



# 2023 BUDGET

City of Lacey, Washington



# City of Lacey, Washington 2023 Adopted Budget



Prepared by the  
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Cover image provided by Lacey community member, Sonya Eckenroth.

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Deputy Mayor



Lenny Greenstein



Michael Steadman



Carolyn Cox



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A Message from  
Scott H. Spence, City Manager  
October 20, 2022

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

### **Introduction . . .**

In preparation of the 2023 Lacey Budget, we must acknowledge the central issue that dominated the last two plus years—COVID-19. The worldwide health emergency shaped and altered Lacey’s efforts to provide essential services to the community. It also materially impacted the development of the City’s last three budgets due to the uncertainty caused by the pandemic. Despite these challenges, Lacey sustained service levels to the community and maintained an active construction schedule in the areas of parks development, road infrastructure, and utilities. As 2022 draws to a close, the health emergency is declining compared to this time last year. Another sign the health crisis is coming to an end is the repeal of the State of Washington’s emergency resolutions this October, which were put in place in response to the pandemic.

Although COVID-19 is decreasing, its impacts are still present. Labor shortages, creating pressure on wages, is an ongoing issue. Procurement of new vehicles, specialized computer chips, and certain commodities are still constrained or in short supply. All of these variables are creating an inflationary environment not experienced since the late 70s and early 80s. An additional element creating uncertainty in the economy is the war in Ukraine. This regional conflict is causing additional worldwide impacts to energy supplies and key raw materials, adding unease in the financial markets and speculation about further instability.

These are the forces and factors shaping Lacey’s budget outlook for 2023. Lacey, however, benefits from a history of fiscal stewardship and is well positioned to respond to current economic uncertainties while still making investments in the community and the workforce.

### **Total Budget**

2023 will, in some respects, be a restart. Most social and key economic practices are returning to pre-pandemic practices such as travel and events. The 2023 Total Budget maintains the City’s commitment to the delivery of quality services and programs to the Lacey community as well as investments in key priority areas. In financial terms, the 2023 Lacey Total Budget equals \$182,069,133. Although the Lacey budget consists of 29 funds, the financial position of the City can best be illustrated by its six distinct parts: the General Fund, Capital Projects, Special Funds, Debt Service, Utility Funds, and Internal Service Funds.

### **General Fund**

The General Fund is the primary fund that most Lacey residents associate with direct services. This is portion of the budget that receipts sales taxes, property taxes, business and occupation taxes, and utility taxes. These sources of revenue provide the necessary funds to pay for parks, public safety, street maintenance, and general government services. For the 2023 Budget, the General Fund totals \$64,159,814. This fund supports a total workforce of 259.50 FTEs in 2023, which is necessary to deliver essential services to the community. Compared to 2022, this represents eight additional positions. Positions included in the adopted budget are two Police Lieutenants, one Police Detective, a Diversity, Equity and Inclusion (DEI) Coordinator, a Social Services Coordinator, a Climate Sustainability Coordinator, Housing Specialist, and a Parks Comprehensive Planner/Coordinator.

The 2023 General Fund is lower by 4.4 percent or \$2.9 million in comparison to the amended 2022 General Fund. Transfers out of the General Fund from year-to-year related to capital projects contribute to this overall decrease. Projects include the RAC parking lot expansion, future police station design, land acquisition related to the police station, and master plan work and design services for the Greg Cuoio Parks Master Plan Phase 1A.

However, total salaries and benefits provide a better barometer on changes within the General Fund. In the adopted 2023 General Fund, salaries and benefits equal \$36,128,103. Compared to the amended 2022 General Fund Budget, salaries and benefits totaled \$33,797,545. This represents an approximately 7% increase or \$2,330,558. With the increased investment in City personnel, it should be noted that the percentage of personnel costs compared to the total General Fund remained relatively constant between 2022 and 2023 (i.e.; 65% in 2023 and 64% in 2022) when deducting Transfers out of the overall balance.

Future enhancements that will impact the adopted budget include financing a future police station. The original Lacey Police Station was built in 1985 serving a community with approximately 15,000 residents with 15 commissioned officers. Almost 40 years later, Lacey is the largest municipality in Thurston County serving a population of over 58,000 with 63 commissioned officers operating out of the same police station. The facility no longer serves the needs of the community or operates effectively as a means to deliver public safety services. Work has already begun on this project. Preliminary engineering suggests a new facility to serve our community needs to be a minimum of 40,000 square feet. Although final cost estimates are not finalized, the investment need for this type and size of facility will exceed \$40 million. A potential approach to solve this community priority is to use a combination of existing reserves, ARPA funds, and real estate excise tax to fund the majority of the project. Leveraging these identified resources would account for approximately \$25 million. The remainder could be financed through a councilmanic bond, which would require future revenues sources to pay off annual bond payments. Future real estate excise tax could be used to satisfy this debt responsibility. By pursuing this proposal, the City of Lacey would avoid having to increase property taxes to residents to pay for a general obligation bond. This will be a decision point for City Council on the best way to finance a new police station.

Additionally, the General Fund supports Lacey's premier parks system, which includes 1,200 acres

of parks and recreation space unequaled in the region. For 2023, the largest park in Lacey's park system, Greg Cuoio Park and Greenways, will complete design work and enter into an initial construction phase. Significant public engagement and outreach has informed the master plan for this park, which proposes an extensive trail system, shelter facility, playground equipment, passive spaces, and an 18-hole disc golf course. This is a multi-million-dollar investment in one of the City's largest parks.

Additionally, Lacey continues to address and respond to community needs. The Lacey Veterans Services Hub annually serves between 5,000 and 6,000 client appointments to help the men and women who served our country. This is accomplished through key community partnerships and non-profits to provide services and assistance related to education, housing, job placement, financial aid, and mental health counseling. This is part of the City's broader efforts to fund a variety of social service programs including addressing homelessness with a total investment of over \$1.1 million for 2023.

Informing the overall direction of the General Fund is Lacey City Council's recently adopted Strategic Workplan. City Council identified 13 key initiatives to guide the community forward for the period 2022 to 2024. Initiatives include Completion of the Greg Cuoio Park and Greenways Phase 1A project, explore/advance indoor recreation and cultural opportunities, examine RAC Phase III development opportunities, continue development of the Lacey police station, and implement climate mitigation efforts. These and other priorities provide key direction for the City going forward.

The primary revenues that support the General Fund is both sales tax and property tax—combined both sources total 38.0% of the General Fund's total revenue. Sales tax projections for 2023 is \$15,802,177. Compared to last year, this is a \$1.5 million increase. Sales tax revenue, however, is subject to fluctuations due to the strength of the economy. The other key revenue is property tax. For 2023, Lacey's preliminary assessed value exceeds \$12.5 billion, which is a 33% increase



compared to 2022. This growth in assessed value reflects the recent growth in NE Lacey and a housing market that is constrained, increasing homes values substantially. In calculating property taxes for next year, Lacey's regular levy is subject to a 1% growth factor with the exception of values related to new construction or annexation adjustments. The 1% adjustment equals \$80,466. For the adopted 2023 General Fund budget, revenue from property tax is estimated at \$8,493,252. This amount will be distributed over all taxable property. As a result, the estimated levy rate for 2023 is just under \$0.68 per \$1,000 of taxable assessed value.

### **Capital Projects:**

Funds within Capital Projects include Arterial Streets, Transportation Benefit District, CDBG, Building Improvement, Parks and Open Space, and Regional Athletic Complex. The Capital Projects budget will total \$20,122,751 next year. Last year, Capital Projects totaled \$21,617,455. This number fluctuates from year-to-year due to the changes in the number and scale of projects included in the respective budgets.

A primary expense in this fund is road construction. The following captures some of the roadway projects and one-time projects scheduled for 2023:

- \$4,320,000 – College Street and 29th Avenue Roundabout Design
- \$500,000 – Electric Car Stations
- \$414,000 – College Street Extension
- \$200,000 – 7th Avenue and college Street Roundabout
- \$610,00 – RAC Frontage Improvements
- \$750,000 – Carpenter Road and Britton Parkway Interim Roundabout Design
- \$7,500,000 – 2023 Overlay Street Program
- \$345,000 – Citywide Signal ITS Detection Upgrade
- \$181,250 – Woodland Creek Community Park – Pedestrian Bridge
- \$200,000 – LED Street Light Conversion

### **Special Revenue**

Special Revenue consists of two funds—Hick Lake Management District (District) and the Lodging Tax Fund. Combined, these two sources total \$935,023. The City Council established the District in 2015 after property owners petitioned the City to address aquatic vegetation that reduces water quality and the use of the lake. Property owners that front Hicks Lakes or have legal access, pay a special assessment on their property taxes to fund the District. This year, the budget for the District totals \$47,793 with \$43,000 of the total raised through assessments.

The Lodging Tax Fund will total \$887,230 for 2023. Lacey charges a 4% hotel/motel tax for each room booked for the night. This revenue source declined dramatically during the pandemic, which corresponded with a decrease in travel. Eight hotels/motels are currently located in Lacey with a total of 652 rooms. For 2023, lodging revenues are projected to reach \$520,000, which is near pre-COVID-19 levels. The Lodging Tax Advisory Committee, a five-member board, receives applications each year to invest lodging tax dollars collected by the City in activities that will generate tourism and hotel/motel stays. This year the Lodging Tax Advisory Committee recommended 22 applications for funding consideration. Activities range from Lacey Spring Fun Fair to the Lacey Regional Athletic Complex.

### **G.O. Debt**

The City of Lacey should take pride in its relatively low debt position for a community of our size. Although Lacey's statutory debt capacity (i.e., 7.5% of Lacey's Assessed Valuation) allows the City to leverage up to \$684,965,002. Our actual outstanding debt obligations total only \$11,861,000, or 1.7% of our limit.

For 2023, Lacey's annual debt payments will equal \$1,259,400.

## Enterprise Funds

Enterprise Funds comprise the largest portion of the adopted 2023 Total Budget. In 2023, the Enterprise Funds or Lacey Utilities will total \$88,704,262, or just under half of next year's budget. Lacey oversees three utilities: water, wastewater, and stormwater. The value of these comprehensive public infrastructure systems totals nearly \$279 million. For perspective, the Lacey utilities operates 20 wells, seven reservoirs, 400 miles of water mains, 48 wastewater lift stations, 200 sewer mains, 5,200 catch basins, and 47 stormwater ponds. The utilities are maintained and managed by a total staff of 61.50 FTEs. Expenditures to support this workforce equals \$8,426,950.

In 2023, capital expenditures in the utilities will total \$32,404,202. The following represents a sampling of the project investment in the Lacey Utilities:

- \$4,000,000 – (Terry Cargil) Reservoir-Intelco Loop & Corporate Center Drive
- \$2,750,000 – Golf Club Watermain
- \$750,000 – Madrona Wells pH Treatment-Milbanke Dr & Fitz Hugh
- \$3,500,000 – Golf Club Wastewater Improvements
- \$1,000,000 – Liftstation 3 Replacement
- \$2,800,000 – Liftstation 19 Rehabilitation (Willamette Dr. & Commerce Place Dr.)
- \$50,000 – Woodland Creek Oil Water Separator
- \$420,000 – Land purchase – Ruddell Road SW Facility.

Utility rates fund the necessary operations, maintenance, and capital expenditures of Lacey's three utilities. Single-year rate adjustments are adopted for water, wastewater, and stormwater. These adjustments include 5.25% for water, 9.50% for wastewater, and 4.50% for stormwater. In terms of dollars, this adopted rate equates to a \$1.63 per month water bill increase (based on 700 cubic feet of water usage), a \$2.40 per month

increase for sewer, and a \$0.58 per month increase for stormwater. Additionally, LOTT, the region's wastewater treatment provider, will increase rates by \$1.31 per month.

## Internal Service Funds

The City uses an Internal Service Fund to account for its technical needs (i.e., computer, software, server, communications, etc.) through Information Services and fleet maintenance (i.e., vehicles, heavy equipment, maintenance, etc.) with the Equipment Rental Fund. Internal service funds total \$6,776,240 for the adopted 2023 Budget. Of significance is the City efforts to transition from internal combustion engines vehicles to all electric vehicle. The budget assumes the purchase of 12 new electrical vehicles. Vehicle procurement, however, is challenged by shortages in micro-processor chips and other supply chain constraints. Overall vehicles and other equipment purchases in the Equipment Rental Fund will total approximately \$1.4 million in 2023.

## Conclusion

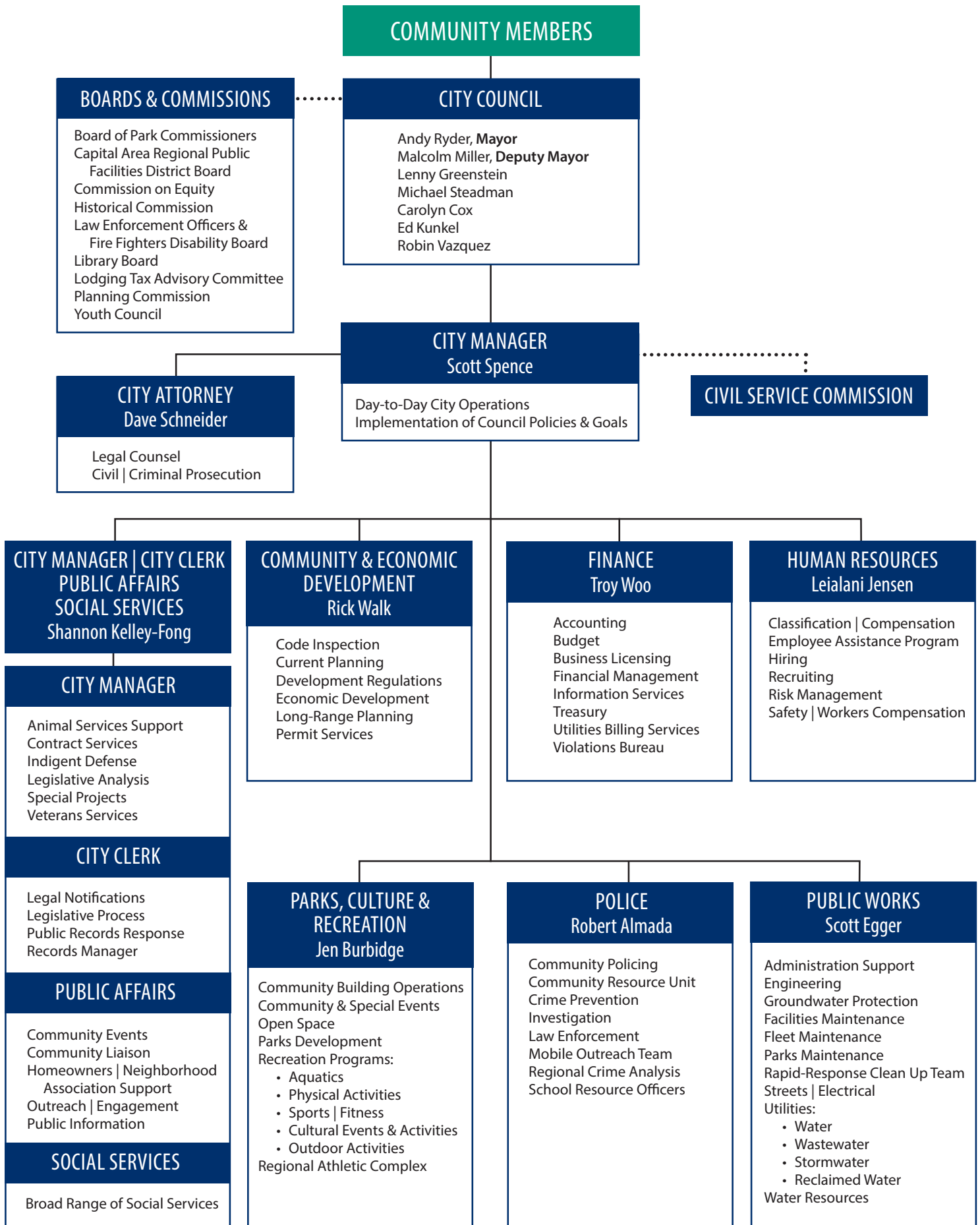
The adopted 2023 Budget highlights the priorities and planned investments in the community. Please take the time to review this budget document and be confident that your local government takes care to ensure the accountability of public funds under its fiscal stewardship. Lacey is a quality community. This is reinforced in the pride Lacey employees take in providing quality services and programs to its residents and businesses as well as the efforts to ensure the future needs of the community are met.

I want to recognize the Lacey City Council, appointed city officials, executive leadership and city staff for their direction and work to create a financial blueprint for the Lacey community.

Thank you.

Scott H. Spence  
City Manager

LACEY CITY GOVERNMENT







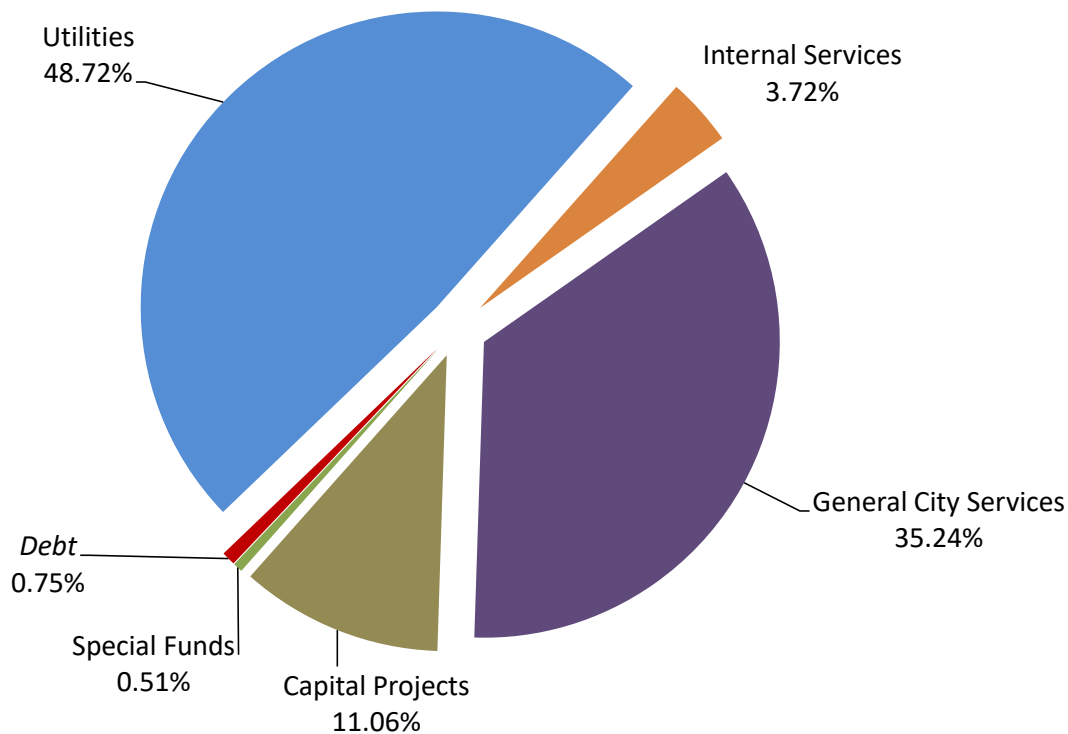
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# Budget 2023 Summary

The 2023 budget for the City of Lacey (City) totals \$182,069,133. This is a \$13,365,451 or 6.8 percent decrease compared to the amended 2022 budget. The City's 2022 budget was adopted with limited General Fund capital purchases and projects and minimal operational and maintenance expansion. This was due to continuing concerns about the uncertain local and global economy and the need to complete unfinished 2022 projects and initiatives that experienced delay due to supply chain delays and workforce impacts.

of adjustments to match recent trends rather than tax base expansion. Expenditures are rising at a faster rate than revenue growth due to high inflation. As a result, service levels are maintained in the 2023 budget with the strategic use of one-time reserves. Despite the challenges and uncertainty of the current and future economic state, the City maintains its long track record of investing significantly in infrastructure maintenance and construction, which maintains Lacey residents' quality of life.

## Total City Budget by Funds \$ 182,069,133



The General Fund's largest source of revenue, sales tax, continues to exceed projections, but certain segments of the local economy such as admissions tax and parks and recreation fees continue to struggle to recover from the COVID-19 public health emergency safety measures of 2020 and 2021 and the transition to post-pandemic behaviors. The 2023 budget revenue projections include increases, but are mostly the result

This summary section of the adopted 2023 budget will focus on the 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 adopted budget have a specific role and responsibility. Revenues and

expenditures, as adopted, must be balanced and each fund must be closely monitored to ensure accuracy, accountability, and efficiency as well as remain solvent during the course of the fiscal year.

### The Funds

The Current Expense, Criminal Justice, Community Buildings, Regional Athletic Complex (RAC), City Street, and Capital Equipment Funds combine to make up the City's **GENERAL FUND**.

There are eleven separate funds that account for the major components of the City's water, wastewater, stormwater, and reclaimed water utilities. These are referred to as the City's **ENTERPRISE FUNDS**.

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

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

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

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

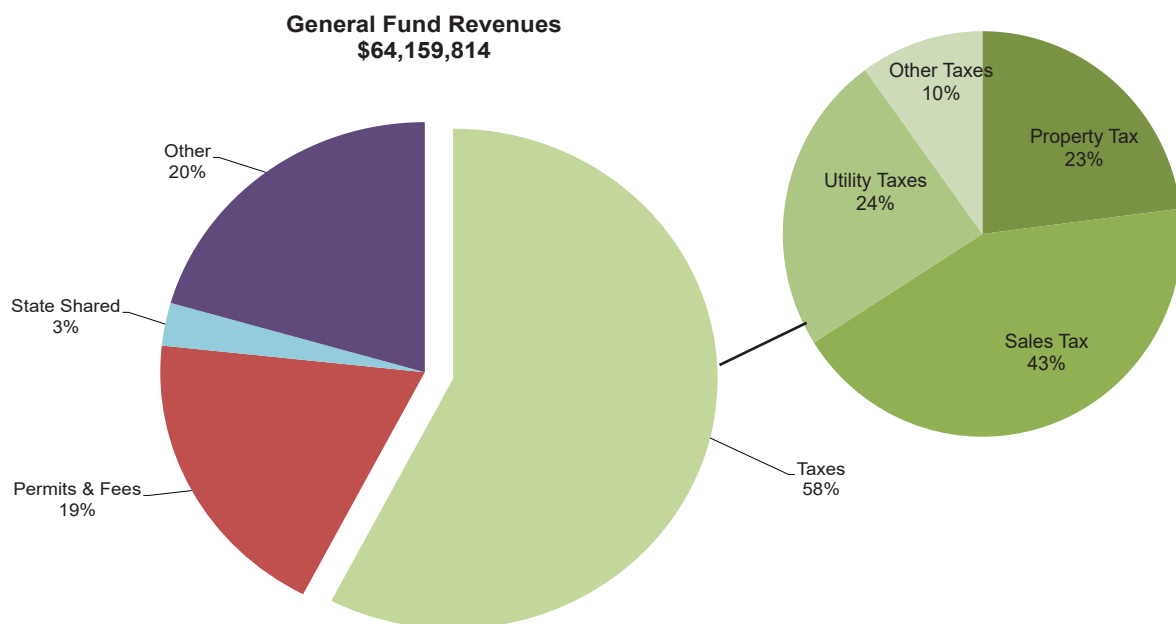
CITY OF LACEY FUNDS				
General Fund	Enterprise Funds	Capital & Special Funds	Internal Service Funds	Debt Funds
<ul style="list-style-type: none"> <li>Current Expense</li> <li>Criminal Justice</li> <li>Community Buildings</li> <li>Regional Athletic Complex</li> <li>City Street</li> <li>Capital Equipment</li> </ul>	<ul style="list-style-type: none"> <li>Water utility</li> <li>Wastewater utility</li> <li>Stormwater utility</li> <li>Reclaimed Water utility</li> </ul>	<ul style="list-style-type: none"> <li>Capital improvement expenditures for streets, buildings, transportation improvement</li> <li>Community Development Block Grant (CDBG)</li> <li>Hicks Lake Management District</li> <li>Parks and open space</li> <li>Regional Athletic Complex Capital</li> <li>Lodging Tax</li> </ul>	<ul style="list-style-type: none"> <li>Equipment Rental Fund</li> <li>Information Management Services Fund</li> </ul>	<ul style="list-style-type: none"> <li>General Obligation Debt</li> <li>Local Improvement District (LID)</li> </ul>



## The General Fund

The General Fund provides and accounts for most traditionally recognized local government functions, including:

- Public safety services, including the Lacey Police Department
- Health and social services
- Recreation and culture 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



The total General Fund budget for 2023 is \$64,159,814 which is 4.4 percent or \$2.9 million lower than the 2022 amended budget. The decrease 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, which include the Police Station design and land acquisition, Greg Cuoio Park Master Plan Phase 1A design, park property acquisition, and the design and construction of the Regional Athletic Complex parking lot expansion. Offsetting the

forementioned decreases are increases to the workforce and inflationary increases.

### General Fund - Revenue Summary

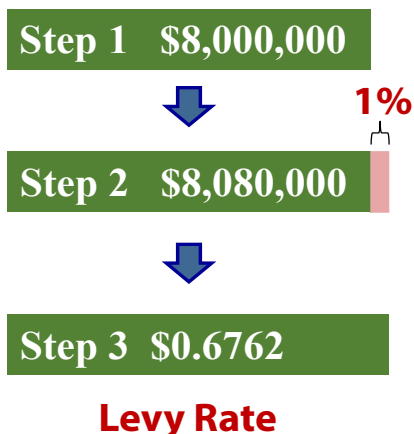
Property and sales tax revenues are the most significant income sources for the General Fund. Combined, they total \$24,295,429.

### Property Tax

The property tax levy for 2023 has been estimated by calculating the one percent allowable limitation, recovering the value of refunds, and adding new construction and annexation valuation. The one percent adjustment amounts to a \$80,466 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 \$55.5 million public service operating budget. As such, it is critical that the City also experience a strong performance from new construction and other General Fund revenues in order to maintain service levels each year.

Preliminary values issued by Thurston County Assessor's Office indicate that the City's total new construction and annexation value will increase \$400.4 million. This increase is very significant

**SIMPLIFIED  
EXAMPLE****Total Assessed Value of  
City of Lacey  
\$12.6 Billion****Prior Year's Fixed Regular Lacey****City Regular Levy: Per State Law . . . Levy  
May Increase by 1%**

**The City Levy Rate is calculated by dividing the total amount of the proposed City levy by the City's total assessed value. The rate is distributed to each \$1,000 of assessed value of taxable property**

because new construction and annexation valuation is not subject to the one percent maximum increase limitation. The preliminary estimate indicates that existing overall property assessments may increase 34.4 percent due to market value increases. Based on this information, the City's regular levy is estimated to be \$8,493,252. As a result, the levy rate will decrease \$0.8811 to \$0.6762 per \$1,000 of assessed property value.

**Sales Tax**

Sales tax receipts for 2022 are exceeding projections largely in part to strong construction activity. The 2023 sales tax projection is \$1,561,226 higher compared to the original 2022 projection. The projected increase reflects that many retail segments of the local economy have recovered, which was not assumed by the 2022 projection. However, the projection remains conservative due to the uncertain economic future. Some retail categories have seemingly begun to regress from the 2021 levels, which were likely supported by Federal stimulus and support and a higher level of local purchasing due to COVID-19 safety restrictions. Construction activity is expected to remain strong during 2023 due to continued commercial development in northeast Lacey and multi-family development.

The 2023 Budget anticipates an increase in overall sales tax receipts to \$15,802,177, which is a 11.0 percent increase compared to the amended 2022 Budget. The 2023 sales tax projection was adjusted to reflect the current trends, but recognizes the uncertain economic outlook.

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 24.8 percent of the adopted 2023 General Fund budget.

Lacey's retail sales per capita remains low compared to the surrounding communities. Based on population, Lacey is the 23rd largest city in the State, however, the City's sales tax per-capita basis ranks 83rd.

The Criminal Justice Fund is projected to receive \$1,346,210 in sales tax revenue that is collected from a special countywide levy and distributed by the County on a per-capita basis.

**Utility Tax**

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, and Capital Equipment. It is estimated that utility tax receipts for 2023 will be \$8.89 million.

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 \$14,689 due to current consumption trends.

**Other Taxes & Fees**

"Other taxes" total \$3,667,222 or 5.7 percent of General Fund revenues. Some taxes generated within this category includes some that are following the sales tax trend, while others continue to be negatively impacted by the COVID-19 public health emergency.

*Business & Occupation Tax*

It is anticipated that Business and Occupation tax revenue will increase compared to the adopted 2022 Budget and total \$3,075,390 in 2023.

*Admissions Tax*

Admissions taxes projections are expected to remain lower than historical levels at \$168,000.

*Gambling Tax*

Total gambling tax revenues are expected to remain near historical levels in 2023.

*Development Fees*

Anticipated revenue from building permits, development review fees, and related services have grown consistently since the recovery from the Great Recession.

The following table illustrates the most recent planning related revenues:

	<b><u>Planning Fees</u></b>	<b><u>Variance</u></b>
2023 Proj.	2,039,250.00	24,250.00
2022 Bud.	2,015,000.00	(695,963.98)
2021	2,710,963.98	474,787.03
2020	2,236,176.95	(1,597,879.56)
2019	3,834,056.51	821,690.07
2018	3,012,366.44	919,144.84
2017	2,093,221.60	(739,423.64)
2016	2,832,645.24	899,302.37
2015	1,933,342.87	324,040.87
2014	1,609,302.00	452,281.08

The 2010's finished with strong multi-family and commercial/industrial development. So far in the beginning of the 2020's, all segments of building development are experiencing a lower level of activity. Year-to-date 2022 the number of building permits is lower than 2021. The following table illustrates the ten most recent years' single-family residence, multi-family, and commercial/industrial building permit issuances:

	<b><u>New Building Permits Issued</u></b>	<b><u>New Building Valuation</u></b>
2022 YTD	99	54,024,839
2021	239	183,327,260
2020	253	149,161,287
2019	363	360,457,289
2018	329	270,113,252
2017	309	108,653,897
2016	464	253,087,534
2015	420	109,308,395
2014	456	103,400,182
2013	340	61,278,990
2012	412	24,601,925

It is anticipated the same permit issuance volume will continue through 2023.

### User Fees

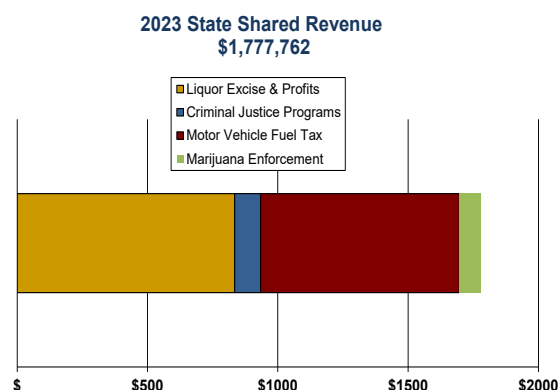
Many of the functions performed by the City are financed or partially reimbursed through service fees and user charges. These fees for service total \$10,239,237 and represent 17.0 percent of the General Fund revenues. The most significant amount, \$6,460,866, comes from Public Works engineering, water 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.

Indirect cost recovery fees charged to the water, wastewater, and stormwater fund continue in 2023. During 2023, the utility funds will reimburse the General Fund for administrative and overhead costs in the amount of \$1,505,743.

Parks & Recreation program fees are anticipated to return to pre-pandemic levels of \$892,940.

Also incorporated into this category of revenue are charges for administrative services to Animal Services, North Thurston Public Schools for 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 \$1,777,762 in fiscal year 2023. State-shared revenues, total \$36.78 per capita.

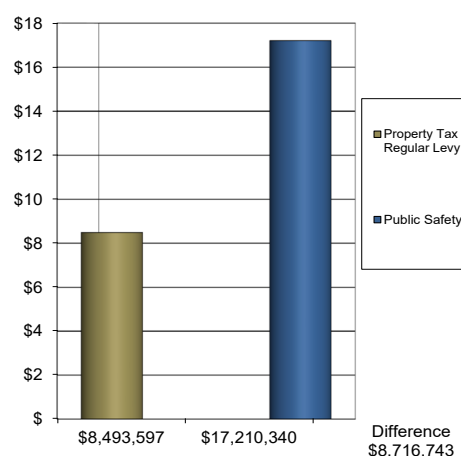
### General Fund - Expenditure Summary

The City is a general-purpose government agency providing numerous services through its employees and other contracted sources. The cost of public safety services represents one of the single largest expenditures from the General Fund. These services will require \$17,210,340 in 2023, which represents 26.8 percent of all expenses within this \$64.1 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 \$8,716,743 short of meeting public safety costs.

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

Public Safety Compared to  
Entire Regular Property Tax Levy



### Police Services

The Lacey Police Department (LPD) budget totals \$15,381,919, a decrease of \$1,010,578 over the amended 2022 budget. The 2023 budget continues

to fund three police officer positions, which will address succession planning needs in the department and in 2023, two lieutenant positions will be added to further the department's succession planning. A combination of anticipated retirements and long transition periods due to the police academy long lead time creates the need to fill positions early to maintain service levels. The succession planning positions are expected to be temporary (two to three years) in nature and are funded by a City Council committed reserve for this purpose. To address LPD's response to domestic violence and enhance victim support, the 2023 Budget includes a new Detective position. LPD's budget alone represents 25.6 percent of the total General Fund budget.



LPD's outreach effort to businesses, youth, seniors, ethnic, and community groups is noteworthy and has produced positive benefits for the City and the community. The department's partnerships with the Nisqually Indian Tribe and Lewis County for prisoner support services has also served the community well. Lacey allocates \$724,375 annually for prisoner support and medical expenses.

LPD 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, 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 personnel 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, Culture, and Recreation**

This budget proposal provides funding and anticipates a return to prepandemic levels 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 active and passive amenities, e.g., play areas, and walking trails.

The adopted 2023 Budget also assumes the use of the City's community buildings will return to prepandemic activity levels. Prior to the COVID-19 public health emergency, the Community Center was growing in use. The Senior Center continues to be 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 \$230,000 with additional revenue coming from the City's regular property tax levy. The 2023 Community Buildings Fund budget totals \$892,281.



Registration and service fees, for the myriad of recreation programs Lacey Parks offers, are estimated at \$892,940, or about 27.3 percent of the \$3,272,362 Parks and Recreation's program budgets. The Adopted 2023 Budget includes one new Parks Comprehensive Planner/Coordinator. This position will provide planning, administration, and oversight of parks projects and assist with grant administration. General Fund revenues support the balance of the cost of these quality-of-life activities.

Some, but not all, 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 General Fund). With the use of reserves, historically funded Lodging Tax programs such as the July 3rd Fireworks and Concert, Lacey In Tune (music, movies, and entertainment), and Cultural Celebration are funded in the adopted 2023 Budget. Also, funded are the operations of the local tourism



promotion organizations and tourism facilities. These include the Lacey Chamber of Commerce Visitor Services, Washington Center for Performing Arts, Experience Olympia and Beyond, Lacey Regional Athletic Complex, and Lacey Museum.

#### **City Council, City Manager, Human Resources, Public Affairs, and City Clerk**

Key components of the City's administrative services include City Council, City Manager, Human Resources, Public Affairs, and City Clerk. Adopted 2023 expenditures will be \$4,473,457, an increase of \$434,898 compared to the amended

2022 budget. The increase is largely the result of two additional positions in the Human Resources department that were added mid-budget cycle during 2022. A new Social Services Coordinator position will administer future Community Development Block Grants (CDBG), homeless strategies, and service provider contracts and a new Diversity, Equity, and Inclusion (DEI) Coordinator will administer DEI strategies, initiatives, and employee training/engagement.

#### **Social Services**

Social Services includes the Lacey Veterans Services Hub, homeless and affordable housing services, and other social services. The expenditures are \$4,640,962.

Many of the services provided to Lacey residents



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

Lacey continues its participation in regional social service initiatives. The 2023 budget assumes that the City's contribution will be \$78,141. The contribution will be to the Regional Housing Council.

## Library Services

The City owns and maintains the Lacey Timberland Library building located next to City Hall. Maintaining the building and grounds will cost \$138,675 in 2023. Each year the City replaces furniture and fixtures as required.

## Community and Economic Development

The Community and Economic Development Department is responsible for building code enforcement, and planning services including commercial and residential construction. Based on the adopted work plan, this coming year, the City Council will focus time and energy on Neighborhood Commercial Review, starting the Comprehensive Plan update, finalizing the homeless response plan, and collaborations with the Nisqually Tribe, amongst others.



The number of residential housing permit applications as of the end of September totaled 36 compared to 74 this time last year and 110 the year before last. In total, 961 residential housing permits were issued through September in 2006 when single-family residential development was at its peak. It is anticipated that single-family permits issued will continue at the same slower 2022 pace through 2023. Revenue 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 and Economic Development Department budget totals \$4,381,189, a 7.4 percent decrease compared to the amended 2022 budget. The decrease is due to a \$422,352 reduction to special projects, which offsets inflationary increases to labor costs. Two new positions are adopted for 2023, a Climate/Sustainability Coordinator and a Housing Coordinator. The Climate/ Sustainability Coordinator position will implement the Thurston Climate Mitigation Plan and coordinate energy and sustainability programs. The Housing Coordinator position will implement the Housing Action Plan and coordinate with regional partners.

## 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 \$6,460,886 or 10.7 percent of General Fund revenues. Adopted expenditures will be \$16,450,341, or 25.6 percent of all General Fund activity.

The Engineering Division work program for 2023 continues to focus on transportation and utility capital improvement projects. The focus is fixed on water reservoir construction, well rehabilitation, waterline improvement/replacement, lift station rehabilitation, sewer line installations, stormwater line installation, and a more significant overlay rehabilitation program. 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 \$4,907,884, an increase of \$154,774 or 3.3 percent.



The Water Resource Division of Public Works faces a full schedule of responsibilities and projects for 2023. Water Resource personnel are heavily involved in monitoring the quality of surface and groundwater, development review, flooding issues, reservoir facility design and construction, water system modeling, and water conservation efforts.

Implementing the state and federal requirements of Phase 2 National Pollutant Discharge Elimination System (NPDES) (Stormwater treatment and discharge) also continues to be a top priority for the City's Water Resources staff. Clearly, however, there is a long-term positive benefit to local waterways and Puget Sound. Budget requirements for this division total \$2,165,118. This is a \$265,034 increase.

The Facilities Management Division will have a budget of \$1,024,294, a decrease of \$64,558 from last year. The decrease relates to a one-time elevator car replacement project in 2022. This division is responsible for the care and upkeep of numerous City owned buildings and facilities including City Hall, Library, Community Center, Maintenance Center, Lacey Depot, Jacob Smith House, and the Senior Center.

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



Part-time and seasonal employees are a key component to meeting the significant workload of this division. The adopted Parks Maintenance operating budget totals \$3,665,499, an increase of \$338,959. The increase is a result of inflationary increases to the cost of labor and the beginning of a multi-year irrigation control system replacement.

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 2023 City Street fund budget totals \$4,531,909, an increase of



\$488,897. 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 \$1,332,495. This is an increase compared to the 2022 budget. Field use, league fees, sponsorship, concession contracts, rental fees, and investment interest of \$425,911 need to be supplemented by contributions from Lacey's Lodging Tax fund \$180,000, \$526,584 from the City's General Fund, and \$200,000 from Public Facilities District (PFD) revenues.

## Capital Equipment Fund

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

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

The 2023 Capital Equipment Fund budget totals \$1,104,365. The most significant 2023 capital equipment purchases are related to LPD equipment and transportation equipment.



## Building Improvement Fund

The Building Improvement Fund is used 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 2023 totals \$168,241 and includes the following projects:

Art plan projects	\$ 50,000
Police special operations office	<u>45,875</u>
Total	<u>\$ 95,875</u>



## 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 is also the depository of the revenue from the sale of voter approved Park Improvement Bonds to construct improvements to various park properties.

As more parks 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.



## Arterial Street Fund

The 2023 Arterial Street Fund totals \$9,944,299, which is \$5,947,301 higher than last year's budget. The 2023 transportation capital improvement program includes the design of the College Street and 16th Avenue Roundabout design and right-of-way, College Street NE Extension design and right-of-way, 4th Avenue design and right-of-way, and College Street and 29th Avenue Roundabout design. 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 2023, the City will allocate the following resources to match grants and construct several transportation improvements: \$2,000,000 Real Estate Excise Tax and \$356,450 State Fuel Tax. Approximately \$435,181 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 2022 and will require the following resources during the 2023 budget year:

7th Avenue and College Street Roundabout	\$200,000
Carpenter Road and Britton Parkway Interim Roundabout Design	311,499
14th Avenue and Sleater-Kinney Road Intersection Improvements	30,000
LED Street Lighting Replacement	200,000
Signal Pole Replacement (Sleater Kinney and Pacific Avenue)	80,000
Marvin Road Exit 109	30,000
Electric Car Charging Stations	20,000
College Street NE Extension	414,000
College St. & 16th Ave Roundabout Design and Right-of-Way	4,320,000
4th Avenue Design	230,000
Marvin Road Annexation Signal Improvements	250,000
Pacific and Kinwood Annexation Signal Improvements	75,000
Transportation Comprehensive Plan	200,000
Transportation Right-of-Way Acquisition	500,000
Citywide Signal ITS Detection Upgrade	345,000
College St. & 29th Ave Roundabout Design	478,800
Willamette Drive & Campus Glen Roundabout Design	135,000
College Street House Demolition	105,000
RAC Frontage Improvements	610,000
31st Avenue NE Right-of-Way	125,000
Electric Vehicle Chargers	500,000
Miscellaneous 2023 Minor Projects	285,000
Total	<u>\$9,944,299</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 funds the pavement preservation program and sidewalk repairs and improvements. The 2023 Transportation Improvement Benefit District capital budget is expected to include an expanded overlay program

consisting of Britton and Gateway Roundabout, Rainier Road and Balustrade Roundabout, 66th Avenue SE, 37th Avenue/Lakecrest Neighborhood, 33rd Avenue/33rd Loop, 34th Avenue SE, 36th Avenue, Carpenter Hills Loop, Emerald Hills Neighborhood, and 8th Avenue. There is \$500,000 included in the adopted budget for sidewalk repairs and replacements.



## Lodging Tax Fund

The City imposes a lodging tax, also referred to as the hotel-motel tax. This is a consumer tax on lodging charges for periods of less than 30 consecutive days for hotels, motels, rooming houses, private campgrounds, RV parks and similar facilities. The guiding principle for the use of lodging taxes is that they must be used for activities, operations and expenditures designed to increase tourism. Specifically, lodging taxes can be used for: tourism marketing; marketing and operations of special events and tourism-related facilities owned or operated by a municipality or a public facilities district; or operations of tourism-related facilities owned or operated by nonprofit organizations (RCW 67.28.1816).

