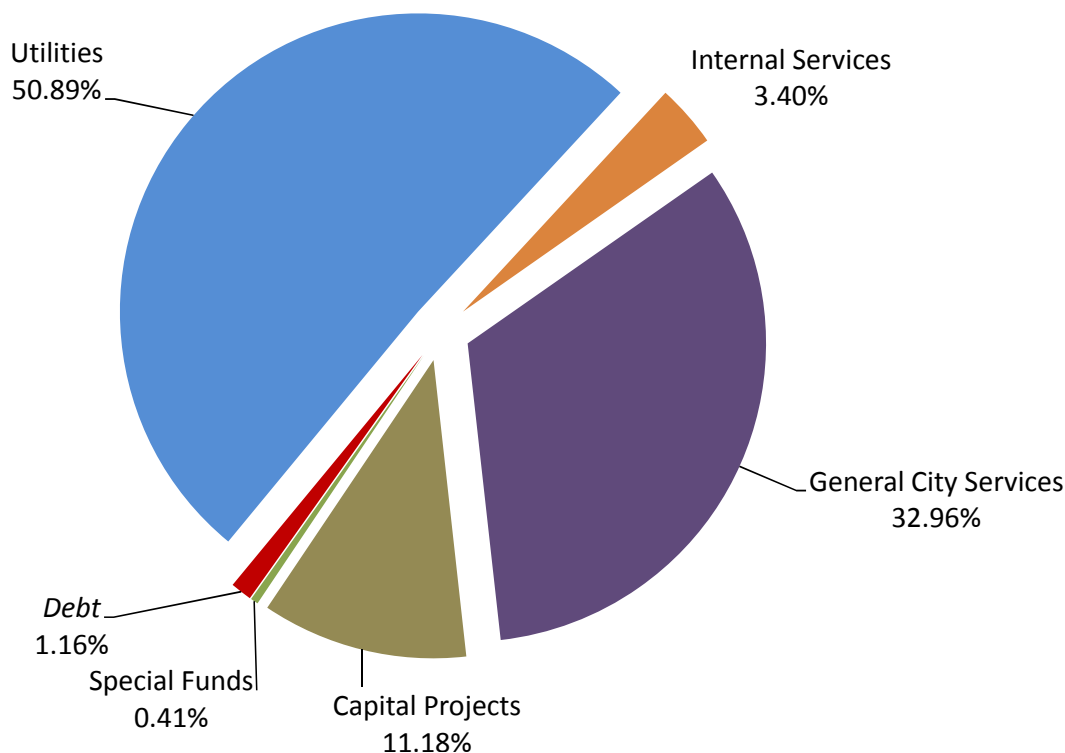
The 2020 budget totals \$156,410,821. This is a \$2,027,355 or 1.3 percent decrease compared to the amended 2019 budget. The City continues to live within its means. Service levels are principally maintained and in some areas are enhanced. The City continues its long-term track record of investing significantly in quality of life improvements and infrastructure maintenance and construction.

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 \$156,410,821



This summary section of the adopted 2020 budget will focus on the activities, goals, and priorities of the many funds making up the City's budget. It is our hope that this document becomes more than pages of numbers but an understandable and informative message to you, the reader.

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

up the City's GENERAL FUND. There are eleven separate funds that account for the major components of the City's water, wastewater, stormwater, and reclaimed water utilities. These are referred to as the Enterprise Funds of the City.

Other special purpose funds have been created to account for capital improvement expenditures for streets, buildings, transportation improvements, Hicks Lake Management District, 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.

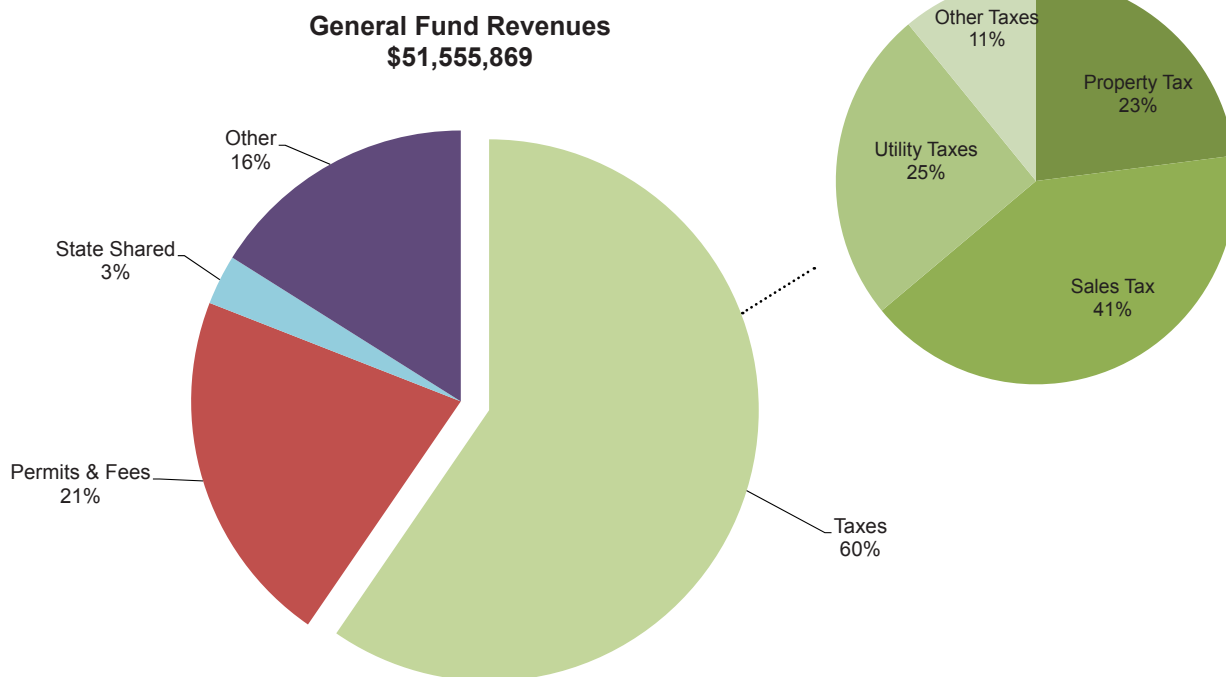
The City established two additional funds that account for the resources and assets of internal support activities. These are the Equipment Rental Fund that manages all vehicles and equipment used in providing services, and the Information Management Services Fund that accounts for expenses associated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



The total General Fund budget for 2020 is \$51,555,869, which is 6.8 percent or \$3,760,305 lower than the 2019 amended budget. The variance or change to the General Fund Budget expenditures is mostly attributed to lower one-time transfers out to other funds for one-time capital purchases and projects. Offsetting the aforementioned decreases are public safety enhancements, which require increased staffing levels and the continued increase to the overall cost of labor.

### General Fund - Revenue Summary

Property and sales tax revenues are the most significant income sources for the General Fund. Combined, they total \$19,709,599.

The property tax levy for 2020 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 \$67,971 increase in the property tax levy. It should be noted that the one percent maximum adjustment in the property tax levy remains insufficient to meet the inflation and fixed cost increases associated with a \$51.4 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 \$250.9 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 9.0 percent due to market value increases. Based on this information, the City's regular levy is estimated to be \$7,132,265. As a result, the levy rate will decrease \$0.0750 to \$0.9901 per \$1,000 of assessed property value.

Sales tax receipts for 2019 are exceeding projections, overall, retail sales tax has recently shown improvement. 2020 sales tax receipts are projected to increase \$1,526,525 compared to the original 2019 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 similar to inflation, so it is relatively flat. 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 2020 Budget anticipates an increase in overall sales tax receipts to \$12,563,850, which is a 13.8 percent increase compared to the 2019 Budget. The Criminal Justice Fund is projected to receive \$917,669 in sales tax revenue that is collected from a special countywide levy and distributed by the County on a per-capita basis.

Sales tax receipts, a volatile revenue source, will be monitored very closely in case current economic conditions change for the worse and retail sales volumes begin to decline. The General Fund portion of this revenue source accounts for a significant 24.4 percent of the adopted 2020 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 72nd.

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 2020 will be \$7.76 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. In addition, a combination of a dedicated reserve and transfers have been necessary to maintain and operate 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, due to expanding park properties and rising costs, beginning in the 2014 it became necessary to dedicate the entire 1.0 percent utility tax for parks operations and maintenance. The Regional Athletic Complex dedicated operating reserve will be depleted in 2020. As a result, the 2020 Budget proposes beginning the elimination of the remaining utility tax funding and operating transfers for Rainier Vista Park and the Regional Athletic Complex. In the future, it is recommended that the Parks and Open Space Fund be limited to budget amounts related to park acquisition and development.

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 \$112,493 due to growth and adopted water rate increases.

“Other taxes” total \$3,255,952 or 6.3 percent of General Fund revenues. It is anticipated that Business and Occupation tax revenue will increase compared to the 2019 Budget and total \$2,615,602 in 2020. Admissions taxes projections are \$45,000 lower at \$225,000. Total gambling tax revenues are projected to remain \$340,000 in 2020.

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>
2020 Bud.	1,660,000.00	-
2019 Bud.	1,660,000.00	(1,352,366.44)
2018	3,012,366.44	919,144.84
2017	2,093,221.60	28,773.69
2016	2,064,447.91	131,105.04
2015	1,933,342.87	374,326.36
2014	1,559,016.51	442,899.15
2013	1,116,117.36	(168,984.61)
2012	1,285,101.97	(59,303.17)
2011	1,344,405.14	311,606.94
2010	1,032,798.20	N/A

Residential housing construction volume has slowed considerably since the 2006 housing peak. As of the end of this past September, 132 single-family permits have been issued. This is 18.0 percent lower than during the same period of 2018. The following table illustrates the ten most recent years’ single-family residence building permit issuances: have been issued. The following table illustrates the ten most recent years’ single-family residence building permit issuances:

	<u>Single Family Permits Issued</u>
2019 YTD	132
2018	182
2017	180
2016	334
2015	307
2014	314
2013	213
2012	287
2011	219
2010	266
2009	301

It is anticipated the same single-family residential permit issuance volume will continue through 2020.

Many of the functions performed by the City are financed or partially reimbursed through service fees and user charges. These fees for service total \$9,334,324 and represent 18.2 percent of the General Fund revenues. The most significant amount, \$5,764,722, 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. 2020 continues to include indirect cost recovery fees charged to the water funds and will begin to recover indirect costs from the wastewater and stormwater funds.

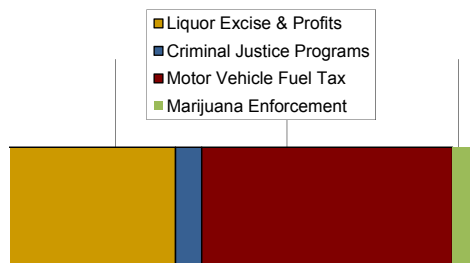
During 2020, the utility funds will reimburse the General Fund for administrative and overhead costs in the amount of \$1,234,455. The new indirect cost recovery fees charged to the wastewater and stormwater funds will total \$683,138. Parks & Recreation program fees are anticipated to increase \$87,382 to \$1,046,725. The most significant increase is related to aquatic and special event program 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 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 \$1,540,587 in fiscal year 2020.



### 2020 State Shared Revenue \$1,540,587



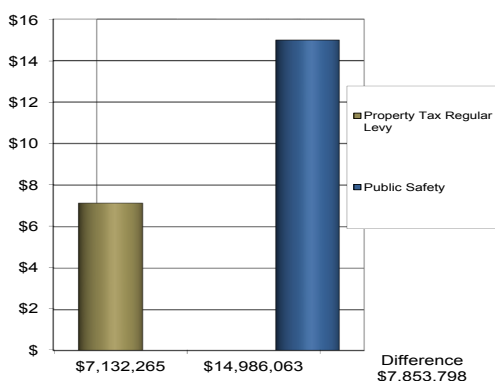
Fuel tax state-shared revenues have gradually increased, but are still below historical amounts received prior to the elimination of the Motor Vehicle tax with passage of Initiative 695 in 1999. State-shared revenues, total \$38.69 per capita.

### 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 \$14,986,063 in 2020, which represents 29.1 percent of all expenses within this \$51.4 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 \$7,853,798 short of meeting public safety costs.

Public Safety Compared to  
Entire Regular Property Tax Levy



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 \$12,737,107, an increase of \$1,697,379 over the amended 2019 budget. The 2020 Budget includes five additional police officer positions. Two of the police officer positions will create a new Community Resource Unit. The remaining three police officer positions will address succession planning needs in the department. A combination of anticipated retirements and long transition periods due to the police academy long lead time creates the need to fill positions early to maintain service levels. The succession planning positions are expected to be temporary (two to three years) in nature. Two non-uniform positions are included in the 2020 Adopted Budget. An Executive Assistant position is needed for growing administrative demand. An additional Department Assistant III is adopted to provide administrative support for the Community Resource Unit. The Police Department budget alone represents 24.8 percent of the General Fund budget.



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

\$985,122 annually for prisoner support and medical expenses.

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

In 2009, the Lacey Police Department (LPD) became the first city in Thurston County to be state accredited. This means the LPD is meeting the best practices of professional performance established by the State of Washington.

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

### **Parks and Recreation**

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 \$272,500 with additional revenue coming from the City's regular property tax levy. The 2020 Community Buildings Fund budget totals \$603,211.

Registration and service fees, for the myriad of recreation programs Lacey Parks offers, are estimated at \$1,046,725, or about 32.9 percent of the \$3,181,215 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, Human Resources, Public Affairs, City Clerk, and Social Services. The adopted budget includes a structural change. Beginning in 2020,

Human Resources will be a standalone department and Public Affairs and City Clerk functions will continue in the same department. Previously, all three departments were combined in Administrative Services. Adopted 2020 expenditures will be \$3,385,567, a decrease of \$75,687 compare to the amended 2019 budget. The decrease is a result of Veterans Services being reclassified under the new Social Services Department.

### **Social Services**

The 2020 Adopted Budget includes a new General Fund Department, Social Services. Many of the services included in this newly formed department were previously provided as single items throughout the City's budget. For example, Veterans Services were accounted for within the Public Affairs Department and other social services were mainly accounted for in the Contracted Services Department. These are now consolidated into one department. The department will include the following services: Veterans Services, homeless and affordable housing services, and other social services. New expenditures include social navigation services and support for the Carpenter Road Stabilization Site. The adopted expenditures are \$880,772.

Many of the services provided Lacey residents for public health, social services, youth initiatives, library services, cultural and community enrichment programs are performed by contract through other agencies and volunteer groups. Each is important to the quality of life and well-being of our citizens.

Lacey continues its participation in the Health and Human Services Council (HHSC), an intergovernmental organization responsible for the distribution of social service dollars contributed by each funding jurisdiction. The 2020 budget assumes that the City's contribution will be \$63,198. The City is proud to be able to maintain its human services contributions.

### **Library Services**

The City owns and maintains the Lacey Timberland Library building located next to City Hall.

Maintaining the building and grounds will cost \$93,675 in 2020. Each year the City replaces furniture and fixtures as required.

### **Community and Economic Development**

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



The number of residential housing permit applications as of the end of September totaled 132 compared to 161 this time last year and 143 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 2019 pace through 2020. 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 \$2,839,755, a 3.1 percent increase compared to the amended 2019 budget.



## Public Works – Engineering and Maintenance Services

Public Works administration, project and utility engineering, construction management, transportation planning and engineering, water resource management, and parks and street maintenance services all are included in the General Fund budget. Where appropriate, the cost of these services is reimbursed from city capital construction projects, charges to utilities, and from fees assessed to private development. Fees and charges collected for these services account for \$5,764,722 or 11.2 percent of General Fund revenues. Adopted expenditures will be \$13,455,124, or 26.2 percent of all General Fund activity.

The Engineering Division work program for 2020 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 onsite generator installations, stormwater line installation, College Street improvements, Mullen Road improvements, and the overlay rehabilitation program, which consists of significant improvements to Meridian Road and the roundabout at Orion Drive. 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 \$3,832,054, an increase of \$262,437 or 7.4 percent.



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

for 2020. 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 \$1,661,124. This is a \$49,334 increase.

The Facilities Management Division will have a budget of \$682,786, an increase of \$90,970 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 Adopted Budget includes one additional Journey Level Maintenance Technician to address the growing maintenance demand. The position will replace the use of part-time staffing.

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

Part-time and seasonal employees are a key component to meeting the significant workload of this division. The adopted Parks Maintenance operating budget totals \$3,086,981, an increase of \$73,052.

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 2020 City Street fund budget totals \$4,065,440, a decrease of \$123,927. The decrease is a result of lower capital purchases in 2020 compared to 2019. 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 \$1,202,001. Field use, sponsorship, concession contracts, rental fees, and investment interest of \$456,160 need to be supplemented by contributions from Lacey's Lodging Tax fund \$160,000, \$385,841 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 budget is located at the end of this summary section of the budget document.

The 2020 Capital Equipment Fund budget totals \$1,423,814. 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 2020 in the recently established Transportation Improvement Fund.



## 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 2020 totals \$1,435,888 and includes the following projects:

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Library Service Desk Improvements	\$ 139,360
Library Restroom Improvements	56,615
Replace Transportation Department Building (Street Fund Share)	375,000
New Museum Design	800,000

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## Parks and Open Space Fund

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

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





## Arterial Street Fund

The 2020 Arterial Street Fund totals \$10,136,027, which is \$3,880,035 more than last year's budget. The 2020 transportation capital improvement program includes College Street corridor improvements, the City's share of Mullen Road and Carpenter Road improvements, Hawks Prairie and Marvin Road Roundabout design, Ruddell Road Sidewalk and Retaining Walls improvements, and continued design and right-of-way acquisition 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 2020, the City will allocate the following resources to match grants and construct several transportation improvements: \$2,000,000 Real Estate Excise Tax and \$342,047 State Fuel Tax. Approximately \$1,155,182 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 2019 and will require the following resources during the 2020 budget year:



LED Street Lighting Replacement	\$ 200,000
Mullen Road – Thurston County	500,000
Ruddell Road Sidewalk/Retaining Walls	940,500
Carpenter Road Widening	7,500
Marvin Road Exit 111	97,500
College St. & 22nd Ave Roundabout	4,440,690
Signal Pole Replacement (Sleater Kinney and Pacific Avenue)	102,000
Marvin Road Exit 109	30,000
College Street NE Extension	303,000
Hawks Prairie Road/Marvin Road Roundabout Design	2,502,846
Electric Car Charging Stations	156,250
College St. & 16th Ave Roundabout	450,000
College Street Pedestrian Crossing	40,741
Carpenter Road and Britton Parkway Interim Roundabout Design	75,000
Sycamore Bike Route	40,000
Miscellaneous 2020 Minor Projects	250,000
Total	<u>\$ 10,136,027</u>

## Transportation Improvement Fund

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

repairs and improvements. The 2020 Transportation Improvement Benefit District capital budget will consist of the overlay of Meridian Road including the Orion Drive roundabout.



## 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 2020:

Lacey Museum Operations	\$ 48,500
Lacey Chamber of Commerce – Visitor Services & Community Profile	70,000
Washington Center for the Performing Arts	27,500
Experience Olympia & Beyond – Events Guide and Visitor Services	80,000
Experience Olympia & Beyond – Sports Commission	20,000
Fun Fair	12,000
Jazz Festival	42,500
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	18,000
Huntamer Park Concerts and Events	18,000
Ethnic Celebration	9,000
Olympic Flight Museum	4,000
Capital Lake Fair	7,000
July 3rd Fireworks and Concert	20,000
Got Game Get Game Basketball Tournament	20,000
Polyfest	6,750
Regional Sports & Events Complex (Marketing & Promotion)	160,000
Total	\$ 596,250

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 \$507,000 with \$89,250 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 2020.



## 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 \$2,102,355. Of that amount, \$567,050 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 one synthetic turf infields, replacement of the soccer field synthetic turf, and installation of fencing at the Regional Athletic Complex.



## Water Utility Fund

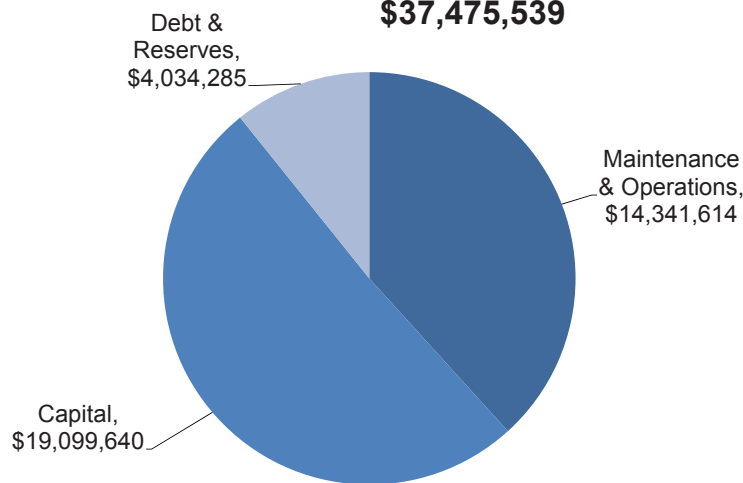
The City's Water Utility is consistently growing. With over 25,800 water accounts, the City's Water Utility serves approximately 62,700 customers. As an enterprise fund, the Water Utility must be self-supporting through the collection of fees for service and system connection charges.

### Maintenance and Operations

The 2020 Maintenance and Operations budget totals \$14,341,614, a \$1,104,775 or 8.4 percent increase over the 2019 amended budget.

The 2020 Budget includes a 3.0 percent inflationary increase to maintain the City's philosophy keep rates consistent and predictable. In addition, the inflationary rate increase will keep future rates lower and less the potential for debt financed capital

### 2020 Water Utility Budget \$37,475,539



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

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

projects. Because of this increase, a customer using 900 cubic feet of water will pay approximately \$1.00 more per month.



### Water System Improvements – Replacement and Construction

Within the Water Comprehensive Plan is a schedule of system improvements determined to be necessary to maintain and meet service demands for the next several years. Replacement dollars are allocated to perform well replacements, designing waterline replacement projects for 2020, and complete waterline

modifications in various service areas.

The capital budget for 2020 totals \$19,099,640 and includes the following projects:

College & 22nd Avenue Roundabout – Watermain Improvements	\$ 325,000
Water Rights Mitigation	207,000
Smith Farm Construction & On-Going Farm Management	160,000
Well House and Treatment Source 17	390,000
Hawks Prairie Wellfield	790,000
Reclaimed Water Comprehensive Plan	112,000
Capitol City Golf Course Fireflow	3,100,000
Capitol City Wastewater Septic Abandonment	2,720,000
Horizon Pointe/66th Avenue Water	80,000
Overflow for Union Mills Reservoir	5,000
2016 Waterline Replacement (Shady Lane)	210,000
2018 Waterline Replacement (Belair)	250,000
Union Mills Reservoir Seismic Upgrade	5,000
Water Comprehensive Plan Update	157,000
337 Zone Reservoir	1,000,000
Fitz Hugh Watermain	600,000
Golf Club Watermain	50,000
Marvin Road Well	730,000
WSDOT Marvin Interchange	20,000
Hawks Prairie Sister Standpipe	910,000
2019 Well Review/Analysis (Source 6)	10,000
Source 1 Well Replacement and Treatment	600,000
Madrona Well pH Treatment	600,000
Mullen Road Watermain	1,334,000
Meridian Road (Transportation/Development)	210,000
Westside Wells pH Treatment	100,000
Carpenter Road (south of Fairgrounds)	30,000
College Street and 16th Avenue	10,000
2020 Well Review/Analysis	450,000
Well Source 4 Improvements (New Well)	1,000,000
2020 Critical Valves	100,000
45th/50th Avenue Fireflow Improvements	550,000
400 Pressure Zone Transmission	1,000,000
2020 Transportation/Development Projects	250,000
Brewery Wells	350,000
AWIA Risk Assessment	150,000
LEAN/Efficiency Analysis and Improvement	32,100
2020 Revenue Bond Debt Service Obligations	502,540

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 2020 GFC fee for a standard 5/8" connection, a typical single-family home meter size, will increase 6.0 percent to \$7,730. Larger meter connections will increase in proportion to the new cost of a residential meter.

### Water System Debt and Reserves

The Water Utility has the obligation to repay long-term financing provided by the 2013 Revenue Bonds. \$502,540 is included in the 2020 Budget for interest and principal payments for the 2013 Revenue Bonds. These debt service payments are funded through Water rates and will be transferred into the debt service fund from the capital fund.





## Wastewater Utility Fund

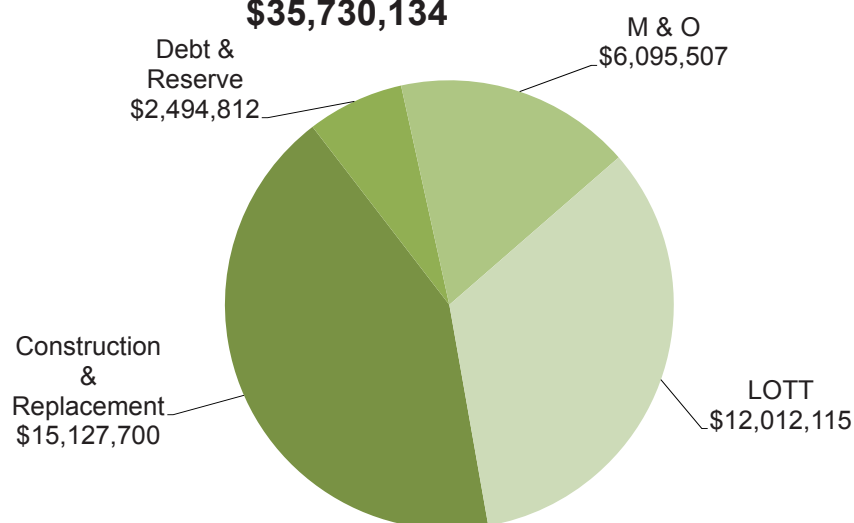
Lacey's Wastewater Utility provides service to nearly 18,800 connections. Lacey is responsible for the utility's collection system, while the Lacey, Olympia, Tumwater, Thurston County Alliance aka LOTT, provides wastewater treatment services.

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 2020 maintenance and operating budget totals \$18,107,622, which is \$534,240 or 3.0 percent more than the 2019 amended budget.

### 2020 Wastewater Utility Budget \$35,730,134



The 2020 Budget includes a 3.0 percent inflationary increase to maintain the City's philosophy keep rates consistent and predictable. In addition, the inflationary rate increase will keep future rates lower and less the potential for debt financed capital projects. As a result of this increase, a residential customer will pay approximately \$0.64 more per month.

The Wastewater Utility also is divided into three major categories for budgeting and cost

This increase reflects the estimate for new service connections or Equivalent Residential Units (ERUs), the adopted \$1.20 increase to LOTT fees, which the City collects and forwards to them, and increasing transfers to the capital fund.



The user fee collected for LOTT (\$41.00 per month per equivalent residential unit, which includes a 2020 3.0 percent rate increase) is the most significant expenditure or pass-through

payment. The estimated total LOTT fee for 2020 is \$12,012,115 or 66.3 percent of the Wastewater Utility's operating budget.

The 2020 revenues for Wastewater Utility activities that fund City operations are estimated at \$6,095,507. A rate increase of 3.0 percent is included in this adopted budget. Lacey's portion of the monthly user charge will increase from \$21.30 to \$21.94 effective January 2020.

### Replacement and Capital Construction

Construction of wastewater facilities is funded in the capital budget. The 2020 capital budget totals \$15,127,700.

Construction activity scheduled for 2020 is as follows:

Shady Lane Sewer	320,000
Mullen Road STEP Main (Ph. 2 Lakepointe Bioxide)	867,000
Liftstation 15 Rehabilitation (Galaxy Drive)	1,341,000
Liftstation 19 Rehabilitation (Willamette Dr. & Commerce Place Dr.)	600,000
Liftstation 21 Rehabilitation (Pacific Avenue)	2,374,000
Liftstation 12 Abandonment (Aldea Glen)	325,000
Liftstation 22 New Equipment (4401 45th Ave SE)	5,000
Rumac Street STEP (Ph. 1 Lakepointe Bioxide)	570,000
College Street & 22nd Ave Slipline	75,000
2019 Annual Miscellaneous Wastewater Improvements	10,000
Onsite Liftstation Generators	1,032,000
Capital City Golf Course	4,380,000
Golf Club Wastewater Improvements	50,000
Liftstation 49 Cross Connection Control	460,000
Septic System Conversion Study	75,000
2020 Annual Miscellaneous Wastewater Improvements	250,000
Liftstation 20 Abandonment (47th Avenue SE)	75,000
Liftstation 23 Rehabilitation (College St. NE/Abernathy)	150,000
Liftstation 11 Abandonment (Aldea Glen)	50,000
Sewer Decant Facility (Pit Site)	500,000
Kagy and Mullen Road STEP	750,000
2020 Manhole Rehabilitation	600,000
Carpenter Road (south of Fairgrounds)	20,000
34th Avenue SE Wastewater Improvements	150,000
Liftstation 49 Bar Screen Bypass	50,000
Liftstation 49 Land Purchase	10,000
LEAN/Efficiency Analysis and Improvement	38,700

### Wastewater Debt and Reserves

Current local improvement district debt for Utility Local Improvement District (ULID) #23, which included a sewer line installation and connections and ULID #24, which included a sewer line installation.

## Stormwater Utility Fund

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



### Maintenance and Operations

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

The operating budget for 2020 totals \$3,862,760. Implementation of NPDES Phase 2 requirements of inspecting and monitoring stormwater treatment facilities continues to place increased demands on this utility.

The 2020 Budget includes a 4.5 percent inflationary increase to maintain the City's philosophy keep rates consistent and predictable. In addition, the inflationary rate increase will keep future rates

lower and less the potential for debt financed capital projects. As a result of this increase, a residential customer will pay approximately \$0.51 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 2020 budget of \$756,886 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 2020 are as follows:

25th Loop SW Improvements	\$ 300,000
Brentwood SW Installations	50,000
Stormwater Comprehensive Plan Update	1,000
2020 Miscellaneous Transportation Stormwater Improvements	150,000
Belair and Impala Area Improvements	100,000
2021 Stormwater Design Manual Update	50,000
LEAN/Efficiency Analysis and Improvement	4,200
2020 Revenue Bond Debt Service Obligations	101,686

### Stormwater System Debt and Reserves

An estimated \$101,686 is included in the 2020 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 2020 excess levy rate for voter-approved debt is estimated to be \$0.1592 per \$1,000 assessed value based on a \$1,136,300 levy. This includes a \$454,600 excess levy that began in 2002 is for Fire Safety Improvements and will mature in 2021; a \$325,500 excess levy that began in 2003 for the first group of Park Improvements maturing in 2023; and, a \$356,200 levy that began in 2007 for the final group of Parks Improvement projects.

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

	Original Issue Amount	Jan. 1, 2020 Outstanding BalanceDate	Maturity
2010 Fire Safety Refunding GO Bond (2002)	3,790,000	865,000	Dec. 2021
2012 Parks Improve. Refunding GO Bond (2003)	2,845,000	1,215,000	Dec. 2023
2015 Parks Improve. Refunding GO Bond (2006)	2,995,000	2,170,000	Dec. 2026
Total	9,630,000	4,250,000	

### 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.

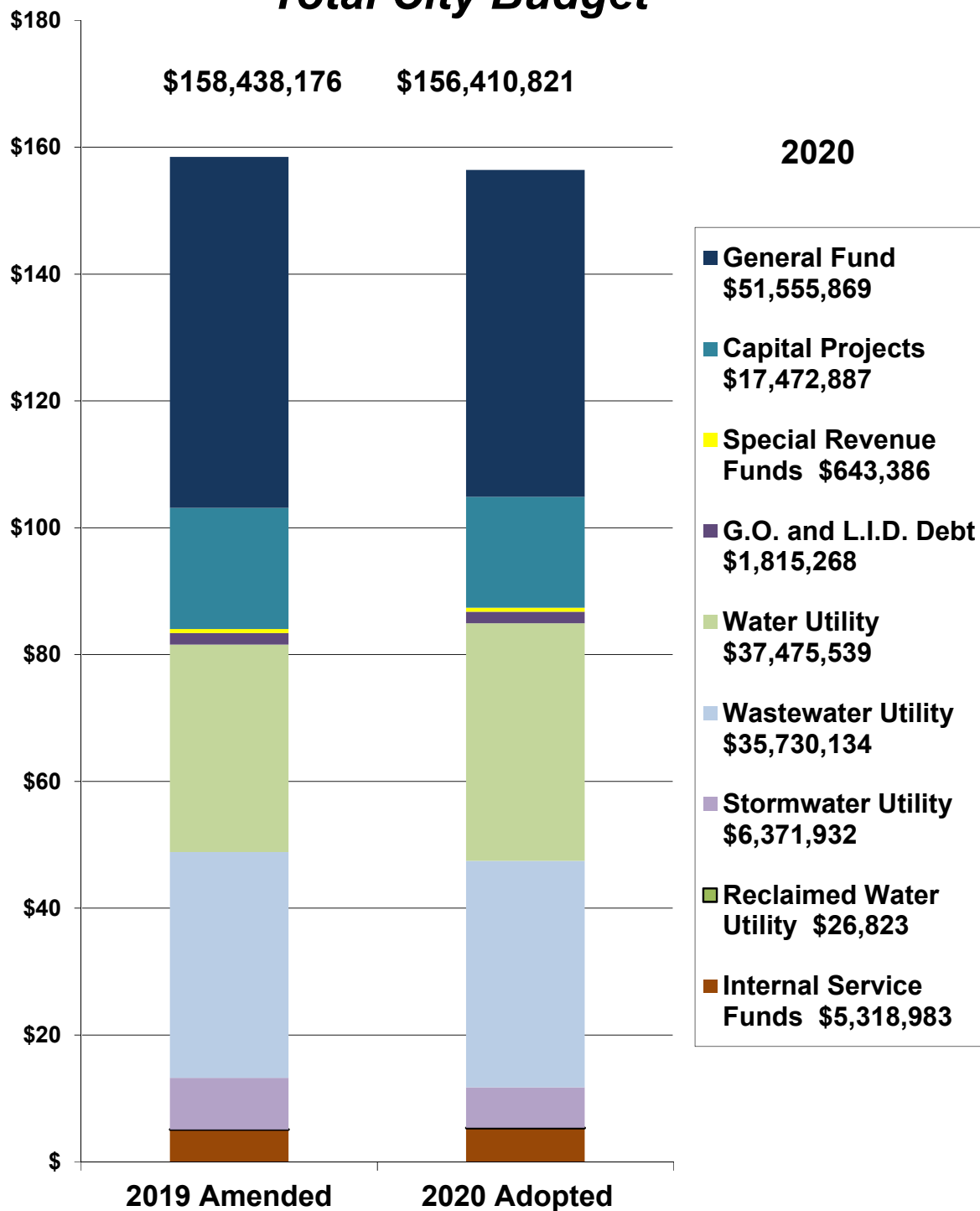
### Local Improvement District Bond Fund

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.



