

2023-2024

Proposed Mayor's Budget



Mayor's Message





Dear Tumwater City Council:

I am pleased to present the City of Tumwater budget for the 2023-2024 biennium. The budget, along with the City's Comprehensive Plan, is one of the most important responsibilities of Tumwater's elected leaders. It not only presents a path to funding vital services and programs but also represents our Vision, Mission, and our Beliefs in People, Excellence, Opportunity, Partnership, Learning, and Environment.

The City utilizes a biennial budget process. We adopt an operating budget for the following two years in even-numbered years. In the odd-numbered years, we update the 6-year Capital Facilities Plan. This budget process began in February, at a goal-setting retreat, where the new City Council reviewed the City's accomplishments and the Vision, Mission, Beliefs, and Strategic Priorities.

The Council and Mayor, with insight from the department directors as subject matter experts, proposed a list of goals for the coming two years. The preparation of a budget was to be guided by these goals. If there were insufficient resources to accomplish these goals, the staff would work with Council to propose ways to provide sufficient resources. These goals were intended to drive the development of the budget for the coming two years. I am pleased this proposed budget accomplishes that requirement, but not without proposing some revenue increases.

Resources are limited, and we are working with a constrained budget, meaning there are not sufficient resources to accomplish everything we would like. We have to make difficult choices between numerous programs and projects to help improve the community and do our work. Our budget choices are further constrained by legal requirements, tax caps, employee collective bargaining agreements, and long-term financial commitments. High inflation has further impacted our ability to provide services over time. The proposed cost of living increases for employees across the organization will cost \$3.9M in this biennium. We also need to strike a balance between staff and equipment that directly provide services to people (such as police officers and recreation coordinators) and those who support the direct service providers (such as administrative staff, human resources, and finance).

Department directors are excellent advocates for the community's needs and the ability to safely, efficiently, and effectively provide services. We rely on them to propose budgets for their portions of the City. We utilize a budget process that allows complete transparency so the Council and the public can see all budget requests. Those requests are attached to the proposed budget, along with commentary from the City Administrator about whether proposals are funded or not. This letter will summarize the proposed budget that is before Council.

Budget development begins with an economic forecast. It requires understanding the local and broader economic climate, ending fund balances for the current biennium, and a financial projection for the future. Since the start of the pandemic in March 2020, we have seen significant volatility in the local economy. Although the initial pandemic shutdowns affected many in our community, the unique nature of the state-based economy and the presence of retailers selling essential goods (vs. luxury) kept the City in a healthy position. In the past two years, we have seen strong retail sales, leveling off in the past six months to more traditional levels, yet still relatively high. State agencies continued functioning through and after the pandemic, resulting in continued strong retail sales. The State continues to look at surpluses, even while the national economy waivers.

Other factors in the local economy include low unemployment and very strong residential and industrial construction. In addition to permit-related revenue, this development brings more customers to Tumwater. The past two years saw applications made for 764 residential units, with an additional 134 single-family and 71 multi-family applications filed to date in 2022, with at least a thousand more under consideration at some stage of review.

Industrial development includes the 1.1M s.f. Costco distribution center, 1.2M s.f. of industrial space at Kimmie and 93rd now under construction, a 350,000 s.f. distribution building on Blomberg, and 2.5M s.f. in the Port/Panattoni development area. Smaller industrial is occurring south of the Airport and in the Trails End area. Retail development is slower but primarily taking advantage of the retail corridor. The Craft District continues to inspire aspirations for a center of excellence around craft beverages. The industries hardest hit by the pandemic, personal services, and hospitality, which included restaurants, hotels, and entertainment, have been slower to recover but are back to pre-pandemic levels based on sales tax receipts.

At the same time, national and global economic indicators and projections¹ are not so rosy and may influence us. Negative production value (measured by the GDP), declining consumer confidence (3rd consecutive monthly decline), continued Russia-Ukraine conflict, on-going supply chain problems, high inflation, and rising interest rates contribute to many forecasts that predict a recessionary period ahead of us. Inflation remains very high and drives up the costs of fuel, energy, materials, construction, and employees. The shortages of employees are increasing the costs of employees.

When we look at the totality of the indicators, we anticipate that inflation will keep CPI high for the remainder of 2022, with a slower decline in the following years. Whether it meets the standards of a formal recession, we anticipate a recessionary pattern beginning now and extending into early 2024 with a delay before a decline in spending hits the coffers of the State of Washington. Offsetting that, residential and industrial construction will remain strong because of changed market conditions for both sectors, making Tumwater an attractive location. Car sales recovery is 18 months away. Increased revenue to the City resulting from

^[1] World Bank (June 2022) forecasts below-average growth; WSJ Economic Forecasting Survey (July 2022) gives 49% probability of recession in U.S.; Blue Chip Economic Indicators (July 2022) gives 36% probability of recession in 2022 and 49% in 2023.

increased customers/taxpayers, a continued pattern of strong retail sales, including destination-based sales tax, and payoff resulting from the City's investment in infrastructure indicate an upside to the fiscal future. In addition, strong one-time revenue from savings, federal aid, and construction-related revenue has put the City in a position to focus on one-time expenses and reserves consistent with the City's financial policies. The net impact is a relatively neutral budget creating limited opportunities to meet needs.

The potential for the formation of a Regional Fire Authority (RFA) in the coming biennium would put the City in a better long-term financial position. The RFA does not promise a financial windfall but does slow the overall City expenses rate increase. It creates some staff capacity opportunities over the coming years as support personnel transition away from services to the Fire Department and could be available to meet other expanding needs. This proposed budget is built on the status quo option that the RFA is not being created. If approved, it would require a budget amendment in mid-2023 in anticipation of the RFA being functional in 2024. We anticipate proposing a summary of potential changes that would be required before the end of this year.

The City's financial position can best be summarized as "cautiously making smart investments." The City will need to carefully monitor the economic indicators nationally and locally and adjust as needed. Particularly important is the pace of growth in development, driving revenue and new customers. The potential for substantial tax-generating retail and industrial should be tracked. Approved new positions should be evaluated prior to filling them to determine if economic conditions are matching projections.

The budget spends down some ending fund balances to support one-time expenditures on equipment and facilities. It also continues to invest in dedicated reserve funds that have helped stabilize the City's long-term financial picture. There is also investment in front-line positions and support staff consistent with the Council goals and priorities who ensure we provide good service to our internal and external customers. This proposal does not fund everything requested by departments and leaves some significant areas for the City to work on in the future, including police, streets, sustainability, and housing.

The total proposed budget is \$220M with \$80M in the General Fund, where expenditures exceed revenues by about 10%. Excess Ending Fund Balance resulting from open positions, incomplete projects, and spending down one-time revenues along with unanticipated revenue are used to fill the gap. This budget takes advantage of the 1% property tax revenue increase allowable by law resulting in \$105,000 in additional revenue in 2023, and an estimated \$107,000 in 2024. For perspective, that revenue is insufficient to meet the COLA and other cost increases in the Police or Fire Departments.

The City anticipates increasing the sum of most reserves by more than \$800,000 but also spending down about \$800,000 of the Facility Reserve to make strategic facility maintenance investments. A Revenue Stabilization Account will be created.

The City's overall budget consists of 28 funds, with the General Fund supporting services generally associated with local government: fire, police, courts, permitting, legislative, etc. This Fund's reliance on taxes for income makes it the most susceptible to economic downturns. Other

City funds such as utilities and capital projects have longer-term, and other revenue sources and are not necessarily as vulnerable to the economy. All the funds must be balanced and appear as part of this overall budget process and adoption.

The City's financial resources are limited, emphasizing the importance of setting priorities and agreeing on goals. It is no different from home, where we may have to decide whether to remodel the kitchen or buy a new car. The City has to make choices, and the process of the elected policy-makers setting priorities and expectations for the future is how that is done. Below are the Strategic Priorities identified by the City Council, along with some of the highlights from the budget that I have identified. The complete list of the Council 2-year goals is attached, along with identifying the key responsible departments.

Priority: Build a Community Recognized for Quality, Compassion, and Humanity

- **Affordable Housing and Houselessness** – Participation in regional affordable housing and houseless initiatives has grown dramatically in the past six years, utilizing a significant amount of staff time. This budget includes \$300,000 to be allocated to housing projects or services, an increase of \$200,000.
- **Park and Trail Improvements** – In addition to programs and staffing improvements from the Metropolitan Park District, the City will be planning to extend the Deschutes Valley Trail, including work with the Craft District developer on a trail segment along the District.
- **Diversity, Equity and Inclusion** – The City remains committed to being an organization built on diversity, equity, and inclusion (DEI). Resources are available to do a modest amount of training with employees to help advance this initiative. The City will be completing a DEI Toolbox that will guide future policy and budget decision-making.

Priority: Be a Leader in Environmental Sustainability

- **Climate Change and Sustainability** – The City will continue working with other jurisdictions to implement the regional Climate Action Plan to address climate change for our community. Previously, the City made the step to "green" its power purchases by participating in the PSE Skookumchuck Wind Energy Project, which addresses much of the energy use for buildings. Utility operations (e.g., pumps in the water utilities) and fleet vehicles remain significant aspects of the City's carbon footprint. To address this, the City will be budgeting substantial resources in the utilities and equipment funds, totaling an investment of \$520,000 in this biennium alone. There will, unfortunately, have to be a corresponding utility rate increase specifically to fund these sustainability measures. An additional \$250,000 is allocated for sustainability initiatives in the General Fund in addition to staff time.
- **Urban Forestry** – The City has completed its first Urban Forestry Plan and is now developing regulatory measures to accompany it (street tree, tree protection, and landscaping regulations). This budget includes funds from the Stormwater Utility and

the Tree Fund for a \$75,000 tree planting initiative led by the Tree Board. While some loss of trees in an urban setting is inevitable, planting today helps ensure more trees in the future.

Priority: Create and Maintain a Transportation System Safe for All Modes of Travel

- **Streets and Sidewalks** – Major projects that will launch in this biennium include the partnership with Olympia and the State of Washington for improvements to Mottman Road and the roundabout at Capitol Boulevard and X Street. This roundabout is another critical step in moving forward the Capitol Boulevard Corridor Plan. A proposal from street maintenance employees will be considered to replace the median on Capitol Boulevard with a new median to reduce water consumption and improve safety for maintenance staff and drivers. The City will continue to advance sidewalk improvements.
- **Capitol Boulevard** – The City has been working on design and right-of-way for the improvements to Capitol and Trosper. This is the transportation keystone to improving travel in that corridor. Construction is starting and will continue through 2023. We appreciate everyone's patience with this project.
- **79th Avenue and Old Highway 99 Roundabout** – A roundabout at this intersection will occur in conjunction with construction of the O & M Facility. It improves safety, addresses the intersection's difficult geometry, and was highly requested by the community. It is funded with Transportation Impact Fees and O & M Facility funds.
- **Transportation Benefit District** – The City has had extraordinary success with the Transportation Benefit District (TBD) and its contributions to the maintenance and preservation of the City street system. The TBD will need voter renewal in 2024 to continue the same investment in the City street system. The City will need to examine whether to include other transportation system maintenance and improvements in the subsequent funding, including paint striping, traffic signals, landscaping, and sidewalks.

Priority: Provide and Sustain Quality Public Safety Services

- **Fire and Emergency Medical** – The City will continue to work toward an eventual Regional Fire Authority. Improved and ongoing quality fire and emergency medical services depend on a funding model that allows these critical and expensive services to be provided to the community. This budget includes ongoing investment in facilities and re-hiring of a department assistant to help provide support to the fire inspection program and provide public education.

This structure will provide greater capacity to address needed administrative, training, and management tasks in the department. It also launches the battalion chief command model for the department to increase command capacity during complex and simultaneous incidents. In order to facilitate this, three additional firefighters need to be hired, two funded by the City and one through Medic One. The battalion chief positions are reclassifications of the existing captains. There will also be new promotional lieutenant positions created.

- Policing – The budget includes a new position of police sergeant to supervise detectives and re-hires the police specialist that was left vacant at the start of COVID. This position is essential to records management and public outreach. One outcome of the review of policing in Tumwater was the identified need to better communicate with the public.

The department has identified that the pace of growth has gotten ahead of the addition of law enforcement staffing. The department will be working with the City Council on a staffing plan that will look at future needs for law enforcement staffing and how to fund those. As a bridge to the completion of the study, two replacement officers are proposed to be hired and trained to replace existing officers who are expected to retire. Those are not additional long-term positions.

- Emergency Management Partnership – Emergency preparedness for City operations and supporting our community is an essential service that requires dedicated staff resources. This budget proposes a shared position with the City of Olympia that would provide oversight, training, planning and organization to assist the City and community preparation. Olympia has supported this approach regardless of how the RFA turns out.

Priority: Pursue Targeted Community Development Opportunities

- Comprehensive Plan Update – State law requires regular review and update of Comprehensive Plans. This budget includes resources to move forward with that update.
- Prairie Habitat Conservation – The City will continue to work with our partners to complete the Habitat Conservation Plan for the prairie species with a goal to complete it in this biennium. The City has moved forward with staffing to assist with implementing the plan and is pursuing land purchase opportunities.
- Development Review – Successful community development requires sufficient staff to appropriately and efficiently ensure compliance with City regulations. The past two years have seen significant increases in permit volumes and corresponding construction. This budget invests some additional one-time revenue into the Permit Reserve. It also makes one inspector position permanent, funds a development review engineer, and supports a department assistant to support the Fire Protection Officer using new fire permit review fees.
- WSDOT Regional Office – Following the closure of the Olympic Region WSDOT Headquarters in 2021, the State will surplus that 10-acre site. The City will be working with WSDOT, the State Legislature, and private partners to find a strategy for a positive future for the site. It is a critical opportunity to shape the future of the Capitol Boulevard corridor by providing housing, retail, and public space.
- Operations & Maintenance Facility – The City is proceeding with the design and permitting of a new Operations & Maintenance (O & M) Facility at the site of the

former Trails End Arena. In conjunction with the project, the current Parks and Facilities building on the highly-visible corner of Israel Road and Capitol Boulevard will be converted into a market building that can be a permanent home for various community markets. A park will also be designed and built in conjunction with the O & M Facility.

Priority: Refine and Sustain a Great Organization

- Re-thinking the Workplace and Services – The global pandemic has changed the workplace. Employee expectations and employer opportunities to provide greater flexibility and access for customers have caused us to re-think the workplace. Traditional workspaces reserved for individual employees are an inefficient use of space in many departments. This budget invests funds to reconfigure the Finance Department space to be more efficient, accessible to customers, and flexible. Similar efforts on a smaller scale have been and will be made in other departments.

Unfortunately, not all departments can utilize these approaches to accommodate growth. The Transportation & Engineering Department (TED) and Water Resources & Sustainability (WRS) have and will add numerous staff to complete capital projects and other commitments. Because of the nature of their work, many of them cannot telework in a significant way. City Hall is out of space to accommodate staff. Rather than pursue a building expansion at this time, this budget includes funds to lease about 1,200 s.f. of office space for the TED engineering staff. It is anticipated that we will be able to find this space for a reasonable price as the State sheds office space leases.

- Technology – The City will continue to invest in technology to create efficiencies and improve customer access to City services. Many improvements, such as online permit applications, were refined during the pandemic. New technologies for meeting minutes are proposed to reduce the delay in availability and improve the accuracy of minutes with video minutes. The City continues to work toward instantaneous meter reading capabilities.
- Implementing MPD Parks Maintenance Improvements – Consistent with the MPD Plan, about \$300,000 in deferred maintenance improvements are planned, including trail repairs at Tumwater Hill, storm drainage repairs and speed bump replacement at Pioneer and Historical parks, and dugout repairs at Pioneer Park. The MPD includes significant funding for a Community Center. In 2022, the City started the initial planning and program development, with land acquisition and design planned for this biennium.
- Crosby House – The City's Crosby House is an icon of the early days of Tumwater and the historic Crosby family. The house is in need of significant investment to ensure its long-term stability and existence. This budget proposes about \$350,000 investment in the roof, foundation, and other improvements. It would be funded from the Facility Reserve Fund and paid back over the coming years from the General Government CFP.

- **Facility and Internet Security** – The City internet, computer and automated systems are constantly under attack. Hackers can access financial, personnel, and permit records and hack into financial accounts. Increased investment in software, backup systems, and qualified staffing help mitigate the risks. Similarly, our facilities have been more frequently targeted. Most recently, someone attempting to steal copper wire took down the City's third largest water supply well on a hot summer day. A recent security audit identified areas where security improvements are needed. These are above and beyond the usual funding, and the City will need a small utility rate increase to fund these improvements.
- **Employee Safety and Training** – The City has prioritized employee training and safety. A new FTE is being added to support risk management and safety. This will also create capacity to further support Citywide training in diversity, equity, and inclusion, supervision and management, regulatory compliance, employee development, and project management. Risk management has become ever more important, as illustrated by the rapidly increasing insurance rates.

Financial Toolbox

The City has a limited number of tools to balance needs and resources. We think of these as the "Financial Toolbox." Each tool is discussed below, along with its application in the proposed budget.

Levels of Services

The past four years have been difficult because the City has grown significantly, demands have increased, and staff resources have not kept up across the organization, negatively impacting our service levels. This budget attempts to reverse that, consistent with the priorities above. This budget includes several new positions with priority on those that restore needed capacity lost during the pandemic, take advantage of additional resources outside the General Fund, those that move us toward efficiencies, and those that directly tie to Council priorities. Levels of service will be improved or maintained in development review, utilities, internal risk reduction and safety, fire, public records response, emergency preparedness, street maintenance, and volunteer programs.

Revenues

The Washington State Economic and Revenue Forecast Council (Aug. 2022) reported a range of inflation forecasts from 2.9% to 4.3% for 2023 and 1.8% to 2.2% in 2024², but this budget proposes an increase in property tax revenue of 1% for each of the next two years, as limited by State law and amounts to about \$106,000 each year in the General Fund. Additional revenue is projected to come from new construction and the completion of the island annexations.

² Bloomberg (August 12, 2022) surveyed 56 economists who forecasted ranges of inflation 4.3% in Q1 2023 declining to 2.3% in Q4 2023.

Utility fees for services are budgeted to increase across the board according to the following:

Water: 2023 – 4.8%

2024 – 4.8%

Distribution: 3.0% base, 0.5% security, 0.3% sustainability, 1.0% O & M Facility

Sewer: 2023 – 5.8%

2024 – 5.8%

Distribution: 3.0% base, 1.0% sustainability, 2.0% O & M Facility

Stormwater: 2023 – 8.5%

2024 – 8.5%

Distribution: 2.5% base, 0.5% Deschutes Estuary, 1.0% sustainability, 2.5% street sweeper, 2.0% O & M Facility

The base portion of these increases covers the rate of inflation of operational costs (employees, regulatory requirements, and energy) and necessary repairs and updating of existing infrastructure. Utility funds have few other sources to pay for expenditures. These costs must be covered by rates, not new development or grants. The rate increase also covers several priority programs where the base does not cover the costs (security, sustainability, etc.) Even with these new rates, the City utility rates are about 12% lower than surrounding jurisdictions. Water and sewer connection fees, used to pay for expanded infrastructure needed to service new growth, will also be adjusted to reflect increases in construction costs.

Expand the Number of Customers

Significant new industrial development will create opportunities for new business and the corresponding employment and tax revenue. Expanding the revenue base is one of the most effective ways to increase revenue. The City's new Economic Development Manager is focused on working with partners to retain and recruit new businesses.

Maintaining a healthy amount of construction also plays a part in the City's revenue stream. This budget anticipates continued robust residential construction and a surge of industrial activity over the next couple of years. Longer-term economic development for tax base and job creation is essential. This includes brewery redevelopment, Tumwater Craft, partnerships with the Port of Olympia and the Thurston Economic Development Council, and industrial development. Modest funds are available to assist with these, although infrastructure, a powerful tool to support economic growth, is also provided in street and utility funds.

Efficiency

This budget proposal includes two significant efficiency measures: fire regionalization and technology. The City has invested substantial funds in pursuing a Regional Fire Authority with the City of Olympia. The RFA Planning Committee will finish its work and the voters could decide in early 2023 if an RFA happens. Fire regionalization will not result in immediate savings but can lower the long-term increase in City service costs. It also provides an increased level of service to the community.

As discussed earlier, technology also results in long-term savings and service improvements but comes with equipment, technology staff, and training costs. Technology improvements will include improved online services, more resilient teleworking capacity, and the planned completion of the ERP project.

Short-Term Revenues

City financial policies direct that one-time revenues be used for one-time expenses. These have funded investments in fleet replacement, facilities, and the creation and expansion of reserve funds. This budget includes spending down the Facility Reserve Fund to about \$1.2M to invest in facility improvements. With additional construction sales tax projected for future years and loan repayment from the General Government CFP, the Fund can replenish back up to \$2M.