The program is administered by the Department of Revenue and distributions are made by the Office of State Treasurer monthly. Distributions are receipted into the City's Hotel/Motel Lodging Tax Fund.

By statute, the City is required to have a Lodging Tax Advisory Committee (LTAC) comprised of representatives of the motel industry, authorized beneficiaries of the tax, and a member of the City Council.

The LTAC makes recommendations to the City Council in regards to how the taxes are to be used. All applicants for awards of lodging tax must apply to the City through the LTAC.

The LTAC has adopted the following mission statement:





The following LTAC expenditures were advanced by the LTAC committee and incorporated into the 2023 budget:

Lacey Chamber of Commerce – Visitor Services & Community Profile	\$70,000
Washington Center for the Performing Arts	30,000
Experience Olympia & Beyond – Events Guide, Visitor Services	110,000
Fun Fair	15,000
Senior Games	15,000
Cultural Celebration	9,000
South Sound Barbeque Festival	20,000
Brats, Brews, And Bands – Rotary Club	5,000
Capital Lake Fair	10,000
July 3rd Fireworks and Concert	22,000
Polyfest	13,000
Chamber of Commerce 2023 Golf Classic	5,000
Chamber of Commerce Winter Fest	5,000
American Lung Association – Reach the Beach	5,000
Kris Kringle Market Festival	9,500
Juneteenth Festival	10,000
Olympia Soccer Foundation	10,000
Deschutes Rugby Club	27,230
Regional Sports & Events Complex (Marketing & Promotion)	180,000
Huntamer Park Concerts and Events	18,000
Lacey Museum Operations	48,500
Washington Center for the Performing Arts Renovation	<u>250,000</u>
Total	\$887,230

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

mission statement. Lodging Tax contributions will continue to focus on the marketing and promotion of this facility.

Total revenues are estimated at \$887,230 with \$367,230 coming from reserves and interest earnings.



## Regional Athletic Complex - Capital Fund

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

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

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

The RAC capital budget totals \$1,642,392. Of that amount, \$573,200 will be used to pay the interest and principal due on the \$8.0 million of debt issued to help finance recent improvements.



## Water Utility Fund

The City's Water Utility is consistently growing. With over 26,692 water accounts, the City's Water Utility serves approximately 64,867 customers. As an enterprise fund, the Water Utility must be self-supporting through the collection of fees for service and system connection charges.

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.

### Maintenance and Operations

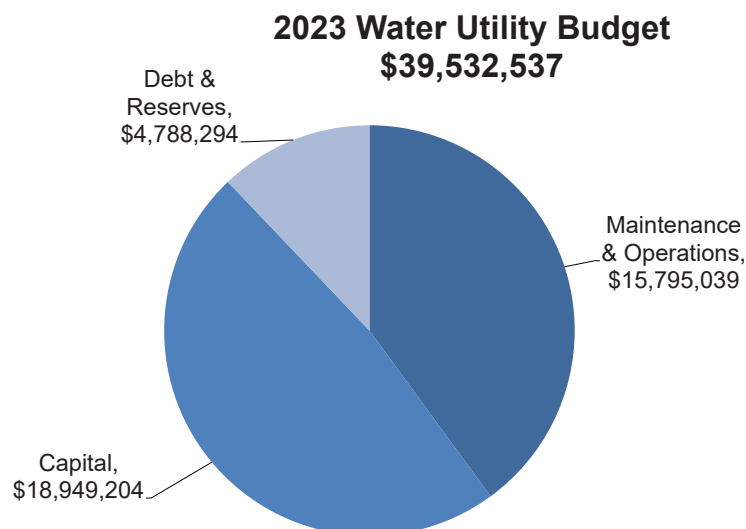
The 2023 Maintenance and Operations budget totals \$15,795,039, a \$1,698,633 or 9.7 percent decrease compared to the 2022 amended budget.



The 2023 Budget includes a 5.25 percent rate increase effective January 1. The increase is consistent with the draft Water Comprehensive Plan update that is expected to be adopted during 2023. The draft Water Comprehensive Plan requires 5.25 percent annual increases to water resources to maintain quality and safe drinking water and to fund required capital improvement projects. Due to regulatory requirements, necessary facility repairs, growth, and efficiency capital projects, the 2022 to 2029 capital improvement program is \$161 million. As a result of this increase, a residential customer will pay approximately \$1.63 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 2023, and complete waterline modifications in various service areas.

The capital budget for 2023 totals \$18,949,204 and includes the following projects:

Capitol City - WW Septic Abandonment & Connection Fees	5,000
Water Comprehensive Plan Update	15,000
Golf Club Watermain	2,750,000
337 Zone (Terry Cargil) Reservoir-Intelco Loop&Corporate Center Dr	4,000,000
Madrona Wells pH Treatment-Milbanke Dr & Fitz Hugh	750,000
Source 1 Well Replacement (Source 01 Supplemental)	10,000
Source 17 Well House & Treatment-48th Way NE & Delores Dr NE	1,500,000
Well S04 - Supplemental Well	500,000
Westside Wells pH Treatment-College St & 32nd Ln SE	750,000
HP Reservoir Rehabilitation - Marvin Rd NE & 41st Ave NE	400,000
Source 06 Water Rights - Judd St SE & 24th Ave SE	600,000
Source 07 / ATEC Property Purchase	700,000
Arc Flash Hazard Assess (Water Expenditures)	20,000
Source 10 Well Site Improvements (Blowoff, Generator & Elec)	720,000
2022, Source 27 Rehab	250,000
2022, Source 29 Rehab	275,000
Groundwater Trends - HP Water Rights	120,000
Liftstation 6 Water - 32nd Ct SE Watermain	100,000
Carpenter Rd, 7th, 14th Ave, Franz (2022 Overlay Utilities)	150,000
HP SCADA & Wetland Mitigation - Marvin Rd NE & 41st Ave NE	15,000
Union Mills Tank Coat & Refurbish - Karla Ln SE & Paradise Ct SE	300,000
College & 16th Roundabout - Design	360,000
400 Pressure Zone - Pacific, Chatham, Milbanke	40,000
Marvin Road Water Relocation	425,000
Marvin Road Production Well	570,000
College Street Extension	50,000
Meridian Campus Well & Testing	570,000
2022 Annual Valves	10,000
Ph 2 Well Program	100,000
2022 Funds for Misc. Projects	5,000
Reclaimed Water Plan	75,000
Asset Management	140,000
Madrona Connection to 337 Pressure Zone	180,000
Marvin Road Well House	150,000
Spruce St SE, 9th Ave SE & Lake Forest	50,000
Utilities for 2023 Overlay	1,000,000
Chambers Lake Main Abandonment	100,000
Judd Hill Reservoir Predesign	40,000
Source 06 Well Rehab	150,000
Source 24 Well Rehab	150,000
Capital City Stormwater	50,000
2023 Funds for Misc. Projects	300,000
2023 Revenue Bond Repayment	504,204
Total	18,949,204

Revenue for system construction projects comes from General Facility Connection (GFC) charges, front footage charges, and user rates. Major system improvements are funded in large part through the assessment of the General Facility Charge (GFC), which is paid by all new customers connecting to the City's water system. Pending City Council approval, the 2023 GFC fee for a standard 5/8" connection, a typical single-family home meter size, will be increased based upon a consultant study. 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. There is \$504,204 included in the 2023 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 20,080 connections. Lacey is responsible for the utility's collection system, while the Lacey, Olympia, Tumwater, Thurston County Alliance aka LOTT, provides wastewater treatment services.

The 2023 Budget includes a 9.5 percent increase. The increase is consistent with the revenue requirement study completed by the City's rate consultant. The study included an analysis to determine the amount of revenue to maintain and operate the City's sewerage conveyance system and the construction of new capital facilities and infrastructure and the needed repair of existing infrastructure facilities. The \$52 million 2022 to 2029 capital improvement program includes necessary repair projects for collection/conveyance and lift stations and capacity expansion projects. As a result of this increase, a residential customer will pay approximately \$2.40 more per month.

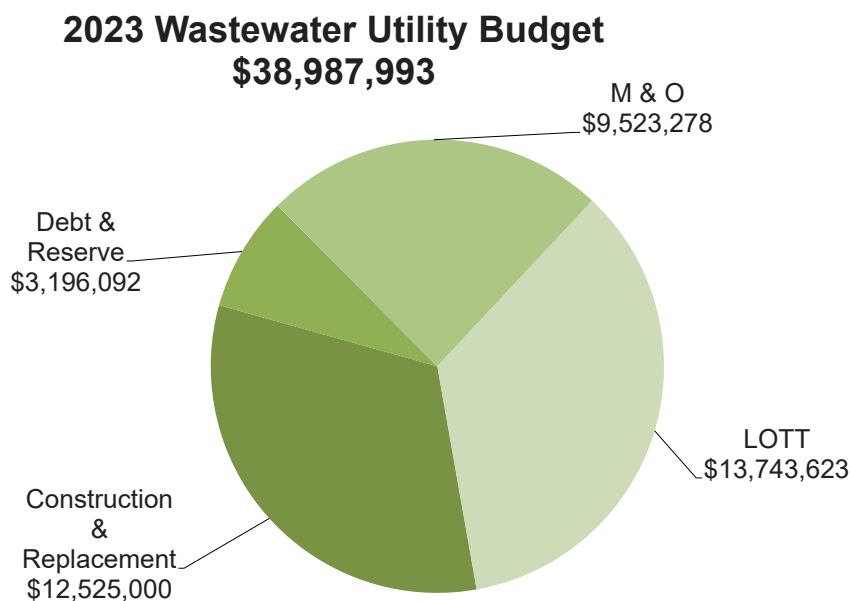
and Reserves. Revenue for the utility comes from monthly user fees and connection charges.

### Maintenance and Operations

The adopted 2023 maintenance and operating budget totals \$23,266,901, which is \$2,004,504 or 9.4 percent more than the 2022 amended budget. This increase reflects the estimate for new service connections or Equivalent Residential Units (ERUs), the adopted \$1.31 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 (\$44.80 per month per equivalent residential unit, which includes a 2023 3.0 percent rate increase) is the most significant expenditure or pass-through payment. The estimated total LOTT fee for 2023 is \$14,544,275 or 62.5 percent of the Wastewater Utility's operating budget.

The 2023 revenues for Wastewater Utility activities that fund City operations are estimated



The Wastewater Utility also is divided into three major categories for budgeting and cost accounting purposes, Maintenance and Operations, Replacement and Capital Construction, and Debt

at \$8,722,626. A rate increase of 9.5 percent is included in this adopted budget. Lacey's portion of the monthly user charge will increase from \$25.23 to \$27.62 effective January 1, 2023.



## Replacement and Capital Construction

Construction of wastewater facilities is funded in the capital budget. The 2023 capital budget totals \$12,525,000.

Construction activity scheduled for 2023 is as follows:



Liftstation 19 Replace - Willamette Dr & Commerce Place Dr	2,800,000
Liftstation 12 Abandonment - Aldea Glen	5,000
Golf Club Wastewater Improvements	3,500,000
Liftstation 49 Cross Connection Control	5,000
Liftstation 11 Replacement - Aldea Glen	300,000
Sewer Decant Facility, Pit Site	50,000
Mullen STEP Main Improv	500,000
Liftstation 23 - College St NE/Abernathy	500,000
Liftstation 17 Rehabilitation	500,000
Liftstation 3 Replacement	1,000,000
Liftstation 6 Rehab	400,000
Arc Flash Hazard Assessment	10,000
Liftstation 34 Pump Replacement and 56 Capacity Rehab	200,000
Liftstation 37 Pump Replacement Rehab	250,000
2022 LS Awnings (2022/23 Lift Station Awnings)	250,000
Tolmie Park	250,000
Liftstation 49 Land Purchase	150,000
Marvin Road Sewer Relocation	200,000
College Street Ext & Liftstation 27 Abandonment	50,000
Wastewater Comprehensive Plan	100,000
Clearbrook Access & Misc. Improvements	50,000
2022 Annual Valves	10,000
2022 Funds for Misc. Projects	5,000
Lake View Meadows Sewer Line Replace	200,000
2023 Design Annual Manhole Rehab	150,000
Chambers Lake Main Abandonment	10,000
Martin Way/Galaxy-Hoh Wastewater Main	300,000
Little Prairie Sewer Main	100,000
Asset Management	100,000
2023 Lift Station Awnings	280,000
2023 Funds for Misc. Projects	300,000
Total	12,525,000

## Wastewater Debt and Reserves

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

## Stormwater Utility Fund

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

### Maintenance and Operations

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

The operating budget for 2023 totals \$5,465,197. Implementation of NPDES Phase 2 requirements of inspecting and monitoring stormwater treatment facilities continues to place increased demands on this utility.

The 2023 Budget includes a 4.5 percent increase effective January 1. The increase is informed by the current Stormwater Comprehensive Plan, which was adopted in November 2020. The Stormwater Comprehensive Plan includes rate recommendations through 2025 and provides the necessary resources to meet the operational requirements of the NPDES Phase 2 permit and required capital improvements. As a result of this increase, a residential customer will pay approximately \$0.58 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 2023 budget of \$2,353,609 provides for the ongoing 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 2023 are as follows:

Decant Effluent Modification (2021 Misc. Improvements)	50,000
Stormwater Design Manual Update	5,000
Land Purchase - Ruddell Rd SW Facility	420,000
Woodland Creek Oil Water Separator	50,000
WCCP Habitat Restoration	40,000
Westminster Pond Rehabilitation	50,000
Liftstation 6 - 32nd Ct SW Stormwater CB	20,000
Liftstation Source 3 - 26th Loop SW	100,000
Stormwater Management Action Planning	50,000
White Fir Stormwater Installation	50,000
2022 Funds for Misc. Projects	10,000
2023 Funds for Misc. Projects	300,000
2023 Revenue Bond Repayment	<u>102,022</u>
Total	1,247,022

### Stormwater System Debt and Reserves

An estimated \$102,022 is included in the 2023 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 2023 excess levy rate for voter-approved debt is estimated to be \$0.0552 per \$1,000 assessed value based on a \$687,050 levy. This includes a \$324,450 excess levy that began in 2003 for the first group of Park Improvements maturing in 2023; and, a \$362,600 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, 2023 Outstanding Balance	Maturity Date
2012 Parks Improve. Refunding GO Bond (2003)	2,845,000	315,000	Dec. 2023
2015 Parks Improve. Refunding GO Bond (2006)	2,995,000	1,315,000	Dec. 2026
Total	5,840,000	1,630,000	

## Counclimanic ot 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.

In 2007, \$8.0 million of L.T.G.O. debt was issued 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

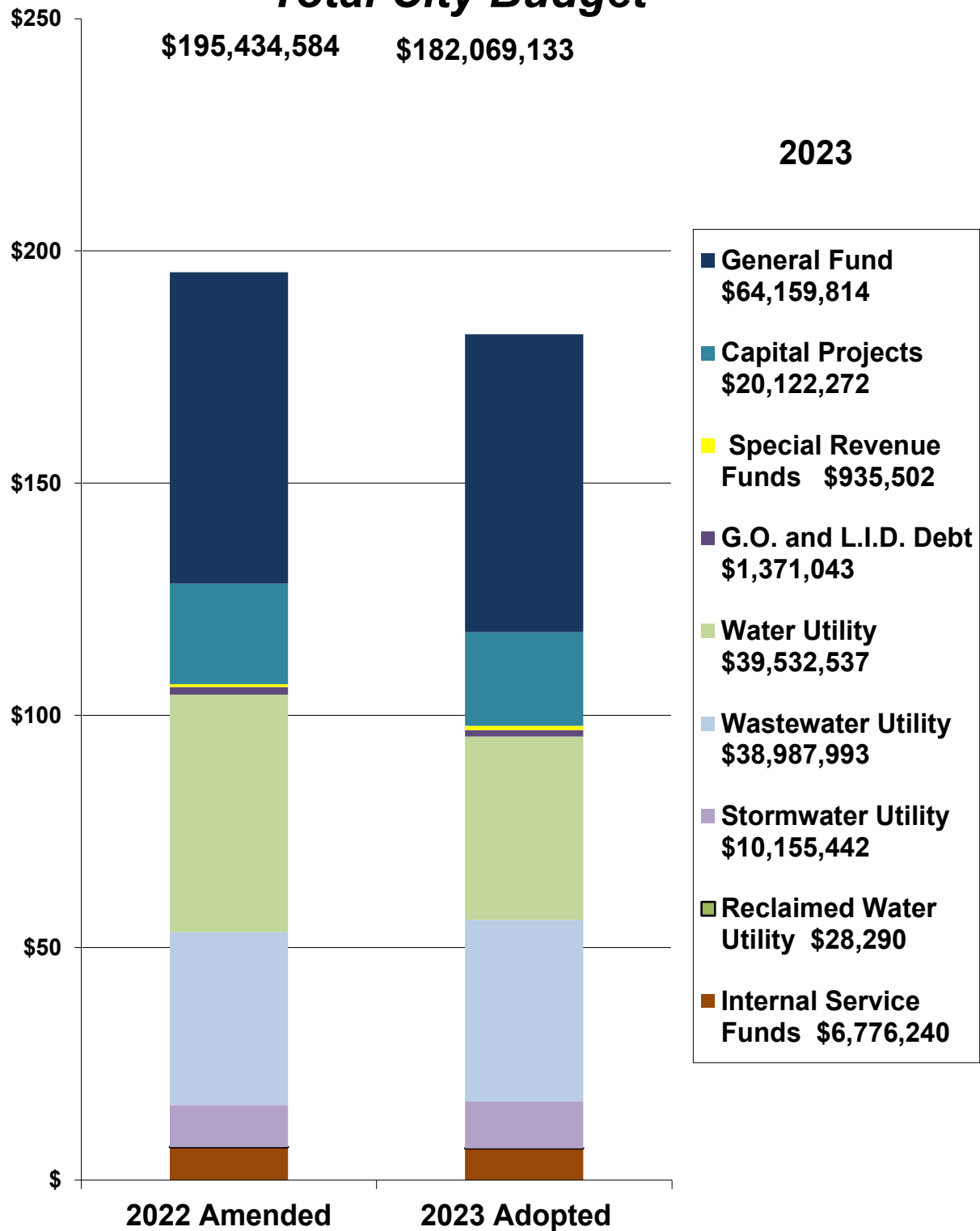
One of the tools available to assist property owners finance public improvements in their neighborhood is the formation of a special taxing district called a Local Improvement District (LID). This is accomplished by petitioning the City Council to hold a public hearing for the purpose of creating a benefit 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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## 2022 - 2023 Comparison Total City Budget



Description	2021 Actual Revenue/Expense	2022 Amended Budget	2023 Adopted Budget
<b>Revenue Summary by Fund</b>			
Current Expense Fund	48,926,011	53,594,081	54,845,909
Criminal Justice Fund	1,369,707	3,283,881	1,452,855
Community Buildings Fund	555,396	767,973	892,281
Reg. Athletic Complex	1,218,477	1,595,477	1,332,495
City Street Fund	3,849,373	4,043,012	4,531,909
Arterial Street Fund	10,628,420	3,996,998	9,944,299
Transportation Imprv Fund	4,805,527	4,750,000	8,150,000
Lodging Tax Fund	505,075	580,500	887,230
Community Block Grant Fnd	5,428	122	479
Hicks Lake Management Dis	43,850	46,358	47,793
General Obligation Bonds	1,712,912	1,576,380	1,270,434
L.I.D. Debt Fund	28,689	70,897	100,609
Building Improvement Fund	4,005,886	6,165,393	168,241
Capital Equipment Fund	665,930	3,791,487	1,104,365
Parks & Open Space Fund	27,015	2,544,841	217,340
Reg. Athletic Complex-Cap	1,561,578	4,160,101	1,642,392
Water Utility Fund	15,890,504	17,493,672	15,795,039
Wastewater Utility Fund	19,529,486	21,262,397	23,266,901
Stormwater Utility Fund	4,516,616	4,651,470	5,465,197
Reclaimed Water Utility	(239)	408	1,385
Water Capital Fund	10,732,885	28,809,295	18,949,204
Wastewater Capital Fund	6,144,139	13,131,652	12,525,000
Stormwater Capital Fund	1,382,148	2,027,284	2,336,636
Reclaimed Capital Fund	(4,647)	7,939	26,905
Water Debt Fund	5,904,190	4,779,149	4,788,294
Wastewater Debt Fund	2,990,088	2,893,646	3,196,092
Stormwater Debt Fund	487,515	2,352,444	2,353,609
Equipment Rental Fund	3,378,584	4,122,883	3,861,519
Information Mgmt Svc Fund	2,260,137	2,934,844	2,914,721
<b>Total Revenues</b>	<b>153,120,680</b>	<b>195,434,584</b>	<b>182,069,133</b>

Description	2021 Actual Revenue/Expense	2022 Amended Budget	2023 Adopted Budget
<b>Expenditure Summary by Fund</b>			
City Council	395,692	558,766	528,719
Contracted Services	1,865,766	2,869,887	2,437,172
City Manager	675,456	753,122	947,361
Human Resources	1,213,532	1,546,575	1,937,876
Social Services	1,981,203	1,745,177	4,640,962
Public Affairs/City Clerk	863,033	1,180,096	1,059,501
Finance Department	1,358,843	1,839,708	2,288,988
Legal Services	704,292	748,363	782,478
Common Facilities	1,496,031	1,628,579	1,612,239
Police Department	10,946,584	13,108,616	13,929,064
Public Works-Support Serv	123,492	151,100	155,637
Public Works-Engineering	3,603,451	4,753,110	4,907,884
PW-Parks Maint. Division	2,971,367	3,326,540	3,665,499
PW-Facilities Management	576,969	1,088,852	1,024,294
Planning & Comm. Dev Dept	2,677,180	4,733,162	4,381,189
Public Works-Water Resour	1,396,349	1,900,084	2,165,118
Parks & Recreation Dept.	2,048,641	3,387,438	3,272,362
Operating Transfer/Unencu	7,878,468	8,274,906	5,109,566
<b>Current Expense Fund</b>	<b>42,776,349</b>	<b>53,594,081</b>	<b>54,845,909</b>
Criminal Justice Fund	1,479,107	3,283,881	1,452,855
Community Buildings Fund	637,316	767,973	892,281
Reg. Athletic Complex	1,097,990	1,595,477	1,332,495
City Street Fund	3,588,887	4,043,012	4,531,909
Arterial Street Fund	5,279,519	3,996,998	9,944,299
Transportation Imprv Fund	4,185,926	4,750,000	8,150,000
Lodging Tax Fund	403,500	580,500	887,230
Community Block Grant Fnd	350	122	479
Hicks Lake Management Dis	33,259	46,358	47,793
General Obligation Bonds	1,714,800	1,576,380	1,270,434
L.I.D. Debt Fund	-	70,897	100,609
Building Improvement Fund	786,811	6,165,393	168,241
Capital Equipment Fund	1,224,500	3,791,487	1,104,365
Parks & Open Space Fund	254,227	2,544,841	217,340
Reg. Athletic Complex-Cap	587,736	4,160,101	1,642,392
Water Utility Fund	13,284,393	17,493,672	15,795,039

Description	2021 Actual Revenue/Expense	2022 Amended Budget	2023 Adopted Budget
<b>Expenditure Summary by Fund</b>			
Wastewater Utility Fund	18,302,818	21,262,397	23,266,901
Stormwater Utility Fund	3,792,950	4,651,470	5,465,197
Reclaimed Water Utility	32,821	408	1,385
Water Capital Fund	3,405,904	28,809,295	18,949,204
Wastewater Capital Fund	87,352	13,131,652	12,525,000
Stormwater Capital Fund	290,132	2,027,284	2,336,636
Reclaimed Capital Fund	-	7,939	26,905
Water Debt Fund	4,286,536	4,779,149	4,788,294
Wastewater Debt Fund	2,829,353	2,893,646	3,196,092
Stormwater Debt Fund	1,995,288	2,352,444	2,353,609
Equipment Rental Fund	2,473,422	4,122,883	3,861,519
Information Mgmt Svc Fund	1,881,326	2,934,844	2,914,721
<b>Total Expenditures</b>	<b>116,712,572</b>	<b>195,434,584</b>	<b>182,069,133</b>



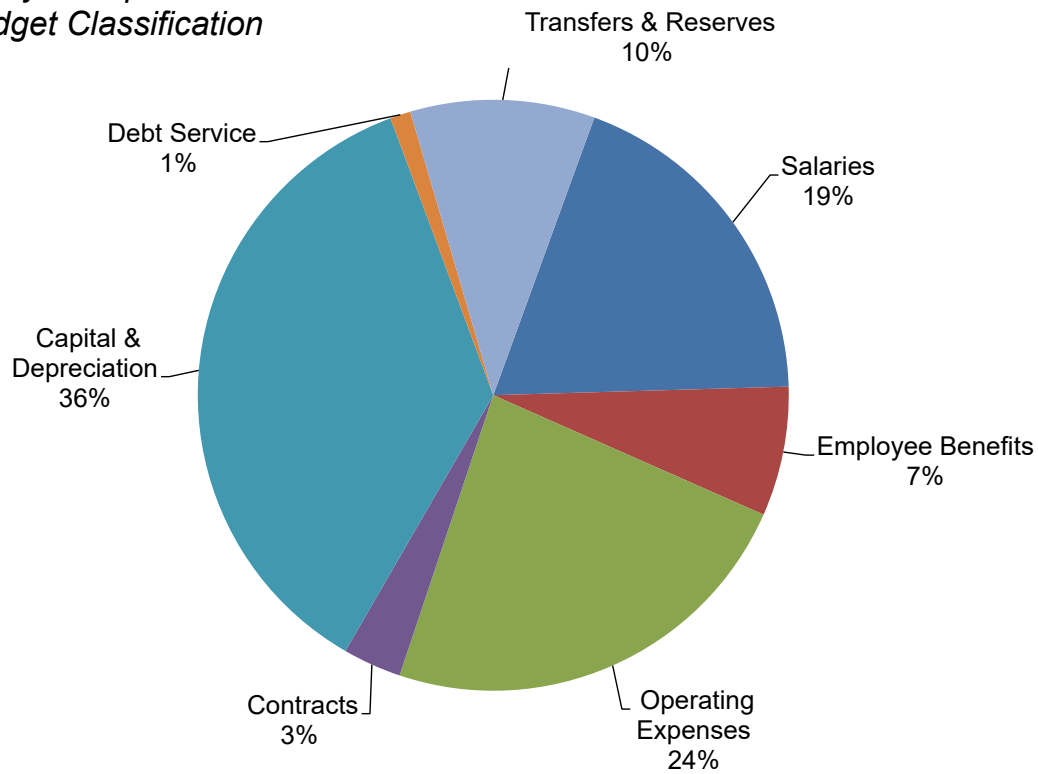
Budget At A Glance 2023 Budget Comparison to 2022 Amended Budget				
	2022 Amended	2023 Adopted	Dollar Difference	Percent Difference
General Fund				
Current Expense Fund:				
City Council	558,766	528,719	(30,047)	-5.38%
Contract Services	2,869,887	2,437,172	(432,715)	-15.08%
City Manager	753,122	947,361	194,239	25.79%
Human Resources	1,546,575	1,937,876	391,301	25.30%
Social Services	1,745,177	4,640,962	2,895,785	165.93%
Public Affairs/City Clerk	1,180,096	1,059,501	(120,595)	-10.22%
Finance	1,839,708	2,288,988	449,280	24.42%
City Attorney	748,363	782,478	34,115	4.56%
Common Facilities	1,628,579	1,612,239	(16,340)	-1.00%
Police	13,108,616	13,929,064	820,448	6.26%
Public Works - Support Services	151,100	155,637	4,537	3.00%
Public Works -Engineering	4,753,110	4,907,884	154,774	3.26%
Public Works - Parks Maintenance	3,326,540	3,665,499	338,959	10.19%
Public Works - Facilities Maintenance	1,088,852	1,024,294	(64,558)	-5.93%
Community and Economic Development	4,733,162	4,381,189	(351,973)	-7.44%
Public Works - Water Resources	1,900,084	2,165,118	265,034	13.95%
Parks & Recreation	3,387,438	3,272,362	(115,076)	-3.40%
Sub-total Without Transfers	45,319,175	49,736,343	4,417,168	9.75%
Operating Transfers - Transfers Out	8,274,906	5,109,566	(3,165,340)	-38.25%
Total Current Expense Fund	53,594,081	54,845,909	1,251,828	2.34%
Criminal Justice Fund:				
Criminal Justice - Police	3,283,881	1,452,855	(1,831,026)	-55.76%
Community Buildings Fund:				
Community Buildings	767,973	892,281	124,308	16.19%
Regional Athletic Complex Fund:				
Regional Athletic Complex	1,595,477	1,332,495	(262,982)	-16.48%
City Street Fund:				
Public Works - Street Maintenance	4,043,012	4,531,909	488,897	12.09%
Capital Equipment Fund:				
Capital Equipment/Projects	3,791,487	1,104,365	(2,687,122)	-70.87%
Total General Fund	67,075,911	64,159,814	(2,916,097)	-4.35%
Capital Projects & Special Funds				
Arterial Street Fund	3,996,998	9,944,299	5,947,301	148.79%
Transportation Improvement	4,750,000	8,150,000	3,400,000	71.58%
Lodging Tax Fund	580,500	887,230	306,730	52.84%
Community Block Grant Fund	122	479	357	292.62%
Hicks Lake Management District	46,358	47,793	1,435	3.10%
Building Improvement Fund	6,165,393	168,241	(5,997,152)	-97.27%
Parks & Open Space/R.A.C. Fund	2,544,841	217,340	(2,327,501)	-91.46%
Regional Athletic Complex - Capital	4,160,101	1,642,392	(2,517,709)	-60.52%
Total Capital Projects & Special Funds	22,244,313	21,057,774	(1,186,539)	-5.33%
General Obligation Debt Funds				
General Obligation - Tax Supported	1,576,380	1,270,434	(305,946)	-19.41%
Local Improvement District Debt	70,897	100,609	29,712	41.91%
Total G.O. and L.I.D. Debt	1,647,277	1,371,043	(276,234)	-16.77%

Budget At A Glance 2023 Budget Comparison to 2022 Amended Budget				
	2022 Amended	2023 Adopted	Dollar Difference	Percent Difference
Enterprise Funds				
Water Utility:				
Maintenance & Operations	17,493,672	15,795,039	(1,698,633)	-9.71%
Capital Projects & Reserves	28,809,295	18,949,204	(9,860,091)	-34.23%
Debt & Debt Reserves	4,779,149	4,788,294	9,145	0.19%
Total Water Utility	51,082,116	39,532,537	(11,549,579)	-22.61%
Wastewater Utility:				
Maintenance & Operations	21,262,397	23,266,901	2,004,504	9.43%
Capital Projects & Reserves	13,131,652	12,525,000	(606,652)	-4.62%
Debt & Debt Reserves	2,893,646	3,196,092	302,446	10.45%
Total Wastewater Utility	37,287,695	38,987,993	1,700,298	4.56%
Stormwater Utility:				
Maintenance & Operations	4,651,470	5,465,197	813,727	17.49%
Capital Projects & Reserves	2,027,284	2,336,636	309,352	15.26%
Debt & Debt Reserves	2,352,444	2,353,609	1,165	0.05%
Total Stormwater Utility	9,031,198	10,155,442	1,124,244	12.45%
Reclaimed Water Utility:				
Maintenance & Operations	408	1,385	977	239.46%
Capital Projects & Reserves	7,939	26,905	18,966	238.90%
Total Reclaimed Water Utility	8,347	28,290	19,943	238.92%
Total Enterprise Funds	97,409,356	88,704,262	(8,705,094)	-8.94%
Internal Service Funds				
Equipment Rental Fund	4,122,883	3,861,519	(261,364)	-6.34%
Information Services Fund	2,934,844	2,914,721	(20,123)	-0.69%
Total Internal Service Funds	7,057,727	6,776,240	(281,487)	-3.99%
Total All Funds	195,434,584	182,069,133	(13,365,451)	-6.84%

### 2023 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	26,687,741	-	-	5,836,828	1,359,396	33,883,965
Employee Benefits	9,480,362	-	-	2,590,122	612,268	12,682,752
Operating Supplies	1,779,786	-	-	2,288,844	884,756	4,953,386
Professional Services	6,597,938	47,793	-	3,317,832	21,750	9,985,313
Communications	266,921	-	-	84,200	39,750	390,871
Training/Travel	464,284	-	-	83,226	35,741	583,251
Advertising	47,350	-	-	-	-	47,350
Rentals/Internal Service Charges	4,630,767	-	-	1,645,646	26,098	6,302,511
Insurance	597,157	-	-	228,897	63,192	889,246
Utilities	1,382,794	-	-	15,456,084	16,001	16,854,879
Repairs & Maintenance	501,590	-	-	413,007	85,653	1,000,250
Other Miscellaneous	1,620,794	-	-	2,267,419	599,916	4,488,129
Contractual Services	3,555,748	658,730	-	1,505,741	-	5,720,219
Capital Equipment & Projects	1,149,865	18,179,424	-	32,404,202	1,717,759	53,451,250
Debt Service	-	-	1,260,250	747,592	-	2,007,842
Depreciation	-	-	-	9,500,000	1,313,960	10,813,960
Operating Transfers Out	5,396,717	1,001,700	-	9,146,740	-	15,545,157
Estimated Ending Fund Balance	-	1,170,127	110,793	1,187,882	-	2,468,802
<b>Total Budget</b>	<b>64,159,814</b>	<b>21,057,774</b>	<b>1,371,043</b>	<b>88,704,262</b>	<b>6,776,240</b>	<b>182,069,133</b>

### 2023 Summary of Expenditures by Budget Classification



FTE'S By Department	Actual 2018	Actual 2019	Actual 2020	Actual 2021	Actual 2022	Adopted 2023
<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
Assistant City Manager	-	-	1.00	1.00	1.00	1.00
Executive Assistant II	-	-	-	-	1.00	1.00
Management Analyst	-	1.00	1.00	1.00	1.00	1.00
Confidential Admin Asst.	-	-	-	-	0.67	0.67
Department Assistant III	0.67	0.67	0.67	0.67	-	-
Executive Assistant	1.00	1.00	1.00	1.00	-	-
Assistant to the City Manager (LTE)	1.00	1.00	-	-	-	-
<b>Total Department</b>	<b>3.67</b>	<b>4.67</b>	<b>4.67</b>	<b>4.67</b>	<b>4.67</b>	<b>4.67</b>
<b>HUMAN RESOURCES DEPARTMENT</b>						
Director-Human Resources	-	-	1.00	1.00	1.00	1.00
Assistant Human Resources Director	-	-	-	-	1.00	1.00
Emergency Management Safety Coord	-	1.00	1.00	1.00	1.00	1.00
SR HR Analyst	-	-	-	2.00	2.00	2.00
Human Resources Analyst	2.00	2.00	3.00	1.00	2.00	2.00
Confidential Admin Asst.	1.33	1.33	1.33	0.33	0.33	0.33
Human Resources Specialist (LTE)	1.00	1.00	-	-	1.00	1.00
Recruitment Coordinator (LTE)	1.00	1.00	-	-	1.00	1.00
Employee Relations & Comp Manager	-	-	-	1.00	-	-
Human Resources Manager	1.00	1.00	1.00	-	-	-
Human Resources Specialist	-	-	-	1.00	-	-
Diversity, Equity & Inclusion Coordinator	-	-	-	-	-	1.00
Director-Administrative Services	1.00	1.00	-	-	-	-
<b>Total Department</b>	<b>7.33</b>	<b>8.33</b>	<b>7.33</b>	<b>7.33</b>	<b>9.33</b>	<b>10.33</b>
<b>SOCIAL SERVICES DEPARTMENT</b>						
Social Service Coordinator	-	-	-	-	-	1.00
Maintenance Assistant	-	-	-	2.00	2.00	2.00
<b>Total Department</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>2.00</b>	<b>2.00</b>	<b>3.00</b>
<b>PUBLIC AFFAIRS DEPARTMENT</b>						
Special Projects Administrator	-	-	-	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	1.00	1.00	1.00	1.00	1.00	1.00
Public Affairs Manager	1.00	1.00	1.00	-	-	-
<b>Total Department</b>	<b>4.00</b>	<b>4.00</b>	<b>4.00</b>	<b>4.00</b>	<b>4.00</b>	<b>4.00</b>
<b>CITY CLERK DEPARTMENT</b>						
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>2.00</b>	<b>2.00</b>	<b>2.00</b>	<b>2.00</b>	<b>2.00</b>	<b>2.00</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	1.00	1.00	1.00
Accounting Manager	1.00	1.00	1.00	1.00	1.00	1.00
Senior Accountant	-	1.00	1.00	1.00	1.00	1.00
Accountant II	1.00	1.00	1.00	1.00	1.00	1.00
Accountant	1.00	1.00	1.00	1.00	2.00	2.00
Payroll/Accounting Svc Specialist	1.00	1.00	1.00	1.00	2.00	2.00
Accounting Technician	2.00	2.00	2.00	2.00	2.00	2.00
Department Assistant III	3.00	3.00	3.00	3.00	-	-
Department Assistant II	-	-	-	-	1.00	1.00
Department Assistant III - LTE	-	-	-	1.00	-	-
<b>Total Department</b>	<b>11.00</b>	<b>12.00</b>	<b>12.00</b>	<b>13.00</b>	<b>12.00</b>	<b>12.00</b>

FTE'S By Department	Actual 2018	Actual 2019	Actual 2020	Actual 2021	Actual 2022	Adopted 2023
<b><u>FTE SUMMARY BY CLASSIFICATION - GENERAL GOVERNMENT CONT.</u></b>						
<b>INFORMATION SERVICES</b>						
Information Services Manager	1.00	1.00	1.00	1.00	1.00	1.00
Enterprise Resource Plan Admin	-	-	-	1.00	1.00	1.00
Network Administrator	-	-	-	1.00	1.00	1.00
Systems Application Analyst	-	-	-	1.00	1.00	1.00
GIS Analyst	-	-	-	1.00	1.00	1.00
Computer Technician	-	-	-	1.00	2.00	2.00
IT Programmer Analyst	-	-	-	1.00	1.00	1.00
Help Desk Tech Support	1.00	1.00	1.00	1.00	1.00	1.00
Systems Application Specialist	3.00	3.00	3.00	-	-	-
GIS Coordinator	1.00	1.00	1.00	-	-	-
Computer Support Technician	1.00	1.00	1.00	-	-	-
IS Tech Project Administrator	1.00	1.00	1.00	-	-	-
<b>Total Department</b>	<b>8.00</b>	<b>8.00</b>	<b>8.00</b>	<b>8.00</b>	<b>9.00</b>	<b>9.00</b>
<b>COMMUNITY &amp; ECONOMIC DEVELOPMENT</b>						
Director - Com & Econ Development	1.00	1.00	1.00	1.00	1.00	1.00
Planning & Development Services Mgr	-	-	-	1.00	1.00	1.00
Building Official/Fire Marshal	1.00	1.00	1.00	1.00	1.00	1.00
Plans Examiner	-	-	-	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	1.00	1.00	1.00	2.00	2.00	2.00
Stormwater Infrastructure Code Spec	1.00	1.00	1.00	1.00	1.00	1.00
Economic Development Coordinator	1.00	1.00	1.00	1.00	1.00	1.00
Electrical Inspector	1.00	1.00	1.00	1.00	1.00	1.00
Planning Manager	1.00	1.00	1.00	1.00	1.00	1.00
Senior Planner	2.00	2.00	2.00	2.00	3.00	3.00
Assistant Planner	1.00	1.00	1.00	1.00	1.00	1.00
Associate Planner & Associate Proj Planner	1.00	1.00	1.00	1.00	1.00	1.00
Senior Building Code Specialist	1.00	1.00	1.00	-	-	-
Building Code Specialist I	1.00	1.00	1.00	-	-	-
Housing Coordinator	-	-	-	-	-	1.00
Sustainability Coordinator	-	-	-	-	-	1.00
Land Management Database Specialist	1.00	1.00	1.00	1.00	-	-
Associate Project Planner	-	-	-	-	1.00	1.00
Department Assistant III	2.00	2.00	2.00	2.00	2.00	2.00
<b>Total Department</b>	<b>18.00</b>	<b>18.00</b>	<b>18.00</b>	<b>19.00</b>	<b>19.00</b>	<b>21.00</b>
<b>PARKS &amp; RECREATION</b>						
Director-Parks & Recreation	1.00	1.00	1.00	1.00	1.00	1.00
Executive Assistant	-	-	-	1.00	1.00	1.00
RAC Manager	1.00	1.00	1.00	1.00	1.00	1.00
Recreation Supervisor II	5.00	5.00	5.00	5.00	5.00	5.00
Recreation Coordinator	4.00	4.00	4.00	4.00	4.00	4.00
Recreation Assistant	1.00	1.00	1.00	1.00	1.00	1.00
Department Assistant III	2.00	2.00	2.00	2.00	2.00	2.00
Department Assistant II	1.00	1.00	1.00	-	-	-
Museum Curator	1.00	1.00	1.00	1.00	1.00	1.00
Recreation Coordinator- Special Events	-	-	-	-	0.50	0.50
Park Aide/RAC Assistant	0.50	0.50	-	-	-	-
Parks Comprehensive Planner/Coordinator	-	-	-	-	-	1.00
<b>Total Department</b>	<b>16.50</b>	<b>16.50</b>	<b>16.00</b>	<b>16.00</b>	<b>16.50</b>	<b>17.50</b>
<b>POLICE DEPARTMENT</b>						
Chief	1.00	1.00	1.00	1.00	1.00	1.00
Deputy Police Chief	-	1.00	1.00	1.00	1.00	1.00
Executive Assistant	-	-	1.00	1.00	1.00	1.00
Commander	3.00	3.00	2.00	2.00	2.00	2.00
Lieutenant	-	-	-	-	-	2.00
Sergeant	8.00	8.00	8.00	8.00	9.00	9.00