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## 2019 - 2020 Comparison Total City Budget





Description	2018 Actual Revenue/Expense	2019 Amended Budget	2020 Adopted Budget
<b>Revenue Summary by Fund</b>			
Current Expense Fund	42,180,207	44,800,634	43,195,848
Criminal Justice Fund	1,029,147	928,012	1,015,555
Community Buildings Fund	625,625	595,762	603,211
Regional Athletic Complex Fund	1,140,914	1,174,077	1,202,001
City Street Fund	3,720,745	4,189,367	4,065,440
Arterial Street Fund	7,114,524	6,255,992	10,136,027
Transportation Benefit District Fund	3,086,246	7,013,926	2,989,152
Lodging Tax Fund	484,956	592,000	596,250
Community Block Grant Fund	343	263	267
Hicks Lake Management District Fund	56,011	52,023	47,136
General Obligation Bonds Fund	1,702,664	1,705,678	1,712,639
L.I.D. Debt Fund	304,117	108,804	102,629
Building Improvement Fund	1,076,369	2,477,420	1,460,888
Capital Equipment Fund	2,122,984	3,628,322	1,473,814
Parks & Open Space Fund	689,340	1,522,024	784,198
Regional Athletic Complex Capital Fund	1,277,911	1,834,923	2,102,355
Water Utility Fund	14,264,019	13,236,839	14,341,614
Wastewater Utility Fund	16,753,836	17,573,382	18,107,622
Stormwater Utility Fund	3,628,809	4,535,014	3,862,760
Reclaimed Water Utility Fund	1,688	1,294	1,313
Water Capital Fund	10,383,239	15,465,339	19,099,640
Wastewater Capital Fund	5,207,115	15,535,982	15,127,700
Stormwater Capital Fund	1,207,567	1,832,706	756,886
Reclaimed Water Capital fund	33,099	25,152	25,510
Water Debt Fund	5,958,291	4,033,819	4,034,285
Wastewater Debt Fund	2,870,496	2,494,031	2,494,812
Stormwater Debt Fund	1,148,251	1,752,599	1,752,286
Equipment Rental Fund	3,003,131	3,019,630	3,298,351
Information Mgmt. Services Fund	1,839,154	2,053,162	2,020,632
<b>Total Revenues</b>	<b>132,910,798</b>	<b>158,438,176</b>	<b>156,410,821</b>

Description	2018 Actual Revenue/Expense	2019 Amended Budget	2020 Adopted Budget
<b>Expenditure Summary by Fund</b>			
City Council	345,338	515,286	502,877
Contract Services	2,238,178	3,012,281	2,890,704
City Manager	474,038	557,555	569,776
Human Resources	1,943,124	2,388,413	1,405,738
Social Services	-	2,750,092	880,772
Public Affairs/City Clerk	-	-	992,176
Finance	1,008,839	1,301,073	1,416,440
City Attorney	638,640	624,994	673,087
Common Facilities	1,440,357	1,650,420	1,598,659
Police	9,457,473	10,111,716	11,721,552
Public Works - Support Services	95,147	111,715	126,739
Public Works -Engineering	3,119,622	3,569,617	3,832,054
Public Works - Parks Maintenance	2,727,798	3,013,929	3,086,981
Public Works - Facilities Maintenance	578,364	591,816	682,786
Community and Economic Development	2,371,264	2,754,731	2,839,755
Public Works - Water Resources	1,395,541	1,611,790	1,661,124
Parks & Recreation	2,695,315	2,922,533	3,181,215
Other Operating Transfers/Unencumbered	6,856,603	7,312,673	5,133,413
<b>Current Expense Fund</b>	<b>37,385,641</b>	<b>44,800,634</b>	<b>43,195,848</b>
Criminal Justice Fund	559,120	928,012	1,015,555
Community Buildings Fund	502,493	595,762	603,211
Regional Athletic Complex Fund	1,016,196	1,174,077	1,202,001
City Street Fund	3,147,504	4,189,367	4,065,440
Arterial Street Fund	2,779,622	6,255,992	10,136,027
Transportation Benefit District Fund	1,430,320	7,013,926	2,989,152
Lodging Tax Fund	448,897	592,000	596,250
Community Block Grant Fund	-	263	267
Hicks Lake Management District Fund	36,195	52,023	47,136
General Obligation Bonds Fund	1,693,125	1,705,678	1,712,639
L.I.D. Debt Fund	-	108,804	102,629
Building Improvement Fund	132,475	2,477,420	1,460,888
Capital Equipment Fund	1,083,826	3,628,322	1,473,814
Parks & Open Space Fund	1,002,071	1,522,024	784,198
Regional Athletic Complex Capital Fund	1,064,103	1,834,923	2,102,355
Water Utility Fund	12,034,026	13,236,839	14,341,614

Description	2018 Actual Revenue/Expense	2019 Amended Budget	2020 Adopted Budget
<b>Expenditure Summary by Fund</b>			
Wastewater Utility Fund	16,518,390	17,573,382	18,107,622
Stormwater Utility Fund	3,092,509	4,535,014	3,862,760
Reclaimed Water Utility Fund	32,084	1,294	1,313
Water Capital Fund	1,191,363	15,465,339	19,099,640
Wastewater Capital Fund	2,145	15,535,982	15,127,700
Stormwater Capital Fund		1,832,706	756,886
Reclaimed Water Capital fund	-	25,152	25,510
Water Debt Fund	3,958,866	4,033,819	4,034,285
Wastewater Debt Fund	2,324,784	2,494,031	2,494,812
Stormwater Debt Fund	1,891,016	1,752,599	1,752,286
Equipment Rental Fund	1,795,763	3,019,630	3,298,351
Information Mgmt. Services Fund	1,623,124	2,053,162	2,020,632
<b>Total Expenditures</b>	<b>96,745,658</b>	<b>158,438,176</b>	<b>156,410,821</b>

<b>Budget At A Glance</b> <b>2020 Budget</b> <b>Comparison to 2019 Amended Budget</b>				
	<b>2019 Amended</b>	<b>2020 Adopted</b>	<b>Dollar Difference</b>	<b>Percent Difference</b>
General Fund				
Current Expense Fund:				
City Council	515,286	502,877	(22,409)	-4.35%
Contract Services	3,012,281	2,890,704	(111,577)	-3.70%
City Manager	557,555	569,776	11,677	2.09%
Human Resources	2,388,413	1,405,738	(982,131)	-41.13%
Social Services	2,750,092	880,772	(1,869,320)	-67.97%
Public Affairs/City Clerk	-	992,176	992,176	0.00%
Finance	1,301,073	1,416,440	115,367	8.87%
City Attorney	624,994	673,087	48,093	7.69%
Common Facilities	1,650,420	1,598,659	(51,761)	-3.14%
Police	10,111,716	11,721,552	1,609,836	15.92%
Public Works - Support Services	111,715	126,739	15,024	13.45%
Public Works -Engineering	3,569,617	3,832,054	262,437	7.35%
Public Works - Parks Maintenance	3,013,929	3,086,981	73,052	2.42%
Public Works - Facilities Maintenance	591,816	682,786	90,970	15.37%
Community and Economic Development	2,754,731	2,839,755	85,024	3.09%
Public Works - Water Resources	1,611,790	1,661,124	49,334	3.06%
Parks & Recreation	2,922,533	3,181,215	258,682	8.85%
Sub-total Without Transfers	37,487,961	38,062,435	574,474	1.53%
Operating Transfers - Transfers Out	7,312,673	5,133,413	(2,179,260)	-29.80%
Total Current Expense Fund	44,800,634	43,195,848	(1,604,786)	-3.58%
Criminal Justice Fund:				
Criminal Justice - Police	928,012	1,015,555	87,543	9.43%
Community Buildings	595,762	603,211	7,449	1.25%
Regional Athletic Complex Fund:				
Regional Athletic Complex	1,174,077	1,202,001	27,924	2.38%
City Street Fund:				
Public Works - Street Maintenance	4,189,367	4,065,440	(123,927)	-2.96%
Capital Equipment Fund:				
Capital Equipment/Projects	3,628,322	1,473,814	(2,154,508)	-59.38%
Total General Fund	55,316,174	51,555,869	(3,760,305)	-6.80%
Capital Projects & Special Funds				
Arterial Street Fund	6,255,992	10,136,027	3,880,035	62.02%
Transportation Improvement	7,013,926	2,989,152	(4,024,774)	-57.38%
Lodging Tax Fund	592,000	596,250	4,250	0.72%
Community Block Grant Fund	263	267	4	1.52%
Hicks Lake Management District	52,023	47,136	(4,887)	-9.39%
Building Improvement Fund	2,477,420	1,460,888	(1,016,532)	-41.03%
Parks & Open Space/R.A.C. Fund	1,522,024	784,198	(737,826)	-48.48%
Regional Athletic Complex - Capital	1,834,923	2,102,355	267,432	14.57%
Total Capital Projects & Special Funds	19,748,571	18,116,273	(1,632,298)	-8.27%
General Obligation Debt Funds				
General Obligation - Tax Supported	1,705,678	1,712,639	6,961	0.41%
Local Improvement District Debt	108,804	102,629	(6,175)	-5.68%
Total G.O. and L.I.D. Debt	1,814,482	1,815,268	786	0.04%

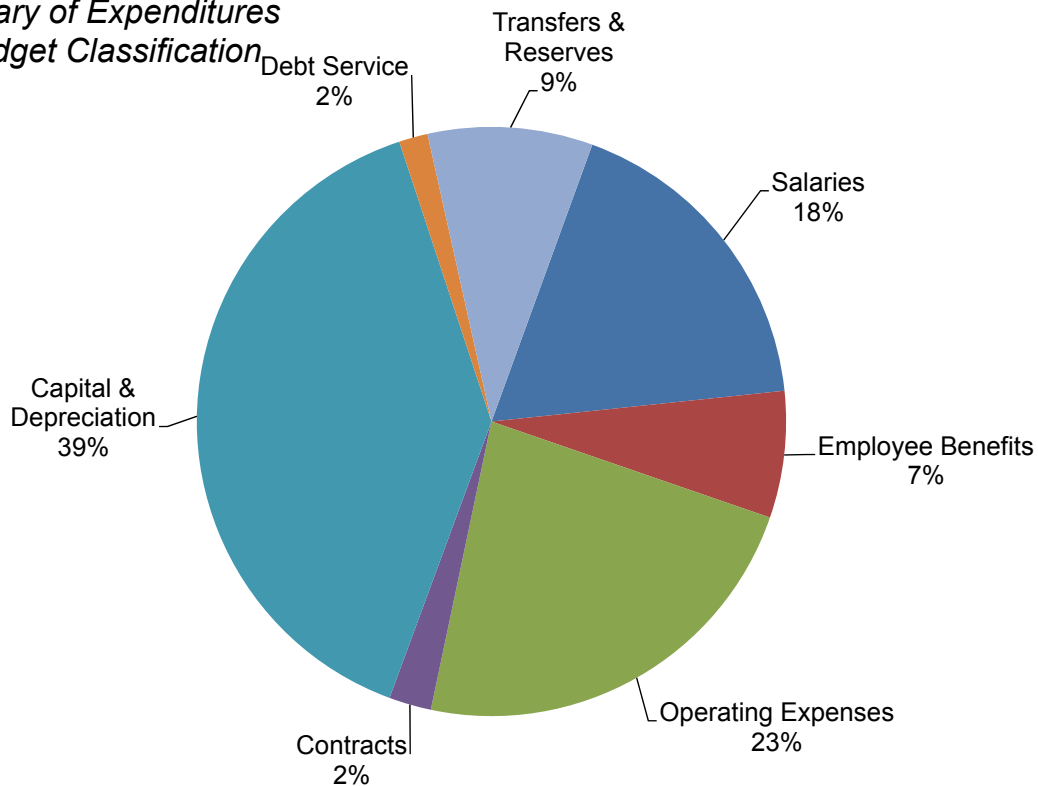


<b>Budget At A Glance</b> <b>2020 Budget</b> <b>Comparison to 2019 Amended Budget</b>				
	<b>2019 Amended</b>	<b>2020 Adopted</b>	<b>Dollar Difference</b>	<b>Percent Difference</b>
Enterprise Funds				
Water Utility:				
Maintenance & Operations	13,236,839	14,341,614	1,104,775	8.35%
Capital Projects & Reserves	15,465,339	19,099,640	3,634,301	23.50%
Debt & Debt Reserves	4,033,819	4,034,285	466	0.01%
Total Water Utility	32,735,997	37,475,539	4,739,542	14.48%
Wastewater Utility:				
Maintenance & Operations	17,573,382	18,107,622	534,240	3.04%
Capital Projects & Reserves	15,535,982	15,127,700	(408,282)	-2.63%
Debt & Debt Reserves	2,494,031	2,494,812	781	0.03%
Total Wastewater Utility	35,603,395	35,730,134	126,739	0.36%
Stormwater Utility:				
Maintenance & Operations	4,535,014	3,862,760	(672,254)	-14.82%
Capital Projects & Reserves	1,832,706	756,886	(1,075,820)	-58.70%
Debt & Debt Reserves	1,752,599	1,752,286	(313)	-0.02%
Total Stormwater Utility	8,120,319	6,371,932	(1,748,387)	-21.53%
Reclaimed Water Utility:				
Maintenance & Operations	1,294	1,313	19	1.47%
Capital Projects & Reserves	25,152	25,510	358	1.42%
Total Reclaimed Water Utility	26,446	26,823	377	1.43%
<b>Total Enterprise Funds</b>	<b>76,486,157</b>	<b>79,604,428</b>	<b>3,118,271</b>	<b>4.08%</b>
Internal Service Funds				
Equipment Rental Fund	3,019,630	3,298,351	278,721	9.23%
Information Services Fund	2,053,162	2,020,632	(32,530)	-1.58%
<b>Total Internal Service Funds</b>	<b>5,072,792</b>	<b>5,318,983</b>	<b>246,191</b>	<b>4.85%</b>
<b>Total All Funds</b>	<b>158,438,176</b>	<b>156,410,821</b>	<b>(2,027,355)</b>	<b>-1.28%</b>

### 2020 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	21,722,255	-	-	4,903,188	1,158,345	27,783,788
Employee Benefits	7,973,046	-	-	2,365,495	527,475	10,866,016
Operating Supplies	1,443,598	-	-	1,289,838	796,865	3,530,301
Professional Services	3,086,426	55,136	-	3,509,505	21,750	6,672,817
Communications	289,341	-	-	77,100	40,470	406,911
Training/Travel	327,101	-	-	74,826	35,741	437,668
Advertising	47,150	-	-	-	-	47,150
Rentals/Internal Service Charges	3,433,741	-	-	1,605,405	16,133	5,055,279
Insurance	420,077	-	-	143,962	44,437	608,476
Utilities	1,493,734	-	-	12,234,427	16,001	13,744,162
Repairs & Maintenance	153,590	-	-	575,351	65,915	794,856
Other Miscellaneous	1,224,057	-	-	3,171,840	344,001	4,739,898
Contractual Services	3,242,269	387,750	-	-	-	3,630,019
Capital Equipment & Projects	1,471,314	15,685,240	-	34,589,871	1,278,810	53,025,235
Debt Service	-	-	1,712,639	746,778	-	2,459,417
Depreciation	-	-	-	7,500,000	973,040	8,473,040
Operating Transfers Out	5,228,170	1,279,742	-	6,775,839	-	13,283,751
Estimated Ending Fund Balance	-	708,405	102,629	41,003	-	852,037
<b>Total Budget</b>	<b>51,555,869</b>	<b>18,116,273</b>	<b>1,815,268</b>	<b>79,604,428</b>	<b>5,318,983</b>	<b>156,410,821</b>

**2020  
Summary of Expenditures  
by Budget Classification**



FTE'S By Department	Actual 2015	Actual 2016	Actual 2017	Actual 2018	Actual 2019	Adopted 2020
<b><u>FTE SUMMARY BY CLASSIFICATION - GENERAL GOVERNMENT</u></b>						
<b>**GENERAL GOVERNMENT**</b>						
<b>CITY MANAGER DEPARTMENT</b>						
City Manager	1.00	1.00	1.00	1.00	1.00	1.00
Executive Assistant	-	-	-	1.00	1.00	1.00
Department Assistant III	0.50	0.50	0.50	0.67	0.67	0.67
Assistant to the City Manager (LTE)	-	-	1.00	1.00	1.00	1.00
Public Records Assistant DAI	-	-	1.00	-	-	-
<b>Total Department</b>	<b>1.50</b>	<b>1.50</b>	<b>3.50</b>	<b>3.67</b>	<b>3.67</b>	<b>3.67</b>
<b>HUMAN RESOURCES DEPARTMENT</b>						
Director-Human Resources	-	-	-	-	-	1.00
Director-Administrative Services	1.00	1.00	1.00	1.00	1.00	-
Human Resources Manager	-	-	-	1.00	1.00	1.00
Human Resources Analyst	2.00	2.00	2.00	2.00	2.00	2.00
Department Assistant III	1.50	1.50	1.50	1.33	1.33	1.33
Human Resources Analyst (LTE)	-	-	-	1.00	1.00	1.00
Human Resources Specialist (LTE)	-	-	1.00	1.00	1.00	1.00
Emergency Management Specialist	-	-	-	-	1.00	1.00
<b>Total Department</b>	<b>4.50</b>	<b>4.50</b>	<b>5.50</b>	<b>7.33</b>	<b>8.33</b>	<b>8.33</b>
<b>PUBLIC AFFAIRS &amp; CITY CLERK DEPT.</b>						
Public Affairs Manager	-	-	-	1.00	1.00	1.00
Senior Management Analyst	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	1.00
Management Analyst	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
<b>Total Department</b>	<b>6.00</b>	<b>6.00</b>	<b>7.00</b>	<b>6.00</b>	<b>6.00</b>	<b>6.00</b>
<b>FINANCE DEPARTMENT</b>						
Director-Finance	1.00	1.00	1.00	1.00	1.00	1.00
Financial Services Manager	-	-	-	1.00	1.00	1.00
Accounting Manager	1.00	1.00	1.00	1.00	1.00	1.00
Senior Accountant	1.00	1.00	1.00	-	1.00	1.00
Accountant II	-	-	1.00	1.00	1.00	1.00
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	2.00	2.00	2.00	2.00
Department Assistant III	3.00	3.00	3.00	3.00	3.00	3.00
Department Assistant II	1.00	1.00	-	-	-	-
<b>Total Department</b>	<b>10.00</b>	<b>10.00</b>	<b>11.00</b>	<b>11.00</b>	<b>12.00</b>	<b>12.00</b>
<b>INFORMATION SERVICES</b>						
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	-	-	-	-

FTE'S By Department	Actual 2015	Actual 2016	Actual 2017	Actual 2018	Actual 2019	Adopted 2020
<b><u>FTE SUMMARY BY CLASSIFICATION - GENERAL GOVERNMENT CONT.</u></b>						
GENERAL GOVERNMENT CONT.						
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	8.00	8.00	8.00	8.00
COMMUNITY & ECONOMIC DEVELOPMENT						
Director-Community & Econ Development	1.00	1.00	1.00	1.00	1.00	1.00
Building Official	1.00	1.00	1.00	1.00	1.00	1.00
Senior Building Code Specialist	-	-	-	1.00	1.00	1.00
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	1.00	1.00	1.00
Stormwater Infrastructure Code Spec (LTE)	-	-	-	1.00	1.00	1.00
Building Code Specialist I	1.00	1.00	2.00	1.00	1.00	1.00
Economic Development Coordinator	1.00	1.00	1.00	1.00	1.00	1.00
Electrical Inspector	1.00	1.00	1.00	1.00	1.00	1.00
Planning Manager	1.00	1.00	2.00	1.00	1.00	1.00
Senior Planner	-	-	-	2.00	2.00	2.00
Associate Planner	3.00	3.00	3.00	1.00	1.00	1.00
Assistant Planner (LTE)	-	-	-	1.00	1.00	1.00
Land Management Database Specialist	1.00	1.00	1.00	1.00	1.00	1.00
Department Assistant III	2.00	2.00	2.00	2.00	2.00	2.00
Total Department	16.00	16.00	18.00	18.00	18.00	18.00
PARKS & RECREATION						
Director-Parks & Recreation	1.00	1.00	1.00	1.00	1.00	1.00
RAC Manager	1.00	1.00	1.00	1.00	1.00	1.00
Recreation Supervisor II	4.00	4.00	4.00	5.00	5.00	5.00
Recreation Coordinator	4.00	4.00	4.00	4.00	4.00	4.00
Recreation Assistant	1.00	1.00	1.00	1.00	1.00	1.00
Department Assistant III	3.00	3.00	3.00	2.00	2.00	2.00
Department Assistant II	-	-	-	1.00	1.00	1.00
Park Aide/RAC Assistant	-	-	-	0.50	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	16.50	16.50	16.50
POLICE DEPARTMENT						
Chief	1.00	1.00	1.00	1.00	1.00	1.00
Deputy Police Chief	-	-	-	-	1.00	1.00
Executive Assistant	-	-	-	-	-	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	37.00	42.00	47.00
Customer Services Supervisor	1.00	1.00	1.00	1.00	1.00	1.00
Management Analyst	1.00	1.00	1.00	1.00	1.00	1.00
Evidence/Property Tech	1.00	1.00	1.00	1.00	1.00	1.00
Department Assistant III	4.00	4.00	4.00	4.00	4.00	5.00
Community Service Officer	4.00	4.00	4.00	4.00	4.00	4.00
Total Department	64.00	64.00	64.00	65.00	71.00	78.00

FTE'S By Department	Actual 2015	Actual 2016	Actual 2017	Actual 2018	Actual 2019	Adopted 2020
<b><u>FTE SUMMARY BY CLASSIFICATION - GENERAL GOVERNMENT CONT.</u></b>						
GENERAL GOVERNMENT CONT.						
PUBLIC WORKS DEPARTMENT						
ENGINEERING DIVISION						
ADMINISTRATION						
Director-Public Works	1.00	1.00	1.00	1.00	1.00	1.00
Executive Assistant	-	-	-	-	-	1.00
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	4.00	4.00	4.00
ENGINEERING						
City Engineer	1.00	1.00	1.00	1.00	1.00	1.00
Project Administrator	1.00	1.00	1.00	1.00	1.00	1.00
Transportation Design Services Mgr.	1.00	1.00	1.00	1.00	1.00	1.00
Senior Survey Technician	-	-	1.00	1.00	1.00	1.00
Civil Engineer	2.00	2.00	2.00	2.00	4.00	4.00
Construction/Design Manager	1.00	1.00	1.00	1.00	1.00	1.00
City Surveyor	1.00	1.00	1.00	1.00	1.00	1.00
Development Review Engineer	1.00	1.00	1.00	1.00	1.00	1.00
Engineering Technician III	14.00	14.00	13.00	14.00	14.00	14.00
Total Department	22.00	22.00	22.00	23.00	25.00	25.00
WATER RESOURCES						
Water Resources Manager	1.00	1.00	1.00	1.00	1.00	1.00
Sr Civil Engineer/Utilities	1.00	1.00	1.00	1.00	1.00	1.00
Water Resource Specialist	1.00	1.00	2.00	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	12.00	12.00	12.00	12.00
Total Engineering Division	36.00	36.00	37.00	39.00	41.00	41.00
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	1.00	1.00	1.00
Total Department	3.00	3.00	3.00	2.00	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	3.00	3.00
Total Department	3.00	3.00	3.00	3.00	4.00	4.00



FTE'S By Department	Actual 2015	Actual 2016	Actual 2017	Actual 2018	Actual 2019	Adopted 2020
<b><u>FTE SUMMARY BY CLASSIFICATION GENERAL GOVERNMENT CONT.</u></b>						
GENERAL GOVERNMENT CONT.						
PUBLIC WORKS DEPARTMENT CONT.						
PARKS MAINTENANCE						
Parks Maintenance Supervisor	1.00	1.00	1.00	1.00	1.00	1.00
Senior Maintenance Technician (1 at RAC)	3.00	3.00	3.00	3.00	3.00	3.00
Maint Tech Journey Level (1 at RAC)	11.00	11.00	12.00	13.00	13.00	13.00
Horticulture Technician	1.00	1.00	1.00	-	-	-
Maintenance Assistant (1 at RAC)	1.00	1.00	1.00	1.00	2.00	2.00
RAC Assistant				0.50	0.50	0.50
Total Department	17.00	17.00	18.00	18.50	19.50	19.50
FACILITIES MAINTENANCE						
Senior Facilities Maintenance Technician	1.00	1.00	1.00	1.00	1.00	1.00
Maintenance Technician Journey Level	-	-	1.00	1.00	1.00	2.00
Total Department	1.00	1.00	2.00	2.00	2.00	3.00
CITY STREETS						
Elec/Streets/Strmwtr Transp Maint. Super	0.50	0.50	0.50	0.50	0.50	0.50
Senior Maintenance Technician	2.00	2.00	2.00	2.00	2.00	2.00
Maintenance Technician Journey Level	6.00	6.00	6.00	6.00	8.00	8.00
Sr. Electrical Maintenance Technician	1.00	1.00	1.00	1.00	1.00	1.00
Electrical Maintenance Technician	2.00	2.00	2.00	3.00	3.00	3.00
Total Department	11.50	11.50	11.50	12.50	14.50	14.50
Total Operations Division	35.50	35.50	37.50	38.00	42.00	43.00
Total PW Dept (General Governmental)	71.50	71.50	74.50	77.00	83.00	84.00
Total General Government	191.50	191.50	199.50	206.50	226.50	234.50
**ENTERPRISE FUNDS**						
CUSTOMER SERVICE-FINANCE						
WATER DIVISION						
Utility Billing Supervisor	0.80	0.80	0.80	0.80	0.80	0.80
AMI Tech	1.75	1.75	1.75	1.75	1.75	1.75
Department Assistant III	0.90	0.90	0.90	0.90	0.90	0.90
WASTEWATER DIVISION						
Utility Billing Supervisor	0.20	0.20	0.20	0.20	0.20	0.20
AMI Tech	0.25	0.25	0.25	0.25	0.25	0.25
Department Assistant III	0.10	0.10	0.10	0.10	0.10	0.10
Total Customer Service-Finance	4.00	4.00	4.00	4.00	4.00	4.00

FTE'S By Department	Actual 2015	Actual 2016	Actual 2017	Actual 2018	Actual 2019	Adopted 2020
<b><u>FTE SUMMARY BY CLASSIFICATION - ENTERPRISE FUNDS CONT.</u></b>						
GENERAL GOVERNMENT CONT.						
PUBLIC WORKS DEPARTMENT CONT.						
PUBLIC WORKS OPERATIONS						
WATER DIVISION						
Water/Wastewater Maint. Supervisor	0.50	0.50	0.50	1.00	1.00	1.00
Senior Maintenance Technician	1.00	1.00	1.00	1.00	1.00	1.00
Sr. Water Distribution Tech	1.00	1.00	1.00	1.00	1.00	1.00
Sr Water Production Tech	1.00	1.00	1.00	1.00	1.00	1.00
Maintenance Tech Control Speci Plant Op	3.00	3.00	3.00	3.00	3.00	3.00
Maintenance Technician Journey Level	11.00	11.00	11.00	12.00	14.00	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	21.50	23.50	23.50
WASTEWATER DIVISION						
Water/Wastewater Maint. Supervisor	0.50	0.50	0.50	1.00	1.00	1.00
Senior Maintenance Technician	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	1.00	1.00
Scada & Controls Specialist	-	-	-	-	1.00	1.00
Senior Collections Technician	-	-	-	-	1.00	1.00
Maintenance Technician Journey Level	10.00	10.00	11.00	11.00	12.00	12.00
Department Assistant III	0.50	0.50	0.50	0.50	0.50	0.50
Total Department	15.00	15.00	16.00	16.50	17.50	17.50
STORMWATER DIVISION						
Elec/Streets/Strmwtr Trans 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	2.00	2.00	1.00	2.00	2.00
Total Department	6.50	7.50	7.50	6.50	7.50	7.50
Total Operations	41.50	42.50	43.50	44.50	48.50	48.50
TOTAL ENTERPRISE FUNDS	45.50	46.50	47.50	48.50	52.50	52.50
TOTAL CITY FTE'S	237.00	238.00	247.00	255.00	279.00	287.00

2020 Capital Budget	
Department/Description	Adopted Budget
<b>Police</b>	
Community Resources Unit Vehicles	113,108
Deputy Chief Vehicle	56,554
Evidence on Q	66,744
Lexipol Policy Manual	21,304
New Speed Sign and 4 LIDARs	13,232
Office Furniture and Equipment	12,000
Vehicle Replacement - Interceptors (7)	109,931
<b>Common Facilities - Library</b>	
Family Restroom	56,615
Service Desk Improvements	139,360
<b>PW - Administration</b>	
Facilities Condition Assessment	150,000
Rugged Laptop - Water Resources	2,500
Vehicle Replacement - 4x4 Pickup	5,740
Vehicle Replacement - Sedan	8,256
LEAN/Efficiency Analysis and Improvement	75,000
<b>PW - Parks Maintenance</b>	
Driveway Gates for Brooks and Woodland Creek at Draham	4,000
Irrigation Pump - Thornbury/Pattison Park	16,000
PTO Driven Blower Attachment	6,000
ROW Mower	7,000
Vehicle Replacement - 3/4 Ton Pickup	13,224
Vehicle Replacement - 3/4 Ton Pickup	13,224
Vehicle Replacement - Bucket Truck	60,331
Vehicle Replacement - Chipper	3,607
Water Trailer (350 Gallon)	6,000
<b>Parks &amp; Recreation</b>	
Needle Deposit Boxes for Parks	15,000
Replacement Tables for Lacey Community Center	15,000
Trailer Mounted Portable Bleachers	18,800
WIN Project Tool Trailer	3,800
Wind screens for the Pickleball Courts	2,300

2020 Capital Budget	
Department/Description	Adopted Budget
<b>PW - Streets</b>	
Chipper	37,370
Generators for Traffic Signal Operation (4)	4,000
Pavement Breaker Attachment for Mini Excavator	11,000
Power Broom	3,625
Stump Grinder Attachment for Mini Excavator	20,000
Utility Locator for Electrical	6,500
Vehicle Replacement - 3/4 Ton Pickup	6,024
Vehicle Replacement - 3/4 Ton Pickup	6,238
<b>Regional Athletic Complex (RAC)</b>	
Fencing - Softball Fields #1 and #2	115,000
RAC Office Computer and Furniture	1,500
Replace Synthetic Fields #5 (infields) and Soccer Field #1	794,086
<b>PW - Water M&amp;O</b>	
Vehicle Replacement - Ford E350 Van	19,373
Vehicle Replacement - Ford Ranger Pickup	7,765
Vehicle Replacement - One-Ton Van	23,753
<b>PW - Wastewater M&amp;O</b>	
Sonetic Bluetooth Wireless Communication System	9,700
Pole Mounted Camera with Zoom	20,000
<b>PW - Stormwater M&amp;O</b>	
Vehicle Replacement - Mower	480
WIN Project Tool Trailer	3,800
Replace Transportation Building	125,000

Account Number	Description	2018 Actual Revenue/Expense	2019 Amended Budget	2020 Adopted Budget
<i>Current Expense Fund - Revenues</i>				
<b>Revenues</b>				
001-0000-308.00-00	Estimated Beginning Cash	-	3,122,070	1,253,505
001-0000-311.10-00	Property Taxes-Current	6,093,405	6,407,103	6,781,956
001-0000-311.15-00	Property Taxes-Delinquent	35,296	100,000	50,000
001-0000-313.10-00	Sales Taxes	12,671,765	10,200,952	11,646,181
001-0000-316.10-00	Business & Occupation Tax	2,394,604	2,458,981	2,615,602
001-0000-316.20-00	Admissions Tax	225,235	270,000	225,000
001-0000-316.41-00	Utility Tax/Electric	2,289,770	2,295,268	2,314,531
001-0000-316.42-00	Utility Tax/Water-Private	5,648	4,312	4,587
001-0000-316.43-00	Utility Tax/Gas	707,417	759,287	664,116
001-0000-316.45-00	Utility Tax/Solid Waste	405,451	372,421	534,683
001-0000-316.47-01	Utility Tax/Telephone	942,771	980,653	848,053
001-0000-316.52-00	Utility Tax/Olympia City	2,784	2,228	1,653
001-0000-316.70-00	Utility Tax/Lacey Utility	-	2,192,340	2,390,528
001-0000-316.72-00	Water Utility Tax	878,512	-	-
001-0000-316.72-10	Fire Suppression Util Tax	857,194	886,755	999,248
001-0000-316.74-00	Wastewater Utility Tax	1,007,573	-	-
001-0000-316.78-00	Stormwater Utility Tax	211,910	-	-
001-0000-317.20-00	Leasehold Excise Taxes	15,704	25,000	25,000
001-0000-317.51-00	Punch Board & Pull Tabs	41,809	50,000	50,000
001-0000-317.53-00	Amusement Games	1,074	100	100
001-0000-317.54-00	Card Games	364,106	340,000	340,000
001-0000-319.60-00	B & O Penalties	105	250	250
001-0000-321.60-00	Professional & Occupation	1,548	4,500	4,500
001-0000-321.70-00	Amusement Licenses	485	1,500	1,500
001-0000-321.90-00	Business Licenses	75,137	54,210	67,453
001-0000-321.91-00	Franchise Fees	680,732	711,340	616,044
001-0000-322.10-00	Building Permits	1,817,987	1,000,000	1,000,000
001-0000-322.11-00	Mechanical Permits	164,490	100,000	100,000
001-0000-322.12-00	Plumbing Permits	95,394	60,000	60,000
001-0000-322.13-00	Electrical Permits	253,029	175,000	175,000
001-0000-322.14-00	Tree Protection Fees	24,896	15,000	15,000
001-0000-322.40-00	Street & Curb Permits	54,983	40,000	40,000
001-0000-322.41-00	Banner/Sign Permits	350	250	250
001-0000-322.90-00	Gun Permits	17,217	15,000	15,000
001-0000-331.16-72	Law Enforce Grant-Vests	2,576	-	-
001-0000-331.16-92	EQUITABLE SHARING	14,985	-	-



Account Number	Description	2018 Actual Revenue/Expense	2019 Amended Budget	2020 Adopted Budget
<i>Current Expense Fund - Revenues</i>				
<b>Revenues</b>				
001-0000-331.95-00	ONDCP-HIDTA	37,402	-	-
001-0000-333.20-60	CFDA 20.60X	2,543	5,000	5,000
001-0000-334.03-13	Dept of Ecology	-	-	28,000
001-0000-334.04-20	Dept of Commerce	-	2,000,000	-
001-0000-335.03-01	LEOFF Plan Contribution	201,053	-	-
001-0000-336.06-41	Marijuana Enforcement	-	58,699	57,935
001-0000-336.06-42	Marijuana Excise Tax	104,272	-	-
001-0000-336.94-00	Liquor Excise Tax	251,614	257,874	286,599
001-0000-336.95-00	Liquor Board Profits	403,599	409,387	388,114
001-0000-337.03-52	WASPC/WATPA	2,000	-	-
001-0000-337.15-00	Thurs Cty Historic Comm	5,000	-	-
001-0000-337.18-00	Thurston Co. Vet Svcs HUB	-	30,000	-
001-0000-337.69-10	Stay-At-Work Program	-	3,000	3,000
001-0000-338.21-00	Law Enforcement Service	17,120	-	-
001-0000-338.27-00	NTPS Security Contract	140,000	140,000	140,000
001-0000-338.39-00	Animal Services Admin	96,136	99,398	126,055
001-0000-338.40-00	Drug Unit Services	9,210	-	-
001-0000-341.50-00	Public Records/Reports	227	500	500
001-0000-341.53-00	Notary Services	582	350	350
001-0000-341.54-00	NSF Fees	45	150	150
001-0000-341.55-00	Police Taxable Fees	9,570	6,000	6,000
001-0000-341.70-10	Misc. Taxable Sales	30	100	100
001-0000-341.82-10	Document Recording Fee	1,545	-	-
001-0000-341.99-00	Passport Fees	59,925	45,000	45,000
001-0000-342.10-10	Nisqually MOA-Trust Prop.	-	1,000	1,000
001-0000-342.10-12	Polygraph Fees	-	2,500	2,500
001-0000-342.10-13	Overtime-Police Services	56,480	50,000	-
001-0000-342.40-01	Inspection Services	8,886	2,000	2,000
001-0000-343.95-00	RBRRP Abatement Charges	3,755	4,500	4,500
001-0000-345.81-00	Zonning/Subdivision Fees	120,017	60,000	60,000
001-0000-345.83-00	Plan Checking Fees	-	250,000	250,000
001-0000-345.83-01	Plan Check Fees	536,554	-	-
001-0000-347.60-20	Youth & Teen Programs	198,053	199,500	211,000
001-0000-347.60-40	Aquatics Programs	259,107	261,000	295,000
001-0000-347.60-50	Physical Activities Prog	155,113	181,535	181,535
001-0000-347.60-60	Cultural Arts & Educ Prog	88,329	73,000	76,000
001-0000-347.60-70	Outdoor Activities Prog	43,059	40,018	44,500

Account Number	Description	2018 Actual Revenue/Expense	2019 Amended Budget	2020 Adopted Budget
<i>Current Expense Fund - Revenues</i>				
<b>Revenues</b>				
001-0000-347.60-80	Fitness Program	25,693	31,500	31,500
001-0000-347.60-90	Special Events Program	20,016	16,000	48,900
001-0000-347.61-65	Museum Education Programs	-	-	3,500
001-0000-347.62-00	Shelter Fees	16,250	10,000	10,000
001-0000-347.63-00	Tumwater Pool Agreement	16,290	16,290	16,290
001-0000-347.64-00	Lacey ACT-Program Fees	45,768	45,500	47,000
001-0000-347.65-00	Field Use Fees	38,460	40,000	40,000
001-0000-347.65-10	Field Use Fees-NTSD	52,208	45,000	45,000
001-0000-347.90-01	HOA-Conf/Participant Fees	1,385	-	-
001-0000-348.94-00	Parks & Recreation Serv.	3,690	-	-
001-0000-348.95-00	Engineering Services Fees	1,908,707	2,123,256	2,488,265
001-0000-348.95-10	Engineering Svc - Culture	32,354	-	-
001-0000-348.95-20	Engineering Svc - Transp	597,259	805,084	657,780
001-0000-348.96-00	Parks Maintenance Service	33,894	83,878	40,876
001-0000-348.96-20	Parks Maint - Streets	402,294	385,040	428,173
001-0000-348.99-00	Water Resources Services	1,843,687	2,053,108	2,149,628
001-0000-349.10-01	Indirect Plan-HR/PA	-	-	244,114
001-0000-349.10-02	Indirect Plan-Finance	-	-	702,341
001-0000-349.10-03	Indirect Plan-City Mgr.	-	-	259,100
001-0000-349.10-06	Indirect Plan-Legal	-	-	28,900
001-0000-349.19-00	Overhead & Services	458,073	478,808	-
001-0000-351.10-00	District Court	137,500	150,000	125,000
001-0000-351.20-00	Lacey Violations	105,991	130,000	125,000
001-0000-361.10-00	Investment Interest	235,447	144,366	189,251
001-0000-361.10-40	LGIP Earnings	293,622	282,928	277,299
001-0000-361.11-00	Interest Earnings	63,137	107,445	23,019
001-0000-361.32-00	Unrealized Gain(Loss)	(8,719)	-	-
001-0000-361.40-00	Interest Sales Tax	23,142	16,846	18,784
001-0000-362.40-10	Lease - Parks	501	-	-
001-0000-362.50-10	Lease - Consessionaire	2,200	1,200	1,200
001-0000-362.50-20	Lease - Facilities	25,483	25,000	25,000
001-0000-362.80-00	Concession Commission	-	1,750	1,750
001-0000-367.10-01	Contributions-General	22,937	-	-
001-0000-367.10-02	Contribution-Police	3,000	-	-
001-0000-367.10-03	Contribution-Parks-Gen.	7,615	-	-
001-0000-367.10-04	Cont.-Parks Sponsor/Event	30,800	30,000	42,500
001-0000-367.10-05	Contribution-Museum	6,468	-	-

Account Number	Description	2018 Actual Revenue/Expense	2019 Amended Budget	2020 Adopted Budget
<i>Current Expense Fund - Revenues</i>				
<b>Revenues</b>				
001-0000-367.10-06	Cont.-Summer Lunch Prog.	7,905	7,500	7,500
001-0000-367.10-07	Cont.-Parks-Youth Scholar	2,000	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	2,195	-	-
001-0000-369.10-00	Sale of Scrap & Surplus	361	100	100
001-0000-369.20-00	Unclaimed Property	1,015	1,000	1,000
001-0000-369.30-00	Sale of Forfeited Prop.	52	1,000	1,000
001-0000-369.40-00	Court Fees /Judgments	5,609	3,000	3,000
001-0000-369.41-00	False Alarm	5,400	3,500	3,500
001-0000-369.43-00	Seizure Funds	6,570	-	-
001-0000-369.81-00	Cash Over & Short	(980)	-	-
001-0000-369.90-00	Other Misc Revenue	11,359	-	-
001-0000-369.90-10	Misc. Revenue-Museum	98	-	-
001-0000-369.90-30	Mayors Gala/Veteran Toast	4,792	-	-
001-0000-369.95-00	Multi-Housing Program	120	500	500
001-0000-369.98-00	Contractor Ad Reimbursemt	8,040	-	-
001-0000-374.64-00	Dept of Veterans Affairs	-	500,000	-
001-0000-391.50-00	Capital Lease (noncash)	40,620	-	-
001-0000-397.10-01	Transfer In 303 Fund	419,231	381,504	-
001-0000-397.10-02	Transfer In 109 Fund	48,500	48,500	48,500
<b>Total Current Expense Fund Revenues</b>		<b>42,180,207</b>	<b>44,800,634</b>	<b>43,195,848</b>

## **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 2020 budget for the City Council is **\$502,877**. 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

### **2020 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 Mid-town (formerly 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	2018 Actual Revenue/Expense	2019 Amended Budget	2020 Adopted Budget
<i>Current Expense Fund - Expenditures</i>				
<b>City Council</b>				
<b>Council Services</b>				
001-0301-511.10-01	Salaries-Regular	132,289	150,638	153,961
001-0301-511.20-01	Employer Paid Benefits	12,983	25,443	22,476
001-0301-511.31-01	Office & Operating Supply	469	2,000	2,000
001-0301-511.41-01	Prof. Svc-Other	2,125	6,500	6,500
001-0301-511.42-01	Telecommunications	9,196	8,200	8,200
001-0301-511.43-01	Transportation/Per Diem	11,910	13,500	13,500
001-0301-511.43-03	Registrations	2,985	9,500	9,500
001-0301-511.45-02	IMS Rentals	19,265	17,901	18,734
001-0301-511.46-03	Insurance-Fidelity	2,198	2,283	2,104
001-0301-573.49-12	Special Events	11,056	92,780	67,780
<b>Total Council Services</b>		<b>204,476</b>	<b>328,745</b>	<b>304,755</b>
<b>Boards/Memberships</b>				
001-0302-519.49-14	Association of WA Cities	34,755	36,478	38,059
001-0302-519.49-15	National League of Cities	3,813	3,813	3,813
001-0302-519.49-19	Neighborhood Grant Prog	21,220	50,000	60,000
001-0302-519.49-41	ICLEI	-	600	600
001-0302-519.49-50	Military Support	70,279	50,000	50,000
001-0302-572.31-30	Other Boards/Memberships	2,445	12,450	12,450
<b>Total Boards/Memberships</b>		<b>132,512</b>	<b>153,341</b>	<b>164,922</b>
<b>Youth Initiatives</b>				
001-0304-511.49-42	WIN Program	6,150	8,000	8,000
001-0304-511.49-47	Sister City Program	2,200	20,200	20,200
001-0304-511.49-56	Youth Council	-	5,000	5,000
<b>Total Youth Initiatives</b>		<b>8,350</b>	<b>33,200</b>	<b>33,200</b>
<b>Total City Council</b>		<b>345,338</b>	<b>515,286</b>	<b>502,877</b>



## **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 2020 budget for Contracted Services is **\$2,890,704**. This amount maintains current services while providing for increases as negotiated and approved by the Council.