This budget uses a portion of that one-time revenue to create a new Revenue Stabilization Account that would be available in the future should General Fund revenues not materialize or be reduced due to declining economic conditions.

What Isn't Included

The City has grown but still has strong commitments to needed services, expanded services such as housing and sustainability, and to a quality workplace. Directors have identified positions and programs that are not directly funded. The following are examples of items proposed by City departments but not funded in this proposed budget:

- Assistant City Attorney,
- Grant/Contract Manager,
- Signal Technician,
- Two Street Maintenance Technicians,
- Additional Police Officers,
- Additional department assistants, including in IT,
- Expanded community arts program at \$2/capita,
- Additional affordable housing and houseless program support, and
- Additional improvements at parks, golf, and City facilities.

In the coming year, the City will need to continue to grow the tax base, particularly in ways that minimize increases in General Fund service demands. The City's long-term practice of balancing future years of spending using savings isn't sustainable. The City also has to consider the desired level of service and the additional sources of revenue in order to fund services in police, street maintenance, habitat mitigation, sustainability, and housing.

I want to wrap up this letter with a few words about debt. Much like a person does when they buy a house, a City issues debt to spread the costs of equipment and facilities over future years and to future tax or ratepayers. Tumwater has very little debt and is significantly below its debt limit, and the General Fund retains a stable AA bond rating. The City's utilities currently have no debt. Loans for the Police Department expansion and Tyee Drive have been retired. In addition, a portion of the golf course debt was retired, and the remaining debt was

re-financed and will be paid off in three years at a significantly lower interest rate. Smaller issuances for fire engines and energy improvements will continue.

We anticipate the need to issue general government and revenue bonds for a new water tank, water supply development, and the Operations & Maintenance Facility at the former Trails End Arena property acquired for this purpose several years ago. There will be debt associated with the eventual design and construction of a community center.

While these past couple of years have been challenging, this budget demonstrates an ongoing commitment to a better community and continues to prepare us for a better future. It also demonstrates our vision for Tumwater and the beliefs that drive our organization. We must remain vigilant in spending taxpayer monies prudently and making smart investments. Voters have shown tremendous support for and trust in our work. We will continue to keep the promises we made.

Thank you to the City Council for their direction for the City and guiding the assembly of this budget. Thank you also to the management team and all the employees who made this budget happen and who every day deliver the highest quality services, programs, and infrastructure to Tumwater residents, businesses, and visitors.

Sincerely,



Debbie Sullivan
Mayor



John Doan
City Administrator

Attachment 1: Council Priorities 2023/24 with Lead Department

Council Priorities 2023/24 with Lead Department

Listed below are the six Strategic Priorities (A-F) along with the Council's corresponding goals, which have been incorporated wherever possible in this budget. There is no priority to the listing.

Strategic Priorities and Goals:

A. Build a Community Recognized for Quality, Compassion and Humanity

- Support and Advance Intergenerational Housing Opportunities – *Community Development*
- Complete the Affordable Housing and Houselessness Action Plan – *Community Development*
- Update the Affordable Housing and Houselessness Action Plan – *Community Development*
- Explore Alternative Building Materials for Housing (Cargo containers, Composite, 3D Printing) – *Community Development*
- Support Housing Stability Policies/Programs – *Community Development / Non-Departmental*
- Adopt and Implement Tenant Protections – *Community Development*
- Streamline Permitting for Housing Projects – *Community Development*
- Build Tribal Relations – *Executive*
- Implement MPD – *Tumwater Metropolitan Park District (TMPD) / General Government Capital Facilities Plan (GGCFP)*
- Plan and Site Community Center – *TMPD / GGCFP*
- Implement Arts and Culture Program – *Parks and Recreation / TMPD / GGCFP*
- Raise the Minimum Wage for Everyone in Tumwater – *Community Development*

B. Be a Leader in Environmental Sustainability

- Recruit Green Employers and Jobs – *Community Development*
- Streamline Permitting for Green Projects – *Community Development*
- Require New City Buildings be All Electric – *GGCFP*
- Continue to Update and Advance the Climate Action Plan – *Community Development / Water Resources & Sustainability / Parks and Recreation Facilities / Equipment Rental and Reserve (ERR)*
- Implement Urban Forestry Plan – *Community Development*
- Update Tree Protection Ordinance – *Community Development*
- Integrate Code Enforcement and Tree Protection – *Community Development*
- Include Environmental Protections in City projects – *GGCFP and Transportation Capital Facilities Plan (TCFP)*
- Complete and Implement Habitat Conservation Plan – *Community Development*
- Continue Septic to Sewer Conversion – *Sewer Utility*
- Ensure Ample Water Supply – *Water Utility*
- Remove Obstructions to Fish Passage – *Storm Utility*

C. Create and Maintain a Transportation System Safe for All Modes of Travel

- Implement Capitol Boulevard Plan – *TCFP / Streets / Executive*
- Bike and Pedestrian System – *Transportation Benefit District (TBD) / TCFP / Streets / GGCFP*
- Implement Sidewalk Plan – *TBD / TCFP / Streets*
- Update Transportation Impact Fee System – *TCFP*

D. Provide and Sustain Quality Public Safety Services

- Law Enforcement Master Plan – *Police*
- Study BLS Transport in Fire Department – *Fire*
- Complete RFA Planning Work – *Fire*
- Expand Community Risk Reduction Program – *Fire*
- “FD Cares” – Social and Human Services Response – *Fire*
- Implement City Emergency Management Program – *Executive / Fire*

E. Pursue Targeted Community Development Opportunities

- Implement the City’s Economic Development Plan – *Community Development / Executive*
- Seek Opportunities to Enhance City's Revenue Base Consistent with other City Objectives – *Community Development / Executive*
- Continue to Build the Craft Beverage Legacy – *Community Development / Executive*
- Find a Permanent Home for Farmer’s Market – *Community Development*

F. Refine and Sustain a Great Organization

- Ensure a Safe and Healthy Workforce – *Administrative Services*
- Update Employee Compensation Plan – *Administrative Services*
- Promote a Talented DEI Workforce – *Non-Departmental / Administrative Services*
- Create a Continuous Learning Organization (including Council) – *Administrative Services*
- Construct the O & M Facility – *Transportation and Engineering / CFPs*
- Explore Trades Training with LOTT, SPSCC and Olympia – *Administrative Services*
- Implement the ERP – *CFP / Finance / ERR / Administrative Services*

Financials

CITY OF TUMWATER

Proposed Budget

2023-2024

FUNDS BY TYPE	Beginning Fund Balance	Revenues	Total Resources	Expenditures	Ending Fund Balance	Proposed Budget
General Government Funds						
001 General Fund	\$ 17,972,810	\$ 72,280,526	\$ 90,253,336	\$ 80,421,748	\$ 9,831,588	\$ 90,253,336
002 Public Safety Reserve	1,715,272	3,950,200	5,665,472	3,671,000	1,994,472	5,665,472
007 Permit Reserve	504,293	205,000	709,293	-	709,293	709,293
008 Emergency Reserve	1,421,208	631,500	2,052,708	-	2,052,708	2,052,708
009 Facilities Reserve Fund	1,961,699	7,700	1,969,399	731,000	1,238,399	1,969,399
012 Recreation Special Programs	90,214	70,000	160,214	104,300	55,914	160,214
015 Parks Board	114,254	40,000	154,254	40,000	114,254	154,254
016 E-Link & Fiberoptics	728,302	114,000	842,302	375,000	467,302	842,302
017 Historical Commission	9,390	20,000	29,390	-	29,390	29,390
018 K-9	8,274	100	8,374	6,000	2,374	8,374
019 US Flag Recognition	13,661	50	13,711	1,000	12,711	13,711
GENERAL GOVERNMENT FUNDS	\$ 24,539,377	\$ 77,319,076	\$ 101,858,453	\$ 85,350,048	\$ 16,508,405	\$ 101,858,453
Special Revenue Funds						
105 Affordable Housing Sales Tax Fund	\$ 63,505	\$ 127,448	\$ 190,953	\$ 127,408	\$ 63,545	\$ 190,953
107 Domestic Violence Prevent Fund	3,638	-	3,638	-	3,638	3,638
108 Drug & Other Seizure Fund	51,022	30	51,052	15,500	35,552	51,052
109 Lodging Tax Fund	579,215	660,300	1,239,515	645,810	593,705	1,239,515
111 Development Fees Fund	15,004,737	5,910,000	20,914,737	10,094,000	10,820,737	20,914,737
120 Barnes Lake Mgmt Dist. Fund	46,534	39,112	85,646	54,675	30,971	85,646
130 Transportation Benefit District	5,677,155	4,471,000	10,148,155	9,173,990	974,165	10,148,155
Debt Service Fund						
200 General Obligation Debt Service Fur	\$ 81,259	\$ 399,600	\$ 480,859	\$ 391,490	\$ 89,369	\$ 480,859
Capital Project Funds						
303 General Government CFP Fund	\$ 1,578,974	\$ 18,407,500	\$ 19,986,474	\$ 19,200,087	\$ 786,387	\$ 19,986,474
304 Transportation CFP Fund	12,090,046	26,972,600	39,062,646	35,285,000	3,777,646	39,062,646
Proprietary Funds						
400 Water Utility Fund	\$ 12,964,999	\$ 15,249,203	28,214,202	\$ 13,439,070	\$ 14,775,132	\$ 28,214,202
401 Sewer Utility Fund	17,022,441	21,006,820	38,029,261	21,300,447	16,728,814	\$ 38,029,261
411 Storm Utility Fund	9,931,268	10,110,112	20,041,380	7,729,632	12,311,748	\$ 20,041,380
480 Golf Course Fund	1,626,788	4,956,425	6,583,213	4,954,852	1,628,361	\$ 6,583,213
Internal Service Funds						
501 Equipment Rental & Rsv Fund	\$ 5,940,758	\$ 7,943,564	\$ 13,884,322	\$ 9,454,234	\$ 4,430,088	\$ 13,884,322
CITY-WIDE TOTALS	\$ 107,201,716	\$ 193,572,790	\$ 300,774,506	\$ 217,216,243	\$ 83,558,263	\$ 300,774,506

CITY OF TUMWATER
General Fund Proposed Budget
2023 - 2024

	2019-2020 Actual	2021-2022 Adjusted Budget	2021-2022 Estimate	2023-2024 Proposed Budget
BEGINNING FUND BALANCE	\$ -	\$ 11,122,465	\$ 11,122,465	\$ 17,972,810
<u>REVENUES</u>				
Property Tax	\$ 15,483,398	\$ 15,972,000	\$ 16,079,237	\$ 18,600,000
Sales Tax	17,004,262	14,108,000	17,256,663	17,458,500
Utility Tax	4,674,645	4,507,000	5,261,525	6,039,421
Business & Occupation Tax	4,605,830	4,400,000	5,975,213	6,300,000
Other Taxes	1,618,215	1,149,400	1,753,601	1,725,000
Intergovernmental Contracts	6,252,887	6,979,900	7,150,883	8,461,405
Intgovtl-Shrd Rev and Grants	2,979,316	1,808,300	4,419,027	1,860,400
Service Fees-Internal	2,553,386	2,336,000	3,008,056	3,027,000
Service Fees-Rgst/PlnCh/Insp	1,542,972	1,134,000	2,053,063	1,212,500
Fines & Forfeits	218,416	177,800	86,286	83,000
Development/Permits Fees	2,166,813	1,320,000	3,084,996	2,140,000
Other Licenses & Permits	1,015,744	926,000	1,028,187	955,500
Transfers In/Interfund	2,523,600	2,692,100	2,596,513	4,126,800
Miscellaneous	597,565	259,000	270,812	291,000
TOTAL RESOURCES	\$ 63,237,049	\$ 68,891,965	\$ 81,146,527	\$ 90,253,336
<u>EXPENDITURES</u>				
Salaries and Wages	\$ 25,795,881	\$ 28,778,293	\$ 30,747,504	\$ 38,790,460
Benefits	11,310,567	12,737,805	13,361,782	15,793,289
Supplies	1,459,165	1,486,738	1,562,531	2,293,856
Services & Charges	11,665,920	14,791,347	14,424,120	20,663,433
Capital Outlay	812,200	161,140	107,359	335,300
Transfers Out/Interfund	2,116,801	6,252,225	2,970,421	2,545,410
Special Projects	-	-	-	-
TOTAL EXPENDITURES	53,160,534	64,207,548	63,173,717	80,421,748
Ending Fund Balance-appropriated	n/a	4,583,777	17,972,810	9,831,588
TOTAL APPROPRIATION	\$ 53,160,534	\$ 68,791,325	\$ 81,146,527	\$ 90,253,336
ENDING FUND BALANCE	\$ 10,207,478	\$ 4,583,777	\$ 17,972,810	\$ 9,831,588

Expenditures by Department	2019-2020 Actual	2021-2022 Adjusted Budget	2021-2022 Estimate	2023-2024 Proposed Budget
Fire & Emergency Services	15,844,272	16,300,244	17,123,062	20,399,539
Police	14,049,729	16,182,910	14,968,175	19,065,157
Parks & Recreation	6,728,241	8,050,875	7,608,421	10,549,240
Street	4,468,372	5,179,512	4,440,463	6,068,242
Community Development	3,432,321	4,158,054	3,666,567	4,772,385
Finance	3,071,949	3,161,328	3,096,308	3,806,421
Non-Departmental	3,355,814	3,407,303	3,280,239	3,309,140
Violations Bureau	1,380,847	1,467,987	1,047,658	1,557,064
Executive	1,746,972	2,066,437	1,875,980	2,630,182
Transfers Out	5,777,492	2,472,860	2,308,860	1,582,930
ARPA Projects	-	2,423,143	717,441	1,847,265
Administrative Services	988,875	1,200,898	1,200,523	1,944,213
City Attorney	796,929	908,719	935,412	1,105,107
Engineering	438,987	771,280	641,920	1,467,936
Legislative	235,390	261,476	261,690	316,927
TOTAL Department Expenditures	\$ 62,316,190	\$ 68,013,026	\$ 63,172,719	\$ 80,421,748

City of Tumwater

Utilities

Proposed Budget 2023-2024

WATER	2019-2020	2021-2022		2023-2024
	Actual	Budget	Estimate	Prpd Budget
Beginning Fund Balance	\$ 19,377,048	\$ 25,423,813		12,964,999
Fees for Service	\$ 10,473,650	\$ 11,545,861	\$ 11,736,373	12,964,423
Service Fees - Rgst/PlnCh/Insp	\$ 80,259	\$ 105,000	\$ 136,862	117,750
Cctns/Drp-in/Late Comrs	2,305,456	1,075,000	2,273,790	1,162,500
Other	421,532	882,500	668,398	1,004,530
Total Revenue	13,280,897	13,608,361	14,815,423	15,249,203
Salaries, Wages & Benefits	3,080,282	3,855,197	3,317,973	4,540,869
Benefit Percentage	50%	58%	54%	52%
Supplies and Services	4,383,225	4,842,180	5,108,613	6,447,190
Transfers Out	30,567	394,667	608	113,075
Total Operations	7,494,074	9,092,044	8,427,194	11,101,134
Available for Capital Outlay	25,163,871	29,940,130	6,388,229	4,148,069
Capital Outlay	\$ 2,841,296	\$ 11,804,344	\$ 5,237,815	\$ 2,337,936

SEWER	2019-2020	2021-2022		2023-2024
	Actual	Budget	Estimate	Prpd Budget
Beginning Fund Balance	\$ 9,283,119	\$ 12,150,764		17,022,441
Fees for Service	\$ 20,677,973	\$ 20,011,227	\$ 24,327,316	20,916,467
Service Fees - Rgst/PlnCh/Insp	76,018	80,000	100,212	45,000
Other Miscellaneous	559,096	193,000	239,472	14,375
Other Financing Sources	370,000	390,000	370,000	30,978
Total Revenues	21,683,087	20,674,227	25,037,000	21,006,820
Salaries, Wages & Benefits	1,866,541	2,307,349	1,900,726	2,697,516
Benefit Percentage	58%	49%	56%	51
Supplies and Services	16,329,251	15,912,382	18,245,055	17,204,706
Transfers Out	29,728	342,167	1,013	499,850
Other Financing Uses	-	2,100,000	-	-
Total Operations	18,225,520	20,661,898	20,146,794	20,402,072
Available for Capital Outlay	12,740,686	12,163,093	17,040,970	17,627,189
Capital Outlay	\$ 116,426	\$ 3,477,272	\$ 74,227	\$ 898,375

City of Tumwater

Utilities

Proposed Budget 2023-2024

STORM	2019-2020	2021-2022		2023-2024
	<u>Actual</u>	<u>Budget</u>	<u>Estimate</u>	<u>Prpd Budget</u>
Beginning Fund Balance	\$ 6,325,981	\$ 9,552,561		9,931,268
Fees for Service	\$ 5,597,680	\$ 6,103,680	\$ 6,164,990	7,215,112
Grants	-	-	-	-
Service Fees - Rgst/PlmCk/Insp	187,622	175,000	243,543	180,000
Other Miscellaneous	234,339	1,650,043	428,459	2,715,000
Other Financing Sources	-	-	-	-
Total Revenues	6,019,641	7,928,723	6,836,992	10,110,112
Salaries, Wages & Benefits	2,063,546	2,709,861	2,584,929	4,152,340
Benefit Percentage	56%	48%	55%	49%
Supplies and Services	1,604,265	1,852,329	1,896,693	3,047,354
Transfers Out	62,798	342,166	1,094	199,875
Total Operations	3,730,609	4,904,356	4,482,716	7,399,569
Available for Capital Outlay	8,615,013	12,576,928	11,906,837	12,641,811
Capital Outlay	\$ 4,290,349	\$ 58,557	\$ 350,000	\$ 119,000

City of Tumwater

ER & R and Golf Proposed Budget 2023-2024

ER&R Fund 501	2019-2020	2021-2022		2023-2024
	Actual	Budget	Estimate	Prpd Budget
Beginning Fund Balance	\$5,026,478	\$6,902,028		5,940,758
Internal Service Fees	5,434,668	5,796,200	5,796,200	6,499,594
Transfers In	1,523,287	650,000	650,000	1,437,970
Miscellaneous	407,962	70,000	-	6,000
Total Revenue	7,365,917	6,516,200	6,446,200	7,943,564
Salaries, Wages & Benefits	1,789,116	1,855,133	1,700,000	2,090,682
Benefit Percentage	53%	49%	52%	57%
Supplies	898,002	1,386,600	1,375,000	1,445,100
Other Svcs&Chrgs	1,499,212	1,828,344	1,825,000	2,211,952
Capital Outlay	1,714,740	5,758,798	2,026,268	3,706,500
Transfers Out	-	599,000	599,000	-
Total Expenditures	\$ 5,901,070	\$ 11,427,875	\$ 7,525,268	\$ 9,454,234

Tumwater Valley Golf Course	2019-2020	2021-2022		2023-2024
	Actual	Budget	Estimate	Prpd Budget
Beginning Fund Balance	(\$423,841)	\$335,825		1,626,788
Green Fees, Golf Cart Rentals	\$ 2,304,185	\$ 2,518,710	\$ 1,288,594	\$ 2,902,000
Transfers In	1,715,350	1,954,223	1,176,908	1,879,425
Miscellaneous	565,386	160,000	80,000	175,000
Total Revenue	4,584,921	4,632,933	2,545,502	4,956,425
Salaries, Wages & Benefits	1,654,751	1,878,986	868,342	2,263,362
Benefit Percentage	42%	38%	35%	35%
Supplies	834,582	1,047,056	588,308	1,292,690
Other Svcs&Chrgs	572,981	715,839	416,137	787,228
Capital Outlay	394,006	-	-	50,000
Debt Service Payments	1,031,910	1,016,700	474,170	520,272
Transfers Out				41,300
Total Expenditures	\$ 4,488,230	\$ 4,658,581	\$ 2,346,957	\$ 4,954,852

Budget Narrative & Schedules



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Fund: 001 – General Fund
Dept.: 02 – Legislative
Schedule A/B: GOALS AND OBJECTIVES – 2023-2024

Function/Program Description:

The City Council is the legislative branch of the City of Tumwater and establishes policy and direction for the City through the City Budget, Comprehensive Plan, Strategic Priorities, Capital Facilities Plan, and other plans, resolutions, and ordinances. The general powers and duties of the Council are provided in RCW Chapter 35.24 and include, in part, organize and regulate Council activity, define the duties of City officials, fix compensation and working conditions for City employees, establish and maintain compensation systems, adopt and enforce ordinances, acquire, sell, operate, maintain and vacate public ways and real estate, provide for local social, cultural, recreational, educational, governmental, or corporate services including the operation of various utilities, powers of eminent domain, taxation, and borrowing, the granting of franchises, and other duties.