FTE'S By Department	Actual 2018	Actual 2019	Actual 2020	Actual 2021	Actual 2022	Adopted 2023
<b><u>FTE SUMMARY BY CLASSIFICATION - GENERAL GOVERNMENT CONT.</u></b>						
GENERAL GOVERNMENT CONT.						
POLICE DEPARTMENT CONT.						
Corporal				6.00	6.00	6.00
Police Officer/Detective	5.00	5.00	5.00	5.00	5.00	6.00
Police Officer	37.00	42.00	47.00	41.00	40.00	40.00
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	5.00	5.00	5.00	5.00
Community Service Officer	4.00	4.00	4.00	4.00	6.00	6.00
Records Specialist	-	-	-	-	1.00	1.00
Total Department	65.00	71.00	77.00	77.00	80.00	83.00
PUBLIC WORKS DEPARTMENT						
ENGINEERING DIVISION						
ADMINISTRATION						
Director-Public Works	1.00	1.00	1.00	1.00	1.00	1.00
Executive Assistant	-	-	1.00	1.00	1.00	1.00
Management Analyst	1.00	1.00	1.00	1.00	1.00	1.00
Department Assistant III	1.00	1.00	1.00	1.00	1.00	1.00
Department Assistant II	1.00	1.00	-	-	-	-
Total Department	4.00	4.00	4.00	4.00	4.00	4.00
ENGINEERING						
City Engineer	1.00	1.00	1.00	1.00	1.00	1.00
Project Administrator	1.00	1.00	1.00	1.00	2.00	2.00
Transportation Design Mgr.	1.00	1.00	1.00	1.00	1.00	1.00
Civil Engineer	2.00	4.00	4.00	4.00	7.00	7.00
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
SR Development Review Engineer	-	-	-	2.00	2.00	2.00
Development Review Engineer	1.00	1.00	1.00	1.00	1.00	1.00
Engineering Technician III	14.00	14.00	14.00	12.00	12.00	12.00
Senior Survey Technician	1.00	1.00	1.00	1.00	1.00	1.00
Total Department	23.00	25.00	25.00	25.00	29.00	29.00
WATER RESOURCES						
Water Resources Manager	1.00	1.00	1.00	1.00	1.00	1.00
Sr Utilities Engineer	1.00	1.00	1.00	1.00	1.00	1.00
Water Resource Specialist	2.00	2.00	2.00	2.00	2.00	2.00
Water Quality Analyst	1.00	1.00	1.00	1.00	1.00	1.00
Civil Engineer	5.00	5.00	4.00	4.00	7.00	7.00
Engineering Tech III	2.00	2.00	2.00	2.00	2.00	2.00
Total Department	12.00	12.00	11.00	11.00	14.00	14.00
Total Engineering Division	39.00	41.00	40.00	40.00	47.00	47.00
OPERATIONS DIVISION						
ADMINISTRATION						
Operations Manager	1.00	1.00	1.00	1.00	1.00	1.00
Executive Assistant	-	-	1.00	1.00	1.00	1.00
Department Assistant III	1.00	1.00	1.00	1.00	1.00	1.00
Safety Coordinator - PW Ops	1.00	1.00	1.00	1.00	1.00	1.00
Total Department	3.00	3.00	4.00	4.00	4.00	4.00

FTE'S By Department	Actual 2018	Actual 2019	Actual 2020	Actual 2021	Actual 2022	Adopted 2023
<b><u>FTE SUMMARY BY CLASSIFICATION GENERAL GOVERNMENT CONT.</u></b>						
GENERAL GOVERNMENT CONT.						
PUBLIC WORKS DEPARTMENT CONT.						
EQUIPMENT RENTAL						
Equipment Maintenance Supervisor	1.00	1.00	1.00	1.00	1.00	1.00
Equipment Mechanic	2.00	3.00	3.00	3.00	3.00	3.00
Total Department	3.00	4.00	4.00	4.00	4.00	4.00
PARKS MAINTENANCE						
Parks Maintenance Supervisor	1.00	1.00	1.00	1.00	1.00	1.00
Senior Maintenance Technician (1 at RAC)	3.00	3.00	3.00	3.00	3.00	3.00
Maint Tech Journey Level (1 at RAC)	13.00	13.00	13.00	13.00	13.00	13.00
Maintenance Assistant (2 at RAC)	1.00	2.00	3.00	3.00	3.00	3.00
RAC Assistant	0.50	0.50	-	-	-	-
Total Department	18.50	19.50	20.00	20.00	20.00	20.00
FACILITIES MAINTENANCE						
Facilities Maintenance Supervisor	-	-	-	-	1.00	1.00
Senior Facilities Maintenance Technician	1.00	1.00	1.00	1.00	-	-
Maintenance Technician Journey Level	1.00	1.00	2.00	2.00	3.00	3.00
Total Department	2.00	2.00	3.00	3.00	4.00	4.00
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	8.00	8.00	8.00	8.00	8.00
Sr. Electrical Maintenance Technician	1.00	1.00	1.00	1.00	1.00	1.00
Electrical Maintenance Technician	3.00	3.00	3.00	3.00	3.00	3.00
Total Department	12.50	14.50	14.50	14.50	14.50	14.50
Total Operations Division	38.00	42.00	44.50	44.50	46.50	46.50
Total PW Dept (General Governmental)	77.00	83.00	84.50	84.50	93.50	93.50
Total General Government	212.50	227.50	233.50	237.50	252.00	260.00
<b>**ENTERPRISE FUNDS**</b>						
CUSTOMER SERVICE-FINANCE						
WATER DIVISION						
Utility Billing Supervisor	0.80	0.80	0.80	0.80	0.80	0.80
Utility Billing Specialist	-	-	-	-	1.00	1.00
AMI Tech	1.75	1.75	1.75	1.75	1.75	1.75
AMI Tech LTE	-	-	-	-	3.00	3.00
Department Assistant III	0.90	0.90	0.90	0.90	2.90	2.90
Department Assistant III - LTE	-	-	-	-	1.00	1.00
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
Department Assistant III	-	-	-	-	1.00	1.00
Total Customer Service-Finance	4.00	4.00	4.00	4.00	12.00	12.00

FTE'S By Department	Actual 2018	Actual 2019	Actual 2020	Actual 2021	Actual 2022	Adopted 2023
<b><u>FTE SUMMARY BY CLASSIFICATION - ENTERPRISE FUNDS CONT.</u></b>						
<b>**ENTERPRISE FUNDS** CONT.</b>						
<b>PUBLIC WORKS OPERATIONS</b>						
<b>WATER DIVISION</b>						
Water Maintenance Supervisor	1.00	1.00	1.00	1.00	1.00	1.00
Senior Maintenance Technician	1.00	1.00	1.00	1.00	1.00	1.00
Sr. Water Distribution Tech	1.00	1.00	1.00	1.00	1.00	1.00
Sr Water Production Tech	1.00	1.00	1.00	1.00	1.00	1.00
Maint. Tech UT Control Spec Plant Oper	3.00	3.00	2.00	2.00	3.00	3.00
Maintenance Technician Journey Level	12.00	14.00	15.00	15.00	15.00	15.00
Water Treatment Plant Operator	2.00	2.00	2.00	2.00	2.00	2.00
Scada & Controls Specialist	-	-	1.00	1.00	1.00	1.00
Civil Engineer - Utilities	-	-	1.00	1.00	1.00	1.00
Sr. Electrical Maintenance Technician	-	-	-	-	-	-
Department Assistant III	0.50	0.50	-	-	-	-
<b>Total Department</b>	<b>21.50</b>	<b>23.50</b>	<b>25.00</b>	<b>25.00</b>	<b>26.00</b>	<b>26.00</b>
<b>WASTEWATER DIVISION</b>						
Water/Wastewater Maint. Supervisor	-	-	-	-	-	-
Wastewater Maintenance Supervisor	1.00	1.00	1.00	1.00	1.00	1.00
Sr. Liftstation Tech	1.00	1.00	1.00	1.00	1.00	1.00
Senior Collections Technician	-	1.00	1.00	1.00	1.00	1.00
Maintenance Technician Journey Level	11.00	12.00	9.00	9.00	10.00	10.00
Maint. Tech UT Control Spec Plant Oper	-	-	2.00	2.00	2.00	2.00
Maint. Tech Plant Oper JL	-	-	1.00	1.00	-	-
Safety Coordinator - PW Ops	-	-	1.00	1.00	-	-
Maintenance Tech Journey Level- LTE	-	-	-	-	1.00	1.00
Senior Maintenance Technician	1.00	-	-	-	-	-
Department Assistant III	0.50	0.50	-	-	-	-
<b>Total Department</b>	<b>14.50</b>	<b>15.50</b>	<b>16.00</b>	<b>16.00</b>	<b>16.00</b>	<b>16.00</b>
<b>STORMWATER DIVISION</b>						
Elec/Streets/Strmwtr Transp Maint. Super	0.50	0.50	0.50	0.50	0.50	0.50
Senior Maintenance Technician	1.00	1.00	1.00	1.00	1.00	1.00
Stormwater Code Compliance Specialist	1.00	1.00	1.00	1.00	1.00	1.00
Maintenance Technician Journey Level	3.00	3.00	3.00	3.00	3.00	3.00
Sweeper Operator	1.00	2.00	2.00	2.00	2.00	2.00
<b>Total Department</b>	<b>6.50</b>	<b>7.50</b>	<b>7.50</b>	<b>7.50</b>	<b>7.50</b>	<b>7.50</b>
<b>Total Operations</b>	<b>44.50</b>	<b>48.50</b>	<b>48.50</b>	<b>48.50</b>	<b>49.50</b>	<b>49.50</b>
<b>TOTAL ENTERPRISE FUNDS</b>	<b>48.50</b>	<b>52.50</b>	<b>52.50</b>	<b>52.50</b>	<b>61.50</b>	<b>61.50</b>
<b>TOTAL CITY FTE'S</b>	<b>261.00</b>	<b>280.00</b>	<b>286.00</b>	<b>290.00</b>	<b>313.50</b>	<b>321.50</b>

2023 Capital Budget	
Department/Description	Adopted Budget
<b>City Council/City Manager/Human Resources/Public Affairs/City Clerk</b>	
Document Management	120,000
Computer Workstation for Social Services Coordinator	3,490
<b>Finance/Information Management Services</b>	
Purchasing Card Software Module	18,369
<b>Police</b>	
Police Virtual Trainer	300,000
Total Station with 3D Scanner	45,672
LMT 40mm Launchers (6)	11,415
Vehicle Replacement Shortfall	12,779
Police Vehicle	80,000
Computer Workstation for Detective Position	11,132
Office Furniture for Detective Position	6,000
<b>Common Facilities - Maintenance and Operations</b>	
Scissor Lift Trailer	6,600
<b>PW - Administration</b>	
Vehicle Replacement Shortfall	8,156
<b>PW - Parks Maintenance</b>	
1/2 Ton Pickup (Electric)	39,121
Vehicle Replacements Shortfall	23,530
<b>Community and Economic Development</b>	
Computer Workstation for Sustainability Coordinator	4,205
Computer Workstation for Housing Coordinator	4,205
1/2 Ton Pickup (Electric)	39,121
Vehicle Replacement Shortfall	9,419
<b>Parks &amp; Recreation</b>	
Huntamer Park Holiday Lights	15,000
<b>PW - Streets</b>	
1/2 Ton Pickup (Electric)	39,121
Bucket Truck	173,200
Mini Front-Loader	64,264
Excavator Compactor	10,566



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Account Number	Description	2021 Actual Revenue/Expense	2022 Amended Budget	2023 Adopted Budget
<i>Current Expense Fund - Revenues</i>				
<b>Revenues</b>				
001-0000-308.00-00	Estimated Beginning Cash	-	9,216,012	5,710,718
001-0000-311.10-00	Property Taxes-Current	7,192,161	7,530,892	8,047,842
001-0000-311.15-00	Property Taxes-Delinquent	34,997	35,000	35,000
001-0000-313.10-00	Sales Taxes	15,628,072	13,052,715	14,455,967
001-0000-313.27-00	Affordable & Sup. Housing	120,712	110,374	110,374
001-0000-316.10-00	Business & Occupation Tax	2,898,585	2,540,102	3,075,390
001-0000-316.20-00	Admissions Tax	81,624	84,000	168,000
001-0000-316.41-00	Utility Tax/Electric	2,613,543	2,509,713	3,078,839
001-0000-316.42-00	Utility Tax/Water-Private	6,180	4,731	4,661
001-0000-316.43-00	Utility Tax/Gas	828,811	812,609	1,063,521
001-0000-316.45-00	Utility Tax/Solid Waste	476,150	429,537	554,444
001-0000-316.47-01	Utility Tax/Telephone	514,511	468,525	555,349
001-0000-316.52-00	Utility Tax/Olympia City	6,067	2,000	6,000
001-0000-316.70-00	Utility Tax/Lacey Utility	-	2,418,697	2,675,494
001-0000-316.72-00	Water Utility Tax	1,017,048	-	-
001-0000-316.72-10	Fire Suppression Util Tax	1,004,052	935,978	950,667
001-0000-316.74-00	Wastewater Utility Tax	1,193,306	-	-
001-0000-316.78-00	Stormwater Utility Tax	267,279	-	-
001-0000-317.20-00	Leasehold Excise Taxes	24,665	20,000	20,000
001-0000-317.51-00	Punch Board & Pull Tabs	29,435	50,000	40,000
001-0000-317.52-00	Bingo & Raffles	110	-	100
001-0000-317.53-00	Amusement Games	-	100	600
001-0000-317.54-00	Card Games	291,994	189,036	363,132
001-0000-319.60-00	B & O Penalties	3,223	250	3,500
001-0000-321.60-00	Professional & Occupation	250	4,500	1,500
001-0000-321.70-00	Amusement Licenses	-	1,500	-
001-0000-321.90-00	Business Licenses	69,960	71,487	81,188
001-0000-321.91-00	Franchise Fees	701,709	701,790	734,980
001-0000-322.10-00	Building Permits	1,495,424	1,000,000	1,000,000
001-0000-322.11-00	Mechanical Permits	135,631	150,000	150,000
001-0000-322.12-00	Plumbing Permits	110,216	75,000	100,000
001-0000-322.13-00	Electrical Permits	189,541	200,000	200,000
001-0000-322.14-00	Tree Protection Fees	11,678	15,000	15,000
001-0000-322.40-00	Street & Curb Permits	62,119	40,000	40,000
001-0000-322.41-00	Banner/Sign Permits	250	250	250
001-0000-322.90-00	Gun Permits	13,480	15,000	15,000
001-0000-331.16-34	BJA	16,925	-	-

Account Number	Description	2021 Actual Revenue/Expense	2022 Amended Budget	2023 Adopted Budget
<i>Current Expense Fund - Revenues</i>				
<b>Revenues</b>				
001-0000-331.16-72	Law Enforce Grant-Vests	14,894	-	-
001-0000-333.14-22	CDBG Dept of Commerce	339,897	-	-
001-0000-333.20-60	CFDA 20.60X	-	5,000	-
001-0000-333.97-36	CFDA #97.036	23,647	-	-
001-0000-334.03-13	Dept of Ecology	436	-	-
001-0000-334.04-20	Dept of Commerce	1,963,333	-	-
001-0000-335.04-01	FY 2022-2023	216,342	-	-
001-0000-336.06-41	Marijuana Enforcement	-	81,622	81,622
001-0000-336.06-42	Marijuana Excise Tax	94,717	-	-
001-0000-336.94-00	Liquor Excise Tax	385,222	353,331	397,369
001-0000-336.95-00	Liquor Board Profits	421,095	426,736	437,514
001-0000-337.15-00	Thurs Cty Historic Comm	4,020	-	-
001-0000-337.18-00	Thurston Co. Vet Svcs HUB	30,000	-	-
001-0000-337.69-10	Stay-At-Work Program	25,887	3,000	3,000
001-0000-338.21-00	Law Enforcement Service	6,640	-	-
001-0000-338.27-00	NTPS Security Contract	(41,547)	-	160,678
001-0000-338.39-00	Animal Services Admin	126,055	126,055	126,055
001-0000-341.50-00	Public Records/Reports	137	250	250
001-0000-341.53-00	Notary Services	78	250	250
001-0000-341.54-00	NSF Fees	-	150	150
001-0000-341.55-00	Police Taxable Fees	3,300	6,000	6,000
001-0000-341.70-10	Misc. Taxable Sales	-	100	100
001-0000-341.99-00	Passport Fees	12,915	45,000	-
001-0000-342.10-10	Nisqually MOA-Trust Prop.	-	4,500	4,500
001-0000-342.10-11	Criminal Justice Training	192,912	175,000	-
001-0000-342.10-13	Overtime-Police Services	2,025	-	-
001-0000-342.40-01	Inspection Services	1,096	2,000	2,000
001-0000-343.95-00	RBRRPA Abatement Charges	3,100	4,500	4,500
001-0000-345.81-00	Zonning/Subdivision Fees	122,219	75,000	75,000
001-0000-345.83-00	Plan Checking Fees	646,256	500,000	450,000
001-0000-345.83-02	Inspection Services	-	-	49,250
001-0000-347.60-20	Youth & Teen Programs	32,175	-	-
001-0000-347.60-29	Teen Prog Parks-CivicRec	55,130	199,000	199,000
001-0000-347.60-40	Aquatics Programs	71,081	-	-
001-0000-347.60-49	Aquatic ProgPark-CivicRec	61,597	260,000	260,000
001-0000-347.60-59	Sports Parks-CivicRec	89,627	180,000	180,000

Account Number	Description	2021 Actual Revenue/Expense	2022 Amended Budget	2023 Adopted Budget
<i>Current Expense Fund - Revenues</i>				
<b>Revenues</b>				
001-0000-347.60-69	Cultural Parks-CivicRec	36,805	73,000	73,000
001-0000-347.60-79	Outdoor Parks-CivicRec	-	22,250	22,250
001-0000-347.60-89	Fitness Parks-CivicRec	3,947	15,750	15,750
001-0000-347.60-99	Spec Event Parks-CivicRec	4,560	48,900	48,900
001-0000-347.61-65	Museum Education Programs	54	1,750	1,750
001-0000-347.62-09	Shelters Parks-CivicRec	14,850	10,000	10,000
001-0000-347.63-00	Tumwater Pool Agreement	32,580	16,290	16,290
001-0000-347.64-00	Lacey ACT-Program Fees	-	23,500	23,500
001-0000-347.65-09	Field Fees Parks-CivicRec	33,173	20,000	20,000
001-0000-347.65-19	Field NTPS Parks-CivicRec	39,895	22,500	22,500
001-0000-347.90-01	HOA-Conf/Participant Fees	1,995	-	-
001-0000-348.95-00	Engineering Services Fees	1,976,283	2,605,501	1,980,116
001-0000-348.95-10	Engineering Svc - Culture	36,662	79,073	86,980
001-0000-348.95-20	Engineering Svc - Transp	885,336	426,535	1,060,175
001-0000-348.95-30	Engineering Svc - Gen Gov	39,228	79,073	86,981
001-0000-348.95-40	Engineering Svc -Pub Safe	4,120	79,073	86,980
001-0000-348.95-90	Animal Services	8,701	-	-
001-0000-348.96-00	Parks Maintenance Service	46,593	51,043	72,491
001-0000-348.96-20	Parks Maint - Streets	490,134	400,185	441,759
001-0000-348.99-00	Water Resources Services	1,563,934	2,411,187	2,645,404
001-0000-349.10-01	Indirect Plan-HR/PA	310,201	264,178	314,896
001-0000-349.10-02	Indirect Plan-Finance	810,975	861,566	959,601
001-0000-349.10-03	Indirect Plan-City Mgr.	243,690	162,860	229,909
001-0000-349.10-06	Indirect Plan-Legal	19,088	8,219	1,337
001-0000-351.10-00	District Court	73,790	125,000	50,000
001-0000-351.20-00	Lacey Violations	68,071	125,000	50,000
001-0000-361.10-00	Investment Interest	290,244	156,154	502,293
001-0000-361.10-40	LGIP Earnings	12,886	6,969	119,839
001-0000-361.11-00	Interest Earnings	7,313	1,442	8,554
001-0000-361.32-00	Unrealized Gain(Loss)	(121,095)	-	-
001-0000-361.32-02	Reverse Prev Year Adj	(282,523)	-	-
001-0000-361.40-00	Interest Sales Tax	9,938	4,115	12,500
001-0000-362.50-10	Lease - Consessionaire	963	1,200	1,200
001-0000-362.50-20	Lease - Facilities	38,842	36,584	42,950
001-0000-362.80-00	Concession Commission	-	1,750	1,750
001-0000-367.10-01	Contributions-General	43,925	-	-

Account Number	Description	2021 Actual Revenue/Expense	2022 Amended Budget	2023 Adopted Budget
<i>Current Expense Fund - Revenues</i>				
<b>Revenues</b>				
001-0000-367.10-02	Contribution-Police	10,000	-	-
001-0000-367.10-03	Contribution-Parks-Gen.	420	-	-
001-0000-367.10-04	Cont.-Parks Sponsor/Event	40,100	62,500	62,500
001-0000-367.10-06	Cont.-Summer Lunch Prog.	2,100	7,500	7,500
001-0000-367.10-07	Cont.-Parks-Youth Scholar	-	1,000	1,000
001-0000-367.10-08	Contr.- TOGETHER Parks	-	5,000	5,000
001-0000-367.10-09	Donations Parks-CivicRec	52	-	-
001-0000-367.10-10	Mayor's Gala/Veteran Toast	5,410	-	-
001-0000-369.20-00	Unclaimed Property	1,375	1,000	1,000
001-0000-369.30-00	Sale of Forfeited Prop.	-	1,000	1,000
001-0000-369.40-00	Court Fees /Judgments	4,652	3,000	3,000
001-0000-369.41-00	False Alarm	7,100	3,500	3,500
001-0000-369.81-00	Cash Over & Short	(179)	-	-
001-0000-369.90-00	Other Misc Revenue	112,029	-	-
001-0000-369.90-10	Misc. Revenue-Museum	216	-	-
001-0000-369.90-19	Misc. Museum CivicRec	30	-	-
001-0000-369.90-30	Mayors Gala/Veteran Toast	5,054	-	-
001-0000-369.95-00	Physical Environment	-	500	500
001-0000-369.95-10	RBRRPA Reimbursement	-	8,000	8,000
001-0000-374.64-00	Dept of Veterans Affairs	-	179,642	-
001-0000-397.10-02	Transfer In 109 Fund	48,500	48,500	48,500
<b>Total Current Expense Fund Revenues</b>		<b>48,926,011</b>	<b>53,594,081</b>	<b>54,845,909</b>

## **CITY COUNCIL**

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

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 advisory bodies, 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. Councilmembers also serve on one or more committees responsible for policy development on City finances and economic development, community relations, transportation planning, utility oversight, public safety, land use, environment, and general government activities.

## **BUDGET SUMMARY**

The 2023 budget for the City Council is **\$528,719**. 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:

1. City Council Services
2. Boards, Commissions, and Special Activities
3. Youth Initiatives

## **2023 PROGRAMS, GOALS AND PRIORITIES**

- Maintain Lacey's record as a safe and secure community
- Support efforts for job creation, new livable wage jobs, and promote the diversification of the community's businesses and employment sector
- Engage the community in critical conversations about race and equity
- Maintain support of the Lacey MakerSpace and explore other economic partnerships to assist our business community
- 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
- 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 support the City's stewardship and climate mitigation initiatives
- Create opportunities and programs to increase affordable housing in Lacey
- Engage the Washington State Legislature on the City's legislative priorities
- Work on economic development initiatives across the community
- Proactively work on a framework to effectively reduce homelessness in the community
- Continue to support adopted six year art plan
- Continue and expand Neighborhood Grant Program
- Maintain the City of Lacey's and North Thurston Public School's strong and collaborative relationship



Account Number	Description	2021 Actual Revenue/Expense	2022 Amended Budget	2023 Adopted Budget
<i>Current Expense Fund - Expenditures</i>				
<b>City Council</b>				
<b>Council Services</b>				
001-0301-511.10-01	Salaries-Regular	153,191	161,996	144,780
001-0301-511.20-01	Employer Paid Benefits	18,917	25,954	15,218
001-0301-511.31-01	Office & Operating Supply	761	2,000	2,000
001-0301-511.41-01	Prof. Svc-Other	3,123	6,500	5,000
001-0301-511.42-01	Telecommunications	15,832	8,200	8,200
001-0301-511.43-01	Transportation/Per Diem	-	13,500	13,500
001-0301-511.43-03	Registrations	1,240	9,500	9,500
001-0301-511.45-02	IMS Rentals	21,792	24,948	24,550
001-0301-511.46-03	Insurance-Fidelity	1,934	2,430	2,673
001-0301-511.49-30	Software Maintenance	367	-	-
001-0301-511.49-47	Sister City Program	-	-	10,200
001-0301-519.49-20	Special Projects	16,334	33,666	25,000
001-0301-573.49-12	Special Events	23,326	17,780	30,000
<b>Total Council Services</b>		<b>256,817</b>	<b>306,474</b>	<b>290,621</b>
<b>Boards/Memberships</b>				
001-0302-519.49-14	Association of WA Cities	39,501	42,601	48,235
001-0302-519.49-15	National League of Cities	4,002	3,813	3,813
001-0302-519.49-19	Neighborhood Grant Prog	43,817	76,183	60,000
001-0302-519.49-41	ICLEI	-	600	600
001-0302-519.49-50	Military Support	50,000	50,000	50,000
001-0302-519.49-53	Public Art	-	40,000	50,000
001-0302-572.31-30	Other Boards/Memberships	-	12,450	12,450
<b>Total Boards/Memberships</b>		<b>137,320</b>	<b>225,647</b>	<b>225,098</b>
<b>Youth Initiatives</b>				
001-0304-511.49-42	WIN Program	-	8,000	-
001-0304-511.49-47	Sister City Program	-	10,200	-
001-0304-511.49-56	Youth Council	1,555	8,445	5,000
001-0304-511.49-59	Youth Initiatives	-	-	8,000
<b>Total Youth Initiatives</b>		<b>1,555</b>	<b>26,645</b>	<b>13,000</b>
<b>Total City Council</b>		<b>395,692</b>	<b>558,766</b>	<b>528,719</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 and providers. The City uses contract services when quality public services can be cost-effective. The City 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 2023 budget for Contracted Services is **\$2,437,172**. This amount maintains current services while providing for increases as identified in approved contracts.

### **CONTRACTUAL - INTERLOCAL AGREEMENTS**

#### **Public Safety & Criminal Justice**

##### **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 interlocal 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 interlocal 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 maintenance and operational 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 partners with Thurston Regional Planning Council (TRPC) 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 is 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.

**CITY GOVERNMENT PRODUCTION & PROGRAMMING SERVICES:**

Services for recording, scheduling, and broadcasting City public meetings, special events, and other City productions on a government channel on cable television.

**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 agencies that provide public services for Lacey community members, including Intercity Transit for the Amtrak Depot and the Olympic Air Pollution Control Authority for monitoring and enforcement of air quality issues.

Account Number	Description	2021 Actual Revenue/Expense	2022 Amended Budget	2023 Adopted Budget
<i>Current Expense Fund - Expenditures</i>				
<b>Contracted Services</b>				
<b>Contracted Services</b>				
001-0401-511.58-18	Election/Voter Registrare	95,423	200,000	150,000
001-0401-511.58-21	Inter-governmental	125,637	100,000	100,000
001-0401-512.58-12	District Court	215,848	446,250	350,000
001-0401-512.58-13	Public Defender-Indigent	298,545	400,000	250,000
001-0401-521.49-08	Witness Fees	6	1,000	1,000
001-0401-521.49-09	Interpreter Service	4,737	6,500	6,500
001-0401-521.58-24	Victim Advocate	58,840	60,000	60,000
001-0401-523.58-10	Th Co Corrections	6,363	37,775	20,000
001-0401-523.58-11	Other Jail Services	377,286	782,347	684,375
001-0401-523.58-12	Medical Services	13,955	65,000	20,000
001-0401-525.58-22	Emergency Services Prog.	6,531	11,000	11,000
001-0401-528.58-05	Central Dispatch	6,507	6,274	6,274
001-0401-531.58-01	Pollution Control Auth.	41,785	43,704	51,626
001-0401-539.58-04	Joint Animal Services	310,412	353,082	383,082
001-0401-552.58-14	Dispute Resolution Center	3,100	3,100	3,100
001-0401-552.58-24	Foreign Trade Zone	-	3,000	3,000
001-0401-557.58-17	Th Community TV	122,280	126,439	133,561
001-0401-558.58-02	Thurston Region Planning	108,579	112,416	105,213
001-0401-559.58-03	Economic Develop. Council	53,179	80,000	80,000
001-0401-573.58-20	IT/Amtrak	16,753	32,000	18,441
<b>Total Contracted Services</b>		<b>1,865,766</b>	<b>2,869,887</b>	<b>2,437,172</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 information to provide the City Council to make informed decisions and establish annual goals and priorities for the City. The City Manager also attends and represents the City on various intergovernmental committees.

## **BUDGET SUMMARY**

The 2023 budget for the office of the City Manager is **\$947,361**. In addition to covering operating expenses, the City Manager's budget includes funding for the City Manager, Assistant City Manager, Social Services Coordinator, and Executive Assistant, and a one-third of a full-time Confidential Administrative Assistant (CAA) to provide technical and administrative support to the City Manager and the City Council.

## **2023 PROGRAMS, GOALS AND PRIORITIES**

- Oversight of city financials to ensure the fiscal sustainability of providing essential services to the community
- Ensure the successful implementation of projects and policies that align with the priorities identified by the City Council Workplan 2022-2024
- 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
- Implement innovative government solutions that enhance community services
- Continue to serve in a leadership capacity for national, regional, and local affairs
- Develop and advocate for the City's federal and state legislative agendas
- Continue to improve government transparency and effectiveness
- Continue to develop and explore new partnerships to increase public engagement within the community
- Explore opportunities and initiatives to enhance the overall quality of life of the community
- Continue to invest time, training, and resources in city staff to enhance the organization capabilities in serving the community
- Continue to build upon the City's strong environmental stewardship efforts
- Represent Lacey on the South Sound Military and Communities Partnership initiative
- Provide administrative oversight of the Lacey Veterans Services Hub
- Help lead implementation of Communications Plan, to include: a community survey, Language Access Plan enhancement of intranet, enhancement of notification and communication services, etc.
- Implement a comprehensive and transparent social service program
- Start process of creating CDBG entitlement program to improve infrastructure and services in the community
- Finalize and start implementation of the Diversity, Equity, and Inclusion Strategic Plan



Account Number	Description	2021 Actual Revenue/Expense	2022 Amended Budget	2023 Adopted Budget
<i>Current Expense Fund - Expenditures</i>				
<b>City Manager</b>				
<b>City Manager</b>				
001-0501-513.10-01	Salaries-Regular	472,751	508,890	639,914
001-0501-513.10-06	Salaries-Part-Time	-	10,000	12,000
001-0501-513.20-01	Employer Paid Benefits	170,682	194,864	228,071
001-0501-513.31-01	Office & Operating Supply	3,504	4,000	4,000
001-0501-513.41-01	Prof. Svc-Other	3,123	1,000	5,000
001-0501-513.42-01	Telecommunications	3,758	2,500	2,500
001-0501-513.43-01	Transportation/Per Diem	-	4,000	5,000
001-0501-513.43-02	Dues, Subscriptions, Publ	4,061	4,000	5,500
001-0501-513.43-03	Registrations	1,256	2,500	4,000
001-0501-513.45-02	IMS Rental	14,088	21,368	27,787
001-0501-513.49-06	Maintenance Contracts	2,233	-	-
001-0502-514.45-02	IMS Rental	-	-	13,589
<b>Total City Manager</b>		<b>675,456</b>	<b>753,122</b>	<b>947,361</b>

## **HUMAN RESOURCES**

The Human Resources (HR) Department provides administrative and support services to all City departments related to the recruitment, training and organizational development, performance management and compensation of the City's work force. In addition, this department manages employee relations, coordinates internal diversity, equity and inclusion initiatives, conducts or contracts for investigations, manages labor contract administration and negotiations and benefits program. The HR Department 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 EOC and emergency preparedness programs.

There are several areas of program responsibility:

- Recruitment and selection
- Outreach and advertising
- Employee relations/investigations
- Labor relations (contract administration and negotiations)
- Diversity, Equity and inclusion
- Risk management/loss control
- Wellness programs
- Personnel policy development and implementation
- Employee training and development
- Classification and compensation
- Employee benefits and leave administration
- Compliance with, and legislative review of, current employment law
- Safety, emergency management and preparedness
- Claims administration for City liability, worker's compensation, and unemployment insurance

The HR Department is staffed with an HR Director, an Assistant HR Director, two (2) Senior Human Resources Analysts, two (2) Human Resources Analyst, a Recruitment Coordinator (LTE), a Human Resources Specialist, a Diversity, Equity & Inclusion Coordinator, and an Emergency Management and Safety Coordinator.

### **BUDGET SUMMARY**

The HR Department budget is organized into two budget program areas:

1. General Services
2. Risk Management/Loss Control

The total 2023 budget for Human Resources is **\$1,937,876**. Recruitment activity for this past year (2022) was impacted and increased by COVID-19, and included, but is not limited to, the hiring of a new City Engineer, Water Quality Analyst, Human Resources Analyst, Design and Construction Manager, Special Projects Administrator, Management Analyst-City Manager's Office, Management Analyst-Public Works, Payroll/Accounting Services Specialist, Accounting Technician, Computer Technician, Animal and Veterinary Care Manager, Confidential Administrative Assistant, Senior Accountant, three (3) Recreation Coordinators, Human Resources Specialist, numerous Civil Engineer positions, a Senior Planner, an Executive Assistant to the Public Works Director and an Accountant.

Assisting in maintaining employee safety during the pandemic continued to be a priority focus for the department, including creating and disseminating important COVID-19 safety protocol information through Supervisor Bulletins, positive COVID-19 case and exposure reporting processes, and other pandemic safety guidance and communications.

Activities in risk management included continued participation in the AWC Retrospective Rating Program for the City's L & I worker's compensation program. Due to the City's active management of claims, we have maintained an above-average claims experience rating. 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.

The HR Department continues to evaluate and update the City of Lacey's Accident Prevention Program (APP) to conform to current L&I/ Department of Occupational Safety and Health (DOSH) standards to include implementation and tracking of mandatory employee safety trainings (e.g. First aid; ICS trainings).

The HR department has continued to focus on enhancing organizational development and training and provided coaching, training, and guidance in leave laws, recruitment, corrective action, accident and injury protocols, self-care, and awareness.

The HR Department has been continuing a process of updating the City's non-represented employee job descriptions, securing an outside compensation consultant and conducting a survey of the non-represented classifications.

Additional noteworthy department actions include the continuous work on the City's Wellness Program, which is anticipated to result in the City being awarded the Association of Washington Cities Wellness Award in 2023 (for 2022). This award will provide an additional benefit of reducing the City's premiums for medical, dental, and vision coverage by 2% in 2022.

HR also focused on providing core training and development through completing City-wide policy manual update training, purchasing access to legal compliance trainings through Summit Law for all staff, arranging for an ethics in government webinar, and scheduling three (3) supervisor training (coaching) program trainings focused on feedback (giving and receiving) and recognizing burnout.

In 2022, the HR Team was in bargaining with Lacey Police Officer Guild (LPOG), the Washington State Council of County and City Employees, American Federation of State, County and Municipal Employees (AFSCME) Local 618-L, and was scheduled to begin bargaining with the Lacey Police Management Association (LPMA).

### **2023 PROGRAMS, GOALS AND PRIORITIES**

- Continue to work through COVID-19 safety protocols, requirements and appropriate related compliance updates
- Focus on employee and labor relations in support of the organization's overall human resources processes and programs.
- Continue to recruit and hire quality staff for essential vacancies
- Complete contract renewals with the Lacey Police Management Association (LPMA)
- Reorganize and restructure positions as approved by executive leadership
- Review and update City Personnel Policies on an annual basis
- Review and update City Accident Prevention Program (APP) annually
- Update and implement a five (5) year Hazard Mitigation Plan in conjunction with other City Departments
- Update (in 2023) and implement (in 2024) a five (5) year Comprehensive Emergency Management Plan (CEMP)
- Update and implement the Emergency Command Center (ECC) Plan
- Continue to train management on the Onboarding feature within NEOGov and provide implicit bias and scoring tool training to all interview panelists
- Provide continued employee and supervisory training

Account Number	Description	2021 Actual Revenue/Expense	2022 Amended Budget	2023 Adopted Budget
<i>Current Expense Fund - Expenditures</i>				
<b>Human Resources</b>				
<b>General Services</b>				
001-0701-516.10-01	Salaries-Regular	608,864	758,922	956,537
001-0701-516.10-05	Salaries-Overtime	14,086	1,500	1,500
001-0701-516.10-06	Salaries-Part-Time	-	32,500	32,500
001-0701-516.20-01	Employer Paid Benefits	222,997	290,448	399,110
001-0701-516.20-03	Unemployment Compensation	1,063	-	-
001-0701-516.20-41	Tuition Reimbursement	-	10,000	10,000
001-0701-516.31-01	Office & Operating Supply	5,371	9,475	9,475
001-0701-516.31-02	Small Tools & Equipment	2,427	-	-
001-0701-516.31-04	Supplies - Testing/Exam	482	6,477	6,477
001-0701-516.41-01	Prof. Svc-Other	125,338	106,529	46,529
001-0701-516.41-03	Prof. Svc-Consultant	42,929	45,100	195,100
001-0701-516.41-46	Prof Svc-Civil Service	9,068	10,000	-
001-0701-516.43-01	Transportation/Per Diem	-	7,800	9,400
001-0701-516.43-02	Dues, Subscriptions, Publ	1,119	2,700	2,700
001-0701-516.43-03	Registrations	5,085	8,000	9,800
001-0701-516.44-01	Adv/Full-Time Position	2,178	8,000	8,000
001-0701-516.44-02	Adv/Part-Time Position	-	2,000	2,000
001-0701-516.45-02	IMS Rental	30,384	39,002	39,160
001-0701-516.49-02	Printing & Binding	-	3,500	3,500
001-0701-516.49-05	Professional Development	7,388	43,000	45,000
001-0701-516.49-30	Software Maintenance	-	7,322	7,322
001-0701-516.49-56	Emp Perform Recognition	563	13,000	13,000
<b>Total General Services</b>		<b>1,079,342</b>	<b>1,405,275</b>	<b>1,797,110</b>
<b>Risk Management/Loss Control</b>				
001-0702-514.10-01	Salaries-Regular	71,012	73,957	71,949
001-0702-514.10-05	Salaries-Overtime	1,550	-	-
001-0702-514.20-01	Employer Paid Benefits	32,131	34,082	35,556
001-0702-514.41-03	Prof. Svc-Consultant	3,660	5,000	5,000
001-0702-514.42-01	Telecommunications	4,579	4,800	4,800
001-0702-514.43-02	Dues, Subscriptions, Publ	-	961	961
001-0702-514.49-17	Pre-employment Medicals	12,561	5,000	5,000
001-0702-514.49-18	Wellness Prog. AWC-Grant	4,116	13,000	13,000
001-0702-514.49-43	Drug & Alcohol Testing	4,581	4,500	4,500
<b>Total Risk Management/Loss Control</b>		<b>134,190</b>	<b>141,300</b>	<b>140,766</b>
<b>Total Human Resources</b>		<b>1,213,532</b>	<b>1,546,575</b>	<b>1,937,876</b>



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## **SOCIAL SERVICES**

The City provides and supports a broad range of local social services to community members. The services are targeted to alleviate hardships and empower community members in need. Funding helps create condition that enable individuals in need to access resources, find stabilization, emotional support, and health services. The City engages in this work in four distinct ways:

1. Direct social service outreach & clean-up response;
2. Coordinated efforts with regional and community partners;
3. Providing funding to support the work of non-profit and other governmental entities; and
4. Advocacy for more comprehensive solutions to homelessness at the state and federal level

Through this work, the goal of the City is to provide and support services in the community that are done with compassion, enhance public safety and wellbeing for all.

Programs and services supported in this budget cycle include:

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

### **BUDGET SUMMARY**

The total 2023 budget for Social Services is **\$4,640,962**.