### **CONTRACTUAL - INTERLOCAL AGREEMENTS**

#### Public Safety

##### **COURT SERVICES:**

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

##### **PUBLIC DEFENDER:**

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

##### **JAIL SERVICES:**

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

##### **911/EMERGENCY DISPATCH:**

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

##### **ANIMAL SERVICES:**

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

##### **EMERGENCY DISASTER PREPAREDNESS:**

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

##### **REGIONAL PLANNING:**

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

##### **FOREIGN TRADE ZONE:**

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

## Community Services

### ELECTION/VOTER REGISTRATION:

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

### THURSTON COMMUNITY TELEVISION:

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

### ECONOMIC DEVELOPMENT COUNCIL:

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

### MISCELLANEOUS CONTRACTS:

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

Account Number	Description	2018 Actual Revenue/Expense	2019 Amended Budget	2020 Adopted Budget
<i>Current Expense Fund - Expenditures</i>				
<b>Contracted Services</b>				
<b>Contracted Services</b>				
001-0401-511.58-18	Election/Voter Registrare	83,778	200,000	200,000
001-0401-511.58-21	Inter-governmental	115,968	218,583	100,000
001-0401-512.58-12	District Court	326,099	400,000	425,000
001-0401-512.58-13	Public Defender-Indigent	315,283	400,000	400,000
001-0401-521.49-08	Witness Fees	-	1,000	1,000
001-0401-521.49-09	Interpreter Service	5,508	6,500	6,500
001-0401-521.58-24	Victim Advocate	59,289	60,000	60,000
001-0401-523.58-10	Th Co Corrections	13,555	37,775	37,775
001-0401-523.58-11	Other Jail Services	531,916	810,129	882,347
001-0401-523.58-12	Medical Services	36,962	65,000	65,000
001-0401-525.58-22	Emergency Services Prog.	5,275	11,000	11,000
001-0401-528.58-05	Central Dispatch	5,895	6,274	6,274
001-0401-531.58-01	Pollution Control Auth.	36,606	38,473	40,887
001-0401-539.58-04	Joint Animal Services	271,520	286,078	345,333
001-0401-552.58-14	Dispute Resolution Center	3,100	3,100	3,100
001-0401-552.58-15	Social Services-HHSC	52,036	53,368	-
001-0401-552.58-16	TOGETHER	15,000	15,000	-
001-0401-552.58-18	G.R.U.B.	5,000	5,000	-
001-0401-552.58-24	Foreign Trade Zone	-	3,000	3,000
001-0401-552.58-25	Emer Cold Weather Shelter	-	50,000	-
001-0401-557.58-17	Th Community TV	101,103	102,561	120,000
001-0401-558.58-02	Thurston Region Planning	99,835	92,832	92,832
001-0401-559.58-03	Economic Develop. Council	75,022	84,592	80,000
001-0401-566.58-07	Th Co Social Services S/A	19,490	51,360	-
001-0401-573.58-20	IT/Amtrak	7,551	10,656	10,656
001-0401-598.52-10	Grant Proceeds	52,387	-	-
<b>Total Contracted Services</b>		<b>2,238,178</b>	<b>3,012,281</b>	<b>2,890,704</b>



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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 2020 budget for the office of the City Manager is **\$569,776**. 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.

### **2020 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.
- Implement e-government solutions that enhance registrations, payment options, stream Council meetings, and improve service to the community.
- Assist efforts to finalize the Masterplan for the proposed Gateway Town Center Project.
- Continue to build upon the City's strong environmental stewardship efforts with an emphasis on water quality improvements and energy efficiency.
- Represent Lacey on the South Sound Military and Communities Partnership initiative.
- Effectively coordinate the accomplishment of the City Council's strategic goals and priorities
- Continue to develop and explore new partnerships to increase public engagement within the community.



Account Number	Description	2018 Actual Revenue/Expense	2019 Amended Budget	2020 Adopted Budget
<i>Current Expense Fund - Expenditures</i>				
<b>City Manager</b>				
<b>City Manager</b>				
001-0501-513.10-01	Salaries-Regular	308,202	326,606	327,462
001-0501-513.10-06	Salaries-Part-Time	-	50,000	50,000
001-0501-513.20-01	Employer Paid Benefits	139,430	154,225	161,722
001-0501-513.31-01	Office & Operating Supply	2,438	2,600	2,600
001-0501-513.41-01	Prof. Svc-Other	1,513	1,000	1,000
001-0501-513.42-01	Telecommunications	1,110	1,000	1,000
001-0501-513.43-01	Transportation/Per Diem	1,579	3,000	3,000
001-0501-513.43-02	Dues, Subscriptions, Publ	2,018	3,750	3,750
001-0501-513.43-03	Registrations	849	1,700	1,700
001-0501-513.45-02	IMS Rental	12,197	13,674	17,542
001-0501-513.49-06	Maintenance Contracts	4,702	-	-
<b>Total City Manager</b>		<b>474,038</b>	<b>557,555</b>	<b>569,776</b>

## **HUMAN RESOURCES**

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

There are nine areas of program responsibility:

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

Human Resources staffing includes the Director, a Human Resources Manager, two Human Resources Analysts, a limited term Human Resources Analyst, a limited term Human Resources Specialist, an Emergency Management and Safety Coordinator, and a Department Assistant III.

### **BUDGET SUMMARY**

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

- General Services
- Risk Management/Loss Control

The total 2020 budget for Human Resources is **\$1,405,738**. Recruitment activity for 2019 was steady throughout the year, including hiring of a new Police Chief, Human Resources Director, and Executive Director of Animal Services, as well as a number of other key positions including but not limited to: Deputy Police Chief, Emergency Management and Safety Coordinator, and Senior Accountant. Recruitment efforts were also concentrated on filling vacancies due to retirements and/or resignations.

Activities in risk management included continued participation in the AWC Retrospective Rating Program for the City's L & I workers' compensation program. Due to the City's active management of claims, we achieved a claims experience rating of approximately 80% of the industry standard. Since joining this program, we have received refunds every year. The June 2019 hiring of the Emergency Management and Safety Coordinator has enabled the City to create a proactive Safety Management System through Safety and Health inspections, interviews, and observations. The development of Emergency Preparedness and Response Policies and Procedures, followed by training of personnel, has realized an improvement in the effectiveness of emergency evacuation and disaster preparedness. The City is now in a state of tracking continuous improvement in the areas of Environmental, Safety, Health, and Emergency Management. Due to sound risk management initiatives and monitoring, the City continues to have lower general liability claims in comparison to other similar cities in Washington.

Additional noteworthy program efforts included the Department's work on the City's Wellness Program, which resulted in the City being awarded the Association of Washington Cities Wellness Award for 2019. This Award provided an additional benefit of reducing the City's premiums for medical, dental, and vision coverage by 2% in 2019.

In 2019, a market study and contract was ratified for AFSCME (2019-2021).

The HR department has been focusing on enhancing organizational development and training and also held its first Leadership Academy which was a six (6) part training series that provided training and guidance in areas of fiscal compliance, leave laws, recruitment, equal employment opportunity, ethics, self-care, and awareness.

**2020 PROGRAMS, GOALS AND PRIORITIES**

- Focus on labor relations in support of the organization's overall human resources processes and programs.
- Continue to recruit and hire quality staff as vacancies occur.
- Bargain contract renewals with the City's represented groups. They are the Lacey Police Guild (LPOG), the Lacey Police Management Association (LPMA), and the Lacey Police Senior Management Association (LPSMA).
- Implement updated City Personnel Policies.
- Update the City's non-represented employee job descriptions.
- Implement employee training in support of the City's Emergency Preparedness Plan.
- Continue needed updates to the City's Safety Program.
- Provide continued employee and supervisory training
-

Account Number	Description	2018 Actual Revenue/Expense	2019 Amended Budget	2020 Adopted Budget
<i>Current Expense Fund - Expenditures</i>				
<b>Human Resources</b>				
<b>General Services</b>				
001-0701-516.10-01	Salaries-Regular	494,842	495,498	703,806
001-0701-516.10-05	Salaries-Overtime	4,337	1,500	1,500
001-0701-516.10-06	Salaries-Part-Time	71	32,500	32,500
001-0701-516.20-01	Employer Paid Benefits	192,148	233,765	304,125
001-0701-516.31-01	Office & Operating Supply	10,985	7,475	9,475
001-0701-516.31-02	Small Tools & Equipment	1,404	-	-
001-0701-516.31-04	Supplies - Testing/Exam	3,260	5,477	6,477
001-0701-516.41-01	Prof. Svc-Other	26,890	70,476	46,529
001-0701-516.41-03	Prof. Svc-Consultant	86,068	45,100	45,100
001-0701-516.43-01	Transportation/Per Diem	3,357	6,800	7,800
001-0701-516.43-02	Dues, Subscriptions, Publ	544	2,700	2,700
001-0701-516.43-03	Registrations	2,930	8,000	8,000
001-0701-516.44-01	Adv/Full-Time Position	3,503	8,000	8,000
001-0701-516.44-02	Adv/Part-Time Position	2,173	2,000	2,000
001-0701-516.45-02	IMS Rental	16,118	31,342	29,825
001-0701-516.49-02	Printing & Binding	48	3,500	3,500
001-0701-516.49-05	Professional Development	18,976	40,000	43,000
001-0701-516.49-06	Maintenance Contracts	352	-	-
001-0701-516.49-30	Software Maintenance	-	-	7,322
001-0701-516.49-56	Emp Perform Recognition	12,451	13,000	13,000
<b>Total General Services</b>		<b>880,457</b>	<b>1,007,133</b>	<b>1,274,659</b>
<b>Risk Management/Loss Control</b>				
001-0702-514.10-01	Salaries-Regular	41,047	127,554	68,266
001-0702-514.10-05	Salaries-Overtime	1,072	-	-
001-0702-514.20-01	Employer Paid Benefits	22,220	59,341	34,052
001-0702-514.41-03	Prof. Svc-Consultant	7,169	5,000	5,000
001-0702-514.42-01	Telecommunications	687	300	300
001-0702-514.43-02	Dues, Subscriptions, Publ	819	961	961
001-0702-514.49-17	Pre-employment Medicals	9,882	5,000	5,000
001-0702-514.49-18	Wellness Prog. AWC-Grant	11,856	12,000	13,000
001-0702-514.49-43	Drug & Alcohol Testing	3,929	4,500	4,500
<b>Total Risk Management/Loss Control</b>		<b>98,681</b>	<b>214,656</b>	<b>131,079</b>

Account Number	Description	2018 Actual Revenue/Expense	2019 Amended Budget	2020 Adopted Budget
<i>Current Expense Fund - Expenditures</i>				
<b>Human Resources - Continued</b>				
<b>Public Affairs</b>				
001-0703-513.10-01	Salaries-Regular	374,317	395,476	-
001-0703-513.10-05	Salaries-Overtime	66	-	-
001-0703-513.10-06	Salaries-Part-Time	-	11,520	-
001-0703-513.20-01	Employer Paid Benefits	145,158	170,054	-
001-0703-513.31-01	Office & Operating Supply	4,071	3,800	-
001-0703-513.41-01	Prof. Svc-Other	15,925	18,500	-
001-0703-513.42-01	Telecommunications	4,677	4,000	-
001-0703-513.43-01	Transportation/Per Diem	237	750	-
001-0703-513.43-02	Dues, Subscriptions, Publ	2,814	2,700	-
001-0703-513.43-03	Registrations	552	1,500	-
001-0703-513.45-02	IMS Rental	20,286	20,764	-
001-0703-513.49-02	Printing & Binding	8,527	2,500	-
001-0703-573.49-12	Special Events	3,605	7,000	-
001-0703-573.49-20	Special Projects	5,209	10,000	-
001-0703-573.49-21	LaceyLife Newsletter	32,694	35,000	-
<b>Total Public Affairs</b>		<b>618,138</b>	<b>683,564</b>	-
<b>City Clerk/Records Management</b>				
001-0704-514.10-01	Salaries-Regular	148,668	184,233	-
001-0704-514.10-05	Salaries-Overtime	721	-	-
001-0704-514.20-01	Employer Paid Benefits	61,642	98,854	-
001-0704-514.31-01	Office & Operating Supply	1,147	1,200	-
001-0704-514.41-06	Codification/Microfilm	1,231	15,000	-
001-0704-514.41-07	Records Destruction	2,347	4,000	-
001-0704-514.43-01	Transportation/Per Diem	1,091	2,000	-
001-0704-514.43-02	Dues, Subscriptions, Publ	14,500	1,000	-
001-0704-514.43-03	Registrations	1,195	2,000	-
001-0704-514.44-04	Ordinances & Resolutions	6,548	10,000	-
001-0704-514.45-02	IMS Rental	5,964	6,687	-
<b>Total City Clerk/Records Management</b>		<b>245,054</b>	<b>324,974</b>	-
<b>Veteran Services</b>				
001-0705-565.20-01	Employer Paid Benefits	251	-	-
001-0705-565.31-01	Office & Operating Supply	8,008	20,096	-
001-0705-565.31-02	Small Tools & Equipment	-	7,300	-
001-0705-565.41-01	Prof. Svc-Other	70,555	60,945	-



Account Number	Description	2018 Actual Revenue/Expense	2019 Amended Budget	2020 Adopted Budget
<i>Current Expense Fund - Expenditures</i>				
<b>Human Resources - Continued</b>				
<b>Veteran Services - Continued</b>				
001-0705-565.42-01	Telecommunications	4,095	3,750	-
001-0705-565.43-02	Dues, Subscriptions, Publ	-	2,000	-
001-0705-565.43-03	Registrations	1,582	1,095	-
001-0705-565.45-02	IMS Rental	-	9,127	-
001-0705-565.45-05	Rentals-Other	1,050	1,575	-
001-0705-565.45-08	Lease Miscellaneous	10,000	30,000	-
001-0705-565.47-01	Utility-Electric	-	2,000	-
001-0705-565.48-01	Rep & Maint-Equipment	1,260	3,354	-
001-0705-565.49-02	Printing & Binding	-	3,537	-
001-0705-565.49-06	Maintenance Contracts	418	1,625	-
001-0705-565.49-23	Custodial	3,575	-	-
001-0705-565.49-30	Software Maintenance	-	3,000	-
001-0705-565.60-01	Capital Outlays-Equipment	-	8,682	-
<b>Total Veteran Services</b>		<b>100,794</b>	<b>158,086</b>	<b>-</b>
<b>Total Human Resources</b>		<b>1,943,124</b>	<b>2,388,413</b>	<b>1,405,738</b>



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**SOCIAL SERVICES**

The City provides a range of local social services to the citizens and families of the community. The services provides are aimed to alleviate and empower citizens in need. Appropriate programs and services are financially supported include:

- Homeless Services
- Veterans Support Services
- Family Support Services – Coordinated Entry
- Emergency Cold Weather Sheltering
- Garden-Raised Bounty
- Thurston County Health and Human Services Council
- Emergency Cold Weather Sheltering

**BUDGET SUMMARY**

The total 2020 budget for Social Services is **\$880,772**.

Account Number	Description	2018 Actual Revenue/Expense	2019 Amended Budget	2020 Adopted Budget
<i>Current Expense Fund - Expenditures</i>				
<b>Social Services</b>				
<b>General Services</b>				
001-0801-552.58-15	Social Services-HHSC	-	-	63,198
001-0801-552.58-16	TOGETHER	-	-	15,000
001-0801-552.58-18	G.R.U.B.	-	-	5,000
001-0801-552.58-25	Emer Cold Weather Shelter	-	-	50,000
001-0801-566.58-07	Th Co Social Services S/A	-	-	51,360
<b>Total General Services</b>		-	-	<b>184,558</b>
<b>Homeless Services</b>				
001-0802-565.31-01	Office & Operating Supply	-	48,303	12,942
001-0802-565.40-01	Homeless Services	-	-	508,000
001-0802-565.41-01	Prof. Svc-Other	-	184,333	-
001-0802-565.45-05	Rentals-Other	-	3,000	-
001-0802-565.49-06	Maintenance Contracts	-	-	43,368
<b>Total Homeless Services</b>		-	<b>235,636</b>	<b>564,310</b>
<b>Veteran Services</b>				
001-0805-565.31-01	Office & Operating Supply	-	-	3,267
001-0805-565.31-02	Small Tools & Equipment	-	-	7,300
001-0805-565.41-01	Prof. Svc-Other	-	-	60,945
001-0805-565.42-01	Telecommunications	-	-	3,750
001-0805-565.43-02	Dues, Subscriptions, Publ	-	-	2,000
001-0805-565.43-03	Registrations	-	-	1,095
001-0805-565.45-02	IMS Rental	-	-	9,773
001-0805-565.45-05	Rentals-Other	-	-	1,575
001-0805-565.45-08	Lease Miscellaneous	-	-	30,000
001-0805-565.46-04	Insurance-Vehicle	-	-	37
001-0805-565.47-01	Utility-Electric	-	-	2,000
001-0805-565.48-01	Rep & Maint-Equipment	-	-	2,000
001-0805-565.49-02	Printing & Binding	-	-	3,537
001-0805-565.49-06	Maintenance Contracts	-	14,456	1,625
001-0805-565.49-30	Software Maintenance	-	-	3,000
001-0805-594.65-01	Veterans Services HUB	-	2,000,000	-
001-0805-594.65-02	Veterans Affairs LeaseImp	-	500,000	-
<b>Total Veteran Services</b>		-	<b>2,514,456</b>	<b>131,904</b>
<b>Total Social Services</b>		-	<b>2,750,092</b>	<b>880,772</b>

## **PUBLIC AFFAIRS & CITY CLERK**

### **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.

#### **2020 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" fundraising 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.

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

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

#### **2020 PROGRAMS, GOALS AND PRIORITIES**

- Continue implementation of a city-wide Records Management Program in compliance with all local, state and federal laws.
- Implement an Enterprise Content Management (ECM) system to manage Lacey's public records.
- Continue city-wide records management training for all employees, including orientation training for new employees.
- Create a model for meeting with Records Coordinators on a regular basis to identify issues, provide solutions, and support networking.
- Assist and support Records Coordinators during records remediation in each department (purging).
- Develop city-wide standardized process for responding to public records requests.
- Comply with reporting requirements for all city-wide public records requests.
- Explore options for posting common records to city website.

### **BUDGET SUMMARY**

The 2020 budget for the office of Public Affairs & City Clerk is **\$992,176**. This amount maintains current levels of staffing and service. In addition to covering operating expenses, the Clerk's budget includes funding for the City Clerk and Deputy City Clerk.

Account Number	Description	2018 Actual Revenue/Expense	2019 Amended Budget	2020 Adopted Budget
<i>Current Expense Fund - Expenditures</i>				
<b>Public Affairs &amp; City Clerk</b>				
<b>Public Affairs</b>				
001-0903-513.10-01	Salaries-Regular	-	-	362,622
001-0903-513.10-06	Salaries-Part-Time	-	-	11,520
001-0903-513.20-01	Employer Paid Benefits	-	-	150,983
001-0903-513.31-01	Office & Operating Supply	-	-	3,800
001-0903-513.41-01	Prof. Svc-Other	-	-	93,500
001-0903-513.42-01	Telecommunications	-	-	4,000
001-0903-513.43-01	Transportation/Per Diem	-	-	750
001-0903-513.43-02	Dues, Subscriptions, Publ	-	-	2,700
001-0903-513.43-03	Registrations	-	-	1,500
001-0903-513.45-02	IMS Rental	-	-	23,077
001-0903-513.49-02	Printing & Binding	-	-	2,500
001-0903-573.49-12	Special Events	-	-	7,000
001-0903-573.49-20	Special Projects	-	-	10,000
001-0903-573.49-21	LaceyLife Newsletter	-	-	35,000
<b>Total Public Affairs</b>		-	-	<b>708,952</b>
<b>City Clerk</b>				
001-0904-514.10-01	Salaries-Regular	-	-	154,421
001-0904-514.20-01	Employer Paid Benefits	-	-	82,024
001-0904-514.31-01	Office & Operating Supply	-	-	1,200
001-0904-514.41-06	Codification/Microfilm	-	-	16,000
001-0904-514.41-07	Records Destruction	-	-	4,000
001-0904-514.43-01	Transportation/Per Diem	-	-	3,000
001-0904-514.43-02	Dues, Subscriptions, Publ	-	-	1,000
001-0904-514.43-03	Registrations	-	-	3,000
001-0904-514.44-04	Ordinances & Resolutions	-	-	10,000
001-0904-514.45-02	IMS Rental	-	-	8,579
<b>Total City Clerk</b>		-	-	<b>283,224</b>
<b>Total Public Affairs &amp; City Clerk</b>		-	-	<b>992,176</b>



## **FINANCE**

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

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

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

### **BUDGET SUMMARY**

The 2020 budget for the Finance Department is **\$1,416,440**. 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.

### **2020 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.

Account Number	Description	2018 Actual Revenue/Expense	2019 Amended Budget	2020 Adopted Budget
<i>Current Expense Fund - Expenditures</i>				
<b>Finance</b>				
<b>Finance</b>				
001-1401-514.10-01	Salaries-Regular	580,252	710,288	795,049
001-1401-514.10-05	Salaries-Overtime	3,189	850	850
001-1401-514.20-01	Employer Paid Benefits	285,054	381,937	405,212
001-1401-514.31-01	Office & Operating Supply	7,487	5,000	5,000
001-1401-514.41-01	Prof. Svc-Other	505	40,000	34,480
001-1401-514.41-05	Prof. Svc-Audit	33,507	62,000	71,190
001-1401-514.41-48	Investment Advisor	44,256	42,000	42,000
001-1401-514.43-01	Transportation/Per Diem	2,466	5,000	7,500
001-1401-514.43-02	Dues, Subscriptions, Publ	1,871	2,175	2,175
001-1401-514.43-03	Registrations	3,503	5,000	7,500
001-1401-514.45-02	IMS Rental	38,138	42,871	41,532
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	5,540	1,500	1,500
001-1401-514.49-09	Interpreter Svcs-Court	3,071	-	-
001-1401-514.49-30	Software Maintenance	-	1,352	1,352
<b>Total Finance</b>		<b>1,008,839</b>	<b>1,301,073</b>	<b>1,416,440</b>

**LEGAL SERVICES**

The Schneider 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 Service 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 Control 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 2020 budget for City Attorney is **\$673,087**.

**2020 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	2018 Actual Revenue/Expense	2019 Amended Budget	2020 Adopted Budget
<i>Current Expense Fund - Expenditures</i>				
<b>Legal Services</b>				
<b>Legal Services</b>				
001-1501-515.31-01	Office & Operating Supply	1,330	-	-
001-1501-515.41-08	Prof. Svc-Litigation	28,860	5,000	5,000
001-1501-515.41-09	Prof. Svc-Prosecution	353,280	360,345	378,834
001-1501-515.41-15	Governmental Services	231,554	231,624	261,228
001-1501-515.43-01	Transportation/Per Diem	200	-	-
001-1501-515.43-02	Dues, Subscriptions, Publ	994	-	-
001-1501-515.43-03	Registrations	1,393	-	-
001-1501-515.49-07	Support Services	21,029	28,025	28,025
<b>Total Legal Services</b>		<b>638,640</b>	<b>624,994</b>	<b>673,087</b>

**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 2020 budget for Common Facilities is **\$1,598,659**. This amount maintains the current level of services for City Hall and Library services.

Account Number	Description	2018 Actual Revenue/Expense	2019 Amended Budget	2020 Adopted Budget
<i>Current Expense Fund - Expenditures</i>				
<b>Common Facilities Overhead</b>				
<b>City Hall &amp; Library Operations</b>				
001-1901-519.31-01	Office & Operating Supply	16,302	20,370	20,370
001-1901-519.41-01	Prof. Svc-Other	6,358	40,846	40,846
001-1901-519.42-01	Telecommunications	17,248	20,000	20,000
001-1901-519.42-02	Communications-Postage	23,658	56,300	56,300
001-1901-519.45-01	Equipment Rental	18,956	13,784	14,018
001-1901-519.45-02	IMS Rental	783,622	803,295	739,954
001-1901-519.45-03	Copier Rental	15,844	73,700	73,700
001-1901-519.45-08	Lease Miscellaneous	-	500	500
001-1901-519.46-01	Insurance-Liability	257,498	282,443	290,027
001-1901-519.46-02	Insurance-Fire/Property	26,987	25,583	28,900
001-1901-519.46-06	AWC-L & I Pool	16,904	16,418	16,418
001-1901-519.47-01	Utility-Electric	109,209	148,000	148,000
001-1901-519.47-02	Utility-City of Lacey	21,718	22,500	22,500
001-1901-519.47-03	Utility Gas	25	-	-
001-1901-519.47-07	Utility-Solid Waste	824	3,000	3,000
001-1901-519.48-01	Rep & Maint-Equipment	-	3,700	3,700
001-1901-519.49-02	Printing & Binding	4,141	8,000	8,000
001-1901-519.49-06	Maintenance Contracts	25,049	38,974	38,974
001-1901-519.49-25	Assessments/Taxes	14,225	2,050	2,050
001-1901-519.49-27	Bad Debt Expense	5,046	1,000	1,000
001-1901-572.46-02	Insurance-Fire/Property	8,818	8,471	8,916
001-1901-572.47-01	Utility-Electric	37,423	50,000	50,000
001-1901-572.47-02	Utility-City of Lacey	6,545	9,000	9,000
001-1901-572.47-07	Utility-Solid Waste	3,007	1,500	1,500
001-1901-572.48-01	Rep & Maint-Equipment	-	250	250
001-1901-572.49-06	Maintenance Contracts	117	736	736
001-1901-591.75-01	Capital Leases	19,404	-	-
001-1901-592.83-10	Capital Lease Interest	1,429	-	-
<b>Total City Hall &amp; Library Operations</b>		<b>1,440,357</b>	<b>1,650,420</b>	<b>1,598,659</b>



## **POLICE**

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

Police Department staffing allocations for 2020 will include: sixty five (65) commissioned officers, nine and half (9.5) administrative staff members and four (4) civilian community service officers. Volunteer services are provided by a group of dedicated staff consisting of the Lacey Resource Unit (LRU), Chaplain Program and the Explorer Post,

The Lacey Police Department consists of the following three divisions; Operations Division. Administrative Division and the Investigative Division.

### **OPERATIONS DIVISION:**

The Operations Division is comprised of one (1) Commander, six (6) Sergeants, thirty nine (39) Police Officers and four (4) civilian Community Service Officers who work in six squads providing 24-hour law enforcement service to the city. The Operations Division is the largest division in the Lacey Police Department. The primary responsibility is to patrol the City of Lacey 24- hours per day while protecting life and property and enhancing the perception of safety throughout the community. The City is divided into patrol beats to allow officers a concentrated area of focus, where they can engage the community as partners for collaborative solutions to crime and quality of life issues. The Operations Division is complemented by a Traffic Unit that provides education and enforcement services related to vehicle, pedestrian and school zone safety. The Division also is supported by the Community Service Officer program which provides non-emergency patrol support and in custody transports to keep patrol officers within the city limits.

### **ADMINISTRATIVE DIVISION:**

The Administrative Division is made up of one (1) Police Chief, one (1) Deputy Police Chief, one (1) Commander, one (1) Personnel and Training Sergeant, (1) Management Analyst, one (1) Evidence Technician, one (1) Executive Assistant, and the Records Unit consisting of four (4) Police Assistants and one (1) supervisor. The Administrative Division is responsible for records, policy, public disclosure, concealed weapons permits, firearms background checks, evidence, recruiting, hiring, training, policy, internal investigations, and other administrative tasks. Our Evidence Technician is responsible for the evidence room function, which includes processing, storing, retrieval, and disposal of all evidence and found property. The Personnel and Training Sergeant coordinates department training including firearms, less-lethal tools, driving, tactics, and procedures. Our Management Analyst conducts extensive analysis of crime trends to help focus patrol resources as well as assisting Detectives with complex investigations. The Executive Assistant is the central point of contact for the Chief's Office and assist with a myriad administrative functions of the division.

### **INVESTIGATIONS DIVISION:**

The Investigations Division consists of one (1) Commander, one (1) Sergeant, five (5) Detectives, three (3) School Resource Officers (3) Community Resource Officers and one (1) Police Assistant.

The Investigative Division is managed by a Commander who is responsible for three units: Detective Unit, Community Resource Unit and the School Resource Unit. The Detective Unit is responsible for the investigation of major crimes and felonies, and any complicated crimes that exceed the expertise of the Operations Division. They also partner with other local agencies for county wide criminal investigations involving violent crime, property crimes, narcotics enforcement, missing and children abuse cases, The Community Resource Unit is staffed by three Officers assigned to conduct community outreach and education. They engage with the homeless population, plan and conduct proactive enforcement operations based on crime analysis trends and instruct at academies and community events. The School Resource Unit is staffed by three Officers who are assigned to North Thurston Public Schools. They serve four high schools, four middle schools and six elementary schools. They are responsible for providing not only enforcement and security, but also initiating proactive contact with the students, parents, and school administration. A Police Assistant is assigned to the Investigative Division to provide administrative assistance to the Units within the Division. In addition, the Police Assistant coordinates the department's community outreach efforts to include social media.

**BUDGET SUMMARY**

The Police Department budget is organized into nine programs.

- General Services
- Investigations and Apprehension
- Records and Support Services
- Protection and Enforcement
- Property and Evidence
- Traffic
- Training
- Volunteers
- Education and Community Outreach

The total 2020 budget for Police is **\$11,721,552** 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.