Tumwater City Councilmembers also serve on standing committees, which act as the Council subcommittees and represent the City in numerous community and interagency organizations. The City Council has committed the organization to being mission-driven and beliefs-based, using the Vision, Mission and Beliefs first adopted by the Council early in 2010 and most recently updated in 2020. The City strives to have the Vision, Mission and Beliefs guide decision-making and planning throughout the organization. As part of the Council Retreat in February 2022, the City Council reviewed the six Strategic Priorities that are intended to address the City's broad priorities for the coming decade. Below those, the Council lists goals for the expenditure of discretionary resources (money, staff, equipment, and facilities) over the next 2 years. Listed below are the six Strategic Priorities (A-F) along with the Council's corresponding goals, which have been incorporated wherever possible in this budget. There is no priority to the listing.

Major Accomplishments in Prior Biennium:

1. Developed response to the COVID-19 Pandemic and made difficult budget adjustments in response to diminished revenues.
2. Supported the start of Craft District construction, including the SPSCC/Heritage Distilling Building and the Market Building.
3. Updated the street plan for the Town Center Plan.
4. Launched the Tumwater SAFE Program.
5. Received a grant for renovation of the historic cemetery.
6. Initiated Phase II of the Brew Tower Restoration with design and engineering.
7. Continued to pursue regulatory, policy, and regulatory strategies to address affordable housing and homelessness.
8. Initiated Metropolitan Parks District improvements including hiring Arts and Recreation Coordinators, additional maintenance staff, master planning for community center, two sets of park restrooms, and addressing a backlog of deferred maintenance projects.
9. Completed construction of the trail from Historical Park to Brewery Park.
10. Initiated study of Regional Fire Authority with the City of Olympia.

11. Selected a vendor and initiated the ERP software replacement program.
12. Completed the City's first urban forestry plan.
13. Adopted the regional Climate Action Plan.
14. Participated in the Racial Equity Partnership Workshop Series with the Tumwater School District Board of Directors and discussed ideas to increase Diversity, Equity, and Inclusion (DEI) at Tumwater.

Strategic Priorities and Goals:

A. Build a Community Recognized for Quality, Compassion and Humanity

- Support and Advance Intergenerational Housing Opportunities – Community Development
- Complete the Affordable Housing and Houselessness Action Plan – Community Development
- Update the Affordable Housing and Houselessness Action Plan – Community Development
- Explore Alternative Building Materials for Housing (Cargo containers, Composite, 3D Printing) – Community Development
- Support Housing Stability Policies/Programs – Community Development / Non-Departmental
- Adopt and Implement Tenant Protections – Community Development
- Streamline Permitting for Housing Projects – Community Development
- Build Tribal Relations – Executive
- Implement MPD – Tumwater Metropolitan Park District (TMPD) / General Government Capital Facilities Plan (GGCFP)
- Plan and Site Community Center – TMPD / GGCFP
- Implement Arts and Culture Program – Parks and Recreation / TMPD / GGCFP
- Raise the Minimum Wage for Everyone in Tumwater – Community Development

B. Be a Leader in Environmental Sustainability

- Recruit Green Employers and Jobs – Community Development
- Streamline Permitting for Green Projects – Community Development
- Require New City Buildings be All Electric – GGCFP
- Continue to Update and Advance the Climate Action Plan – Community Development / Water Resources & Sustainability / Parks and Recreation Facilities / Equipment Rental and Reserve (ERR)
- Implement Urban Forestry Plan – Community Development
- Update Tree Protection Ordinance – Community Development
- Integrate Code Enforcement and Tree Protection – Community Development
- Include Environmental Protections in City projects – GGCFP and Transportation Capital Facilities Plan (TCFP)
- Complete and Implement Habitat Conservation Plan – Community Development
- Continue Septic to Sewer Conversion – Sewer Utility
- Ensure Ample Water Supply – Water Utility
- Remove Obstructions to Fish Passage – Storm Utility

C. Create and Maintain a Transportation System Safe for All Modes of Travel

- Implement Capitol Boulevard Plan – TCFP / Streets / Executive
- Bike and Pedestrian System – Transportation Benefit District (TBD) / TCFP / Streets / GGCFP
- Implement Sidewalk Plan – TBD / TCFP / Streets
- Update Transportation Impact Fee System - TCFP

D. Provide and Sustain Quality Public Safety Services

- Law Enforcement Master Plan – Police
- Study BLS Transport in Fire Department – Fire
- Complete RFA Planning Work – Fire
- Expand Community Risk Reduction Program – Fire
- “FD Cares” – Social and Human Services Response – Fire
- Implement City Emergency Management Program – Executive / Fire

E. Pursue Targeted Community Development Opportunities

- Implement the City's Economic Development Plan – Community Development / Executive
- Seek Opportunities to Enhance City's Revenue Base Consistent with other City Objectives – Community Development / Executive
- Continue to Build the Craft Beverage Legacy – Community Development / Executive
- Find a Permanent Home for Farmer's Market – Community Development

F. Refine and Sustain a Great Organization

- Ensure a Safe and Healthy Workforce – Administrative Services
- Update Employee Compensation Plan – Administrative Services
- Promote a Talented DEI Workforce – Non-Departmental
- Create a Continuous Learning Organization (including Council) – Administrative Services
- Construct the M & O Facility – Transportation and Engineering / CFPs
- Explore Trades Training with LOTT, SPSCC and Olympia – Administrative Services
- Implement the ERP – CFP / Finance / ERR / Administrative Services

Fund:	001 General Fund	
Department:	02 Legislative	
Division (e.g. Ops / Admin)		(if applicable, denote "Operations", "Administration", or other division name)
Facility (if applicable)		(if applicable, denote facility name)
Schedule D: PROFESSIONAL SERVICES		

NOTES: For each Professional Services line item included in the department's budget, please provide the requested budget-related data, the provider name and amount of each professional services contract, and an explanation as to the need, any project the request is connected to, etc. Multiple subsections have been provided in order to address departments with multiple professional services lines in the same department. Please include those sub-fund identification numbers.

Provider Name	2023 Budget Amount	2024 Budget Amount	Supplement	One-time	Ongoing	Explanation	Executive	
							Funded	Not Funded
Contractor	\$ 4,000	\$ 4,000			X	Council retreat facilitator, space, catering	X	
Account Total	\$ 4,000	\$ 4,000				001.02.511.600.49.11		
Contractor	\$ 5,000			X		Council level DEI training/facilitation	X	
Account Total	\$ 5,000	-				001.02.511.600.41.00		
Verizon Cell Phone Plan	\$ 5,880	\$ 5,880				Cell monthly services fee for Council	X	
Account Total	\$ 5,880	\$ 5,880				001.02.511.600.42.00		

Professional Services Total	\$ 14,880	\$ 9,880				<i>Approved in Total Date</i>	7/8/2022
Percentage Addition (Reduction)	0.0%	0.0%	City Administrator Use Only				
Dollar Amount Addition (Reduction)	-	-	City Administrator Use Only				
Adjusted Approved Total	\$ 14,880	\$ 9,880				<i>Approved modified amount Date</i>	

Executive Comments & Adjustments: Includes instructions to Budget Officer for data input. Expand as needed.

Phones are funded under small tools. Phone bill under communications. Computer replacements are funded in ERR.

Fund:	001 General Fund
Department:	02 Legislative
Division (e.g. Ops / Admin)	(if applicable, denote "Operations", "Administration", or other division name)
Facility (if applicable)	(if applicable, denote facility name)
Schedule E: TRAINING & TRAVEL	

Employee(s) (list by position)	Course/Event Title	Location if out of town or out of state	2023		2024		Executive	
			Travel Costs (lodging, per diem, airfare, car) .43.00	Course/Event Cost (Conference/School/ Training)	Travel Costs (lodging, per diem, airfare, car) .43.00	Course/Event Cost (Conference/School/ Training)	Funded	Not Funded
Council Position No. 1	Council Training		\$ 125	\$ 125	\$ 125	\$ 125	X	
Council Position No. 2	Council Training		\$ 125	\$ 125	\$ 125	\$ 125	X	
Council Position No. 3	Council Training		\$ 125	\$ 125	\$ 125	\$ 125	X	
Council Position No. 4	Council Training		\$ 125	\$ 125	\$ 125	\$ 125	X	
Council Position No. 5	Council Training		\$ 125	\$ 125	\$ 125	\$ 125	X	
Council Position No. 6	Council Training		\$ 125	\$ 125	\$ 125	\$ 125	X	
Council Position No. 7	Council Training		\$ 125	\$ 125	\$ 125	\$ 125	X	
2 Councilmembers	Combined Funds for AWC Annual Conference Training		\$ 2,000	\$ 800	\$ 2,000	\$ 800	X	
2 Councilmembers	Combined Funds for AWC Action Days			\$ 300		\$ 300	X	
1 - Needs Council Vote	National/International Training		\$ 1,500	\$ 1,000	\$ 1,500	\$ 1,000	X	
Total			\$ 4,375	\$ 2,975	\$ 4,375	\$ 2,975		

Training & Travel Total	\$ 4,375	\$ 2,975	\$ 4,375	\$ 2,975	<u>7/1/2022</u>
					Approved total date:
Percentage Addition (Reduction) City Administrator Use Only	0.0%	0.0%	0.0%	0.0%	
Dollar Amount Addition (Reduction) City Administrator Use Only	-	-	-	-	
Adjusted Approved Total	\$ 4,375	\$ 2,975	\$ 4,375	\$ 2,975	<u> </u>
					Approved modified amount date:

Executive Comments & Adjustments: Includes instructions to Budget Officer for data input. Expand as needed.

AWC Conference Locations: June 20-23, 2023 – Spokane; June 18-21, 2024 – Vancouver

Fund:	001 General Fund
Department:	02 Legislative
Division (e.g. Ops / Admin)	(if applicable, denote "Operations", "Administration", or other division name)
Facility (if applicable)	(if applicable, denote facility name)
Schedule H: MINOR EQUIPMENT	

NOTES: This form is to itemize minor (between \$250 and \$4,999) equipment purchases included in BARS Sub-object number 35. Please make sure that the total matches the preliminary budget line item. For those departments with multiple line items, please sub-total by applicable BARS No. REMINDER: 35.XX is only for individual items greater than \$500 and less than \$5,000. Items costing less should be included in the Other Operating Expenses line item in base budget. Items costing \$5,000 or greater are to be included in Schedule G.

Account Number	Item Description	2023 Budget	2024 Budget	Justification	Executive	
					Funded	Not Funded
511.600.42.00	Communications (new bars line) for seven cellphones for Council use (one model of android or one model of iPhone). Initial year includes \$200 cellphone purchase plus service rate of \$70/month. Text archiving is covered in ERR at approx. \$100 per phone per year.	\$ 1,400		City Council Request. Individual phones provide opportunities for - Councilmembers to call and text within the City system, ensure archiving, and compliance with the OPMA.	X	
Account Total		\$ 1,400	-			

Professional Services Total	\$ 1,400	-	Approved in Total Date	7/1/2022
Percentage Addition (Reduction) City Administrator Use Only	0.0%	0.0%		
Dollar Amount Addition (Reduction) City Administrator Use Only	-	-		
Adjusted Approved Total	\$ 1,400	-	Approved modified amount Date	

Affiliate Department Comments: Submittals must include review and comments from either IT or Fleet, if applicable

Lance provided cost and model request. IT will handle Council meeting equipment separately. Social media archiving is in Non-departmental with Citywide archiving.

Dept. Approval

☐ Approved

☐ Not Approved

Executive Comments & Adjustments: Includes instructions to Budget Officer for data input. Expand as needed.

Fund: 001 – General Fund

Dept.: 03 – Non-departmental

Schedule A: SHORT-TERM GOALS AND OBJECTIVES – 2023-2024

Function/Program Description:

The General Government non-departmental program accounts for activities of a general nature not associated with a specific function or department, including elections costs, Thurston Green Business, LEOFF I payments, Legislative advocacy, Citywide training, grants, insurance, audits, housing and human services, neighborhood grants, dues to regional and service organizations, and several reserve programs. It also funds special projects, initiatives, and studies. It has no employee costs.

Major Accomplishments in Prior Biennium:

1. Supported City's Racial Equity Partnership with Tumwater School District.
2. Significant progress on the Tumwater Craft initiative with the start of the Craft District project, including the construction and opening of the SPSCC/Heritage Distilling building, design and construction of the Market Building which includes the potential future home of the Start Up Facility, updated development agreement to extend project timing and the residential component, designed a 90-unit residential component, and permitted a 3rd building to house a coffee shop and bank.
3. Made technology investments to support online service delivery and efficiency, including electronic notary, agreement tracking, and DocuSign in response to COVID, and resulting in significant efficiencies for City staff and customers.
4. Made major new investments in housing including rental and utility assistance (TOGETHER!: partner), LOTT house (Homes First: partner), Host Homes (TOGETHER!: partner), Habitat for Humanity housing, and shelter housing (Family Support Center and Interfaith Works: partners).
5. Supported climate change work, including funding for TRPC projects, regional studies, design of solar and EV charging facilities, and support of green vehicle purchases.

Previous On-Going Short-Term Goals and Objectives:

1. Citywide expenditures – Tumwater's share of Thurston County elections expenses, insurance, air pollution control services (ORCAA), animal control services, annual state/federal audits, Amtrak Station support, emergency management supplies/equipment, newsletters, Smart 911, and Community Summit.
2. Employee expenses – Citywide employee training (DEI, customer service, safety), supervisor/leadership development, LEOFF medical and pension payments, employee transition expenses.
3. Memberships/Dues – Tumwater Chamber, Association of Washington Cities, Thurston Regional Planning Council (TRPC).

4. City Grant Programs – Regional and local housing and human services programs, federal Community Development Block Grant (CDBG-eligible in 2024), and City Neighborhood Matching Grants.
5. Economic Development – Brewery redevelopment, marketing, events, sponsorships, “Tumwater Craft”.
6. Financial Transfers – Transfers to other funds to account for construction, debt, or other projects.
7. Sponsorship of Interjurisdictional Workshops – i.e., sustainability, climate change, housing, or other current issues.
8. Lobbying and legislative advocacy to advance City funding and policy requests, including develop and advance a Legislative agenda (and shared Legislative Agenda) to help in securing funding and beneficial policy to support City goals.
9. Pursue CERB or other State grants in support of craft brewing and distilling and other economic development initiatives.
10. Partnership with Thurston Economic Development Council.
11. Investment in Thurston Green Business Program (shared with utilities/\$1,667 here).
12. Advance brewery redevelopment through the support of center of excellence for brewing, distilling and cider making, Tumwater Craft, and restoration of the Historic Brewhouse.
13. Expand partnerships with the Tumwater School District and Thurston HOPES through the Community Schools Program and the Community Summit.
14. Support Community and organizational training, outreach, and organizational growth around diversity and inclusion.
15. Pursue “Quality of Life” and aesthetic improvements to the community (wayfinding, hanging baskets, public art, specialty banners, landscaping, trails, and parks) and support the clean-up of nuisance sites.

New Short-Term Goals and Objectives:

1. Implement the Regional Fire Authority (RFA) transition, if passed by voters.
2. Develop Citywide Emergency Management Partnership with Olympia, regardless of RFA outcome.
3. Explore, with WSDOT, the reuse of the Capitol Boulevard site.
4. Support non-CFP projects and investment in “greening” the organization including TRPC planning projects, studies, and investments.
5. Continue to support housing related programs.
6. Work with the City of Olympia, the Police Department, and other parties to explore and potentially participate in a joint Crises Response Unit (CRU) to address services to the those community members in crises (crises counseling, conflict resolution and mediation, grief and loss, substance abuse, housing, harm reduction, first aid and non-emergency medication care/connections, resource referrals, and transportation to services).
7. Along with utilities, launch a tree-planting initiative to scope, ensure health, and quality of the City’s urban forest.

Fund: 001 – General Fund

Dept.: 03 – Non-departmental

Schedule B: LONG-RANGE GOALS AND OBJECTIVES – 2025-2027

Long-Range Goals and Objectives:

1. Continue to support major initiatives for economic development, community building, and community and organizational diversity and inclusion.
2. Promote the City's "Tumwater Craft" brand for economic development, tourism, and livability purposes.
3. Provide support for on-going housing and houseless reduction and mitigation efforts.
4. Support technology and facility improvements to enhance efficiency, effectiveness, and access.
5. Support organizational initiatives and training in customer service, diversity and inclusion, leadership development, efficiency, and professional growth.
6. Promote Citywide and organizational climate change initiatives.
7. Support Citywide Emergency Management efforts.

Fund:	001 General Fund	
Department:	03 Non-Departmental	
Division (e.g. Ops / Admin)		(if applicable, denote "Operations", "Administration", or other division name)
Facility (if applicable)		(if applicable, denote facility name)
Schedule D: PROFESSIONAL SERVICES		

NOTES: For each Professional Services line item included in the department's budget, please provide the requested budget-related data, the provider name and amount of each professional services contract, and an explanation as to the need, any project the request is connected to, etc. Multiple subsections have been provided in order to address departments with multiple professional services lines in the same department. Please include those sub-fund identification numbers.

Provider Name	2023 Budget Amount	2024 Budget Amount	Supplement	One-time	Ongoing	Explanation	Executive	
							Funded	Not Funded
Consultant	\$ 5,000	\$ 5,000			X	Consultant to assist with "Tumwater Craft" promotion	X	
Account Total	\$ 5,000	\$ 5,000				001.03.519.900.41.79 - Brewery Redevelopment/Craft Brewing & Distilling Center/Brewhouse		
Regional Fire Service	\$ 100,000		X	X		Consulting fees in support of RFA implementation	X	
Account Total	\$ 100,000	-				001.03.518.900.41.14 - Regional Fire Services		
Diversity and Inclusion Training and consulting services	\$ 50,000	\$ 50,000			X	DEI consulting services in support of employee/council development and training	X	
Consultant	\$ 30,000	\$ 30,000			X	Employee/leadership development	X	
Account Total	\$ 80,000	\$ 80,000				001.03.519.900.49.01 - Conference/School/Training		
Thurston County	\$ 38,000	\$ 42,000			X	Voter registration costs	X	
Thurston County	\$ 56,000	-			X	Local Election Costs	X	
Thurston County	\$ 38,000	-	X	X		RFA Election Costs	X	
Thurston County	-	\$ 42,000	X	X		TBD Election Costs (to be reimbursed)	X	
Account Total	\$ 132,000	\$ 84,000				001.03.519.900.46.80 - Voter Costs Thurston County		
Contingency - Professional Services	\$ 75,000			X		Litigation, training, consulting	X	
Contingency - Service Costs		\$ 75,000		X		Emergency medical, jail medical, and similar from above	X	
Emergency Management Supplies	\$ 10,000	\$ 10,000	X		X	Equipment, materials, training, printing, etc. related to emergency management initiative	X	
Emergency Management	\$ 40,000	\$ 45,000		X		Contract for Emergency Management Partnership with Olympia (regardless of RFA outcome)	X	

Provider Name	2023 Budget Amount	2024 Budget Amount	Supplement	One-time	Ongoing	Explanation	Executive	
							Funded	Not Funded
Sustainability Initiatives	\$ 125,000	\$ 125,000		X		Designated funds to assist with sustainability implementation: programs, policy, monitoring, design costs for facility improvements, reporting, and expertise. ERR includes funds to pay for greening of fleet vehicles. Funds also provided in utilities.	X	
Lobbyist	\$ 30,000	\$ 30,000			X	Support the City's Legislative Agenda and the regional Shared Legislative Agenda	X	
Account Total	\$ 280,000	\$ 285,000				001.03.519.900.41.08 - Professional Services		
Local Human Services Grants	\$ 15,000	\$ 15,000			X	Local Human Services Funding	X	
Account Total	\$ 15,000	\$ 15,000				001.03.519.900.46.04		
Regional Housing Council	\$ 42,000	\$ 42,000			X	Regional Human Services	X	
Account Total	\$ 42,000	\$ 42,000				001.03.519.900.46.40		
School District	\$ 1,200	\$ 1,500		X		Community Summit	X	
Account Total	\$ 1,200	\$ 1,500				001.03.518.900.41.18		
Housing Agencies	\$ 200,000	\$ 200,000			X	Regional homeless solutions - \$250,000/year is one-time money	X	
Account Total	\$ 200,000	\$ 200,000				001.03.552.900.41.01 Homeless Prevention Program		
Habitat Conservation Plan, Phase 2	\$ 180,000	\$0		X		Consultant costs 87% offset with revenue from Port and USFWS Grant	X	
Urban Forestry Implementation	\$ 25,000	\$ 25,000	X	X		Tree planting initiative. Funded with the Tree Fund. Additional \$10,000/year in Storm Utility.	X	
HCP Implementation	\$ 35,000	\$ 35,000		X		Costs associated with appraisals, consultants, title reports, etc. associated with land purchases for HCP	X	
Habitat Conservation Plan, Phase 3	\$ 120,000	\$ 160,000		X		Consultant costs 87% offset with revenue from Port and USFWS Grant	X	
Account Total	\$ 360,000	\$ 220,000				001.03.544.900.41.01 Conservation/Development Natural Resources		
Local Access Television	\$ 80,000	\$ 80,000			X	Support to PEG broadcast	X	
Account Total	\$ 80,000	\$ 80,000				001.03.519.900.41.02 - Local Access Television		
Local Access TC Media PEG Distribution	\$ 11,000	\$ 11,000			X	Local improvements for PEG equipment	X	
Account Total	\$ 11,000	\$ 11,000				001.03.519.900.41.03 - Local Access TC Media PEG Distribution		
Hearings Examiner	\$ 15,000	\$ 12,000			X	Hearings for land us, zoning, and nuisance issues	X	
Account Total	\$ 15,000	\$ 12,000				001.03.519.900.41.06 - Hearings Examiner		