### **2023 PROGRAMS, GOALS AND PRIORITIES**

- Create a more comprehensive social services plan
- Start efforts to become a CDBG entitlement community
- Determine 2023 CDBG projects
- Continue contract oversight of social services, including Home Share, Genesis House, Oxford House and Host Homes programs
- Enhance homeless services to include a Designate Crisis Responder to compliment the MOT and CRU efforts
- Work with regional partners on housing (hotel) acquisition and other homeless services.
- Finalized the Homeless Response Plan
- Perform a comprehensive review of vacant properties and determine future uses that benefit the community
- Work with community partners to augment Hazardous Weather Sheltering Services
- Enhance accessibility and efficiencies at the Lacey Veterans Services Hub (LVSH); create a Strategic Plan for the LVSH



Account Number	Description	2021 Actual Revenue/Expense	2022 Amended Budget	2023 Adopted Budget
<i>Current Expense Fund - Expenditures</i>				
<b>Social Services</b>				
<b>General Services</b>				
001-0801-552.58-15	Social Services-HHSC	66,375	68,404	78,141
001-0801-552.58-16	TOGETHER	15,000	15,000	15,000
001-0801-552.58-18	G.R.U.B.	5,000	5,000	6,000
001-0801-552.58-25	Emer Cold Weather Shelter	2,836	50,000	25,000
001-0801-565.41-01	Prof. Svc-Other	98,822	-	-
001-0801-565.58-01	Aff and Supp Housing	-	220,748	110,374
001-0801-565.58-26	Mobile Outreach Team	51,638	176,463	194,109
001-0801-565.58-27	Senior Services	-	95,000	-
001-0801-566.58-07	Th Co Social Services S/A	16,126	21,360	21,360
<b>Total General Services</b>		<b>255,797</b>	<b>651,975</b>	<b>449,984</b>
<b>Homeless Services</b>				
001-0802-565.10-01	Salaries-Regular	14,648	135,868	150,600
001-0802-565.10-05	Salaries-Overtime	-	500	-
001-0802-565.20-01	Employer Paid Benefits	8,165	80,000	75,379
001-0802-565.31-01	Office & Operating Supply	1,724	12,942	15,942
001-0802-565.31-17	Supplies-Uniform Purchase	-	1,000	-
001-0802-565.40-01	Homeless Services	183,268	500,000	200,000
001-0802-565.41-01	Prof. Svc-Other	7,602	6,000	-
001-0802-565.41-02	Permanent Support Housing	-	-	3,500,000
001-0802-565.42-01	Telecommunications	253	1,000	7,000
001-0802-565.43-02	Dues, Subscriptions, Publ	-	-	1,500
001-0802-565.43-03	Registrations	-	2,000	-
001-0802-565.45-05	Rentals-Other	11,741	10,000	10,000
001-0802-565.47-07	Utility-Solid Waste	3,844	5,000	-
<b>Total Homeless Services</b>		<b>231,245</b>	<b>754,310</b>	<b>3,960,421</b>
<b>Veteran Services</b>				
001-0805-565.20-01	Employer Paid Benefits	412	-	-
001-0805-565.31-01	Office & Operating Supply	18,114	6,299	3,267
001-0805-565.31-02	Small Tools & Equipment	1,632	7,300	7,300
001-0805-565.41-01	Prof. Svc-Other	90,833	60,945	95,800
001-0805-565.42-01	Telecommunications	2,974	3,750	7,000
001-0805-565.43-02	Dues, Subscriptions, Publ	341	2,000	1,500
001-0805-565.43-03	Registrations	-	1,095	500

Account Number	Description	2021 Actual Revenue/Expense	2022 Amended Budget	2023 Adopted Budget
<i>Current Expense Fund - Expenditures</i>				
<b>Social Services</b>				
<b>Veteran Services-Continued</b>				
001-0805-565.45-02	IMS Rental	9,504	9,974	41,410
001-0805-565.45-05	Rentals-Other	3,300	1,575	1,575
001-0805-565.45-08	Lease Miscellaneous	57,150	30,000	60,000
001-0805-565.46-04	Insurance-Vehicle	40	39	43
001-0805-565.47-01	Utility-Electric	-	2,000	2,000
001-0805-565.48-01	Rep & Maint-Equipment	1,722	2,000	2,000
001-0805-565.48-03	Rep & Maint-Facilities	331	-	-
001-0805-565.49-02	Printing & Binding	-	3,537	3,537
001-0805-565.49-06	Maintenance Contracts	1,658	1,625	1,625
001-0805-565.49-20	Special Projects	2,139	-	-
001-0805-565.49-23	Custodial	6,950	-	-
001-0805-565.49-30	Software Maintenance	-	3,000	3,000
001-0805-565.60-01	Capital Outlays-Equipment	3,937	24,111	-
001-0805-594.65-01	Veterans Services HUB	937,766	-	-
001-0805-594.65-02	Veterans Affairs LeaseImp	355,358	179,642	-
<b>Total Veteran Services</b>		<b>1,494,161</b>	<b>338,892</b>	<b>230,557</b>
<b>Total Social Services</b>		<b>1,981,203</b>	<b>1,745,177</b>	<b>4,640,962</b>



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**PUBLIC AFFAIRS & CITY CLERK****PUBLIC AFFAIRS**

The Public Affairs Department is responsible for creating, enhancing, and administering the City's communications; supporting or developing activities and events that will foster community pride; assisting the City Council and City Manager on a full array of special projects; acting as a liaison to community stakeholders, such as residents, neighborhood associations, and outside organizations; and serving as a resource for the resolution of community stakeholder questions, comments, concerns and/or complaints. These activities include:

- Providing information about City activities through a variety of community meetings and forums
- Developing and implementing robust community engagement and participation opportunities
- Managing City communications including, but not limited to, the website, LaceyLife newsletter, etc.
- Managing content and providing oversight of the City's social media platforms
- Crafting multimedia productions, including videos
- Fostering ongoing relationships with neighborhood and homeowners' associations, as well as informal community groups
- Overseeing and responding to community stakeholder questions, comments, complaints, and concerns, including management of the Lacey311 system
- Managing City telecommunications and cable franchise agreements
- Assisting media agencies by providing timely information for articles affecting and/or featuring the City of Lacey

**2023 PROGRAMS, GOALS AND PRIORITIES**

- Lead implementation of the Communications Plan, to include: a community survey, Language Access Plan, enhancement of intranet, enhancement of notification and communication services, etc
- Continued enhancement and oversight of the City's website
- Continued enhancement of Lacey311
- Oversee implementation of city-wide document management system
- Develop new opportunities for use of digital media to enhance communications
- Explore ideas for enhanced marketing and branding of Lacey
- Enhance interaction between City Hall and neighborhood associations
- Organize 2023 Mayor's Gala
- Explore opportunities for enhanced community volunteer services program
- Increase access to City information, services, and participation by diverse communities

**CITY CLERK**

The City Clerk's Department 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:

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

**2023 PROGRAMS, GOALS AND PRIORITIES**

- Implementation and continued enhancement of a new legislative process system
- Continue with Public Affairs the implementation of a city-wide document management system in compliance with all local, state and federal laws
- Continue city-wide records management training for all employees, including orientation training for new employees
- Create a model for meeting with Records Coordinators on a regular basis to identify issues, provide solutions, and support networking
- Assist and support Records Coordinators during records remediation in each department
- Explore opportunities to improve accessibility and transparency with legislative actions and city records
- Leverage continuing education opportunities to continuously improve knowledge of, and stay current on, Public Records Act and Open Public Meetings Act laws
- Comply with reporting requirements for all city-wide public records requests
- Explore options for posting common records to city website

**BUDGET SUMMARY**

The 2023 budget for the office of Public Affairs & City Clerk is **\$1,059,501**. 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	2021 Actual Revenue/Expense	2022 Amended Budget	2023 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	309,846	361,637	266,298
001-0903-513.10-05	Salaries-Overtime	406	500	500
001-0903-513.10-06	Salaries-Part-Time	-	11,520	12,000
001-0903-513.20-01	Employer Paid Benefits	116,443	192,043	126,575
001-0903-513.20-03	Unemployment Compensation	278	-	-
001-0903-513.31-01	Office & Operating Supply	2,144	3,800	3,800
001-0903-513.41-01	Prof. Svc-Other	69,984	190,000	180,000
001-0903-513.42-01	Telecommunications	5,147	4,000	4,000
001-0903-513.43-01	Transportation/Per Diem	-	3,000	3,000
001-0903-513.43-02	Dues, Subscriptions, Publ	1,642	2,700	2,700
001-0903-513.43-03	Registrations	230	3,000	3,000
001-0903-513.45-02	IMS Rental	22,428	35,444	38,263
001-0903-513.49-02	Printing & Binding	-	2,500	2,500
001-0903-513.49-30	Software Maintenance	591	-	-
001-0903-573.49-12	Special Events	2,720	7,000	3,500
001-0903-573.49-20	Special Projects	5,796	10,000	7,000
001-0903-573.49-21	LaceyLife Newsletter	52,887	43,000	58,000
<b>Total Public Affairs</b>		<b>590,542</b>	<b>870,144</b>	<b>711,136</b>
<b>City Clerk</b>				
001-0904-514.10-01	Salaries-Regular	161,498	174,234	206,751
001-0904-514.10-05	Salaries-Overtime	3,714	1,250	1,250
001-0904-514.20-01	Employer Paid Benefits	77,432	85,819	105,364
001-0904-514.31-01	Office & Operating Supply	1,448	1,200	2,000
001-0904-514.41-06	Codification/Microfilm	3,736	16,000	12,000
001-0904-514.41-07	Records Destruction	2,710	4,000	4,000
001-0904-514.42-01	Telecommunications	84	-	-
001-0904-514.43-01	Transportation/Per Diem	-	3,000	3,000
001-0904-514.43-02	Dues, Subscriptions, Publ	735	1,000	1,000
001-0904-514.43-03	Registrations	937	3,000	3,000
001-0904-514.44-04	Ordinances & Resolutions	11,078	10,000	10,000
001-0904-514.44-05	Adv/Public Hearings	2,231	-	-
001-0904-514.45-02	IMS Rental	6,888	10,449	-
<b>Total City Clerk</b>		<b>272,491</b>	<b>309,952</b>	<b>348,365</b>
<b>Total Public Affairs &amp; City Clerk</b>		<b>863,033</b>	<b>1,180,096</b>	<b>1,059,501</b>





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## **FINANCE**

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

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

These services are provided by 32 full-time and limited-term employees that are budgeted in the Current Expense, Utilities, and Information Management Services Funds.

### **BUDGET SUMMARY**

The 2023 budget for the Finance Department is **\$2,288,988**. 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.

### **2023 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 Annual Financial Report

Account Number	Description	2021 Actual Revenue/Expense	2022 Amended Budget	2023 Adopted Budget
<i>Current Expense Fund - Expenditures</i>				
<b>Finance</b>				
<b>Finance</b>				
001-1401-514.10-01	Salaries-Regular	821,274	1,104,414	1,338,891
001-1401-514.10-05	Salaries-Overtime	15,676	850	850
001-1401-514.20-01	Employer Paid Benefits	367,091	461,406	632,725
001-1401-514.20-03	Unemployment Compensation	4,081	-	-
001-1401-514.31-01	Office & Operating Supply	4,113	5,000	5,000
001-1401-514.41-01	Prof. Svc-Other	3,205	58,000	70,000
001-1401-514.41-05	Prof. Svc-Audit	47,753	83,800	91,800
001-1401-514.41-48	Investment Advisor	45,000	46,000	74,000
001-1401-514.42-01	Telecommunications	1,402	-	-
001-1401-514.43-01	Transportation/Per Diem	-	7,500	7,500
001-1401-514.43-02	Dues, Subscriptions, Publ	1,450	2,175	2,175
001-1401-514.43-03	Registrations	3,649	7,500	7,500
001-1401-514.45-02	IMS Rental	40,956	59,111	54,595
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	2,753	1,500	1,500
001-1401-514.49-30	Software Maintenance	440	1,352	1,352
<b>Total Finance</b>		<b>1,358,843</b>	<b>1,839,708</b>	<b>2,288,988</b>

### **LEGAL SERVICES**

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

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

### **BUDGET SUMMARY**

The total 2023 budget for City Attorney is **\$782,478**.

### **2023 PROGRAMS, GOALS AND PRIORITIES**

- Provide legal guidance to the City Council and City administration on the planning and regulatory functions of the City
- Continue a positive and pragmatic approach to the City's legal ability to accomplish tasks and projects necessary for its community members
- Efficient, effective, and accountable prosecution services
- Acquire necessary property rights for future City projects

Account Number	Description	2021 Actual Revenue/Expense	2022 Amended Budget	2023 Adopted Budget
<i>Current Expense Fund - Expenditures</i>				
<b>Legal Services</b>				
<b>Legal Services</b>				
001-1501-515.41-08	Prof. Svc-Litigation	31,540	18,000	18,000
001-1501-515.41-09	Prof. Svc-Prosecution	390,198	423,855	444,040
001-1501-515.41-15	Governmental Services	269,066	278,483	292,407
001-1501-515.42-01	Telecommunications	1,353	-	-
001-1501-515.49-07	Support Services	12,135	28,025	28,025
<b>Total Legal Services</b>		<b>704,292</b>	<b>748,363</b>	<b>782,478</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 2023 budget for Common Facilities is **\$1,612,239**. This amount maintains the current level of services for City Hall and Library services.



Account Number	Description	2021 Actual Revenue/Expense	2022 Amended Budget	2023 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	13,419	20,370	20,370
001-1901-519.41-01	Prof. Svc-Other	1,419	40,846	40,846
001-1901-519.42-01	Telecommunications	20,126	20,000	20,000
001-1901-519.42-02	Communications-Postage	30,743	30,000	30,000
001-1901-519.45-01	Equipment Rental	13,740	22,203	18,110
001-1901-519.45-02	IMS Rental	778,548	774,634	664,771
001-1901-519.45-03	Copier Rental	10,281	38,700	38,700
001-1901-519.45-08	Lease Miscellaneous	-	500	500
001-1901-519.46-01	Insurance-Liability	310,351	333,521	425,915
001-1901-519.46-02	Insurance-Fire/Property	42,792	32,655	36,925
001-1901-519.46-06	AWC-L & I Pool	16,214	16,418	16,418
001-1901-519.47-01	Utility-Electric	127,237	148,000	148,000
001-1901-519.47-02	Utility-City of Lacey	14,616	22,500	22,500
001-1901-519.47-07	Utility-Solid Waste	3,424	3,000	3,000
001-1901-519.48-01	Rep & Maint-Equipment	-	3,700	3,700
001-1901-519.49-02	Printing & Binding	5,552	8,000	8,000
001-1901-519.49-06	Maintenance Contracts	25,653	38,974	38,974
001-1901-519.49-25	Assessments/Taxes	676	2,050	2,050
001-1901-519.49-27	Bad Debt Expense	-	1,000	1,000
001-1901-572.46-02	Insurance-Fire/Property	13,202	10,022	10,974
001-1901-572.47-01	Utility-Electric	43,837	50,000	50,000
001-1901-572.47-02	Utility-City of Lacey	4,386	9,000	9,000
001-1901-572.47-07	Utility-Solid Waste	2,435	1,500	1,500
001-1901-572.48-01	Rep & Maint-Equipment	-	250	250
001-1901-572.49-06	Maintenance Contracts	-	736	736
001-1901-591.75-01	Capital Leases	13,886	-	-
001-1901-592.83-10	Capital Lease Interest	3,494	-	-
<b>Total City Hall &amp; Library Operations</b>		<b>1,496,031</b>	<b>1,628,579</b>	<b>1,612,239</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 2023 will include: sixty-seven (67) commissioned officers, twelve and half (12.5) administrative staff members and six (6) 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 Explorer Post consists of students ages 13-21.

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

### **OPERATIONS DIVISION:**

The Operations Division is comprised of one (1) Commander, two (2) Lieutenants, six (6) Sergeants, six (6) Corporals, thirty (30) Police Officers, two (2) Traffic Officers and six (6) civilian non-sworn Community Service Officers who work in six squads providing 24-hour law enforcement services to the city.

The Operations Division is the largest division in the Lacey Police Department. The primary responsibility is to provide uniformed patrol response to 911 dispatched calls and to provide pro-active patrol service to the City of Lacey 24-hours per day. Lacey Police Officers use a number of different methods and tactics to protect life and property while enhancing the perception of safety throughout the community. The City is divided into patrol districts to allow officers a concentrated area of focus, where they can engage the community as partners for collaborative solutions to crime and quality of life issues. The Operations Division is complemented by a Traffic Unit that provides education and enforcement services related to vehicle, pedestrian, and school zone safety. The Community Service Officer program provides non-emergency patrol support and in-custody transports to help maximize the time patrol officers are performing their duties.

### **ADMINISTRATIVE DIVISION:**

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

The Administrative Division is responsible for records, public disclosure compliance, concealed weapons permit processing, firearms background checks, recruiting, hiring, training, policy, internal investigations, budgeting, logistics, planning, and other administrative tasks. The Customer Support Supervisor and four Police Assistants are responsible for completing these administrative tasks on a daily basis. The Personnel and Training Sergeant coordinates department training which consists of de-escalation techniques, less-lethal tools, driving, patrol tactics, firearms, case law updates and current policy and procedures. The Personnel and Training Sergeant is also the direct supervisor of the police officer assigned to the academy training staff at the Criminal Justice Training Center (CJTC). (The cost of CJTC position is reimbursed by CJTC). Our Management Analyst conducts extensive analysis of crime trends to help focus patrol resources as well as assisting detectives with complex investigations. The Executive Assistant is the central point of contact for the Office of the Chief of Police and assists with a myriad of administrative functions in support of the division and the department. The Computer Service Technician provides computer support for hardware and software systems, to include a Body Worn Camera program beginning in Quarter 1 of 2023.

### **INVESTIGATIONS DIVISION:**

The Investigations Division is comprised of one (1) Commander, one (1) Detective Sergeant, six (6) Detectives, three (3) School Resource Officers, one (1) Special Operations Sergeant, four (4) Community Resource Officers, one (1) Evidence Technician, and one (1) Police Assistants.

The Investigative Division is managed by a Commander who is responsible for three units: Detective Unit, School Resource Unit, and the Community Resource Unit. The Detective Unit is responsible for the investigation of major crimes such as Homicides, Felony Assaults, Sexual Assaults and other felony cases. The Detective Unit will investigate any complicated crimes that exceed the expertise or immediate resources of the Operations Division. The Detective Unit works closely with other local agencies for county wide criminal investigations involving violent crime, property crimes, narcotics enforcement,

as well as missing persons and child abuse cases. Detectives also complete background investigations for new hire and lateral officer candidates, ensuring only the best candidates become Lacey Police Officers. A Police Assistant is assigned to the Investigative Division to provide administrative assistance to the units within the division.

The Community Resource Unit is supervised by the Special Operations sergeant and staffed by two officers assigned to conduct community outreach and education. They engage with the homeless population to provide assistance and services for positive outcomes, plan and conduct proactive enforcement operations based on crime analysis trends, instruct at community academies and coordinate community events. The Police Assistant in this division coordinates the department's community outreach efforts to include social media as well as planning and scheduling community engagement and crime prevention seminars. The Community Resource Unit also houses the Lacey Police Department's Mobile Outreach Team (MOT). MOT personnel are non-sworn employees of Olympic Health and Recovery Services who specialize in responding to individuals in crisis. MOT's mission is to respond and engage those in need of services to assist in connecting them with resources. These resources can be for entry into housing or mental health services. The MOT team responds to many 9-1-1 calls as well as requests from patrol officers where there is a need for crisis intervention, but a police officer is not needed.

The School Resource Unit is staffed by three police officers who are assigned to North Thurston Public Schools. They serve four high schools, four middle schools, and six elementary schools. They are responsible for providing not only law enforcement and security, but also focus on initiating positive contacts and building relationships with the students, parents, and school administration. The Special Operations Sergeant also supervises the School Resource Officers.

Our Evidence Technician is responsible for the evidence and property safekeeping function at the Police Department. This includes processing, storing, retrieval, and disposition of all physical and digital evidence and found property. The Evidence Technician also assists in crime scene processing including crime scene mapping, photography, and DNA collection.

#### **BUDGET SUMMARY**

The Police Department budget is organized into nine programs.

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

The total 2023 budget for Police is **\$13,929,064** 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.

#### **2023 PROGRAMS, GOALS, AND PRIORITIES**

- Utilize contemporary crime analysis data to aggressively identify and mitigate emerging crime trends
- Continue to promote equity, diversity, and inclusion in all aspects of Police Department activities
- Continue our partnership with North Thurston Public Schools to ensure a safe and productive learning environment
- Work closely with our community partners to identify and proactively address quality of life issues
- Increase proactive and compassionate contacts to continue to build community partnerships and trust
- Increase the department's reach through social media to educate and better inform the community and increase transparency about the administration and operation of the Police Department
- Enhance our recruiting and training platforms to continue to build our diversified and inclusive public safety team
- Implement a Body Worn Camera and In-Car Video program
- Plan for city growth and future law enforcement needs
- Use and implement technology to ensure community safety
- Provide high quality, full-service and community-based law enforcement and public safety

Account Number	Description	2021 Actual Revenue/Expense	2022 Amended Budget	2023 Adopted Budget
<i>Current Expense Fund - Expenditures</i>				
<b>Police</b>				
<b>General Services</b>				
001-2101-521.10-01	Salaries-Regular	466,263	636,276	946,442
001-2101-521.10-05	Salaries-Overtime	594	500	500
001-2101-521.10-06	Salaries-Part-Time	-	3,000	3,000
001-2101-521.20-01	Employer Paid Benefits	118,375	186,444	258,156
001-2101-521.20-02	LEOFF Disability-Retired	118,546	210,960	210,960
001-2101-521.31-01	Office & Operating Supply	6,143	8,250	8,250
001-2101-521.31-15	Evidence Monies	-	1,000	1,000
001-2101-521.41-01	Prof. Svc-Other	(22,414)	12,524	7,900
001-2101-521.41-02	Prof. Svc- Engineering	1,272	-	-
001-2101-521.42-01	Telecommunications	3,669	5,057	5,057
001-2101-521.43-02	Dues, Subscriptions, Publ	1,040	1,700	1,700
001-2101-521.45-01	Equipment Rental	19,728	22,466	21,580
001-2101-521.45-02	IMS Rental	10,140	27,865	27,119
001-2101-521.48-01	Rep & Maint-Equipment	-	20	20
001-2101-521.49-06	Maintenance Contracts	1,014	-	-
<b>Total General Services</b>		<b>724,370</b>	<b>1,116,062</b>	<b>1,491,684</b>
<b>Records and Support Services</b>				
001-2102-521.10-01	Salaries-Regular	464,301	559,327	530,988
001-2102-521.10-05	Salaries-Overtime	2,223	5,100	5,100
001-2102-521.10-06	Salaries-Part-Time	-	1,000	1,000
001-2102-521.20-01	Employer Paid Benefits	182,940	265,012	214,376
001-2102-521.31-01	Office & Operating Supply	6,906	8,100	8,100
001-2102-521.31-02	Small Tools & Equipment	254	1,100	1,100
001-2102-521.31-17	Supplies-Uniform Purchase	-	600	600
001-2102-521.41-01	Prof. Svc-Other	118	81,522	-
001-2102-521.42-01	Telecommunications	5,398	4,500	4,500
001-2102-521.43-02	Dues, Subscriptions, Publ	-	475	475
001-2102-521.45-02	IMS Rental	10,464	28,756	27,986
001-2102-521.48-01	Rep & Maint-Equipment	-	100	100
001-2102-521.49-02	Printing & Binding	971	4,000	4,000
001-2102-521.49-06	Maintenance Contracts	965	-	-
001-2102-521.49-30	Software Maintenance	-	1,700	1,700
001-2102-521.50-04	Contract-RMS System	161,549	160,092	160,092
<b>Total Records and Support Services</b>		<b>836,089</b>	<b>1,121,384</b>	<b>960,117</b>

Account Number	Description	2021 Actual Revenue/Expense	2022 Amended Budget	2023 Adopted Budget
<i>Current Expense Fund - Expenditures</i>				
<b>Police</b>				
<b>Property Control</b>				
001-2103-521.10-01	Salaries-Regular	130,550	133,038	150,751
001-2103-521.10-05	Salaries-Overtime	181	1,800	1,800
001-2103-521.20-01	Employer Paid Benefits	39,763	49,288	46,265
001-2103-521.31-01	Office & Operating Supply	1,298	2,975	2,975
001-2103-521.31-02	Small Tools & Equipment	-	375	375
001-2103-521.31-17	Supplies-Uniform Purchase	-	700	700
001-2103-521.41-01	Prof. Svc-Other	50	-	500
001-2103-521.45-02	IMS Rental	2,808	7,710	7,503
001-2103-521.49-02	Printing & Binding	-	125	125
001-2103-521.49-28	Misc - Disposal Fees	117	-	-
001-2103-521.49-30	Software Maintenance	13,590	10,587	10,587
<b>Total Property Control</b>		<b>188,357</b>	<b>206,598</b>	<b>221,581</b>
<b>Training</b>				
001-2104-521.31-01	Office & Operating Supply	4,744	-	-
001-2104-521.31-02	Small Tools & Equipment	119	-	-
001-2104-521.43-01	Transportation/Per Diem	5,890	30,000	40,000
001-2104-521.43-02	Dues, Subscriptions, Publ	53	450	450
001-2104-521.43-03	Registrations	23,726	46,750	74,800
001-2104-521.43-05	Memorial Fund-McMillen Sr	-	50	50
001-2104-521.49-05	Professional Development	10,399	30,233	62,566
001-2104-521.49-30	Software Maintenance	31,906	19,854	19,854
<b>Total Training</b>		<b>76,837</b>	<b>127,337</b>	<b>197,720</b>
<b>Crime Prevention</b>				
001-2105-521.10-01	Salaries-Regular	108,925	113,855	121,255
001-2105-521.10-05	Salaries-Overtime	7,743	6,150	12,398
001-2105-521.20-01	Employer Paid Benefits	31,895	37,303	34,826
001-2105-521.31-01	Office & Operating Supply	3,682	6,465	7,065
001-2105-521.31-10	Supplies-Multi-Housing	-	400	400
001-2105-521.31-17	Supplies-Uniform Purchase	286	400	400
001-2105-521.31-42	Community Events	-	-	7,500
001-2105-521.41-01	Prof. Svc-Other	115	100	100
001-2105-521.42-01	Telecommunications	1,955	1,000	3,100
001-2105-521.43-02	Dues, Subscriptions, Publ	-	100	100
001-2105-521.45-01	Equipment Rental	4,171	4,747	4,561

Account Number	Description	2021 Actual Revenue/Expense	2022 Amended Budget	2023 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	4,097	3,500	4,500
001-2105-521.49-10	Uniform Contract/Cleaning	87	400	500
001-2105-521.49-11	Public Education	-	750	750
<b>Total Crime Prevention</b>		<b>162,956</b>	<b>175,180</b>	<b>197,465</b>
<b>Investigation and Apprehension</b>				
001-2106-521.10-01	Salaries-Regular	616,112	706,152	879,999
001-2106-521.10-05	Salaries-Overtime	48,444	47,150	47,150
001-2106-521.20-01	Employer Paid Benefits	161,029	237,927	227,187
001-2106-521.31-01	Office & Operating Supply	5,876	15,156	15,156
001-2106-521.31-02	Small Tools & Equipment	893	10,878	2,400
001-2106-521.31-17	Supplies-Uniform Purchase	225	1,500	1,500
001-2106-521.41-01	Prof. Svc-Other	816	1,000	1,000
001-2106-521.42-01	Telecommunications	9,274	9,508	9,508
001-2106-521.43-02	Dues, Subscriptions, Publ	6	300	33,300
001-2106-521.45-01	Equipment Rental	46,969	53,492	51,386
001-2106-521.45-02	IMS Rental	4,368	12,011	11,690
001-2106-521.48-01	Rep & Maint-Equipment	-	500	500
001-2106-521.49-02	Printing & Binding	178	100	100
001-2106-521.49-10	Uniform Contract/Cleaning	5,268	4,000	5,000
001-2106-521.49-30	Software Maintenance	4,704	-	3,203
<b>Total Investigation and Apprehension</b>		<b>904,162</b>	<b>1,099,674</b>	<b>1,289,079</b>
<b>Protective Enforcement Patrol</b>				
001-2107-521.10-01	Salaries-Regular	4,654,833	5,183,609	5,699,916
001-2107-521.10-05	Salaries-Overtime	739,585	542,175	542,175
001-2107-521.10-06	Salaries-Part-Time	13,548	10,593	10,593
001-2107-521.20-01	Employer Paid Benefits	1,273,569	1,636,173	1,473,825
001-2107-521.20-35	LEOFF2 Plan Contrib Add'l	11,113	-	-
001-2107-521.31-01	Office & Operating Supply	21,503	20,267	32,182
001-2107-521.31-02	Small Tools & Equipment	5,746	7,042	7,042
001-2107-521.31-05	Firearms/Ammunition	43,940	40,000	55,000
001-2107-521.31-06	Supplies-Water Patrol	-	394	394
001-2107-521.31-07	Supplies-Tactical Team	10,663	15,514	10,000



Account Number	Description	2021 Actual Revenue/Expense	2022 Amended Budget	2023 Adopted Budget
<i>Current Expense Fund - Expenditures</i>				
<b>Police</b>				
<b>Protective Enforcement Patrol-Continued</b>				
001-2107-521.31-17	Supplies-Uniform Purchase	42,369	34,950	34,950
001-2107-521.31-33	Supplies-Tactical Vests	14,691	28,165	28,165
001-2107-521.31-35	Supplies-Replaced Equip	40,736	30,000	30,000
001-2107-521.31-37	Less Lethal Equipment	23,043	20,000	20,000
001-2107-521.41-01	Prof. Svc-Other	5,974	3,000	3,000
001-2107-521.42-01	Telecommunications	49,703	46,711	51,011
001-2107-521.43-02	Dues, Subscriptions, Publ	545	3,775	3,775
001-2107-521.45-01	Equipment Rental	582,527	663,487	637,360
001-2107-521.45-02	IMS Rental	230,076	632,383	615,445
001-2107-521.45-03	Copier Rental	5,541	18,900	18,900
001-2107-521.48-01	Rep & Maint-Equipment	5,576	8,000	8,000
001-2107-521.49-02	Printing & Binding	1,926	1,754	1,754
001-2107-521.49-06	Maintenance Contracts	1,207	-	-
001-2107-521.49-10	Uniform Contract/Cleaning	10,961	12,460	15,575
001-2107-521.49-30	Software Maintenance	12,391	12,045	12,045
001-2107-521.50-01	Range Rental	-	10,000	16,000
001-2107-591.75-01	Capital Leases	9,061	-	-
001-2107-592.83-10	Capital Lease Interest	184	-	-
<b>Total Protective Enforcement Patrol</b>		<b>7,811,011</b>	<b>8,981,397</b>	<b>9,327,107</b>
<b>Traffic</b>				
001-2108-521.10-01	Salaries-Regular	104,671	114,152	124,642
001-2108-521.10-05	Salaries-Overtime	25,159	24,088	24,088
001-2108-521.20-01	Employer Paid Benefits	21,642	24,905	22,177
001-2108-521.31-01	Office & Operating Supply	56	1,450	1,450
001-2108-521.31-02	Small Tools & Equipment	1,690	500	500
001-2108-521.31-17	Supplies-Uniform Purchase	-	1,000	1,000
001-2108-521.42-01	Telecommunications	558	1,700	1,700
001-2108-521.43-02	Dues, Subscriptions, Publ	-	50	50
001-2108-521.45-01	Equipment Rental	49,682	56,587	54,358
001-2108-521.48-01	Rep & Maint-Equipment	-	200	1,200
001-2108-521.49-10	Uniform Contract/Cleaning	391	550	688
<b>Total Traffic</b>		<b>203,849</b>	<b>225,182</b>	<b>231,853</b>
<b>Volunteers</b>				
001-2109-521.10-01	Salaries-Regular	31,050	37,988	-

Account Number	Description	2021 Actual Revenue/Expense	2022 Amended Budget	2023 Adopted Budget
<i>Current Expense Fund - Expenditures</i>				
<b>Police</b>				
<b>Volunteers-Continued</b>				
001-2109-521.10-05	Salaries-Overtime	3,599	3,588	3,588
001-2109-521.20-01	Employer Paid Benefits	3,198	5,356	-
001-2109-521.31-01	Office & Operating Supply	174	750	750
001-2109-521.31-02	Small Tools & Equipment	-	125	125
001-2109-521.31-18	Uniforms	417	2,525	2,525
001-2109-521.43-01	Transportation/Per Diem	-	400	400
001-2109-521.43-02	Dues, Subscriptions, Publ	-	750	750
001-2109-521.43-03	Registrations	-	1,070	1,070
001-2109-521.49-10	Uniform Contract/Cleaning	153	750	750
001-2109-521.49-57	Lacey Resource Officers	362	2,500	2,500
<b>Total Volunteers</b>		<b>38,953</b>	<b>55,802</b>	<b>12,458</b>
<b>Total Police</b>		<b>10,946,584</b>	<b>13,108,616</b>	<b>13,929,064</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, Equipment Rental, and Utility & Transportation Capital Programs.

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

#### **BUDGET SUMMARY**

The 2023 budget for Public Works Administration is **\$155,637**. Some operating costs are recovered through the assessment of plan fees and charges to utilities or projects.

#### **2023 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	2021 Actual Revenue/Expense	2022 Amended Budget	2023 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	55,606	58,732	62,439
001-3101-532.10-05	Salaries-Overtime	-	200	200
001-3101-532.20-01	Employer Paid Benefits	17,256	19,515	22,504
001-3101-532.31-01	Office & Operating Supply	3,432	9,850	9,850
001-3101-532.31-02	Small Tools & Equipment	480	461	461
001-3101-532.31-27	Software Upgrade	-	1,500	1,500
001-3101-532.41-01	Prof. Svc-Other	-	4,000	4,000
001-3101-532.43-01	Transportation/Per Diem	-	1,200	1,200
001-3101-532.43-02	Dues, Subscriptions, Publ	600	5,700	5,700
001-3101-532.43-03	Registrations	840	1,000	1,000
001-3101-532.44-01	Adv/Full-Time Position	650	-	-
001-3101-532.45-01	Equipment Rental	25,896	20,980	16,733
001-3101-532.45-02	IMS Rental	18,732	25,662	27,750
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>123,492</b>	<b>151,100</b>	<b>155,637</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 29 FTE's. The Engineering staff identifies public improvement needs, designs and manages City-funded construction projects for facilities, parks, 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:

1. General Services
2. Transportation Engineering
3. Water Utility Engineering
4. Wastewater Utility Engineering
5. Stormwater Utility Engineering
6. Project Engineering

The total 2023 budget for Public Works Engineering is **\$4,907,884**. Some operating costs are recovered through the assessment of plan fees and charges to utilities or projects.

### **2023 PROGRAMS, GOALS AND PRIORITIES**

- Provide capital project management support for all departments in the City
- Maintain compliance with all bidding requirements
- Public outreach and construction notifications
- Responding to stakeholder questions, complaints, and concerns
- Continue to monitor and improve the City traffic signal system
- Provide timely responses to traffic complaints
- Pavement Management Program
- Maintain Development Guidelines
- Maintain timely plan review
- Work with contractors to ensure compliance with City standards
- Providing survey services during design and construction for City projects
- Developing and maintaining accurate maps of City utilities

Account Number	Description	2021 Actual Revenue/Expense	2022 Amended Budget	2023 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	717,903	1,135,950	1,236,469
001-3201-532.10-05	Salaries-Overtime	2,816	3,000	3,000
001-3201-532.10-06	Salaries-Part-Time	753	-	-
001-3201-532.20-01	Employer Paid Benefits	288,581	353,240	443,127
001-3201-532.31-01	Office & Operating Supply	12,068	15,000	15,000
001-3201-532.31-02	Small Tools & Equipment	2,538	4,000	4,000
001-3201-532.31-17	Supplies-Uniform Purchase	849	3,000	3,000
001-3201-532.31-27	Software Upgrade	764	2,174	2,174
001-3201-532.41-01	Prof. Svc-Other	-	1,600	1,600
001-3201-532.42-01	Telecommunications	14,787	9,750	17,340
001-3201-532.43-01	Transportation/Per Diem	-	5,000	5,000
001-3201-532.43-02	Dues, Subscriptions, Publ	3,065	2,000	9,400
001-3201-532.43-03	Registrations	3,830	7,020	7,020
001-3201-532.45-01	Equipment Rental	118,287	134,476	124,502
001-3201-532.45-02	IMS Rental	88,644	129,870	155,451
001-3201-532.45-08	Lease Miscellaneous	7,433	7,720	7,720
001-3201-532.48-02	Rep & Maint-Equip Non-Pwr	-	1,020	1,020
001-3201-532.49-03	Recording Fees	577	35,000	35,000
001-3201-532.49-05	Professional Development	-	-	11,740
001-3201-532.49-06	Maintenance Contracts	2,825	5,698	5,698
001-3201-532.49-10	Uniform Contract/Cleaning	568	200	200
001-3201-532.49-30	Software Maintenance	58,489	91,117	50,000
<b>Total General Services</b>		<b>1,324,777</b>	<b>1,946,835</b>	<b>2,138,461</b>
<b>Transportation Engineering</b>				
001-3202-532.10-01	Salaries-Regular	407,715	508,907	533,748
001-3202-532.10-05	Salaries-Overtime	1,316	3,000	3,000
001-3202-532.10-06	Salaries-Part-Time	5,539	9,953	9,953
001-3202-532.20-01	Employer Paid Benefits	142,952	211,499	210,039
001-3202-532.31-01	Office & Operating Supply	56	2,300	2,300
001-3202-532.31-02	Small Tools & Equipment	50	300	300
001-3202-532.31-03	Traffic Counting Supplies	449	1,010	1,010
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	1,466	250	250
001-3202-532.43-02	Dues, Subscriptions, Publ	2,241	2,150	2,150



Account Number	Description	2021 Actual Revenue/Expense	2022 Amended Budget	2023 Adopted Budget
<i>Current Expense Fund - Expenditures</i>				
<b>Public Works Engineering Division</b>				
<b>Transportation Engineering-Continued</b>				
001-3202-532.43-03	Registrations	315	2,500	2,500
001-3202-532.45-01	Equipment Rental	6,006	6,835	6,327
001-3202-532.49-02	Printing & Binding	-	180	180
<b>Total Transportation Engineering</b>		<b>568,105</b>	<b>749,459</b>	<b>772,332</b>
<b>Water Utility Engineering</b>				
001-3203-532.10-01	Salaries-Regular	204,830	257,139	198,940
001-3203-532.10-05	Salaries-Overtime	1,828	8,000	8,000
001-3203-532.20-01	Employer Paid Benefits	74,396	117,087	100,754
<b>Total Water Utility Engineering</b>		<b>281,054</b>	<b>382,226</b>	<b>307,694</b>
<b>Wastewater Utility Engineering</b>				
001-3204-532.10-01	Salaries-Regular	169,054	200,721	132,449
001-3204-532.10-05	Salaries-Overtime	1,828	10,000	10,000
001-3204-532.20-01	Employer Paid Benefits	62,498	84,099	68,708
<b>Total Wastewater Utility Engineering</b>		<b>233,380</b>	<b>294,820</b>	<b>211,157</b>
<b>Stormwater Utility Engineering</b>				
001-3205-532.10-01	Salaries-Regular	91,081	110,930	70,016
001-3205-532.10-05	Salaries-Overtime	1,024	2,000	2,000
001-3205-532.20-01	Employer Paid Benefits	35,097	47,228	31,032
<b>Total Stormwater Utility Engineering</b>		<b>127,202</b>	<b>160,158</b>	<b>103,048</b>
<b>Project Engineering</b>				
001-3206-532.10-01	Salaries-Regular	705,385	770,511	898,591
001-3206-532.10-05	Salaries-Overtime	37,534	10,000	10,000
001-3206-532.10-06	Salaries-Part-Time	566	-	-
001-3206-532.20-01	Employer Paid Benefits	325,448	439,101	466,601
<b>Total Project Engineering</b>		<b>1,068,933</b>	<b>1,219,612</b>	<b>1,375,192</b>
<b>Total Public Works Engineering Division</b>		<b>3,603,451</b>	<b>4,753,110</b>	<b>4,907,884</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, 19 athletic fields, 23 courts, one skate park, 44 single stall restrooms, 12 picnic shelters, 30 play toy structures, 72 water/wastewater sites, and 34.7 miles of right-of-way containing 4,559 street trees, 20.6 acres of turf strips and 25.76 acres of ornamental landscapes.

The work performed by the Parks Maintenance Division includes routine and preventative maintenance, as well as repairs, emergency responses and special projects. Staff performs janitorial services, turf and grounds maintenance, hazard tree removal and urban forest management, integrated pest management, graffiti/vandalism mitigation, 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:

1. General Services
2. Utilities/Right-of-Way
3. Buildings/Structures/Grounds - Parks
4. Rainier Vista Park Operations

The total 2023 Budget for Parks, Grounds, and Facilities Maintenance is **\$3,665,499**. This includes staffing of 17 full-time equivalents, (not including four FTEs funded by the Regional Athletic Complex) and up to 16 temporary six month employees. Temporary seasonal laborers help to meet the increased demands created by warm weather and additional park activity. Parks Maintenance Operations are supported by the revenues from the General Fund and Utility Tax receipts dedicated to parks maintenance.

#### **2023 PROGRAMS, GOALS AND PRIORITIES**

- Continue to develop innovative maintenance techniques to maximize efficiency
- Maintain and improve current service levels
- Staff and deploy a Rapid Response Team to assist Lacey PD in homeless related issues
- Test water conservation products intended to reduce irrigation usage on athletic fields

Account Number	Description	2021 Actual Revenue/Expense	2022 Amended Budget	2023 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	247,018	293,562	323,175
001-3301-576.10-05	Salaries-Overtime	5,534	3,000	3,000
001-3301-576.10-06	Salaries-Part-Time	3,227	56,492	56,492
001-3301-576.20-01	Employer Paid Benefits	107,513	95,897	125,948
001-3301-576.20-03	Unemployment Compensation	4,308	25,500	25,500
001-3301-576.31-01	Office & Operating Supply	16,237	10,645	10,645
001-3301-576.31-02	Small Tools & Equipment	-	2,700	-
001-3301-576.31-17	Supplies-Uniform Purchase	9,397	8,385	8,385
001-3301-576.31-23	Office & Operating-Bldg	196	-	-
001-3301-576.31-35	Replaced Equip	3,335	15,000	15,000
001-3301-576.41-01	Prof. Svc-Other	4,486	740	740
001-3301-576.42-01	Telecommunications	1,261	3,000	3,000
001-3301-576.43-01	Transportation/Per Diem	-	12,843	12,843
001-3301-576.43-02	Dues, Subscriptions, Publ	615	915	915
001-3301-576.43-03	Registrations	3,254	6,242	6,242
001-3301-576.45-01	Equipment Rental	21,884	24,468	26,511
001-3301-576.45-02	IMS Rental	15,696	25,900	26,343
001-3301-576.45-03	Copier Rentals	1,518	1,425	1,425
001-3301-576.46-02	Insurance-Fire/Property	1,595	1,135	1,243
001-3301-576.47-01	Utility-Electric	9,576	7,146	7,146
001-3301-576.47-02	Utility-City of Lacey	-	2,824	2,824
001-3301-576.47-03	Utility-Natural Gas	8,639	7,869	7,869
001-3301-576.47-07	Utility-Solid Waste	5,640	4,900	4,900
001-3301-576.48-01	Rep & Maint-Equipment	1,103	1,580	1,580
001-3301-576.48-03	Rep & Maint-Facilities	303	22,700	-
001-3301-576.49-06	Maintenance Contracts	1,643	2,909	2,909
001-3301-576.49-10	Uniform Contract/Cleaning	-	300	300
001-3301-576.49-23	Custodial	9,312	8,753	8,753
001-3301-576.49-25	Assessments/Taxes	16	181	181
001-3301-576.49-35	CDL-Physicals/Licenses	1,165	958	958
<b>Total General Services</b>		<b>484,471</b>	<b>647,969</b>	<b>684,827</b>
<b>Utilities/Right of Way</b>				
001-3302-576.10-01	Salaries-Regular	325,783	261,108	298,544
001-3302-576.10-05	Salaries-Overtime	1,347	3,100	3,100
001-3302-576.10-06	Salaries-Part-Time	29,759	105,620	93,140

Account Number	Description	2021 Actual Revenue/Expense	2022 Amended Budget	2023 Adopted Budget
<i>Current Expense Fund - Expenditures</i>				
<b>Public Works Parks Maintenance Division</b>				
<b>Utilities/Right of Way-Continued</b>				
001-3302-576.20-01	Employer Paid Benefits	173,850	143,944	155,934
001-3302-576.31-01	Office & Operating Supply	37,759	43,750	43,750
001-3302-576.31-02	Small Tools & Equipment	1,529	1,675	1,675
001-3302-576.41-01	Prof. Svc-Other	6,067	5,468	5,468
001-3302-576.42-01	Telecommunications	5,530	3,250	3,250
001-3302-576.45-01	Equipment Rental	56,586	63,747	69,071
001-3302-576.45-05	Rentals-Other	13,813	8,000	8,000
001-3302-576.47-01	Utility-Electric	978	1,300	1,300
001-3302-576.47-02	Utility-City of Lacey	86,971	120,000	120,000
001-3302-576.47-07	Utility-Solid Waste	-	-	20,000
001-3302-576.48-01	Rep & Maint-Equipment	953	2,617	2,617
001-3302-576.48-15	Rep & Maint-Grounds	-	1,350	1,350
<b>Total Utilities/Right of Way</b>		<b>740,925</b>	<b>764,929</b>	<b>827,199</b>
<b>Building/Structures/Grounds</b>				
001-3303-576.10-01	Salaries-Regular	502,657	530,041	564,458
001-3303-576.10-05	Salaries-Overtime	6,528	1,500	3,500
001-3303-576.10-06	Salaries-Part-Time	83,554	115,270	90,310
001-3303-576.20-01	Employer Paid Benefits	260,558	269,821	275,055
001-3303-576.31-01	Office & Operating Supply	57,233	65,470	241,296
001-3303-576.31-02	Small Tools & Equipment	5,075	5,323	5,323
001-3303-576.31-29	Supplies-Ground Maint	13,900	12,000	12,000
001-3303-576.34-01	Fuel	6,331	4,238	4,238
001-3303-576.41-01	Prof. Svc-Other	63,057	50,582	64,857
001-3303-576.42-01	Telecommunications	4,244	2,000	2,000
001-3303-576.45-01	Equipment Rental	189,646	213,644	231,489
001-3303-576.45-05	Rentals-Other	8,131	6,300	6,300
001-3303-576.46-02	Insurance-Fire/Property	7,452	6,476	7,091
001-3303-576.47-01	Utility-Electric	11,266	14,000	14,000
001-3303-576.47-02	Utility-City of Lacey	127,773	125,000	125,000
001-3303-576.47-07	Utility-Solid Waste	-	-	5,000
001-3303-576.48-01	Rep & Maint-Equipment	3,262	4,000	4,000
001-3303-576.48-03	Rep & Maint-Facilities	-	512	512
<b>Total Building/Structures/Grounds</b>		<b>1,350,667</b>	<b>1,426,177</b>	<b>1,656,429</b>

Account Number	Description	2021 Actual Revenue/Expense	2022 Amended Budget	2023 Adopted Budget
<i>Current Expense Fund - Expenditures</i>				
<b>Public Works Parks Maintenance Division</b>				
<b>Rainier Vista Park</b>				
001-3304-576.10-01	Salaries-Regular	94,799	117,369	115,791
001-3304-576.10-05	Salaries-Overtime	1,172	1,000	2,000
001-3304-576.10-06	Salaries-Part-Time	45,331	67,351	53,071
001-3304-576.20-01	Employer Paid Benefits	46,921	53,938	51,529
001-3304-576.20-03	Unemployment Compensation	5,020	-	-
001-3304-576.31-01	Office & Operating Supply	37,427	45,310	45,310
001-3304-576.31-02	Small Tools & Equipment	6,920	1,350	1,350
001-3304-576.34-02	Diesel	6,214	14,000	14,000
001-3304-576.41-01	Prof. Svc-Other	2,359	596	14,596
001-3304-576.42-01	Telecommunications	3,795	3,500	3,500
001-3304-576.45-01	Equipment Rental	67,627	80,999	92,115
001-3304-576.45-02	IMS Rental	2,460	5,721	5,713
001-3304-576.45-05	Rentals-Other	1,094	-	1,500
001-3304-576.46-02	Insurance-Fire/Property	2,593	2,491	2,729
001-3304-576.47-01	Utility-Electric	7,937	6,500	6,500
001-3304-576.47-02	Utility-City of Lacey	57,332	80,000	80,000
001-3304-576.47-07	Utility-Solid Waste	5,887	5,700	5,700
001-3304-576.48-01	Rep & Maint-Equipment	-	950	950
001-3304-576.48-03	Rep & Maint-Facilities	416	450	450
001-3304-576.49-23	Custodial	-	240	240
<b>Total Rainier Vista Park</b>		<b>395,304</b>	<b>487,465</b>	<b>497,044</b>
<b>Total Public Works Parks Maintenance Division</b>		<b>2,971,367</b>	<b>3,326,540</b>	<b>3,665,499</b>

### ***PUBLIC WORKS-FACILITIES MAINTENANCE***

The Public Works Facilities Maintenance Division is responsible for the maintenance of over 280,000 square feet of buildings, including City Hall, Lacey Timberland Library, Lacey Museum, Lacey Depot Amenity, Maintenance Service Center, Equipment Rental, Jacob Smith House, Community Center, Senior Center, Lacey Childcare Center, and Animal Services. Support is also provided to the Water and Wastewater divisions on an as needed basis, with over 74 water/wastewater facilities. Facilities Maintenance also assists the Parks division by maintaining 15 picnic shelters, 13-bathroom buildings, and five maintenance shops located throughout the parks system.