**2020 PROGRAMS, GOALS, AND PRIORITIES**

- Utilize and employ contemporary crime analysis data to aggressively identify and mitigate emerging crime trends
- Enhance our on-going partnership with North Thurston Public Schools to ensure a safe and productive learning environment.
- Work closely with our community partners to identify and proactively address quality of life issues
- Increase proactive and compassionate contacts to continue to build community partnerships and trust
- Increase the department's reach through social media to educate and better inform the community
- Enhance our recruiting and training platform to continue to provide the City of Lacey quality, full-service law enforcement services

Account Number	Description	2018 Actual Revenue/Expense	2019 Amended Budget	2020 Adopted Budget
<i>Current Expense Fund - Expenditures</i>				
<b>Police</b>				
<b>General Services</b>				
001-2101-521.10-01	Salaries-Regular	453,991	469,440	723,019
001-2101-521.10-05	Salaries-Overtime	404	500	500
001-2101-521.20-01	Employer Paid Benefits	114,749	130,548	177,246
001-2101-521.20-02	LEOFF Disability-Retired	163,638	210,960	210,960
001-2101-521.20-42	GASB68 Pension Expense	201,053	-	-
001-2101-521.31-01	Office & Operating Supply	6,729	6,250	6,250
001-2101-521.31-15	Evidence Monies	-	1,000	1,000
001-2101-521.41-01	Prof. Svc-Other	9,130	75,810	131,482
001-2101-521.42-01	Telecommunications	4,511	5,057	5,057
001-2101-521.43-02	Dues, Subscriptions, Publ	1,507	1,200	1,700
001-2101-521.45-01	Equipment Rental	11,958	13,484	16,521
001-2101-521.45-02	IMS Rental	6,661	6,420	7,322
001-2101-521.45-10	Rental Facilities	1,000	-	-
001-2101-521.47-01	Utility-Electric	222	-	-
001-2101-521.47-02	Utility-City of Lacey	79	-	-
001-2101-521.47-03	Utility-Natural Gas	188	-	-
001-2101-521.47-05	Utility-City of Olympia	32	-	-
001-2101-521.48-01	Rep & Maint-Equipment	-	20	20
001-2101-521.49-06	Maintenance Contracts	1,532	-	-
<b>Total General Services</b>		<b>977,384</b>	<b>920,689</b>	<b>1,281,077</b>
<b>Records and Support Services</b>				
001-2102-521.10-01	Salaries-Regular	312,230	325,784	405,959
001-2102-521.10-05	Salaries-Overtime	1,630	5,100	5,100
001-2102-521.10-06	Salaries-Part-Time	-	1,000	1,000
001-2102-521.20-01	Employer Paid Benefits	116,530	134,900	174,281
001-2102-521.31-01	Office & Operating Supply	8,418	8,100	8,100
001-2102-521.31-02	Small Tools & Equipment	399	1,100	1,100
001-2102-521.31-17	Supplies-Uniform Purchase	614	600	600
001-2102-521.41-01	Prof. Svc-Other	685	-	-
001-2102-521.42-01	Telecommunications	5,065	4,500	4,500
001-2102-521.43-02	Dues, Subscriptions, Publ	25	475	475
001-2102-521.45-02	IMS Rental	6,874	6,625	7,556
001-2102-521.48-01	Rep & Maint-Equipment	-	100	100
001-2102-521.49-02	Printing & Binding	3,056	4,000	4,000

Account Number	Description	2018 Actual Revenue/Expense	2019 Amended Budget	2020 Adopted Budget
<i>Current Expense Fund - Expenditures</i>				
<b>Police</b>				
<b>Records and Support Services-Continued</b>				
001-2102-521.49-30	Software Maintenance	-	-	1,700
001-2102-521.50-04	Contract-RMS System	145,935	154,507	154,507
<b>Total Records and Support Services</b>		<b>601,461</b>	<b>646,791</b>	<b>768,978</b>
<b>Property Control</b>				
001-2103-521.10-01	Salaries-Regular	99,070	101,579	106,803
001-2103-521.10-05	Salaries-Overtime	448	1,800	1,800
001-2103-521.20-01	Employer Paid Benefits	31,735	36,218	37,204
001-2103-521.31-01	Office & Operating Supply	1,089	2,975	2,975
001-2103-521.31-02	Small Tools & Equipment	54	375	375
001-2103-521.31-17	Supplies-Uniform Purchase	417	700	700
001-2103-521.41-01	Prof. Svc-Other	544	-	-
001-2103-521.45-02	IMS Rental	1,843	1,776	2,025
001-2103-521.49-02	Printing & Binding	131	125	125
<b>Total Property Control</b>		<b>135,331</b>	<b>145,548</b>	<b>152,007</b>
<b>Training</b>				
001-2104-521.31-02	Small Tools & Equipment	65	-	-
001-2104-521.43-01	Transportation/Per Diem	30,577	30,000	30,000
001-2104-521.43-02	Dues, Subscriptions, Publ	100	450	450
001-2104-521.43-03	Registrations	26,327	35,750	35,750
001-2104-521.43-05	Memorial Fund-McMillen Sr	-	50	50
001-2104-521.49-05	Professional Development	28,333	30,233	30,233
<b>Total Training</b>		<b>85,402</b>	<b>96,483</b>	<b>96,483</b>
<b>Crime Prevention</b>				
001-2105-521.10-01	Salaries-Regular	125,405	129,153	134,795
001-2105-521.10-05	Salaries-Overtime	1,497	6,150	6,150
001-2105-521.20-01	Employer Paid Benefits	28,872	32,124	39,778
001-2105-521.31-01	Office & Operating Supply	680	6,465	6,465
001-2105-521.31-10	Supplies-Multi-Housing	265	400	400
001-2105-521.31-17	Supplies-Uniform Purchase	409	400	400
001-2105-521.41-01	Prof. Svc-Other	-	100	100
001-2105-521.42-01	Telecommunications	682	1,000	1,000
001-2105-521.43-02	Dues, Subscriptions, Publ	-	100	100
001-2105-521.45-01	Equipment Rental	2,527	2,850	3,491

Account Number	Description	2018 Actual Revenue/Expense	2019 Amended Budget	2020 Adopted Budget
<i>Current Expense Fund - Expenditures</i>				
<b>Police</b>				
<b>Crime Prevention-Continued</b>				
001-2105-521.48-01	Rep & Maint-Equipment	-	10	10
001-2105-521.49-02	Printing & Binding	659	3,500	3,500
001-2105-521.49-10	Uniform Contract/Cleaning	85	400	400
001-2105-521.49-11	Public Education	-	750	750
<b>Total Crime Prevention</b>		<b>161,081</b>	<b>183,402</b>	<b>197,339</b>
<b>Investigation and Apprehension</b>				
001-2106-521.10-01	Salaries-Regular	610,367	707,177	752,943
001-2106-521.10-05	Salaries-Overtime	32,514	47,150	47,150
001-2106-521.20-01	Employer Paid Benefits	182,002	228,151	209,813
001-2106-521.31-01	Office & Operating Supply	13,981	15,156	15,156
001-2106-521.31-02	Small Tools & Equipment	231	1,400	1,400
001-2106-521.31-17	Supplies-Uniform Purchase	648	1,500	1,500
001-2106-521.41-01	Prof. Svc-Other	1,265	1,000	1,000
001-2106-521.42-01	Telecommunications	8,236	9,508	9,508
001-2106-521.43-02	Dues, Subscriptions, Publ	150	300	300
001-2106-521.45-01	Equipment Rental	28,470	32,112	39,336
001-2106-521.45-02	IMS Rental	2,871	2,767	3,156
001-2106-521.48-01	Rep & Maint-Equipment	544	500	500
001-2106-521.49-02	Printing & Binding	-	100	100
001-2106-521.49-10	Uniform Contract/Cleaning	4,743	4,000	4,000
<b>Total Investigation and Apprehension</b>		<b>886,022</b>	<b>1,050,821</b>	<b>1,085,862</b>
<b>Protective Enforcement Patrol</b>				
001-2107-521.10-01	Salaries-Regular	3,794,583	4,044,800	4,814,922
001-2107-521.10-05	Salaries-Overtime	427,477	536,175	542,175
001-2107-521.10-06	Salaries-Part-Time	11,542	10,593	10,593
001-2107-521.20-01	Employer Paid Benefits	1,191,643	1,308,207	1,423,172
001-2107-521.20-03	Unemployment Compensation	11,071	-	-
001-2107-521.20-35	LEOFF2 Plan Contrib Add'l	8,864	-	-
001-2107-521.31-01	Office & Operating Supply	12,686	15,560	20,267
001-2107-521.31-02	Small Tools & Equipment	8,232	2,442	7,042
001-2107-521.31-05	Firearms/Ammunition	23,225	28,000	28,000
001-2107-521.31-06	Supplies-Water Patrol	514	394	394
001-2107-521.31-07	Supplies-Tactical Team	1,392	1,249	10,000
001-2107-521.31-17	Supplies-Uniform Purchase	46,942	34,950	34,950

Account Number	Description	2018 Actual Revenue/Expense	2019 Amended Budget	2020 Adopted Budget
<i>Current Expense Fund - Expenditures</i>				
<b>Police</b>				
<b>Protective Enforcement Patrol-Continued</b>				
001-2107-521.31-33	Supplies-Tactical Vests	8,106	12,790	28,165
001-2107-521.31-35	Supplies-Replaced Equip	25,419	30,000	30,000
001-2107-521.31-37	Less Lethal Equipment	-	-	15,000
001-2107-521.41-01	Prof. Svc-Other	11,402	3,000	3,000
001-2107-521.42-01	Telecommunications	43,391	46,711	46,711
001-2107-521.43-02	Dues, Subscriptions, Publ	171	3,775	3,775
001-2107-521.45-01	Equipment Rental	353,130	398,295	487,911
001-2107-521.45-02	IMS Rental	151,158	145,688	166,158
001-2107-521.45-03	Copier Rental	3,987	18,900	18,900
001-2107-521.48-01	Rep & Maint-Equipment	8,259	8,000	8,000
001-2107-521.49-02	Printing & Binding	1,326	1,754	1,754
001-2107-521.49-06	Maintenance Contracts	178	-	-
001-2107-521.49-10	Uniform Contract/Cleaning	10,880	12,460	12,460
001-2107-521.49-30	Software Maintenance	10,295	9,045	12,045
001-2107-521.50-01	Olympia Range	-	10,000	10,000
001-2107-591.75-01	Capital Leases	17,937	-	-
001-2107-592.83-10	Capital Lease Interest	1,529	-	-
001-2107-594.66-01	Capital Leases	32,248	-	-
<b>Total Protective Enforcement Patrol</b>		<b>6,217,587</b>	<b>6,682,788</b>	<b>7,735,394</b>
<b>Traffic</b>				
001-2108-521.10-01	Salaries-Regular	203,508	210,451	216,369
001-2108-521.10-05	Salaries-Overtime	41,487	24,088	24,088
001-2108-521.20-01	Employer Paid Benefits	65,076	58,847	63,096
001-2108-521.31-01	Office & Operating Supply	49	1,450	1,450
001-2108-521.31-02	Small Tools & Equipment	-	500	500
001-2108-521.31-17	Supplies-Uniform Purchase	285	1,000	1,000
001-2108-521.42-01	Telecommunications	1,248	1,700	1,700
001-2108-521.43-02	Dues, Subscriptions, Publ	-	50	50
001-2108-521.45-01	Equipment Rental	30,117	33,970	41,612
001-2108-521.48-01	Rep & Maint-Equipment	470	200	200
001-2108-521.49-10	Uniform Contract/Cleaning	744	550	550
<b>Total Traffic</b>		<b>342,984</b>	<b>332,806</b>	<b>350,615</b>



Account Number	Description	2018 Actual Revenue/Expense	2019 Amended Budget	2020 Adopted Budget
<i>Current Expense Fund - Expenditures</i>				
<b>Police</b>				
<b>Volunteers</b>				
001-2109-521.10-01	Salaries-Regular	31,574	33,424	34,355
001-2109-521.10-05	Salaries-Overtime	4,662	3,588	3,588
001-2109-521.20-01	Employer Paid Benefits	8,054	6,506	6,984
001-2109-521.31-01	Office & Operating Supply	780	750	750
001-2109-521.31-02	Small Tools & Equipment	319	125	125
001-2109-521.31-18	Uniforms	2,003	2,525	2,525
001-2109-521.43-01	Transportation/Per Diem	398	400	400
001-2109-521.43-02	Dues, Subscriptions, Publ	50	750	750
001-2109-521.43-03	Registrations	-	1,070	1,070
001-2109-521.49-10	Uniform Contract/Cleaning	317	750	750
001-2109-521.49-57	Lacey Resource Officers	2,064	2,500	2,500
<b>Total Volunteers</b>		<b>50,221</b>	<b>52,388</b>	<b>53,797</b>
<b>Total Police</b>		<b>9,457,473</b>	<b>10,111,716</b>	<b>11,721,552</b>



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### **PUBLIC WORKS ADMINISTRATION**

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

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

#### **BUDGET SUMMARY**

The 2020 budget for Public Works Administration is **\$126,739**. Some operating costs are recovered through the assessment of plan fees and charges to utilities or projects.

#### **2020 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	2018 Actual Revenue/Expense	2019 Amended Budget	2020 Adopted Budget
<i>Current Expense Fund - Expenditures</i>				
<b>Public Works Support Services</b>				
<b>General Services</b>				
001-3101-532.10-01	Salaries-Regular	48,613	50,681	53,472
001-3101-532.10-05	Salaries-Overtime	-	200	200
001-3101-532.20-01	Employer Paid Benefits	16,711	19,457	19,395
001-3101-532.31-01	Office & Operating Supply	8,385	9,850	9,850
001-3101-532.31-02	Small Tools & Equipment	-	461	461
001-3101-532.31-27	Software Upgrade	-	1,500	1,500
001-3101-532.41-01	Prof. Svc-Other	1,200	4,000	4,000
001-3101-532.43-01	Transportation/Per Diem	2,987	1,200	1,200
001-3101-532.43-02	Dues, Subscriptions, Publ	1,310	5,700	5,700
001-3101-532.43-03	Registrations	568	1,000	1,000
001-3101-532.45-01	Equipment Rental	2,064	1,855	12,481
001-3101-532.45-02	IMS Rental	13,309	13,511	15,180
001-3101-532.48-02	Rep & Maint-Equip Non-Pwr	-	300	300
001-3101-532.49-02	Printing & Binding	-	2,000	2,000
<b>Total Public Works Support Services</b>		<b>95,147</b>	<b>111,715</b>	<b>126,739</b>

## **PUBLIC WORKS-ENGINEERING**

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

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

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

### **BUDGET SUMMARY**

The Engineering budget is organized into six programs.

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

The total 2020 budget for Public Works Engineering is **\$3,832,054**. Some operating costs are recovered through the assessment of plan fees and charges to utilities or projects.

### **2020 PROGRAMS, GOALS AND PRIORITIES**

- Continue the LED Street Lighting conversion project.
- Assist Thurston County in constructing improvements to Mullen Road.
- Construct the College Street & 22nd Avenue Roundabout project.
- Complete right of way and start construction for the Ruddell Road Sidewalk/Retaining Walls project.
- Construct the Hawks Prairie Road & Marvin Road Roundabout.
- Begin design and right of way for the electric car charging stations project.
- Construct the Sleater-Kinney & Pacific Avenue Signal Pole Replacement project.
- Capital City Water & Sewer Improvements

Account Number	Description	2018 Actual Revenue/Expense	2019 Amended Budget	2020 Adopted Budget
<i>Current Expense Fund - Expenditures</i>				
<b>Public Works Engineering Division</b>				
<b>General Services</b>				
001-3201-532.10-01	Salaries-Regular	557,023	620,723	668,620
001-3201-532.10-05	Salaries-Overtime	3,174	3,000	3,000
001-3201-532.10-06	Salaries-Part-Time	1,437	-	-
001-3201-532.20-01	Employer Paid Benefits	224,751	258,423	281,995
001-3201-532.31-01	Office & Operating Supply	14,484	15,000	15,000
001-3201-532.31-02	Small Tools & Equipment	3,385	4,000	4,000
001-3201-532.31-03	Traffic Counting Supplies	53	-	-
001-3201-532.31-17	Supplies-Uniform Purchase	3,206	3,000	3,000
001-3201-532.31-27	Software Upgrade	1,855	2,174	2,174
001-3201-532.41-01	Prof. Svc-Other	686	12,600	1,600
001-3201-532.42-01	Telecommunications	12,256	9,750	9,750
001-3201-532.43-01	Transportation/Per Diem	5,482	5,000	5,000
001-3201-532.43-02	Dues, Subscriptions, Publ	4,468	2,000	2,000
001-3201-532.43-03	Registrations	8,406	7,020	7,020
001-3201-532.45-01	Equipment Rental	102,887	97,439	121,565
001-3201-532.45-02	IMS Rental	67,461	68,225	86,000
001-3201-532.45-08	Lease Miscellaneous	882	7,720	7,720
001-3201-532.48-02	Rep & Maint-Equip Non-Pwr	-	1,020	1,020
001-3201-532.49-02	Printing & Binding	4,470	-	-
001-3201-532.49-03	Recording Fees	86	2,800	2,800
001-3201-532.49-06	Maintenance Contracts	3,375	5,698	5,698
001-3201-532.49-10	Uniform Contract/Cleaning	-	200	200
001-3201-532.49-30	Software Maintenance	43,922	50,000	50,000
001-3201-591.75-01	Capital Leases	7,321	-	-
001-3201-592.83-10	Capital Lease Interest	681	-	-
<b>Total General Services</b>		<b>1,071,751</b>	<b>1,175,792</b>	<b>1,278,162</b>
<b>Transportation Engineering</b>				
001-3202-532.10-01	Salaries-Regular	393,594	422,044	472,707
001-3202-532.10-05	Salaries-Overtime	2,635	3,000	3,000
001-3202-532.10-06	Salaries-Part-Time	365	9,953	9,953
001-3202-532.20-01	Employer Paid Benefits	144,394	167,361	188,079
001-3202-532.31-01	Office & Operating Supply	22	1,500	1,100
001-3202-532.31-02	Small Tools & Equipment	44	300	300
001-3202-532.31-03	Traffic Counting Supplies	510	1,010	4,010



Account Number	Description	2018 Actual Revenue/Expense	2019 Amended Budget	2020 Adopted Budget
<i>Current Expense Fund - Expenditures</i>				
<b>Public Works Engineering Division</b>				
<b>Transportation Engineering-Continued</b>				
001-3202-532.31-17	Supplies-Uniform Purchase	-	75	75
001-3202-532.41-02	Prof. Svc-Engineering	-	500	500
001-3202-532.43-01	Transportation/Per Diem	-	250	250
001-3202-532.43-02	Dues, Subscriptions, Publ	1,659	1,550	1,550
001-3202-532.43-03	Registrations	-	1,500	1,000
001-3202-532.45-01	Equipment Rental	5,229	4,952	6,178
001-3202-532.49-02	Printing & Binding	-	180	180
<b>Total Transportation Engineering</b>		<b>548,452</b>	<b>614,175</b>	<b>688,882</b>
<b>Water Utility Engineering</b>				
001-3203-532.10-01	Salaries-Regular	231,944	229,209	267,327
001-3203-532.10-05	Salaries-Overtime	3,661	8,000	8,000
001-3203-532.10-06	Salaries-Part-Time	1,885	-	-
001-3203-532.20-01	Employer Paid Benefits	96,234	100,600	118,267
<b>Total Water Utility Engineering</b>		<b>333,724</b>	<b>337,809</b>	<b>393,594</b>
<b>Wastewater Utility Engineering</b>				
001-3204-532.10-01	Salaries-Regular	160,715	181,893	194,433
001-3204-532.10-05	Salaries-Overtime	3,661	10,000	10,000
001-3204-532.20-01	Employer Paid Benefits	64,432	79,865	84,786
<b>Total Wastewater Utility Engineering</b>		<b>228,808</b>	<b>271,758</b>	<b>289,219</b>
<b>Stormwater Utility Engineering</b>				
001-3205-532.10-01	Salaries-Regular	91,370	104,021	111,186
001-3205-532.10-05	Salaries-Overtime	2,050	2,000	2,000
001-3205-532.20-01	Employer Paid Benefits	37,282	45,575	48,764
<b>Total Stormwater Utility Engineering</b>		<b>130,702</b>	<b>151,596</b>	<b>161,950</b>
<b>Project Engineering</b>				
001-3206-532.10-01	Salaries-Regular	534,050	686,308	678,089
001-3206-532.10-05	Salaries-Overtime	24,442	10,000	10,000
001-3206-532.20-01	Employer Paid Benefits	247,693	322,179	332,158
<b>Total Project Engineering</b>		<b>806,185</b>	<b>1,018,487</b>	<b>1,020,247</b>
<b>Total Public Works Engineering Division</b>		<b>3,119,622</b>	<b>3,569,617</b>	<b>3,832,054</b>



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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 2020 Budget for Parks, Grounds, and Facilities Maintenance is **\$3,086,981**. This includes staffing to 16 full-time equivalents, (not including 4 FTEs funded by the Regional Athletic Complex). The staff adjusts seasonally with temporary labor to meet the demands created by warm weather and park activity. Parks Maintenance Operations are supported by the revenues from the General Fund and Utility Tax receipts dedicated to parks maintenance.

#### ***2020 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	2018 Actual Revenue/Expense	2019 Amended Budget	2020 Adopted Budget
<i>Current Expense Fund - Expenditures</i>				
<b>Public Works Parks Maintenance Division</b>				
<b>General Services</b>				
001-3301-576.10-01	Salaries-Regular	304,883	350,617	366,924
001-3301-576.10-05	Salaries-Overtime	3,412	3,000	3,000
001-3301-576.10-06	Salaries-Part-Time	4,962	56,492	56,492
001-3301-576.20-01	Employer Paid Benefits	133,430	157,921	144,417
001-3301-576.20-03	Unemployment Compensation	3,590	25,500	25,500
001-3301-576.31-01	Office & Operating Supply	8,431	10,645	10,645
001-3301-576.31-17	Supplies-Uniform Purchase	9,178	8,385	8,385
001-3301-576.41-01	Prof. Svc-Other	299	1,740	740
001-3301-576.42-01	Telecommunications	2,744	3,000	3,000
001-3301-576.43-01	Transportation/Per Diem	43	12,843	12,843
001-3301-576.43-02	Dues, Subscriptions, Publ	696	915	915
001-3301-576.43-03	Registrations	7,104	6,242	6,242
001-3301-576.45-01	Equipment Rental	16,115	21,223	22,699
001-3301-576.45-02	IMS Rental	9,995	11,520	13,266
001-3301-576.45-03	Copier Rentals	1,304	1,425	1,425
001-3301-576.46-02	Insurance-Fire/Property	1,065	1,023	1,077
001-3301-576.47-01	Utility-Electric	4,863	7,146	7,146
001-3301-576.47-02	Utility-City of Lacey	1,103	2,824	2,824
001-3301-576.47-03	Utility-Natural Gas	4,337	7,869	7,869
001-3301-576.47-07	Utility-Solid Waste	5,594	4,900	4,900
001-3301-576.48-01	Rep & Maint-Equipment	255	1,580	1,580
001-3301-576.48-03	Rep & Maint-Facilities	296	-	-
001-3301-576.49-06	Maintenance Contracts	2,587	2,909	2,909
001-3301-576.49-10	Uniform Contract/Cleaning	-	300	300
001-3301-576.49-23	Custodial	6,460	8,753	8,753
001-3301-576.49-25	Assessments/Taxes	10	181	181
001-3301-576.49-35	CDL-Physicals/Licenses	2,318	958	958
001-3301-576.60-01	Capital Outlays-Equipment	-	1,000	-
<b>Total General Services</b>		<b>535,074</b>	<b>710,911</b>	<b>714,990</b>
<b>Utilities/Right of Way</b>				
001-3302-576.10-01	Salaries-Regular	220,994	203,877	231,191
001-3302-576.10-05	Salaries-Overtime	774	3,100	3,100
001-3302-576.10-06	Salaries-Part-Time	61,442	93,140	93,140
001-3302-576.20-01	Employer Paid Benefits	142,730	129,052	131,805

Account Number	Description	2018 Actual Revenue/Expense	2019 Amended Budget	2020 Adopted Budget
<i>Current Expense Fund - Expenditures</i>				
<b>Public Works Parks Maintenance Division</b>				
<b>Utilities/Right of Way-Continued</b>				
001-3302-576.31-01	Office & Operating Supply	52,326	38,750	38,750
001-3302-576.31-02	Small Tools & Equipment	1,421	1,675	1,675
001-3302-576.41-01	Prof. Svc-Other	14,318	13,468	13,468
001-3302-576.42-01	Telecommunications	3,181	3,250	3,250
001-3302-576.45-01	Equipment Rental	41,984	55,293	59,141
001-3302-576.47-01	Utility-Electric	576	1,300	1,300
001-3302-576.47-02	Utility-City of Lacey	93,205	120,000	120,000
001-3302-576.48-01	Rep & Maint-Equipment	1,756	2,617	2,617
001-3302-576.48-15	Rep & Maint-Grounds	337	1,350	1,350
<b>Total Utilities/Right of Way</b>		<b>635,044</b>	<b>666,872</b>	<b>700,787</b>
<b>Building/Structures/Grounds</b>				
001-3303-576.10-01	Salaries-Regular	383,559	468,289	466,853
001-3303-576.10-05	Salaries-Overtime	6,113	1,500	1,500
001-3303-576.10-06	Salaries-Part-Time	100,103	85,310	85,310
001-3303-576.20-01	Employer Paid Benefits	231,377	259,351	239,446
001-3303-576.31-01	Office & Operating Supply	70,297	78,167	65,470
001-3303-576.31-02	Small Tools & Equipment	5,066	5,323	5,323
001-3303-576.31-29	Supplies-Ground Maint	12,338	12,000	12,000
001-3303-576.34-01	Fuel	7,122	4,238	4,238
001-3303-576.41-01	Prof. Svc-Other	26,596	16,882	26,582
001-3303-576.42-01	Telecommunications	2,296	2,000	2,000
001-3303-576.45-01	Equipment Rental	140,707	185,311	198,208
001-3303-576.45-05	Rentals-Other	8,355	6,300	6,300
001-3303-576.46-02	Insurance-Fire/Property	4,977	4,781	5,033
001-3303-576.47-01	Utility-Electric	11,115	14,000	14,000
001-3303-576.47-02	Utility-City of Lacey	127,594	106,000	106,000
001-3303-576.48-01	Rep & Maint-Equipment	3,046	4,000	4,000
001-3303-576.48-03	Rep & Maint-Facilities	550	512	512
<b>Total Building/Structures/Grounds</b>		<b>1,141,211</b>	<b>1,253,964</b>	<b>1,242,775</b>
<b>Rainier Vista Park</b>				
001-3304-576.10-01	Salaries-Regular	96,427	99,574	110,743
001-3304-576.10-05	Salaries-Overtime	2,610	1,000	1,000
001-3304-576.10-06	Salaries-Part-Time	37,505	53,071	53,071

Account Number	Description	2018 Actual Revenue/Expense	2019 Amended Budget	2020 Adopted Budget
<i>Current Expense Fund - Expenditures</i>				
<b>Public Works Parks Maintenance Division</b>				
<b>Rainier Vista Park-Continued</b>				
001-3304-576.20-01	Employer Paid Benefits	47,978	53,366	51,665
001-3304-576.31-01	Office & Operating Supply	47,691	45,310	45,310
001-3304-576.31-02	Small Tools & Equipment	1,470	1,350	1,350
001-3304-576.34-02	Diesel	5,780	14,000	14,000
001-3304-576.41-01	Prof. Svc-Other	-	596	596
001-3304-576.42-01	Telecommunications	3,194	3,500	3,500
001-3304-576.45-01	Equipment Rental	79,219	42,668	79,231
001-3304-576.45-02	IMS Rental	1,519	2,243	2,371
001-3304-576.46-02	Insurance-Fire/Property	1,717	1,664	1,752
001-3304-576.47-01	Utility-Electric	6,895	6,500	6,500
001-3304-576.47-02	Utility-City of Lacey	77,724	50,000	50,000
001-3304-576.47-07	Utility-Solid Waste	5,970	5,700	5,700
001-3304-576.48-01	Rep & Maint-Equipment	770	950	950
001-3304-576.48-03	Rep & Maint-Facilities	-	450	450
001-3304-576.49-23	Custodial	-	240	240
<b>Total Rainier Vista Park</b>		<b>416,469</b>	<b>382,182</b>	<b>428,429</b>
<b>Total Public Works Parks Maintenance Division</b>		<b>2,727,798</b>	<b>3,013,929</b>	<b>3,086,981</b>

**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 2020 budget is **\$682,786**. The department is staffed by a Senior Maintenance Technician, and two Journey Level Maintenance Technicians.

**2020 PROGRAMS, GOALS AND PRIORITIES**

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



Account Number	Description	2018 Actual Revenue/Expense	2019 Amended Budget	2020 Adopted Budget
<i>Current Expense Fund - Expenditures</i>				
<b>Public Works Facilities Maintenance Division</b>				
<b>Facilities Maintenance</b>				
001-3601-519.10-01	Salaries-Regular	140,855	147,995	217,922
001-3601-519.10-05	Salaries-Overtime	5,428	1,000	1,000
001-3601-519.10-06	Salaries-Part-Time	15,098	19,642	-
001-3601-519.20-01	Employer Paid Benefits	67,449	61,953	120,612
001-3601-519.20-03	Unemployment Compensation	1,335	600	600
001-3601-519.31-17	Supplies-Uniform Purchase	313	1,500	1,500
001-3601-519.31-23	Supplies-Building Maint.	16,016	1,650	1,650
001-3601-519.31-24	Small Tools & Equip-Grnds	548	400	400
001-3601-519.31-29	Supplies-Grounds Maint.	5,199	3,930	3,930
001-3601-519.41-31	Prof. Svc-Building Maint.	7,144	6,870	6,870
001-3601-519.41-39	Prof. Svc-Tree Evaluation	417	585	585
001-3601-519.42-01	Telecommunications	1,602	1,750	1,750
001-3601-519.43-01	Transportation/Per Diem	-	1,400	1,400
001-3601-519.43-03	Registrations	65	1,595	1,595
001-3601-519.45-01	Equipment Rental	8,630	16,689	8,510
001-3601-519.45-02	IMS Rental	1,823	2,452	2,657
001-3601-519.48-03	Rep & Maint-Facilities	76,950	37,450	37,450
001-3601-519.48-10	Rep & Maint-Equip-Grnds	-	2,200	2,200
001-3601-519.49-06	Maintenance Contracts	41,288	40,610	40,610
001-3601-519.49-10	Uniform Contract/Cleaning	-	950	950
001-3601-519.49-23	Custodial	100,290	136,920	136,920
001-3601-572.31-23	Supplies-Building Maint.	8,632	5,385	5,385
001-3601-572.31-24	Small Tools & Equip-Grnds	-	503	503
001-3601-572.31-29	Supplies-Grounds Maint.	1,751	2,184	2,184
001-3601-572.41-01	Prof. Svc-Other	-	3,420	3,420
001-3601-572.41-31	Prof. Svc-Building Maint.	-	12,964	12,964
001-3601-572.48-03	Rep & Maint-Facilities	33,055	26,521	16,521
001-3601-572.48-10	Rep & Maint-Equip-Grnds	-	130	130
001-3601-572.49-06	Maintenance Contracts	20,781	22,220	22,220
001-3601-572.49-23	Custodial	23,695	30,348	30,348
<b>Total Public Works Facilities Maintenance</b>		<b>578,364</b>	<b>591,816</b>	<b>682,786</b>

## **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. 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.

The Department anticipates 2020 activity to remain steady and consistent with historic levels.

## **BUDGET SUMMARY**

The 2020 budget for Community and Economic Development is **\$2,839,755**. 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.

**2020 PROGRAMS, GOALS & PRIORITIES**

- Continue to work with local partners to manage and grow the Lacey Maker Space on the Saint Martin's University Campus.
- Partner with the Port of Olympia to foster and promote 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.
- Work with partner jurisdictions and represent the City in the development of the Martin Way Corridor Plan.
- Implement the Woodland District Branding Strategy
- Update the City's Shoreline Master Program ensuring compliance with State law
- Monitor and implement the City's Housing Strategy.
- Work with regional partners to develop the Regional Climate Action Plan and subsequently update the City's CR2 plan based on the regional plan.
- Participate in the development of a regional housing strategy and incorporate Lacey specific initiatives.
- 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 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, and environmental update requirements.
- Coordinate, conduct and provide fire services, inspection and education.
- Implement the vision of the Depot Sub-area plan through City initiated projects such as food truck courts, pop up market, etc.
- Maintain the Resource Conservation Program.
- Maintain customer service levels and efficiencies through training programs.
- Monitor and maintain in-house energy audit program through the Building Division with the goal of identifying significant energy savings.

Account Number	Description	2018 Actual Revenue/Expense	2019 Amended Budget	2020 Adopted Budget
<i>Current Expense Fund - Expenditures</i>				
<b>Community and Economic Development</b>				
<b>General Services</b>				
001-3701-558.10-01	Salaries-Regular	670,916	702,511	757,843
001-3701-558.10-05	Salaries-Overtime	800	5,000	5,000
001-3701-558.20-01	Employer Paid Benefits	264,791	299,418	327,758
001-3701-558.31-01	Office & Operating Supply	2,703	6,188	6,188
001-3701-558.31-02	Small Tools & Equipment	-	2,700	2,700
001-3701-558.41-01	Prof. Svc-Other	4,642	4,000	32,000
001-3701-558.41-12	Special Needs Interpreter	-	500	500
001-3701-558.41-24	Tree Protection Specialist	33,070	40,000	40,000
001-3701-558.42-01	Communications-Telephone	750	850	850
001-3701-558.43-01	Transportation/Per Diem	5,990	23,075	23,075
001-3701-558.43-02	Dues, Subscriptions, Publ	4,336	3,375	3,375
001-3701-558.43-03	Registrations	1,904	12,650	12,650
001-3701-558.44-05	Adv/Public Hearings	12,121	14,000	14,000
001-3701-558.45-02	IMS Rental	84,181	113,872	116,511
001-3701-558.49-02	Printing & Binding	2,358	4,000	4,000
001-3701-558.49-06	Maintenance Contracts	722	500	500
001-3701-558.49-20	Special Projects	98,498	96,500	20,000
<b>Total General Services</b>		<b>1,187,782</b>	<b>1,329,139</b>	<b>1,366,950</b>
<b>Building Codes</b>				
001-3702-524.10-01	Salaries-Regular	718,966	779,742	814,428
001-3702-524.10-05	Salaries-Overtime	534	13,000	13,000
001-3702-524.10-06	Salaries-Part-Time	-	6,200	6,200
001-3702-524.20-01	Employer Paid Benefits	311,911	352,526	377,605
001-3702-524.31-01	Office & Operating Supply	10,310	26,000	26,000
001-3702-524.41-01	Prof. Svc-Other	11,568	55,000	55,000
001-3702-524.41-35	Prof Svc-Hazard Abatement	-	5,000	5,000
001-3702-524.42-01	Telecommunications	7,263	7,000	7,000
001-3702-524.43-01	Transportation/Per Diem	131	5,714	5,714
001-3702-524.43-02	Dues, Subscriptions, Publ	563	13,389	13,389
001-3702-524.43-03	Registrations	2,248	5,143	5,143
001-3702-524.45-01	Equipment Rental	24,463	34,619	29,992
001-3702-524.49-02	Printing & Binding	142	800	800
<b>Total Building Codes</b>		<b>1,088,099</b>	<b>1,304,133</b>	<b>1,359,271</b>

Account Number	Description	2018 Actual Revenue/Expense	2019 Amended Budget	2020 Adopted Budget
<i>Current Expense Fund - Expenditures</i>				
<b>Community and Economic Development</b>				
<b>Hearings Examiner</b>				
001-3703-558.10-01	Salaries-Regular	45,124	57,837	50,492
001-3703-558.10-05	Salaries-Overtime	-	500	500
001-3703-558.20-01	Employer Paid Benefits	16,464	23,122	22,542
001-3703-558.31-01	Office & Operating Supply	-	2,500	2,500
001-3703-558.41-10	Prof/Hearings Examiner	33,795	36,000	36,000
001-3703-558.44-05	Adv/Public Hearings	-	1,500	1,500
<b>Total Hearings Examiner</b>		<b>95,383</b>	<b>121,459</b>	<b>113,534</b>
<b>Total Community and Economic Development</b>		<b>2,371,264</b>	<b>2,754,731</b>	<b>2,839,755</b>

## **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 2020. 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 **\$1,661,124**.

### **2020 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	2018 Actual Revenue/Expense	2019 Amended Budget	2020 Adopted Budget
<i>Current Expense Fund - Expenditures</i>				
<b>Public Works Water Resources Division</b>				
<b>General Services</b>				
001-3801-532.10-01	Salaries-Regular	158,762	190,943	195,624
001-3801-532.10-05	Salaries-Overtime	1,073	-	-
001-3801-532.10-06	Salaries-Part-Time	377	-	-
001-3801-532.20-01	Employer Paid Benefits	64,617	80,736	78,991
001-3801-532.31-01	Office & Operating Supply	6,303	8,000	8,000
001-3801-532.31-02	Small Tools & Equipment	1,810	5,000	8,000
001-3801-532.31-17	Supplies-Uniform Purchase	1,471	1,500	1,500
001-3801-532.41-01	Prof. Svc-Other	777	1,500	1,500
001-3801-532.42-01	Telecommunications	4,456	4,250	4,250
001-3801-532.42-02	Communications-Postage	-	500	500
001-3801-532.43-01	Transportation/Per Diem	251	5,000	5,000
001-3801-532.43-02	Dues, Subscriptions, Publ	5,959	5,400	5,400
001-3801-532.43-03	Registrations	6,666	13,950	13,950
001-3801-532.45-01	Equipment Rental	12,372	21,581	14,113
001-3801-532.45-02	IMS Rental	36,421	37,063	39,200
001-3801-532.48-01	Rep & Maint-Equipment	-	350	350
001-3801-532.49-02	Printing & Binding	24	500	500
001-3801-532.49-03	Recording Fees	-	300	300
001-3801-532.49-30	Software Maintenance	14,403	21,100	22,000
<b>Total General Services</b>		<b>315,742</b>	<b>397,673</b>	<b>399,178</b>
<b>Water Utility</b>				
001-3803-532.10-01	Salaries-Regular	276,117	289,268	312,870
001-3803-532.10-05	Salaries-Overtime	1,562	5,200	5,200
001-3803-532.10-06	Salaries-Part-Time	8,390	20,580	20,580
001-3803-532.20-01	Employer Paid Benefits	122,951	143,654	144,338
<b>Total Water Utility</b>		<b>409,020</b>	<b>458,702</b>	<b>482,988</b>
<b>Wastewater Utility</b>				
001-3804-532.10-01	Salaries-Regular	82,456	74,269	84,193
001-3804-532.10-05	Salaries-Overtime	237	500	500
001-3804-532.10-06	Salaries-Part-Time	4,205	7,500	7,500
001-3804-532.20-01	Employer Paid Benefits	35,667	37,645	38,847
<b>Total Wastewater Utility</b>		<b>122,565</b>	<b>119,914</b>	<b>131,040</b>



Account Number	Description	2018 Actual Revenue/Expense	2019 Amended Budget	2020 Adopted Budget
<i>Current Expense Fund - Expenditures</i>				
<b>Public Works Water Resources Division</b>				
<b>Stormwater Utility</b>				
001-3805-532.10-01	Salaries-Regular	187,955	205,148	225,087
001-3805-532.10-05	Salaries-Overtime	1,098	3,000	3,000
001-3805-532.10-06	Salaries-Part-Time	-	2,000	2,000
001-3805-532.20-01	Employer Paid Benefits	79,043	101,898	103,850
<b>Total Stormwater Utility</b>		<b>268,096</b>	<b>312,046</b>	<b>333,937</b>
<b>Water Resources Projects</b>				
001-3806-532.10-01	Salaries-Regular	189,737	223,526	218,752
001-3806-532.10-05	Salaries-Overtime	11,826	500	500
001-3806-532.10-06	Salaries-Part-Time	47	7,500	7,500
001-3806-532.20-01	Employer Paid Benefits	78,508	91,929	87,229
<b>Total Water Resources Projects</b>		<b>280,118</b>	<b>323,455</b>	<b>313,981</b>
<b>Total Public Works Water Resources Division</b>		<b>1,395,541</b>	<b>1,611,790</b>	<b>1,661,124</b>



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## **PARKS AND RECREATION**

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

### **BUDGET SUMMARY**

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

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

The total 2020 budget for Parks and Recreation is **\$3,181,215**. 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 also 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.