Provider Name	2023 Budget Amount	2024 Budget Amount	Supplement	One-time	Ongoing	Explanation	Executive	
							Funded	Not Funded
Insurance	\$ 480,000	\$ 575,000			X	Liability, vehicle, boiler, theft insurance/will see decrease with RFA implementation	X	
Account Total	\$ 480,000	\$ 575,000				001.03.519.900.46.00 - Insurance		
Air Pollution Control	\$ 22,500	\$ 25,000			X	Dues to Olympic Region Clean Air Agency (ORCAA) - Pollution Control Agency	X	
Account Total	\$ 22,500	\$ 25,000				001.03.519.900.46.31 - Air Pollution Control		
AMTRAK O&M	\$ 4,100	\$ 4,100			X	Shared maintenance of Amtrak station	X	
Account Total	\$ 4,100	\$ 4,100				001.03.519.900.46.32 - Amtrak O&M		
Animal Control	\$ 132,000	\$ 136,000			X	Joint Animal Services	X	
Account Total	\$ 132,000	\$ 136,000				001.03.519.900.46.33 - Animal Control		
State Auditor	\$ 98,000	\$ 79,000			X	Costs for City Audit performed by State Auditor's Office	X	
Account Total	\$ 98,000	\$ 79,000				001.03.519.900.46.42 - State Auditor		
Thurston County Economic Development Council	\$ 25,000	\$ 25,000			X	Support for economic development services	X	
Account Total	\$ 25,000	\$ 25,000				001.03.519.900.46.45 - Thurston Co. Econ. Development		
Thurston Regional Contract	\$ 56,000	\$ 56,000			X	TRPC	X	
Account Total	\$ 56,000	\$ 56,000				001.03.519.900.46.45 - Thurston Regional Contract		
Thurston County Alcohol Rehab	\$ 6,500	\$ 6,500			X		X	
Account Total	\$ 6,500	\$ 6,500				001.03.519.900.46.54 - Thurston County Alcohol Rehab		
Printing and Binding	\$ 41,000	\$ 43,000			X	Printing for citywide documents, newsletters, budget	X	
Account Total	\$ 41,000	\$ 43,000				001.03.519.900.49.02 - Printing & Binding		
Dues & Subscriptions	\$ 58,400	\$ 58,400			X	Citywide emergency notification, AWC, South Sound Military and Community Partnership, Tumwater Chamber, survey software, social media archiving and scheduling software, and website software, Docusign, etc. (includes upgraded social medial archiving to address Council social media)	X	
Account Total	\$ 58,400	\$ 58,400				001.03.519.900.49.03 - Dues & Subscriptions		
Recording Fees	\$ 2,500	\$ 2,500			X	Costs to record City documents	X	
Account Total	\$ 2,500	\$ 2,500				001.03.519.900.49.04 - Recording Fees		
AWC Claims Mgmt. Retro Pool	\$ 32,000	\$ 32,000			X	Program that assists with controlling L & I claims	X	
Account Total	\$ 32,000	\$ 32,000				001.03.519.900.49.05 - AWC Claims Mgmt. Retro Pool		
Sponsorships	\$ 3,000	\$ 3,000			X	Sponsorships	X	

Provider Name	2023 Budget Amount	2024 Budget Amount	Supplement	One-time	Ongoing	Explanation	Executive	
							Funded	Not Funded
Account Total	\$ 3,000	\$ 3,000				001.03.519.900.49.07 - Sponsorships		
Contractors	\$ 25,000	\$ 25,000		X		Clean up of nuisance private properties with pending reimbursement of costs	X	
Account Total	\$ 25,000	\$ 25,000				001.03.519.900.41.98 - Property Abatement		
Boys & Girls Club/FRESH Farm	\$ 26,000	\$ 26,000		X		Youth employment program	X	
Account Total	\$ 26,000	\$ 26,000				001.03.518.900.41.15 - Youth Program		

Professional Services Total \$ 2,333,200 \$ 2,132,000
 Percentage Addition (Reduction) 0.0% 0.0%
 Dollar Amount Addition (Reduction) - -
 Adjusted Approved Total \$ 2,333,200 \$ 2,132,000

City Administrator Use Only

City Administrator Use Only

Approved in Total Date 8/12/2022

Approved modified amount Date

Executive Comments & Adjustments: Includes instructions to Budget Officer for data input. Expand as needed.

Fund: 001 – General Fund

Dept.: 04 – Executive

Schedule A: SHORT-TERM GOALS AND OBJECTIVES – 2023-2024

Function/Program Description:

The Executive Department includes the Mayor, City Administrator, Executive Assistant/Deputy City Clerk, City Clerk, and Communications Manager, and two Community Engagement Specialists. The Department works with the City Council on goal-setting, meeting support, public policy, scheduling, communications, and supports other departments in policy development and public involvement, produces public information such as the website, various newsletters, social media, and mailings, manages the City's Lodging Tax Advisory Committee (LTAC), manages the City's public records, and works closely with other jurisdictions and outside agencies. The department leads and manages major initiatives around economic development, efficiency, and public policy. The City Clerk manages the repository for City records, public disclosure requests, Claims for Damages, and meeting records for the City Council and committees. Although the Clerk is managed by Administrative Services, the costs for the employee and the operation are in the Executive Department.

Major Accomplishments in Prior Biennium:

1. Managed response to the COVID-19 Pandemic, including distribution of CARES and ARP funds.
2. Converted public meetings to remote format for Council, Subcommittees and Advisory Boards in compliance with Governor Inslee's Emergency Proclamation 20-28 to ensure public access to public meetings during the COVID-19 pandemic.
3. Restored Citywide communications capacity.
4. Launched Regional Fire Authority Planning with City of Olympia.
5. Transitioned to an online agenda management system, increasing efficiencies and transparency.

Previous On-Going Short-Term Goals and Objectives:

1. Develop Legislative agenda.
2. Worked with developer to advance Tumwater Craft District.
3. Promote the mission, vision, and beliefs and manage implementation Citywide. Monitor and support implementation of the Strategic Priorities.
4. Develop biennial City budget and oversee implementation.
5. Manage community outreach, engagement, and communications programs, including support for capital projects.
6. Facilitate economic development activities.
7. Manage public records requests and records management, including training for all employees.

8. Prepare, publish, and manage Council and committee agendas, minutes, ordinances, resolutions, contracts and other official documents.
9. Assist Administrative Services Department for risk management in database management of claims and incident database tracking and insurance matters related to the Equipment Rental and Reserve (ER&R) Fund.
10. Provide executive sponsorship for the City's Enterprise Resource Project (ERP) implementation.

New Short-Term Goals and Objectives:

1. Foster and maintain a mission-driven and beliefs-based organization in the pursuit of excellence.
 - a. Assist departments in the on-going review of business planning and consideration of alternative delivery models.
 - b. Continue to refine the "Tumwater Way" supervision and leadership program, including the on-going customer service component.
2. Improve communication and engagement with the community, partners, and employees.
 - a. Continue to explore and refine new technology to expand reach and grow audiences.
 - b. Enhance the accessibility of City Council meeting broadcasts and expand access to other public meetings utilizing technology implemented in the pandemic.
 - c. Building organization-wide and department capacity for strategic communications, media relations, and community engagement.
 - d. Preserve and showcase Tumwater's cultural heritage.
 - e. Facilitate good relations with local tribes.
3. Pursue financial stability and responsibility.
 - a. Monitor the City's biennial budget and quarterly financial reporting.
 - b. Study, monitor, and execute measures in and across departments for efficiency, expand the tax base, review and improve service delivery options, and consider innovative revenue sources.
 - c. Expand organizational administrative capacity in order to bring efficiency and expanded skill sets.
4. Advance safety for employees and the community.
 - a. Work on effective implementation of the Regional Fire Authority (RFA) with Olympia, if approved by voters, and alternative regionalization strategies if not approved.
 - b. In partnership with other organizations, develop and implement training and programs to address bias, racism, equity and inclusion.
 - c. Support the work of departments to implement the Climate Action Plan.
 - d. Monitor COVID-19 and support programs and actions to protect employees, volunteers, and customers.

5. Lead the development of and execution of organizational capacity for economic development activities which build on the Economic Development Plan, advance the City's strategic goals, and seize opportunities.
 - a. Provide organizational sponsorship and leadership to support the work of the Economic Development Manager.
 - b. Cultivate relationships and actions to implement the Economic Development Plan.
 - c. Expand relationships with the Port of Olympia to bring investments to our community.
 - c. Facilitate programs to fund preservation of the Historic Brewhouse, acquire and manage grants, and lead construction.
 - d. Coordinate the City's involvement in the Brewery redevelopment and related partnerships.
 - e. Work with the private and public community partners to promote Tumwater business opportunities and the "Tumwater Craft" brand to build identity around the craft beverage industry.
 - f. Advocate for special events, promotions, community activities, and other opportunities to enhance the appearance and visibility of Tumwater.
 - h. Partner with WSDOT on the redevelopment of the Olympic Region site on Capitol Boulevard.
 - i. Work with Farmers Market sponsors to find the Market a permanent home.
6. Provide leadership, expertise, and resources in support of affordable housing of the houseless.
 - a. Implement and update the Affordable Housing and Homeless Action Strategies.
 - b. Expand partnerships with the Tumwater School District in support of the School Gardens, FRESH Farm, Community Summit, TUFF, houselessness, and family and student success.
 - c. Seek an opportunity for a significant housing partnership, such as purchasing land to be used by a partner agency for affordable housing or contribution to a tiny house village or permanent supportive housing.
7. Public records management and Public Records Act compliance.
 - a. Advise and assist all departments with proper retention and records management and coordinate records management training for City staff.
 - b. Manage agenda management software to improve efficiency, access to records, and transparency while transitioning recording secretary services from consultant to employees, using agenda management software, minutes preparation, and document imaging to improve accessibility and transparency.
 - c. Develop and implement electronic document routing and signatures.
 - d. Implement a new system for Council, committee, and advisory board minutes.
8. Support major department initiatives.
 - a. New Public Works Operations and Maintenance Facility.
 - b. Implementation of the Metropolitan Park District/Community Center Implementation.
 - c. Enterprise technology (ERP) software transition.
 - d. Capitol/Trosper Road Improvement Project.
 - e. Climate Action Plan.

- f. Cultural Arts Plan.
 - g. Review of Minimum Wage.
 - h. Habitat Conservation Plan Implementation.
 - i. Water supply development.
- 9. Emergency Management
 - a. Develop partnership with the City of Olympia to expand Emergency Management staffing and resources.

Fund: 001 – General Fund

Dept.: 04 – Executive

Schedule B: LONG-RANGE GOALS AND OBJECTIVES – 2025-2027

Long-Range Goals and Objectives:

1. Foster and maintain a mission-driven and beliefs-based organization in the pursuit of excellence.
 - a. Manage the mission, vision, and beliefs.
 - b. Implement and monitor the Strategic Priorities and goals.
 - c. Regularly review with the City Council the City's goals and direction as set in various planning decisions and Strategic Priorities.
 - d. Work with departments to achieve goals of a diverse, equitable, and inclusive organization.
2. Improve communication and engagement with the community, partners, and employees.
 - a. Implement Citywide communications and engagement plan.
 - b. Support departments with public engagement and communications efforts.
 - c. Manage the City's brand and use it to leverage success in other Citywide goals.
 - d. Develop and enhance partnerships with the three local native tribes.
 - e. Evaluate the need and viability of stipends for board and commission members.
 - f. Review the City's Youth Council (in Recreation) to determine viability of expanded role in public policy.
 - g. Implement improved meeting minutes utilizing digital technology for improved access and efficiency.
3. Pursue opportunities that advance other goals within the organization.
 - a. Support employee development in order to maximize the potential of City employees.
 - b. Support City economic development programs.
 - c. Support innovation, efficiency, and enhanced service through teleworking, online services, electronic data and communications, and technology.
 - d. Support transition of WSDOT property to implement Capitol Corridor Vision and Plan.
4. Pursue financial stability and responsibility.
 - a. Monitor the City's biennial budget.
 - b. With the Finance Department, maintain a 5-year financial plan.
 - c. Pursue long-term financial opportunities.
 - d. Study, monitor, and execute measures in and across departments for efficiency, expand the tax base, review service delivery options, and consider innovative revenue sources.

- e. Work with departments to develop funding strategies for stable long-term facility and equipment acquisition and maintenance.
- 5. Advance safety for employees and the community.
 - a. Ensure the implementation of City safety programs.
 - b. Support City emergency management preparedness and planning.
 - c. Work with public safety departments to pursue funding for capital improvements and quality needed services.
 - d. Continue coordinating with Thurston County to provide Municipal Court services.
- 6. Public records management and public records compliance.
 - a. Identify and prioritize, retrieve, track, secure and archive, and, when appropriate, destroy records of the City.
 - b. Manage electronic document archiving within the guidelines of the Washington Secretary of State's office.
 - c. Create and ensure policies and best practices for records maintenance, including their organization and disposal.
 - d. Continue building trust with people by promoting transparency in government and making as many public records as possible available on the City's website utilizing the City's records archive system (Laserfiche).

Fund: 001 – General Fund
Dept.: 04 – Executive Department
Schedule C: STAFFING ADJUSTMENTS

TYPE OF ADJUSTMENT:

Addition:	Elimination:	Change in Hours:	Change in Title/Description:	Change in Salary:
<input checked="" type="checkbox"/>	<input type="checkbox"/>		Deputy City Clerk – 1 FTE *	Grade 50*

DESCRIPTION OF ADJUSTMENT:

Addition of a full-time equivalent (FTE) Deputy City Clerk to support the City Clerk. The position would be an experienced Public Records Officer, provide OPMA training and manage the public disclosure process for Staff ensuring compliance with frequently changing laws. Administer the City-wide Records Management Program ensuring collection, storage and destruction of public records and provide training to City staff and work with Washington State Archives. Attend Council Worksessions and provide backup support for Council meeting packet creation and review. Process all public notices, including potential quorum notices, publishing, website and maintaining notices and meetings on website calendar. To assist in the minutes transition from a Recording Secretary to City staff, the Deputy City Clerk will assist with drafting and finalizing Council and Worksession minutes, and finalize Council Subcommittee minutes. The Deputy City Clerk would monitor department submittal of other board and commission minutes, be available to answer questions, and maintain compliance with state law.

ALTERNATIVES:

Fund the position as a half time (.5 FTE position). Or continue as currently staffed with no additional support.

ADVANTAGES OF APPROVAL:

The Executive Department currently has one full time City Clerk, Executive Assistant/Deputy City Clerk and a contract Minutes Secretary. The demands on the Clerk's position have increased and the Executive Assistant position has no additional capacity to meet these needs. A full-time Deputy City Clerk would have the time to be proficient on the technical and legislative changes to the PRA and OPMA as well as manage the increased demands with hybrid meetings, minutes, video posting, etc. It would be their primary job function and would allow for greater assistance to the City Clerk while giving capacity back to the Executive Assistant for Council and Executive needs and increased contracts management.

The City has employed a Minutes Secretary since the mid-90's to attend meetings and provide detailed minutes for the City. Since COVID, staff have been hosting the Zoom meetings, but the Minutes Secretary is still producing detailed minutes for Council, Council Subcommittees and Advisory Boards/Commissions. In the next year, the plan is to transition away from the Minutes Secretary to Action minutes with access to the digital recordings. Staff across the organization are already at capacity and this position would help assist with the drafting/finalization of all Council and Council subcommittee minutes and would serve as a staff resource to other board/commission staff to make sure their minutes remain compliant with State law.

Work demands on the Executive Assistant position have increased due to the City doubling in size; more resident requests, questions and complaints received in more formats (primarily received by email, including email campaigns, and by phone). Job demand increases when it takes more time to build trust with residents. The City has added additional departments and additional staff (significant turnover in the last two years creates more demand on this position. New staff require extra time and assistance to learn City processes such as adding items to Council agendas, using existing software, finding records, etc.). This position is responsible for annual reporting to Joint Legislative Audit and Review Committee (JLARC) for LTAC, manages LTAC and CHSP contracts and has taken on additional contracts to include economic development, housing, and monitoring interlocal agreements for Capitol Lake and Amtrak Centennial Station. Additional software has been added to increase services for our residents and better tracking and efficiencies for staff but using that software and training staff on that software takes time (i.e. Docusign). Additional regional committees require interjurisdictional meeting scheduling which can be time consuming and challenging. All of these items limit time to help the City Clerk. Processes continue to be decentralized from departments as staff changes. Additional work will be required by individual departments to maximize the use of the Munis software and this position does not have any more capacity. The current employee is very supportive of this new position, has a Master Municipal Clerk certification and will be a resource for the Deputy City Clerk when the City Clerk is on leave. The Executive Assistant also provides coverage for the Legal Assistant when on leave, so throughout a given year, ends up providing cross coverage for multiple positions for two to three months total. Adding a Deputy City Clerk provides more depth and capacity for both the Executive Assistant and City Clerk.

IMPLICATIONS OF DENIAL:

Mistakes may be made because current staffing level doesn't meet current work demand. The position has several legally required time sensitive duties and it is important to have enough staff to meet the requirements of the OPMA, PRA, etc. Without the Minutes Secretary contract, additional staff will be required regardless. Currently, neither positions are able to take leave without responding to some type of situation that needs a response while away. Staff are dealing with burnout while trying to adapt to more demands.

Administrative Services Comments (Submittal must be reviewed by Administrative Services Department):

Best grade is 50. Executive Assistant is grade 52.

Reviewed Date: 5/20/2022

Executive Comments:

*Approved at Grade 41, save as DAII. Title would be changed from Deputy City Clerk to Assistant City Clerk. Position effective 7/1/2023. Funded in part with change to minutes recording contract.

Approved Date: 8/5/2022 Disapproved Date: _____

DISTRIBUTION LIST: ☐ Payroll / 2023 Salary Schedule ☐ Finance ☐ Administrative Services Dept.

Fund: 001 – General Fund
Dept.: 04 – Executive Department
Schedule C: STAFFING ADJUSTMENTS

TYPE OF ADJUSTMENT:

Addition:	Elimination:	Change in Hours:	Change in Title/Description:	Change in Salary:
<input checked="" type="checkbox"/>	<input type="checkbox"/>	New Position	Grant Manager/Contract Coordinator	Grade 46-48

DESCRIPTION OF ADJUSTMENT:

This change would add a position to support department and City goals and project objectives by coordinating grant and contract monitoring, reporting, and compliance to City, State, and federal standards. The bulk of the work would be for Transportation and Engineering Services, Water Resources and Sustainability, Executive, and Parks and Recreation, although work across all departments would occur. It is needed as much in departments that have a low grant volume. With the inclusion of a risk management element relative to contracting, the position would create capacity in Administrative Services by reducing some of their risk management work. Management of risk has become increasingly more important as insurance costs have skyrocketed in the past couple years. Depending on the structure, the position could be located in Finance, City Attorney, Admin Services, or Executive. Grade 46: \$4,592-\$5,592/Grade 48: \$4,822-\$5,880.

ALTERNATIVES:

Aside from options of where to locate in the City, the position could also start as part-time and/or be combined with some other function. External contract options may be available.

ADVANTAGES OF APPROVAL:

The advantages of a more efficient grant and contract process are numerous beyond just efficiency. It would increase the quality and timeliness of reviews, ability to process payments to and from the City faster, and create greater reliability in contractor performance and risk reduction. In addition, capacity would be created for others in the applicable departments where workloads have increased without additional resources.

IMPLICATIONS OF DENIAL:

Denial results in the status quo continuing. As the volume of contracts and grants increases, there is increased demand on staff, slower processing times, slower to make payments or accept grant payments, and higher potential for mistakes and noncompliance. The City has a good track record and would like to continue that positive record.