#### **BUDGET SUMMARY**

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

The total 2023 budget is **\$1,024,294**. The department is staffed by a Facilities Maintenance Supervisor, and three Journey Level Maintenance Technicians.

#### **2023 PROGRAMS, GOALS AND PRIORITIES**

- Continue to emphasize and provide quick work order response times to our customers
- Conduct a city-wide facilities condition assessment
- Initiate city-wide building asset management program
- Replace exterior wooden doors at the Community Center
- Cover hardwood flooring with vinyl plank at the Community Center
- Interior painting-Lacey Library



Account Number	Description	2021 Actual Revenue/Expense	2022 Amended Budget	2023 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	215,803	324,697	329,351
001-3601-519.10-05	Salaries-Overtime	821	1,000	1,000
001-3601-519.20-01	Employer Paid Benefits	126,637	161,259	190,281
001-3601-519.20-03	Unemployment Compensation	-	600	600
001-3601-519.31-01	Office & Operating Supply	7,285	-	10,000
001-3601-519.31-02	Small Tools & Equipment	-	-	2,500
001-3601-519.31-17	Supplies-Uniform Purchase	707	1,500	1,500
001-3601-519.31-23	Supplies-Building Maint.	16,385	20,000	28,000
001-3601-519.31-24	Small Tools & Equip-Grnds	232	400	400
001-3601-519.31-29	Supplies-Grounds Maint.	925	3,930	3,930
001-3601-519.41-01	Prof. Svc-Other	-	49,380	-
001-3601-519.41-31	Prof. Svc-Building Maint.	7,899	6,870	6,870
001-3601-519.41-39	Prof. Svc-Tree Evaluation	-	585	585
001-3601-519.42-01	Telecommunications	2,029	1,750	1,750
001-3601-519.43-01	Transportation/Per Diem	-	1,400	1,400
001-3601-519.43-02	Dues, Subscriptions, Publ	75	-	-
001-3601-519.43-03	Registrations	360	1,595	1,595
001-3601-519.45-01	Equipment Rental	4,830	5,816	5,494
001-3601-519.45-02	IMS Rental	2,712	7,715	8,683
001-3601-519.45-05	Rentals-Other	180	-	-
001-3601-519.48-03	Rep & Maint-Facilities	20,569	223,500	141,000
001-3601-519.48-10	Rep & Maint-Equip-Grnds	-	2,200	2,200
001-3601-519.49-06	Maintenance Contracts	22,765	40,610	40,610
001-3601-519.49-10	Uniform Contract/Cleaning	-	950	950
001-3601-519.49-23	Custodial	92,917	106,920	106,920
001-3601-572.31-01	Office & Operating Supply	6	-	-
001-3601-572.31-23	Supplies-Building Maint.	3,961	37,885	5,385
001-3601-572.31-24	Small Tools & Equip-Grnds	466	503	503
001-3601-572.31-29	Supplies-Grounds Maint.	-	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.	3,478	12,964	12,964
001-3601-572.48-03	Rep & Maint-Facilities	-	16,521	61,521
001-3601-572.48-10	Rep & Maint-Equip-Grnds	-	130	130
001-3601-572.49-06	Maintenance Contracts	15,936	22,220	22,220
001-3601-572.49-23	Custodial	29,991	30,348	30,348
<b>Total Public Works Facilities Maintenance</b>		<b>576,969</b>	<b>1,088,852</b>	<b>1,024,294</b>

## **COMMUNITY AND ECONOMIC DEVELOPMENT**

The Department of Community and Economic Development is responsible for planning and implementation of plans, developing and implementing economic strategies, construction code compliance services, housing and homeless response strategies, and climate action planning initiatives. The Department's mission is to help the Community shape its vision and then implement that vision by ensuring the highest quality of development and construction, enable 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 Planning, Current Planning, and Economic Development. The Department also provides support services to the Hearings Examiner and Planning Commission. Department services are provided by 21 full-time employee positions.

The Building and Code Enforcement Team assures compliance with construction, fire safety, electrical, and plumbing codes. This team also coordinates with other City departments to assure that land use, environmental, construction, stormwater, property management, housing, and grading regulations are met.

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

The Long-Range Planning team, in conjunction with the Planning Commission, the City Council, and City Administration, develops and administers long range plans to achieve the growth and development goals of the City and the State Growth Management Act. This team is responsible for administering public outreach efforts as required by the Growth Management Act and part of Lacey's culture of inclusion. 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's Plan's and development regulations need constant analysis in order to be kept up-to-date.

Current Planning staff coordinates the review of land use applications and related development permits to ensure compliance with federal, state and City guidelines and regulations. The team ensures that internal and external stakeholders have an opportunity to ensure development projects are high quality, and that public comments are heard and included in decisions, when supported by City policy. A strong connection between development and the City's economic development policies require that the current planning team closely monitor the relationship between development permits and economic growth.

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

As the majority of the City's undeveloped available land supply has been developed, residential permitting activity continues to transition from predominately single family to high density multifamily. Industrial activity over the previous years resulted in the permitting of large footprint distribution warehousing culminating in 3.2 million square feet of industrial space permitted in 2021. This activity over the past eight years has consumed much of the City's remaining available land base that could accommodate large footprint warehousing. Industrial permitting is expected to remain the same in permit volume but be in the form of smaller industrial spaces. Commercial and retail permitting activity is expected to remain consistent with activity in 2022. Commercial expansion will be driven by market dynamics and property owner investments. Overall, the Department anticipates 2023 permitting activity to remain steady and consistent. Based on a growing population, service demands will continue to increase overall in response to citizen inquiries, interest, engagement and response to policy initiatives and project applications and development.

In addition to policy and permitting, Department staff frequently manage strategic implementation projects at the direction of the City Manager and Council for specific City initiatives. The Department will have a stronger focus on implementation as opposed to policy development in 2023. Key project priorities include the continuing implementation of the Thurston Regional Climate Action plan, Urban Forestry Plan and Lacey Housing Action Plan adopted in 2021. Continued implementation of

the Woodland District Strategic Plan, Midtown Branding program, the Depot District Sub-Area Plan and the recommendations of the community workgroup on homelessness. The Department will also be coordinating housing actions related to the Regional Housing Council's work and Washington State's right of way initiative.

The long range planning work program will add planning, preparation, and public outreach for the 2025 Comprehensive Plan update.

Key economic development priorities will be focused on business retention, expansion and support programs, workforce development, cultivating entrepreneurs and the recruitment of employers and expansion of commercial, retail and entertainment.

### **BUDGET SUMMARY**

The 2023 budget for Community and Economic Development is **\$4,381,189**. The Department has generally been able to fund a majority of 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.

### **2023 PROGRAMS, GOALS AND PRIORITIES**

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

Account Number	Description	2021 Actual Revenue/Expense	2022 Amended Budget	2023 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	785,925	998,043	1,238,978
001-3701-558.10-05	Salaries-Overtime	1,329	5,000	5,000
001-3701-558.20-01	Employer Paid Benefits	288,374	393,323	492,772
001-3701-558.31-01	Office & Operating Supply	960	6,188	7,188
001-3701-558.31-02	Small Tools & Equipment	-	2,700	2,700
001-3701-558.41-01	Prof. Svc-Other	35,898	100,814	32,000
001-3701-558.41-12	Special Needs Interpreter	-	500	500
001-3701-558.41-24	Tree Protection Specialist	28,522	40,000	40,000
001-3701-558.42-01	Communications-Telephone	813	850	1,210
001-3701-558.43-01	Transportation/Per Diem	677	23,075	29,075
001-3701-558.43-02	Dues, Subscriptions, Publ	9,825	3,375	4,875
001-3701-558.43-03	Registrations	2,075	12,650	14,650
001-3701-558.44-05	Adv/Public Hearings	13,191	14,000	14,000
001-3701-558.45-02	IMS Rental	147,348	180,903	179,375
001-3701-558.45-05	Rentals-Other	35	-	-
001-3701-558.49-02	Printing & Binding	-	4,000	6,000
001-3701-558.49-06	Maintenance Contracts	598	500	500
001-3701-558.49-20	Special Projects	72,400	663,281	280,000
001-3701-558.49-30	Software Maintenance	3,412	-	-
001-3701-558.49-63	Programs & Outreach	-	-	10,000
001-3701-558.70-00	Economic Development	10,000	876,821	500,000
001-3701-558.76-01	Lease Expense	34,968	-	-
<b>Total General Services</b>		<b>1,436,350</b>	<b>3,326,023</b>	<b>2,858,823</b>
<b>Building Codes</b>				
001-3702-524.10-01	Salaries-Regular	756,421	799,928	862,309
001-3702-524.10-05	Salaries-Overtime	3,252	13,000	13,000
001-3702-524.10-06	Salaries-Part-Time	-	6,200	6,200
001-3702-524.20-01	Employer Paid Benefits	303,492	327,987	351,970
001-3702-524.31-01	Office & Operating Supply	8,321	26,000	26,000
001-3702-524.31-02	Small Tools	4,140	-	-
001-3702-524.41-01	Prof. Svc-Other	2,448	55,000	55,000
001-3702-524.41-35	Prof Svc-Hazard Abatement	25,162	5,000	5,000
001-3702-524.42-01	Telecommunications	8,318	10,000	10,000
001-3702-524.43-01	Transportation/Per Diem	-	5,714	5,714

Account Number	Description	2021 Actual Revenue/Expense	2022 Amended Budget	2023 Adopted Budget
<i>Current Expense Fund - Expenditures</i>				
<b>Community and Economic Development</b>				
<b>Building Codes-Continued</b>				
001-3702-524.43-02	Dues, Subscriptions, Publ	1,246	13,389	13,389
001-3702-524.43-03	Registrations	2,720	5,143	5,143
001-3702-524.45-01	Equipment Rental	17,794	24,329	40,971
001-3702-524.49-02	Printing & Binding	79	800	800
<b>Total Building Codes</b>		<b>1,133,393</b>	<b>1,292,490</b>	<b>1,395,496</b>
<b>Hearings Examiner</b>				
001-3703-558.10-01	Salaries-Regular	50,847	54,054	62,541
001-3703-558.10-05	Salaries-Overtime	26	500	500
001-3703-558.20-01	Employer Paid Benefits	17,969	20,095	23,829
001-3703-558.31-01	Office & Operating Supply	-	2,500	2,500
001-3703-558.41-10	Prof/Hearings Examiner	38,595	36,000	36,000
001-3703-558.44-05	Adv/Public Hearings	-	1,500	1,500
<b>Total Hearings Examiner</b>		<b>107,437</b>	<b>114,649</b>	<b>126,870</b>
<b>Total Community and Economic Development</b>		<b>2,677,180</b>	<b>4,733,162</b>	<b>4,381,189</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 14 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 also provides 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 2023. 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 **\$2,165,118**.

### **2023 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	2021 Actual Revenue/Expense	2022 Amended Budget	2023 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	275,886	237,414	317,488
001-3801-532.10-05	Salaries-Overtime	203	-	-
001-3801-532.10-06	Salaries-Part-Time	78	-	-
001-3801-532.20-01	Employer Paid Benefits	90,975	83,990	122,251
001-3801-532.20-03	Unemployment Compensation	512	-	-
001-3801-532.31-01	Office & Operating Supply	3,305	9,350	9,350
001-3801-532.31-02	Small Tools & Equipment	5,503	5,000	5,000
001-3801-532.31-17	Supplies-Uniform Purchase	543	750	750
001-3801-532.41-01	Prof. Svc-Other	-	1,500	1,500
001-3801-532.42-01	Telecommunications	4,578	4,250	4,250
001-3801-532.42-02	Communications-Postage	-	500	500
001-3801-532.43-01	Transportation/Per Diem	-	5,000	5,000
001-3801-532.43-02	Dues, Subscriptions, Publ	4,905	5,850	5,850
001-3801-532.43-03	Registrations	4,780	22,830	22,830
001-3801-532.45-01	Equipment Rental	11,422	10,450	11,818
001-3801-532.45-02	IMS Rental	41,532	65,013	68,802
001-3801-532.48-01	Rep & Maint-Equipment	-	350	350
001-3801-532.49-02	Printing & Binding	-	500	500
001-3801-532.49-03	Recording Fees	-	300	300
001-3801-532.49-30	Software Maintenance	19,709	36,750	36,750
<b>Total General Services</b>		<b>463,931</b>	<b>489,797</b>	<b>613,289</b>
<b>Water Utility</b>				
001-3803-532.10-01	Salaries-Regular	206,212	248,728	306,708
001-3803-532.10-05	Salaries-Overtime	862	5,200	5,200
001-3803-532.10-06	Salaries-Part-Time	13,315	20,580	20,580
001-3803-532.20-01	Employer Paid Benefits	84,586	96,799	134,950
<b>Total Water Utility</b>		<b>304,975</b>	<b>371,307</b>	<b>467,438</b>
<b>Wastewater Utility</b>				
001-3804-532.10-01	Salaries-Regular	50,747	80,340	91,600
001-3804-532.10-05	Salaries-Overtime	153	500	500
001-3804-532.10-06	Salaries-Part-Time	1,177	7,500	7,500
001-3804-532.20-01	Employer Paid Benefits	20,139	31,674	40,372
<b>Total Wastewater Utility</b>		<b>72,216</b>	<b>120,014</b>	<b>139,972</b>



Account Number	Description	2021 Actual Revenue/Expense	2022 Amended Budget	2023 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	181,754	275,922	283,172
001-3805-532.10-05	Salaries-Overtime	504	3,000	3,000
001-3805-532.10-06	Salaries-Part-Time	-	2,000	9,500
001-3805-532.20-01	Employer Paid Benefits	61,328	100,819	109,339
<b>Total Stormwater Utility</b>		<b>243,586</b>	<b>381,741</b>	<b>405,011</b>
<b>Water Resources Projects</b>				
001-3806-532.10-01	Salaries-Regular	210,436	383,310	372,815
001-3806-532.10-05	Salaries-Overtime	18,345	500	500
001-3806-532.10-06	Salaries-Part-Time	635	7,500	7,500
001-3806-532.20-01	Employer Paid Benefits	82,225	145,915	158,593
<b>Total Water Resources Projects</b>		<b>311,641</b>	<b>537,225</b>	<b>539,408</b>
<b>Total Public Works Water Resources Division</b>		<b>1,396,349</b>	<b>1,900,084</b>	<b>2,165,118</b>



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## **PARKS AND RECREATION**

The mission of the City of Lacey Parks, Culture and Recreation Department is to enhance our community with parks, trails, open space and natural habitat areas, and to provide Lacey's residents 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, Culture and Recreation full time staff include the Director, one Recreation Manager, one Executive Assistant, two Department Assistants, one Parks Comprehensive Planner/Coordinator, 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, Culture and Recreation Department budget is organized into ten programs:

1. General Services
2. Youth/Teens
3. Recreation Administration
4. Aquatics
5. Physical Activities/Sports
6. Cultural Arts and Events
7. Outdoor Activities
8. Fitness
9. Special Events/Activities
10. Museum Operations

The total 2023 budget for Parks, Culture and Recreation is **\$3,272,362**. The direct cost of most recreation programs and classes is typically recovered through user fees with the exception of some special events, and the Summer Playground Pals Program. A challenge again for 2023 as in 2022 is not knowing the impact the COVID-19 public health crisis will have on the ability to run certain programs.

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

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

### **2023 PROGRAMS, GOALS AND PRIORITIES**

- General Services: Continue to develop performance measures for the department, further develop the department's leadership team, and plan ahead for Recreation & Conservation Office grant opportunities for the next cycle. Consider changes to the department due to the COVID-19 public health crisis, based on community need. Consider part time staff recruitment and retention challenges due to the pandemic.
- Youth/Teens: Continue the community and grant-supported summer playground program, pursue increased volunteer solicitation, and pursue preschool programs. Pursue addition of programs at JSH and LCC. Enhance community engagement.
- Recreation Administration: Expand marketing of programs and activities.
- Aquatics: Explore ways to recruit and retain staff due to local and national shortage, and keep swim lessons going for the community. Continue making improvements to the Long Lake Park swim area and incorporate new adjacent property. Enhance community engagement.
- Physical Activities/Sports: Increase youth and adult participation by offering new and additional classes/program/leagues. Continue to develop a reporting structure for Sports Commission happenings and zip code tracking for athletic events. Enhance community engagement.
- Cultural Arts and Events: Audit program offerings to meet community needs and interests. Enhance community engagement.
- Outdoor Activities: Offer new outdoor programs targeted to seniors, families, and teens depending on COVID-19 restrictions. 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 Sponsorship Program. Oversee department Grand Opening events. Enhance community engagement
- Museum Operations: Continue inventory and entry of the museum collection into the database, and engage in Heritage Capital Grant projects. Work in cooperation with the Historical Commission to further develop programming and planning for the Lacey Depot and New Museum and Cultural Center project. 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	2021 Actual Revenue/Expense	2022 Amended Budget	2023 Adopted Budget
<i>Current Expense Fund - Expenditures</i>				
<b>Parks and Recreation</b>				
<b>General Services</b>				
001-7401-574.10-01	Salaries-Regular	179,458	230,106	399,144
001-7401-574.20-01	Employer Paid Benefits	55,744	96,873	150,596
001-7401-574.31-01	Office & Operating Supply	1,250	17,750	2,750
001-7401-574.31-02	Small Tools & Equipment	187	1,000	1,000
001-7401-574.35-35	Replaced Equipment	10,491	10,000	10,000
001-7401-574.41-01	Prof. Svc-Other	52,925	220,295	12,000
001-7401-574.43-01	Transportation/Per Diem	2,335	3,800	4,800
001-7401-574.43-02	Dues, Subscriptions, Publ	1,250	1,250	1,250
001-7401-574.43-03	Registrations	745	1,200	2,200
001-7401-574.45-01	Equipment Rental	3,382	2,752	3,245
001-7401-574.45-02	IMS Rental	15,228	25,136	29,615
001-7401-574.48-01	Rep & Maint-Equipment	-	100	100
001-7401-574.49-06	Maintenance Contracts	250	-	-
001-7401-574.49-25	Assessments/Taxes	22,375	19,178	19,178
001-7401-574.49-30	Software Maintenance	25,458	26,624	27,689
<b>Total General Services</b>		<b>371,078</b>	<b>656,064</b>	<b>663,567</b>
<b>Youth/Teens</b>				
001-7402-574.10-01	Salaries-Regular	66,835	139,100	142,504
001-7402-574.10-05	Salaries-Overtime	42	2,500	2,500
001-7402-574.10-06	Salaries-Part-Time	44,015	159,950	159,950
001-7402-574.20-01	Employer Paid Benefits	42,283	79,096	78,465
001-7402-574.20-03	Unemployment Compensation	584	-	-
001-7402-574.31-01	Office & Operating Supply	2,661	15,365	15,365
001-7402-574.31-02	Small Tools & Equipment	-	4,950	4,950
001-7402-574.41-01	Prof. Svc-Other	370	-	-
001-7402-574.41-11	Prof. Svc-Recreational	8,658	72,000	72,000
001-7402-574.45-06	Rentals-School Facilities	1,575	5,500	5,500
001-7402-574.49-02	Printing & Binding	-	880	880
<b>Total Youth/Teens</b>		<b>167,023</b>	<b>479,341</b>	<b>482,114</b>
<b>Recreation Administration</b>				
001-7403-574.10-01	Salaries-Regular	164,371	172,515	181,979
001-7403-574.10-05	Salaries-Overtime	117	2,000	2,000
001-7403-574.10-06	Salaries-Part-Time	78	9,369	9,369
001-7403-574.20-01	Employer Paid Benefits	67,339	74,266	77,837

Account Number	Description	2021 Actual Revenue/Expense	2022 Amended Budget	2023 Adopted Budget
<i>Current Expense Fund - Expenditures</i>				
<b>Parks and Recreation</b>				
<b>Recreation Administration-Continued</b>				
001-7403-574.31-01	Office & Operating Supply	2,059	6,500	6,500
001-7403-574.31-02	Small Tools & Equipment	-	500	500
001-7403-574.31-17	Supplies-Uniform Purchase	-	250	250
001-7403-574.41-01	Prof. Svc-Other	-	2,100	2,100
001-7403-574.41-37	Prof Svc-Sunshine Program	-	8,377	8,377
001-7403-574.42-01	Telecommunications	12,793	13,500	13,500
001-7403-574.42-03	Communications-Recreation	5,982	46,495	16,495
001-7403-574.43-01	Transportation/Per Diem	-	6,000	9,000
001-7403-574.43-02	Dues, Subscriptions, Publ	1,275	1,300	1,300
001-7403-574.43-03	Registrations	2,246	6,000	13,000
001-7403-574.45-01	Equipment Rental	28,439	23,141	27,285
001-7403-574.45-02	IMS Rental	44,808	73,964	87,144
001-7403-574.49-02	Printing & Binding	341	2,200	2,200
001-7403-574.49-06	Maintenance Contracts	11,720	20,000	20,000
001-7403-574.49-25	Assessments/Taxes	7,774	17,000	17,000
001-7403-574.49-58	Misc-Scholarships	1,960	6,678	6,678
<b>Total Recreation Administration</b>		<b>351,302</b>	<b>492,155</b>	<b>502,514</b>
<b>Aquatics</b>				
001-7404-574.10-01	Salaries-Regular	154,323	162,071	173,337
001-7404-574.10-05	Salaries-Overtime	6,368	12,500	12,500
001-7404-574.10-06	Salaries-Part-Time	58,558	250,000	190,000
001-7404-574.20-01	Employer Paid Benefits	63,582	57,764	60,874
001-7404-574.20-03	Unemployment Compensation	1,365	-	-
001-7404-574.31-01	Office & Operating Supply	2,417	8,500	8,500
001-7404-574.31-02	Small Tools & Equipment	5,516	5,650	5,650
001-7404-574.41-11	Prof. Svc-Recreational	6,283	2,500	2,500
001-7404-574.42-01	Telecommunications	1,241	2,000	2,000
001-7404-574.43-01	Transportation/Per Diem	-	200	200
001-7404-574.43-03	Registrations	-	200	200
001-7404-574.45-09	North Thurston Pool Agree	97,041	105,000	105,000
001-7404-574.49-02	Printing & Binding	2,227	2,500	2,500
<b>Total Aquatics</b>		<b>398,921</b>	<b>608,885</b>	<b>563,261</b>
<b>Physical Activities</b>				
001-7405-574.10-01	Salaries-Regular	80,478	85,415	21,256

Account Number	Description	2021 Actual Revenue/Expense	2022 Amended Budget	2023 Adopted Budget
<i>Current Expense Fund - Expenditures</i>				
<b>Parks and Recreation</b>				
<b>Physical Activities- Continued</b>				
001-7405-574.10-05	Salaries-Overtime	502	1,100	1,100
001-7405-574.10-06	Salaries-Part-Time	4,550	65,000	40,000
001-7405-574.20-01	Employer Paid Benefits	31,374	33,171	8,103
001-7405-574.20-03	Unemployment Compensation	86	-	-
001-7405-574.31-01	Office & Operating Supply	10,588	16,350	16,350
001-7405-574.31-02	Small Tools & Equipment	-	5,900	5,900
001-7405-574.41-11	Prof. Svc-Recreational	25,640	72,000	72,000
001-7405-574.45-05	Rentals-Other	15,109	20,000	20,000
001-7405-574.45-06	Rentals-School Facilities	28,683	46,000	46,000
001-7405-574.48-01	Rep & Maint-Equipment	-	600	600
001-7405-574.49-02	Printing & Binding	-	4,850	4,850
<b>Total Physical Activities</b>		<b>197,010</b>	<b>350,386</b>	<b>236,159</b>
<b>Cultural Arts and Education</b>				
001-7406-574.10-01	Salaries-Regular	25,655	26,753	29,373
001-7406-574.10-05	Salaries-Overtime	3	-	-
001-7406-574.10-06	Salaries-Part-Time	3,678	15,600	15,600
001-7406-574.20-01	Employer Paid Benefits	13,737	14,575	15,459
001-7406-574.31-01	Office & Operating Supply	1,362	2,820	2,820
001-7406-574.31-02	Small Tools & Equipment	-	1,000	1,000
001-7406-574.41-01	Prof. Svc-Other	196	-	-
001-7406-574.41-11	Prof. Svc-Recreational	21,944	40,000	40,000
001-7406-574.45-05	Rentals-Other	-	5,000	5,000
001-7406-574.45-06	Rentals-School Facilities	38	500	500
<b>Total Cultural Arts and Education</b>		<b>66,613</b>	<b>106,248</b>	<b>109,752</b>
<b>Outdoor Activities</b>				
001-7407-574.10-01	Salaries-Regular	5,268	5,478	5,724
001-7407-574.10-05	Salaries-Overtime	-	200	200
001-7407-574.10-06	Salaries-Part-Time	-	12,780	12,780
001-7407-574.20-01	Employer Paid Benefits	1,731	1,904	1,995
001-7407-574.20-03	Unemployment Compensation	-	100	100
001-7407-574.31-01	Office & Operating Supply	-	2,840	2,840
001-7407-574.31-02	Small Tools & Equipment	-	300	300
001-7407-574.41-11	Prof. Svc-Recreational	-	18,305	18,305
<b>Total Outdoor Activities</b>		<b>6,999</b>	<b>41,907</b>	<b>42,244</b>



Account Number	Description	2021 Actual Revenue/Expense	2022 Amended Budget	2023 Adopted Budget
<i>Current Expense Fund - Expenditures</i>				
<b>Parks and Recreation</b>				
<b>Fitness</b>				
001-7408-574.10-01	Salaries-Regular	5,851	6,170	2,862
001-7408-574.10-05	Salaries-Overtime	-	105	105
001-7408-574.10-06	Salaries-Part-Time	-	5,609	5,609
001-7408-574.20-01	Employer Paid Benefits	2,096	2,291	997
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	2,991	10,000	10,000
001-7408-574.45-05	Rentals-Other	-	1,900	1,900
001-7408-574.45-06	Rentals-School Facilities	-	500	500
<b>Total Fitness</b>		<b>10,938</b>	<b>29,825</b>	<b>25,223</b>
<b>Special Events</b>				
001-7409-574.10-01	Salaries-Regular	167,764	177,588	188,026
001-7409-574.10-06	Salaries-Part-Time	6,361	20,560	20,560
001-7409-574.20-01	Employer Paid Benefits	66,740	72,226	81,008
001-7409-574.20-03	Unemployment Compensation	158	-	-
001-7409-574.31-01	Office & Operating Supply	7,054	17,000	15,200
001-7409-574.31-02	Small Tools & Equipment	2,530	3,000	3,000
001-7409-574.41-11	Prof. Svc-Recreational	41,023	102,300	102,300
001-7409-574.43-02	Dues, Subscriptions, Publ	594	-	-
001-7409-574.44-06	Promotion - Events	6,885	11,350	11,350
001-7409-574.45-05	Rentals-Other	3,427	33,200	33,200
001-7409-574.45-06	Rentals-School Facilities	-	200	200
001-7409-574.49-02	Printing & Binding	1,716	1,600	1,600
<b>Total Special Events</b>		<b>304,252</b>	<b>439,024</b>	<b>456,444</b>
<b>Museum Operation</b>				
001-7410-575.10-01	Salaries-Regular	79,401	86,068	91,976
001-7410-575.10-05	Salaries-Overtime	340	-	-
001-7410-575.10-06	Salaries-Part-Time	20,770	16,000	16,000
001-7410-575.20-01	Employer Paid Benefits	45,599	44,534	46,750
001-7410-575.20-03	Unemployment Compensation	430	-	-
001-7410-575.31-01	Office & Operating Supply	3,517	4,400	4,400
001-7410-575.31-02	Small Tools & Equipment	359	1,282	1,282
001-7410-575.31-17	Supplies-Uniform Purchase	-	250	250

Account Number	Description	2021 Actual Revenue/Expense	2022 Amended Budget	2023 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.	69	-	-
001-7410-575.41-01	Prof. Svc-Other	700	2,300	2,300
001-7410-575.41-31	Prof. Svc-Building Maint.	-	300	300
001-7410-575.42-01	Telecommunications	4,417	2,500	2,500
001-7410-575.43-01	Transportation/Per Diem	-	100	100
001-7410-575.43-02	Dues, Subscriptions, Publ	232	850	850
001-7410-575.43-03	Registrations	195	250	250
001-7410-575.44-06	Promotions	661	500	500
001-7410-575.45-02	IMS Rental	9,672	14,500	13,822
001-7410-575.45-05	Rentals-Other	1,644	3,700	3,700
001-7410-575.46-02	Insurance-Fire/Property	486	370	405
001-7410-575.47-01	Utility-Electric	584	800	800
001-7410-575.47-02	Utility-City of Lacey	1,183	650	650
001-7410-575.47-03	Utility-Natural Gas	1,636	1,649	1,649
001-7410-575.49-02	Printing & Binding	122	300	300
001-7410-575.49-06	Maintenance Contracts	1,669	1,800	1,800
001-7410-575.49-30	Software Maintenance	819	500	500
<b>Total Museum Operation</b>		<b>174,505</b>	<b>183,603</b>	<b>191,084</b>
<b>Total Parks and Recreation</b>		<b>2,048,641</b>	<b>3,387,438</b>	<b>3,272,362</b>
<b>Other Operating Expense</b>				
001-7501-508.90-00	Unassigned Funds	-	64,964	-
001-7501-597.02-01	Transfer Out 301 Fund	3,423,707	342,779	-
001-7501-597.10-03	Transfer Out 303 Fund	6,142	2,053,449	181,250
001-7501-597.10-04	Transfer Out-Util. Tax	3,057,486	3,587,411	3,477,649
001-7501-597.10-08	Transfer Out 007 Fund	200,000	540,325	200,000
001-7501-597.11-02	Transfer Out 302 Fund	147,081	750,000	300,000
001-7501-597.12-00	Transfer Out-WA Fireflow	1,004,052	935,978	950,667
001-7501-597.15-01	Transfer Out	40,000	-	-
<b>Total Other Operating Expenses</b>		<b>7,878,468</b>	<b>8,274,906</b>	<b>5,109,566</b>
<b>Total Current Expense Fund Expenditures</b>		<b>42,776,349</b>	<b>53,594,081</b>	<b>54,845,909</b>



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**CRIMINAL JUSTICE FUND**

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

**BUDGET SUMMARY**

The total budget for 2023 is **\$1,452,855**. This budget amount maintains the current level of staffing and services.

**2023 PROGRAMS, GOALS AND PRIORITIES**

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

Account Number	Description	2021 Actual Revenue/Expense	2022 Amended Budget	2023 Adopted Budget
<i>Criminal Justice Fund - Revenues</i>				
<b>Revenues</b>				
003-0000-308.00-00	Estimated Beginning Cash	-	2,000,000	-
003-0000-313.70-00	Sales Tax-Crim/Justice	1,283,596	1,188,236	1,346,210
003-0000-336.06-21	Criminal Justice - Pop	18,102	19,173	22,108
003-0000-336.06-26	Special Programs	64,389	67,927	76,798
003-0000-336.06-51	DUI/Other Criminal Asst	9,050	-	-
003-0000-361.10-00	Investment Interest	13,928	8,082	5,812
003-0000-361.10-40	LGIP Earnings	636	365	1,387
003-0000-361.11-00	Interest Earnings	463	98	540
003-0000-361.32-00	Unrealized Gain(Loss)	(5,298)	-	-
003-0000-361.32-02	Reverse Prev Year Adj	(15,159)	-	-
<b>Total Criminal Justice Fund Revenues</b>		<b>1,369,707</b>	<b>3,283,881</b>	<b>1,452,855</b>

Account Number	Description	2021 Actual Revenue/Expense	2022 Amended Budget	2023 Adopted Budget
<i>Criminal Justice Fund - Expenditures</i>				
<b>Police</b>				
<b>Investigation and Apprehension</b>				
003-2106-521.10-01	Salaries-Regular	645,352	1,218,234	1,003,067
003-2106-521.10-05	Salaries-Overtime	67,636	26,650	26,650
003-2106-521.20-01	Employer Paid Benefits	217,880	373,372	358,662
003-2106-521.31-01	Office & Operating Supply	-	4,725	4,725
003-2106-521.31-02	Small Tools & Equipment	-	4,100	4,100
003-2106-521.31-09	Supplies-Bike Patrol	-	2,000	2,000
003-2106-521.31-17	Supplies-Uniform Purchase	3,841	3,365	3,365
003-2106-521.41-01	Prof. Svc-Other	1,749	1,620	1,620
003-2106-521.45-01	Equipment Rental	38,848	44,245	42,503
003-2106-521.48-01	Rep & Maint-Equipment	-	500	500
003-2106-521.49-10	Uniform Contract/Cleaning	3,801	2,370	2,963
003-2106-521.49-30	Software Maintenance	-	2,700	2,700
003-2106-597.02-01	Transfer Out 301 Fund	500,000	1,600,000	-
<b>Total Criminal Justice Fund Expenditures</b>		<b>1,479,107</b>	<b>3,283,881</b>	<b>1,452,855</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-six years of operations at the Community Center and eighteen years of the Jacob Smith House have provided a solid foundation for examining maintenance and operation costs, and used to project potential revenue in 2023 for both the Community Center and the Jacob Smith House. Revenues were significantly impacted by COVID-19 in 2021, but in 2022 saw an increase and 2023 should continue to increase as well.

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 2023 the operating budget will be **\$892,281**.