### **2020 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, and pursue preschool programs. Enhance community engagement.
- Recreation Administration: Expand marketing of programs and activities.
- Aquatics: Increase variety of programs for community interest, such as swim camps, youth triathlon, and family swim nights. Continue making improvements to the Long Lake Park swim area. Develop birthday party package options for the department. Enhance community engagement.
- Physical Activities/Sports: Increase youth and adult participation by offering new and additional classes/program/leagues. Continue to develop a reporting structure for Sports Commission happenings and zip code tracking for athletic events. Restructure staff for efficiency. Enhance community engagement.
- Cultural Arts and Events: Audit program offerings to meet community needs and interests. Shift this program area to the Youth/Teen Supervisor. Enhance community engagement.
- Outdoor Activities: Offer new outdoor programs targeted to seniors, families, and teens. Enhance community engagement.

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

Account Number	Description	2018 Actual Revenue/Expense	2019 Amended Budget	2020 Adopted Budget
<i>Current Expense Fund - Expenditures</i>				
<b>Parks and Recreation</b>				
<b>General Services</b>				
001-7401-574.10-01	Salaries-Regular	145,203	153,431	162,003
001-7401-574.20-01	Employer Paid Benefits	48,779	56,826	56,461
001-7401-574.31-01	Office & Operating Supply	320	750	2,750
001-7401-574.31-02	Small Tools & Equipment	338	1,000	1,000
001-7401-574.35-35	Replaced Equipment	7,870	10,000	10,000
001-7401-574.41-01	Prof. Svc-Other	99,948	139,000	183,220
001-7401-574.43-01	Transportation/Per Diem	60	3,800	3,800
001-7401-574.43-02	Dues, Subscriptions, Publ	1,155	1,177	1,177
001-7401-574.43-03	Registrations	-	1,200	1,200
001-7401-574.45-01	Equipment Rental	3,379	3,592	4,384
001-7401-574.45-02	IMS Rental	11,303	12,306	12,816
001-7401-574.48-01	Rep & Maint-Equipment	-	200	200
001-7401-574.49-06	Maintenance Contracts	627	-	-
001-7401-574.49-25	Assessments/Taxes	15,922	19,178	19,178
001-7401-574.49-30	Software Maintenance	3,742	6,820	24,593
<b>Total General Services</b>		<b>338,646</b>	<b>409,280</b>	<b>482,782</b>
<b>Youth/Teens</b>				
001-7402-574.10-01	Salaries-Regular	127,081	132,012	141,922
001-7402-574.10-05	Salaries-Overtime	3,950	2,500	2,500
001-7402-574.10-06	Salaries-Part-Time	157,242	142,182	159,950
001-7402-574.20-01	Employer Paid Benefits	89,960	68,295	70,273
001-7402-574.31-01	Office & Operating Supply	14,194	15,365	15,365
001-7402-574.31-02	Small Tools & Equipment	3,466	4,950	4,950
001-7402-574.41-11	Prof. Svc-Recreational	71,756	75,000	72,000
001-7402-574.45-05	Rentals-Other	42	-	-
001-7402-574.45-06	Rentals-School Facilities	5,500	5,500	5,500
001-7402-574.49-02	Printing & Binding	750	880	880
<b>Total Youth/Teens</b>		<b>473,941</b>	<b>446,684</b>	<b>473,340</b>
<b>Recreation Administration</b>				
001-7403-574.10-01	Salaries-Regular	174,612	185,576	193,487
001-7403-574.10-05	Salaries-Overtime	1	2,000	2,000
001-7403-574.10-06	Salaries-Part-Time	4,746	9,369	9,369

Account Number	Description	2018 Actual Revenue/Expense	2019 Amended Budget	2020 Adopted Budget
<i>Current Expense Fund - Expenditures</i>				
<b>Parks and Recreation</b>				
<b>Recreation Administration-Continued</b>				
001-7403-574.20-01	Employer Paid Benefits	72,577	84,546	85,097
001-7403-574.31-01	Office & Operating Supply	6,638	6,500	6,500
001-7403-574.31-02	Small Tools & Equipment	-	500	500
001-7403-574.31-17	Supplies-Uniform Purchase	181	250	250
001-7403-574.41-01	Prof. Svc-Other	252	4,600	4,600
001-7403-574.41-37	Prof Svc-Sunshine Program	8,377	8,377	8,377
001-7403-574.42-01	Telecommunications	13,687	13,500	13,500
001-7403-574.42-03	Communications-Recreation	40,671	46,495	46,495
001-7403-574.43-01	Transportation/Per Diem	7,131	6,000	6,000
001-7403-574.43-02	Dues, Subscriptions, Publ	1,250	875	875
001-7403-574.43-03	Registrations	10,012	6,000	6,000
001-7403-574.45-01	Equipment Rental	28,407	30,200	36,863
001-7403-574.45-02	IMS Rental	33,259	36,211	37,711
001-7403-574.45-05	Rentals-Other	1,360	-	-
001-7403-574.49-02	Printing & Binding	1,875	2,700	2,700
001-7403-574.49-06	Maintenance Contracts	23,987	20,000	20,000
001-7403-574.49-25	Assessments/Taxes	11,230	17,000	17,000
001-7403-574.49-58	Misc-Scholarships	5,715	6,678	6,678
<b>Total Recreation Administration</b>		<b>445,968</b>	<b>487,377</b>	<b>504,002</b>
<b>Aquatics</b>				
001-7404-574.10-01	Salaries-Regular	136,469	144,094	148,268
001-7404-574.10-05	Salaries-Overtime	8,434	2,500	2,500
001-7404-574.10-06	Salaries-Part-Time	197,061	231,212	260,000
001-7404-574.20-01	Employer Paid Benefits	88,059	56,462	56,520
001-7404-574.31-01	Office & Operating Supply	7,618	8,500	8,500
001-7404-574.31-02	Small Tools & Equipment	6,368	5,650	5,650
001-7404-574.41-11	Prof. Svc-Recreational	1,479	2,000	4,500
001-7404-574.42-01	Telecommunications	681	720	720
001-7404-574.43-01	Transportation/Per Diem	-	200	200
001-7404-574.43-03	Registrations	458	200	200
001-7404-574.45-09	North Thurston Pool Agree	102,262	105,000	105,000
001-7404-574.49-02	Printing & Binding	3,087	2,500	2,500
<b>Total Aquatics</b>		<b>551,976</b>	<b>559,038</b>	<b>594,558</b>

Account Number	Description	2018 Actual Revenue/Expense	2019 Amended Budget	2020 Adopted Budget
<i>Current Expense Fund - Expenditures</i>				
<b>Parks and Recreation</b>				
<b>Physical Activities</b>				
001-7405-574.10-01	Salaries-Regular	107,394	117,934	148,971
001-7405-574.10-05	Salaries-Overtime	76	1,100	1,100
001-7405-574.10-06	Salaries-Part-Time	24,477	65,000	65,000
001-7405-574.20-01	Employer Paid Benefits	48,911	56,431	62,491
001-7405-574.31-01	Office & Operating Supply	13,047	16,350	16,350
001-7405-574.31-02	Small Tools & Equipment	1,457	5,900	5,900
001-7405-574.41-11	Prof. Svc-Recreational	75,065	72,000	72,000
001-7405-574.45-05	Rentals-Other	18,351	20,000	20,000
001-7405-574.45-06	Rentals-School Facilities	44,725	46,000	46,000
001-7405-574.48-01	Rep & Maint-Equipment	-	600	600
001-7405-574.49-02	Printing & Binding	375	4,850	4,850
<b>Total Physical Activities</b>		<b>333,878</b>	<b>406,165</b>	<b>443,262</b>
<b>Cultural Arts and Education</b>				
001-7406-574.10-01	Salaries-Regular	21,328	37,705	23,666
001-7406-574.10-05	Salaries-Overtime	59	-	-
001-7406-574.10-06	Salaries-Part-Time	14,532	14,700	15,600
001-7406-574.20-01	Employer Paid Benefits	11,768	17,186	10,954
001-7406-574.31-01	Office & Operating Supply	2,339	2,820	2,820
001-7406-574.31-02	Small Tools & Equipment	627	1,000	1,000
001-7406-574.41-11	Prof. Svc-Recreational	34,891	35,000	40,000
001-7406-574.45-05	Rentals-Other	3,969	5,000	5,000
001-7406-574.45-06	Rentals-School Facilities	758	500	500
<b>Total Cultural Arts and Education</b>		<b>90,271</b>	<b>113,911</b>	<b>99,540</b>
<b>Outdoor Activities</b>				
001-7407-574.10-01	Salaries-Regular	16,059	16,701	17,760
001-7407-574.10-05	Salaries-Overtime	3	200	200
001-7407-574.10-06	Salaries-Part-Time	13,138	11,928	12,780
001-7407-574.20-01	Employer Paid Benefits	8,318	6,104	6,313
001-7407-574.20-03	Unemployment Compensation	-	100	100
001-7407-574.31-01	Office & Operating Supply	1,681	2,840	2,840
001-7407-574.31-02	Small Tools & Equipment	191	300	300
001-7407-574.41-11	Prof. Svc-Recreational	18,763	18,305	18,305
<b>Total Outdoor Activities</b>		<b>58,153</b>	<b>56,478</b>	<b>58,598</b>



Account Number	Description	2018 Actual Revenue/Expense	2019 Amended Budget	2020 Adopted Budget
<i>Current Expense Fund - Expenditures</i>				
<b>Parks and Recreation</b>				
<b>Fitness</b>				
001-7408-574.10-01	Salaries-Regular	7,763	9,685	9,000
001-7408-574.10-05	Salaries-Overtime	8	105	105
001-7408-574.10-06	Salaries-Part-Time	1,998	5,329	5,609
001-7408-574.20-01	Employer Paid Benefits	3,274	4,399	3,552
001-7408-574.31-01	Office & Operating Supply	-	200	200
001-7408-574.31-02	Small Tools & Equipment	-	1,700	1,700
001-7408-574.41-01	Prof. Svc-Other	-	1,350	1,350
001-7408-574.41-11	Prof. Svc-Recreational	13,960	10,000	10,000
001-7408-574.45-05	Rentals-Other	1,213	1,900	1,900
001-7408-574.45-06	Rentals-School Facilities	1,046	500	500
<b>Total Fitness</b>		<b>29,262</b>	<b>35,168</b>	<b>33,916</b>
<b>Special Events</b>				
001-7409-574.10-01	Salaries-Regular	104,378	109,202	115,451
001-7409-574.10-05	Salaries-Overtime	410	-	-
001-7409-574.10-06	Salaries-Part-Time	14,525	18,275	20,560
001-7409-574.20-01	Employer Paid Benefits	46,773	49,109	50,340
001-7409-574.31-01	Office & Operating Supply	10,398	17,000	17,000
001-7409-574.31-02	Small Tools & Equipment	952	3,000	3,000
001-7409-574.41-11	Prof. Svc-Recreational	38,939	50,000	73,800
001-7409-574.44-06	Promotion - Events	6,831	10,200	11,350
001-7409-574.45-05	Rentals-Other	14,509	10,900	33,200
001-7409-574.45-06	Rentals-School Facilities	-	200	200
001-7409-574.49-02	Printing & Binding	656	2,000	1,600
001-7409-574.49-12	Special Events	210	-	-
<b>Total Special Events</b>		<b>238,581</b>	<b>269,886</b>	<b>326,501</b>
<b>Museum Operation</b>				
001-7410-575.10-01	Salaries-Regular	61,445	63,903	76,248
001-7410-575.10-05	Salaries-Overtime	66	-	-
001-7410-575.10-06	Salaries-Part-Time	17,794	13,000	16,000
001-7410-575.20-01	Employer Paid Benefits	37,272	39,991	42,501
001-7410-575.31-01	Office & Operating Supply	1,239	1,623	5,000
001-7410-575.31-02	Small Tools & Equipment	1,577	1,762	1,762
001-7410-575.31-17	Supplies-Uniform Purchase	-	-	150

Account Number	Description	2018 Actual Revenue/Expense	2019 Amended Budget	2020 Adopted Budget
<i>Current Expense Fund - Expenditures</i>				
<b>Parks and Recreation</b>				
<b>Museum Operation-Continued</b>				
001-7410-575.31-23	Supplies-Building Maint.	38	-	-
001-7410-575.41-01	Prof. Svc-Other	673	600	2,300
001-7410-575.41-31	Prof. Svc-Building Maint.	-	300	300
001-7410-575.42-01	Telecommunications	2,374	2,500	2,500
001-7410-575.43-01	Transportation/Per Diem	56	100	100
001-7410-575.43-02	Dues, Subscriptions, Publ	401	350	350
001-7410-575.43-03	Registrations	175	50	50
001-7410-575.44-06	Promotions	-	-	300
001-7410-575.45-02	IMS Rental	6,147	6,874	9,408
001-7410-575.45-05	Rentals-Other	-	1,320	1,320
001-7410-575.46-02	Insurance-Fire/Property	265	312	328
001-7410-575.47-01	Utility-Electric	461	800	800
001-7410-575.47-02	Utility-City of Lacey	840	650	650
001-7410-575.47-03	Utility-Natural Gas	1,064	1,649	1,649
001-7410-575.49-02	Printing & Binding	37	90	150
001-7410-575.49-06	Maintenance Contracts	1,634	1,800	1,800
001-7410-575.49-30	Software Maintenance	1,081	872	1,050
<b>Total Museum Operation</b>		<b>134,639</b>	<b>138,546</b>	<b>164,716</b>
<b>Total Parks and Recreation</b>		<b>2,695,315</b>	<b>2,922,533</b>	<b>3,181,215</b>

Account Number	Description	2018 Actual Revenue/Expense	2019 Amended Budget	2020 Adopted Budget
<i>Current Expense Fund - Expenditures</i>				
<b>Other Operating Expense</b>				
<b>Other Operating Expense</b>				
001-7501-508.90-00	Unassigned Funds	-	497,736	-
001-7501-597.02-01	Transfer Out 301 Fund	964,016	816,961	-
001-7501-597.10-03	Transfer Out 303 Fund	-	300,000	453,500
001-7501-597.10-04	Transfer Out-Util. Tax	3,870,688	3,725,646	3,555,557
001-7501-597.11-02	Transfer Out 302 Fund	1,218,380	1,085,575	125,108
001-7501-597.12-00	Transfer Out-WA Fireflow	803,519	886,755	999,248
<b>Total Other Operating Expenses</b>		<b>6,856,603</b>	<b>7,312,673</b>	<b>5,133,413</b>
<b>Total Current Expense Fund Expenditures</b>		<b>37,385,641</b>	<b>44,800,634</b>	<b>43,120,848</b>

**CRIMINAL JUSTICE FUND**

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

**BUDGET SUMMARY**

The total budget for 2020 is **\$1,015,555**. This budget amount maintains the current level of staffing and services.

**2020 PROGRAMS, GOALS AND PRIORITIES**

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

Account Number	Description	2018 Actual Revenue/Expense	2019 Amended Budget	2020 Adopted Budget
<i>Criminal Justice Fund - Revenues</i>				
<b>Revenues</b>				
003-0000-313.70-00	Sales Tax-Crim/Justice	931,634	836,373	917,669
003-0000-336.06-21	Criminal Justice - Pop	14,334	16,556	16,406
003-0000-336.06-26	Special Programs	51,752	54,685	59,986
003-0000-336.06-51	DUI/Other Criminal Asst	7,226	-	-
003-0000-361.10-00	Investment Interest	9,548	5,444	8,062
003-0000-361.10-40	LGIP Earnings	12,002	10,645	11,815
003-0000-361.11-00	Interest Earnings	3,027	4,309	1,617
003-0000-361.32-00	Unrealized Gain(Loss)	(376)	-	-
<b>Total Criminal Justice Fund Revenues</b>		<b>1,029,147</b>	<b>928,012</b>	<b>1,015,555</b>

Account Number	Description	2018 Actual Revenue/Expense	2019 Amended Budget	2020 Adopted Budget
<i>Criminal Justice Fund - Expenditures</i>				
<b>Police</b>				
<b>Investigation and Apprehension</b>				
003-2106-521.10-01	Salaries-Regular	367,065	650,552	698,517
003-2106-521.10-05	Salaries-Overtime	25,114	26,650	26,650
003-2106-521.20-01	Employer Paid Benefits	130,132	202,869	236,471
003-2106-521.31-01	Office & Operating Supply	2,973	4,725	4,725
003-2106-521.31-02	Small Tools & Equipment	2,967	4,100	4,100
003-2106-521.31-09	Supplies-Bike Patrol	-	2,000	2,000
003-2106-521.31-17	Supplies-Uniform Purchase	1,163	3,365	3,365
003-2106-521.41-01	Prof. Svc-Other	1,923	1,620	1,620
003-2106-521.45-01	Equipment Rental	23,548	26,561	32,537
003-2106-521.48-01	Rep & Maint-Equipment	-	500	500
003-2106-521.49-10	Uniform Contract/Cleaning	2,653	2,370	2,370
003-2106-521.49-30	Software Maintenance	1,582	2,700	2,700
<b>Total Criminal Justice Fund Expenditures</b>		<b>559,120</b>	<b>928,012</b>	<b>1,015,555</b>



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**COMMUNITY BUILDINGS FUND**

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

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

**BUDGET SUMMARY**

Twenty three years of operations at the Community Center and fifteen years of the Jacob Smith House have provided a solid foundation for examining maintenance and operation costs, and used to project potential revenue in 2020 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 2020 the operating budget will be **\$603,211**.

**2020 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	2018 Actual Revenue/Expense	2019 Amended Budget	2020 Adopted Budget
<i>Community Buildings Fund - Revenues</i>				
<b>Revenues</b>				
005-0000-308.00-00	Estimated Beginning Cash	-	26,145	-
005-0000-311.10-00	Property Taxes-Current	316,614	289,997	313,793
005-0000-341.54-00	NSF Fees	25	-	-
005-0000-348.94-00	Parks & Recreation Serv.	7,096	4,000	4,000
005-0000-361.10-00	Investment Interest	5,252	3,330	4,585
005-0000-361.10-40	LGIP Earnings	6,535	6,436	6,705
005-0000-361.11-00	Interest Earnings	2,600	3,354	1,628
005-0000-361.32-00	Unrealized Gain(Loss)	(169)	-	-
005-0000-362.40-10	Lease - Parks	232,479	220,000	230,000
005-0000-362.40-20	Rentals - Jacob Smith Fac	55,193	42,500	42,500
<b>Total Community Buildings Fund Revenue</b>		<b>625,625</b>	<b>595,762</b>	<b>603,211</b>

Account Number	Description	2018 Actual Revenue/Expense	2019 Amended Budget	2020 Adopted Budget
<i>Community Buildings Fund - Expenditures</i>				
<b>Parks and Recreation</b>				
<b>Community Center</b>				
005-7601-575.10-01	Salaries-Regular	100,747	112,780	117,599
005-7601-575.10-05	Salaries-Overtime	74	-	-
005-7601-575.10-06	Salaries-Part-Time	24,118	26,500	29,812
005-7601-575.20-01	Employer Paid Benefits	48,047	49,634	50,877
005-7601-575.20-03	Unemployment Compensation	89	-	-
005-7601-575.31-01	Office & Operating Supply	1,495	2,000	2,000
005-7601-575.31-02	Small Tools & Equipment	1,736	2,500	2,500
005-7601-575.31-17	Supplies-Uniform Purchase	-	600	600
005-7601-575.41-01	Prof. Svc-Other	9,265	12,400	12,400
005-7601-575.42-01	Telecommunications	3,636	5,000	5,000
005-7601-575.45-02	IMS Rental	5,908	5,278	5,881
005-7601-575.45-03	Copier Rental	336	500	500
005-7601-575.46-01	Insurance-Liability	5,038	5,526	5,674
005-7601-575.46-02	Insurance-Fire/Property	2,291	2,201	2,317
005-7601-575.46-06	AWC-L & I Pool	1,544	1,600	2,100
005-7601-575.47-01	Utility-Electric	14,993	18,200	15,500
005-7601-575.47-02	Utility-City of Lacey	11,896	9,000	10,500
005-7601-575.47-03	Utility-Natural Gas	7,000	7,800	8,500
005-7601-575.47-07	Utility-Solid Waste	13,808	15,000	15,000
005-7601-575.48-01	Rep & Maint-Equipment	-	1,000	1,000
005-7601-575.49-06	Maintenance Contracts	-	500	500
005-7601-575.49-23	Custodial	3,740	5,000	5,000
005-7601-575.49-25	Assessments/Taxes	4,099	3,600	3,600
<b>Total Community Center</b>		<b>259,860</b>	<b>286,619</b>	<b>296,860</b>
<b>Jacob Smith Facility</b>				
005-7602-575.10-01	Salaries-Regular	36,437	31,658	33,192
005-7602-575.10-05	Salaries-Overtime	20	-	-
005-7602-575.10-06	Salaries-Part-Time	10,736	8,500	9,563
005-7602-575.20-01	Employer Paid Benefits	17,036	13,673	14,091
005-7602-575.31-01	Office & Operating Supply	587	1,250	1,250
005-7602-575.31-02	Small Tools & Equipment	459	1,500	1,500
005-7602-575.41-01	Prof. Svc-Other	7,270	8,650	8,650
005-7602-575.42-01	Telecommunications	1,752	3,650	2,500
005-7602-575.45-02	IMS Rental	3,600	3,161	3,228
005-7602-575.46-02	Insurance-Fire/Property	434	417	439

Account Number	Description	2018 Actual Revenue/Expense	2019 Amended Budget	2020 Adopted Budget
<i>Community Buildings Fund - Expenditures</i>				
<b>Parks and Recreation</b>				
<b>Jacob Smith Facility-Continued</b>				
005-7602-575.47-01	Utility-Electric	1,160	2,000	2,000
005-7602-575.47-02	Utility-City of Lacey	8,095	7,250	7,250
005-7602-575.47-03	Utility-Natural Gas	1,069	2,000	2,000
005-7602-575.48-01	Rep & Maint-Equipment	-	400	400
005-7602-575.48-03	Rep & Maint-Facilities	-	500	500
005-7602-575.48-10	Rep & Maint-Equip-Grnds	-	1,000	1,000
005-7602-575.49-06	Maintenance Contracts	3,098	3,300	3,300
005-7602-575.49-23	Custodial	5,080	5,000	5,000
005-7602-575.60-01	Capital Outlays-Equipment	3,025	-	-
<b>Total Jacob Smith Facility</b>		<b>99,858</b>	<b>93,909</b>	<b>95,863</b>
<b>Senior Center</b>				
005-7603-555.31-01	Office & Operating Supply	-	600	600
005-7603-555.46-02	Insurance-Fire/Property	3,873	3,720	3,917
005-7603-555.47-01	Utility-Electric	10,694	16,000	16,000
005-7603-555.47-02	Utility-City of Lacey	2,783	2,200	2,200
005-7603-555.47-03	Utility-Natural Gas	3,103	4,500	4,500
005-7603-555.48-01	Rep & Maint-Equipment	17	1,250	1,250
005-7603-555.49-06	Maintenance Contracts	-	450	450
<b>Total Senior Center</b>		<b>20,470</b>	<b>28,720</b>	<b>28,917</b>
<b>Museum Building</b>				
005-7604-575.31-01	Office & Operating Supply	-	1,000	1,000
005-7604-575.46-02	Insurance-Fire/Property	1,127	1,083	1,140
005-7604-575.47-01	Utility-Electric	1,918	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	4,460	3,000	3,000
005-7604-575.48-03	Rep & Maint-Facilities	954	2,500	2,500
005-7604-575.49-06	Maintenance Contracts	1,999	500	500
<b>Total Museum Building</b>		<b>10,458</b>	<b>17,083</b>	<b>17,140</b>
<b>Community Center Facility Maintenance</b>				
005-7611-575.31-23	Supplies-Building Maint.	5,740	5,041	5,041
005-7611-575.31-24	Small Tools & Equip-Bldg	-	200	200
005-7611-575.31-29	Supplies-Grounds Maint.	1,065	1,000	1,000

Account Number	Description	2018 Actual Revenue/Expense	2019 Amended Budget	2020 Adopted Budget
<i>Community Buildings Fund - Expenditures</i>				
<b>Parks and Recreation</b>				
<b>Community Center Facility Maintenance- Continued</b>				
005-7611-575.31-23	Supplies-Building Maint.	5,740	5,041	5,041
005-7611-575.31-24	Small Tools & Equip-Bldg	-	200	200
005-7611-575.31-29	Supplies-Grounds Maint.	1,065	1,000	1,000
005-7611-575.31-23	Supplies-Building Maint.	5,740	5,041	5,041
005-7611-575.31-24	Small Tools & Equip-Bldg	-	200	200
005-7611-575.31-29	Supplies-Grounds Maint.	1,065	1,000	1,000
<b>Total Community Center Facility Maintenance</b>		<b>20,415</b>	<b>18,723</b>	<b>18,723</b>
<b>Jacob Smith Facility Maintenance</b>				
005-7612-575.31-23	Supplies-Building Maint.	982	875	875
005-7612-575.31-29	Supplies-Grounds Maint.	1,968	1,750	1,750
005-7612-575.41-31	Prof. Svc-Building Maint.	-	2,018	2,018
005-7612-575.41-39	Prof. Svc-Tree Evaluation	-	250	250
005-7612-575.48-01	Rep & Maint-Equipment	244	250	250
005-7612-575.48-03	Rep & Maint-Facilities	-	750	23,250
005-7612-575.48-10	Rep & Maint-Equip-Grnds	304	200	200
005-7612-575.49-06	Maintenance Contracts	926	3,780	3,780
<b>Total Jacob Smith Facility Maintenance</b>		<b>4,424</b>	<b>9,873</b>	<b>32,373</b>
<b>Senior Center Facility Maintenance</b>				
005-7613-555.31-23	Supplies-Building Maint.	6,476	1,126	1,126
005-7613-555.31-24	Small Tools & Equip-Bldg	-	200	200
005-7613-555.31-29	Supplies-Grounds Maint.	1,508	1,000	1,000
005-7613-555.41-31	Prof. Svc-Building Maint.	-	1,300	1,300
005-7613-555.41-39	Prof. Svc-Tree Evaluation	-	3,700	3,700
005-7613-555.48-01	Rep & Maint-Equipment	200	250	250
005-7613-555.48-03	Rep & Maint-Facilities	2,824	9,500	9,500
005-7613-555.48-10	Rep & Maint-Equip-Grnds	307	300	300
005-7613-555.49-06	Maintenance Contracts	13,044	8,000	8,000
005-7613-555.49-23	Custodial	23,087	40,791	40,791
<b>Total Senior Center Facility Maintenance</b>		<b>47,446</b>	<b>66,167</b>	<b>66,167</b>
<b>Total Community Buildings Fund Expenditures</b>		<b>502,493</b>	<b>595,762</b>	<b>603,211</b>



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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 supervisor and part-time recreational staff overseen by a Recreation Manager. Staff schedules use of the complex, facilitates leagues, tournaments, and events, solicits sponsors and manages the concession contract. Since the softball/fastpitch/baseball complex opened in May 2009, revenue generated at the RAC has exceeded revenue projections.

### **BUDGET SUMMARY**

The 2020 budget of **\$1,202,001** 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.

### **2020 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.
- Revisit the Financial Plan and make updates as needed.
- Implement staffing transition.
- Enhance community engagement.



Account Number	Description	2018 Actual Revenue/Expense	2019 Amended Budget	2020 Adopted Budget
<i>Regional Athletic Complex - Revenues</i>				
<b>Revenues</b>				
007-0000-308.00-00	Estimated Beginning Cash	-	16,288	-
007-0000-338.10-10	Capital Area - PFD	200,000	200,000	200,000
007-0000-347.40-00	Event Admissions Fee	-	4,000	-
007-0000-347.60-50	Physical Activities Prog	9,176	8,000	8,000
007-0000-347.60-90	Special Events Program	272	-	-
007-0000-347.62-00	Shelter Fees	12,090	12,000	12,000
007-0000-347.65-00	Field Use Fees	320,482	320,000	323,500
007-0000-347.67-00	Concession Commission	-	1,000	1,000
007-0000-347.68-00	League Fees	48,824	60,000	60,000
007-0000-361.10-00	Investment Interest	6,964	3,783	5,134
007-0000-361.10-40	LGIP Earnings	8,764	7,375	7,526
007-0000-361.11-00	Interest Earnings	932	-	-
007-0000-361.32-00	Unrealized Gain(Loss)	(246)	-	-
007-0000-362.30-10	RV-Parking	3,330	2,500	3,000
007-0000-362.50-10	Lease - Consessionaire	20,000	22,000	22,000
007-0000-367.10-03	Contribution-Parks-Gen.	2,500	-	-
007-0000-367.10-04	Cont.-Parks Sponsor/Event	11,050	14,000	14,000
007-0000-397.10-01	Transfer In 303 Fund	331,276	340,131	198,922
007-0000-397.10-02	Transfer In 109 Fund	165,500	163,000	160,000
007-0000-397.10-04	Transfer In - Utility Tax	-	-	186,919
<b>Total Regional Athletic Complex Fund Revenues</b>		<b>1,140,914</b>	<b>1,174,077</b>	<b>1,202,001</b>

Account Number	Description	2018 Actual Revenue/Expense	2019 Amended Budget	2020 Adopted Budget
<i>Regional Athletic Complex - Expenditures</i>				
<b>Regional Athletic Complex</b>				
<b>Regional Athletic Complex Maintenance</b>				
007-3305-576.10-01	Salaries-Regular	230,691	237,241	243,439
007-3305-576.10-05	Salaries-Overtime	3,452	2,563	12,563
007-3305-576.10-06	Salaries-Part-Time	59,708	81,735	101,735
007-3305-576.20-01	Employer Paid Benefits	133,158	117,700	125,254
007-3305-576.20-03	Unemployment Compensation	2,877	-	-
007-3305-576.31-01	Office & Operating Supply	86,689	110,000	95,000
007-3305-576.31-02	Small Tools & Equipment	2,634	4,923	4,923
007-3305-576.31-17	Supplies-Uniform Purchase	1,804	2,000	2,000
007-3305-576.34-01	Fuel	5,544	25,000	10,000
007-3305-576.41-01	Prof. Svc-Other	13,584	18,000	18,000
007-3305-576.42-01	Telecommunications	7,508	7,750	7,750
007-3305-576.43-02	Dues, Subscriptions, Publ	15	-	-
007-3305-576.43-03	Registrations	180	-	-
007-3305-576.45-01	Equipment Rental	74,076	69,061	67,837
007-3305-576.45-02	IMS Rental	4,996	5,457	6,944
007-3305-576.45-05	Rentals-Other	92	5,000	5,000
007-3305-576.46-01	Insurance-Liability	9,477	10,395	10,674
007-3305-576.46-02	Insurance-Fire/Property	8,579	8,242	8,691
007-3305-576.46-06	AWC L & I Pool	1,045	1,015	1,015
007-3305-576.47-01	Utility-Electric	65,718	80,000	80,000
007-3305-576.47-02	Utility-City of Lacey	67,909	82,000	82,000
007-3305-576.47-07	Utility-Solid Waste	13,550	12,000	12,000
007-3305-576.48-01	Rep & Maint-Equipment	6,296	3,500	3,500
007-3305-576.48-03	Rep & Maint-Facilities	2,877	3,500	3,500
007-3305-576.49-06	Maintenance Contracts	341	-	-
007-3305-576.49-25	Assessments/Taxes	12,142	11,000	11,000
<b>Total Regional Athletic Complex Maintenance</b>		<b>814,942</b>	<b>898,082</b>	<b>912,825</b>
<b>Regional Athletic Complex General Services</b>				
007-7401-576.10-01	Salaries-Regular	98,330	106,583	114,987
007-7401-576.10-05	Salaries-Overtime	275	-	-
007-7401-576.10-06	Salaries-Part-Time	9,408	34,242	34,242
007-7401-576.20-01	Employer Paid Benefits	41,166	52,458	55,627
007-7401-576.20-03	Unemployment Compensation	-	500	500
007-7401-576.31-01	Office & Operating Supply	937	14,000	14,000

Account Number	Description	2018 Actual Revenue/Expense	2019 Amended Budget	2020 Adopted Budget
<i>Regional Athletic Complex - Expenditures</i>				
<b>Regional Athletic Complex</b>				
<b>Regional Athletic Complex General Services- Continued</b>				
007-7401-576.31-02	Small Tools & Equipment	10,063	8,000	8,000
007-7401-576.31-17	Supplies-Uniform Purchase	-	500	500
007-7401-576.41-01	Prof. Svc-Other	23,368	20,000	20,000
007-7401-576.41-11	Prof. Svc - Recreation	715	20,000	20,000
007-7401-576.43-01	Transportation/Per Diem	1,675	1,500	1,500
007-7401-576.43-02	Dues, Subscriptions, Publ	500	120	120
007-7401-576.43-03	Registrations	-	800	800
007-7401-576.45-02	IMS Rental	8,024	9,242	10,850
007-7401-576.45-05	Rentals-Other	-	500	500
007-7401-576.49-06	Maintenance Contracts	694	550	550
007-7401-576.49-25	Assessments/Taxes	6,099	7,000	7,000
<b>Total Regional Athletic Complex General Services</b>		<b>201,254</b>	<b>275,995</b>	<b>289,176</b>
<b>Total Regional Athletic Complex Fund Expenditures</b>		<b>1,016,196</b>	<b>1,174,077</b>	<b>1,202,001</b>

## **PUBLIC WORKS-CITY STREET FUND**

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

### **BUDGET SUMMARY**

The Transportation Maintenance Division budget is organized into 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 91 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, and crack sealing. 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, 9 flashing school beacons, and 37 pedestrian crosswalk beacon pairs.

The total 2020 budget for the Transportation Maintenance Division is **\$4,065,440**. In addition to the general operating revenue, the City Street Fund receives State Fuel Tax revenue to partially offset the cost of street maintenance.