Administrative Services Comments (Submittal must be reviewed by Administrative Services Department):

This position would need further review for placement in a range. The position would likely land closer to a grade 48, step 1 and would cost \$84,778 per year including medical, retirement and other fringe benefits.

Reviewed Date: 6/15/2022

Executive Comments:

Addition of Clerk capacity and risk management will create some grant management efficiency. Monitor demand and study position in coming biennium.

Approved Date: _____ Disapproved Date: 8/5/2022

DISTRIBUTION LIST: ☐ Payroll / 2023 Salary Schedule ☐ Finance ☐ Administrative Services Dept.

Fund:	001 General Fund	
Department:	04 Executive	
Division (e.g. Ops / Admin)		(if applicable, denote "Operations", "Administration", or other division name)
Facility (if applicable)		(if applicable, denote facility name)
Schedule D: PROFESSIONAL SERVICES		

NOTES: For each Professional Services line item included in the department's budget, please provide the requested budget-related data, the provider name and amount of each professional services contract, and an explanation as to the need, any project the request is connected to, etc. Multiple subsections have been provided in order to address departments with multiple professional services lines in the same department. Please include those sub-fund identification numbers.

Provider Name	2023 Budget Amount	2024 Budget Amount	Supplement	One-time	Ongoing	Explanation	Executive	
							Funded	Not Funded
Code Publishing	\$ 10,000	\$ 12,000			X	Publication of the City's municipal code.	X	
LeMay Enterprises	\$ 1,000	\$ 1,000			X	On-site document shredding for verification.	X	
Municode	\$ 6,000	\$ 6,000			X	Agenda management software.	X	
City of Olympia	\$ 38,000	\$ 42,000			X	Emergency Management Partnership with Olympia. (Potentially paid from adjusted L3.)	X	
Unknown	\$ 45,000	\$ 45,000			X	Video streaming software.	X	
Account Total	\$ 100,000	\$ 106,000				001.04.513.100.41.08 - Professional Services		
Verizon	\$ 5,650	\$ 5,650			X	Cell and mobile data services for five staff, including Mayor.	X	
GovQA	\$ 2,800	\$ 3,000			X	Ongoing subscription for online records management software. Exec. pays 13% and Police pays remainder.	X	
Account Total	\$ 8,450	\$ 8,650				001.04.513.100.42.00 - Communications		
The Olympian	\$ 25,000	\$ 28,000			X	Publication of legal notices for City Council, Planning Commission, SEPA, etc. Project publication costs are paid by projects.	X	
Account Total	\$ 25,000	\$ 28,000				001.04.513.100.44.00 - Advertising (City Clerk)		
Design and Communications services	\$ 20,000	\$ 20,000			X	Design services for General Fund materials including social media, special projects, newsletters, print materials that result from additional Communications staff hired in 2022.	X	
Printing and Mailing	\$ 20,000	\$ 20,000			X	Newsletters, mailings, and business cards.	X	
Account Total	\$ 40,000	\$ 40,000				001.04.513.100.49.02 - Printing/Binding		

Provider Name	2023 Budget Amount	2024 Budget Amount	Supplement	One-time	Ongoing	Explanation	Executive	
							Funded	Not Funded
Various	\$ 6,600	\$ 6,600			X	Industry and professional association memberships: ICMA, WCMA, WAPRO, IIMC, WMCA, 3CMA	X	
Various	\$ 600	\$ 600			X	Economic development publications: Business Journal and industry journals.	X	
Various	\$ 8,000	\$ 8,000			X	Design and communication software.	X	
Account Total	\$ 15,200	\$ 15,200				001.04.513.100.49.03 - Dues/Subscriptions		

Professional Services Total	\$ 188,650	\$ 197,850
Percentage Addition (Reduction)	0.0%	0.0%
Dollar Amount Addition (Reduction)	-	-
Adjusted Approved Total	\$ 188,650	\$ 197,850

Approved in Total Date 8/5/2022

City Administrator Use Only

City Administrator Use Only

Approved modified amount Date _____

Executive Comments & Adjustments: Includes instructions to Budget Officer for data input. Expand as needed.

*1 Although the Kiosk is not funded, the software funding is there in case a kiosk can be developed from existing hardware.

Fund:	001 General Fund
Department:	04 Executive
Division (e.g. Ops / Admin)	(if applicable, denote "Operations", "Administration", or other division name)
Facility (if applicable)	(if applicable, denote facility name)
Schedule E: TRAINING & TRAVEL	

Employee(s) (list by position)	Course/Event Title	Location if out of town or out of state	2023		2024		Executive	
			Travel Costs (lodging, per diem, airfare, car) .43.00	Course/Event Cost (Conference/School/ Training)	Travel Costs (lodging, per diem, airfare, car) .43.00	Course/Event Cost (Conference/School/ Training)	Funded	Not Funded
Mayor	Various AWC Events - Annual Conference, Action Days, Mayor Exchange		\$ 450	\$ 500	\$ 450	\$ 500	X*	
	Misc. Training			\$ 250		\$ 250	X*	
City Administrator	ICMA	Austin, TX/Pittsburgh, PA	\$ 2,500	\$ 800	\$ 2,500	\$ 900	X*	
	AWC Conference	Spokane/Vanc ouver, WA	\$ 450	\$ 400	\$ 450	\$ 400	X*	
	WCMA		\$ 600	\$ 350	\$ 600	\$ 350	X*	
	Misc. Training/Webinars			\$ 250		\$ 250	X*	
City Clerk	WMCA Conference		\$ 700	\$ 550	\$ 700	\$ 550	X*	
	WMCA Fall Academy and Athenian Dialogue		\$ 550	\$ 300	\$ 550	\$ 300	X*	
	Laserfiche Conference	Long Beach, CA	\$ 1,800	\$ 695	\$ 1,800	\$ 695	X*	
	Wash. Assoc. of Public Records Officers		\$ 400	\$ 300	\$ 400	\$ 300	X*	
	Clerks Institute		\$ 700	\$ 625	\$ 700	\$ 625	X*	
Deputy Clerk/Exec. Assist.	WMCA Conference		\$ 700	\$ 550	\$ 700	\$ 550	X*	
	WMCA Fall Academy and Athenian Dialogue		\$ 550	\$ 300	\$ 550	\$ 300	X*	
	Misc. Training			\$ 400		\$ 400	X*	
	Wash. Assoc. of Public Records Officers		\$ 400	\$ 300	\$ 400	\$ 300	X*	
	Clerks Institute		\$ 700	\$ 625	\$ 700	\$ 625	X*	

Training & Travel Total	\$ 17,500	\$ 12,570	\$ 16,350	\$ 12,570	Approved total date:
Percentage Addition (Reduction) City Administrator Use Only	-15.0%	-15.0%	-15.0%	-15.0%	
Dollar Amount Addition (Reduction) City Administrator Use Only	-	-	-	-	
Adjusted Approved Total	\$ 14,875	\$ 10,685	\$ 13,898	\$ 10,685	8/5/2022
					Approved modified amount date:

<p><u>Executive Comments & Adjustments:</u> Includes instructions to Budget Officer for data input. Expand as needed.</p>	
<p>Funded at 85%. Director's discretion to allocate.</p>	

Fund:	001 General Fund
Department:	04 Executive
Division (e.g. Ops / Admin)	(if applicable, denote "Operations", "Administration", or other division name)
Facility (if applicable)	(if applicable, denote facility name)
Schedule H: MINOR EQUIPMENT	

NOTES: This form is to itemize minor (between \$250 and \$4,999) equipment purchases included in BARS Sub-object number 35. Please make sure that the total matches the preliminary budget line item. For those departments with multiple line items, please sub-total by applicable BARS No. REMINDER: 35.XX is only for individual items greater than \$500 and less than \$5,000. Items costing less should be included in the Other Operating Expenses line item in base budget. Items costing \$5,000 or greater are to be included in Schedule G.

Account Number	Item Description	2023 Budget	2024 Budget	Justification	Executive	
					Funded	Not Funded
001.04.513.100.35.00	Laptop Computer w/Docking Station, Monitor, Accessories and Desk Phone For Deputy City Clerk*1	\$ 4,250		Laptop/Docking Station for Deputy City Clerk	X	
001.04.513.100.35.00	Laptop Computer w/Docking Station, Monitor, Accessories and Desk phone For Grant Manager*2	\$ 4,250		Laptop/Docking Station for Grant Manager		X
001.04.513.100.35.00	Cell phone for Deputy City Clerk (doesn't include monthly service)	\$ 200		Cell phone for Deputy City clerk	X	
001.04.513.100.35.00	Replacement camera	\$ 1,300		Camera for Communications	X	
Account Total		\$ 5,750	-			

Professional Services Total	\$ 5,750	-	Approved in Total Date	
Percentage Addition (Reduction) City Administrator Use Only	0.0%	0.0%		
Dollar Amount Addition (Reduction) City Administrator Use Only	-	-		
Adjusted Approved Total	\$ 5,750	-	Approved modified amount Date	8/5/2022

Affiliate Department Comments: Submittals must include review and comments from either IT or Fleet, if applicable

Dept. Approval

☐ Approved

☐ Not Approved

Executive Comments & Adjustments: Includes instructions to Budget Officer for data input. Expand as needed.

*1 Equipment for the Deputy Clerk would be a CARES funded purchase

Fund: 001 – General Fund

Dept.: 05 – Finance

Schedule A: SHORT-TERM GOALS AND OBJECTIVES – 2023-2024

Function/Program Description:

The Finance Department's core function is to provide support services to the other departments within the City. The department provides financial data and analysis to assist in the decision-making process, maintains the financial accounting system that houses that data, and records all of the City's financial transactions. Federal, state and municipal laws govern many procedures and how the department operates.

Major deliverables include the annual financial report and audit, the biennial budget document, and internal interim and biennial financial presentations and reports. Additionally, the Finance Department conducts utility billing of water, sewer, and storm water; business licensing and business and occupation (B&O) tax collection; all other revenue collection management and accounting for all cash activity of the City, including Golf, Parks and the Violations Bureau; project financing; debt management; and the preparation of various documents for both internal and external users.

It also provides assistance to the Administrative Services Department and the Equipment Rental and Replacement Fund related to the tracking of assets and establishment of rental rates.

Major Accomplishments in Prior Biennium:

1. Started implementation of the new ERP.
2. Filled several key staff positions.
3. Continued to move utility customers to online payment methods.

Previous On-Going Short-Term Goals and Objectives:

1. Continue implementation of the ERP system.
2. Continue to adjust and modernize work flows and technology options to be able to successfully provide appropriate support to customers, other departments, and to fulfill all reporting and filing requirements.

New Short-Term Goals and Objectives:

1. Successfully navigate the "new normal" post-pandemic, modern work environment with a mix of in-person and remote work.

2. Reduce turnover by investing in employee engagement, training, growth and development.
3. Develop bond financing for City M&O Facility, Water Tank, Water Rights Acquisition, and other initiatives that may occur.
4. Continue to encourage online payment methods.
5. Encourage and assist the Tumwater Valley Golf Club to implement an updated POS system and chip-enabled credit card terminals that would allow online and phone payments.

Fund: 001 – General Fund

Dept.: 05 – Finance

Schedule B: LONG-RANGE GOALS AND OBJECTIVES – 2025-2027

Long-Range Goals and Objectives:

1. Complete the ERP conversion.
2. Pursue departmental succession planning.
3. Continue to make improvements to operations and systems for efficiencies and improved customer service. Continue to utilize technology to make operations more efficient and accessible.

Fund: 001 – General fund
Dept.: 05 – Finance Department
Schedule C: STAFFING ADJUSTMENTS

TYPE OF ADJUSTMENT:

Addition:	Elimination:	Change in Hours:	Change in Title/Description:	Change in Salary:
<input type="checkbox"/>	<input type="checkbox"/>	n/a	Split Accounting Assistant (AA) series into AAI and AAI	AAI, no change (44); AAI +1 range (45)

DESCRIPTION OF ADJUSTMENT:

This adjustment does not increase the number of FTE's. The Accounting Assistant (AA) series would now have a level I and level II, similar to many other job classifications within the City.

ALTERNATIVES:

Do not approve the change.

ADVANTAGES OF APPROVAL:

This change is intended to recognize staff for their professional growth, development, longevity and expertise in their position. It would help with retention and morale. This change will also have a positive effect on newer staff, as it provides additional pathways and opportunities for growth and career advancement.

IMPLICATIONS OF DENIAL:

Our two most experienced Accounting Assistants have applied, or intend to apply, for other positions. One less experienced staff member already left for another job. We are likely to continue to see increased staff turnover without this change.

Administrative Services Comments (Submittal must be reviewed by Administrative Services Department):

In collaboration with Finance, ASD has reviewed and made preliminary updates to existing classification specifications and benchmarked against internal positions (e.g. UB Lead position) to create the AAI position at grade 45. Incumbents meet minimum qualifications for the new position. New positions are priced at \$80,000 with medical, retirement and other fringe benefits. Increases are estimated to cost \$6,024 more per year for salary alone. COLA and medical benefit increases are not included in this estimate.

Reviewed Date: 7/5/22

Executive Comments:

Should include a provision for AA III as a promotional step. Not funded in this biennium.

Approved Date: 7/8/22 effective 3/1/23 Disapproved Date: _____

DISTRIBUTION LIST: ☐ Payroll / 2023 Salary Schedule ☐ Finance ☐ Administrative Services Dept.

Fund: 001 – General Fund
Dept.: 05 – Finance Department
Schedule C: STAFFING ADJUSTMENTS

TYPE OF ADJUSTMENT:

Addition:	Elimination:	Change in Hours:	Change in Title/Description:	Change in Salary:
<input checked="" type="checkbox"/>	<input type="checkbox"/>	n/a	Add a Department Assistant II (DAII)	\$74,116

DESCRIPTION OF ADJUSTMENT:

The Finance Department had a full-time Department Assistant prior to the pandemic. The position was eliminated when the City reduced its budget in 2020. This adjustment would add back a half-time Department Assistant.

ALTERNATIVES:

Do not approve the position.

ADVANTAGES OF APPROVAL:

The former Department Assistant provided support to several departments within the City. When the position was eliminated, some support duties were pushed back to departments, but many others were picked up by the Accounting Assistants and Accounting Supervisor. This position would primarily provide backup, support, and customer service for the utility billing group (Accounting Assistants and Accounting Supervisor) and would also be available to provide some administrative support to the Finance Director and Assistant Finance Director. There is always more work to do than we have time. The Department Assistant II could free up some time for the Accounting Assistants and Accounting Supervisor, allowing them to perform other tasks that could increase revenue collections for the City. For example, Gwen may be able to spend additional time correcting charges for impervious surface area. Cory could spend more time following up on delinquent B&O accounts, or identify businesses that are not filing B&O but should be.

IMPLICATIONS OF DENIAL:

We keep doing the best we can with the staff we have.

Administrative Services Comments (Submittal must be reviewed by Administrative Services Department):

This DAII position is priced at a grade 41, step 1. The full cost listed of \$74,116 includes medical, retirement and other fringe benefits. The estimate does not include estimated 2023 COLA increases or medical benefit increases.

Reviewed Date: 6/14/2022

Executive Comments:

Approve half-time DAI starting 6/1/23

Approved Date: 7/8/22

Disapproved Date: _____

DISTRIBUTION LIST: ☐ Payroll / 2023 Salary Schedule ☐ Finance ☐ Administrative Services Dept.

Fund:	001 General Fund	
Department:	05 Finance	
Division (e.g. Ops / Admin)		(if applicable, denote "Operations", "Administration", or other division name)
Facility (if applicable)		(if applicable, denote facility name)
Schedule D: PROFESSIONAL SERVICES		

NOTES: For each Professional Services line item included in the department's budget, please provide the requested budget-related data, the provider name and amount of each professional services contract, and an explanation as to the need, any project the request is connected to, etc. Multiple subsections have been provided in order to address departments with multiple professional services lines in the same department. Please include those sub-fund identification numbers.

Provider Name	2023 Budget Amount	2024 Budget Amount	Supplement	One-time	Ongoing	Explanation	Executive	
							Funded	Not Funded
Temporary Staffing	\$ 30,000	\$ 30,000			X	Historically, Finance has spent between \$3,500 to \$55,000 in this line item; but less than \$20,000 per year since 2015. Bill retires in January 2023, but has stated that he would be willing to work part-time/as needed to continue to help with the ERP, if he did it like Ong did, through a temp agency. This is an estimate of what that might cost.	X	
Diane Marcotte	\$ 20,000	_____		X		I plan on having Diane spend a lot of time helping to validate our data to make sure everything transferred over accurately and completely. To date, Tyler has been slow at uploading our chart of accounts, and they have yet to migrate our data. I am growing concerned that this may not leave enough time in 2022 to complete everything. This line item would allow us to extend Diane's contract for time. I am estimating that half of the contract will remain at the end of 2022.		X#
Account Total	\$ 30,000	\$ 30,000				001.05.514.230.41.08		

Professional Services Total	\$ 30,000	\$ 30,000				<i>Approved in Total Date</i> _____
Percentage Addition (Reduction)	0.0%	0.0%			City Administrator Use Only	
Dollar Amount Addition (Reduction)	-	-			City Administrator Use Only	
Adjusted Approved Total	\$ 30,000	\$ 30,000				<i>Approved modified amount Date</i> 7/8/2022

Executive Comments & Adjustments: Includes instructions to Budget Officer for data input. Expand as needed.

X# Move to ERP budget.

Fund:	001 General Fund
Department:	05 Finance
Division (e.g. Ops / Admin)	(if applicable, denote "Operations", "Administration", or other division name)
Facility (if applicable)	(if applicable, denote facility name)
Schedule E: TRAINING & TRAVEL	

Employee(s) (list by position)	Course/Event Title	Location if out of town or out of state	2023		2024		Executive	
			Travel Costs (lodging, per diem, airfare, car) .43.00	Course/Event Cost (Conference/School/ Training)	Travel Costs (lodging, per diem, airfare, car) .43.00	Course/Event Cost (Conference/School/ Training)	Funded	Not Funded
Finance Director	GFOA Annual Conference	Portland 2023 Orlando 2024	\$1,620.00	\$600.00	\$2,400.00	\$600.00	X*	
Assistant Finance Director, Sr. Accountant	GFOA Annual Conference	Portland 2023	\$3,240.00	\$1,200.00			X*	
Assistant Finance Director & Accounting Technician	Tyler Connect	Out of state 2024			\$5,000.00	\$900.00	X*	
Accountant & Sr. Accountant	Tyler Connect	San Antonio 2023	\$5,000.00	\$900.00			X*	
Accounting Supervisor, Assistant Finance Director, Accounting Tech, Sr. Accountant	WFOA	2023 (out of town but in- state	\$3,200.00	\$1,700.00			X*	
Payroll Officer, Asst. Fin Director, Sr. Accountant, Accountant	WFOA	2024 (out of town but in- state			\$3,200.00	\$1,700.00	X*	
Accountants (x2)	GFOA Intermediate Accounting	Chicago	\$5,000.00	\$900.00			X*	
Total			\$ 18,060	\$ 5,300	\$ 10,600	\$ 3,200		

Training & Travel Total **\$ 18,060** **\$ 5,300** **\$ 10,600** **\$ 3,200**

Approved total date:

Percentage Addition (Reduction) *City Administrator Use Only* **-10.0%** **-10.0%** **-10.0%** **-10.0%**

Dollar Amount Addition (Reduction) *City Administrator Use Only* **-** **-** **-** **-**

Adjusted Approved Total **\$ 16,254** **\$ 4,770** **\$ 9,540** **\$ 2,880** 7/8/2022

Approved modified amount date:

Executive Comments & Adjustments: Includes instructions to Budget Officer for data input. Expand as needed.

X* Reduced Travel/Training by 10%

Fund: Department: Division (e.g. Ops / Admin) Facility (if applicable)	009 Facilities Reserve Fund 13 Facilities Reserve (if applicable, denote "Operations", "Administration", or other division name) (if applicable, denote facility name)
Schedule F: CAPITAL FACILITY IMPROVEMENTS	

NOTES: This form is to request budgetary consideration for improvements to existing City facilities or to build/acquire new facilities with estimated costs of \$5,000 or more.

Improvement Description and Justification	Expenditure Acct. (entered by Budget Officer)	2023 Budget Amount	2024 Budget Amount	Funding Source(s)	Executive	
					Funded	Not Funded
Front Counter Remodel - Provides enhanced workspace, ADA access for customers, updated security, and flexible workspace for at least 4 additional employees.	001.09.594.180.64.98	\$ 120,000		Facilities Reserve	X\$	
Account Total		\$ 120,000	-			

Capital Facility Improvements Total	\$ 120,000	-	
Percentage Addition (Reduction) City Administrator Use Only	0.0%	0.0%	
Dollar Amount Addition (Reduction) City Administrator Use Only	-	-	
Adjusted Approved Total	\$ 120,000	-	

Approved in Total Date

7/8/2022

Approved modified amount Date

Affiliate Department Comments: Department submittals must include review and comments from Facilities.