#### **2023 PROGRAMS, GOALS AND PRIORITIES**

- Continue to work with recreation staff to determine programming that can be held in the facilities, balanced with community rentals.
- 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	2021 Actual Revenue/Expense	2022 Amended Budget	2023 Adopted Budget
<i>Community Buildings Fund - Revenues</i>				
<b>Revenues</b>				
005-0000-308.00-00	Estimated Beginning Cash	-	133,500	238,750
005-0000-311.10-00	Property Taxes-Current	340,844	480,753	410,410
005-0000-348.94-00	Parks & Recreation Serv.	-	4,000	4,000
005-0000-361.10-00	Investment Interest	6,074	3,492	7,126
005-0000-361.10-40	LGIP Earnings	285	158	1,700
005-0000-361.11-00	Interest Earnings	285	70	295
005-0000-361.32-00	Unrealized Gain(Loss)	(2,335)	-	-
005-0000-361.32-02	Reverse Prev Year Adj	(6,705)	-	-
005-0000-362.40-19	Com Center Parks CivicRec	79,530	125,000	200,000
005-0000-362.40-29	Jacob Smith ParksCivicRec	23,203	21,000	30,000
005-0000-367.00-00	Contributions	6,000	-	-
005-0000-397.00-00	Transfers In	108,215	-	-
<b>Total Community Buildings Fund Revenue</b>		<b>555,396</b>	<b>767,973</b>	<b>892,281</b>

Account Number	Description	2021 Actual Revenue/Expense	2022 Amended Budget	2023 Adopted Budget
<i>Community Buildings Fund - Expenditures</i>				
<b>Parks and Recreation</b>				
<b>Community Center</b>				
005-7601-575.10-01	Salaries-Regular	120,163	128,018	135,511
005-7601-575.10-06	Salaries-Part-Time	10,752	29,812	29,812
005-7601-575.20-01	Employer Paid Benefits	49,615	52,575	55,036
005-7601-575.20-03	Unemployment Compensation	(39)	-	-
005-7601-575.31-01	Office & Operating Supply	379	2,000	2,000
005-7601-575.31-02	Small Tools & Equipment	2,111	2,500	2,500
005-7601-575.31-17	Supplies-Uniform Purchase	581	600	600
005-7601-575.41-01	Prof. Svc-Other	-	12,400	12,400
005-7601-575.42-01	Telecommunications	3,462	4,000	4,000
005-7601-575.45-02	IMS Rental	6,168	7,102	7,913
005-7601-575.45-03	Copier Rental	750	750	750
005-7601-575.46-01	Insurance-Liability	6,072	6,525	8,333
005-7601-575.46-02	Insurance-Fire/Property	3,431	2,610	2,858
005-7601-575.46-06	AWC-L & I Pool	2,074	2,100	2,100
005-7601-575.47-01	Utility-Electric	13,697	15,500	15,500
005-7601-575.47-02	Utility-City of Lacey	11,054	10,500	10,500
005-7601-575.47-03	Utility-Natural Gas	574	8,500	8,500
005-7601-575.47-07	Utility-Solid Waste	-	15,000	15,000
005-7601-575.48-01	Rep & Maint-Equipment	1,127	1,000	1,000
005-7601-575.49-06	Maintenance Contracts	-	500	500
005-7601-575.49-23	Custodial	1,960	5,000	5,000
005-7601-575.49-25	Assessments/Taxes	1,779	3,600	3,600
005-7601-575.60-01	Capital Outlays-Equipment	-	-	25,000
<b>Total Community Center</b>		<b>235,710</b>	<b>310,592</b>	<b>348,413</b>
<b>Jacob Smith Facility</b>				
005-7602-575.10-01	Salaries-Regular	33,895	36,072	38,150
005-7602-575.10-06	Salaries-Part-Time	2,739	9,563	9,563
005-7602-575.20-01	Employer Paid Benefits	13,668	14,531	15,214
005-7602-575.31-01	Office & Operating Supply	262	1,250	1,250
005-7602-575.31-02	Small Tools & Equipment	533	1,500	1,500
005-7602-575.41-01	Prof. Svc-Other	-	8,650	8,650
005-7602-575.42-01	Telecommunications	1,643	2,500	2,500
005-7602-575.45-02	IMS Rental	3,420	1,954	4,610
005-7602-575.46-02	Insurance-Fire/Property	650	494	541
005-7602-575.47-01	Utility-Electric	1,330	2,000	2,000

Account Number	Description	2021 Actual Revenue/Expense	2022 Amended Budget	2023 Adopted Budget
<i>Community Buildings Fund - Expenditures</i>				
<b>Parks and Recreation</b>				
<b>Jacob Smith Facility-Continued</b>				
005-7602-575.47-02	Utility-City of Lacey	7,590	7,250	7,250
005-7602-575.47-03	Utility-Natural Gas	816	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	2,431	3,300	3,300
005-7602-575.49-23	Custodial	1,875	5,000	5,000
<b>Total Jacob Smith Facility</b>		<b>70,852</b>	<b>97,964</b>	<b>103,428</b>
<b>Senior Center</b>				
005-7603-555.31-01	Office & Operating Supply	-	600	600
005-7603-555.46-02	Insurance-Fire/Property	5,799	4,416	4,835
005-7603-555.47-01	Utility-Electric	11,551	16,000	16,000
005-7603-555.47-02	Utility-City of Lacey	1,264	2,200	2,200
005-7603-555.47-03	Utility-Natural Gas	4,999	4,500	4,500
005-7603-555.48-01	Rep & Maint-Equipment	-	1,250	1,250
005-7603-555.49-06	Maintenance Contracts	-	450	450
<b>Total Senior Center</b>		<b>23,613</b>	<b>29,416</b>	<b>29,835</b>
<b>Museum Building</b>				
005-7604-575.31-01	Office & Operating Supply	-	1,000	1,000
005-7604-575.31-23	Supplies-Building Maint.	61	-	-
005-7604-575.46-02	Insurance-Fire/Property	1,688	3,720	4,074
005-7604-575.47-01	Utility-Electric	4,611	7,500	7,500
005-7604-575.47-02	Utility-City of Lacey	7,961	1,500	1,500
005-7604-575.47-03	Utility-Natural Gas	3,094	3,000	3,000
005-7604-575.48-03	Rep & Maint-Facilities	5,199	2,500	2,500
005-7604-575.49-06	Maintenance Contracts	2,422	500	500
<b>Total Museum Building</b>		<b>25,036</b>	<b>19,720</b>	<b>20,074</b>
<b>Museum Complex</b>				
005-7606-575.31-01	Office & Operating Supply	1,162	1,000	1,000
005-7606-575.31-23	Supplies-Building Maint.	137	350	350
005-7606-575.41-01	Prof. Svc-Other	104	-	-
005-7606-575.41-31	Prof. Svc-Building Maint.	-	500	500
005-7606-575.47-01	Utility-Electric	-	960	960

Account Number	Description	2021 Actual Revenue/Expense	2022 Amended Budget	2023 Adopted Budget
<i>Community Buildings Fund - Expenditures</i>				
<b>Parks and Recreation</b>				
<b>Museum Complex-Continued</b>				
005-7606-575.47-02	Utility-City of Lacey	-	900	900
005-7606-575.47-07	Utility-Solid Waste	-	840	840
005-7606-575.48-01	Rep & Maint-Equipment	-	100	100
005-7606-575.48-03	Rep & Maint-Facilities	-	6,500	6,500
005-7606-575.48-10	Rep & Maint-Equip-Grnds	-	700	700
<b>Total Museum Complex</b>		<b>1,403</b>	<b>11,850</b>	<b>11,850</b>
<b>Community Center Facility Maintenance</b>				
005-7611-575.31-23	Supplies-Building Maint.	7,360	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
005-7611-575.41-31	Prof. Svc-Building Maint.	190	5,100	5,100
005-7611-575.47-07	Utility-Solid Waste	15,063	-	-
005-7611-575.48-01	Rep & Maint-Equipment	-	103	103
005-7611-575.48-03	Rep & Maint-Facilities	38,300	4,750	54,750
005-7611-575.48-10	Rep & Maint-Equip-Grnds	-	200	200
005-7611-575.49-06	Maintenance Contracts	14,249	7,694	7,694
005-7611-575.49-23	Custodial	17,647	41,803	41,803
<b>Total Community Center Facility Maintenance</b>		<b>93,874</b>	<b>65,891</b>	<b>115,891</b>
<b>Jacob Smith Facility Maintenance</b>				
005-7612-575.31-23	Supplies-Building Maint.	489	69,875	875
005-7612-575.31-29	Supplies-Grounds Maint.	1,556	1,750	1,750
005-7612-575.41-31	Prof. Svc-Building Maint.	-	2,018	2,018
005-7612-575.41-39	Prof. Svc-Tree Evaluation	-	250	250
005-7612-575.48-01	Rep & Maint-Equipment	-	250	250
005-7612-575.48-03	Rep & Maint-Facilities	-	65,250	750
005-7612-575.48-10	Rep & Maint-Equip-Grnds	-	200	200
005-7612-575.49-06	Maintenance Contracts	1,244	3,780	3,780
<b>Total Jacob Smith Facility Maintenance</b>		<b>3,289</b>	<b>143,373</b>	<b>9,873</b>
<b>Senior Center Facility Maintenance</b>				
005-7613-555.31-23	Supplies-Building Maint.	3,260	1,126	1,126
005-7613-555.31-24	Small Tools & Equip-Bldg	91	200	200
005-7613-555.31-29	Supplies-Grounds Maint.	613	1,000	1,000
005-7613-555.41-31	Prof. Svc-Building Maint.	120	1,300	1,300

Account Number	Description	2021 Actual Revenue/Expense	2022 Amended Budget	2023 Adopted Budget
<i>Community Buildings Fund - Expenditures</i>				
<b>Parks and Recreation</b>				
<b>Senior Center Facility Maintenance-Continued</b>				
005-7613-555.41-39	Prof. Svc-Tree Evaluation	-	3,700	3,700
005-7613-555.48-01	Rep & Maint-Equipment	-	250	250
005-7613-555.48-03	Rep & Maint-Facilities	6,434	9,500	9,500
005-7613-555.48-10	Rep & Maint-Equip-Grnds	-	300	300
005-7613-555.49-06	Maintenance Contracts	6,340	8,000	8,000
005-7613-555.49-23	Custodial	24,391	40,791	40,791
<b>Total Senior Center Facility Maintenance</b>		<b>41,249</b>	<b>66,167</b>	<b>66,167</b>
<b>Child Care Center Facility Maintenance</b>				
005-7615-554.31-23	Building Maint.	8,542	-	-
005-7615-554.41-02	Prof. Svc-Engineering	5,400	-	-
005-7615-554.48-01	Rep & Maint-Equipment	26,216	2,500	2,500
005-7615-554.48-03	Rep & Maint-Facilities	98,290	-	163,750
005-7615-554.49-06	Maintenance Contracts	2,451	-	-
005-7615-594.60-08	Replace Res-Child Care	1,391	20,500	20,500
<b>Total Child Care Center Facility Maintenance</b>		<b>142,290</b>	<b>23,000</b>	<b>186,750</b>
<b>Total Community Buildings Fund Expenditures</b>		<b>637,316</b>	<b>767,973</b>	<b>892,281</b>

### **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.

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, with the exception of the COVID-19 public health crisis. The 20 year financial plan was updated by staff in 2021.

#### **BUDGET SUMMARY**

The 2023 budget of **\$1,332,495** is the estimated cost to operate the RAC but may change during the year due to continuing COVID-19 public health crisis restrictions. The costs to maintain this facility are covered by fees, and intergovernmental revenues. The intergovernmental revenues are made up of the City's contribution, LTAC funds applied for, as well as revenues contractually received from the Capital Area Regional Public Facilities District.

#### **2023 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
- Enhance community engagement

Account Number	Description	2021 Actual Revenue/Expense	2022 Amended Budget	2023 Adopted Budget
<i>Regional Athletic Complex - Revenues</i>				
<b>Revenues</b>				
007-0000-308.00-00	Estimated Beginning Cash	-	21,840	-
007-0000-333.97-36	CFDA #97.036	966	-	-
007-0000-338.10-10	Capital Area - PFD	200,000	200,000	200,000
007-0000-347.40-00	Event Admissions Fee	3,542	5,000	5,000
007-0000-347.60-50	Physical Activities Prog	296	4,000	4,000
007-0000-347.60-59	Sports Parks-CivicRec	9,225	-	-
007-0000-347.60-90	Special Events Program	-	10,000	10,000
007-0000-347.60-99	Spec Event Parks-CivicRec	8,740	-	-
007-0000-347.62-00	Shelter Fees	-	6,000	6,000
007-0000-347.62-09	Shelters Parks-CivicRec	7,300	-	-
007-0000-347.65-00	Field Use Fees	12	300,000	300,000
007-0000-347.65-09	Field Fees Parks-CivicRec	361,307	-	-
007-0000-347.67-00	Concession Commission	512	1,000	1,000
007-0000-347.68-00	League Fees	-	55,000	55,000
007-0000-347.68-09	RAC League Parks CivicRec	61,295	-	-
007-0000-361.10-00	Investment Interest	6,694	3,319	18,498
007-0000-361.10-40	LGIP Earnings	302	146	4,413
007-0000-361.32-00	Unrealized Gain(Loss)	(2,879)	-	-
007-0000-361.32-02	Reverse Prev Year Adj	(6,048)	-	-
007-0000-362.50-10	Lease - Consessionaire	10,200	22,000	22,000
007-0000-367.10-04	Cont.-Parks Sponsor/Event	-	7,000	-
007-0000-397.10-02	Transfer In 109 Fund	160,000	180,000	180,000
007-0000-397.10-04	Transfer In - Utility Tax	197,013	239,847	326,584
007-0000-397.11-01	Transfer In 001,003,005	200,000	540,325	200,000
<b>Total Regional Athletic Complex Fund Revenues</b>		<b>1,218,477</b>	<b>1,595,477</b>	<b>1,332,495</b>



Account Number	Description	2021 Actual Revenue/Expense	2022 Amended Budget	2023 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	219,300	263,172	358,877
007-3305-576.10-05	Salaries-Overtime	8,104	12,563	12,563
007-3305-576.10-06	Salaries-Part-Time	111,014	123,575	101,735
007-3305-576.20-01	Employer Paid Benefits	127,460	155,076	160,071
007-3305-576.20-03	Unemployment Compensation	1,609	-	-
007-3305-576.31-01	Office & Operating Supply	70,045	99,000	99,000
007-3305-576.31-02	Small Tools & Equipment	1,240	2,500	2,500
007-3305-576.31-17	Supplies-Uniform Purchase	2,344	2,000	2,000
007-3305-576.34-01	Fuel	5,065	10,000	10,000
007-3305-576.41-01	Prof. Svc-Other	25,375	18,360	18,360
007-3305-576.42-01	Telecommunications	7,942	7,750	7,750
007-3305-576.43-03	Registrations	298	-	-
007-3305-576.45-01	Equipment Rental	67,646	81,189	93,093
007-3305-576.45-02	IMS Rental	7,008	13,998	13,949
007-3305-576.45-05	Rentals-Other	2,383	1,500	2,500
007-3305-576.46-01	Insurance-Liability	11,422	12,274	15,674
007-3305-576.46-02	Insurance-Fire/Property	12,869	10,306	11,285
007-3305-576.46-06	AWC L & I Pool	1,002	1,015	1,015
007-3305-576.47-01	Utility-Electric	80,168	80,000	80,000
007-3305-576.47-02	Utility-City of Lacey	79,408	432,325	92,000
007-3305-576.47-07	Utility-Solid Waste	12,893	12,360	14,360
007-3305-576.48-01	Rep & Maint-Equipment	1,694	3,500	3,500
007-3305-576.48-03	Rep & Maint-Facilities	1,945	31,500	3,500
007-3305-576.49-25	Assessments/Taxes	12,520	11,000	11,000
<b>Total Regional Athletic Complex Maintenance</b>		<b>870,754</b>	<b>1,384,963</b>	<b>1,114,732</b>
<b>Regional Athletic Complex General Services</b>				
007-7401-576.10-01	Salaries-Regular	117,265	100,438	106,065
007-7401-576.10-05	Salaries-Overtime	4,516	-	-
007-7401-576.10-06	Salaries-Part-Time	-	14,000	14,000
007-7401-576.20-01	Employer Paid Benefits	53,585	41,875	43,881
007-7401-576.20-03	Unemployment Compensation	-	500	500
007-7401-576.31-01	Office & Operating Supply	2,076	7,500	7,500
007-7401-576.31-02	Small Tools & Equipment	1,153	1,500	1,500

Account Number	Description	2021 Actual Revenue/Expense	2022 Amended Budget	2023 Adopted Budget
<i>Regional Athletic Complex - Expenditures</i>				
<b>Regional Athletic Complex</b>				
<b>Regional Athletic Complex General Services-Continued</b>				
007-7401-576.31-17	Supplies-Uniform Purchase	-	500	500
007-7401-576.41-01	Prof. Svc-Other	27,387	20,000	20,000
007-7401-576.41-11	Prof. Svc - Recreation	-	6,000	6,000
007-7401-576.43-01	Transportation/Per Diem	-	1,500	1,500
007-7401-576.43-02	Dues, Subscriptions, Publ	-	120	120
007-7401-576.43-03	Registrations	60	800	800
007-7401-576.45-02	IMS Rental	11,604	8,831	8,447
007-7401-576.49-06	Maintenance Contracts	676	450	450
007-7401-576.49-25	Assessments/Taxes	8,914	6,500	6,500
<b>Total Regional Athletic Complex General Services</b>		<b>227,236</b>	<b>210,514</b>	<b>217,763</b>
<b>Total Regional Athletic Complex Fund Expenditures</b>		<b>1,097,990</b>	<b>1,595,477</b>	<b>1,332,495</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 nine programs:

1. Supervision and Support
2. Street Lights
3. Signs & Markings
4. Snow and Ice
5. Roadside
6. Roadways
7. Sidewalks
8. Traffic Signals
9. City Buildings, Electrical

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

### **SIGNS & MARKINGS SECTION**

Responsible for the evaluation, maintenance and repair of all signs, pavement markings, stripes and guardrails within the city as well as installation and removal of all street banners. Currently we maintain 96 miles of road edge lines, 117 miles of traffic buttons 9,242 street signs and 370 intersections with legends and symbols.

### **ROADS SECTION**

Responsible for evaluation and repair of our roadway and sidewalk networks including snow & ice control, vegetation encroachments into the right of way, sidewalk repair, litter pickup, and roadway repairs. Currently we maintain 224 miles of sidewalk and 413 lane miles of roadway.

### **ELECTRICAL SECTION**

Responsible for all street light repair and all traffic signals within the city. The section also maintains some signals that are owned by the State DOT and Thurston County by contract. The section is also responsible for all electrical issues related to city facilities. Currently we maintain 55 city traffic signals, eight county signals, four state signals, 5,586 street lights, nine flashing school beacons, 40 pedestrian crosswalk beacon pairs and two four-way flashing beacons.

The total 2023 budget for the Transportation Maintenance Division is **\$4,531,909**. In addition to the general operating revenue, the City Street Fund receives State Fuel Tax revenue to partially offset the cost of street maintenance.

### **2023 PROGRAMS, GOALS AND PRIORITIES**

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

Account Number	Description	2021 Actual Revenue/Expense	2022 Amended Budget	2023 Adopted Budget
<i>City Street Fund - Revenues</i>				
<b>Revenues</b>				
101-0000-308.00-00	Estimated Beginning Cash	-	26,000	287,151
101-0000-333.97-36	CFDA #97.036	1,429	-	-
101-0000-336.71-00	Multimodal Transpo City	48,755	-	-
101-0000-336.87-00	Motor Vehicle Fuel Tax	668,958	720,786	762,351
101-0000-338.36-00	Signal Maintenance	32,278	30,000	30,000
101-0000-344.81-00	New Development Signage	8,563	5,000	5,000
101-0000-345.83-01	Plan Check Fees	7,238	15,000	15,000
101-0000-345.83-02	Inspection Services	8,960	15,000	15,000
101-0000-361.10-00	Investment Interest	20,749	10,051	52,755
101-0000-361.10-40	LGIP Earnings	948	446	12,587
101-0000-361.32-00	Unrealized Gain(Loss)	(9,146)	-	-
101-0000-361.32-02	Reverse Prev Year Adj	(19,902)	-	-
101-0000-367.10-01	Contributions-General	41,911	-	-
101-0000-369.10-00	Sale of Scrap & Surplus	8,539	1,000	1,000
101-0000-369.40-00	Court Fees /Judgments	11,093	-	-
101-0000-397.10-04	Transfer In - Utility Tax	2,860,473	3,019,729	3,151,065
101-0000-397.10-11	Transfer In 102 Fund	158,527	200,000	200,000
<b>Total Public Works City Street Fund Revenues</b>		<b>3,856,798</b>	<b>3,907,521</b>	<b>4,531,909</b>

Account Number	Description	2021 Actual Revenue/Expense	2022 Amended Budget	2023 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	301,398	386,045	406,995
101-4201-543.10-05	Salaries-Overtime	2,871	2,200	2,200
101-4201-543.10-06	Salaries-Part-Time	7,234	24,264	24,264
101-4201-543.20-01	Employer Paid Benefits	137,706	160,399	166,812
101-4201-543.20-03	Unemployment Compensation	1,147	20,000	20,000
101-4201-543.31-01	Office & Operating Supply	5,367	3,433	3,433
101-4201-543.31-02	Small Tools & Equipment	3	2,755	1,000
101-4201-543.31-17	Supplies-Uniform Purchase	2,417	4,300	4,300
101-4201-543.31-23	Office & Operating-Bldg	128	-	-
101-4201-543.31-35	Replaced Equipment	435	15,000	15,000
101-4201-543.41-01	Prof. Svc-Other	2,916	481	481
101-4201-543.42-01	Telecommunications	7,374	4,750	4,750
101-4201-543.43-01	Transportation/Per Diem	-	2,315	2,315
101-4201-543.43-02	Dues, Subscriptions, Publ	205	552	552
101-4201-543.43-03	Registrations	898	1,950	1,950
101-4201-543.45-01	Equipment Rental	12,179	14,709	14,592
101-4201-543.45-02	IMS Rental	27,888	46,893	45,669
101-4201-543.45-03	Copier Rental	1,188	926	926
101-4201-543.46-01	Insurance-Liability	28,041	30,134	38,482
101-4201-543.46-02	Insurance-Fire / Property	1,824	1,336	1,463
101-4201-543.46-06	AWC-L & I Pool	2,055	2,081	2,081
101-4201-543.47-01	Utility-Electric	20,697	9,090	9,090
101-4201-543.47-02	Utility-City of Lacey	293	1,586	1,586
101-4201-543.47-03	Utility-Natural Gas	735	2,085	2,085
101-4201-543.47-07	Utility-Solid Waste	3,666	3,185	3,185
101-4201-543.48-01	Rep & Maint-Equipment	717	1,027	1,027
101-4201-543.48-03	Rep & Maint-Facilities	197	14,755	-
101-4201-543.49-06	Maintenance Contracts	1,207	1,891	1,891
101-4201-543.49-10	Uniform Contract/Cleaning	71	-	-
101-4201-543.49-23	Custodial	6,124	5,689	5,689
101-4201-543.49-25	Assessments/Taxes	1,035	2,900	2,900
101-4201-543.49-27	Bad Debt Expense	-	8,785	8,785
101-4201-543.49-35	CDL-Physicals/Licenses	857	600	600
101-4201-543.60-01	Capital Outlays Equipment	-	6,500	-

Account Number	Description	2021 Actual Revenue/Expense	2022 Amended Budget	2023 Adopted Budget
<i>City Street Fund - Expenditures</i>				
<b>Public Works Street Division</b>				
<b>General Services-Continued</b>				
101-4201-597.02-01	Transfer Out 301 Fund	-	-	287,151
<b>Total General Services</b>		<b>578,873</b>	<b>782,616</b>	<b>1,081,254</b>
<b>Street Lighting</b>				
101-4204-542.10-01	Salaries-Regular	97,097	99,420	110,265
101-4204-542.10-05	Salaries-Overtime	502	500	500
101-4204-542.10-06	Salaries-Part-Time	1,755	6,276	6,276
101-4204-542.20-01	Employer Paid Benefits	43,718	45,254	47,569
101-4204-542.31-17	Supplies-Uniform Purchase	1,196	2,000	2,000
101-4204-542.32-01	Electrical Supplies	204,776	269,500	269,500
101-4204-542.33-01	Small Tools-Electrical	1,248	2,000	2,000
101-4204-542.41-32	Prof. Svc-Utility Locates	-	340	340
101-4204-542.43-02	Dues, Subscriptions, Publ	628	-	-
101-4204-542.43-03	Registrations	577	2,000	2,000
101-4204-542.45-01	Equipment Rental	30,460	36,772	36,480
101-4204-542.47-01	Utility-Electric	418,134	363,000	363,000
101-4204-542.48-01	Rep & Maint-Equipment	461	-	-
<b>Total Street Lighting</b>		<b>800,552</b>	<b>827,062</b>	<b>839,930</b>
<b>Street Signs &amp; Markers</b>				
101-4205-542.10-01	Salaries-Regular	137,246	161,482	170,997
101-4205-542.10-05	Salaries-Overtime	2,783	790	790
101-4205-542.10-06	Salaries-Part-Time	35,090	36,565	36,565
101-4205-542.20-01	Employer Paid Benefits	82,908	84,740	89,124
101-4205-542.31-01	Office & Operating Supply	2,247	3,000	3,000
101-4205-542.31-02	Small Tools & Equipment	3,374	2,400	2,400
101-4205-542.31-27	Software Upgrade	-	1,075	1,075
101-4205-542.31-31	Supplies-City Projects	619	2,950	2,950
101-4205-542.31-32	Sign Making Supplies	27,331	28,700	28,700
101-4205-542.31-34	Road Marking Supplies	40,631	81,000	81,000
101-4205-542.41-01	Prof. Svc-Other	36,131	41,400	60,000
101-4205-542.41-32	Prof. Svc-Utility Locates	-	50	50
101-4205-542.43-03	Registrations	480	1,500	1,500
101-4205-542.45-01	Equipment Rental	33,498	40,449	40,129
101-4205-542.48-01	Rep & Maint-Equipment	105	-	-
<b>Total Street Signs &amp; Markers</b>		<b>402,443</b>	<b>486,101</b>	<b>518,280</b>

Account Number	Description	2021 Actual Revenue/Expense	2022 Amended Budget	2023 Adopted Budget
<i>City Street Fund - Expenditures</i>				
<b>Public Works Street Division</b>				
<b>Snow &amp; Ice Removal</b>				
101-4206-542.10-01	Salaries-Regular	31,153	34,915	32,042
101-4206-542.10-05	Salaries-Overtime	5,647	3,500	3,500
101-4206-542.20-01	Employer Paid Benefits	16,145	16,889	15,207
101-4206-542.31-01	Office & Operating Supply	13,832	10,000	10,000
101-4206-542.31-02	Small Tools & Equipment	1,889	10,000	10,000
101-4206-542.45-01	Equipment Rental	30,460	36,772	36,480
<b>Total Snow &amp; Ice Removal</b>		<b>99,126</b>	<b>112,076</b>	<b>107,229</b>
<b>Street Cleaning</b>				
101-4207-542.10-01	Salaries-Regular	3,713	4,456	4,653
101-4207-542.10-05	Salaries-Overtime	12	300	300
101-4207-542.20-01	Employer Paid Benefits	1,956	2,240	2,257
101-4207-542.31-01	Office & Operating Supply	-	600	600
<b>Total Street Cleaning</b>		<b>5,681</b>	<b>7,596</b>	<b>7,810</b>
<b>Roadside Maintenance</b>				
101-4208-542.10-01	Salaries-Regular	121,437	107,743	129,879
101-4208-542.10-05	Salaries-Overtime	955	200	200
101-4208-542.10-06	Salaries-Part-Time	10,628	17,149	17,149
101-4208-542.20-01	Employer Paid Benefits	60,567	53,718	60,938
101-4208-542.31-01	Office & Operating Supply	12,344	12,900	12,900
101-4208-542.31-02	Small Tools & Equipment	2,730	3,000	3,000
101-4208-542.34-01	Fuel	1,472	1,750	1,750
101-4208-542.41-01	Prof. Svc-Other	516	6,000	6,000
101-4208-542.41-16	Prof. Svc-Parks	490,134	400,185	441,759
101-4208-542.41-47	Prof. Svc-Tree Inspection	2,521	2,000	2,000
101-4208-542.45-01	Equipment Rental	73,099	88,252	87,554
101-4208-542.48-01	Rep & Maint-Equipment	223	-	-
101-4208-542.49-28	Misc - Disposal Fees	164	-	-
<b>Total Roadside Maintenance</b>		<b>776,790</b>	<b>692,897</b>	<b>763,129</b>
<b>Roadway Maintenance</b>				
101-4209-542.10-01	Salaries-Regular	76,477	94,328	89,251
101-4209-542.10-05	Salaries-Overtime	2,247	400	400
101-4209-542.10-06	Salaries-Part-Time	10,072	22,865	22,865

Account Number	Description	2021 Actual Revenue/Expense	2022 Amended Budget	2023 Adopted Budget
<i>City Street Fund - Expenditures</i>				
<b>Public Works Street Division</b>				
<b>Roadway Maintenance-Continued</b>				
1101-4209-542.20-01	Employer Paid Benefits	39,246	48,927	43,096
101-4209-542.20-03	Unemployment Compensation	-	60	60
101-4209-542.31-01	Office & Operating Supply	42,372	57,000	65,000
101-4209-542.31-02	Small Tools & Equipment	1,420	1,000	1,000
101-4209-542.41-01	Prof. Svc-Other	34	5,000	5,000
101-4209-542.43-03	Registrations	440	3,000	3,000
101-4209-542.45-01	Equipment Rental	79,188	95,607	94,849
101-4209-542.45-05	Rentals-Other	12,550	17,000	30,000
101-4209-542.48-15	Rep & Maint-Grounds	-	12,000	12,000
<b>Total Roadway Maintenance</b>		<b>264,046</b>	<b>357,187</b>	<b>366,521</b>
<b>Sidewalk Maintenance</b>				
101-4210-542.10-01	Salaries-Regular	108,810	129,761	144,329
101-4210-542.10-05	Salaries-Overtime	1,571	100	100
101-4210-542.10-06	Salaries-Part-Time	26,054	14,219	14,219
101-4210-542.20-01	Employer Paid Benefits	55,703	67,589	70,130
101-4210-542.31-01	Office & Operating Supply	2,004	2,000	2,000
101-4210-542.31-02	Small Tools & Equipment	5,644	4,500	4,500
101-4210-542.41-01	Prof. Svc-Other	12,544	80,000	80,000
101-4210-542.41-02	Prof. Svc-Engineering	(2,144)	-	-
101-4210-542.45-01	Equipment Rental	12,178	14,708	14,592
<b>Total Sidewalk Maintenance</b>		<b>222,364</b>	<b>312,877</b>	<b>329,870</b>
<b>Traffic Control Device/Electrical</b>				
101-4211-542.10-01	Salaries-Regular	89,425	94,324	103,456
101-4211-542.10-05	Salaries-Overtime	705	2,000	2,000
101-4211-542.10-06	Salaries-Part-Time	-	13,808	13,808
101-4211-542.20-01	Employer Paid Benefits	40,743	43,287	44,566
101-4211-542.32-01	Electrical Supplies	42,918	27,572	45,572
101-4211-542.33-01	Small Tools-Electrical	2,338	2,000	2,000
101-4211-542.41-01	Prof. Svc-Other	-	1,000	1,000
101-4211-542.41-32	Prof. Svc-Utility Locates	-	250	250
101-4211-542.42-01	Telecommunications	8,303	8,250	8,250
101-4211-542.45-01	Equipment Rental	33,498	40,449	40,129
101-4211-542.47-01	Utility-Electric	68,229	80,000	80,000



Account Number	Description	2021 Actual Revenue/Expense	2022 Amended Budget	2023 Adopted Budget
<i>City Street Fund - Expenditures</i>				
<b>Public Works Street Division</b>				
<b>Total Traffic Control Device/Electrical</b>		<b>286,159</b>	<b>312,940</b>	<b>341,031</b>
<b>Electrical Other</b>				
101-4212-543.10-01	Salaries-Regular	102,234	98,593	113,992
101-4212-543.10-05	Salaries-Overtime	-	500	500
101-4212-543.10-06	Salaries-Part-Time	59	3,766	3,766
101-4212-543.20-01	Employer Paid Benefits	44,602	43,151	47,597
101-4212-543.31-01	Office & Operating Supply	217	500	500
101-4212-543.32-01	Electrical Supplies	5,629	4,650	10,000
101-4212-543.33-01	Small Tools-Electrical	-	500	500
101-4212-543.43-03	Registrations	112	-	-
<b>Total Electrical Other</b>		<b>152,853</b>	<b>151,660</b>	<b>176,855</b>
<b>Total Public Works City Street Fund Expenditures</b>		<b>3,588,887</b>	<b>4,043,012</b>	<b>4,531,909</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
- 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 2023 budgeted expenditures are **\$9,944,299**.

**2023 PROGRAMS, GOALS AND PRIORITIES**

- LED Street Lighting Replacement
- Carpenter Road and Britton Parkway Interim Roundabout Design
- College St. & 16th Ave Roundabout Design
- College St & 29th Ave Roundabout Design
- College Street NE Extension
- 14th Ave & Sleater-Kinney Rd Intersection Improvements
- Electric Car Charging Stations
- RAC Frontage Improvements
- 4th Avenue
- Marvin Road Annexation Signal Improvements
- Signal Pole Replacement (Sleater Kinney and Pacific Avenue)
- Transportation Comprehensive Plan
- Bicycle/Pedestrian Improvements Program
- Miscellaneous 2023 Minor Projects

Account Number	Description	2021 Actual Revenue/Expense	2022 Amended Budget	2023 Adopted Budget
<i>Arterial Street Fund - Revenues</i>				
<b>Arterial Streets</b>				
102-0000-308.00-00	Estimated Beginning Cash	-	533,653	1,991,892
102-0000-317.34-00	Real Estate Excise Tax 1	4,468,384	2,000,000	2,000,000
102-0000-333.20-20	20.205 Highway Planning	489,586	634,555	4,336,978
102-0000-334.03-80	03.8x Trans Improv Board	14,093	104,651	244,087
102-0000-334.83-00	State Share of FEMA	-	-	4,964
102-0000-336.71-00	Multimodal Transpo City	22,796	-	-
102-0000-336.88-00	Motor Vehicle Fuel Tax	312,783	337,016	356,450
102-0000-336.89-00	MVA Transpo City	62,608	72,310	74,470
102-0000-344.85-00	Mitigation/Impact Fees	5,122,099	152,849	435,181
102-0000-361.10-00	Investment Interest	217,254	123,280	366,044
102-0000-361.10-40	LGIP Earnings	9,854	5,540	87,332
102-0000-361.11-00	Interest Earnings	6,692	1,384	7,941
102-0000-361.32-00	Unrealized Gain(Loss)	(87,561)	-	-
102-0000-361.32-02	Reverse Prev Year Adj	(224,019)	-	-
102-0000-362.60-10	Lease - Rental House	32,765	30,000	37,200
102-0000-367.27-00	Developer Contribution	-	1,760	1,760
102-0000-397.10-03	Transfer In 101 Fund	141,086	-	-
102-0000-397.11-01	Transfer In 001,003,005	40,000	-	-
<b>Total Public Works Arterial Street Fund Revenues</b>		<b>10,628,420</b>	<b>3,996,998</b>	<b>9,944,299</b>

Account Number	Description	2021 Actual Revenue/Expense	2022 Amended Budget	2023 Adopted Budget
<i>Arterial Street Fund - Expenditures</i>				
<b>Public Works Arterial Streets</b>				
<b>Street and Transportation Improvements</b>				
102-4101-595.90-01	Preliminary Engineering	497,776	1,372,998	2,141,300
102-4101-595.90-02	Right of Way	139,367	630,000	4,723,000
102-4101-595.90-03	Road Way	2,988,364	1,381,406	2,355,215
102-4101-595.90-05	Construction Engineering	272,962	127,594	239,784
102-4101-595.90-09	Traffic Control Devices	156,371	-	20,000
102-4101-595.90-11	Const Admin & Fac Maint	12,543	-	-
102-4101-595.90-13	Side Walks-ADA	19,367	50,000	50,000
102-4101-595.90-14	Signal Timing	-	35,000	15,000
102-4101-595.90-15	Pavement Mgmt System	-	100,000	100,000
102-4101-595.90-16	Pavement Restoration/PMS	-	100,000	100,000
102-4101-597.02-09	Transfer Out 101 Fund	158,527	200,000	200,000
102-4101-597.11-01	Transfer Out 001 Fund	1,034,242	-	-
<b>Total Public Works Arterial Street Fund Expenditures</b>		<b>5,279,519</b>	<b>3,996,998</b>	<b>9,944,299</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 2023 projected revenues is \$8,150,000.

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

### **BUDGET SUMMARY**

For 2023 the operating budget will be **\$8,150,000**.

### **2023 PROJECTS, GOALS AND PRIORITIES**

#### Roadway Program

Repair the following streets:

- Carpenter Road SE (Pacific to City limits)
- 7th Ave SE (Sleater-Kinney to Golf Club)
- 8th Ave SE (west of Sleater-Kinney)
- 34th Ave SE (dugouts between Ida Jane Dr and Stanfield Rd)
- 5 Cul-de-sacs south of 36th Ave (Charlotte Ct, Georgie Ct, Jo Ann Ct, Kathy Ct and Shirley Ct)
- 66th Ave SE (Rainier Rd to Bailey St), 70th Way SE (entire limit) & Rainier Rd (66th Ave to South City Limits)
- Britton/Gateway Roundabout (Fiddleback St NE to the Roundabout)
- Carpenter Hills Lp

#### Emerald Hills Subdivision:

- 54th Ct SE
- 54th Way SE
- 55th Ct SE
- 55th Way SE
- 57th Ave SE (Emerald St to Thornberry Dr)
- 58th Ave SE (Emerald St to Thornberry Dr)
- Crystal Ct SE
- Emerald St SE (54th Ave to 58th Ave)
- Gem Ct SE
- Opal Ct SE

Homann, Lacey Blvd and Pacific Ave Roundabout

Sidewalk Repair Program (\$500k)

Crack Seal Program (\$150k)

Account Number	Description	2021 Actual Revenue/Expense	2022 Amended Budget	2023 Adopted Budget
<i>Transportation Improvement Fund - Revenues</i>				
<b>Revenues</b>				
103-0000-308.00-00	Estimated Beginning Cash	-	1,629,373	4,585,446
103-0000-313.21-00	Sales Taxes -TBD	3,679,451	3,102,249	3,487,298
103-0000-333.20-20	20.205 Highway Planning	37,553	-	-
103-0000-361.10-00	Investment Interest	27,868	17,258	61,111
103-0000-361.10-40	LGIP Earnings	1,328	762	14,580
103-0000-361.11-00	Interest Earnings	1,489	358	1,565
103-0000-361.32-00	Unrealized Gain(Loss)	49,781	-	-
103-0000-361.32-02	Reverse Prev Year Adj	(26,185)	-	-
103-0000-397.10-11	Transfer In 102 Fund	1,034,242	-	-
<b>Total Transportation Improvement Fund Revenues</b>		<b>4,805,527</b>	<b>4,750,000</b>	<b>8,150,000</b>



Account Number	Description	2021 Actual Revenue/Expense	2022 Amended Budget	2023 Adopted Budget
<i>Transportation Improvement Fund - Expenditures</i>				
<b>Transportation Benefit District</b>				
<b>Transportation Improvements</b>				
103-4301-595.90-01	Preliminary Engineering	248,348	118,750	148,750
103-4301-595.90-03	Road Way	3,413,466	3,429,780	6,842,500
103-4301-595.90-05	Construction Engineering	255,249	678,750	1,158,750
103-4301-595.90-06	Side Walks	127,777	522,720	-
103-4301-597.10-11	Transfers Out 102 Fund	141,086	-	-
<b>Total Transportation Improvement Fund Expenditures</b>		<b>4,185,926</b>	<b>4,750,000</b>	<b>8,150,000</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 2023 are estimated at \$520,000. 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, Experience Olympia and Beyond, Washington Center for the Performing Arts, and publication of promotional materials. Community Events include Lacey Fun Fair, Senior Games, South Sound BBQ Festival, Cultural Celebration, Brats, Brews and Bands, Polyfest, Concerts in the Park series, and July 3rd Fireworks and Concert. This budget also provides support to maintain and operate the Regional Athletic Complex (RAC).

**BUDGET SUMMARY**

The total 2023 budget for the Lodging Tax Fund is **\$887,230**.

The Lodging Tax budget is divided into two categories:

1. Contracted Services
2. Performing Arts & Events

Account Number	Description	2021 Actual Revenue/Expense	2022 Amended Budget	2023 Adopted Budget
<i>Lodging Tax Fund - Revenues</i>				
<b>Revenues</b>				
109-0000-308.00-00	Estimated Beginning Cash	-	174,466	353,848
109-0000-313.30-00	Hotel/Motel Taxes	507,729	400,634	520,000
109-0000-361.10-00	Investment Interest	7,223	5,000	10,804
109-0000-361.10-40	LGIP Earnings	321	400	2,578
109-0000-361.32-00	Unrealized Gain(Loss)	(3,182)	-	-
109-0000-361.32-02	Reverse Prev Year Adj	(7,016)	-	-
<b>Total Lodging Tax Fund Revenues</b>		<b>505,075</b>	<b>580,500</b>	<b>887,230</b>

Account Number	Description	2021 Actual Revenue/Expense	2022 Amended Budget	2023 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	-	134,000	180,730
109-0401-575.49-33	Chamber of Commerce	70,000	70,000	70,000
109-0401-575.49-34	Washington Center	25,000	30,000	280,000
109-0401-575.49-38	Visitor/Convention Bureau	100,000	100,000	110,000
109-0401-597.10-08	Transfer Out 007 Fund	160,000	180,000	180,000
109-0401-597.11-01	Transfer Out 001 Fund	48,500	48,500	48,500
<b>Total Contracted Services</b>		<b>403,500</b>	<b>562,500</b>	<b>869,230</b>
<b>Performing Arts &amp; Parks Events</b>				
109-0601-573.49-54	Concert Series/Events	-	18,000	18,000
<b>Total Performing Arts &amp; Parks Events</b>		<b>-</b>	<b>18,000</b>	<b>18,000</b>
<b>Total Lodging Tax Fund Expenditures</b>		<b>403,500</b>	<b>580,500</b>	<b>887,230</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 community members. This fund also facilitates block grants awarded to Lacey for housing and capital improvement projects primarily benefiting low-income residents.

In the past, Lacey utilized CDBG funding for affordable housing rehabilitation and preservation; construction of an early-learning childcare center; and construction and expansion of the City's senior center and Lacey Veteran Services Hub. Lacey is anticipated to receive its next round of CDBG funds as part of the Thurston County Urban CDBG program in 2023. Thurston County provides administration of the Thurston County Urban CDBG program.

**BUDGET SUMMARY**

The total 2023 budget for the Community Development Block Grant (CDBG) Fund is **\$479**.

Account Number	Description	2021 Actual Revenue/Expense	2022 Amended Budget	2023 Adopted Budget
<i>Community Development Block Grant Fund-Revenues</i>				
<b>Revenues</b>				
120-0000-333.14-21	Program Income F96745006	5,500	-	-
120-0000-361.10-00	Investment Interest	222	117	387
120-0000-361.10-40	LGIP Earnings	10	5	92
120-0000-361.32-00	Unrealized Gain(Loss)	(100)	-	-
120-0000-361.32-02	Reverse Prev Year Adj	(204)	-	-
<b>Total Community Dev. Block Grant Fund Revenues</b>		<b>5,428</b>	<b>122</b>	<b>479</b>



Account Number	Description	2021 Actual Revenue/Expense	2022 Amended Budget	2023 Adopted Budget
<i>Community Development Block Grant Fund-Expenditures</i>				
<b>Community Development Block Grant</b>				
<b>General Services</b>				
120-3701-508.30-00	Restricted Funds	-	122	479
120-3701-558.49-20	Special Projects	350	-	-
<b>Total Community Dev. Block Grant Fund Expenditures</b>		<b>350</b>	<b>122</b>	<b>479</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, with Lacey City Council approval, decreased assessments for all properties by 10.0 percent starting in 2020. The amount of money to be raised by special assessments is approximately \$43,000 per year.

### BUDGET SUMMARY

For 2023 the operating budget will be **\$47,793**.

### 2023 PROJECTS, GOALS AND PRIORITIES

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

Account Number	Description	2021 Actual Revenue/Expense	2022 Amended Budget	2023 Adopted Budget
<i>Hicks Lake Management District Fund - Revenues</i>				
<b>Revenues</b>				
130-0000-359.60-03	HLMD#1 Delq. Penalties	51	-	-
130-0000-361.10-00	Investment Interest	751	400	1,464
130-0000-361.10-40	LGIP Earnings	34	17	349
130-0000-361.11-10	HLMD#1 Invest Interest	1	2	2
130-0000-361.32-00	Unrealized Gain(Loss)	(297)	-	-
130-0000-361.32-02	Reverse Prev Year Adj	(638)	-	-
130-0000-361.41-20	HLMD#1 Delq. interest	64	39	78
130-0000-368.50-10	Hicks LMD#1	43,884	45,900	45,900
<b>Total Hicks Lake Management Fund Revenues</b>		<b>43,850</b>	<b>46,358</b>	<b>47,793</b>

Account Number	Description	2021 Actual Revenue/Expense	2022 Amended Budget	2023 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	33,259	46,358	47,793
<b>Total Hicks Lake Management Fund Expenditures</b>		<b>33,259</b>	<b>46,358</b>	<b>47,793</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:

- 2012 Unlimited General Obligation Refunding Bonds (originally issued as \$5.0 million of Parks Improvement Bonds in 2003), and
- 2015 Unlimited General Obligation Refunding Bonds (originally issued as \$4.985 million of Parks Improvement Bonds in 2003)

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, 2022 is \$2,230,000. The total outstanding Limited Tax General Obligation debt as of September 30, 2022 is \$3,035,000.

The total 2023 debt service budget is **\$1,270,434**.

Account Number	Description	2021 Actual Revenue/Expense	2022 Amended Budget	2023 Adopted Budget
<i>G. O. Bond Fund - Revenues</i>				
<b>Revenues</b>				
201-0000-308.00-00	Estimated Beginning Cash	-	314,990	-
201-0000-311.10-00	Property Taxes-Current	1,135,234	678,000	682,050
201-0000-311.15-00	Property Taxes-Delinquent	4,769	5,000	5,000
201-0000-361.10-00	Investment Interest	5,334	1,870	7,366
201-0000-361.10-40	LGIP Earnings	231	74	2,697
201-0000-361.11-00	Interest Earnings	162	46	121
201-0000-361.32-00	Unrealized Gain(Loss)	(584)	-	-
201-0000-361.32-02	Reverse Prev Year Adj	(1,684)	-	-
201-0000-397.10-05	Transfer In 307 Fund	569,450	576,400	573,200
<b>Total General Obligation Bond Fund Revenues</b>		<b>1,712,912</b>	<b>1,576,380</b>	<b>1,270,434</b>



Account Number	Description	2021 Actual Revenue/Expense	2022 Amended Budget	2023 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 (2002Fire)	445,000	-	-
201-1904-591.70-18	2012 Refunding(2003Parks)	300,000	305,000	315,000
201-1904-591.70-19	2015 UTGO RFDG (06 Parks)	285,000	295,000	310,000
201-1904-592.80-17	Interest UTGO 2010 Refund	17,800	-	-
201-1904-592.80-18	Interest UTGO 2012 Refund	24,600	18,600	9,450
201-1904-592.80-19	2015 UTGO RFDG (06 Parks)	72,950	64,400	52,600
<b>Total G.O. Debt Supported</b>		<b>1,145,350</b>	<b>683,000</b>	<b>687,050</b>
<b>L.T.G.O. &amp; Loans</b>				
201-1905-508.50-00	Assigned Funds	-	1,990	10,184
201-1905-591.70-20	2015 LTGO RFDG (07 RAC)	435,000	455,000	470,000
201-1905-592.80-20	2015 LTGO RFDG (07 RAC)	134,450	121,400	103,200
201-1905-597.02-01	Transfer Out 301 Fund	-	314,990	-
<b>Total L.T.G.O. &amp; Loans</b>		<b>569,450</b>	<b>893,380</b>	<b>583,384</b>
<b>Total General Obligation Bond Fund Expenditures</b>		<b>1,714,800</b>	<b>1,576,380</b>	<b>1,270,434</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 payed-in-full as property changes ownership. Regardless when payments are received, the City must call (retire) outstanding bonds when funds are available to do so. Currently, there is no outstanding debt in this fund.