### **2020 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	2018 Actual Revenue/Expense	2019 Amended Budget	2020 Adopted Budget
<i>City Street Fund - Revenues</i>				
<b>Revenues</b>				
101-0000-308.00-00	Estimated Beginning Cash	-	424,877	104,757
101-0000-336.71-00	Multimodal Transpo City	35,028	-	-
101-0000-336.87-00	Motor Vehicle Fuel Tax	681,208	755,507	731,547
101-0000-338.36-00	Signal Maintenance	35,445	23,000	23,000
101-0000-344.81-00	New Development Signage	7,710	5,000	5,000
101-0000-345.83-01	Plan Check Fees	25,785	15,000	15,000
101-0000-345.83-02	Inspection Services	31,307	15,000	15,000
101-0000-348.97-00	Shop Operations Services	8,796	-	-
101-0000-361.10-00	Investment Interest	16,673	7,255	11,736
101-0000-361.10-40	LGIP Earnings	21,148	14,040	17,213
101-0000-361.11-00	Interest Earnings	2,306	-	-
101-0000-361.32-00	Unrealized Gain(Loss)	(615)	-	-
101-0000-367.10-01	Contributions-General	71,076	-	-
101-0000-369.10-00	Sale of Scrap & Surplus	5,265	1,000	1,000
101-0000-369.40-00	Court Fees /Judgments	40,666	-	-
101-0000-397.10-04	Transfer In - Utility Tax	2,538,947	2,778,688	2,941,187
101-0000-397.10-11	Transfer In 102 Fund	200,000	150,000	200,000
<b>Total Public Works City Street Fund Revenues</b>		<b>3,720,745</b>	<b>4,189,367</b>	<b>4,065,440</b>

Account Number	Description	2018 Actual Revenue/Expense	2019 Amended Budget	2020 Adopted Budget
<i>City Street Fund - Expenditures</i>				
<b>Public Works Street Division</b>				
<b>General Services</b>				
101-4201-543.10-01	Salaries-Regular	277,153	434,437	377,874
101-4201-543.10-05	Salaries-Overtime	4,070	2,200	2,200
101-4201-543.10-06	Salaries-Part-Time	5,385	24,264	24,264
101-4201-543.20-01	Employer Paid Benefits	118,437	194,935	161,227
101-4201-543.20-03	Unemployment Compensation	9,279	20,000	20,000
101-4201-543.31-01	Office & Operating Supply	5,610	3,433	3,433
101-4201-543.31-02	Small Tools & Equipment	886	1,000	1,000
101-4201-543.31-17	Supplies-Uniform Purchase	2,180	4,300	4,300
101-4201-543.31-35	Replaced Equipment	-	-	15,000
101-4201-543.41-01	Prof. Svc-Other	117	1,131	481
101-4201-543.42-01	Telecommunications	4,689	4,750	4,750
101-4201-543.43-01	Transportation/Per Diem	859	2,315	2,315
101-4201-543.43-02	Dues, Subscriptions, Publ	452	552	552
101-4201-543.43-03	Registrations	1,740	1,950	1,950
101-4201-543.45-01	Equipment Rental	9,304	9,370	11,649
101-4201-543.45-02	IMS Rental	19,339	20,185	25,503
101-4201-543.45-03	Copier Rental	1,021	926	926
101-4201-543.46-01	Insurance-Liability	23,266	25,520	26,205
101-4201-543.46-02	Insurance-Fire / Property	1,218	1,369	1,232
101-4201-543.46-06	AWC-L & I Pool	2,143	2,081	2,081
101-4201-543.47-01	Utility-Electric	5,732	9,090	9,090
101-4201-543.47-02	Utility-City of Lacey	280	1,586	1,586
101-4201-543.47-03	Utility-Natural Gas	433	2,085	2,085
101-4201-543.47-07	Utility-Solid Waste	3,636	3,185	3,185
101-4201-543.48-01	Rep & Maint-Equipment	166	1,027	1,027
101-4201-543.48-03	Rep & Maint-Facilities	193	-	-
101-4201-543.49-06	Maintenance Contracts	1,734	1,891	1,891
101-4201-543.49-10	Uniform Contract/Cleaning	96	-	-
101-4201-543.49-23	Custodial	4,199	5,689	5,689
101-4201-543.49-25	Assessments/Taxes	687	2,900	2,900
101-4201-543.49-27	Bad Debt Expense	-	8,785	8,785
101-4201-543.49-35	CDL-Physicals/Licenses	541	600	600
101-4201-543.60-01	Capital Outlays Equipment	-	9,900	-
101-4201-597.02-01	Transfer Out 301 Fund	-	-	94,757
<b>Total General Services</b>		<b>504,845</b>	<b>801,456</b>	<b>818,537</b>

Account Number	Description	2018 Actual Revenue/Expense	2019 Amended Budget	2020 Adopted Budget
<i>City Street Fund - Expenditures</i>				
<b>Public Works Street Division</b>				
<b>Street Lighting</b>				
101-4204-542.10-01	Salaries-Regular	82,325	94,602	101,871
101-4204-542.10-05	Salaries-Overtime	139	500	500
101-4204-542.10-06	Salaries-Part-Time	-	6,276	6,276
101-4204-542.20-01	Employer Paid Benefits	38,837	48,683	50,221
101-4204-542.31-17	Supplies-Uniform Purchase	2,193	2,000	2,000
101-4204-542.32-01	Electrical Supplies	157,874	219,500	269,500
101-4204-542.33-01	Small Tools-Electrical	2,131	2,000	2,000
101-4204-542.41-32	Prof. Svc-Utility Locates	-	340	340
101-4204-542.43-02	Dues, Subscriptions, Publ	231	-	-
101-4204-542.43-03	Registrations	2,265	2,000	2,000
101-4204-542.45-01	Equipment Rental	23,269	23,427	29,119
101-4204-542.47-01	Utility-Electric	288,952	593,161	563,000
<b>Total Street Lighting</b>		<b>598,216</b>	<b>992,489</b>	<b>1,026,827</b>
<b>Street Signs &amp; Markers</b>				
101-4205-542.10-01	Salaries-Regular	150,940	167,465	183,720
101-4205-542.10-05	Salaries-Overtime	4,354	790	790
101-4205-542.10-06	Salaries-Part-Time	35,159	36,565	36,565
101-4205-542.20-01	Employer Paid Benefits	84,947	80,930	91,785
101-4205-542.31-01	Office & Operating Supply	2,327	3,000	3,000
101-4205-542.31-02	Small Tools & Equipment	7,329	2,400	2,400
101-4205-542.31-27	Software Upgrade	-	1,075	1,075
101-4205-542.31-31	Supplies-City Projects	-	2,950	2,950
101-4205-542.31-32	Sign Making Supplies	25,548	28,700	28,700
101-4205-542.31-34	Road Marking Supplies	73,299	81,000	81,000
101-4205-542.41-01	Prof. Svc-Other	42,261	41,400	41,400
101-4205-542.41-32	Prof. Svc-Utility Locates	-	50	50
101-4205-542.43-03	Registrations	490	1,500	1,500
101-4205-542.45-01	Equipment Rental	25,596	25,770	32,030
<b>Total Street Signs &amp; Markers</b>		<b>452,250</b>	<b>473,595</b>	<b>506,965</b>
<b>Snow &amp; Ice Removal</b>				
101-4206-542.10-01	Salaries-Regular	19,299	24,409	25,459
101-4206-542.10-05	Salaries-Overtime	2,256	3,500	3,500
101-4206-542.10-06	Salaries-Part-Time	103	-	-
101-4206-542.20-01	Employer Paid Benefits	10,288	12,567	13,178



Account Number	Description	2018 Actual Revenue/Expense	2019 Amended Budget	2020 Adopted Budget
<i>City Street Fund - Expenditures</i>				
<b>Public Works Street Division</b>				
<b>Snow &amp; Ice Removal- Continued</b>				
101-4206-542.31-01	Office & Operating Supply	15,011	10,000	10,000
101-4206-542.31-02	Small Tools & Equipment	2,071	-	10,000
101-4206-542.45-01	Equipment Rental	23,269	23,427	29,119
101-4206-542.60-03	Capital Outlays-Improv	-	368,900	-
<b>Total Snow &amp; Ice Removal</b>		<b>72,297</b>	<b>442,803</b>	<b>91,256</b>
<b>Street Cleaning</b>				
101-4207-542.10-01	Salaries-Regular	3,778	3,954	4,429
101-4207-542.10-05	Salaries-Overtime	-	300	300
101-4207-542.20-01	Employer Paid Benefits	2,048	2,078	2,336
101-4207-542.31-01	Office & Operating Supply	93	600	600
<b>Total Street Cleaning</b>		<b>5,919</b>	<b>6,932</b>	<b>7,665</b>
<b>Roadside Maintenance</b>				
101-4208-542.10-01	Salaries-Regular	68,862	115,772	112,626
101-4208-542.10-05	Salaries-Overtime	791	200	200
101-4208-542.10-06	Salaries-Part-Time	8,057	17,149	17,149
101-4208-542.20-01	Employer Paid Benefits	37,872	65,560	62,851
101-4208-542.31-01	Office & Operating Supply	19,884	12,900	12,900
101-4208-542.31-02	Small Tools & Equipment	3,087	3,000	3,000
101-4208-542.34-01	Fuel	2,166	1,750	1,750
101-4208-542.41-01	Prof. Svc-Other	9,545	6,000	6,000
101-4208-542.41-16	Prof. Svc-Parks	402,294	322,839	369,056
101-4208-542.41-47	Prof. Svc-Tree Inspection	1,280	2,000	2,000
101-4208-542.45-01	Equipment Rental	55,845	56,225	69,885
<b>Total Roadside Maintenance</b>		<b>609,683</b>	<b>603,395</b>	<b>657,417</b>
<b>Roadway Maintenance</b>				
101-4209-542.10-01	Salaries-Regular	85,467	77,004	95,022
101-4209-542.10-05	Salaries-Overtime	805	400	400
101-4209-542.10-06	Salaries-Part-Time	22,043	22,865	22,865
101-4209-542.20-01	Employer Paid Benefits	49,786	44,307	54,480
101-4209-542.20-03	Unemployment Compensation	-	60	60
101-4209-542.31-01	Office & Operating Supply	55,762	22,000	31,000
101-4209-542.31-02	Small Tools & Equipment	-	-	1,000
101-4209-542.41-01	Prof. Svc-Other	-	21,000	5,000

Account Number	Description	2018 Actual Revenue/Expense	2019 Amended Budget	2020 Adopted Budget
<i>City Street Fund - Expenditures</i>				
<b>Public Works Street Division</b>				
<b>Roadway Maintenance-Continued</b>				
101-4209-542.43-03	Registrations	-	3,000	3,000
101-4209-542.45-01	Equipment Rental	60,498	60,911	75,708
101-4209-542.45-05	Rentals-Other	18,764	11,000	17,000
101-4209-542.48-15	Rep & Maint-Grounds	-	2,000	12,000
<b>Total Roadway Maintenance</b>		<b>293,125</b>	<b>264,547</b>	<b>317,535</b>
<b>Sidewalk Maintenance</b>				
101-4210-542.10-01	Salaries-Regular	72,982	57,859	72,218
101-4210-542.10-05	Salaries-Overtime	809	100	100
101-4210-542.10-06	Salaries-Part-Time	22,381	14,219	14,219
101-4210-542.20-01	Employer Paid Benefits	42,928	31,566	40,118
101-4210-542.31-01	Office & Operating Supply	3,325	2,000	2,000
101-4210-542.31-02	Small Tools & Equipment	7,536	4,500	4,500
101-4210-542.41-01	Prof. Svc-Other	34,694	80,000	80,000
101-4210-542.45-01	Equipment Rental	9,307	9,371	11,648
101-4210-542.60-01	Capital Outlays-Equipment	-	28,000	-
<b>Total Sidewalk Maintenance</b>		<b>193,962</b>	<b>227,615</b>	<b>224,803</b>
<b>Traffic Control Device/Electrical</b>				
101-4211-542.10-01	Salaries-Regular	78,865	71,122	80,838
101-4211-542.10-05	Salaries-Overtime	635	2,000	2,000
101-4211-542.10-06	Salaries-Part-Time	-	13,808	13,808
101-4211-542.20-01	Employer Paid Benefits	37,011	36,369	40,857
101-4211-542.32-01	Electrical Supplies	68,259	27,572	27,572
101-4211-542.33-01	Small Tools-Electrical	2,488	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	7,626	8,250	8,250
101-4211-542.45-01	Equipment Rental	25,596	25,770	32,030
101-4211-542.47-01	Utility-Electric	69,245	80,000	80,000
<b>Total Traffic Control Device/Electrical</b>		<b>289,725</b>	<b>268,141</b>	<b>288,605</b>
<b>Electrical Other</b>				
101-4212-543.10-01	Salaries-Regular	77,284	66,983	79,180
101-4212-543.10-05	Salaries-Overtime	-	500	500

Account Number	Description	2018 Actual Revenue/Expense	2019 Amended Budget	2020 Adopted Budget
<i>City Street Fund - Expenditures</i>				
<b>Public Works Street Division</b>				
<b>Electrical Other - Continued</b>				
101-4212-543.10-06	Salaries-Part-Time	-	3,766	3,766
101-4212-543.20-01	Employer Paid Benefits	35,856	31,495	36,734
101-4212-543.31-01	Office & Operating Supply	169	500	500
101-4212-543.32-01	Electrical Supplies	13,745	4,650	4,650
101-4212-543.33-01	Small Tools-Electrical	428	500	500
<b>Total Electrical Other</b>		<b>127,482</b>	<b>108,394</b>	<b>125,830</b>
<b>Total Public Works City Street Fund Expenditures</b>		<b>3,147,504</b>	<b>4,189,367</b>	<b>4,065,440</b>



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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 2020, budgeted expenditures are **\$10,136,027**.

**2020 PROGRAMS, GOALS AND PRIORITIES**

- LED Street Lighting Replacement
- Carpenter Road and Britton Parkway Interim Roundabout - Design
- College St & 22nd Ave Roundabout
- College St. & 16th Ave Roundabout - Design
- College Street & Woodland Square Loop Pedestrian Crossing
- College Street NE Extension – Design
- Electric Car Charging Stations
- Marvin Road Exit 111
- Marvin Road/Hawks Prairie Road Roundabout
- Mullen Road – Thurston County
- Ruddell Road Sidewalk/Retaining Walls
- Signal Pole Replacement (Sleater Kinney and Pacific Avenue)
- Sycamore Bike Route
- Miscellaneous 2020 Minor Projects

Account Number	Description	2018 Actual Revenue/Expense	2019 Amended Budget	2020 Adopted Budget
<i>Arterial Street Fund - Revenues</i>				
<b>Arterial Streets</b>				
102-0000-308.00-00	Estimated Beginning Cash	-	1,146,950	107,449
102-0000-317.34-00	Real Estate Excise Tax 1	3,681,472	2,000,000	2,000,000
102-0000-334.03-61	WADOT	422,280	-	959,563
102-0000-334.03-80	03.8x Trans Improv Board	1,480,480	-	-
102-0000-336.71-00	Multimodal Transpo City	33,513	-	-
102-0000-336.88-00	Motor Vehicle Fuel Tax	318,510	353,250	342,047
102-0000-336.89-00	MVA Transpo City	59,974	70,740	68,702
102-0000-339.22-02	DOT/ Hwy Planning & Const	-	1,445,001	3,072,697
102-0000-344.85-00	Mitigation/Impact Fees	509,965	384,194	1,155,182
102-0000-345.83-02	Inspection Services	415	-	-
102-0000-361.10-00	Investment Interest	172,044	101,617	143,497
102-0000-361.10-40	LGIP Earnings	215,818	198,415	210,227
102-0000-361.11-00	Interest Earnings	49,120	52,625	21,057
102-0000-361.11-20	Mitigation Fee Financing	2,266	-	-
102-0000-361.32-00	Unrealized Gain(Loss)	(6,379)	-	-
102-0000-362.60-10	Lease - Rental House	41,324	50,000	50,000
102-0000-367.27-00	Developer Contribution	-	700	2,005,606
102-0000-369.90-00	Other Misc Revenue	16,319	-	-
102-0000-397.00-00	Transfers In	117,403	452,500	-
<b>Total Public Works Arterial Street Fund Revenues</b>		<b>7,114,524</b>	<b>6,255,992</b>	<b>10,136,027</b>

Account Number	Description	2018 Actual Revenue/Expense	2019 Amended Budget	2020 Adopted Budget
<i>Arterial Street Fund - Expenditures</i>				
<b>Public Works Arterial Streets</b>				
<b>Street and Transportation Improvements</b>				
102-4101-595.49-25	Assessments/Taxes	13,823	-	-
102-4101-595.90-01	Preliminary Engineering	358,263	505,000	849,991
102-4101-595.90-02	Right of Way	702,758	234,000	157,500
102-4101-595.90-03	Road Way	1,256,755	4,584,774	7,746,403
102-4101-595.90-05	Construction Engineering	115,779	532,218	932,133
102-4101-595.90-09	Traffic Control Devices	17,191	-	-
102-4101-595.90-11	Const Admin & Fac Maint	19,176	-	-
102-4101-595.90-13	Side Walks-ADA	95,877	50,000	50,000
102-4101-595.90-14	Signal Timing	-	35,000	35,000
102-4101-595.90-15	Pavement Mgmt System	-	65,000	65,000
102-4101-595.90-16	Pavement Restoration/PMS	-	100,000	100,000
102-4101-597.02-09	Transfer Out 101 Fund	200,000	150,000	200,000
<b>Total Public Works Arterial Street Fund Expenditures</b>		<b>2,779,622</b>	<b>6,255,992</b>	<b>10,136,027</b>





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**TRANSPORTATION IMPROVEMENT FUND**

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

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

- The TBD revenue is generated by a 0.2% Sales Tax Increase.
- The fund has a sunset duration of 10 years after enactment.
- The 2020 projected revenues is \$2,629,560.

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 2020 the operating budget will be **\$2,989,152**.

**2020 PROJECTS, GOALS AND PRIORITIES**

Repair the following streets:

- Meridian Road NE including the Orion Drive NE roundabout

Account Number	Description	2018 Actual Revenue/Expense	2019 Amended Budget	2020 Adopted Budget
<i>Transportation Improvement Fund - Revenues</i>				
<b>Revenues</b>				
103-0000-308.00-00	Estimated Beginning Cash	-	500,000	-
103-0000-313.21-00	Sales Taxes -TBD	2,962,764	2,303,245	2,629,560
103-0000-333.20-20	20.205 Highway Planning	89,241	-	-
103-0000-334.03-61	WADOT	-	4,200,000	-
103-0000-334.03-80	03.8x Trans Improv Board	-	-	319,561
103-0000-361.10-00	Investment Interest	11,068	2,312	12,967
103-0000-361.10-40	LGIP Earnings	13,994	4,079	18,977
103-0000-361.11-00	Interest Earnings	9,632	4,290	8,087
103-0000-361.32-00	Unrealized Gain(Loss)	(453)	-	-
<b>Total Transportation Improvement Fund Revenues</b>		<b>3,086,246</b>	<b>7,013,926</b>	<b>2,989,152</b>

Account Number	Description	2018 Actual Revenue/Expense	2019 Amended Budget	2020 Adopted Budget
<i>Transportation Improvement Fund - Expenditures</i>				
<b>Transportation Benefit District</b>				
<b>Transportation Improvements</b>				
103-4301-508.30-00	Restricted Funds	-	329,926	271,384
103-4301-595.90-01	Preliminary Engineering	198,241	100,000	100,000
103-4301-595.90-03	Road Way	1,138,953	5,853,920	2,240,636
103-4301-595.90-05	Construction Engineering	93,126	730,080	377,132
<b>Total Transportation Improvement Fund Expenditures</b>		<b>1,430,320</b>	<b>7,013,926</b>	<b>2,989,152</b>



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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 2020 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, South Sound BBQ Festival, Ethnic Celebration, Concerts in the Park series, S.T.E.M. Fair, and July 3rd Fireworks and Concert. 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 2020 budget for the Lodging Tax Fund is **\$596,250**.

The Lodging Tax budget is divided into 2 categories:

- Contracted Services
- Performing Arts & Events

Account Number	Description	2018 Actual Revenue/Expense	2019 Amended Budget	2020 Adopted Budget
<i>Lodging Tax Fund - Revenues</i>				
<b>Revenues</b>				
109-0000-308.00-00	Estimated Beginning Cash	-	85,000	89,250
109-0000-313.30-00	Hotel/Motel Taxes	469,345	495,000	495,000
109-0000-361.10-00	Investment Interest	6,623	4,000	5,000
109-0000-361.10-40	LGIP Earnings	8,282	8,000	7,000
109-0000-361.11-00	Interest Earnings	948	-	-
109-0000-361.32-00	Unrealized Gain(Loss)	(242)	-	-
<b>Total Lodging Tax Fund Revenues</b>		<b>484,956</b>	<b>592,000</b>	<b>596,250</b>

Account Number	Description	2018 Actual Revenue/Expense	2019 Amended Budget	2020 Adopted Budget
<i>Lodging Tax Fund - Expenditures</i>				
<b>Council / Parks and Recreation</b>				
<b>Contracted Services</b>				
109-0401-573.49-51	Promotion-Community Event	82,543	189,500	172,250
109-0401-575.49-33	Chamber of Commerce	44,704	51,000	70,000
109-0401-575.49-34	Washington Center	20,000	25,000	27,500
109-0401-575.49-38	Visitor/Convention Bureau	80,000	100,000	100,000
109-0401-597.10-08	Transfer Out 007 Fund	165,500	163,000	160,000
109-0401-597.11-01	Transfer Out 001 Fund	48,500	48,500	48,500
<b>Total Contracted Services</b>		<b>441,247</b>	<b>577,000</b>	<b>578,250</b>
<b>Performing Arts &amp; Parks Events</b>				
109-0601-573.49-54	Concert Series/Events	7,650	15,000	18,000
<b>Total Performing Arts &amp; Parks Events</b>		<b>7,650</b>	<b>15,000</b>	<b>18,000</b>
<b>Total Lodging Tax Fund Expenditures</b>		<b>448,897</b>	<b>592,000</b>	<b>596,250</b>





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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 2020 budget for the Community Development Block Grant (CDBG) Fund is **\$267**.

Account Number	Description	2018 Actual Revenue/Expense	2019 Amended Budget	2020 Adopted Budget
<i>Community Development Block Grant Fund - Revenues</i>				
<b>Revenues</b>				
120-0000-361.10-00	Investment Interest	145	89	108
120-0000-361.10-40	LGIP Earnings	181	174	159
120-0000-361.11-00	Interest Earnings	22	-	-
120-0000-361.32-00	Unrealized Gain(Loss)	(5)	-	-
<b>Total Community Development Block Grant Fund Revenues</b>		<b>343</b>	<b>263</b>	<b>267</b>

Account Number	Description	2018 Actual Revenue/Expense	2019 Amended Budget	2020 Adopted Budget
<i>Community Development Block Grant Fund - Expenditures</i>				
<b>Public Affairs and Community Relations</b>				
<b>General Services</b>				
120-3701-508.30-00	Restricted Funds	-	263	267
<b>Total Community Development Block Grant Fund Expenditures</b>		<b>-</b>	<b>263</b>	<b>267</b>



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## HICKS LAKE MANAGEMENT DISTRICT

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

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

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

All of these plans are designed to avoid adverse impacts on fish and wildlife while enhancing the recreational uses of the lake. The Lake Management District will exist for thirty (30) years, unless dissolved earlier by the members of the district. Special assessments are imposed annually for the duration of the Hicks Lake Management District. The District is expected to request the special assessments be decreased 10.0 percent. After the assessment adjustment is approved, the amount of money to be raised by special assessments is approximately \$45,900 per year.

### BUDGET SUMMARY

For 2020 the operating budget will be **\$47,136**.

### 2020 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 impact use of the lake.
- Research and apply for grants that leverage the limited funds collected by the district to meet plan objectives.
- Conduct public outreach to educate citizens on methods to minimize detrimental impacts to the lake.

Account Number	Description	2018 Actual Revenue/Expense	2019 Amended Budget	2020 Adopted Budget
<i>Hicks Lake Management District Fund - Revenues</i>				
<b>Revenues</b>				
130-0000-334.03-13	Dept of Ecology	6,467	-	-
130-0000-359.60-03	HLMD#1 Delq. Penalties	54	-	-
130-0000-361.10-00	Investment Interest	528	325	501
130-0000-361.10-40	LGIP Earnings	644	607	730
130-0000-361.11-10	HLMD#1 Invest Interest	16	16	-
130-0000-361.32-00	Unrealized Gain(Loss)	(19)	-	-
130-0000-361.41-20	HLMD#1 Delq. interest	96	75	5
130-0000-368.50-10	Hicks LMD#1	48,225	51,000	45,900
<b>Total Hicks Lake Management Fund Revenues</b>		<b>56,011</b>	<b>52,023</b>	<b>47,136</b>

Account Number	Description	2018 Actual Revenue/Expense	2019 Amended Budget	2020 Adopted Budget
<i>Hicks Lake Management District Fund - Expenditures</i>				
<b>Hicks Lake Management</b>				
<b>General Services</b>				
130-0401-553.41-70	Hicks Lake Mgmt Dist	36,195	52,023	47,136
<b>Total Hicks Lake Management Fund Expenditures</b>		<b>36,195</b>	<b>52,023</b>	<b>47,136</b>





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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, 2019 is \$5,205,000. The total outstanding Limited Tax General Obligation debt as of September 30, 2019 is \$4,295,000.

The total 2020 debt service budget is **\$1,712,639**.

Account Number	Description	2018 Actual Revenue/Expense	2019 Amended Budget	2020 Adopted Budget
<i>G. O. Bond Fund - Revenues</i>				
<b>Revenues</b>				
201-0000-311.10-00	Property Taxes-Current	1,120,166	1,123,650	1,128,800
201-0000-311.15-00	Property Taxes-Delinquent	4,879	7,500	7,500
201-0000-361.10-00	Investment Interest	6,349	2,611	2,785
201-0000-361.10-40	LGIP Earnings	8,023	4,913	4,064
201-0000-361.11-00	Interest Earnings	2,409	2,804	2,440
201-0000-361.32-00	Unrealized Gain(Loss)	(62)	-	-
201-0000-397.10-05	Transfer In 307 Fund	560,900	564,200	567,050
<b>Total General Obligation Bond Fund Revenues</b>		<b>1,702,664</b>	<b>1,705,678</b>	<b>1,712,639</b>

Account Number	Description	2018 Actual Revenue/Expense	2019 Amended Budget	2020 Adopted Budget
<i>G. O. Bond Fund - Expenditures</i>				
<b>G.O. Debt - Finance</b>				
<b>G.O. Debt Supported</b>				
201-1904-591.70-17	2010 Refunding (2002 Fire)	390,000	405,000	420,000
201-1904-591.70-18	2012 Refunding( 2003 Parks)	280,000	285,000	295,000
201-1904-591.70-19	2015 UTGO RFDG (2006 Parks)	260,000	265,000	275,000
201-1904-592.80-17	Interest UTGO 2010 Refund	84,375	50,800	34,600
201-1904-592.80-18	Interest UTGO 2012 Refund	20,900	36,200	30,500
201-1904-592.80-19	2015 UTGO RFDG (2006 Parks)	96,950	89,150	81,200
<b>Total G.O. Debt Supported</b>		<b>1,132,225</b>	<b>1,131,150</b>	<b>1,136,300</b>
<b>L.T.G.O. &amp; Loans</b>				
201-1905-508.50-00	Assigned Funds	-	10,328	9,289
201-1905-591.70-20	2015 LTGO RFDG (07 RAC)	390,000	405,000	420,000
201-1905-592.80-20	2015 LTGO RFDG (07 RAC)	170,900	159,200	147,050
<b>Total L.T.G.O. &amp; Loans</b>		<b>560,900</b>	<b>574,528</b>	<b>576,339</b>
<b>Total General Obligation Bond Fund Expenditures</b>		<b>1,693,125</b>	<b>1,705,678</b>	<b>1,712,639</b>



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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 paid-in-full as property changes ownership. Regardless when payments are received, the City must call (retire) outstanding bonds when funds are available to do so. Currently, there is no outstanding debt in this fund.

**BUDGET SUMMARY**

The total 2020 budget is **\$102,629**.

Account Number	Description	2018 Actual Revenue/Expense	2019 Amended Budget	2020 Adopted Budget
<i>L.I.D. Bond Fund - Revenues</i>				
<b>Revenues</b>				
202-0000-361.10-00	Investment Interest	23,075	13,904	17,570
202-0000-361.10-40	LGIP Earnings	28,908	27,202	25,745
202-0000-361.11-00	Interest Earnings	5,621	10,007	1,623
202-0000-361.32-00	Unrealized Gain(Loss)	(817)	-	-
202-0000-361.55-06	Interest-LID 19	73,440	-	-
202-0000-366.10-10	Interest - (451) (ULID23)	19,186	18,445	17,673
202-0000-368.10-06	Principal-LID 19	134,279	-	-
202-0000-381.20-10	Loan Repayment 451 Fund	-	18,821	19,593
202-0000-397.11-50	Transfer In 450 Fund	20,425	20,425	20,425
<b>Total L.I.D. Bond Fund Revenues</b>		<b>304,117</b>	<b>108,804</b>	<b>102,629</b>

Account Number	Description	2018 Actual Revenue/Expense	2019 Amended Budget	2020 Adopted Budget
<i>L.I.D. Bond Fund - Expenditures</i>				
<b>L.I.D. Debt - Finance</b>				
202-1906-508.50-00	Assigned Funds	-	108,804	102,629
<b>Total L.I.D. Bond Fund Expenditures</b>		<b>-</b>	<b>108,804</b>	<b>102,629</b>





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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 2020 budget is **\$1,460,888**.

***2020 PROGRAMS, GOALS AND PRIORITIES***

- Library Family Restroom
- Library Service Desk Improvements
- New Transportation Building
- Public Art - 100,000 Acts of Compassion

Account Number	Description	2018 Actual Revenue/Expense	2019 Amended Budget	2020 Adopted Budget
<i>Building Improvement Fund - Revenues</i>				
<b>Revenues</b>				
301-0000-308.00-00	Estimated Beginning Cash	-	1,557,558	595,975
301-0000-334.04-22	Commerce/CSHD	-	50,000	-
301-0000-334.06-90	Other State Agencies	-	-	800,000
301-0000-361.10-00	Investment Interest	30,454	17,866	26,331
301-0000-361.10-40	LGIP Earnings	38,282	35,035	38,582
301-0000-361.11-00	Interest Earnings	4,766	-	-
301-0000-361.32-00	Unrealized Gain(Loss)	(1,224)	-	-
301-0000-367.10-01	Contributions-General	75	-	-
301-0000-397.00-00	Transfers In	40,000	-	-
301-0000-397.11-01	Transfer In 001,003,005	964,016	816,961	-
<b>Total Building Improvement Fund Revenues</b>		<b>1,076,369</b>	<b>2,477,420</b>	<b>1,460,888</b>

Account Number	Description	2018 Actual Revenue/Expense	2019 Amended Budget	2020 Adopted Budget
<i>Building Improvement Fund - Expenditures</i>				
<b>Building Improvment</b>				
301-0101-508.90-00	Unassigned Funds	-	52,901	64,913
301-0101-514.60-02	Capital Outlay-Public Art	0	0	25,000
301-0101-514.60-03	Capital-Improvements	57,691	875,127	195,975
301-0101-514.60-04	Capital Outlay-Buildings	74,784	1,549,392	1,175,000
<b>Total Building Improvement Fund Expenditures</b>		<b>132,475</b>	<b>2,477,420</b>	<b>1,460,888</b>



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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 2020 budget is **\$1,473,814**.

**2020 PROGRAMS, GOALS AND PRIORITIES**

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

Account Number	Description	2018 Actual Revenue/Expense	2019 Amended Budget	2020 Adopted Budget
<i>Capital Equipment Fund - Revenues</i>				
<b>Revenues</b>				
302-0000-308.00-00	Estimated Beginning Cash	-	1,833,985	718,547
302-0000-321.91-01	PEG Fees	38,952	38,500	35,825
302-0000-361.10-00	Investment Interest	25,429	11,051	27,172
302-0000-361.10-40	LGIP Earnings	32,480	21,381	41,954
302-0000-361.11-00	Interest Earnings	30,098	34,774	-
302-0000-361.32-00	Unrealized Gain(Loss)	(1,368)	-	-
302-0000-361.50-05	WA Local - TCOMM	141	2,562	-
302-0000-367.00-00	Contributions	6,000	3,000	3,000
302-0000-368.10-05	Local - TCOMM	-	170,798	-
302-0000-397.10-04	Transfer In - Utility Tax	772,872	426,696	427,451
302-0000-397.11-01	Transfer In 001,003,005	1,218,380	1,085,575	219,865
<b>Total Capital Equipment Fund Revenues</b>		<b>2,122,984</b>	<b>3,628,322</b>	<b>1,473,814</b>

Account Number	Description	2018 Actual Revenue/Expense	2019 Amended Budget	2020 Adopted Budget
<i>Capital Equipment Fund - Expenditures</i>				
<b>General Fund Capital</b>				
<b>Capital Equipment</b>				
302-0102-519.64-03	Capital-Human Resources	-	3,430	-
302-0102-519.64-04	Capital-Community Relatio	300,897	575,000	-
302-0102-519.64-05	Capital-Finance	4,308	9,050	-
302-0102-519.64-06	Capital-Common Facilities	93,840	426,500	150,000
302-0102-519.64-10	Capital-Police	69,122	148,861	392,873
302-0102-519.64-11	Capital-Public Works-Admi	34,219	51,300	16,496
302-0102-519.64-12	Capital-Public Works-Pks	47,980	134,879	129,386
302-0102-519.64-15	Capital-Community Develop	-	215,880	-
302-0102-519.64-16	Capital-Parks & Recreatio	14,762	405,560	54,900
302-0102-519.64-17	Capital-City Streets	86,705	56,501	94,757
302-0102-519.64-19	Capital-Information Svcs	-	4,400	-
302-0102-519.64-20	Public Ed & Govt Prog	19,476	38,500	38,500
302-0102-554.48-00	Repairs & Maintenance	13,217	2,500	2,500
302-0102-594.60-08	Replace Res-Child Care	4,054	20,500	20,500
302-0102-594.60-09	Replacement Res-Equipment	4,956	353,902	353,902
302-0102-594.60-10	Replacement Res-Facility	28,457	80,000	80,000
302-0102-597.01-05	Transfer Out 301 Fund	40,000	-	-
302-0102-597.11-03	Transfer Out 303 Fund	42,686	-	-
302-0102-597.11-07	Transfer Out 307 Fund	67,945	-	-
<b>Total Capital Equipment</b>		<b>872,624</b>	<b>2,526,763</b>	<b>1,333,814</b>
<b>Projects</b>				
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	37,841	888,199	100,000
<b>Total Projects</b>		<b>37,841</b>	<b>928,199</b>	<b>140,000</b>
<b>Capital Debt Service</b>				
302-0105-591.79-05	Local - TCOMM 911 Princip	166,571	170,798	-
302-0105-592.89-05	Local-TCOMM 911 Interest	6,790	2,562	-
<b>Total Capital Debt Service</b>		<b>173,361</b>	<b>173,360</b>	<b>-</b>
<b>Total Capital Equipment Fund Expenditures</b>		<b>1,083,826</b>	<b>3,628,322</b>	<b>1,473,814</b>





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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 2020 budget is **\$784,198**. This includes a transfer out of \$385,841 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 was planned supplement the operating transfer until 2018. The settlement funds will be depleted in the 2020 Budget. The long-term financial plan will be updated to ensure financial sustainability of this important regional asset.

Account Number	Description	2018 Actual Revenue/Expense	2019 Amended Budget	2020 Adopted Budget
<i>Parks and Open Space Fund - Revenues</i>				
<b>Revenues</b>				
303-0000-308.00-00	Estimated Beginning Cash	-	670,454	304,192
303-0000-334.02-70	Outdoor Recreation IAC	53,172	-	-
303-0000-361.10-00	Investment Interest	8,991	6,171	5,476
303-0000-361.10-40	LGIP Earnings	11,184	12,137	8,030
303-0000-361.11-00	Interest Earnings	1,817	-	-
303-0000-361.32-00	Unrealized Gain(Loss)	(284)	-	-
303-0000-362.50-20	Lease - Facilities	675	-	-
303-0000-362.60-10	Lease - Rental House	12,230	13,000	13,000
303-0000-397.00-00	Transfers In	42,686	300,000	-
303-0000-397.10-04	Transfer In - Utility Tax	558,869	520,262	-
303-0000-397.11-01	Transfer In 001,003,005	-	-	453,500
<b>Total Parks and Open Space Fund Revenues</b>		<b>689,340</b>	<b>1,522,024</b>	<b>784,198</b>

Account Number	Description	2018 Actual Revenue/Expense	2019 Amended Budget	2020 Adopted Budget
<i>Parks and Open Space Fund - Expenditures</i>				
<b>Parks and Recreation</b>				
<b>Parks and Open Space Fund Expenditures</b>				
303-0106-508.90-00	Unassigned Funds	-	-	26,506
303-0106-576.48-03	Rep & Maint-Facilities	15,949	-	-
303-0106-576.49-25	Assessments/Taxes	239	-	-
303-0106-576.60-03	Capital-Improvements	229,580	405,659	453,500
303-0106-576.60-04	Capital Outlay-Buildings	5,796	-	-
303-0106-597.02-10	Transfer Out 307 Fund	-	394,730	105,270
303-0106-597.10-08	Transfer Out 007 Fund	331,276	340,131	198,922
303-0106-597.11-01	Transfer Out 001 Fund	419,231	381,504	-
<b>Total Parks and Open Space Fund Expenditures</b>		<b>1,002,071</b>	<b>1,522,024</b>	<b>784,198</b>



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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 2020 budget is **\$2,102,355** for capital improvements.

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

**2020 PROGRAMS, GOALS AND PRIORITIES**

- Synthetic Turf Replacement (Baseball Infield #5 & Soccer Field #1)
- Installation of Fencing (Softball Fields #1 and #2)

Account Number	Description	2018 Actual Revenue/Expense	2019 Amended Budget	2020 Adopted Budget
<i>Regional Athletic Complex Capital Fund - Revenues</i>				
<b>Revenues</b>				
307-0000-308.00-00	Estimated Beginning Cash	-	265,700	805,316
307-0000-334.04-23	Commerce-RAC	25,220	-	-
307-0000-338.10-10	Capital Area - PFD	1,140,218	1,123,633	1,161,983
307-0000-361.10-00	Investment Interest	15,788	13,168	9,451
307-0000-361.10-40	LGIP Earnings	20,536	28,136	13,850
307-0000-361.11-00	Interest Earnings	8,628	9,556	6,485
307-0000-361.32-00	Unrealized Gain(Loss)	(424)	-	-
307-0000-397.00-00	Transfers In	67,945	-	-
307-0000-397.10-01	Transfer In 303 Fund	-	394,730	105,270
<b>Total Regional Athletic Complex Capital Fund Revenues</b>		<b>1,277,911</b>	<b>1,834,923</b>	<b>2,102,355</b>

Account Number	Description	2018 Actual Revenue/Expense	2019 Amended Budget	2020 Adopted Budget
<i>Regional Athletic Complex Capital Fund - Expenditures</i>				
<b>Parks and Recreation</b>				
<b>Regional Athletic Complex Capital</b>				
307-0106-508.50-00	Assigned Funds	-	602,293	616,719
307-0106-576.60-01	Capital Outlays-Equipment	21,271	85,884	1,500
307-0106-576.60-03	Capital-Improvements	477,375	574,546	909,086
307-0106-576.62-18	PFD - Administrative Cost	4,557	8,000	8,000
307-0106-597.69-03	Transfer Out 201 Fund	560,900	564,200	567,050
<b>Total Regional Athletic Complex Capital Fund Expenditures</b>		<b>1,064,103</b>	<b>1,834,923</b>	<b>2,102,355</b>





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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 24 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 2020 operating budget for the Utility is **\$14,341,614**. Water revenues are obtained from water rates with no support from the City's operating levy or general fund.