X\$ Moved to 2023 from dept. proposal for 2024. Reduced to \$120,000 from dept. proposal of \$150,000.

Facilities Review

☐ Reviewed

MM/DD/YYYY

Date

Executive Comments & Adjustments: Includes instructions to Budget Officer for data input. Expand as needed.

Funded from Facilities Reserve Fund - work will be out of the General Fund though.

009.13.597.001.00.01 – TRANSFER OUT TO GENERAL FUND

001.397.009.01 – TRANSFER IN FROM FACILITIES RSV

001.09.594.180.64.98 – MISC CAPITAL OUTLAY-FAC MAINT

Fund:	001 General Fund
Department:	05 Finance
Division (e.g. Ops / Admin)	(if applicable, denote "Operations", "Administration", or other division name)
Facility (if applicable)	(if applicable, denote facility name)
Schedule H: MINOR EQUIPMENT	

NOTES: This form is to itemize minor (between \$250 and \$4,999) equipment purchases included in BARS Sub-object number 35. Please make sure that the total matches the preliminary budget line item. For those departments with multiple line items, please sub-total by applicable BARS No. REMINDER: 35.XX is only for individual items greater than \$500 and less than \$5,000. Items costing less should be included in the Other Operating Expenses line item in base budget. Items costing \$5,000 or greater are to be included in Schedule G.

Account Number	Item Description	2023 Budget	2024 Budget	Justification	Executive	
					Funded	Not Funded
001.05.514.230.35.00	Misc. small equipment	\$ 1,000	\$ 1,000		X	
Account Total		\$ 1,000	\$ 1,000			

Professional Services Total	\$ 1,000	\$ 1,000	Approved in Total Date <u>8/5/2022</u>
Percentage Addition (Reduction) City Administrator Use Only	0.0%	0.0%	
Dollar Amount Addition (Reduction) City Administrator Use Only	-	-	
Adjusted Approved Total	\$ 1,000	\$ 1,000	Approved modified amount Date _____

Affiliate Department Comments: Submittals must include review and comments from either IT or Fleet, if applicable

Dept. Approval

☐ Approved

☐ Not Approved

Executive Comments & Adjustments: Includes instructions to Budget Officer for data input. Expand as needed.

Fund: 001 – General Fund

Dept.: 06 – Administrative Services Department

Schedule A: SHORT-TERM GOALS AND OBJECTIVES – 2023-2024

Function/Program Description:

The Administrative Services Department (ASD) manages Human Resources, Information Technology, ERP Project Management, Risk Management and Records. The ASD budget spans HR, IT and Risk. Within these broad categories, the department conducts activities such as recruitment and selection of employees, safety program administration, employee benefits and wellness programs, labor relations, civil service administration, liability insurance review, commute trip reduction, and providing employee support and counseling. In addition, the department facilitates some activities funded through Equipment Rental & Replacement Fund (ER&R), including use of the right-of-way by telecommunication and cable companies, coordination of fleet management, computer network administration, computer work station replacement and repair, central telephone services, and software support and development.

Major Accomplishments in Prior Biennium:

1. Contract and initiation of the Tyler-Munis ERP project.
2. COVID-19 pandemic response management.
3. Development and implementation of the new maintenance technician development pathways.
4. Development and implementation of enhanced safety programming and activities.
5. Launch of Learning Management System (LMS).

Previous On-Going Short-Term Goals and Objectives:

1. Evaluate overall compensation system to identify equity concerns within the organization and recommendations for future changes.
2. Develop succession plan for human resources and information technology.
3. Continue to meet the adaptive needs of a digital and mobile workforce.
4. Enhance safety training and culture across organization.
5. Replace Eden Enterprise Resource Planning (ERP) tool with a modern and supported system.

New Short-Term Goals and Objectives:

1. Reintroduce budget to evaluate overall compensation philosophy and total rewards packages. Recommend changes for the future.

2. Develop and deliver a comprehensive diversity, equity, and inclusion training initiative and equity tool kits for hiring and other HR activities.
3. Enhance the City's overall learning and development systems, training and programming to include leadership development and the inculcation of the City's beliefs through training.
4. Introduce a new comprehensive and centrally managed performance management system leveraging existing technologies to clarify both work production expectations but also behavioral competencies.
5. Continue implementation of the ERP system to completion in 2024.
6. Continue enhancement of the safety and wellness programs.
7. Support the green team with recycling, composting and CTR programs and policies.
8. Monitor the work of LOTT, Olympia and the Port regarding vocational education and determine if there are opportunities for partnership for City vocational education and development.

Fund: 001 – General Fund

Dept.: 06 – Administrative Services Department

Schedule B: LONG-RANGE GOALS AND OBJECTIVES – 2025-2027

Long-Range Goals and Objectives:

1. Implement a market competitive total rewards program for City employees.
2. Continue to improve diversity, equity and inclusion through strategic initiatives that impact recruitment, hiring, employee development, and succession.
3. Continue pursuit of cyber security measures, improve technology efficiency, streamline processes, and improve service.
4. Continue to pursue business and technology systems that dynamically connect and reduce human errors while streamlining processes.

Fund: 001 – General Fund

Dept.: 06 – Administrative Services Department

Schedule C: STAFFING ADJUSTMENTS

TYPE OF ADJUSTMENT:

Addition:	Elimination:	Change in Hours:	Change in Title/Description:	Change in Salary:
<input type="checkbox"/>	<input type="checkbox"/>		Promote City Clerk to City Clerk Risk Manager	\$122,494 (total new comp)

DESCRIPTION OF ADJUSTMENT:

The City has consolidated several significant duties into the role of the Administrative Services Director. These include management of HR, including the staff work of labor relations and compensation; management of the IT function; management of the records function and staff level work of the Risk Management function. As the City continues to grow, so does the volume, complexity, and demands of work in all of these areas. This adjustment is an alternative to hiring new staff members and expands the duties of the City Clerk to include Risk Management for all contracts and for the City Clerk to assume the duties of Risk Manager on behalf of the City. This is a typical model that is found in many cities and it builds on Tumwater's existing staffing and skill sets. The current City Clerk is already managing claims, parts of contracts, is the designated Origami system user for WCIA and is familiar with Risk principles. Further, the incumbent employee has the detail orientation and skill set that is required for this role. WCIA offers substantial and regular training in Risk management and a significant level of support to those working in Risk Management. This change would blend the City Clerk position (grade 57) with the Risk Management position (grade 63) and is recommended at a blended grade of 62 to adjust for internal equity. The incumbent would move from Step 9 to a step 5 grade 62 following promotional rules. Total salary plus benefits now equals \$119,950 and new cost would be \$122,494. This change assumes approval of the Deputy City Clerk position which would alleviate some of the standard administrative tasks for the role.

ALTERNATIVES:

Hire a contract risk manager in the City Attorney's Office.

Keep the status quo of all functions with the Administrative Services Director position.

ADVANTAGES OF APPROVAL:

This provides a more effective and efficient use of resources without adding additional FTE. It also provides opportunities for growth and development while creating more focused roles across ASD.

IMPLICATIONS OF DENIAL:

Loss of development opportunity and increased workload unevenly distributed across ASD.

Administrative Services Comments (Submittal must be reviewed by Administrative Services Department):

This concept is an alternative to FTE growth and has been reviewed and discussed with appropriate parties. ASD has reviewed the compensation structure against market comparable cities and internal equity. The pay represented here is the total cost of pay including benefits.

Reviewed Date: 6-10-22

Executive Comments:

See other schedules for risk manager and assistant clerk.

Approved Date: _____ Disapproved Date: 8/5/2022

DISTRIBUTION LIST: ☐ Payroll / 2023 Salary Schedule ☐ Finance ☐ Administrative Services Dept.

Fund: 001 – General Fund**Dept.: 06 – Administrative Services Department****Schedule C: STAFFING ADJUSTMENTS****TYPE OF ADJUSTMENT:**

Addition:	Elimination:	Change in Hours:	Change in Title/Description:	Change in Salary:
<input type="checkbox"/>	<input type="checkbox"/>	20 to 40 hrs. per week	Take HR Analyst back to FT status	\$54,008

DESCRIPTION OF ADJUSTMENT:

The City organization has grown substantially over the past few years and human resources (HR) functions have increased with this growth: recruitment, hiring, onboarding, benefits, civil service, safety program administration. The City has been managing 15-20 recruitments at all times for the past year. This additional workload does not appear to be subsiding and with the ongoing public health management issues, HR has been unable to pursue several critical activities including new training and development options. The HR analyst position was approved as a full-time position and only reduced temporarily to retain key staff members.

ALTERNATIVES:

Keep HR Analyst at a part time level or delay increase until 2024.

ADVANTAGES OF APPROVAL:

The additional FTE will give HR the capacity to manage the full suite of HR program needs primarily in training and safety. This position is also part of the HR succession plan as we prepare for future retirements.

IMPLICATIONS OF DENIAL:

The HR team has been working to support all areas of HR. However, without this position at a full time level several key areas will not be supported including training, DEI, and vital supports for safety and wellness. HR customer service will also be reduced without sufficient staffing to support the City.

Administrative Services Comments (Submittal must be reviewed by Administrative Services Department):

ASD has reviewed the compensation structure against market comparable cities and internal equity. The pay represented here is the total cost of pay including benefits.

Reviewed Date: 6-10-2022

Executive Comments:

Not approved pending RFA election. Including \$60,000 for project/temp. position during biennium.

Approved Date: _____ Disapproved Date: 8/5/22

DISTRIBUTION LIST: ☐ Payroll / 2023 Salary Schedule ☐ Finance ☐ Administrative Services Dept.

Fund: 001 – General Fund

Dept.: 06 – Administrative Services Department

Schedule C: STAFFING ADJUSTMENTS

TYPE OF ADJUSTMENT:

Addition:	Elimination:	Change in Hours:	Change in Title/Description:	Change in Salary:
<input checked="" type="checkbox"/>	<input type="checkbox"/>		Add Department Assistant II (DAII)	\$74,116

DESCRIPTION OF ADJUSTMENT:

The City organization has grown substantially over the past few years and human resources (HR) functions have increased with this growth: recruitment, hiring, onboarding, benefits, civil service, safety program administration. The City has been managing 15-20 recruitments at all times for the past year. This additional workload does not appear to be subsiding and with the ongoing public health management issues, HR has been unable to pursue several critical activities including new training and development options. An additional DAII to support training initiatives, administer and coordinate the Learning Management System and provide departmental support to Human Resources, Labor Management and Administrative Services. The position administers and coordinates temporary/seasonal hires and provides general administrative support and customer service to City employees.

ALTERNATIVES:

Split the DAII between HR and IT to support both department's administrative needs. This would result in only a .5 FTE increase over current levels.

ADVANTAGES OF APPROVAL:

The additional FTE will give HR the capacity to manage the full suite of HR program needs including training, DEI, safety, wellness and other important programs.

IMPLICATIONS OF DENIAL:

The HR team has been working to support all areas of HR. However, without this position several key areas will not be supported including training, DEI and vital supports for safety and wellness. HR customer service will also be reduced without sufficient staffing to support the City.

Administrative Services Comments (Submittal must be reviewed by Administrative Services Department):

ASD has reviewed the compensation structure against market comparable cities and internal equity. The pay represented here is the total cost of pay including benefits.

Reviewed Date: 6-10-2022

Executive Comments:

Not approved but additional funding for project position staffing in 2023 provided in the amount of \$60,000.

Approved Date: _____ Disapproved Date: 8/5/2022

DISTRIBUTION LIST: ☐ Payroll / 2023 Salary Schedule ☐ Finance ☐ Administrative Services Dept.

Fund: 001 – General Fund**Dept.: 06 – Administrative Services Department****Schedule C: STAFFING ADJUSTMENTS****TYPE OF ADJUSTMENT:**

Addition:	Elimination:	Change in Hours:	Change in Title/Description:	Change in Salary:
<input checked="" type="checkbox"/>	<input type="checkbox"/>	New Position	Risk/Safety Coordinator/Manager	Grade 62

DESCRIPTION OF ADJUSTMENT:

This position would combine the City's priority on safety with needed risk management (see other Schedule C forms). The Risk Management element would bring trained and dedicated staff to the review of contracts and other City actions. Dramatic increases in insurance coverage costs have demonstrated the importance of this position. Dedicating a staff person to risk management would create capacity in HR and Legal and make contract development more efficient. The safety element specifically addresses a Council priority and is related to risk. While the past year has seen increased emphasis and training on safety, more is needed. A dedicated staff resource would create capacity in HR for other employee work. This could be a single FTE or could be divided and matched with other positions. Could be filled at a Coordinator level at a lower grade.

ALTERNATIVES:

Other Schedule C proposals were made and are available.

ADVANTAGES OF APPROVAL:

See above.

IMPLICATIONS OF DENIAL:

Risk and safety are critical to reducing employee injury costs, maintaining continuity of services, and controlling costs.

Administrative Services Comments (Submittal must be reviewed by Administrative Services Department):

This concept is an alternative to FTE growth and has been reviewed and discussed with appropriate parties. ASD has reviewed the compensation structure against market comparable cities and internal equity. The pay represented here is the total cost of pay including benefits.

Reviewed Date: 6-10-22

Executive Comments:

See other schedules for risk manager and assistant clerk.

Approved Date: 8/5/2022 Disapproved Date: _____

DISTRIBUTION LIST: ☐ Payroll / 2023 Salary Schedule ☐ Finance ☐ Administrative Services Dept.

Fund:	001	General Fund
Department:	06	Administrative Services
Division (e.g. Ops / Admin)		Human Resources (if applicable, denote "Operations", "Administration", or other division name)
Facility (if applicable)		(if applicable, denote facility name)
Schedule D: PROFESSIONAL SERVICES		

NOTES: For each Professional Services line item included in the department's budget, please provide the requested budget-related data, the provider name and amount of each professional services contract, and an explanation as to the need, any project the request is connected to, etc. Multiple subsections have been provided in order to address departments with multiple professional services lines in the same department. Please include those sub-fund identification numbers.

Provider Name	2023 Budget Amount	2024 Budget Amount	Supplement	One-time	Ongoing	Explanation	Executive	
							Funded	Not Funded
Wellness	\$ 2,500	\$ 2,500			X	Wellness programming	X	
Summit Law	\$ 5,000	\$ 5,000			X	Legal services - labor relations consultation	X	
Hearing Conservation Testing	\$ 3,000	\$ 3,000			x	Mandatory hearing testing	X	
DEI Training	\$ 10,000	\$ 10,000		x		Design, develop and deliver DEI training to all staff		X1
Total Rewards and Compensation Consulting	\$ 5,000	\$ 5,000		x		Analyze total compensation for non-represented staff, make recommendations for changes; review, audit and update City Classification Specifications	X	
Navia Benefits	\$ 1,000	\$ 1,000			x	Flexible spending account administration	X	
Account Total	\$ 16,500	\$ 16,500				516.200.41.03		
Tests/Materials	\$ 5,000	\$ 5,000			x	Civil Service and other testing and materials	X	
NCSI	\$ 3,000	\$ 3,000			X	Comprehensive pre-employment background investigations and criminal history checks for seasonal and regular employees	X	
Account Total	\$ 8,000	\$ 8,000				516.200.49.07		
Dues and Subscriptions	\$ 2,000	\$ 2,000			X	SHRM, IPCMA-HR and other subscriptions	X	
NEOGOV	\$ 10,000	\$ 10,000			X	Recruitment SAS solution for talent acquisition	X	
NEOGOV	\$ 18,910	\$ 12,910	X	X	X	Performance Management SAS solution for staff; First year supplemental and implementation; second year ongoing	X	
Account Total	\$ 30,910	\$ 24,910				516.200.49.03		

Provider Name	2023 Budget Amount	2024 Budget Amount	Supplement	One-time	Ongoing	Explanation	Executive	
							Funded	Not Funded
Safety Equipment/Repair	\$ 2,500	\$ 2,500			X	Safety equipment/PPE, Safety Program	X	
Account Total	\$ 2,500	\$ 2,500				516.200.48.00		
Advertising	\$ 5,000	\$ 5,000			X	Recruitment advertising	X	
Account Total	\$ 5,000	\$ 5,000				516.200.44.00		
Employee Assistance - First Choice	\$ 6,000	\$ 6,000			X	Employee Assistance Program options for employees	X	
Account Total	\$ 6,000	\$ 6,000				516.200.41.01		

Professional Services Total	\$ 68,910	\$ 62,910					Approved in Total Date	
Percentage Addition (Reduction)	0.0%	0.0%	City Administrator Use Only					
Dollar Amount Addition (Reduction)	-	-	City Administrator Use Only					
Adjusted Approved Total	\$ 68,910	\$ 62,910					Approved modified amount Date	8/5/2022

Executive Comments & Adjustments: Includes instructions to Budget Officer for data input. Expand as needed.

X1 - \$50,000 has been budgeted in Non-Departmental for DEI training.

Fund:	001 General Fund		
Department:	06 Administrative Services		
Division (e.g. Ops / Admin)	Human Resources	(if applicable, denote "Operations", "Administration", or other division name)	
Facility (if applicable)		(if applicable, denote facility name)	
Schedule E: TRAINING & TRAVEL			

Employee(s) (list by position)	Course/Event Title	Location if out of town or out of state	2023		2024		Executive	
			Travel Costs (lodging, per diem, airfare, car) .43.00	Course/Event Cost (Conference/School/ Training)	Travel Costs (lodging, per diem, airfare, car) .43.00	Course/Event Cost (Conference/School/ Training)	Funded	Not Funded
Director	WCIA (most travel expenses covered by WCIA)	In State TBD	\$150.00	\$0.00	\$150.00	\$0.00	X*	
Director	AWC Labor Relations Institute	Yakima, WA	\$300.00	\$400.00	\$300.00	\$400.00	X*	
Director	SHRM Western Regional Conf.	Out of State TBD	\$1,500.00	\$600.00	\$1,500.00	\$600.00	X*	
Director	Civil Service Conference	In State TBD	\$300.00	\$400.00	\$300.00	\$400.00	X*	
Director	ACCIS and other local and online conferences	In State TBD	\$300.00	\$500.00	\$300.00	\$500.00	X*	
HR Program Manager	Tyler Conference	Out of State TBD	\$1,500.00	\$600.00	\$1,500.00	\$600.00	X*	
HR Program Manager	AWC Labor Relations Institute	Yakima, WA	\$300.00	\$400.00	\$300.00	\$400.00	X*	
HR Program Manager	Local and online Training	In State TBD	\$300.00	\$400.00	\$300.00	\$400.00	X*	
HR Analyst	AWC Labor Relations Institute	Yakima, WA	\$300.00	\$400.00	\$300.00	\$400.00	X*	
HR Analyst	IPMA-HR or SHRM Western Regional Conference	Out of State TBD	\$1,500.00	\$600.00	\$1,500.00	\$600.00	X*	
HR Analyst	Local and online Training	In State TBD	\$300.00	\$400.00	\$300.00	\$400.00	X*	
ASD Dept. Assistant	Civil Service Conference	In State TBD	\$300.00	\$400.00	\$300.00	\$400.00	X*	
ASD Dept. Assistant	ACCIS and other local and online conferences	In State TBD	\$300.00	\$400.00	\$300.00	\$400.00	X*	
Total			\$ 7,350	\$ 5,500	\$ 7,350	\$ 5,500		

Training & Travel Total	\$ 7,350	\$ 5,500	\$ 7,350	\$ 5,500	Approved total date:
Percentage Addition (Reduction) <i>City Administrator Use Only</i>	-20.0%	-20.0%	-20.0%	-20.0%	
Dollar Amount Addition (Reduction) <i>City Administrator Use Only</i>	-	-	-	-	
Adjusted Approved Total	\$ 5,880	\$ 4,400	\$ 5,880	\$ 4,400	8/5/2022
					Approved modified amount date:

Executive Comments & Adjustments: Includes instructions to Budget Officer for data input. Expand as needed.

X* - Funded at 80%. Director's discretion to allocate.

Fund:	001 General Fund	
Department:	06 Administrative Services	
Division (e.g. Ops / Admin)	Human Resources	(if applicable, denote "Operations", "Administration", or other division name)
Facility (if applicable)	City Hall	(if applicable, denote facility name)
Schedule F: CAPITAL FACILITY IMPROVEMENTS		

NOTES: This form is to request budgetary consideration for improvements to existing City facilities or to build/acquire new facilities with estimated costs of \$5,000 or more.