**BUDGET SUMMARY**

The total 2023 budget is **\$100,609.**

Account Number	Description	2021 Actual Revenue/Expense	2022 Amended Budget	2023 Adopted Budget
<i>L.I.D. Bond Fund - Revenues</i>				
<b>Revenues</b>				
202-0000-361.10-00	Investment Interest	21,706	12,518	34,038
202-0000-361.10-40	LGIP Earnings	989	564	8,121
202-0000-361.11-00	Interest Earnings	623	124	759
202-0000-361.32-00	Unrealized Gain(Loss)	(8,720)	-	-
202-0000-361.32-02	Reverse Prev Year Adj	(23,204)	-	-
202-0000-366.10-10	Interest - (451) (ULID23)	16,870	16,033	15,163
202-0000-381.20-10	Loan Repayment 451 Fund	-	21,233	22,103
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>28,689</b>	<b>70,897</b>	<b>100,609</b>

Account Number	Description	2021 Actual Revenue/Expense	2022 Amended Budget	2023 Adopted Budget
<i>L.I.D. Bond Fund - Expenditures</i>				
<b>L.I.D. Debt - Finance</b>				
202-1906-508.50-00	Assigned Funds	-	70,897	100,609
<b>Total L.I.D. Bond Fund Expenditures</b>		<b>-</b>	<b>70,897</b>	<b>100,609</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 2023 budget is **\$168,241**.

### **2023 PROGRAMS, GOALS AND PRIORITIES**

- Police Station Land Acquisition and Site Development
- Facility Condition Assessment and Asset Management Software

Account Number	Description	2021 Actual Revenue/Expense	2022 Amended Budget	2023 Adopted Budget
<i>Building Improvement Fund - Revenues</i>				
<b>Revenues</b>				
301-0000-308.00-00	Estimated Beginning Cash	-	3,474,505	50,000
301-0000-334.04-22	Commerce/CSHD	593,583	-	-
301-0000-334.06-90	Other State Agencies	-	418,854	-
301-0000-361.10-00	Investment Interest	28,533	13,635	95,465
301-0000-361.10-40	LGIP Earnings	1,289	630	22,776
301-0000-361.32-00	Unrealized Gain(Loss)	(20,539)	-	-
301-0000-361.32-02	Reverse Prev Year Adj	(28,550)	-	-
301-0000-367.26-00	Museum Depot Project	7,863	-	-
301-0000-397.00-00	Transfers In	-	314,990	-
301-0000-397.11-01	Transfer In 001,003,005	3,423,707	1,942,779	-
<b>Total Building Improvement Fund Revenues</b>		<b>4,005,886</b>	<b>6,165,393</b>	<b>168,241</b>



*Detail Budget Section 3-119*



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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.

1. Operating Capital and Reserves
2. Capital Improvement Projects

The 2023 budget is **\$1,104,365**.

#### **2023 PROGRAMS, GOALS AND PRIORITIES**

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

Account Number	Description	2021 Actual Revenue/Expense	2022 Amended Budget	2023 Adopted Budget
<i>Capital Equipment Fund - Revenues</i>				
<b>Revenues</b>				
302-0000-308.00-00	Estimated Beginning Cash	-	2,648,723	417,020
302-0000-321.91-01	PEG Fees	35,394	39,000	39,000
302-0000-361.10-00	Investment Interest	31,540	18,943	43,891
302-0000-361.10-40	LGIP Earnings	1,456	862	10,471
302-0000-361.11-00	Interest Earnings	659	124	832
302-0000-361.32-00	Unrealized Gain(Loss)	(13,120)	-	-
302-0000-361.32-02	Reverse Prev Year Adj	(37,080)	-	-
302-0000-367.00-00	Contributions	-	6,000	6,000
302-0000-397.10-04	Transfer In - Utility Tax	-	327,835	-
302-0000-397.11-01	Transfer In 001,003,005	647,081	750,000	587,151
<b>Total Capital Equipment Fund Revenues</b>		<b>665,930</b>	<b>3,791,487</b>	<b>1,104,365</b>

Account Number	Description	2021 Actual Revenue/Expense	2022 Amended Budget	2023 Adopted Budget
<i>Capital Equipment Fund - Expenditures</i>				
<b>General Fund Capital</b>				
<b>Capital Equipment</b>				
302-0102-519.64-02	Capital-City Manager	246	-	-
302-0102-519.64-04	Capital-Community Relatio	46,995	287,125	123,490
302-0102-519.64-05	Capital-Finance	748	-	18,369
302-0102-519.64-06	Capital-Common Facilities	204,952	447,967	-
302-0102-519.64-10	Capital-Police	503,384	954,468	466,998
302-0102-519.64-11	Capital-Public Works-Admi	-	78,868	8,156
302-0102-519.64-12	Capital-Public Works-Pks	70,627	137,233	66,651
302-0102-519.64-15	Capital-Community Develop	62,536	55,000	56,950
302-0102-519.64-16	Capital-Parks & Recreatio	2,536	15,024	15,000
302-0102-519.64-17	Capital-City Streets	35,554	108,976	289,751
302-0102-519.64-19	Capital-Information Svcs	-	3,000	-
302-0102-519.64-20	Public Ed & Govt Prog	13,707	39,000	39,000
302-0102-597.11-01	Transfer Out 001 Fund	108,215	-	-
302-0102-597.11-03	Transfer Out 303 Fund	-	375,792	-
302-0102-597.11-07	Transfer Out 307 Fund	-	805,000	-
<b>Total Capital Equipment</b>		<b>1,049,500</b>	<b>3,307,453</b>	<b>1,084,365</b>
<b>Projects</b>				
302-0104-542.60-02	Capital-Streetscaping	-	20,000	20,000
302-0104-559.60-01	Economic Development	175,000	464,034	-
<b>Total Projects</b>		<b>1,245,000</b>	<b>659,034</b>	<b>20,000</b>
<b>Total Capital Equipment Fund Expenditures</b>		<b>1,224,500</b>	<b>3,791,487</b>	<b>1,104,365</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.

### **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 – 1986, 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.

### **VOTER APPROVED 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

### **NEW PARK DEVELOPMENT**

During 2021-2022 the Greg Cuoio Park & Greenways Master Plan was completed. In 2022 City Council approved development of Greg Cuoio Park Phase 1A, which encompasses 139 acres of the new park. Phase 1A will provide safe entry off of the busy Carpenter Road, 50 parking stalls, approximately two miles of hard and natural surface trails, 18 holes of disc golf, a park shelter and Phase 1 (5,000 SF) of a large all access playground. This project will also include signage, sitting and open play areas to accommodate a multitude of all age and ability users, a sani-can enclosure and maintenance access that can also be used by emergency medical agencies.

General Fund reserves have been identified.

### **BUDGET SUMMARY**

The 2023 budget is **\$217,340**. No activity is planned within this fund during 2023.

Account Number	Description	2021 Actual Revenue/Expense	2022 Amended Budget	2023 Adopted Budget
<i>Parks and Open Space Fund - Revenues</i>				
<b>Revenues</b>				
303-0000-308.00-00	Estimated Beginning Cash	-	100,525	-
303-0000-361.10-00	Investment Interest	3,164	1,986	16,259
303-0000-361.10-40	LGIP Earnings	140	89	3,879
303-0000-361.32-00	Unrealized Gain(Loss)	(667)	-	-
303-0000-361.32-02	Reverse Prev Year Adj	(4,035)	-	-
303-0000-362.50-20	Lease - Facilities	9,111	-	-
303-0000-362.60-10	Lease - Rental House	13,160	13,000	15,952
303-0000-397.11-01	Transfer In 001,003,005	6,142	2,429,241	181,250
<b>Total Parks and Open Space Fund Revenues</b>		<b>27,015</b>	<b>2,544,841</b>	<b>217,340</b>



Account Number	Description	2021 Actual Revenue/Expense	2022 Amended Budget	2023 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	-	15,075	36,090
303-0106-576.48-03	Rep & Maint-Facilities	2,876	-	-
303-0106-576.60-01	Capital Outlays-Equipment	-	303,449	-
303-0106-576.60-03	Capital-Improvements	251,351	2,226,317	181,250
<b>Total Parks and Open Space Fund Expenditures</b>		<b>254,227</b>	<b>2,544,841</b>	<b>217,340</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 2023 budget is **\$1,642,392** for capital improvements.

This budget accounts for the \$573,200 transferred out to cover debt service for the 2007 LTGO Park Bond. Phase III (26 acres) is slated for future development, dependent on generating sufficient revenue for operation, maintenance and development.

**2023 PROGRAMS, GOALS AND PRIORITIES**

- Construction for parking lot improvements
- Phase III concept design

Account Number	Description	2021 Actual Revenue/Expense	2022 Amended Budget	2023 Adopted Budget
<i>Regional Athletic Complex Capital Fund - Revenues</i>				
<b>Revenues</b>				
307-0000-308.00-00	Estimated Beginning Cash	-	2,091,813	-
307-0000-338.10-10	Capital Area - PFD	1,566,077	1,253,045	1,589,568
307-0000-361.10-00	Investment Interest	17,464	9,553	41,800
307-0000-361.10-40	LGIP Earnings	771	427	9,973
307-0000-361.11-00	Interest Earnings	1,046	263	1,051
307-0000-361.32-00	Unrealized Gain(Loss)	(8,228)	-	-
307-0000-361.32-02	Reverse Prev Year Adj	(15,552)	-	-
307-0000-397.10-12	Transfer In 001,003,005	-	805,000	-
<b>Total Regional Athletic Complex Capital Fund Revenues</b>		<b>1,561,578</b>	<b>4,160,101</b>	<b>1,642,392</b>

Account Number	Description	2021 Actual Revenue/Expense	2022 Amended Budget	2023 Adopted Budget
<i>Regional Athletic Complex Capital Fund - Expenditures</i>				
<b>Regional Athletic Complex</b>				
<b>Regional Athletic Complex Capital</b>				
307-0106-508.50-00	Assigned Funds	-	673,888	1,061,192
307-0106-576.60-01	Capital Outlays-Equipment	-	177,705	-
307-0106-576.60-03	Capital-Improvements	15,702	414,108	-
307-0106-576.62-18	PFD - Administrative Cost	2,584	8,000	8,000
307-0106-576.62-19	Sport Com-Prel Design	-	5,000	-
307-0106-576.62-21	Sport Com-Contractor Prim	-	2,305,000	-
307-0106-597.69-03	Transfer Out 201 Fund	569,450	576,400	573,200
<b>Total Regional Athletic Complex Capital Fund Expenditures</b>		<b>587,736</b>	<b>4,160,101</b>	<b>1,642,392</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. 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 eight storage reservoirs. There is also an intertie with the City of Olympia water designated for emergency use.

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

#### **BUDGET SUMMARY**

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

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

1. General Services
2. Customer Service
3. Production and Storage
4. System Maintenance
5. Cross Connection Control
6. Water Quality
7. Reclaimed Water

The 2023 operating budget for the Utility is **\$15,795,039**. Water revenues are obtained from water rates with no support from the City's operating levy or general fund.

#### **2023 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 four tier fees instead of the two 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 2019 through 2023. 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.

**2023 Rates and Cost Per 100 Cubic Feet (1)**

	<b>2020</b>	<b>2021</b>	<b>2022</b>	<b>2023</b>
Base Rate	\$16.62	\$17.45	\$18.37	\$19.33
First 600 c.f.	1.3431	1.4526	1.5288	1.6092
Tier 2 (601 to 1,200 c.f.)Per100 c.f.	3.2473	3.409	3.5887	3.7770
Tier 3 (1,201 to 2,400 c.f.)Per 100 c.f.	4.1503	4.3578	4.5866	4.8274
Tier 4 (2401 plus) Per 100 c.f.	5.5419	5.8190	6.1245	6.4460

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

Description	<b>2020</b>	<b>2021</b>	<b>2022</b>	<b>2023</b>
Base Rate	\$16.62	\$17.45	\$18.37	\$19.33
Consumption	11.55	12.12	12.76	\$13.43
Total	\$ 28.17	\$29.58	\$31.13	\$32.77

(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	2021 Actual Revenue/Expense	2022 Amended Budget	2023 Adopted Budget
<i>Water Utility Fund - Revenues</i>				
<b>Revenues</b>				
401-0000-308.00-00	Estimated Beginning Cash	-	1,483,459	-
401-0000-333.97-36	CFDA #97.036	17,898	-	-
401-0000-343.05-00	Shut-Offs	110	15,000	15,000
401-0000-343.40-01	Sales	14,324,866	14,418,140	14,159,011
401-0000-343.40-02	Penalties	-	100,000	100,000
401-0000-345.83-00	Plan Checking Fees	-	8,539	-
401-0000-345.83-01	Plan Check Fees	12,090	-	-
401-0000-345.83-02	Inspection Services	23,268	16,205	25,000
401-0000-348.95-00	Engineering Services Fees	14,538	20,687	2,975
401-0000-361.10-00	Investment Interest	55,712	32,007	80,954
401-0000-361.10-40	LGIP Earnings	2,454	1,459	19,314
401-0000-361.11-00	Interest Earnings	7,914	2,198	7,118
401-0000-361.32-00	Unrealized Gain(Loss)	(28,392)	-	-
401-0000-361.32-02	Reverse Prev Year Adj	(63,511)	-	-
401-0000-362.51-00	Cell Tower Lease	183,991	200,000	200,000
401-0000-362.90-00	Hydrant Meter Rental	48,204	50,000	50,000
401-0000-369.10-00	Sale of Scrap & Surplus	8,539	-	-
401-0000-369.11-00	Sale of Meters	215,090	175,000	150,000
401-0000-369.40-00	Court Fees /Judgments	15,050	-	-
401-0000-369.90-00	Other Misc Revenue	83	-	-
401-0000-369.90-01	Olympia Share WCGRRF M&O	2,597	-	-
401-0000-369.97-00	Escrow Search Fees	45,951	35,000	35,000
401-0000-397.11-01	Transfer In 001,003,005	1,004,052	935,978	950,667
<b>Total Water Utility Fund Revenues</b>		<b>15,890,504</b>	<b>17,493,672</b>	<b>15,795,039</b>

Account Number	Description	2021 Actual Revenue/Expense	2022 Amended Budget	2023 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	880,912	969,017	989,879
401-3401-534.10-05	Salaries-Overtime	32,062	35,000	35,000
401-3401-534.20-01	Employer Paid Benefits	370,844	417,875	408,921
401-3401-534.20-03	Unemployment Compensation	3,367	-	-
401-3401-534.20-42	GASB68 Pension Expense	(793,173)	-	-
401-3401-534.31-01	Office & Operating Supply	12,823	11,757	11,757
401-3401-534.31-02	Small Tools & Equipment	8	4,820	500
401-3401-534.31-17	Supplies-Uniform Purchase	7,817	8,412	8,412
401-3401-534.31-23	Office & Operating- Bldg	314	-	-
401-3401-534.31-27	Software Upgrade	985	2,000	2,000
401-3401-534.31-35	Replaced Equipment	-	30,000	30,000
401-3401-534.41-01	Prof. Svc-Other	17,677	65,150	22,750
401-3401-534.41-02	Prof. Svc-Engineering	487,712	918,954	501,778
401-3401-534.41-05	Prof. Svc-Audit	14,864	9,425	9,425
401-3401-534.41-15	Prof. Svc-Legal	4,614	20,000	20,000
401-3401-534.41-17	Prof. Svc-Water Resources	530,367	772,915	799,926
401-3401-534.41-32	Prof. Svc-Utility Locates	5,719	2,000	2,000
401-3401-534.41-45	Long Lake Mgmt Dist	6,410	7,500	7,500
401-3401-534.42-01	Telecommunications	3,793	6,000	6,000
401-3401-534.43-01	Transportation/Per Diem	-	12,372	12,372
401-3401-534.43-02	Dues, Subscriptions, Publ	9,201	5,128	5,128
401-3401-534.43-03	Registrations	11,991	31,530	31,530
401-3401-534.45-01	Equipment Rental	3,106	4,071	3,484
401-3401-534.45-02	IMS Rental	159,804	181,035	183,920
401-3401-534.45-03	Copier Rental	1,782	2,280	2,280
401-3401-534.45-08	Lease Miscellaneous	570	6,900	6,900
401-3401-534.46-01	Insurance-Liability	48,949	52,601	67,173
401-3401-534.46-02	Insurance-Fire/Property	2,552	1,817	7,086
401-3401-534.47-01	Utility-Electric	9,075	8,465	8,465
401-3401-534.47-02	Utility-City of Lacey	5,402	4,500	4,500
401-3401-534.47-03	Utility Gas	2,515	3,706	3,706
401-3401-534.47-07	Utility-Solid Waste	9,024	8,300	8,300
401-3401-534.48-01	Rep & Maint-Equipment	995	2,528	2,528
401-3401-534.48-03	Rep & Maint-Facilities	484	38,320	2,000
401-3401-534.49-02	Printing & Binding	-	500	500

Account Number	Description	2021 Actual Revenue/Expense	2022 Amended Budget	2023 Adopted Budget
<i>Water Utility Fund - Expenditures</i>				
<b>Public Works Water Division</b>				
<b>General Services -Continued</b>				
401-3401-534.49-03	Recording Fees	16,102	5,000	5,000
401-3401-534.49-06	Maintenance Contracts	3,282	5,655	5,655
401-3401-534.49-10	Uniform Contract/Cleaning	321	1,000	1,000
401-3401-534.49-23	Custodial	14,671	14,004	14,004
401-3401-534.49-25	Assessments/Taxes	3,634	18,210	18,210
401-3401-534.49-35	CDL-Physicals/Licenses	1,185	210	210
401-3401-534.50-90	Indirect Cost Plan Charge	648,780	642,693	756,340
401-3401-534.60-01	Capital Outlays-Equipment	-	-	181,877
<b>Total General Services</b>		<b>2,540,540</b>	<b>4,331,650</b>	<b>4,188,016</b>
<b>Customer Service</b>				
401-3402-514.10-01	Salaries-Regular	384,844	725,273	563,512
401-3402-514.10-05	Salaries-Overtime	13,967	100	100
401-3402-514.10-06	Salaries-Part-Time	1,584	32,000	32,000
401-3402-514.20-01	Employer Paid Benefits	184,530	327,076	254,460
401-3402-514.31-01	Office & Operating Supply	34,733	10,000	10,000
401-3402-514.31-02	Small Tools & Equipment	1,957	500	500
401-3402-514.31-17	Supplies-Uniform Purchase	219	650	650
401-3402-514.31-37	Meters	790,023	1,100,000	300,000
401-3402-514.31-48	Repairs & Maintenance	1,187	-	-
401-3402-514.41-01	Prof. Svc-Other	9,238	-	-
401-3402-514.41-25	Prof. Svc-Computer	-	750	750
401-3402-514.42-01	Telecommunications	7,577	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	12,445	16,323	13,973
401-3402-514.45-02	IMS Rental	35,604	40,338	40,981
401-3402-514.46-06	AWC-L & I Pool	3,271	3,312	3,312
401-3402-514.48-01	Rep & Maint-Equipment	11,850	5,000	5,000
401-3402-514.49-01	Excise Taxes	831,568	843,154	942,863
401-3402-514.49-02	Printing & Binding	-	8,900	8,900
401-3402-514.49-06	Maintenance Contracts	348,188	200,000	200,000
401-3402-514.49-10	Uniform Contract/Cleaning	-	500	500
401-3402-514.49-27	Bad Debt Expense	69	6,600	6,600
401-3402-514.49-30	Software Maintenance	20,419	1,000	1,000

Account Number	Description	2021 Actual Revenue/Expense	2022 Amended Budget	2023 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	372,990	300,000	300,000
401-3402-514.60-01	Capital Outlays-Equipment	279	-	-
401-3402-597.69-04	Transfer Out 410 Fund	3,593,733	4,315,038	3,997,451
<b>Total Customer Service</b>		<b>6,660,275</b>	<b>7,950,644</b>	<b>6,696,682</b>
<b>Production and Storage</b>				
401-3403-534.10-01	Salaries-Regular	557,768	661,088	640,177
401-3403-534.10-05	Salaries-Overtime	10,458	19,000	19,000
401-3403-534.10-06	Salaries-Part-Time	29	-	-
401-3403-534.20-01	Employer Paid Benefits	257,523	313,090	298,788
401-3403-534.31-01	Office & Operating Supply	42,967	25,209	10,145
401-3403-534.31-02	Small Tools & Equipment	11,671	20,395	20,395
401-3403-534.31-11	Water Treatment Supplies	79,545	100,000	-
401-3403-534.31-48	Repairs & Maintenance	175,065	557,800	512,300
401-3403-534.32-01	Electrical Supplies	68	-	-
401-3403-534.33-01	Small Tools-Electrical	51	-	-
401-3403-534.34-01	Fuel	45	800	1,000
401-3403-534.41-01	Prof. Svc-Other	18,403	99,100	91,100
401-3403-534.41-16	Prof. Svc-Parks	37,200	37,442	57,877
401-3403-534.41-23	Prof. Svc-H2O Smpls-DSHS	-	1,500	1,500
401-3403-534.42-01	Telecommunications	11,560	13,300	13,300
401-3403-534.45-01	Equipment Rental	52,756	69,184	59,220
401-3403-534.45-05	Rentals-Other	2,399	3,100	3,100
401-3403-534.46-02	Insurance-Fire/Property	56,139	49,271	48,854
401-3403-534.47-01	Utility-Electric	821,981	615,000	615,000
401-3403-534.47-02	Utility-City of Lacey	11,361	7,000	7,000
401-3403-534.47-03	Utility Gas	3,156	-	-
401-3403-534.47-06	Olympia Water Agreement	-	44,210	44,210
401-3403-534.48-01	Rep & Maint-Equipment	3,173	2,500	2,500
401-3403-534.48-03	Rep & Maint-Facilities	34,577	30,000	30,000
401-3403-534.48-11	Rep & Maint-Telemetry	42,680	110,125	95,000
401-3403-534.48-18	Generators	-	-	9,000
401-3403-534.49-06	Maintenance Contracts	767	31,790	31,790
401-3403-534.49-28	Misc - Disposal Fees	83	-	600
401-3403-534.49-30	Software Maintenance	804	-	-
401-3403-534.60-01	Capital Outlays-Equipment	-	5,563	-

Account Number	Description	2021 Actual Revenue/Expense	2022 Amended Budget	2023 Adopted Budget
<i>Water Utility Fund - Expenditures</i>				
<b>Public Works Water Division</b>				
<b>Production and Storage-Continued</b>				
401-3403-534.60-99	Capitalized Assets	-	51,493	-
<b>Total Production and Storage</b>		<b>2,232,229</b>	<b>2,867,960</b>	<b>2,611,856</b>
<b>System Maintenance</b>				
401-3404-534.10-01	Salaries-Regular	743,677	821,498	852,397
401-3404-534.10-05	Salaries-Overtime	17,370	10,800	10,800
401-3404-534.20-01	Employer Paid Benefits	366,985	414,345	410,239
401-3404-534.31-01	Office & Operating Supply	22,113	12,150	12,150
401-3404-534.31-02	Small Tools & Equipment	26,253	36,218	18,218
401-3404-534.31-19	Inventory	137,791	230,000	230,000
401-3404-534.31-20	Street Restoration	17,951	20,000	20,000
401-3404-534.31-21	Non-Inventory-Under \$60	973	-	-
401-3404-534.31-26	Valves	52,071	108,650	108,650
401-3404-534.31-36	Hydrants	31,419	-	-
401-3404-534.31-38	Hydrant Meters	8,075	9,000	9,000
401-3404-534.41-01	Prof. Svc-Other	5,142	9,050	9,050
401-3404-534.41-30	Prof. Svc-Leak Survey	328	-	-
401-3404-534.42-01	Telecommunications	11,313	11,250	11,250
401-3404-534.43-03	Registrations	89	-	-
401-3404-534.45-01	Equipment Rental	263,594	345,665	295,886
401-3404-534.45-05	Rentals-Other	270	2,300	2,300
401-3404-534.48-01	Rep & Maint-Equipment	1,518	-	-
401-3404-534.48-02	Rep & Maint-Equip Non-Pwr	344	-	-
401-3404-534.60-01	Capital Outlays-Equipment	-	43,947	26,000
401-3404-534.60-99	Capitalized Assets	(5,579)	-	-
401-3404-587.60-99	Capital-Transferred Out	5,579	-	-
<b>Total System Maintenance</b>		<b>1,707,276</b>	<b>2,074,873</b>	<b>2,015,940</b>
<b>Construction Utility</b>				
401-3405-534.10-01	Salaries-Regular	8,276	-	-
401-3405-534.10-05	Salaries-Overtime	2,078	-	-
401-3405-534.20-01	Employer Paid Benefits	4,183	-	-
<b>Total Construction Utility</b>		<b>14,537</b>	<b>-</b>	<b>-</b>

Account Number	Description	2021 Actual Revenue/Expense	2022 Amended Budget	2023 Adopted Budget
<i>Water Utility Fund - Expenditures</i>				
<b>Public Works Water Division</b>				
<b>Cross Connection Control</b>				
401-3406-534.31-01	Office & Operating Supply	-	3,600	3,600
401-3406-534.31-02	Small Tools & Equipment	-	1,200	1,200
401-3406-534.41-01	Prof. Svc-Other	-	500	500
401-3406-534.48-02	Rep & Maint-Equip Non-Pwr	-	750	750
401-3406-534.49-35	CDL-Physicals/Licenses	-	120	120
<b>Total Cross Connection Control</b>		-	<b>6,170</b>	<b>6,170</b>
<b>Water Quality</b>				
401-3407-534.31-01	Office & Operating Supply	-	750	750
401-3407-534.31-02	Small Tools & Equipment	17	1,150	1,150
401-3407-534.31-17	Supplies-Uniform Purchase	-	500	500
401-3407-534.41-01	Prof. Svc-Other	-	15,725	15,725
401-3407-534.41-14	Prof. Svc-Grdwater Mgmt	-	25,000	25,000
401-3407-534.41-23	Prof. Svc-H2O Smpls-DSHS	48,853	66,000	80,000
401-3407-534.42-01	Telecommunications	-	500	500
401-3407-534.42-02	Communications-Postage	4,891	9,500	9,500
401-3407-534.43-02	Dues, Subscriptions, Publ	-	500	500
401-3407-534.48-01	Rep & Maint-Equipment	-	20,250	20,250
401-3407-534.49-02	Printing & Binding	-	18,600	18,600
401-3407-534.49-32	Operating Permit-DSHS	33,600	36,000	36,000
401-3407-534.49-44	Project Green	2,500	3,100	3,100
401-3407-534.49-55	Conservation Program	18,691	64,500	64,500
<b>Total Water Quality</b>		<b>108,552</b>	<b>262,075</b>	<b>276,075</b>
<b>Reclaimed Water</b>				
401-3408-534.10-01	Salaries-Regular	7,727	-	-
401-3408-534.10-05	Salaries-Overtime	11	-	-
401-3408-534.20-01	Employer Paid Benefits	3,984	-	-
401-3408-534.31-01	Office & Operating Supply	2,470	-	-
401-3408-534.31-19	Inventory	270	-	-
401-3408-534.41-01	Prof. Svc-Other	6,287	-	-
401-3408-534.47-01	Utility-Electric	235	300	300
<b>Total Water Quality</b>		<b>20,984</b>	<b>300</b>	<b>300</b>
<b>Total Water Utility Fund Expenditures</b>		<b>13,284,393</b>	<b>17,493,672</b>	<b>15,795,039</b>

### **PUBLIC WORKS-WASTEWATER UTILITY FUND**

Lacey's Wastewater Utility consists of a collection system of sewer pipelines, sewage pump stations, STEP systems, grinders and community on-site septic systems. These facilities serve to collect, initiate treatment, and transport wastewater to the regional LOTT Treatment Facilities. Lacey's Wastewater Utility is responsible for operation and maintenance of approximately 180 miles of sewer transmission lines, 64 miles of STEP transmission lines, 48 lift stations and approximately 3763 residential and community STEP systems, 286 grinders and 10 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:

1. Supervision and Support
2. Utility Billing
3. Maintenance - Wastewater Lift Stations
4. Maintenance - Wastewater Mains (collection system)
5. Maintenance - STEP Systems

The total 2023 operating budget for the Wastewater Utility is **\$23,266,901**, of which \$14,544,275 will be paid to LOTT Alliance for treatment plant operations and capital requirements.

#### **2023 PROGRAMS, GOALS AND PRIORITIES**

- Continue Community outreach and education to eliminate or reduce F.O.G.
- Continue efforts in reconstructing and replacing aging gravity sewer pipes, pump stations retrofits, and onsite septic system conversions
- Continue priority programs such as Lift station maintenance, odor control, Sewer main cleaning and televising, STEP and grinder maintenance

#### **Explanation of Charges**

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

City Charges (1)	2019	2020	2021	2022	2023
Maintenance/Operations	\$19.05	\$19.69	\$20.79	\$22.98	\$25.37
Replacement Reserves	1.25	1.25	1.25	1.25	1.25
Construction/Capital	1.00	1.00	1.00	1.00	1.00
Subtotal	21.30	21.94	23.04	25.23	27.62
LOTT Charges	39.80	41.00	42.23	43.50	44.80
Total Monthly Charges	\$61.10	\$62.94	\$65.27	\$68.73	72.43

(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	2021 Actual Revenue/Expense	2022 Amended Budget	2023 Adopted Budget
<i>Wastewater Utility Fund - Revenues</i>				
<b>Revenues</b>				
402-0000-308.00-00	Estimated Beginning Cash	-	375,303	-
402-0000-333.97-36	CFDA #97.036	24,526	-	-
402-0000-343.50-01	Sales	6,498,807	6,997,558	8,573,380
402-0000-343.50-02	Penalties	-	60,000	60,000
402-0000-343.50-03	LOTT Sales	12,892,380	13,743,623	14,544,275
402-0000-345.83-01	Plan Check Fees	15,130	8,500	-
402-0000-345.83-02	Inspection Services	21,868	10,000	22,000
402-0000-345.83-04	Inspection Services-STEP	83,376	50,000	-
402-0000-348.95-00	Engineering Services Fees	2,176	-	-
402-0000-361.10-00	Investment Interest	33,027	16,675	54,293
402-0000-361.10-40	LGIP Earnings	1,391	738	12,953
402-0000-361.32-00	Unrealized Gain(Loss)	(23,157)	-	-
402-0000-361.32-02	Reverse Prev Year Adj	(28,858)	-	-
402-0000-369.40-00	Court Fees /Judgments	8,820	-	-
<b>Total Wastewater Utility Fund Revenues</b>		<b>19,529,486</b>	<b>21,262,397</b>	<b>23,266,901</b>



Account Number	Description	2021 Actual Revenue/Expense	2022 Amended Budget	2023 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	439,865	537,655	571,720
402-3501-535.10-05	Salaries-Overtime	19,698	8,200	8,200
402-3501-535.20-01	Employer Paid Benefits	180,506	227,369	235,109
402-3501-535.20-03	Unemployment Compensation	-	500	500
402-3501-535.20-42	GASB68 Pension Expense	(407,431)	-	-
402-3501-535.31-01	Office & Operating Supply	12,715	10,113	10,113
402-3501-535.31-02	Small Tools & Equipment	7	4,630	850
402-3501-535.31-17	Supplies-Uniform Purchase	5,110	7,107	7,107
402-3501-535.31-23	Office & Operating- Bldg	275	-	-
402-3501-535.31-27	Software Upgrade	985	285	285
402-3501-535.31-35	Replaced Equipment	6,238	30,000	30,000
402-3501-535.41-01	Prof. Svc-Other	12,930	30,287	30,287
402-3501-535.41-02	Prof. Svc-Engineering	404,263	678,371	340,750
402-3501-535.41-05	Prof. Svc-Audit	15,971	11,500	11,500
402-3501-535.41-15	Prof. Svc-Legal	1,432	2,890	2,890
402-3501-535.41-17	Prof. Svc-Water Resources	124,291	213,634	239,572
402-3501-535.41-32	Prof. Svc-Utility Locates	2,043	2,000	2,000
402-3501-535.42-01	Telecommunications	701	1,770	1,770
402-3501-535.43-01	Transportation/Per Diem	-	9,900	9,900
402-3501-535.43-02	Dues, Subscriptions, Publ	3,929	4,447	4,447
402-3501-535.43-03	Registrations	4,504	11,000	11,000
402-3501-535.45-01	Equipment Rental	8,909	8,669	8,675
402-3501-535.45-02	IMS Rental	102,252	109,650	117,689
402-3501-535.45-03	Copier Rentals	1,650	1,995	1,995
402-3501-535.45-08	Lease Miscellaneous	340	3,000	3,000
402-3501-535.46-01	Insurance-Liability	30,980	33,292	42,515
402-3501-535.46-02	Insurance-Fire/Property	2,233	1,590	1,741
402-3501-535.47-01	Utility-Electric	8,359	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	2,332	3,000	3,000
402-3501-535.47-04	LOTT Treatment	12,892,380	13,743,623	14,544,275
402-3501-535.47-07	Utility-Solid Waste	7,896	7,500	7,500
402-3501-535.48-01	Rep & Maint-Equipment	870	2,212	2,212
402-3501-535.48-03	Rep & Maint-Facilities	424	33,780	2,000
402-3501-535.49-02	Printing & Binding	-	10,400	10,400
402-3501-535.49-03	Recording Fees	15,057	3,000	3,000

Account Number	Description	2021 Actual Revenue/Expense	2022 Amended Budget	2023 Adopted Budget
<i>Wastewater Utility Fund - Expenditures</i>				
<b>Public Works Wastewater Division</b>				
<b>General Service-Continued</b>				
402-3501-535.49-06	Maintenance Contracts	2,575	4,073	4,073
402-3501-535.49-10	Uniform Contract/Cleaning	321	1,000	1,000
402-3501-535.49-23	Custodial	12,869	12,256	12,256
402-3501-535.49-25	Assessments/Taxes	299	301	301
402-3501-535.49-30	Software Maintenance	1,969	3,000	3,000
402-3501-535.49-35	CDL-Physicals/Licenses	833	340	340
402-3501-535.50-90	Indirect Cost Plan Charge	519,945	482,403	550,654
402-3501-535.60-01	Capital Outlays-Equipment	-	45,800	73,369
<b>Total General Services</b>		<b>14,440,525</b>	<b>16,336,830</b>	<b>16,945,283</b>
<b>Customer Service</b>				
402-3502-514.10-01	Salaries-Regular	54,582	60,844	31,302
402-3502-514.10-05	Salaries-Overtime	1,684	100	100
402-3502-514.20-01	Employer Paid Benefits	24,393	25,921	13,052
402-3502-514.31-01	Office & Operating Supply	73	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	5,350	5,206	5,210
402-3502-514.45-02	IMS Rental	10,008	10,728	11,514
402-3502-514.45-08	Lease Miscellaneous	-	1,000	1,000
402-3502-514.46-06	AWC-L & I Pool	2,045	2,071	2,071
402-3502-514.49-01	Excise Taxes	315,850	284,863	375,073
402-3502-514.49-02	Printing & Binding	-	1,450	1,450
402-3502-514.49-10	Uniform Contract/Cleaning	-	60	60
402-3502-514.49-27	Bad Debt Expense	60	9,000	9,000
402-3502-514.60-01	Capital Outlays-Equipment	14,336	-	-
402-3502-597.02-03	Transfer Out 411 Fund	496,489	841,437	2,257,121
<b>Total Customer Service</b>		<b>924,870</b>	<b>1,255,140</b>	<b>2,719,413</b>
<b>Lift Station Maintenance</b>				
402-3503-535.10-01	Salaries-Regular	622,862	634,626	735,310
402-3503-535.10-05	Salaries-Overtime	13,289	12,000	12,000
402-3503-535.20-01	Employer Paid Benefits	305,211	316,467	358,752
402-3503-535.31-01	Office & Operating Supply	30,204	41,564	26,500
402-3503-535.31-02	Small Tools & Equipment	7,746	9,700	12,700

Account Number	Description	2021 Actual Revenue/Expense	2022 Amended Budget	2023 Adopted Budget
<i>Wastewater Utility Fund - Expenditures</i>				
<b>Public Works Wastewater Division</b>				
<b>Lift Station Maintenance-Continued</b>				
402-3503-535.31-28	Conf Space-Safety Equip	440	-	-
402-3503-535.31-48	Repairs & Maintenance	98,014	329,254	315,990
402-3503-535.32-01	Electrical Supplies	1,714	-	-
402-3503-535.33-01	Small Tools-Electrical	405	-	-
402-3503-535.34-01	Fuel	4,518	4,300	4,300
402-3503-535.41-01	Prof. Svc-Other	4,335	10,400	10,400
402-3503-535.41-16	Prof. Svc-Parks	9,393	13,601	14,614
402-3503-535.42-01	Telecommunications	12,893	17,300	17,300
402-3503-535.45-01	Equipment Rental	98,011	95,362	95,433
402-3503-535.45-05	Rentals-Other	-	1,000	1,000
402-3503-535.46-02	Insurance-Fire/Property	11,413	30,858	33,794
402-3503-535.47-01	Utility-Electric	121,667	100,000	100,000
402-3503-535.47-02	Utility-City of Lacey	6,458	40,000	40,000
402-3503-535.47-03	Utility-Natural Gas	1,927	2,500	2,500
402-3503-535.47-07	Utility-Solid Waste	1,063	-	-
402-3503-535.47-08	Utility-Private Water	8,521	6,000	13,000
402-3503-535.48-01	Rep & Maint-Equipment	11,678	7,295	5,500
402-3503-535.48-02	Rep & Maint-Equip Non-Pwr	2,049	-	-
402-3503-535.48-11	Rep & Maint-Telemetry	43,045	65,189	50,064
402-3503-535.48-12	Rep & Maint-Liftstations	59,676	50,000	50,000
402-3503-535.48-18	Rep & Maint-Generator	12,573	20,000	20,000
402-3503-535.49-30	Software Maintenance	804	-	-
402-3503-535.60-01	Capital Outlays-Equipment	-	90,955	-
<b>Total Lift Station Maintenance</b>		<b>1,489,909</b>	<b>1,898,371</b>	<b>1,919,157</b>
<b>Wastewater Main Maintenance</b>				
402-3504-535.10-01	Salaries-Regular	249,003	241,066	284,981
402-3504-535.10-05	Salaries-Overtime	3,983	6,000	6,000
402-3504-535.20-01	Employer Paid Benefits	119,809	125,314	141,821
402-3504-535.31-01	Office & Operating Supply	11,923	9,730	9,730
402-3504-535.31-02	Small Tools & Equipment	2,559	6,850	14,000
402-3504-535.31-13	Supplies-Locks/STEP Sys	310	-	-
402-3504-535.31-25	Supplies-Odor Control	202,213	240,000	240,000
402-3504-535.31-48	Repairs & Maintenance	5,435	3,000	3,000
402-3504-535.41-01	Prof. Svc-Other	1,738	3,000	3,000
402-3504-535.41-38	Wastewater Testing	296	500	500

Account Number	Description	2021 Actual Revenue/Expense	2022 Amended Budget	2023 Adopted Budget
<i>Wastewater Utility Fund - Expenditures</i>				
<b>Public Works Wastewater Division</b>				
<b>Wastewater Main Maintenance-Continued</b>				
402-3504-535.45-01	Equipment Rental	221,850	215,856	216,017
402-3504-535.45-05	Rentals-Other	-	200	200
402-3504-535.48-01	Rep & Maint-Equipment	799	23,000	23,000
402-3504-535.48-02	Rep & Maint-Equip Non-Pwr	5,110	-	-
402-3504-535.49-28	Misc - Disposal Fees	-	500	500
402-3504-535.60-01	Capital Outlays-Equipment	14,611	166,938	-
402-3504-535.60-99	Capitalized Assets	(24,579)	-	-
402-3504-587.60-99	Capital-Transferred Out	24,579	-	-
<b>Total Wastewater Main Maintenance</b>		<b>839,639</b>	<b>1,041,954</b>	<b>942,749</b>
<b>S.T.E.P. System Maintenance</b>				
402-3505-535.10-01	Salaries-Regular	186,542	186,807	219,964
402-3505-535.10-05	Salaries-Overtime	12,534	10,000	14,500
402-3505-535.20-01	Employer Paid Benefits	100,671	104,573	120,923
402-3505-535.31-01	Office & Operating Supply	16,047	16,203	16,203
402-3505-535.31-02	Small Tools & Equipment	5,524	4,650	10,000
402-3505-535.31-13	Supplies-Locks/STEP Sys	10,363	-	-
402-3505-535.31-25	Supplies-Odor Control	74,306	90,000	90,000
402-3505-535.31-48	Repairs & Maintenance	30,105	136,358	86,358
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	142,558	138,711	138,815
402-3505-535.45-05	Rentals-Other	-	50	50
402-3505-535.48-01	Rep & Maint-Equipment	-	3,800	3,800
402-3505-535.48-02	Rep & Maint-Equip Non-Pwr	2,793	-	-
402-3505-535.48-13	Rep & Maint-S.T.E.P. Sys	11,498	-	-
402-3505-535.48-17	Rep & Maint-Grinders	12,691	36,000	36,000
402-3505-535.49-28	Misc - Disposal Fees	67	-	-
<b>Total S.T.E.P. System Maintenance</b>		<b>605,699</b>	<b>730,102</b>	<b>739,563</b>
<b>Construction Utility</b>				
402-3506-535.10-01	Salaries-Regular	1,253	-	-
402-3506-535.10-05	Salaries-Overtime	277	-	-
402-3506-535.20-01	Employer Paid Benefits	646	-	736
<b>Total Construction Utility</b>		<b>2,176</b>	<b>-</b>	<b>736</b>
<b>Total Wastewater Utility Fund Expenditures</b>		<b>18,302,818</b>	<b>21,262,397</b>	<b>23,266,901</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:

- Identifying requirements for facilities to remediate known water quality and flooding concerns;
- Cleaning and maintaining catch basins, storm ponds, swales and other treatment devices;
- Developing water quality monitoring and maintenance plans for both public and private facilities to ensure resources devoted to maintenance; and,
- 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:

1. Supervision and Support
2. Customer Service
3. Stormwater Facilities Maintenance

The total 2023 budget for the Stormwater Utility is **\$5,465,197**. 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.