#### **2020 PROGRAMS, GOALS AND PRIORITIES**

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

#### **Explanation of Water Rates**

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

The Base Rate reflects the cost of meter reading, billing, debt payment, debt reserves, replacement and replacement reserves. Revenues generated from consumption charges pay for maintaining, operating, and replacement of the utility infrastructure as well as making additional contributions to replacement reserves and capital construction. The chart printed on this page illustrates rates for the years 2017 through 2020. 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.

**2020 Rates and Cost Per 100 Cubic Feet (1)**

	<b>2017</b>	<b>2018</b>	<b>2019</b>	<b>2020</b>
Base Rate	\$15.21	\$15.67	\$16.14	\$16.62
First 600 c.f.	1.2660	1.3040	1.3431	1.3834
Tier 2 (601 to 1,200 c.f.)Per 100 c.f.	2.9717	3.0609	3.1527	3.2473
Tier 3 (1,201 to 2,400 c.f.)Per 100 c.f.	3.7981	3.9120	4.0294	4.1503
Tier 4 (2401 plus)Per 100 c.f.	5.0716	5.2238	5.3805	5.5419

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

<b>Description</b>	<b>2017</b>	<b>2018</b>	<b>2019</b>	<b>2020</b>
Base Rate	\$15.21	\$15.67	\$16.14	\$16.62
Consumption	<u>16.51</u>	<u>17.00</u>	<u>17.52</u>	<u>18.04</u>
Total (1)	\$31.72	\$32.67	\$33.66	\$34.66

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 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.

(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	2018 Actual Revenue/Expense	2019 Amended Budget	2020 Adopted Budget
<i>Water Utility Fund - Revenues</i>				
<b>Revenues</b>				
401-0000-308.00-00	Estimated Beginning Cash	-	177,331	-
401-0000-343.05-00	Shut-Offs	18,510	15,000	15,000
401-0000-343.40-01	Sales	12,464,367	11,293,093	12,464,367
401-0000-343.40-02	Penalties	297,728	300,000	300,000
401-0000-345.83-00	Plan Checking Fees	-	8,539	8,539
401-0000-345.83-01	Plan Check Fees	23,661	-	-
401-0000-345.83-02	Inspection Services	34,127	16,205	16,205
401-0000-361.10-00	Investment Interest	45,350	26,081	38,468
401-0000-361.10-40	LGIP Earnings	57,080	51,283	56,374
401-0000-361.11-00	Interest Earnings	79,135	82,302	63,163
401-0000-361.32-00	Unrealized Gain(Loss)	(1,877)	-	-
401-0000-362.51-00	Cell Tower Lease	167,494	150,000	165,000
401-0000-362.90-00	Hydrant Meter Rental	54,055	20,000	30,000
401-0000-369.10-00	Sale of Scrap & Surplus	5,265	-	-
401-0000-369.11-00	Sale of Meters	192,551	200,000	175,000
401-0000-369.40-00	Court Fees /Judgments	14,570	-	-
401-0000-369.81-00	Cash Over & Short	(21)	-	-
401-0000-369.90-00	Other Misc Revenue	808	750	750
401-0000-369.90-01	Olympia Share WCGRRF M&O	3,442	-	-
401-0000-369.97-00	Escrow Search Fees	4,255	9,500	9,500
401-0000-397.11-01	Transfer In 001,003,005	803,519	886,755	999,248
<b>Total Water Utility Fund Revenues</b>		<b>14,264,019</b>	<b>13,236,839</b>	<b>14,341,614</b>

Account Number	Description	2018 Actual Revenue/Expense	2019 Amended Budget	2020 Adopted Budget
<i>Water Utility Fund - Expenditures</i>				
<b>Public Works Water Division</b>				
<b>General Services</b>				
401-3401-534.10-01	Salaries-Regular	600,781	640,564	680,218
401-3401-534.10-05	Salaries-Overtime	28,714	35,000	35,000
401-3401-534.20-01	Employer Paid Benefits	249,469	299,838	299,280
401-3401-534.20-42	GASB68 Pension Expense	(161,465)	-	-
401-3401-534.31-01	Office & Operating Supply	8,933	11,757	11,757
401-3401-534.31-02	Small Tools & Equipment	458	500	500
401-3401-534.31-17	Supplies-Uniform Purchase	11,683	8,412	8,412
401-3401-534.31-27	Software Upgrade	2,698	2,000	2,000
401-3401-534.31-35	Replaced Equipment	-	-	30,000
401-3401-534.41-01	Prof. Svc-Other	10,566	11,600	10,000
401-3401-534.41-02	Prof. Svc-Engineering	571,212	575,018	668,921
401-3401-534.41-05	Prof. Svc-Audit	10,152	9,425	9,425
401-3401-534.41-15	Prof. Svc-Legal	3,026	20,000	20,000
401-3401-534.41-17	Prof. Svc-Water Resources	695,090	773,750	821,638
401-3401-534.41-32	Prof. Svc-Utility Locates	5,589	2,000	2,000
401-3401-534.41-45	Long Lake Mgmt Dist	5,875	7,500	7,500
401-3401-534.42-01	Telecommunications	2,977	6,000	6,000
401-3401-534.43-01	Transportation/Per Diem	-	11,372	11,372
401-3401-534.43-02	Dues, Subscriptions, Publ	5,011	5,128	5,128
401-3401-534.43-03	Registrations	5,800	30,330	30,330
401-3401-534.45-01	Equipment Rental	3,691	4,209	3,999
401-3401-534.45-02	IMS Rental	174,769	164,679	155,738
401-3401-534.45-03	Copier Rental	1,531	2,280	2,280
401-3401-534.45-08	Lease Miscellaneous	428	6,900	6,900
401-3401-534.46-01	Insurance-Liability	40,613	44,547	45,743
401-3401-534.46-02	Insurance-Fire/Property	1,704	1,637	1,724
401-3401-534.47-01	Utility-Electric	6,637	8,465	8,465
401-3401-534.47-02	Utility-City of Lacey	7,408	4,500	4,500
401-3401-534.47-03	Utility Gas	1,446	3,706	3,706
401-3401-534.47-07	Utility-Solid Waste	8,951	8,300	8,300
401-3401-534.48-01	Rep & Maint-Equipment	409	2,528	2,528
401-3401-534.48-03	Rep & Maint-Facilities	474	2,000	2,000
401-3401-534.49-02	Printing & Binding	-	500	500
401-3401-534.49-03	Recording Fees	9,302	5,000	5,000
401-3401-534.49-06	Maintenance Contracts	5,601	5,655	5,655

Account Number	Description	2018 Actual Revenue/Expense	2019 Amended Budget	2020 Adopted Budget
<i>Water Utility Fund - Expenditures</i>				
<b>Public Works Water Division</b>				
<b>General Services-Continued</b>				
401-3401-534.49-10	Uniform Contract/Cleaning	432	1,000	1,000
401-3401-534.49-23	Custodial	10,335	14,004	14,004
401-3401-534.49-25	Assessments/Taxes	2,817	2,010	18,210
401-3401-534.49-35	CDL-Physicals/Licenses	1,034	210	210
401-3401-534.50-90	Indirect Cost Plan Charge	458,073	478,808	551,318
401-3401-534.60-01	Capital Outlays-Equipment	116,679	21,042	50,891
401-3401-534.60-03	Capital Outlay-Bldg Impro	7,516	-	-
401-3401-534.60-99	Capitalized Assets	(116,166)	-	-
401-3401-587.60-99	Capital-Transferred Out	116,166	-	-
401-3401-597.01-01	Transfer Out 102 Fund	117,403	-	-
<b>Total General Services</b>		<b>3,033,822</b>	<b>3,232,174</b>	<b>3,552,152</b>
<b>Customer Service</b>				
401-3402-514.10-01	Salaries-Regular	367,100	421,503	443,174
401-3402-514.10-05	Salaries-Overtime	1,303	100	100
401-3402-514.20-01	Employer Paid Benefits	179,059	200,508	210,441
401-3402-514.31-01	Office & Operating Supply	9,289	4,000	4,000
401-3402-514.31-02	Small Tools & Equipment	-	500	500
401-3402-514.31-17	Supplies-Uniform Purchase	229	650	650
401-3402-514.31-37	Meters	308,113	100,000	100,000
401-3402-514.41-25	Prof. Svc-Computer	-	750	750
401-3402-514.42-01	Telecommunications	7,409	10,000	10,000
401-3402-514.42-02	Communications-Postage	-	1,000	1,000
401-3402-514.43-01	Transportation/Per Diem	-	2,140	2,140
401-3402-514.43-03	Registrations	-	990	990
401-3402-514.45-01	Equipment Rental	14,797	16,878	16,031
401-3402-514.45-02	IMS Rental	38,942	36,694	34,701
401-3402-514.46-06	AWC-L & I Pool	3,410	3,312	3,312
401-3402-514.48-01	Rep & Maint-Equipment	14,097	150	150
401-3402-514.49-01	Excise Taxes	749,320	817,010	817,010
401-3402-514.49-02	Printing & Binding	51,171	8,900	8,900
401-3402-514.49-06	Maintenance Contracts	180,521	185,000	185,000
401-3402-514.49-10	Uniform Contract/Cleaning	-	500	500
401-3402-514.49-27	Bad Debt Expense	3,349	6,600	6,600
401-3402-514.49-30	Software Maintenance	4,467	1,000	1,000

Account Number	Description	2018 Actual Revenue/Expense	2019 Amended Budget	2020 Adopted Budget
<i>Water Utility Fund - Expenditures</i>				
<b>Public Works Water Division</b>				
<b>Customer Service-Continued</b>				
401-3402-514.49-60	Contractual Services	258,619	275,000	275,000
401-3402-514.60-01	Capital Outlays-Equipment	3,852	153,610	-
401-3402-597.69-04	Transfer Out 410 Fund	2,858,906	3,135,280	4,207,579
<b>Total Customer Service</b>		<b>5,053,953</b>	<b>5,382,075</b>	<b>6,329,528</b>
<b>Production and Storage</b>				
401-3403-534.10-01	Salaries-Regular	432,234	405,722	465,434
401-3403-534.10-05	Salaries-Overtime	6,798	19,000	19,000
401-3403-534.10-06	Salaries-Part-Time	191	-	-
401-3403-534.20-01	Employer Paid Benefits	207,674	202,662	226,397
401-3403-534.31-01	Office & Operating Supply	11,165	9,145	9,145
401-3403-534.31-02	Small Tools & Equipment	519	6,495	6,495
401-3403-534.31-11	Water Treatment Supplies	195,721	175,392	175,392
401-3403-534.31-28	Conf Space-Safety Equip	406	3,200	3,200
401-3403-534.32-01	Electrical Supplies	53	5,000	5,000
401-3403-534.33-01	Small Tools-Electrical	-	700	700
401-3403-534.34-01	Fuel	452	800	800
401-3403-534.41-01	Prof. Svc-Other	1,350	91,100	91,100
401-3403-534.41-16	Prof. Svc-Parks	24,082	67,191	38,037
401-3403-534.41-23	Prof. Svc-H2O Smpls-DSHS	-	1,500	1,500
401-3403-534.42-01	Telecommunications	9,565	10,500	10,500
401-3403-534.45-01	Equipment Rental	62,716	71,534	67,946
401-3403-534.45-05	Rentals-Other	1,407	3,100	3,100
401-3403-534.46-02	Insurance-Fire/Property	37,493	36,019	37,915
401-3403-534.47-01	Utility-Electric	783,770	615,000	615,000
401-3403-534.47-02	Utility-City of Lacey	10,802	7,000	7,000
401-3403-534.47-06	Olympia Water Agreement	-	102,710	102,710
401-3403-534.48-01	Rep & Maint-Equipment	107	2,500	2,500
401-3403-534.48-02	Rep & Maint-Equip Non-Pwr	89	300	300
401-3403-534.48-03	Rep & Maint-Facilities	224,761	155,800	150,000
401-3403-534.48-11	Rep & Maint-Telemetry	10,786	39,000	23,000
401-3403-534.49-06	Maintenance Contracts	959	31,790	31,790
401-3403-534.60-01	Capital Outlays-Equipment	45,285	3,642	-
<b>Total Production and Storage</b>		<b>2,068,385</b>	<b>2,066,802</b>	<b>2,093,961</b>

Account Number	Description	2018 Actual Revenue/Expense	2019 Amended Budget	2020 Adopted Budget
<i>Water Utility Fund - Expenditures</i>				
<b>Public Works Water Division</b>				
<b>System Maintenance</b>				
401-3404-534.10-01	Salaries-Regular	710,987	877,186	884,289
401-3404-534.10-05	Salaries-Overtime	17,365	10,800	10,800
401-3404-534.10-06	Salaries-Part-Time	354	-	-
401-3404-534.20-01	Employer Paid Benefits	376,262	476,194	466,241
401-3404-534.31-01	Office & Operating Supply	8,330	12,150	12,150
401-3404-534.31-02	Small Tools & Equipment	15,537	11,668	11,668
401-3404-534.31-19	Inventory	174,925	230,000	230,000
401-3404-534.31-20	Street Restoration	28,981	20,000	20,000
401-3404-534.31-21	Non-Inventory-Under \$60	4,152	17,400	17,400
401-3404-534.31-22	Manhole/Ring/Lid Replace	-	250	250
401-3404-534.31-26	Valves	12,003	41,000	41,000
401-3404-534.31-36	Hydrants	19,882	50,000	50,000
401-3404-534.31-38	Hydrant Meters	5,864	9,000	9,000
401-3404-534.41-30	Prof. Svc-Leak Survey	2,091	6,500	6,500
401-3404-534.42-01	Telecommunications	11,228	11,250	11,250
401-3404-534.45-01	Equipment Rental	313,346	357,407	339,480
401-3404-534.45-05	Rentals-Other	507	2,300	2,300
401-3404-534.48-01	Rep & Maint-Equipment	3,915	6,550	6,550
401-3404-534.48-02	Rep & Maint-Equip Non-Pwr	2,257	2,550	2,550
401-3404-534.60-01	Capital Outlays-Equipment	29,177	169,038	-
401-3404-534.60-99	Capitalized Assets	(28,959)	-	-
401-3404-587.60-99	Capital-Transferred Out	21,500	-	-
<b>Total System Maintenance</b>		<b>1,729,704</b>	<b>2,311,243</b>	<b>2,121,428</b>
<b>Construction Utility</b>				
401-3405-534.10-01	Salaries-Regular	813	-	-
401-3405-534.20-01	Employer Paid Benefits	342	-	-
<b>Total Construction Utility</b>		<b>1,155</b>	<b>-</b>	<b>-</b>
<b>Cross Connection Control</b>				
401-3406-534.31-01	Office & Operating Supply	2,571	3,600	3,600
401-3406-534.31-02	Small Tools & Equipment	1,286	1,200	1,200
401-3406-534.41-01	Prof. Svc-Other	329	500	500
401-3406-534.48-02	Rep & Maint-Equip Non-Pwr	-	750	750
401-3406-534.49-35	CDL-Physicals/Licenses	85	120	120
<b>Total Cross Connection Control</b>		<b>4,271</b>	<b>6,170</b>	<b>6,170</b>



Account Number	Description	2018 Actual Revenue/Expense	2019 Amended Budget	2020 Adopted Budget
<i>Water Utility Fund - Expenditures</i>				
<b>Public Works Water Division</b>				
<b>Water Quality</b>				
401-3407-534.20-01	Employer Paid Benefits	59	-	-
401-3407-534.31-01	Office & Operating Supply	384	750	750
<b>Water Quality-Continued</b>				
401-3407-534.31-02	Small Tools & Equipment	31	1,150	1,150
401-3407-534.31-17	Supplies-Uniform Purchase	130	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	50,072	66,000	66,000
401-3407-534.42-01	Telecommunications	-	500	500
401-3407-534.42-02	Communications-Postage	5,792	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	5,457	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	3,037	3,100	3,100
401-3407-534.49-55	Conservation Program	33,107	64,500	64,500
<b>Total Water Quality</b>		<b>128,340</b>	<b>238,075</b>	<b>238,075</b>
<b>Reclaimed Water</b>				
401-3408-534.10-01	Salaries-Regular	6,236	-	-
401-3408-534.20-01	Employer Paid Benefits	2,790	-	-
401-3408-534.31-01	Office & Operating Supply	5,208	-	-
401-3408-534.47-01	Utility-Electric	162	300	300
<b>Total Reclaimed Water</b>		<b>14,396</b>	<b>300</b>	<b>300</b>
<b>Total Water Utility Fund Expenditures</b>		<b>12,034,026</b>	<b>13,236,839</b>	<b>14,341,614</b>

### **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 3400 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 2020 operating budget for the Wastewater Utility is **\$18,107,622** of which \$12,012,115 will be paid to LOTT Alliance for treatment plant operations and capital requirements.

#### **2020 PROGRAMS, GOALS AND PRIORITIES**

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

#### **Explanation of Charges**

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

<b>City Charges (1)</b>	<b>2018</b>	<b>2019</b>	<b>2020</b>
Maintenance/Operations	\$18.18	\$19.05	\$19.69
Replacement Reserves <sup>1.25</sup>	1.25	1.25	1.25
Construction/Capital <sup>1.00</sup>	1.00	1.00	1.00
Subtotal	20.43	21.30	21.94
LOTT Charges	38.64	39.80	41.00
Total Monthly Charges	\$59.07	\$61.10	\$62.94

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

Account Number	Description	2018 Actual Revenue/Expense	2019 Amended Budget	2020 Adopted Budget
<i>Wastewater Utility Fund - Revenues</i>				
<b>Revenues</b>				
402-0000-308.00-00	Estimated Beginning Cash	-	32,481	-
402-0000-343.50-01	Sales	5,471,607	5,684,412	5,874,360
402-0000-343.50-02	Penalties	124,287	122,500	122,500
402-0000-343.50-03	LOTT Sales	10,998,897	11,642,944	12,012,115
402-0000-345.83-00	Plan Checking Fees	-	8,666	8,666
402-0000-345.83-01	Plan Check Fees	18,713	-	-
402-0000-345.83-02	Inspection Services	29,229	10,000	10,000
402-0000-345.83-04	Inspection Services-STEP	41,025	30,000	30,000
402-0000-361.10-00	Investment Interest	22,695	14,260	20,271
402-0000-361.10-40	LGIP Earnings	28,454	28,119	29,710
402-0000-361.11-00	Interest Earnings	2,587	-	-
402-0000-361.32-00	Unrealized Gain(Loss)	(954)	-	-
402-0000-369.10-00	Sale of Scrap & Surplus	1,093	-	-
402-0000-369.40-00	Court Fees /Judgments	16,174	-	-
402-0000-369.90-00	Other Misc Revenue	29	-	-
<b>Total Wastewater Utility Fund Revenues</b>		<b>16,753,836</b>	<b>17,573,382</b>	<b>18,107,622</b>

Account Number	Description	2018 Actual Revenue/Expense	2019 Amended Budget	2020 Adopted Budget
<i>Wastewater Utility Fund - Expenditures</i>				
<b>Public Works Wastewater Division</b>				
<b>General Services</b>				
402-3501-535.10-01	Salaries-Regular	404,593	539,881	494,798
402-3501-535.10-05	Salaries-Overtime	16,756	8,200	8,200
402-3501-535.20-01	Employer Paid Benefits	173,986	245,697	217,696
402-3501-535.20-03	Unemployment Compensation	-	500	500
402-3501-535.20-42	GASB68 Pension Expense	(106,978)	-	-
402-3501-535.31-01	Office & Operating Supply	6,186	6,113	6,113
402-3501-535.31-02	Small Tools & Equipment	421	850	850
402-3501-535.31-17	Supplies-Uniform Purchase	9,056	6,107	6,107
402-3501-535.31-27	Software Upgrade	-	285	285
402-3501-535.31-35	Replaced Equipment	-	-	30,000
402-3501-535.41-01	Prof. Svc-Other	251	2,536	2,536
402-3501-535.41-02	Prof. Svc-Engineering	393,184	463,651	493,652
402-3501-535.41-05	Prof. Svc-Audit	11,499	615	615
402-3501-535.41-15	Prof. Svc-Legal	488	2,890	2,890
402-3501-535.41-17	Prof. Svc-Water Resources	209,463	202,183	223,233
402-3501-535.41-32	Prof. Svc-Utility Locates	1,996	2,000	2,000
402-3501-535.42-01	Telecommunications	591	1,770	1,770
402-3501-535.43-01	Transportation/Per Diem	4,365	8,900	8,900
402-3501-535.43-02	Dues, Subscriptions, Publ	2,870	447	447
402-3501-535.43-03	Registrations	15,130	9,800	9,800
402-3501-535.45-01	Equipment Rental	5,990	6,542	8,773
402-3501-535.45-02	IMS Rental	94,738	85,117	83,713
402-3501-535.45-03	Copier Rentals	1,418	1,995	1,995
402-3501-535.45-08	Lease Miscellaneous	340	3,000	3,000
402-3501-535.46-01	Insurance-Liability	25,704	28,194	28,951
402-3501-535.46-02	Insurance-Fire/Property	1,492	1,433	1,508
402-3501-535.47-01	Utility-Electric	6,009	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	1,337	1,500	1,500
402-3501-535.47-04	LOTT Treatment	10,998,897	11,642,944	12,012,115
402-3501-535.47-07	Utility-Solid Waste	7,832	7,500	7,500
402-3501-535.48-01	Rep & Maint-Equipment	358	2,212	2,212
402-3501-535.48-03	Rep & Maint-Facilities	415	2,000	2,000
402-3501-535.49-02	Printing & Binding	980	10,400	10,400

Account Number	Description	2018 Actual Revenue/Expense	2019 Amended Budget	2020 Adopted Budget
<i>Wastewater Utility Fund - Expenditures</i>				
<b>Public Works Wastewater Division</b>				
<b>General Services-Continued</b>				
402-3501-535.49-03	Recording Fees	9,622	3,000	3,000
402-3501-535.49-06	Maintenance Contracts	3,196	4,073	4,073
402-3501-535.49-10	Uniform Contract/Cleaning	432	1,000	1,000
402-3501-535.49-23	Custodial	9,043	12,256	12,256
402-3501-535.49-25	Assessments/Taxes	244	301	301
402-3501-535.49-30	Software Maintenance	-	1,400	1,400
402-3501-535.49-35	CDL-Physicals/Licenses	926	340	340
402-3501-535.50-90	Indirect Cost Plan Charge	-	-	511,140
402-3501-535.60-01	Capital Outlays-Equipment	24,512	26,000	-
402-3501-535.60-99	Capitalized Assets	(8,490)	-	-
402-3501-587.60-99	Capital-Transferred Out	8,490	-	-
<b>Total General Services</b>		<b>12,337,342</b>	<b>13,377,920</b>	<b>14,241,857</b>
<b>Customer Service</b>				
402-3502-514.10-01	Salaries-Regular	42,748	65,616	54,221
402-3502-514.10-05	Salaries-Overtime	110	100	100
402-3502-514.20-01	Employer Paid Benefits	20,100	19,844	21,141
402-3502-514.31-01	Office & Operating Supply	2,715	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	3,596	3,927	5,267
402-3502-514.45-02	IMS Rental	9,269	8,328	8,190
402-3502-514.45-08	Lease Miscellaneous	-	1,000	1,000
402-3502-514.46-06	AWC-L & I Pool	2,132	2,071	2,071
402-3502-514.49-01	Excise Taxes	232,515	233,054	233,054
402-3502-514.49-02	Printing & Binding	951	1,450	1,450
402-3502-514.49-10	Uniform Contract/Cleaning	-	60	60
402-3502-514.49-27	Bad Debt Expense	3,056	9,000	9,000
402-3502-597.02-03	Transfer Out 411 Fund	1,177,094	976,140	546,590
<b>Total Customer Service</b>		<b>1,494,286</b>	<b>1,333,050</b>	<b>894,604</b>
<b>Lift Station Maintenance</b>				
402-3503-535.10-01	Salaries-Regular	499,310	504,649	551,163
402-3503-535.10-05	Salaries-Overtime	15,088	12,000	12,000
402-3503-535.10-06	Salaries-Part-Time	139	-	-

Account Number	Description	2018 Actual Revenue/Expense	2019 Amended Budget	2020 Adopted Budget
<i>Wastewater Utility Fund - Expenditures</i>				
<b>Public Works Wastewater Division</b>				
<b>Lift Station Maintenance-Continued</b>				
402-3503-535.20-01	Employer Paid Benefits	271,353	274,639	298,281
402-3503-535.31-01	Office & Operating Supply	16,558	21,500	21,500
402-3503-535.31-02	Small Tools & Equipment	3,340	5,800	5,800
402-3503-535.31-20	Supplies-WW utilities	414	-	-
402-3503-535.31-28	Conf Space-Safety Equip	2,742	3,200	3,200
402-3503-535.32-01	Electrical Supplies	-	4,000	4,000
402-3503-535.33-01	Small Tools-Electrical	-	700	700
402-3503-535.34-01	Fuel	1,861	1,300	1,300
402-3503-535.41-01	Prof. Svc-Other	3,373	10,400	10,400
402-3503-535.41-16	Prof. Svc-Parks	8,300	16,686	2,839
402-3503-535.42-01	Telecommunications	12,744	13,000	13,000
402-3503-535.45-01	Equipment Rental	65,879	71,957	96,489
402-3503-535.45-05	Rentals-Other	-	1,000	1,000
402-3503-535.46-02	Insurance-Fire/Property	7,623	7,323	7,708
402-3503-535.47-01	Utility-Electric	96,459	85,000	85,000
402-3503-535.47-02	Utility-City of Lacey	10,616	6,500	6,500
402-3503-535.47-03	Utility-Natural Gas	1,185	2,500	2,500
402-3503-535.47-07	Utility-Solid Waste	1,179	-	-
402-3503-535.47-08	Utility-Private Water	2,573	-	-
402-3503-535.48-01	Rep & Maint-Equipment	-	3,000	3,000
402-3503-535.48-02	Rep & Maint-Equip Non-Pwr	836	2,500	2,500
402-3503-535.48-11	Rep & Maint-Telemetry	13,895	2,500	2,500
402-3503-535.48-12	Rep & Maint-Liftstations	182,972	200,000	200,000
402-3503-535.49-06	Maintenance Contracts	1,529	30,000	30,000
402-3503-535.60-01	Capital Outlays-Equipment	11,021	-	9,700
402-3503-587.60-99	Capital-Transferred Out	187,101	-	-
<b>Total Lift Station Maintenance</b>		<b>1,418,090</b>	<b>1,280,154</b>	<b>1,371,080</b>
<b>Wastewater Main Maintenance</b>				
402-3504-535.10-01	Salaries-Regular	211,640	242,991	248,467
402-3504-535.10-05	Salaries-Overtime	3,446	6,000	6,000
402-3504-535.10-06	Salaries-Part-Time	51	-	-
402-3504-535.20-01	Employer Paid Benefits	120,449	143,544	143,841
402-3504-535.31-01	Office & Operating Supply	7,756	8,230	8,230
402-3504-535.31-02	Small Tools & Equipment	3,625	6,850	6,850

Account Number	Description	2018 Actual Revenue/Expense	2019 Amended Budget	2020 Adopted Budget
<i>Wastewater Utility Fund - Expenditures</i>				
<b>Public Works Wastewater Division</b>				
<b>Wastewater Main Maintenance-Continued</b>				
402-3504-535.31-22	Manhole/Ring/Lid Replace	2,638	3,000	3,000
402-3504-535.31-25	Supplies-Odor Control	188,025	250,000	250,000
402-3504-535.41-01	Prof. Svc-Other	6,533	3,000	3,000
402-3504-535.41-38	Wastewater Testing	-	500	500
402-3504-535.45-01	Equipment Rental	149,120	162,878	218,408
402-3504-535.45-05	Rentals-Other	189	200	200
402-3504-535.48-01	Rep & Maint-Equipment	901	3,000	3,000
402-3504-535.48-02	Rep & Maint-Equip Non-Pwr	34,727	10,000	10,000
402-3504-535.49-28	Land Fill	-	2,000	2,000
402-3504-535.60-01	Capital Outlays-Equipment	188,477	36,864	20,000
402-3504-535.60-99	Capitalized Assets	(2,518)	-	-
402-3504-587.60-99	Capital-Transferred Out	2,518	-	-
<b>Total Wastewater Main Maintenance</b>		<b>917,577</b>	<b>879,057</b>	<b>923,496</b>
<b>S.T.E.P. System Maintenance</b>				
402-3505-535.10-01	Salaries-Regular	143,450	233,941	193,651
402-3505-535.10-05	Salaries-Overtime	13,903	10,000	10,000
402-3505-535.20-01	Employer Paid Benefits	86,833	134,582	112,572
402-3505-535.31-01	Office & Operating Supply	7,223	14,903	14,903
402-3505-535.31-02	Small Tools & Equipment	5,048	4,650	4,650
402-3505-535.31-13	Supplies-Locks/STEP Sys	1,084	1,300	1,300
402-3505-535.31-25	Supplies-Odor Control	93,056	90,000	90,000
402-3505-535.41-38	Wastewater Testing	-	2,000	2,000
402-3505-535.41-41	On site septic system	-	950	950
402-3505-535.45-01	Equipment Rental	95,826	104,667	140,351
402-3505-535.45-05	Rentals-Other	-	50	50
402-3505-535.48-01	Rep & Maint-Equipment	-	2,500	2,500
402-3505-535.48-02	Rep & Maint-Equip Non-Pwr	116	1,300	1,300
402-3505-535.48-13	Rep & Maint-S.T.E.P. Sys	46,655	66,358	66,358
402-3505-535.48-17	Rep & Maint-Grinders	45,002	36,000	36,000
402-3505-535.60-99	Capitalized Assets	(187,101)	-	-
<b>Total S.T.E.P. System Maintenance</b>		<b>351,095</b>	<b>703,201</b>	<b>676,585</b>
<b>Total Wastewater Utility Fund Expenditures</b>		<b>16,518,390</b>	<b>17,573,382</b>	<b>18,107,622</b>

### ***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 2020 budget for the Stormwater Utility is **\$3,862,760**. 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.

### **2020 PROJECTS, GOALS AND PRIORITIES**

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

### ***EXPLANATION OF RATE***

<b>RATES FOR STORMWATER</b>	<b>2018</b>	<b>2019</b>	<b>2020</b>
RESIDENTIAL	\$10.72	\$11.36	\$11.87
DUPLEX	\$21.43	\$22.72	\$23.74

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

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



Account Number	Description	2018 Actual Revenue/Expense	2019 Amended Budget	2020 Adopted Budget
<i>Stormwater Utility Fund - Revenues</i>				
<b>Revenues</b>				
403-0000-308.00-00	Estimated Beginning Cash	-	482,523	-
403-0000-334.03-13	Dept of Ecology	-	213,520	-
403-0000-343.51-01	Sales	3,537,140	3,782,816	3,807,583
403-0000-345.83-00	Plan Checking Fees	-	4,069	4,069
403-0000-345.83-01	Plan Check Fees	16,840	-	-
403-0000-345.83-02	Inspection Services	33,644	14,634	14,634
403-0000-361.10-00	Investment Interest	14,779	9,622	12,685
403-0000-361.10-40	LGIP Earnings	18,463	18,876	18,583
403-0000-361.11-00	Interest Earnings	7,509	8,954	5,206
403-0000-361.32-00	Unrealized Gain(Loss)	(561)	-	-
403-0000-369.40-00	Court Fees /Judgments	995	-	-
<b>Total Stormwater Utility Fund Revenues</b>		<b>3,628,809</b>	<b>4,535,014</b>	<b>3,862,760</b>

Account Number	Description	2018 Actual Revenue/Expense	2019 Amended Budget	2020 Adopted Budget
<i>Stormwater Utility Fund - Expenditures</i>				
<b>Public Works Stormwater Division</b>				
<b>General Service</b>				
403-4201-538.10-01	Salaries-Regular	271,538	254,832	353,645
403-4201-538.10-05	Salaries-Overtime	2,299	1,000	1,000
403-4201-538.10-06	Salaries-Part-Time	578	953	953
403-4201-538.20-01	Employer Paid Benefits	119,194	105,026	156,102
403-4201-538.20-03	Unemployment Compensation	1,253	-	-
403-4201-538.20-42	GASB68 Pension Expense	(50,929)	-	-
403-4201-538.31-01	Office & Operating Supply	1,449	2,541	2,541
403-4201-538.31-02	Small Tools & Equipment	-	1,500	1,500
403-4201-538.31-17	Supplies-Uniform Purchase	38	2,260	2,260
403-4201-538.31-27	Software Upgrade	-	5,260	5,260
403-4201-538.31-35	Replaced Equipment	-	-	15,000
403-4201-538.41-01	Prof. Svc-Other	1,573	15,759	15,759
403-4201-538.41-02	Prof. Svc-Engineering	224,122	257,617	275,136
403-4201-538.41-05	Prof. Svc-Audit	2,410	450	450
403-4201-538.41-15	Prof. Svc-Legal	234	2,200	2,200
403-4201-538.41-17	Prof. Svc-Water Resources	457,149	522,194	564,024
403-4201-538.41-23	Prof. Svc-Local Monitor	34,905	40,000	40,000
403-4201-538.41-27	Prof. Svc-PIE Program	29,073	33,000	50,000
403-4201-538.41-32	Prof. Svc-Utility Locates	399	725	725
403-4201-538.41-42	Illicit Discharge Detect.	104	9,000	9,000
403-4201-538.41-43	Analyze Stormwater Sample	-	10,000	10,000
403-4201-538.42-01	Telecommunications	2,378	2,500	2,500
403-4201-538.43-01	Transportation/Per Diem	4	2,228	2,228
403-4201-538.43-02	Dues, Subscriptions, Publ	-	173	173
403-4201-538.43-03	Registrations	375	2,818	2,818
403-4201-538.45-01	Equipment Rental	2,547	3,721	5,424
403-4201-538.45-02	IMS Rental	46,038	41,794	35,330
403-4201-538.45-03	Copier Rentals	397	499	499
403-4201-538.45-08	Lease Miscellaneous	633	-	-
403-4201-538.46-01	Insurance-Liability	12,330	13,525	13,888
403-4201-538.46-02	Insurance-Fire/Property	373	358	377
403-4201-538.47-01	Utility-Electric	2,329	2,800	2,800
403-4201-538.47-02	Utility-City of Lacey	-	529	529
403-4201-538.47-03	Utility-Natural Gas	217	811	811
403-4201-538.47-07	Utility-Solid Waste	1,958	2,000	2,000
403-4201-538.48-01	Rep & Maint-Equipment	89	553	553

Account Number	Description	2018 Actual Revenue/Expense	2019 Amended Budget	2020 Adopted Budget
<i>Stormwater Utility Fund - Expenditures</i>				
<b>Public Works Stormwater Division</b>				
<b>General Service-Continued</b>				
403-4201-538.48-03	Rep & Maint-Facilities	104	-	-
403-4201-538.49-06	Maintenance Contracts	775	1,018	1,018
403-4201-538.49-23	Custodial	2,261	3,063	3,063
403-4201-538.49-25	Assessments/Taxes	17,930	16,900	20,000
403-4201-538.49-35	CDL-Physicals/Licenses	-	120	120
403-4201-538.49-43	Regional Monitoring Prog.	5,425	10,000	10,000
403-4201-538.49-44	Project Green	11,900	11,900	11,900
403-4201-538.50-90	Indirect Cost Plan Charge	-	-	171,998
403-4201-538.60-01	Capital Outlays-Equipment	4,181	235,729	4,280
403-4201-538.60-99	Capitalized Assets	(1,698)	-	-
403-4201-587.60-99	Capital-Transferred Out	1,698	-	-
<b>Total General Service</b>		<b>1,207,633</b>	<b>1,617,356</b>	<b>1,797,864</b>
<b>Customer Service</b>				
403-4202-514.10-01	Salaries-Regular	6,141	5,964	7,768
403-4202-514.10-05	Salaries-Overtime	33	-	-
403-4202-514.20-01	Employer Paid Benefits	3,077	2,831	3,930
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	7,810	7,091	5,994
403-4202-514.45-08	Lease Miscellaneous	-	500	500
403-4202-514.46-06	AWC-L & I Pool	788	765	765
403-4202-514.49-01	Excise Taxes	56,555	61,450	61,450
403-4202-514.49-02	Printing & Binding	-	500	500
403-4202-514.49-27	Bad Debt Expense	345	1,800	1,800
403-4202-597.69-02	Transfer Out 412 Fund	1,117,210	1,436,654	712,022
<b>Total Customer Service</b>		<b>1,191,959</b>	<b>1,519,555</b>	<b>796,729</b>
<b>Stormwater Facility Maintenance</b>				
403-4203-538.10-01	Salaries-Regular	264,897	347,943	374,446
403-4203-538.10-05	Salaries-Overtime	9,149	4,000	4,000
403-4203-538.10-06	Salaries-Part-Time	26,356	44,761	44,761
403-4203-538.20-01	Employer Paid Benefits	144,394	185,122	209,073
403-4203-538.31-01	Office & Operating Supply	38,758	35,040	35,040
403-4203-538.31-02	Small Tools & Equipment	2,449	2,500	2,500

Account Number	Description	2018 Actual Revenue/Expense	2019 Amended Budget	2020 Adopted Budget
<i>Stormwater Utility Fund - Expenditures</i>				
<b>Public Works Stormwater Division</b>				
<b>Stormwater Facility Maintenance-Continued</b>				
403-4203-538.31-17	Supplies-Uniform Purchase	1,545	1,600	1,600
403-4203-538.31-22	Manhole/Ring/Lid Replace	1,837	4,000	4,000
403-4203-538.34-01	Fuel	387	750	750
403-4203-538.41-01	Prof. Svc-Other	8,259	13,000	13,000
403-4203-538.45-01	Equipment Rental	167,547	244,740	356,747
403-4203-538.47-01	Utility-Electric	794	900	900
403-4203-538.47-02	Utility-City of Lacey	9,556	13,000	13,000
403-4203-538.48-01	Rep & Maint-Equipment	-	800	800
403-4203-538.48-03	Rep & Maint-Facilities	7,628	52,050	52,050
403-4203-538.49-10	Uniform Contract/Cleaning	-	500	500
403-4203-538.49-29	Vactor Waste	9,361	30,000	30,000
403-4203-538.60-01	Capital Outlays-Equipment	-	292,397	-
403-4203-538.60-03	Building Improv	-	-	125,000
403-4203-538.60-99	Capitalized Assets	-	125,000	-
<b>Total Stormwater Facility Maintenance</b>		<b>692,917</b>	<b>1,398,103</b>	<b>1,268,167</b>
<b>Total Stormwater Utility Fund Expenditures</b>		<b>3,092,509</b>	<b>4,535,014</b>	<b>3,862,760</b>



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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 2020 maintenance and operating budget for the Reclaimed Water Utility Fund is **\$1,313**.