Improvement Description and Justification	Expenditure Acct. (entered by Budget Officer)	2023 Budget Amount	2024 Budget Amount	Funding Source(s)	Executive	
					Funded	Not Funded
Lactation Room -- to meet legal requirements as set forth by Washington State	001.06.516.200.48.00	\$ 7,500			X	
Account Total		\$ 7,500	-			

Capital Facility Improvements Total	\$ 7,500	-
Percentage Addition (Reduction) City Administrator Use Only	0.0%	0.0%
Dollar Amount Addition (Reduction) City Administrator Use Only	-	-
Adjusted Approved Total	\$ 7,500	-

8/11/2022

Approved in Total Date

Approved modified amount Date

Affiliate Department Comments: Department submittals must include review and comments from Facilities.

Facilities Review

☐ Reviewed

MM/DD/YYYY

Date

Executive Comments & Adjustments: Includes instructions to Budget Officer for data input. Expand as needed.

Fund:	001 General Fund	
Department:	06 Administrative Services	
Division (e.g. Ops / Admin)	Human Resources	(if applicable, denote "Operations", "Administration", or other division name)
Facility (if applicable)		(if applicable, denote facility name)
Schedule G: EQUIPMENT / VEHICLE PURCHASE		

NOTES: This form is to request budgetary consideration for new (non-vehicle) equipment (Part I) or new vehicle purchases (Part II), with estimated costs of \$5,000 or more. (A new vehicle or "addition" is defined as expanding the fleet, not replacement. "Replacements" will be budgeted by Fleet Management in the Equipment Rental & Reserve Fund.) If an expansion of the fleet is approved, Finance will include the vehicle cost in the department's budget as a "Transfer Out to the Equipment Reserve Fund No. 501."

PART I - EQUIPMENT

Equipment Description	Justification	2023 Budget Amount	2024 Budget Amount	Addition	Replacement	Account No.	Affiliate Review	Executive	
								Funded	Not Funded
HR High-Speed Laserfiche Scanner	HR needs to convert all paper files to digital copies for the future of filing.	\$2,000		X		001.06.516.200.35.00		X&	
Equipment Total		2,000	-						

Equipment Total	\$ 2,000	-	Approved in Total Date 8/5/2022
Percentage Addition (Reduction) City Administrator Use Only	0.0%	0.0%	
Dollar Amount Addition (Reduction) City Administrator Use Only	-	-	
Adjusted Approved Total	\$ 2,000	-	Approved modified amount Date

Affiliate Department Comments: Department submittals must include review and comments from IT, if applicable.

IT Review

☐ Reviewed

Date: MM/DD/YYYY

Affiliate Department Comments: Department submittals must include review and comments from either Fleet, if applicable.

Fleet Review

☐ Reviewed

Date: MM/DD/YYYY

Executive Comments & Adjustments: Includes instructions to Budget Officer for data input. Expand as needed.

X& - subject to verification by IT that no other resource is available at the time. Should be open to shared use by others in the building.

Fund: 001 – General Fund

Dept.: 07 – City Attorney

Schedule A: SHORT-TERM GOALS AND OBJECTIVES – 2023-2024

Function/Program Description:

The City Attorney provides advice to the Mayor, Council, boards and commissions, and staff on all legal matters pertaining to the business of the City. In addition, the City Attorney represents the City in all actions brought by or against the City or its officials in their official capacity. The appointment of special attorneys is also authorized. Staffing in the City Attorney's Office consists of the City Attorney and the Legal Assistant, who provides administrative support to the City Attorney. All prosecution services are provided by contract with the Thurston County Prosecuting Attorney's Office. The work program for the City Attorney's Office is driven by the needs of the City. The City Attorney provides preparation assistance and legal review of agreements, ordinances, resolutions and various other documents for legal sufficiency.

Major Accomplishments in Prior Biennium:

1. Adapted quickly to new COVID-19 work conditions; effectively and efficiently advised staff regarding rapidly changing COVID-19 related laws and regulations; and provided extensive COVID support for all departments, including preparation and review of policies, resolutions, and ordinances.
2. Assisted in numerous code enforcement cases and continued to make progress on code enforcement policies and procedures to help streamline the process, make it more efficient, and facilitate more communication between departments.
3. Provided support and legal services for many extensive projects, including annexations, housing and houseless response, the Trosper Road/Capitol Boulevard Improvement Project, Hopkins Ditch, Habitat Conservation Plan, and others.

Previous On-Going Short-Term Goals and Objectives:

1. Monitor case law and legislative changes in state law affecting City ordinances and/or procedures through a variety of sources including networking with other city attorneys through membership in Washington and national municipal attorney organizations, listserves, conferences and webinars.
2. Keep the Mayor, Council and/or staff advised on changes in the law and assist with preparing code amendments as necessary.
3. Keep the Mayor, Council and Administrator advised of litigation filed against the City or of City interest.

New Short-Term Goals and Objectives:

1. Work with outside counsel on the creation of a Code Enforcement Training Curriculum/Academy.

2. Streamline the routing process to make it more efficient and less stressful for all departments.
3. Monitor and assist with immediate homelessness and housing issues.

Fund: 001 – General Fund

Dept.: 07 – City Attorney

Schedule B: LONG-RANGE GOALS AND OBJECTIVES – 2025-2027

Long-Range Goals and Objectives:

1. Continue to monitor state law changes and case law interpretations affecting City ordinances and assist with preparation of code amendments as necessary.
2. Continue membership and participation in state and national municipal attorney organizations.
3. Assist with the development of procedures to support technologies for a paperless office and a remote/hybrid workforce.
4. Monitor and assist with long-term housing issues.
5. Continue to monitor and participate in gopher and habitat conservation plan discussions.
6. Continue to assist with land use planning including comprehensive plan and development regulations, habitat conservation planning, climate action plan, development agreements, and brewery and craft brewing center related issues.
7. Continue to support code enforcement, ensuring team members have the legal support needed to be successful.
8. Support and demonstrate positive leadership toward Tumwater Way (customer service), diversity/equity/inclusion, leadership development and cross-departmental effectiveness training with the leadership team.
9. Assist Mayor, Council, and staff with issues related to Council Rules and relationships.

Fund: 001- General Fund
Dept.: 07 – City Attorney
Schedule C: STAFFING ADJUSTMENTS

TYPE OF ADJUSTMENT:

Addition:	Elimination:	Change in Hours:	Change in Title/Description:	Change in Salary:
<input checked="" type="checkbox"/>	<input type="checkbox"/>		Assistant City Attorney	Est. Annual Salary: \$99,648 Est. Annual Benefits: \$33,787 Est. Equipment: \$4,250 Total Est. Cost: \$137,685

DESCRIPTION OF ADJUSTMENT:

An Assistant City Attorney could take over risk management and contract drafting/negotiations and because they would be a licensed attorney, they would also be able to assist the City Attorney as needed or in her absence (vacations, conferences, training, extended illness, etc.). There would still be a need for outside counsel to assist with litigation and general consultation, but that need would be decreased with the addition of an Assistant City Attorney. The budget for outside counsel could be decreased to help offset the costs of this new position. The addition of an Assistant City Attorney will not require additional support staff for the foreseeable future.

ALTERNATIVES:

Hire a Risk & Contracts Manager (non-attorney position) at an estimated annual cost of \$119,212 (est. salary: \$83,784; est. benefits: \$31,178; est. equipment: \$4,250) to handle all risk management duties, drafting of contracts/initial review of outside contracts, track contract expiration dates, etc. However, because this person would not be an attorney, they would be unable to assist with legal advice, litigation, or other City Attorney functions as needed or in the City Attorney's absence (vacations, extended illness, etc.). While this position would cost approximately \$18,500 less than an Assistant City Attorney, they would be limited in their capacity, which is why the outside legal budget would need to remain at the current level or higher.

ADVANTAGES OF APPROVAL:

Streamline the contract drafting/routing process, removing that from individual departments, allowing them to focus on their other responsibilities and help relieve any backlog that may exist. Reduce the number of inquiries to the City Attorney's Office about contract drafting and routing, approval processes, requests for legal research, etc. Allow more of our legal work to remain in house during any absences by our City Attorney. Allow the legal department to more expeditiously serve all departments as the City continues to thrive and grow. Most departments have increased staffing, which has also increased the need on the City Attorney's Office for inquiries, research, contract review, etc.

IMPLICATIONS OF DENIAL:

Contract review and routing will begin to take longer as the demands increase with City growth. Our outside counsel budget will continue to increase each year to fill the gap created by increasing workloads on the current 2-person City Attorney's Office and increased litigation that is inherent with a growing City.

Administrative Services Comments (Submittal must be reviewed by Administrative Services Department):

This would be a new position priced at grade 70, step 1. Estimates include medical, retirement and other fringe benefits. All costs estimated at the 2022 salary and benefit cost levels and do not include 2023 COLA or benefit cost increases.

Reviewed Date: 6/13/2022

Executive Comments:

Approved Date: _____ Disapproved Date: 8/3/2022

DISTRIBUTION LIST: ☐ Payroll / 2023 Salary Schedule ☐ Finance ☐ Administrative Services Dept.

Fund:	001 General Fund	
Department:	07 City Attorney	
Division (e.g. Ops / Admin)		(if applicable, denote "Operations", "Administration", or other division name)
Facility (if applicable)		(if applicable, denote facility name)
Schedule D: PROFESSIONAL SERVICES		

NOTES: For each Professional Services line item included in the department's budget, please provide the requested budget-related data, the provider name and amount of each professional services contract, and an explanation as to the need, any project the request is connected to, etc. Multiple subsections have been provided in order to address departments with multiple professional services lines in the same department. Please include those sub-fund identification numbers.

Provider Name	2023 Budget Amount	2024 Budget Amount	Supplement	One-time	Ongoing	Explanation	Executive	
							Funded	Not Funded
Thurston County Prosecuting Attorney's Office	\$ 210,000	\$ 210,000			X	Misdemeanor prosecution services, including domestic violence prosecution; domestic violence advocacy; and administrative staff support at the actual cost to provide such service. The current contract expires at the end of 2022. A new contract is being negotiated. We are awaiting proposed figures from Thurston County. The amounts listed here are based on the current contract, but we anticipate that this amount will increase.	X	
Thurston County Prosecuting Attorney's Office	\$ 30,000	\$ 30,000			X	This is in addition to the contract for prosecution services. This covers civil litigation related to code enforcement on a billable hours basis.	X	
Account Total	\$ 240,000	\$ 240,000				001.08.512.500.41.01		
Law, Lyman, Daniel, Kamerrer & Bogdanovich	\$ 40,000	\$ 40,000			X	Contract with outside counsel for general legal assistance, litigation not covered by insurance or a specific project, and conflict counsel.	X	
Unknown/Additional Legal Services - Litigation	\$ 60,000	\$ 60,000			X	This is a contingency for legal services of specialty counsel for unique litigation.	X	
Account Total	\$ 100,000	\$ 100,000				001.07.515.450.41.02		

Provider Name	2023 Budget Amount	2024 Budget Amount	Supplement	One-time	Ongoing	Explanation	Executive	
							Funded	Not Funded
Susan Drummond	\$ 30,000				X	Providing legal services for creation of Tumwater's habitat conservation plan and its implementation.	X	
Kenyon Disend	\$ 10,000				X	Providing legal services for review of TED/WRS related forms and procedures.	X	
Unknown/Additional Legal Services - General Consult	\$ 20,000	\$ 20,000	X			Additional legal services specific to land use and permitting issues.	X&	
Unknown/Additional Legal Services - General Consult	\$ 60,000	\$ 60,000			X	This is a general fund for special projects, including but not limited to the review/revision of criminal code, creation of a code enforcement academy, review of code enforcement policies/procedures/forms/etc.	X	
Account Total	\$ 120,000	\$ 80,000				001.07.515.410.41.02		

Professional Services Total **\$ 460,000 \$ 420,000**

Percentage Addition (Reduction) 0.0% 0.0% *City Administrator Use Only*

Dollar Amount Addition (Reduction) - - *City Administrator Use Only*

Adjusted Approved Total **\$ 460,000 \$ 420,000**

Approved in Total Date _____

Approved modified amount Date 8/3/2022

Executive Comments & Adjustments: Includes instructions to Budget Officer for data input. Expand as needed.

X& - Added by City Administrator

Fund:	001 General Fund
Department:	07 City Attorney
Division (e.g. Ops / Admin)	(if applicable, denote "Operations", "Administration", or other division name)
Facility (if applicable)	(if applicable, denote facility name)
Schedule E: TRAINING & TRAVEL	

Employee(s) (list by position)	Course/Event Title	Location if out of town or out of state	2023		2024		Executive	
			Travel Costs (lodging, per diem, airfare, car) .43.00	Course/Event Cost (Conference/School/ Training)	Travel Costs (lodging, per diem, airfare, car) .43.00	Course/Event Cost (Conference/School/ Training)	Funded	Not Funded
City Attorney	Washington State Association of Municipal Attorneys (WSAMA) Spring Conference	Lake Chelan (2023) - Unknown (24)	\$500.00	\$250.00	\$500.00	\$250.00	X	
City Attorney	Washington State Association of Municipal Attorneys (WSAMA) Fall Conference	Blaine (2023) - Unknown (24)	\$500.00	\$250.00	\$500.00	\$250.00	X	
City Attorney	International Municipal Lawyers Association (IMLA) - Annual Conference	Austin, TX (23); Pittsburgh, PA (2024)	\$2,800.00	\$800.00	\$2,800.00	\$800.00	X	
City Attorney	Annual Pass for Federal Bar Association			\$600.00		\$600.00	X	
City Attorney	Various local trainings of interest as it becomes available			\$1,100.00		\$1,100.00	X	
Legal Assistant	Various local trainings of interest as it becomes available			\$1,000.00		\$1,000.00	X	
Total			\$ 3,800	\$ 4,000	\$ 3,800	\$ 4,000		

Training & Travel Total	\$ 3,800	\$ 4,000	\$ 3,800	\$ 4,000	<u>7/1/2022</u>
					Approved total date:
Percentage Addition (Reduction) City Administrator Use Only	0.0%	0.0%	0.0%	0.0%	
Dollar Amount Addition (Reduction) City Administrator Use Only	-	-	-	-	
Adjusted Approved Total	\$ 3,800	\$ 4,000	\$ 3,800	\$ 4,000	<u> </u>
					Approved modified amount date:

Executive Comments & Adjustments: Includes instructions to Budget Officer for data input. Expand as needed.

Fund: 001 – General Fund

Dept.: 08 – Violations Division

Schedule A: SHORT-TERM GOALS AND OBJECTIVES – 2023-2024

Function/Program Description:

Since 2013, the City of Tumwater has outsourced its Court proceedings to Thurston County District Court. The Violations Division works closely with the Tumwater Finance Department, and has limited responsibilities such as processing infractions (mostly traffic tickets), collecting fines and collecting payments on behalf of the State of Washington and Thurston County. A three-quarter time City position is assigned to this work. All misdemeanors and gross misdemeanor proceedings are held directly in Thurston County District Court, and felony proceedings are held in Thurston County Superior Court. The costs for all aspects of Court are included in this department.

Major Accomplishments in Prior Biennium:

1. Cross-trained within the Finance Department to ensure accurate procedures are followed in the absence of the Violations Coordinator.
2. Worked with District Court to be consistent in addressing COVID-19 response for violators.
3. Renewed contracts for public defense and prosecution.

Previous On-Going Short-Term Goals and Objectives:

1. Continue to provide training for Violations Division to assure appropriate research and implementation of new or revised rules and laws, and develop and implement more efficiency through software, time management, and other training.
2. Continue to cross-train staff in Violations Division duties to provide timelier customer service assistance for this ¾ time position.
3. Continue to review Resolution No. R2016-002 Alternatives to Payment to ensure adherence of State and Federal laws and be apprised of any changes, and review alternative options to help people with an inability to pay.

New Short-Term Goals and Objectives:

1. Keep procedures updated for consistency with District Court, including those for monetary value of one hour of community service.

Fund: 001 – General Fund

Dept.: 08 – Violations Division

Schedule B: LONG-RANGE GOALS AND OBJECTIVES – 2025-2027

Long-Range Goals and Objectives:

1. Process eligible violations in a legal, efficient, and effective manner.
2. Provision of justice through contracted municipal court services (Thurston County District Court), and contracts for Assigned Counsel (Thurston County Office of Public Defense) and Prosecution (Thurston County Prosecuting Attorney).

Fund: Department: Division (e.g. Ops / Admin) Facility (if applicable)	001 General Fund 08 Municipal Court (if applicable, denote "Operations", "Administration", or other division name) (if applicable, denote facility name)
Schedule H: MINOR EQUIPMENT	

NOTES: This form is to itemize minor (between \$250 and \$4,999) equipment purchases included in BARS Sub-object number 35. Please make sure that the total matches the preliminary budget line item. For those departments with multiple line items, please sub-total by applicable BARS No. REMINDER: 35.XX is only for individual items greater than \$500 and less than \$5,000. Items costing less should be included in the Other Operating Expenses line item in base budget. Items costing \$5,000 or greater are to be included in Schedule G.

Account Number	Item Description	2023 Budget	2024 Budget	Justification	Executive	
					Funded	Not Funded
001.08.512.500.35.00	Minor equipment	\$ 600	\$ 600		X	
Account Total		\$ 600	\$ 600			

Professional Services Total	\$ 600	\$ 600	Approved in Total Date <u>7/5/2022</u>
Percentage Addition (Reduction) City Administrator Use Only	0.0%	0.0%	
Dollar Amount Addition (Reduction) City Administrator Use Only	-	-	
Adjusted Approved Total	\$ 600	\$ 600	Approved modified amount Date _____

Affiliate Department Comments: Submittals must include review and comments from either IT or Fleet, if applicable

Dept. Approval

☐ Approved

☐ Not Approved

Executive Comments & Adjustments: Includes instructions to Budget Officer for data input. Expand as needed.

Fund: 001 – General Fund

Dept.: 09 – Parks & Recreation

Schedule A: SHORT-TERM GOALS AND OBJECTIVES – 2023-2024

Function/Program Description:

The mission of the Parks & Recreation Department is to provide services that are creative, beneficial and responsive to the needs of the community, thereby improving and enhancing the overall quality of life in Tumwater.

The Parks & Recreation Department has a variety of divisions and responsibilities that include park planning, park/trail/open space acquisition and development, park maintenance/scheduling/management, maintenance of all City facilities/buildings/grounds, management of the City's Historic District, historic houses, cemetery and historical programs, and management of the Municipal Golf Course. The Department also provides recreation services that include sports, arts & cultural, classes, camps, the Tumwater Youth Program (TYP), community wide special events and the operation and management of the City's Old Town Center (OTC), which provides senior and childcare services. The Department hosts and manages the citywide Volunteer Program. They also staff the Historic Preservation Commission, Board of Parks and Recreation Commissioners, and a future Arts Commission.

Major Accomplishments in Prior Biennium:

1. Adjustments to programs and events during COVID.
2. Increase in sponsorship level support for events and programs.
3. Improved efficiency, stability and quality of "Volunteer Tumwater".
4. Implemented new safety training for Volunteer Tumwater.
5. Addition of half-time FTE Arts Specialist and 1.0 FTE Recreation Coordinator positions funded by MPD.

Previous On-Going Short-Term Goals and Objectives:

1. Seek funding sources in addition to MPD for construction of the Deschutes Valley Trail.
2. Continue to improve sport fields, trails and parks.
3. Create a special event policy for City parks.
4. Review staff operations, procedures and training to maximize effectiveness and efficiencies in completing job duties.
5. Increase activities, classes and special events offered by the department to meet the needs of the Community.
6. Continue to complete quality volunteer projects and programs throughout the year.
7. Evaluate and adjust staff duties and responsibilities as needed for overall improvement of the Department.
8. Continue to explore with the Tumwater School District greater partnerships and collaborations to improve the community.

New Short-Term Goals and Objectives:

1. Provide high quality municipal facilities, staffing and parks through MPD supplemental funding.
2. Adjust programs and events to the guidelines and regulations surrounded by COVID.
3. Implement the Arts Strategy.
4. Create arts and cultural programs and events.
5. Complete Cemetery Improvement Plan.
6. Define Community Center Concept.
7. Resolve the future of OTC based on the Community Center Concept.
8. Develop a Parks and Recreation Organizational Plan to define staffing needs and structure into the future.

Fund: 001 – General Fund

Dept.: 09 – Parks & Recreation

Schedule B: LONG-RANGE GOALS AND OBJECTIVES – 2025-2027

Long-Range Goals and Objectives:

1. Implement MPD projects.
2. Continue to seek funding sources and staff for construction of the Deschutes Valley Trail.
3. Continue to focus on customer service, exceeding public expectations and improving daily operations.
4. Increase or change our use of technology to operate more efficiently.
5. Increase our social media presence in the community.
6. Continue to partner with other departments, local businesses, school district and non-profits to improve services, activities and special events.
7. Create maintenance standards and improve conditions of all our sports fields, trails and parks.
8. Increase participation and revenue with recreation classes, programs and adult/family trips and tours.
9. Continue to build and make the Sponsorship Program more effective.
10. Continue to build and make the Volunteer Program more efficient.
11. Research and determine optimal location for parks and facilities staffing, office, and equipment.
12. Community Center design and implementation.
13. Initiate programming and events to the areas identified in the Master Arts Plan.