#### **2023 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.

<b>EXPLANATION OF RATE</b>				
<b>RATES FOR STORMWATER</b>	<b>2020</b>	<b>2021</b>	<b>2022</b>	<b>2023</b>
<b>RESIDENTIAL</b>	\$11.87	\$12.40	\$12.96	\$13.54
<b>DUPLEX</b>	\$23.74	\$24.81	\$25.93	\$27.09

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	2021 Actual Revenue/Expense	2022 Amended Budget	2023 Adopted Budget
<i>Stormwater Utility Fund - Revenues</i>				
<b>Revenues</b>				
403-0000-333.97-36	CFDA #97.036	3,836	-	-
403-0000-334.03-13	Dept of Ecology	57,137	-	-
403-0000-343.51-01	Sales	4,428,910	4,610,663	5,402,846
403-0000-345.83-00	Plan Checking Fees	-	7,500	-
403-0000-345.83-01	Plan Check Fees	13,327	-	-
403-0000-345.83-02	Inspection Services	21,029	20,000	20,000
403-0000-361.10-00	Investment Interest	20,810	12,500	33,294
403-0000-361.10-40	LGIP Earnings	932	564	7,943
403-0000-361.11-00	Interest Earnings	1,036	243	1,114
403-0000-361.32-00	Unrealized Gain(Loss)	(8,938)	-	-
403-0000-361.32-02	Reverse Prev Year Adj	(21,728)	-	-
403-0000-369.40-00	Court Fees /Judgments	265	-	-
<b>Total Stormwater Utility Fund Revenues</b>		<b>4,516,616</b>	<b>4,651,470</b>	<b>5,465,197</b>

Account Number	Description	2021 Actual Revenue/Expense	2022 Amended Budget	2023 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	315,963	352,745	355,516
403-4201-538.10-05	Salaries-Overtime	2,441	1,000	1,000
403-4201-538.10-06	Salaries-Part-Time	624	953	953
403-4201-538.20-01	Employer Paid Benefits	135,606	146,969	145,671
403-4201-538.20-03	Unemployment Compensation	2,990	-	-
403-4201-538.20-42	GASB68 Pension Expense	(172,114)	-	-
403-4201-538.31-01	Office & Operating Supply	2,659	27,541	27,541
403-4201-538.31-02	Small Tools & Equipment	618	2,445	1,500
403-4201-538.31-17	Supplies-Uniform Purchase	-	2,260	2,260
403-4201-538.31-23	Office & Operating- Bldg	69	-	-
403-4201-538.31-27	Software Upgrade	-	5,260	5,260
403-4201-538.31-35	Replaced Equipment	-	15,000	15,000
403-4201-538.41-01	Prof. Svc-Other	1,570	28,509	28,509
403-4201-538.41-02	Prof. Svc-Engineering	219,306	273,088	174,921
403-4201-538.41-05	Prof. Svc-Audit	3,501	450	450
403-4201-538.41-15	Prof. Svc-Legal	4,659	2,200	2,200
403-4201-538.41-17	Prof. Svc-Water Resources	421,392	627,603	685,683
403-4201-538.41-23	Prof. Svc-Local Monitor	22,776	40,000	40,000
403-4201-538.41-27	Prof. Svc-PIE Program	16,421	50,000	50,000
403-4201-538.41-32	Prof. Svc-Utility Locates	408	725	725
403-4201-538.41-42	Illicit Discharge Detect.	30	9,000	9,000
403-4201-538.41-43	Analyze Stormwater Sample	-	10,000	10,000
403-4201-538.42-01	Telecommunications	5,039	2,500	2,500
403-4201-538.43-01	Transportation/Per Diem	-	2,228	2,228
403-4201-538.43-02	Dues, Subscriptions, Publ	-	173	173
403-4201-538.43-03	Registrations	706	2,818	2,818
403-4201-538.45-01	Equipment Rental	5,310	5,667	5,860
403-4201-538.45-02	IMS Rental	32,544	40,025	34,779
403-4201-538.45-03	Copier Rentals	462	499	499
403-4201-538.46-01	Insurance-Liability	14,861	15,972	20,398
403-4201-538.46-02	Insurance-Fire/Property	558	1,085	1,188
403-4201-538.47-01	Utility-Electric	2,260	2,800	2,800
403-4201-538.47-02	Utility-City of Lacey	-	529	529
403-4201-538.47-03	Utility-Natural Gas	367	811	811
403-4201-538.47-07	Utility-Solid Waste	1,975	2,000	2,000

Account Number	Description	2021 Actual Revenue/Expense	2022 Amended Budget	2023 Adopted Budget
<i>Stormwater Utility Fund - Expenditures</i>				
<b>Public Works Stormwater Division</b>				
<b>General Services-Continued</b>				
403-4201-538.48-01	Rep & Maint-Equipment	218	553	553
403-4201-538.48-03	Rep & Maint-Facilities	106	7,945	-
403-4201-538.49-06	Maintenance Contracts	478	1,018	1,018
403-4201-538.49-23	Custodial	3,292	3,063	3,063
403-4201-538.49-25	Assessments/Taxes	16,797	24,000	24,900
403-4201-538.49-35	CDL-Physicals/Licenses	-	120	120
403-4201-538.49-43	Regional Monitoring Prog.	3,787	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	215,230	171,727	198,747
403-4201-538.60-01	Capital Outlays-Equipment	-	-	7,956
<b>Total General Service</b>		<b>1,294,809</b>	<b>1,903,181</b>	<b>1,891,029</b>
<b>Customer Service</b>				
403-4202-514.10-01	Salaries-Regular	9,412	10,472	18,316
403-4202-514.10-05	Salaries-Overtime	690	-	-
403-4202-514.20-01	Employer Paid Benefits	3,988	4,867	7,175
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	5,520	6,790	5,901
403-4202-514.45-08	Lease Miscellaneous	-	500	500
403-4202-514.46-06	AWC-L & I Pool	756	765	765
403-4202-514.49-01	Excise Taxes	82,711	84,985	94,013
403-4202-514.49-02	Printing & Binding	-	500	500
403-4202-514.49-27	Bad Debt Expense	5	1,800	1,800
403-4202-597.69-02	Transfer Out 412 Fund	1,388,333	1,461,740	2,265,517
<b>Total Customer Service</b>		<b>1,491,415</b>	<b>1,574,419</b>	<b>2,396,487</b>
<b>Stormwater Facility Maintenance</b>				
403-4203-538.10-01	Salaries-Regular	349,294	355,009	385,340
403-4203-538.10-05	Salaries-Overtime	10,505	4,000	4,000
403-4203-538.10-06	Salaries-Part-Time	30,900	44,761	44,761
403-4203-538.20-01	Employer Paid Benefits	178,441	185,950	193,975
403-4203-538.31-01	Office & Operating Supply	53,266	35,040	35,040
403-4203-538.31-02	Small Tools & Equipment	1,534	2,500	2,500
403-4203-538.31-17	Supplies-Uniform Purchase	2,446	1,600	1,600



Account Number	Description	2021 Actual Revenue/Expense	2022 Amended Budget	2023 Adopted Budget
<i>Stormwater Utility Fund - Expenditures</i>				
<b>Public Works Stormwater Division</b>				
<b>Stormwater Facility Maintenance-Continued</b>				
403-4203-538.31-22	Manhole/Ring/Lid Replace	3,599	4,000	4,000
403-4203-538.34-01	Fuel	340	750	750
403-4203-538.41-01	Prof. Svc-Other	499	13,000	13,000
403-4203-538.45-01	Equipment Rental	352,380	372,741	385,465
403-4203-538.45-05	Rentals-Other	349	-	-
403-4203-538.47-01	Utility-Electric	665	900	900
403-4203-538.47-02	Utility-City of Lacey	11,276	13,000	13,000
403-4203-538.47-05	Utility-City of Olympia	732	-	-
403-4203-538.48-01	Rep & Maint-Equipment	168	800	800
403-4203-538.48-03	Rep & Maint-Facilities	(155)	52,050	52,050
403-4203-538.49-10	Uniform Contract/Cleaning	-	500	500
403-4203-538.49-28	Misc - Disposal Fees	2,166	10,000	10,000
403-4203-538.49-29	Vactor Waste	8,321	30,000	30,000
403-4203-538.60-01	Capital Outlays-Equipment	-	47,269	-
<b>Total Stormwater Facility Maintenance</b>		<b>1,006,726</b>	<b>1,173,870</b>	<b>1,177,681</b>
<b>Total Stormwater Utility Fund Expenditures</b>		<b>3,792,950</b>	<b>4,651,470</b>	<b>5,465,197</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 2023 maintenance and operating budget for the Reclaimed Water Utility Fund is **\$1,385**.

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

Account Number	Description	2021 Actual Revenue/Expense	2022 Amended Budget	2023 Adopted Budget
<i>Reclaimed Water Utility Fund - Revenues</i>				
<b>Revenues</b>				
404-0000-361.10-00	Investment Interest	699	391	1,118
404-0000-361.10-40	LGIP Earnings	32	17	267
404-0000-361.32-00	Unrealized Gain(Loss)	(288)	-	-
404-0000-361.32-02	Reverse Prev Year Adj	(682)	-	-
<b>Total Reclaimed Water Utility Fund Revenues</b>		<b>(239)</b>	<b>408</b>	<b>1,385</b>

Account Number	Description	2021 Actual Revenue/Expense	2022 Amended Budget	2023 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	-	408	1,385
404-3501-535.82-01	Depreciation-Utilities	32,821	-	-
<b>Total Reclaimed Water Utility Fund Expenditures</b>		<b>32,821</b>	<b>408</b>	<b>1,385</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 2023 Budget for this fund is **\$18,949,204.**

#### **2023 PROGRAMS, GOALS AND PRIORITIES**

- Water Construction Fund:
- Capitol City - Wastewater Septic Aband & Connection Fees
- Water Comprehensive Plan Update
- Golf Club Watermain
- 337 Zone (Terry Cargil) Reservoir-Intelco Lp & Corporate Center Dr
- Madrona Wells pH Treatment-Milbanke Dr & Fitz Hugh
- Source 1 Well Replacement (S01 Supplemental)
- Source 17 Well House & Treatment-48th Way NE & Delores Dr NE
- Well Source 04 - Supplemental Well
- Westside Wells pH Treatment-College St & 32nd Ln SE
- HP Reservoir Rehabilitation - Marvin Rd NE & 41st Ave NE
- Source 06 Water Rights - Judd St SE & 24th Ave SE
- Source 07 / ATEC Property Purchase
- Arc Flash Hazard Assess (Water Expenditures)
- Source 10 Well Site Improv (Blowoff, Generator & Elec)
- 2022, Source 27 Rehab
- 2022, Source 29 Rehab
- GW Trends - HP Water Rights
- Liftstation 6 Water - 32nd Ct SE Watermain
- Carpenter Rd, 7th, 14th Ave, Franz (2022 Overlay Utilities)
- Hawks Prairie SCADA & Wetland Mitigation - Marvin Rd NE & 41st Ave NE
- Union Mills Tank Coat & Refurbish - Karla Ln SE & Paradise Ct SE
- College & 16th RAB - Design
- 400 PZ - Pacific, Chatham, Milbanke
- Marvin Rd Water Relocation
- Marvin Rd Production Well
- College Street Extension
- Meridian Campus Well & Testing
- 2022 Annual Valves
- Ph 2 Well Program
- 2022 Funds for Misc. Projects
- Reclaimed Water Plan
- Asset Management
- Madrona Connection to 337 PZ
- Marvin Road Well House
- Spruce St SE, 9th Ave SE & Lake Forest
- Utilities for 2023 Overlay
- Chambers Lake Main Abandonment
- Judd Hill Reservoir Predesign
- Source 06 Well Rehab
- Source 24 Well Rehab
- Capital City Stormwater
- 2023 Funds for Misc. Projects
- 2023 Revenue Bond Repayment (83.17%)

Account Number	Description	2021 Actual Revenue/Expense	2022 Amended Budget	2023 Adopted Budget
<i>Water Capital Fund - Revenues</i>				
<b>Revenues</b>				
410-0000-308.00-00	Estimated Beginning Cash	-	19,273,197	9,457,076
410-0000-308.01-00	Construction Cash	-	392,673	-
410-0000-343.40-05	Replacement Sales	2,527,979	2,206,694	2,610,537
410-0000-343.40-07	General Facilities Charge	4,642,828	2,500,000	2,500,000
410-0000-361.10-00	Investment Interest	194,386	117,507	303,967
410-0000-361.10-40	LGIP Earnings	8,992	2,851	72,522
410-0000-361.11-00	Interest Earnings	6,450	1,335	7,651
410-0000-361.32-00	Unrealized Gain(Loss)	(72,516)	-	-
410-0000-361.32-02	Reverse Prev Year Adj	(226,175)	-	-
410-0000-369.90-00	Other Misc Revenue	57,208	-	-
410-0000-397.02-00	Transfer In 401 Fund	3,593,733	4,315,038	3,997,451
<b>Total Water Capital Fund Revenues</b>		<b>10,732,885</b>	<b>28,809,295</b>	<b>18,949,204</b>



Account Number	Description	2021 Actual Revenue/Expense	2022 Amended Budget	2023 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	(12,402,630)	-	-
410-3418-534.90-01	Preliminary Engineering	2,142,260	4,522,249	2,838,625
410-3418-534.90-05	Construction Engineering	653,585	1,747,753	1,141,625
410-3418-534.90-13	Construction/Utilities	12,093,405	20,733,925	13,764,750
410-3418-534.90-22	Purchase of Land	417,284	1,300,000	700,000
410-3418-597.69-01	Transfer Out 450 Fund	502,000	505,368	504,204
<b>Total Water Capital Fund Expenditures</b>		<b>3,405,904</b>	<b>28,809,295</b>	<b>18,949,204</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 2023 fund requirements are **\$12,525,000**.

**2023 PROGRAMS, GOALS AND PRIORITIES**

Wastewater Construction Fund Projects:

- Liftstation 19 Replace - Willamette Dr & Commerce Place Dr
- Liftstation 12 Abandonment - Aldea Glen
- Golf Club Wastewater Improvements
- Liftstation 49 Cross Connection Control
- Liftstation 11 Replacement - Aldea Glen
- Sewer Decant Facility, Pit Site
- Mullen STEP Main Improv
- Liftstation 23-College St NE/Abernathy
- Liftstation 17 Rehabilitation
- Liftstation 3 Replacement
- Liftstation 6 Rehab
- Arc Flash Hazard Assessment
- Liftstation 34 Pump Replacement and 56 Capacity Rehab
- Liftstation 37 Pump Replacement Rehab
- 2022 Liftstation Awnings (2022/23 Lift Station Awnings)
- Tolmie Park
- Liftstation 49 Land Purchase
- Marvin Road Sewer Relocation
- College Street Ext & Liftstation 27 Abandonment
- Wastewater Comprehensive Plan
- Clearbrook Access & Misc Impr
- 2022 Annual Valves
- 2022 Funds for Misc. Projects
- Lake View Meadows Sewer Line Replace
- 2023 Design Annual MH Rehab
- Chambers Lake Main Aband
- Martin Way/Galaxy-Hoh Wastewater Main
- Little Prairie Sewer Main
- Asset Management
- 2023 Lift Station Awnings
- 2023 Funds for Misc. Projects

Account Number	Description	2021 Actual Revenue/Expense	2022 Amended Budget	2023 Adopted Budget
<i>Wastewater Capital Fund - Revenues</i>				
<b>Revenues</b>				
411-0000-308.00-00	Estimated Beginning Cash	-	10,447,042	8,382,626
411-0000-308.01-00	Construction Cash	-	132,000	-
411-0000-343.50-04	Replacement Sales	382,322	397,668	444,788
411-0000-343.50-08	General Facilities Charge	5,316,716	1,250,000	1,250,000
411-0000-361.10-00	Investment Interest	103,701	61,854	150,098
411-0000-361.10-40	LGIP Earnings	4,745	1,501	35,811
411-0000-361.11-00	Interest Earnings	4,021	150	4,556
411-0000-361.32-00	Unrealized Gain(Loss)	(42,481)	-	-
411-0000-361.32-02	Reverse Prev Year Adj	(121,374)	-	-
411-0000-397.03-00	Transfer In 402 Fund	496,489	841,437	2,257,121
<b>Total Wastewater Capital Fund Revenues</b>		<b>6,144,139</b>	<b>13,131,652</b>	<b>12,525,000</b>

Account Number	Description	2021 Actual Revenue/Expense	2022 Amended Budget	2023 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	(7,544,476)	-	-
411-3518-535.90-01	Preliminary Engineering	637,262	3,069,375	1,843,500
411-3518-535.90-05	Construction Engineering	325,796	766,249	809,125
411-3518-535.90-13	Construction/Utilities	6,633,908	9,246,028	9,722,375
411-3518-535.90-22	Purchase of Land	34,862	50,000	150,000
<b>Total Wastewater Capital Fund Expenditures</b>		<b>87,352</b>	<b>13,131,652</b>	<b>12,525,000</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 2023 are budgeted to be **\$2,336,636**. Revenues for this fund come from rates, loans, and grants.

**2023 PROGRAMS, GOALS AND PRIORITIES**

- Decant Effluent Modification (2021 Misc. Improv)
- Stormwater Design Manual Update
- Land Purchase - Ruddell Rd Stormwater Facility
- Woodland Creek Oil Water Separator
- Woodland Creek Community Park Habitat Restoration
- Westminster Pond Rehabilitation
- Liftstation 6-32nd Ct SW Stormwater CB
- Liftstation 3-26th Lp SW
- Stormwater Management Action Planning
- White Fir Stormwater Installation
- 2022 Funds for Misc. Projects
- 2023 Funds for Misc. Projects
- 2023 Revenue Bond Repayment (16.83%)

Account Number	Description	2021 Actual Revenue/Expense	2022 Amended Budget	2023 Adopted Budget
<i>Stormwater Capital Fund - Revenues</i>				
<b>Revenues</b>				
412-0000-308.00-00	Estimated Beginning Cash	-	552,313	-
412-0000-361.10-00	Investment Interest	24,596	12,357	56,388
412-0000-361.10-40	LGIP Earnings	1,100	549	13,453
412-0000-361.11-00	Interest Earnings	1,281	325	1,278
412-0000-361.32-00	Unrealized Gain(Loss)	(11,293)	-	-
412-0000-361.32-02	Reverse Prev Year Adj	(21,869)	-	-
412-0000-397.10-06	Transfer In 403 Fund	1,388,333	1,461,740	2,265,517
<b>Total Stormwater Capital Fund Revenues</b>		<b>1,382,148</b>	<b>2,027,284</b>	<b>2,336,636</b>



Account Number	Description	2021 Actual Revenue/Expense	2022 Amended Budget	2023 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	-	-	1,089,614
412-4218-542.60-99	Capitalized Assets	1,751	-	-
412-4218-542.90-01	Preliminary Engineering	98,166	509,506	79,000
412-4218-542.90-04	Storm Drainage	-	914,564	595,750
412-4218-542.90-05	Construction Engineering	457	150,956	50,250
412-4218-542.90-11	Construction Administrative	2,568	-	-
412-4218-542.90-13	Construction/Utilities	85,614	-	-
412-4218-542.90-17	Land	-	350,000	420,000
412-4218-597.69-05	Transfer Out 452 Fund	101,576	102,258	102,022
<b>Total Stormwater Capital Fund Expenditures</b>		<b>290,132</b>	<b>2,027,284</b>	<b>2,336,636</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 2023 budget for the Reclaimed Water Capital Fund is **\$26,905**. 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.

**2023 PROGRAMS, GOALS AND PRIORITIES**

- Reclaimed Water Comprehensive Plan

Account Number	Description	2021 Actual Revenue/Expense	2022 Amended Budget	2023 Adopted Budget
<i>Reclaimed Water Capital Fund - Revenues</i>				
<b>Revenues</b>				
414-0000-361.10-00	Investment Interest	13,585	7,601	21,722
414-0000-361.10-40	LGIP Earnings	612	338	5,183
414-0000-361.32-00	Unrealized Gain(Loss)	(5,601)	-	-
414-0000-361.32-02	Reverse Prev Year Adj	(13,243)	-	-
<b>Total Reclaimed Water Capital Fund Revenues</b>		<b>(4,647)</b>	<b>7,939</b>	<b>26,905</b>

Account Number	Description	2021 Actual Revenue/Expense	2022 Amended Budget	2023 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	-	7,939	26,905
<b>Total Reclaimed Water Capital Fund Expenditures</b>		<b>-</b>	<b>7,939</b>	<b>26,905</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 2023 budget includes **\$4,788,294** 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	2021 Actual Revenue/Expense	2022 Amended Budget	2023 Adopted Budget
<i>Water Debt Fund - Revenues</i>				
<b>Revenues</b>				
450-0000-308.04-00	Depreciation-Balancing	-	4,250,000	4,250,000
450-0000-361.10-00	Investment Interest	2,546	1,063	7,151
450-0000-361.10-13	Debt Reserve Interest	4,189	2,164	4,500
450-0000-361.10-40	LGIP Earnings	123	25	1,713
450-0000-361.13-40	LGIP Interest	189	105	300
450-0000-361.32-00	Unrealized Gain(Loss)	(2,442)	-	-
450-0000-361.32-02	Reverse Prev Year Adj	(5,653)	-	-
450-0000-361.55-08	Interest-ULID 21	3,015	6,829	6,361
450-0000-368.10-08	Principal-ULID 21	-	13,595	14,065
450-0000-383.10-00	Contributed Capital	5,400,223	-	-
450-0000-397.06-00	Transfer In 410 Fund	502,000	505,368	504,204
<b>Total Water Debt Service Fund Revenues</b>		<b>5,904,190</b>	<b>4,779,149</b>	<b>4,788,294</b>



Account Number	Description	2021 Actual Revenue/Expense	2022 Amended Budget	2023 Adopted Budget
<i>Water Debt Fund - Expenditures</i>				
<b>Finance - Debt Retirement</b>				
<b>Debt Service</b>				
450-3401-508.80-00	Unreserved Funds	-	3,606	13,915
450-3401-534.82-01	Depreciation-Utilities	4,086,791	4,250,000	4,250,000
450-3401-591.72-05	Principal-2013 Rev Bonds	-	316,050	324,367
450-3401-592.83-05	Interest-2013 Rev Bonds	179,320	189,068	179,587
450-3401-597.69-06	Transfer Out 202 Fund	20,425	20,425	20,425
<b>Total Water Debt Service Fund Expenditures</b>		<b>4,286,536</b>	<b>4,779,149</b>	<b>4,788,294</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.

2023 budget includes **\$3,196,092** for interest and principal for outstanding debt for ULID #23 and ULID #24.

Account Number	Description	2021 Actual Revenue/Expense	2022 Amended Budget	2023 Adopted Budget
<i>Wastewater Debt Fund - Revenues</i>				
<b>Revenues</b>				
451-0000-308.04-00	Depreciation-Balancing	-	2,750,000	3,000,000
451-0000-361.10-00	Investment Interest	10	-	-
451-0000-361.10-13	Debt Reserve Interest	2,444	1,160	2,750
451-0000-361.13-00	Int. Earned Debt Reserve	-	-	50,000
451-0000-361.13-40	LGIP Interest	107	56	912
451-0000-361.32-00	Unrealized Gain(Loss)	(1,126)	-	-
451-0000-361.32-02	Reverse Prev Year Adj	(2,334)	-	-
451-0000-361.55-09	Interest-ULID #23	15,757	16,033	15,163
451-0000-361.55-10	Interest-ULID #24	25,328	36,001	33,316
451-0000-368.10-09	Principal-ULID# 23	-	21,233	22,103
451-0000-368.10-10	Principal-ULID #24	-	69,163	71,848
451-0000-383.10-00	Contributed Capital	2,949,902	-	-
<b>Total Wastewater Debt Service Fund Revenues</b>		<b>2,990,088</b>	<b>2,893,646</b>	<b>3,196,092</b>

Account Number	Description	2021 Actual Revenue/Expense	2022 Amended Budget	2023 Adopted Budget
<i>Wastewater Debt Fund - Expenditures</i>				
<b>Finance - Debt Retirement</b>				
<b>Debt Service</b>				
451-3501-508.80-00	Unreserved Funds	-	2,010	54,478
451-3501-535.82-01	Depreciation-Utilities	2,787,227	2,750,000	3,000,000
451-3501-591.72-07	ULID #24 Bonds	-	104,370	104,348
451-3501-592.83-07	ULID #24 Bonds	25,534	-	-
451-3501-592.85-02	Loan Intr Fund 202-ULID23	16,592	37,266	37,266
<b>Total Wastewater Debt Service Fund Expenditures</b>		<b>2,829,353</b>	<b>2,893,646</b>	<b>3,196,092</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 2023 budget includes **\$2,353,609** 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	2021 Actual Revenue/Expense	2022 Amended Budget	2023 Adopted Budget
<i>Stormwater Debt Fund - Revenues</i>				
<b>Revenues</b>				
452-0000-308.04-00	Depreciation-Balancing	-	2,250,000	2,250,000
452-0000-361.10-00	Investment Interest	442	178	1,281
452-0000-361.10-40	LGIP Earnings	22	8	306
452-0000-361.32-00	Unrealized Gain(Loss)	(110)	-	-
452-0000-361.32-02	Reverse Prev Year Adj	(256)	-	-
452-0000-383.10-00	Contributed Capital	385,841	-	-
452-0000-397.05-00	Transfer In 412 Fund	101,576	102,258	102,022
<b>Total Stormwater Debt Service Fund Revenues</b>		<b>487,515</b>	<b>2,352,444</b>	<b>2,353,609</b>



Account Number	Description	2021 Actual Revenue/Expense	2022 Amended Budget	2023 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	-	186	1,585
452-4201-538.82-01	Depreciation-Utilities	1,959,004	2,250,000	2,250,000
452-4201-591.72-05	Principal-2013 Rev Bonds	-	63,950	65,634
452-4201-592.83-05	Interest-2013 Rev Bonds	36,284	38,257	36,339
452-4201-592.84-00	Issue Cost	-	51	51
<b>Total Stormwater Debt Service Fund Expenditures</b>		<b>1,995,288</b>	<b>2,352,444</b>	<b>2,353,609</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 290 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:

1. General Services
2. Preventative Maintenance and Repairs
3. Fuel, Oil, and Tires

The 2023 budget for the Equipment Rental Fund is **\$3,861,519** 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.

### 2023 PROGRAMS, GOALS AND PRIORITIES

- Ensure 2023 charges provide full funding of depreciation and replacement.
- Continue systematic preventive maintenance and repair of vehicles.
- Improve utilization of operations vehicle/equipment fleet.
- Keep up with changing technologies in alternative fuels.
- Research, review and implement electric vehicles into the fleet when practical.

Account Number	Description	2021 Actual Revenue/Expense	2022 Amended Budget	2023 Adopted Budget
<i>Equipment Rental Fund - Revenues</i>				
<b>Revenues</b>				
501-0000-308.00-00	Estimated Beginning Cash	-	781,342	418,209
501-0000-348.10-07	M&O-Police	318,066	343,433	366,301
501-0000-348.10-08	M&O-Planning & Comm. Dev.	18,469	16,155	23,453
501-0000-348.10-09	M&O-Public Works	64,728	70,299	63,738
501-0000-348.10-10	M&O-Parks & Recreation	13,281	7,354	11,991
501-0000-348.10-11	M&O-Facilities Maint.	4,536	2,779	2,457
501-0000-348.10-12	M&O-Parks Maintenance	187,252	181,806	214,488
501-0000-348.10-13	M&O-Water	215,911	228,588	186,803
501-0000-348.10-14	M&O-Wastewater	187,117	176,587	179,876
501-0000-348.10-15	M&O-Stormwater	144,710	172,193	185,110
501-0000-348.10-16	M&O-Streets	152,134	177,137	164,324
501-0000-348.10-17	M&O-Animal Services	12,606	15,606	16,178
501-0000-348.10-20	M&O-City Hall Common	6,960	8,498	8,765
501-0000-348.10-22	M&O-Fire District #3	52,653	73,497	84,290
501-0000-348.10-23	M&O-Water Resources	7,769	4,935	6,303
501-0000-348.10-24	M&O-RAC	25,729	25,588	37,330
501-0000-348.10-25	Veteran Services	2,035	2,251	3,083
501-0000-348.20-07	Replacement-Police	423,838	501,592	445,447
501-0000-348.20-08	Replacement-Planning & CD	(675)	8,174	17,518
501-0000-348.20-09	Replacement-Public Works	85,460	91,992	83,824
501-0000-348.20-10	Replacement-Parks & Rec.	18,540	18,539	18,539
501-0000-348.20-11	Replacement-Facility Main	294	3,037	3,037
501-0000-348.20-12	Replacement-Parks Maint.	154,668	201,052	204,698
501-0000-348.20-13	Replacement-Water	116,047	206,655	185,760
501-0000-348.20-14	Replacement-Wastewater	294,117	287,217	284,274
501-0000-348.20-15	Replacement-Stormwater	210,474	206,215	206,215
501-0000-348.20-16	Replacement-Streets	153,898	190,581	200,481
501-0000-348.20-20	Replacement-City Hall	6,780	13,705	9,345
501-0000-348.20-23	Replacement-Water Resourc	3,665	5,515	5,515
501-0000-348.20-24	Replacement-RAC	41,096	55,601	55,763
501-0000-361.10-00	Investment Interest	75,427	41,892	132,211
501-0000-361.10-40	LGIP Earnings	3,404	1,876	31,544
501-0000-361.11-00	Interest Earnings	4,682	1,192	4,649
501-0000-361.32-00	Unrealized Gain(Loss)	(31,371)	-	-
501-0000-361.32-02	Reverse Prev Year Adj	(75,223)	-	-
501-0000-369.13-00	Proceeds of Capital Asset	78,954	-	-

Account Number	Description	2021 Actual Revenue/Expense	2022 Amended Budget	2023 Adopted Budget
<i>Equipment Rental Fund - Revenues</i>				
<b>Public Works Equipment Rental</b>				
<b>Equipment Rental Fund Revenues-Continued</b>				
501-0000-372.00-00	Insurance Recoveries	37,321	-	-
501-0000-373.00-00	Other Gains & Losses	(3,345)	-	-
501-0000-374.90-00	From Fed/State/Local	149,976	-	-
501-0000-383.11-00	From Governmental Funds	186,443	-	-
501-0000-387.00-00	Residual Equity Trans In	30,158	-	-
<b>Total Equipment Rental Fund Revenues</b>		<b>3,378,584</b>	<b>4,122,883</b>	<b>3,861,519</b>

Account Number	Description	2021 Actual Revenue/Expense	2022 Amended Budget	2023 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	149,567	160,071	133,124
501-4801-548.10-05	Salaries-Overtime	126	200	200
501-4801-548.20-01	Employer Paid Benefits	61,956	69,079	57,818
501-4801-548.20-42	GASB68 Pension Expense	(97,730)	-	-
501-4801-548.31-01	Office & Operating Supply	4,133	750	750
501-4801-548.31-17	Supplies-Uniform Purchase	666	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	2,705	2,250	2,250
501-4801-548.43-01	Transportation/Per Diem	-	450	450
501-4801-548.43-02	Dues, Subscriptions, Publ	-	641	641
501-4801-548.43-03	Registrations	340	2,250	2,250
501-4801-548.45-02	IMS Rental	16,812	23,604	26,098
501-4801-548.46-02	Insurance-Fire/Property	526	401	439
501-4801-548.46-04	Insurance-Vehicle	55,578	52,505	62,002
501-4801-548.46-06	AWC-L & I Pool	599	607	607
501-4801-548.47-01	Utility-Electrical	4,686	5,001	5,001
501-4801-548.47-02	Utility-City of Lacey	6,170	5,000	5,000
501-4801-548.47-03	Utility-Gas	3,674	6,000	6,000
501-4801-548.48-01	Rep & Maint-Equipment	98	650	650
501-4801-548.48-03	Rep & Maint-Facilities	-	2,896	2,896
501-4801-548.49-06	Maintenance Contracts	324	-	-
501-4801-548.49-10	Uniform Contract/Cleaning	1,006	1,000	1,000
501-4801-548.49-25	Assessments/Taxes	234	150	150
501-4801-548.49-35	CDL-Physicals/Licenses	103	350	350
501-4801-548.60-01	Capital Outlays-Equipment	-	8,305	-
501-4801-548.60-02	Capital Outlays-Replace	368,587	1,299,466	1,213,903
501-4801-548.60-99	Capitalized Fixed Asset	(366,410)	-	-
501-4801-548.65-02	Depreciation-Vehicles	1,212,270	1,209,867	1,007,348
<b>Total General Services</b>		<b>1,426,020</b>	<b>2,855,676</b>	<b>2,533,110</b>
<b>Preventative Maintenance</b>				
501-4802-548.10-01	Salaries-Regular	204,842	213,016	224,813
501-4802-548.10-05	Salaries-Overtime	-	200	200
501-4802-548.10-06	Salaries-Part-Time	-	10,460	10,460
501-4802-548.20-01	Employer Paid Benefits	97,745	103,789	108,551

Account Number	Description	2021 Actual Revenue/Expense	2022 Amended Budget	2023 Adopted Budget
<i>Equipment Rental Fund - Expenditures</i>				
<b>Public Works Equipment Rental</b>				
<b>Preventative Maintenance-Continued</b>				
501-4802-548.31-01	Office & Operating Supply	114,094	150,000	150,000
501-4802-548.31-02	Small Tools & Equipment	5,467	5,600	5,600
501-4802-548.31-27	Software Upgrade	4,355	3,500	3,500
501-4802-548.41-01	Prof. Svc-Other	-	1,000	1,000
501-4802-548.48-01	Rep & Maint-Equipment	71,711	85,262	75,000
501-4802-548.49-30	Software Maintenance	1,964	1,595	1,595
501-4802-548.60-01	Capital Outlays-Equipment	-	10,939	-
<b>Total Preventative Maintenance</b>		<b>500,178</b>	<b>585,361</b>	<b>580,719</b>
<b>Fuel, Oil, Tires</b>				
501-4803-548.10-01	Salaries-Regular	36,938	38,412	40,514
501-4803-548.20-01	Employer Paid Benefits	17,464	18,536	19,387
501-4803-548.31-01	Office & Operating Supply	2,027	1,387	1,387
501-4803-548.34-01	Fuel	359,026	377,109	440,000
501-4803-548.34-02	Diesel	95,186	206,381	206,381
501-4803-548.34-03	Tires	35,476	35,205	35,205
501-4803-548.41-01	Prof. Svc-Other	835	2,000	2,000
501-4803-548.48-01	Rep & Maint-Equipment	-	2,816	2,816
501-4803-548.49-25	Assessments/Taxes	272	-	-
<b>Total Fuel, Oil, Tires</b>		<b>547,224</b>	<b>681,846</b>	<b>747,690</b>
<b>Total Equipment Rental Fund Expenditures</b>		<b>2,473,422</b>	<b>4,122,883</b>	<b>3,861,519</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, GIS, PC, and telephone training for all City employees. Eight full-time employees provide support to this division.

#### **BUDGET SUMMARY**

The Information Management Fund is organized into three programs:

1. Central System Support
2. Personal Computer and Network Support
3. Help Desk

The 2023 budget for Information Management Services is **\$2,914,721**, 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.

#### **2023 PROGRAMS, GOALS AND PRIORITIES**

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

Account Number	Description	2021 Actual Revenue/Expense	2022 Amended Budget	2023 Adopted Budget
<i>Information Management Service Fund - Revenues</i>				
<b>Revenues</b>				
502-0000-308.00-00	Estimated Beginning Cash	-	131,914	109,746
502-0000-348.10-01	M&O-City Manager	13,692	24,389	33,144
502-0000-348.10-02	M&O-Finance	29,340	44,310	43,789
502-0000-348.10-03	M&O-City Council	16,008	21,926	21,709
502-0000-348.10-05	M&O-Public Affairs/HR	32,412	53,140	57,544
502-0000-348.10-06	M&O-Community Bldgs	7,164	7,098	9,565
502-0000-348.10-07	M&O-Police	160,812	504,054	485,881
502-0000-348.10-08	M&O-Planning & Comm. Dev.	118,500	146,030	150,439
502-0000-348.10-09	M&O-Public Works	74,244	113,726	139,279
502-0000-348.10-10	M&O-Parks & Recreation	38,868	76,466	95,856
502-0000-348.10-11	M&O-Facilities Maint.	1,992	6,193	7,044
502-0000-348.10-12	M&O-Parks Maintenance	13,980	23,951	27,548
502-0000-348.10-13	M&O-Water	169,512	192,642	195,094
502-0000-348.10-14	M&O-Wastewater	98,028	101,603	112,430
502-0000-348.10-15	M&O-Stormwater	35,244	42,698	36,872
502-0000-348.10-16	M&O-Streets	21,360	39,123	39,366
502-0000-348.10-17	M&O-Animal Services	37,572	61,378	60,587
502-0000-348.10-20	M&O-City Hall Common	726,408	722,126	591,749
502-0000-348.10-21	M&O-Equipment Rental	10,836	17,009	20,375
502-0000-348.10-23	M&O-Water Resources	27,504	49,185	53,777
502-0000-348.10-24	M&O-RAC	10,968	16,844	17,860
502-0000-348.10-25	Veteran Services	6,024	8,323	31,628
502-0000-348.20-01	Replacement-City Manager	7,284	7,428	8,231
502-0000-348.20-02	Replacement-Finance	11,616	14,801	10,806
502-0000-348.20-03	Replacement-City Council	5,784	3,022	2,841
502-0000-348.20-05	Replacement-PA/HR	20,400	21,306	19,878
502-0000-348.20-06	Replacement-Comm Bldgs	2,436	1,958	2,958
502-0000-348.20-07	Replacement-Police	97,044	204,672	203,862
502-0000-348.20-08	Replacement-Planning & CD	28,848	34,873	28,936
502-0000-348.20-09	Replacement-Public Works	33,120	41,806	43,922
502-0000-348.20-10	Replacement-Parks & Rec.	30,840	37,134	34,726
502-0000-348.20-11	Replacement-Facility Main	720	1,522	1,639
502-0000-348.20-12	Replacement-Parks Maint.	4,176	7,670	4,507
502-0000-348.20-13	Replacement-Water	25,908	28,731	29,807
502-0000-348.20-14	Replacement-Wastewater	14,232	18,775	16,773
502-0000-348.20-15	Replacement-Stormwater	2,832	4,117	3,808
502-0000-348.20-16	Replacement-Streets	6,528	7,770	6,303



Account Number	Description	2021 Actual Revenue/Expense	2022 Amended Budget	2023 Adopted Budget
<i>Information Management Service Fund - Expenditures</i>				
<b>Finance</b>				
<b>Central System Support</b>				
502-1801-518.10-01	Salaries-Regular	206,423	322,748	323,155
502-1801-518.10-05	Salaries-Overtime	1,090	3,000	3,000
502-1801-518.20-01	Employer Paid Benefits	90,407	138,671	143,698
502-1801-518.20-42	GASB68 Pension Expense	(245,800)	-	-
502-1801-518.31-01	Office & Operating Supply	4,630	14,000	14,000
502-1801-518.31-27	Software Upgrade	-	8,000	8,000
502-1801-518.41-25	Prof. Svc-Computer	2,626	10,000	10,000
502-1801-518.42-01	Telecommunications	43,793	27,000	27,000
502-1801-518.42-05	Communications-Webhosting	4,418	10,000	10,000
502-1801-518.43-01	Transportation/Per Diem	-	8,000	8,000
502-1801-518.43-02	Dues, Subscriptions, Publ	800	2,000	2,000
502-1801-518.43-03	Registrations	470	8,000	8,000
502-1801-518.46-06	AWC-L & I Pool	142	144	144
502-1801-518.48-01	Rep & Maint-Equipment	-	4,291	4,291
502-1801-518.49-02	Printing & Binding	-	500	500
502-1801-518.49-05	Professional Development	9,886	10,650	10,650
502-1801-518.49-06	Maintenance Contracts	1,053	4,500	4,500
502-1801-518.49-30	Software Maintenance	390,331	393,239	472,304
502-1801-518.49-31	Hardware Maintenance	84,201	100,641	93,867
502-1801-518.49-67	Web Services	-	3,000	3,000
<b>Total Central System Support</b>		<b>594,470</b>	<b>1,068,384</b>	<b>1,146,109</b>
<b>PC &amp; Network Support</b>				
502-1802-518.10-01	Salaries-Regular	454,433	493,447	519,870
502-1802-518.10-05	Salaries-Overtime	874	3,000	3,000
502-1802-518.20-01	Employer Paid Benefits	192,243	214,433	238,516
502-1802-518.31-01	Office & Operating Supply	9,535	10,000	10,000
502-1802-518.41-25	Prof. Svc-Computer	-	7,500	7,500
502-1802-518.43-01	Transportation/Per Diem	-	6,000	6,000
502-1802-518.43-03	Registrations	-	5,000	5,000
502-1802-518.49-05	Professional Development	399	10,000	10,000
502-1802-518.60-01	Capital Outlays-Equipment	195,075	183,000	-
502-1802-518.60-02	Replacement	-	355,767	334,856
502-1802-518.60-09	Software Assurance	194,041	130,000	169,000
502-1802-518.60-99	Capitalize Assets	(75,321)	-	-
502-1802-518.65-04	Depreciation-IMS Equip	191,911	298,882	306,612

Account Number	Description	2021 Actual Revenue/Expense	2022 Amended Budget	2023 Adopted Budget
<i>Information Management Service Fund - Expenditures</i>				
<b>Finance</b>				
<b>PC &amp; Network Support-Continued</b>				
502-1802-518.65-04	Depreciation-IMS Equip	191,911	298,882	306,612
<b>Total PC &amp; Network Support</b>		<b>1,163,190</b>	<b>1,717,029</b>	<b>1,610,354</b>
<b>Help Desk</b>				
502-1803-518.10-01	Salaries-Regular	88,629	95,866	99,560
502-1803-518.10-05	Salaries-Overtime	-	1,500	1,500
502-1803-518.20-01	Employer Paid Benefits	34,155	39,165	44,298
502-1803-518.31-01	Office & Operating Supply	882	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>123,666</b>	<b>149,431</b>	<b>158,258</b>
<b>Total Information Mgmt. Services Fund Expenditures</b>		<b>1,881,326</b>	<b>2,934,844</b>	<b>2,914,721</b>
<b>Total City Expenditures</b>		<b>116,712,572</b>	<b>195,434,584</b>	<b>182,069,133</b>



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