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

Account Number	Description	2018 Actual Revenue/Expense	2019 Amended Budget	2020 Adopted Budget
<i>Reclaimed Water Utility Fund - Revenues</i>				
<b>Revenues</b>				
404-0000-361.10-00	Investment Interest	713	437	533
404-0000-361.10-40	LGIP Earnings	892	857	780
404-0000-361.11-00	Interest Earnings	108	-	-
404-0000-361.32-00	Unrealized Gain(Loss)	(25)	-	-
<b>Total Reclaimed Water Utility Fund Revenues</b>		<b>1,688</b>	<b>1,294</b>	<b>1,313</b>

Account Number	Description	2018 Actual Revenue/Expense	2019 Amended Budget	2020 Adopted Budget
<i>Reclaimed Water Utility Fund - Expenditures</i>				
<b>Public Works Reclaimed Division</b>				
<b>General Services</b>				
404-3501-508.80-00	Unreserved Funds	-	1,294	1,313
404-3501-535.82-01	Depreciation-Utilities	32,084	-	-
<b>Total Reclaimed Water Utility Fund Expenditures</b>		<b>32,084</b>	<b>1,294</b>	<b>1,313</b>





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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 2020 Budget for this fund is **\$19,099,640**.

**2020 PROGRAMS, GOALS AND PRIORITIES**

Water Construction Fund:

- Capitol City Golf Course Waterline Fire-flow
- College & 22nd Roundabout - Watermain Improvements
- Water Right Mitigation
- Smith Farm Mitigation Site On-Going Farm Management
- Shady Lane, (25th Loop) Watermain Replacement
- Hawks Prairie Wellfield
- Water Comprehensive Plan Update
- Fitz Hugh Watermain
- Golf Club Watermain
- Marvin Road Well - Design
- HP Sister Standpipe
- Watermain Replacement – Belair Area - Design
- 337 Zone Reservoir - Design
- Madrona Well PH Treatment - Design
- Source 1 Well Replacement
- Mullen Road Watermain
- Source 17 (Beachcrest) Well House & Treatment – Design
- Westside Wells PH Treatment – Pilot Study
- 2020 Well Review/Analysis
- Well S04 Improvements (Capital City) – Design
- 2020 Critical Valves
- 400 Pressure Zone Transmission Main Upgrades
- 2020 Misc. work on trans/development projects
- 2020 Revenue Bond Repayment

Account Number	Description	2018 Actual Revenue/Expense	2019 Amended Budget	2020 Adopted Budget
<i>Water Capital Fund - Revenues</i>				
<b>Revenues</b>				
410-0000-308.00-00	Estimated Beginning Cash	-	5,141,772	9,553,743
410-0000-308.01-00	Construction Cash	-	2,083,081	-
410-0000-343.40-05	Replacement Sales	2,199,506	2,265,309	2,448,612
410-0000-343.40-07	General Facilities Charge	4,728,365	2,500,000	2,500,000
410-0000-361.10-00	Investment Interest	178,950	98,531	149,823
410-0000-361.10-12	Interest Construction	2,158	-	-
410-0000-361.10-40	LGIP Earnings	224,469	189,055	219,530
410-0000-361.11-00	Interest Earnings	37,223	52,311	20,353
410-0000-361.12-00	Interest Construction	11,601	-	-
410-0000-361.12-40	LGIP Interest	5,319	-	-
410-0000-361.32-00	Unrealized Gain(Loss)	(6,911)	-	-
410-0000-369.90-00	Other Misc Revenue	143,653	-	-
410-0000-397.02-00	Transfer In 401 Fund	2,858,906	3,135,280	4,207,579
<b>Total Water Capital Fund Revenues</b>		<b>10,383,239</b>	<b>15,465,339</b>	<b>19,099,640</b>

Account Number	Description	2018 Actual Revenue/Expense	2019 Amended Budget	2020 Adopted Budget
<i>Water Capital Fund - Expenditures</i>				
<b>Public Works Water Capital</b>				
<b>Water Capital Construction</b>				
410-3418-534.60-99	Capitalized Assets	(2,128,905)	-	-
410-3418-534.90-01	Preliminary Engineering	1,083,984	4,577,229	6,578,850
410-3418-534.90-05	Construction Engineering	189,669	720,528	878,175
410-3418-534.90-13	Construction/Utilities	1,542,245	7,915,811	10,140,075
410-3418-534.90-22	Purchase of Land	-	1,295,067	1,000,000
410-3418-597.01-01	Transfer Out 102 Fund	-	452,500	-
410-3418-597.69-01	Transfer Out 450 Fund	504,370	504,204	502,540
<b>Total Water Capital Fund Expenditures</b>		<b>1,191,363</b>	<b>15,465,339</b>	<b>19,099,640</b>



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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 2020 fund requirements are **\$15,127,700.**

**2020 PROGRAMS, GOALS AND PRIORITIES**

Wastewater Construction Fund Projects:

- Capital City Septic to Sewer Conversion Project
- Lift Station 21 Rehab – Pacific Ave west of College
- Lift Station 15 Rehab – Galaxy Drive
- On Site Lift Station Generators
- Mullen Rd STEP Main
- Kagy & Mullen STEP
- Lift Station 19 Rehab – Willamette Dr & Commerce Place – Design
- Manhole Rehabilitation
- Rumatic Street STEP
- Sewer Decant Facility Upgrades
- LS 49 Cross Connection Control
- LS 12 Abandonment – Aldea Glen
- Shady Lane Sewer Project – Misc Streets
- Lift Station 23 – College St NE / Abernathy
- Golf Club Wastewater Improvements
- Miscellaneous Design Projects

Account Number	Description	2018 Actual Revenue/Expense	2019 Amended Budget	2020 Adopted Budget
<i>Wastewater Capital Fund - Revenues</i>				
<b>Revenues</b>				
411-0000-308.00-00	Estimated Beginning Cash	-	11,617,691	12,199,748
411-0000-308.01-00	Construction Cash	-	527,173	-
411-0000-343.50-04	Replacement Sales	356,343	371,484	364,150
411-0000-343.50-08	General Facilities Charge	3,324,714	1,750,000	1,750,000
411-0000-361.10-00	Investment Interest	136,695	82,881	101,780
411-0000-361.10-12	Interest Construction	1,426	-	-
411-0000-361.10-40	LGIP Earnings	170,599	159,883	149,151
411-0000-361.11-00	Interest Earnings	33,814	50,730	16,281
411-0000-361.12-00	Interest Construction	7,664	-	-
411-0000-361.12-40	LGIP Interest	3,514	-	-
411-0000-361.32-00	Unrealized Gain(Loss)	(4,748)	-	-
411-0000-397.03-00	Transfer In 402 Fund	1,177,094	976,140	546,590
<b>Total Wastewater Capital Fund Revenues</b>		<b>5,207,115</b>	<b>15,535,982</b>	<b>15,127,700</b>

Account Number	Description	2018 Actual Revenue/Expense	2019 Amended Budget	2020 Adopted Budget
<i>Wastewater Capital Fund - Expenditures</i>				
<b>Public Works Wastewater Capital</b>				
<b>Wastewater Capital Construction</b>				
411-3518-535.60-99	Capitalized Assets	(4,598,509)	-	-
411-3518-535.90-01	Preliminary Engineering	537,975	2,460,363	1,489,075
411-3518-535.90-02	Right of Way	-	200,000	60,000
411-3518-535.90-05	Construction Engineering	326,571	1,004,695	1,054,425
411-3518-535.90-11	Construction Administrative	309	-	-
411-3518-535.90-13	Construction/Utilities	3,735,400	11,870,924	12,524,200
411-3518-535.90-22	Purchase of Land	399	-	-
<b>Total Wastewater Capital Fund Expenditures</b>		<b>2,145</b>	<b>15,535,982</b>	<b>15,127,700</b>





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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 2020 are budgeted to be **\$756,886**. Revenues for this fund come from rates, loans, and grants.

**2020 PROGRAMS, GOALS AND PRIORITIES**

- 25th Loop SW Improvements
- 2020 Misc. Stormwater Improvements
- Belair Impala Area Improvements - Design
- Brentwood Stormwater – 24th Avenue SE
- 2021 Stormwater Design Manual Update
- Stormwater Comprehensive Plan Update
- 2020 Revenue Bond Repayment

Account Number	Description	2018 Actual Revenue/Expense	2019 Amended Budget	2020 Adopted Budget
<i>Stormwater Capital Fund - Revenues</i>				
<b>Revenues</b>				
412-0000-308.00-00	Estimated Beginning Cash	-	361,202	8,096
412-0000-334.03-13	Dept of Ecology	47,072	-	-
412-0000-361.10-00	Investment Interest	14,455	7,530	11,629
412-0000-361.10-40	LGIP Earnings	18,191	14,606	17,033
412-0000-361.11-00	Interest Earnings	11,134	12,714	8,106
412-0000-361.32-00	Unrealized Gain(Loss)	(495)	-	-
412-0000-397.10-06	Transfer In 403 Fund	1,117,210	1,436,654	712,022
<b>Total Stormwater Capital Fund Revenues</b>		<b>1,207,567</b>	<b>1,832,706</b>	<b>756,886</b>

Account Number	Description	2018 Actual Revenue/Expense	2019 Amended Budget	2020 Adopted Budget
<i>Stormwater Capital Fund - Expenditures</i>				
<b>Public Works Stormwater Capital</b>				
<b>Stormwater Capital Construction</b>				
412-4218-508.80-00	Unreserved Funds	-	667,482	-
412-4218-542.60-99	Capitalized Assets	(513,208)	-	-
412-4218-542.90-01	Preliminary Engineering	79,842	346,126	327,700
412-4218-542.90-04	Storm Drainage	-	284,633	301,250
412-4218-542.90-05	Construction Engineering	7,558	432,443	26,250
412-4218-542.90-11	Construction Administrative	257	-	-
412-4218-542.90-13	Construction/Utilities	475,349	-	-
412-4218-597.69-05	Transfer Out 452 Fund	102,056	102,022	101,686
<b>Total Stormwater Capital Fund Expenditures</b>		<b>151,854</b>	<b>1,832,706</b>	<b>756,886</b>



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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 2020 budget for the Reclaimed Water Capital Fund is **\$25,510**. 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.

**2020 PROGRAMS, GOALS AND PRIORITIES**

- Reclaimed Water Comprehensive Plan.

Account Number	Description	2018 Actual Revenue/Expense	2019 Amended Budget	2020 Adopted Budget
<i>Reclaimed Water Capital Fund - Revenues</i>				
<b>Revenues</b>				
414-0000-361.10-00	Investment Interest	13,849	8,494	10,348
414-0000-361.10-40	LGIP Earnings	17,334	16,658	15,162
414-0000-361.11-00	Interest Earnings	2,397	-	-
414-0000-361.32-00	Unrealized Gain(Loss)	(481)	-	-
<b>Total Reclaimed Water Capital Fund Revenues</b>		<b>33,099</b>	<b>25,152</b>	<b>25,510</b>

Account Number	Description	2018 Actual Revenue/Expense	2019 Amended Budget	2020 Adopted Budget
<i>Reclaimed Water Capital Fund - Expenditures</i>				
<b>Public Works Reclaimed Water Capital</b>				
<b>Reclaimed Water Capital Construction</b>				
414-3518-508.80-00	Unreserved Funds	-	25,152	25,510
<b>Total Reclaimed Water Capital Fund Expenditures</b>		<b>-</b>	<b>25,152</b>	<b>25,510</b>





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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 2020 budget includes **\$4,034,285** 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	2018 Actual Revenue/Expense	2019 Amended Budget	2020 Adopted Budget
<i>Water Debt Fund - Revenues</i>				
<b>Revenues</b>				
450-0000-308.04-00	Depreciation-Balancing	-	3,499,990	3,499,990
450-0000-361.10-00	Investment Interest	3,270	3,202	1,311
450-0000-361.10-13	Debt Reserve Interest	3,287	-	3,285
450-0000-361.10-40	LGIP Earnings	2,813	5,998	1,918
450-0000-361.11-00	Interest Earnings	893	-	-
450-0000-361.13-40	LGIP Interest	5,561	-	4,816
450-0000-361.32-00	Unrealized Gain(Loss)	(200)	-	-
450-0000-361.51-08	Penalty-ULID 21	430	-	-
450-0000-361.55-08	Interest-ULID 21	6,838	8,145	7,721
450-0000-368.10-08	Principal-ULID 21	-	12,280	12,704
450-0000-383.10-00	Contributed Capital	5,431,029	-	-
450-0000-397.06-00	Transfer In 410 Fund	504,370	504,204	502,540
<b>Total Water Debt Service Fund Revenues</b>		<b>5,958,291</b>	<b>4,033,819</b>	<b>4,034,285</b>

Account Number	Description	2018 Actual Revenue/Expense	2019 Amended Budget	2020 Adopted Budget
<i>Water Debt Fund - Expenditures</i>				
<b>Finance - Debt Retirement</b>				
<b>Debt Service</b>				
450-3401-508.80-00	Unreserved Funds	-	9,191	11,320
450-3401-534.82-01	Depreciation-Utilities	3,735,854	3,500,000	3,500,000
450-3401-591.72-05	Principal-2013 Rev Bonds	-	291,098	295,257
450-3401-592.83-05	Interest-2013 Rev Bonds	202,587	212,855	207,033
450-3401-592.84-00	Issue Cost	-	250	250
450-3401-597.69-06	Transfer Out 202 Fund	20,425	20,425	20,425
<b>Total Water Debt Service Fund Expenditures</b>		<b>3,958,866</b>	<b>4,033,819</b>	<b>4,034,285</b>



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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.

2020 budget includes **\$2,494,812** for interest and principal for outstanding debt for ULID #23 and ULID #24.

Account Number	Description	2018 Actual Revenue/Expense	2019 Amended Budget	2020 Adopted Budget
<i>Wastewater Debt Fund - Revenues</i>				
<b>Revenues</b>				
451-0000-308.04-00	Depreciation-Balancing	-	2,349,650	2,349,650
451-0000-361.10-00	Investment Interest	-	661	1,108
451-0000-361.10-13	Debt Reserve Interest	1,215	-	-
451-0000-361.13-00	Int. Earned Debt Reserve	213	-	-
451-0000-361.13-40	LGIP Interest	1,538	1,290	1,624
451-0000-361.32-00	Unrealized Gain(Loss)	(65)	-	-
451-0000-361.51-09	Penalty-ULID23	2,575	-	-
451-0000-361.51-10	Penalty-ULID24	1,071	-	-
451-0000-361.55-09	Interest-ULID #23	19,718	18,445	17,673
451-0000-361.55-10	Interest-ULID #24	37,799	43,471	41,075
451-0000-368.10-09	Principal-ULID# 23	-	18,821	19,593
451-0000-368.10-10	Principal-ULID #24	-	61,693	64,089
451-0000-383.10-00	Contributed Capital	2,806,432	-	-
<b>Total Wastewater Debt Service Fund Revenues</b>		<b>2,870,496</b>	<b>2,494,031</b>	<b>2,494,812</b>

Account Number	Description	2018 Actual Revenue/Expense	2019 Amended Budget	2020 Adopted Budget
<i>Wastewater Debt Fund - Expenditures</i>				
<b>Finance - Debt Retirement</b>				
<b>Debt Service</b>				
451-3501-508.80-00	Unreserved Funds	-	1,584	2,260
451-3501-535.82-01	Depreciation-Utilities	2,274,854	2,350,000	2,350,000
451-3501-591.72-07	ULID #24 Bonds	-	105,181	105,286
451-3501-592.83-07	ULID #24 Bonds	30,990	-	-
451-3501-592.85-02	Loan Interest Fund 202-ULID23	18,940	37,266	37,266
<b>Total Wastewater Debt Service Fund Expenditures</b>		<b>2,324,784</b>	<b>2,494,031</b>	<b>2,494,812</b>





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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 2020 budget includes **\$1,752,286** 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	2018 Actual Revenue/Expense	2019 Amended Budget	2020 Adopted Budget
<i>Stormwater Debt Fund - Revenues</i>				
<b>Revenues</b>				
452-0000-308.04-00	Depreciation-Balancing	-	1,650,000	1,650,000
452-0000-361.10-00	Investment Interest	492	198	243
452-0000-361.10-40	LGIP Earnings	619	379	357
452-0000-361.11-00	Interest Earnings	10	-	-
452-0000-361.32-00	Unrealized Gain(Loss)	(9)	-	-
452-0000-383.10-00	Contributed Capital	1,045,083	-	-
452-0000-397.05-00	Transfer In 412 Fund	102,056	102,022	101,686
<b>Total Stormwater Debt Service Fund Revenues</b>		<b>1,148,251</b>	<b>1,752,599</b>	<b>1,752,286</b>

Account Number	Description	2018 Actual Revenue/Expense	2019 Amended Budget	2020 Adopted Budget
<i>Stormwater Debt Fund - Expenditures</i>				
<b>Finance - Debt Retirement</b>				
<b>Stormwater Debt Service</b>				
452-4201-508.80-00	Unreserved Funds	-	576	600
452-4201-538.82-01	Depreciation-Utilities	1,850,024	1,650,000	1,650,000
452-4201-591.72-05	Principal-2013 Rev Bonds	-	58,902	59,743
452-4201-592.83-05	Interest-2013 Rev Bonds	40,992	43,070	41,892
452-4201-592.84-00	Issue Cost	-	51	51
<b>Total Stormwater Debt Service Fund Expenditures</b>		<b>1,891,016</b>	<b>1,752,599</b>	<b>1,752,286</b>



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## EQUIPMENT RENTAL FUND

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

### BUDGET SUMMARY

The Equipment Rental Fund budget is organized into three programs.

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

The 2020 budget for the Equipment Rental Fund is **\$3,298,351** 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.

### 2020 PROGRAMS, GOALS AND PRIORITIES

- Ensure 2020 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	2018 Actual Revenue/Expense	2019 Amended Budget	2020 Adopted Budget
<i>Equipment Rental Fund - Revenues</i>				
<b>Revenues</b>				
501-0000-308.00-00	Estimated Beginning Cash	-	310,985	185,753
501-0000-348.10-07	M&O-Police	256,807	266,446	279,253
501-0000-348.10-08	M&O-Planning & Comm. Dev.	19,382	26,445	21,818
501-0000-348.10-09	M&O-Public Works	65,515	55,307	47,848
501-0000-348.10-10	M&O-Parks & Recreation	18,176	17,575	19,116
501-0000-348.10-11	M&O-Facilities Maint.	2,478	6,592	5,473
501-0000-348.10-12	M&O-Parks Maintenance	174,171	176,922	181,196
501-0000-348.10-13	M&O-Water	216,098	206,854	217,794
501-0000-348.10-14	M&O-Wastewater	110,081	120,415	164,600
501-0000-348.10-15	M&O-Stormwater	98,028	106,625	127,464
501-0000-348.10-16	M&O-Streets	123,217	122,800	146,667
501-0000-348.10-17	M&O-Animal Services	18,719	21,281	21,640
501-0000-348.10-18	Drug Unit	-	1,137	-
501-0000-348.10-20	M&O-City Hall Common	7,007	7,006	7,240
501-0000-348.10-22	M&O-Fire District #3	58,658	80,890	78,766
501-0000-348.10-23	M&O-Water Resources	6,989	16,066	8,598
501-0000-348.10-24	M&O-RAC	22,825	12,405	23,285
501-0000-348.10-25	Veteran Services	1,660	1,239	2,056
501-0000-348.20-07	Replacement-Police	192,943	240,826	342,155
501-0000-348.20-08	Replacement-Planning & CD	5,081	8,174	8,174
501-0000-348.20-09	Replacement-Public Works	44,665	48,939	92,376
501-0000-348.20-10	Replacement-Parks & Rec.	13,610	16,217	22,131
501-0000-348.20-11	Replacement-Facility Main	6,077	10,097	3,037
501-0000-348.20-12	Replacement-Parks Maint.	110,031	127,572	178,083
501-0000-348.20-13	Replacement-Water	178,522	243,174	209,662
501-0000-348.20-14	Replacement-Wastewater	215,292	229,556	304,688
501-0000-348.20-15	Replacement-Stormwater	72,398	141,836	234,707
501-0000-348.20-16	Replacement-Streets	111,450	111,472	144,521
501-0000-348.20-20	Replacement-City Hall	11,949	6,778	6,778
501-0000-348.20-23	Replacement-Water Resourc	5,383	5,515	5,515
501-0000-348.20-24	Replacement-RAC	51,252	56,656	44,552
501-0000-361.10-00	Investment Interest	68,433	65,064	54,124
501-0000-361.10-40	LGIP Earnings	85,699	81,912	79,299
501-0000-361.11-00	Interest Earnings	50,188	68,852	29,982

Account Number	Description	2018 Actual Revenue/Expense	2019 Amended Budget	2020 Adopted Budget
<i>Equipment Rental Fund - Revenues</i>				
<b>Public Works Equipment Rental</b>				
<b>Equipment Rental Revenues-Continued</b>				
501-0000-361.32-00	Unrealized Gain(Loss)	(2,445)	-	-
501-0000-369.13-00	Proceeds of Capital Asset	37,092	-	-
501-0000-369.40-00	Court Fees /Judgments	14,375	-	-
501-0000-383.11-00	From Governmental Funds	193,852	-	-
501-0000-387.00-00	Residual Equity Trans In	337,473	-	-
<b>Total Equipment Rental Fund Revenues</b>		<b>3,003,131</b>	<b>3,019,630</b>	<b>3,298,351</b>



Account Number	Description	2018 Actual Revenue/Expense	2019 Amended Budget	2020 Adopted Budget
<i>Equipment Rental Fund - Expenditures</i>				
<b>Public Works Equipment Rental</b>				
<b>General Services</b>				
501-4801-548.10-01	Salaries-Regular	118,222	132,907	151,381
501-4801-548.10-05	Salaries-Overtime	4	200	200
501-4801-548.20-01	Employer Paid Benefits	49,101	58,676	68,540
501-4801-548.20-42	GASB68 Pension Expense	(21,395)	-	-
501-4801-548.31-01	Office & Operating Supply	304	750	750
501-4801-548.31-17	Supplies-Uniform Purchase	1,358	2,933	2,933
501-4801-548.41-01	Prof. Svc-Other	-	1,000	1,000
501-4801-548.41-26	Prof. Svc-Administration	-	250	250
501-4801-548.42-01	Telecommunications	2,085	2,250	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	20	2,250	2,250
501-4801-548.45-02	IMS Rental	10,952	11,204	16,133
501-4801-548.46-02	Insurance-Fire/Property	2,019	1,939	355
501-4801-548.46-04	Insurance-Vehicle	32,153	37,261	43,331
501-4801-548.46-06	AWC-L & I Pool	625	607	607
501-4801-548.47-01	Utility-Electrical	3,374	5,001	5,001
501-4801-548.47-02	Utility-City of Lacey	5,601	5,000	5,000
501-4801-548.47-03	Utility-Gas	2,167	6,000	6,000
501-4801-548.48-01	Rep & Maint-Equipment	523	650	650
501-4801-548.48-03	Rep & Maint-Facilities	1,497	2,896	2,896
501-4801-548.49-10	Uniform Contract/Cleaning	963	1,000	1,000
501-4801-548.49-25	Assessments/Taxes	201	150	150
501-4801-548.49-35	CDL-Physicals/Licenses	402	350	350
501-4801-548.60-01	Capital Outlays-Equipment	96	4,533	25,817
501-4801-548.60-02	Capital Outlays-Replace	1,144,245	904,438	989,533
501-4801-548.60-99	Capitalized Fixed Asset	(1,139,351)	-	-
501-4801-548.65-02	Depreciation-Vehicles	681,158	668,552	784,644
<b>Total General Services</b>		<b>896,444</b>	<b>1,851,888</b>	<b>2,112,112</b>
<b>Preventative Maintenance</b>				
501-4802-548.10-01	Salaries-Regular	136,138	196,307	201,996
501-4802-548.10-05	Salaries-Overtime	-	200	200
501-4802-548.10-06	Salaries-Part-Time	6,764	10,460	10,460

Account Number	Description	2018 Actual Revenue/Expense	2019 Amended Budget	2020 Adopted Budget
<i>Equipment Rental Fund - Expenditures</i>				
<b>Public Works Equipment Rental</b>				
<b>Preventative Maintenance-Continued</b>				
501-4802-548.20-01	Employer Paid Benefits	64,939	92,044	102,049
501-4802-548.31-01	Office & Operating Supply	107,513	125,000	125,000
501-4802-548.31-02	Small Tools & Equipment	4,320	5,600	5,600
501-4802-548.31-27	Software Upgrade	4,420	3,500	3,500
501-4802-548.41-01	Prof. Svc-Other	-	1,000	1,000
501-4802-548.48-01	Rep & Maint-Equipment	103,362	55,262	55,262
501-4802-548.49-30	Software Maintenance	1,955	1,595	1,595
<b>Total Preventative Maintenance</b>		<b>429,411</b>	<b>490,968</b>	<b>506,662</b>
<b>Fuel, Oil, Tires</b>				
501-4803-548.10-01	Salaries-Regular	25,091	35,359	36,439
501-4803-548.20-01	Employer Paid Benefits	11,514	16,517	18,240
501-4803-548.31-01	Office & Operating Supply	2,300	1,387	1,387
501-4803-548.34-01	Fuel	282,815	377,109	377,109
501-4803-548.34-02	Diesel	115,352	206,381	206,381
501-4803-548.34-03	Tires	31,336	35,205	35,205
501-4803-548.41-01	Prof. Svc-Other	772	2,000	2,000
501-4803-548.48-01	Rep & Maint-Equipment	728	2,816	2,816
<b>Total Fuel, Oil, Tires</b>		<b>469,908</b>	<b>676,774</b>	<b>679,577</b>
<b>Total Equipment Rental Fund Expenditures</b>		<b>1,795,763</b>	<b>3,019,630</b>	<b>3,298,351</b>



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### **INFORMATION MANAGEMENT SERVICES FUND**

Information Management Services (IMS) provides technical support and management of all computer software, hardware, and communication links for all City departments. IMS responsibilities include establishing standards and direction citywide, ensuring smooth operation of City services, and ensuring a total integrated solution. These services are accomplished through researching and evaluating new computer systems and technologies; correcting and revising programs to meet changing needs; and managing the City's networks, and iSeries operating systems to achieve maximum performance with minimum "downtime." IMS staff also conducts word processing, desktop publishing, iSeries, 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 2020 budget for Information Management Services is **\$2,020,632**, 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.

#### **2020 PROGRAMS, GOALS AND PRIORITIES**

- Continue to evaluate and enhance data and system security.
- Setup and install replacement and new workstations.
- Implement network improvements and develop procedures and standards to meet the payment card (PCI) requirements.
- Continue focusing on implementing solutions for disaster recovery and server consolidation.

Account Number	Description	2018 Actual Revenue/Expense	2019 Amended Budget	2020 Adopted Budget
<i>Information Management Service Fund - Revenues</i>				
<b>Revenues</b>				
502-0000-308.00-00	Estimated Beginning Cash	-	190,022	130,321
502-0000-348.10-01	M&O-City Manager	12,907	13,482	17,879
502-0000-348.10-02	M&O-Finance	28,300	30,885	29,726
502-0000-348.10-03	M&O-City Council	16,741	13,031	13,645
502-0000-348.10-05	M&O-Public Affairs/HR	26,974	34,654	33,349
502-0000-348.10-06	M&O-Community Bldgs	7,139	6,675	6,713
502-0000-348.10-07	M&O-Police	110,251	102,061	124,866
502-0000-348.10-08	M&O-Planning & Comm. Dev.	60,485	76,254	76,572
502-0000-348.10-09	M&O-Public Works	50,772	55,190	66,765
502-0000-348.10-10	M&O-Parks & Recreation	39,029	37,105	36,884
502-0000-348.10-11	M&O-Facilities Maint.	1,501	1,788	1,937
502-0000-348.10-12	M&O-Parks Maintenance	9,018	10,091	11,404
502-0000-348.10-13	M&O-Water	196,346	180,461	165,576
502-0000-348.10-14	M&O-Wastewater	96,915	83,994	79,186
502-0000-348.10-15	M&O-Stormwater	49,985	45,502	37,683
502-0000-348.10-16	M&O-Streets	13,983	15,506	19,445
502-0000-348.10-17	M&O-Animal Services	-	-	29,956
502-0000-348.10-20	M&O-City Hall Common	755,621	758,679	685,748
502-0000-348.10-21	M&O-Equipment Rental	8,187	7,989	10,628
502-0000-348.10-23	M&O-Water Resources	27,764	25,325	25,779
502-0000-348.10-24	M&O-RAC	7,938	8,303	10,444
502-0000-348.10-25	Veteran Services	-	5,557	5,792
502-0000-348.20-01	Replacement-City Manager	5,254	6,879	8,242
502-0000-348.20-02	Replacement-Finance	9,838	11,986	11,806
502-0000-348.20-03	Replacement-City Council	2,524	4,870	5,089
502-0000-348.20-05	Replacement-PA/HR	9,430	17,452	19,553
502-0000-348.20-06	Replacement-Comm Bldgs	2,369	1,763	2,395
502-0000-348.20-07	Replacement-Police	59,155	61,215	61,351
502-0000-348.20-08	Replacement-Planning & CD	23,696	37,618	39,939
502-0000-348.20-09	Replacement-Public Works	29,998	26,545	34,414
502-0000-348.20-10	Replacement-Parks & Rec.	11,680	18,287	23,051
502-0000-348.20-11	Replacement-Facility Main	322	664	720
502-0000-348.20-12	Replacement-Parks Maint.	2,496	3,672	4,233
502-0000-348.20-13	Replacement-Water	17,365	20,911	24,863
502-0000-348.20-14	Replacement-Wastewater	7,092	9,450	12,718
502-0000-348.20-15	Replacement-Stormwater	3,864	3,385	3,644
502-0000-348.20-16	Replacement-Streets	5,356	4,679	6,058

Account Number	Description	2018 Actual Revenue/Expense	2019 Amended Budget	2020 Adopted Budget
<i>Information Management Service Fund - Revenues</i>				
<b>Revenues</b>				
<b>Information Mgmt. Services Fund Revenues-Continued</b>				
502-0000-348.20-17	Replacement-Animal Servic	-	-	13,389
502-0000-348.20-20	Replacement-City Hall	28,001	44,619	54,205
502-0000-348.20-21	Replacement-Equip Rent	2,765	3,215	5,505
502-0000-348.20-23	Replacement-Water Resourc	8,657	11,738	13,421
502-0000-348.20-24	Replacement-RAC	5,082	6,396	7,350
502-0000-348.20-25	Veteran Services	-	3,570	3,981
502-0000-361.10-00	Investment Interest	23,444	11,746	17,353
502-0000-361.10-40	LGIP Earnings	29,331	28,330	25,426
502-0000-361.11-00	Interest Earnings	5,796	11,618	1,628
502-0000-361.32-00	Unrealized Gain(Loss)	(802)	-	-
502-0000-369.10-00	Sale of Scrap & Surplus	9,156	-	-
502-0000-369.13-00	Proceeds of Capital Asset	10	-	-
502-0000-383.11-00	From Governmental Funds	17,419	-	-
<b>Total Information Mgmt. Services Fund Revenues</b>		<b>1,839,154</b>	<b>2,053,162</b>	<b>2,020,632</b>
<b>Total City Revenues</b>		<b>132,910,798</b>	<b>158,438,176</b>	<b>156,410,821</b>

Account Number	Description	2018 Actual Revenue/Expense	2019 Amended Budget	2020 Adopted Budget
<i>Information Management Service Fund - Expenditures</i>				
<b>Finance</b>				
<b>Central System Support</b>				
502-1801-518.10-01	Salaries-Regular	196,673	201,154	214,451
502-1801-518.10-05	Salaries-Overtime	608	3,000	3,000
502-1801-518.20-01	Employer Paid Benefits	85,192	94,184	97,118
502-1801-518.20-42	GASB68 Pension Expense	(64,827)	-	-
502-1801-518.31-01	Office & Operating Supply	5,510	14,000	14,000
502-1801-518.31-27	Software Upgrade	-	8,000	8,000
502-1801-518.41-25	Prof. Svc-Computer	5,397	10,000	10,000
502-1801-518.42-01	Telecommunications	17,812	18,120	27,720
502-1801-518.42-05	Communications-Webhosting	2,928	10,000	10,000
502-1801-518.43-01	Transportation/Per Diem	5,186	8,000	8,000
502-1801-518.43-02	Dues, Subscriptions, Publ	-	2,000	2,000
502-1801-518.43-03	Registrations	2,495	8,000	8,000
502-1801-518.46-06	AWC-L & I Pool	148	144	144
502-1801-518.48-01	Rep & Maint-Equipment	213	4,291	4,291
502-1801-518.49-02	Printing & Binding	1,588	500	500
502-1801-518.49-05	Professional Development	5,386	10,650	10,650
502-1801-518.49-06	Maintenance Contracts	461	-	-
502-1801-518.49-25	Assessments/Taxes	20	-	-
502-1801-518.49-30	Software Maintenance	213,277	289,090	266,380
502-1801-518.49-31	Hardware Maintenance	43,220	56,000	49,376
502-1801-518.49-67	Web Services	651	2,000	2,000
<b>Total Central System Support</b>		<b>521,938</b>	<b>739,133</b>	<b>735,630</b>
<b>PC &amp; Network Support</b>				
502-1802-518.10-01	Salaries-Regular	402,441	421,721	445,560
502-1802-518.10-05	Salaries-Overtime	714	3,000	3,000
502-1802-518.20-01	Employer Paid Benefits	174,917	197,472	202,863
502-1802-518.31-01	Office & Operating Supply	5,312	10,000	10,000
502-1802-518.41-25	Prof. Svc-Computer	-	7,500	7,500
502-1802-518.43-01	Transportation/Per Diem	1,300	6,000	6,000
502-1802-518.43-03	Registrations	350	5,000	5,000
502-1802-518.49-05	Professional Development	-	10,000	10,000
502-1802-518.60-01	Capital Outlays-Equipment	325,151	267,600	155,000

Account Number	Description	2018 Actual Revenue/Expense	2019 Amended Budget	2020 Adopted Budget
<i>Information Management Service Fund - Expenditures</i>				
<b>Finance</b>				
<b>PC &amp; Network Support-Continued</b>				
502-1802-518.60-09	Software Assurance	79,847	60,000	108,460
502-1802-518.65-04	Depreciation-IMS Equip	96,603	188,396	188,396
<b>Total PC &amp; Network Support</b>		<b>983,813</b>	<b>1,176,689</b>	<b>1,141,779</b>
<b>Help Desk</b>				
502-1803-518.10-01	Salaries-Regular	81,765	85,380	90,158
502-1803-518.10-05	Salaries-Overtime	-	1,500	1,500
502-1803-518.20-01	Employer Paid Benefits	32,811	37,560	38,665
502-1803-518.31-01	Office & Operating Supply	2,797	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
<b>Total Help Desk</b>		<b>117,373</b>	<b>137,340</b>	<b>143,223</b>
<b>Total Information Mgmt. Services Fund Expenditures</b>		<b>1,623,124</b>	<b>2,053,162</b>	<b>2,020,632</b>
<b>Total City Expenditures</b>		<b>96,897,512</b>	<b>158,438,176</b>	<b>156,410,821</b>





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