Fund: 001 – General Fund
Dept.: 09 – Parks & Recreation
Schedule C: STAFFING ADJUSTMENTS

TYPE OF ADJUSTMENT:

Addition:	Elimination:	Change in Hours:	Change in Title/Description:	Change in Salary:
<input checked="" type="checkbox"/>	<input type="checkbox"/>	20 per week	Department Assistant II	Approx. \$37,000 increase

DESCRIPTION OF ADJUSTMENT:

Increase the .5 FTE Department Assistant to full-time status at a Department Assistant II grade 41. The Department has added 1.5 FTE positions (Recreation Coordinator and Arts Specialist) in 2022, as well as coordination of the Volunteer Program in 2020. With increase of programs and events, administrative support is vital to stay efficient and organized all year long. This position was full time pre-COVID. This adjustment would create stability and longevity for this crucial position in our Department.

ALTERNATIVES:**ADVANTAGES OF APPROVAL:**

Increase efficiency, stability and organization of our entire Department, as we have experienced substantial growth with staffing, programs and events.

IMPLICATIONS OF DENIAL:

Limited growth of new community, arts/cultural and other recreation programs/events. This should be our number one priority for staff adjustments in 2023/2024.

Administrative Services Comments (Submittal must be reviewed by Administrative Services Department):

Reviewed Date: _____

Executive Comments:

No ASD Review completed.

Approved Date: _____ Disapproved Date: 8/5/22

DISTRIBUTION LIST: ☐ Payroll / 2023 Salary Schedule ☐ Finance ☐ Administrative Services Dept.

Fund: 001 – General Fund**Dept.: 09 – Parks & Recreation****Schedule C: STAFFING ADJUSTMENTS – Temporary Staffing Budget Increase****TYPE OF ADJUSTMENT:**

Addition:	Elimination:	Change in Hours:	Change in Title/Description:	Change in Salary:
<input checked="" type="checkbox"/>	<input type="checkbox"/>			\$3,000 increase to Temporary Staffing Budget for 2023 & 2024

DESCRIPTION OF ADJUSTMENT:

The temporary staffing budget for 2023 and 2024 needs to be increased by \$3,000 for each year to maintain staffing for all programs and events. This would mean that our temporary staffing budget would be \$69,300 for 2023 and \$71,000 in 2024, if approved. Currently, our approved department request for this line is \$66,300 for 2023 and \$68,000 for 2024.

ALTERNATIVES:

Continue to operate programs and events within budget.

ADVANTAGES OF APPROVAL:

The increase will support additional recreation and arts programming.

IMPLICATIONS OF DENIAL:

Limited growth and efficiency with programs and events.

Administrative Services Comments (Submittal must be reviewed by Administrative Services Department):

Reviewed Date: _____

Executive Comments:

Limited to \$3,000.

Approved Date: 8/5/22 Disapproved Date: _____

DISTRIBUTION LIST: ☐ Payroll / 2023 Salary Schedule ☐ Finance ☐ Administrative Services Dept.

Fund: 001 – General Fund
Dept.: 09 – Parks & Recreation
Schedule C: STAFFING ADJUSTMENTS

TYPE OF ADJUSTMENT:

Addition:	Elimination:	Change in Hours:	Change in Title/Description:	Change in Salary:
<input checked="" type="checkbox"/>	<input type="checkbox"/>		No change - Recreation Manager	Classification 62 to Classification to 70 step 1

DESCRIPTION OF ADJUSTMENT:

Adjustment of Class Specification to be competitive with other local jurisdictions and equal within our own City salary structure for other manager positions. Base salary for this position is \$103,281 for the City of Lacey and \$127,761 for the City of Olympia. Currently, Tumwater's position base salary is \$81,744. This request is to increase the position to Grade 70 at step 1, which would put this position's base salary at \$99,648. This change is in similar range with other managers in the City of Tumwater.

ALTERNATIVES:

Grade 66 at step 5.

ADVANTAGES OF APPROVAL:

Acknowledgement of this position's importance to the overall City staff structure and keeping the base salary consistent with other managers in the City and other local jurisdictions.

IMPLICATIONS OF DENIAL:

Requesting review of this position's base salary as it relates to other managers in the City, as well as other local jurisdictions and to see if an adjustment is appropriate.

Administrative Services Comments (Submittal must be reviewed by Administrative Services Department):

Reviewed Date: _____

Executive Comments:

No ASD Review. Needs Department Organizational Plan.

Approved Date: _____ Disapproved Date: 8/5/2022

DISTRIBUTION LIST: ☐ Payroll / 2023 Salary Schedule ☐ Finance ☐ Administrative Services Dept.

Fund: 001 – General Fund
Dept.: 09 – Parks & Recreation
Schedule C: STAFFING ADJUSTMENTS

TYPE OF ADJUSTMENT:

Addition:	Elimination:	Change in Hours:	Change in Title/Description:	Change in Salary:
<input checked="" type="checkbox"/>	<input type="checkbox"/>	20 per week	Volunteer Coordinator	\$46,344 annual salary

DESCRIPTION OF ADJUSTMENT:

Addition of Volunteer Coordinator position that was terminated in 2020 due to COVID. This is a .5 FTE position with salary and benefits at \$50,678.

ALTERNATIVES:

Continue program using existing staff.

ADVANTAGES OF APPROVAL:

Increase efficiency, stability, and overall quality of Volunteer Tumwater.

IMPLICATIONS OF DENIAL:

Limited growth and efficiency with Volunteer Tumwater program.

Administrative Services Comments (Submittal must be reviewed by Administrative Services Department):

Reviewed Date: _____

Executive Comments:

Restoring prior position. Effective 4/1/23

Approved Date: 8/5/22 _____ Disapproved Date: _____

DISTRIBUTION LIST: ☐ Payroll / 2023 Salary Schedule ☐ Finance ☐ Administrative Services Dept.

Fund:	001 General Fund	
Department:	09 Parks & Recreation	
Division (e.g. Ops / Admin)		(if applicable, denote "Operations", "Administration", or other division name)
Facility (if applicable)		(if applicable, denote facility name)
Schedule D: PROFESSIONAL SERVICES		

NOTES: For each Professional Services line item included in the department's budget, please provide the requested budget-related data, the provider name and amount of each professional services contract, and an explanation as to the need, any project the request is connected to, etc. Multiple subsections have been provided in order to address departments with multiple professional services lines in the same department. Please include those sub-fund identification numbers.

Provider Name	2023 Budget Amount	2024 Budget Amount	Supplement	One-time	Ongoing	Explanation	Executive	
							Funded	Not Funded
Tumwater Youth Basketball	\$ 18,000	\$ 18,000			X	Youth Basketball League comprised of over 90 teams. This line item covers referee and program costs.	X	
Kim Hille, Dance Instructor	\$ 21,000	\$ 21,000			X	Dance Team & Class Instruction	X	
Greg Bert, Tennis Instructor	\$ 1,500	\$ 1,500			X	Tennis Camps	X	
Basic Med Training	\$ 250	\$ 250			X	First Aide and CPR training	X	
Kidz Love Soccer	\$ 2,500	\$ 2,500			X	Instructional Soccer Classes targeted to younger age children	X	
Bricks 4 Kids	\$ 4,000	\$ 4,000			X	LEGO camps for youth and teens	X	
Various	\$ 25,000	\$ 25,000			X	Classes/Instructors/Entry Fees/Programs	X	
DJ Services	\$ 2,275	\$ 2,275			X	DJ services for special events	X	
Merry Makers	\$ 11,500	\$ 11,500			X	Inflatables/Activities for 4th of July Festival	X	
NCSI National Background Check Screening	\$ 10,000	\$ 10,000			X	Cost of screening volunteers for programs and events	X	
Active Network	\$ 500	\$ 500			X	Recreation scheduling software, support and fees for Active Network	X	
Professional Photography & Video	\$ 3,500	\$ 3,500			X	Photography and video for special events	XA	
Senior Services of South Sound	\$ 75,000	\$ 75,000			X	Food supplies and service for OTC Senior Program. Replaces FTE Production Cook duties and food costs for the City.	X	
Adult Trips & Tours	\$ 1,500	\$ 1,500			X	Quarterly trips targeted to 50 + adults	X	
Thurston County Parks & Recreation	\$ 2,125	\$ 2,125			X	Specialized recreation services	X	
TSD Transportation	\$ 3,000	\$ 3,000			X	Bus rentals for Summer Camps	X	

Provider Name	2023 Budget Amount	2024 Budget Amount	Supplement	One-time	Ongoing	Explanation	Executive	
							Funded	Not Funded
4th of July Entertainment, Sound & Stage	\$ 11,000	\$ 11,000			X	Pays for the main stage, entertainment and insurance	X	
Screen on the Green	\$ 4,500	\$ 4,500			X	Pays for movie licenses and supplies	X	
Christmas Tree Lighting Sponsorship	\$ 4,000	\$ 4,000			X	Pays for main stage, lighting, DJ services, rental equipment and supplies	X	
Easter Egg Dash Sponsorship	\$ 1,000	\$ 1,000			X	Pays for prizes and photo booth	X	
Pumpkin Painting Party Sponsorship	\$ 500	\$ 500			X	Pays for family photo booth	X	
Professional Services for Arts	\$ 20,000	\$ 20,000			X	Services for Art & Cultural programs, events and projects		XB
Account Total	\$ 202,650	\$ 202,650				001.09.574.200.41.00		
Verizon	\$ 5,500	\$ 5,500			X	Cell phones	X	
Verizon	\$ 500	\$ 1,500			X	iPad service for recreation staff and onsite registration capability	X	
ActiveNet Connect	\$ 2,400	\$ 2,400			X	Onsite registration capability for programs and events	X	
Account Total	\$ 8,400	\$ 9,400				001.09.574.200.42.00 - Communications		
Printer	\$ 4,000	\$ 4,000			X	Recreation marketing flyers to promote recreation programs and events	X	
Print/Radio/Web/Social Media	\$ 11,500	\$ 11,500			X	Advertising for programs and events	X	
Account Total	\$ 15,500	\$ 15,500				001.09.574.200.44.00		
Half Moon Sanitation	\$ 5,000	\$ 5,000			X	4th of July Porta Potty rentals	X	
United Rentals	\$ 1,800	\$ 1,800			X	4th of July rentals - lights, generators, spider boxes, etc.	X	
Alexander Golf	\$ 250	\$ 250			X	4th of July cart rentals	X	
Storage Unit Rental	\$ 9,500	\$ 9,500			X	Storage space for equipment and supplies	X	
Sharp Electronics Corporation	\$ 2,500	\$ 2,500			X	Rental of printer/scanner/copier for Parks & Recreation office	X	
Account Total	\$ 19,050	\$ 19,050				001.09.574.200.45.01 - Rentals & Leases		
TSD	\$ 50,000	\$ 50,000			X	Rental of Tumwater School District facilities	X	
Account Total	\$ 50,000	\$ 50,000				001.09.574.200.45.02 - Rentals & Leases		
Half Moon Sanitation	\$ 4,000	\$ 4,000			X	Sports Fields Porta Potty rentals	X	
Account Total	\$ 4,000	\$ 4,000				001.09.574.200.47.04 - Sanitation Contract		

Provider Name	2023 Budget Amount	2024 Budget Amount	Supplement	One-time	Ongoing	Explanation	Executive	
							Funded	Not Funded
Empire Office Supply	\$ 400	\$ 400			X	Copier maintenance	X	
Tumwater Auto Spa	\$ 200	\$ 200			X	Vehicle washes	X	
HP	\$ 1,250	\$ 1,250			X	Plotter repair	X	
Various Repairs	\$ 1,000	\$ 1,000			X	Misc. Repairs	X	
Account Total	\$ 2,850	\$ 2,850				001.09.574.200.48.00 - Repair & Maintenance		
Recreation Software Maintenance	\$ 500	\$ 500			X	Misc. fees associated with software maintenance	X	
Team Sideline Scheduling Software	\$ 900	\$ 900			X	Scheduling software for sports programs and leagues	X	
Pointsmap Software	\$ 1,500	\$ 3,000			X	GeoMapping of special events (Brewfest in 2023; add Falls Fest 2024)	X	
Account Total	\$ 2,900	\$ 4,400				001.09.574.200.48.01 - Software Maintenance		
Various	\$ 1,000	\$ 1,000			X	Various items	X	
Volunteer Tumwater Program	\$ 3,600	\$ 3,600			X	Various items associated with Volunteer Tumwater Program	X	
Account Total	\$ 4,600	\$ 4,600				001.09.574.200.49.00 - Miscellaneous		
Tumwater Printing	\$ 1,750	\$ 1,750			X	Flyers/posters/mailings	X	
Printer	\$ 1,500	\$ 1,500			X	Flyers/posters/signs	X	
Printer	\$ 1,250	\$ 1,250			X	Misc. printing	X	
Account Total	\$ 4,500	\$ 4,500				001.09.574.200.49.02		
WRPA	\$ 1,475	\$ 1,475			X	Washington Recreation & Parks Association dues	X	
NRPA	\$ 675	\$ 675			X	National Recreation & Parks Association dues	X	
ASOC	\$ 350	\$ 350			X	Music license	X	
ASCAP	\$ 400	\$ 400			X	Music license	X	
WSASC	\$ 50	\$ 50			X	Washington State Association of Senior Centers dues	X	
Misc.	\$ 50	\$ 50			X	Misc.	X	
Account Total	\$ 3,000	\$ 3,000				001.09.574.200.49.03		
Office	\$ 2,800	\$ 2,800			X	Office supplies	X	
Account Total	\$ 2,800	\$ 2,800				001.09.574.200.31.00		

Provider Name	2023 Budget Amount	2024 Budget Amount	Supplement	One-time	Ongoing	Explanation	Executive	
							Funded	Not Funded
Operating	\$ 59,000	\$ 59,000			X	Operating costs	X	
Volunteer Tumwater Matching Grants	\$ 10,000	\$ 10,000			X	Neighborhood Matching Grant Program. Arts Matching Grants in 2024.	XC	
Operating	\$ 26,000	\$ 26,000			X	Arts programs and events, based on 1% per capita in the first two years	XD	
Account Total	\$ 95,000	\$ 95,000				001.09.574.200.33.00		
State Excise Tax	\$ 1,500	\$ 1,500			X	Tax requirements	X	
Account Total	\$ 1,500	\$ 1,500				001.09.574.200.46.53		
Banking Fees	\$ 20,000	\$ 20,000			X	Yearly banking fees	X	
Account Total	\$ 20,000	\$ 20,000				001.09.574.200.49.05		

Professional Services Total \$ 436,750 \$ 439,250

Percentage Addition (Reduction) 0.0% 0.0% City Administrator Use Only

Dollar Amount Addition (Reduction) - - City Administrator Use Only

Adjusted Approved Total \$ 436,750 \$ 439,250

Approved in Total Date _____

Approved modified amount Date 8/5/2022

Executive Comments & Adjustments: Includes instructions to Budget Officer for data input. Expand as needed.

XA- Reduced from \$4,500/year to \$3,500/year. XB - Consolidated with arts funding below. XC - \$5,000 for arts 0 for Arts grants deleted. If awarded, they come from arts budget below. XD-Depends on Council approval of 1%/Capita Arts Program. XE - Bill, verify these are zeroed out.

Fund:	001 General Fund
Department:	09 Parks & Recreation
Division (e.g. Ops / Admin)	(if applicable, denote "Operations", "Administration", or other division name)
Facility (if applicable)	(if applicable, denote facility name)
Schedule E: TRAINING & TRAVEL	

Employee(s) (list by position)	Course/Event Title	Location if out of town or out of state	2023		2024		Executive	
			Travel Costs (lodging, per diem, airfare, car) .43.00	Course/Event Cost (Conference/School/ Training)	Travel Costs (lodging, per diem, airfare, car) .43.00	Course/Event Cost (Conference/School/ Training)	Funded	Not Funded
Director, Manager, Supervisor, Coordinator (2) and Admin.	WRPA Annual Conference & Trainings	In State	\$ 1,250	\$ 2,200	\$ 1,250	\$ 2,200	X*	
Manager, Coordinator (2), Aides	Food Handler Certification		\$ 100	\$ 100	\$ 100	\$ 100	X*	
Marketing Manager	Adobe Course Work		\$ 750	\$ 1,000	\$ 750	\$ 1,000	X*	
Coordinator (2) and Admin.	WRPA Mid-Year Conference	In State	\$ 75	\$ 600	\$ 75	\$ 600	X*	
Manager	WA State Association of Senior Centers Conference	In State	\$ 50	\$ 500	\$ 50	\$ 500	X*	
Seasonal Staff	First Aide Certification		\$ 50	\$ 500	\$ 50	\$ 500	X*	
Seasonal Staff	NW Safety Defensive Driving Certification - WCIA Supported	In State		\$ 3,000		\$ 3,000	X*	
Director, Marketing Specialist and Recreation Staff	WFEA Conference & Training	In State	\$ 75	\$ 700	\$ 75	\$ 700	X*	
Director, Manager	NRPA Annual Conference	Out of State	\$ 2,500	\$ 1,500	\$ 2,500	\$ 1,500	X*	
Supervisor, Coordinator	NRPA Event Management School	Out of State			\$ 2,500	\$ 1,500	X*	
Manager, Supervisor	WFEA Certified Live Event Planner Certification	In State	\$ 100	\$ 250	\$ 100	\$ 250	X*	
Coordinator (2)	WRPA Risk Management School	In State			\$ 200	\$ 600	X*	
Recreation Staff	Various ICMA Trainings	In State	\$ 100	\$ 250	\$ 100	\$ 250	X*	
Total			\$ 5,050	\$ 10,600	\$ 7,750	\$ 12,700		

Training & Travel Total	\$ 5,050	\$ 10,600	\$ 7,750	\$ 12,700	Approved total date:
Percentage Addition (Reduction) City Administrator Use Only	-20.0%	-20.0%	-20.0%	-20.0%	
Dollar Amount Addition (Reduction) City Administrator Use Only	-	-	-	-	
Adjusted Approved Total	\$ 4,040	\$ 8,480	\$ 6,200	\$ 10,160	8/5/2022 Approved modified amount date:

Executive Comments & Adjustments: Includes instructions to Budget Officer for data input. Expand as needed.

X* - Funded at 80%. Director's discretion to allocate.

Fund:	001 General Fund		
Department:	09 Parks & Recreation		
Division (e.g. Ops / Admin)	Recreation	(if applicable, denote "Operations", "Administration", or other division name)	
Facility (if applicable)		(if applicable, denote facility name)	
Schedule H: MINOR EQUIPMENT			

NOTES: This form is to itemize minor (between \$250 and \$4,999) equipment purchases included in BARS Sub-object number 35. Please make sure that the total matches the preliminary budget line item. For those departments with multiple line items, please sub-total by applicable BARS No. REMINDER: 35.XX is only for individual items greater than \$500 and less than \$5,000. Items costing less should be included in the Other Operating Expenses line item in base budget. Items costing \$5,000 or greater are to be included in Schedule G.

Account Number	Item Description	2023 Budget	2024 Budget	Justification	Executive	
					Funded	Not Funded
001.09.574.200.35.00	First Aid Supplies	\$ 250	\$ 250	Recreation Programs and Events	X	
001.09.574.200.35.00	Adopt A Road Safety Sign	\$ 500	\$ 500	Safety Sign for ADR program	X	
001.09.574.200.35.00	Tools for Volunteer Tumwater	\$ 500	\$ 500	Equipment for Volunteer Projects	X	
Account Total		\$ 1,250	\$ 1,250			
001.09.574.200.35.00	Youth Sports Equipment	\$ 250	\$ 250	Equipment for Youth Baseball	X	
001.09.574.200.35.00	Youth Sports Equipment	\$ 250	\$ 250	Equipment for Youth Basketball	X	
001.09.574.200.35.00	Youth Sports Equipment	\$ 500	\$ 500	Equipment for Intramural Sports Program	X	
Account Total		\$ 1,000	\$ 1,000			
001.09.574.200.35.00	iPad	\$ 1,500		Arts Specialist		XA
001.09.574.200.35.00	iPad		\$ 1,500	Recreation Coordinator		XA
001.09.574.200.35.00	Art Supplies	\$ 500	\$ 500	Arts Specialist	X	
Account Total		\$ 500	\$ 500			

Professional Services Total	\$ 2,750	\$ 2,750	Approved in Total Date	
Percentage Addition (Reduction) City Administrator Use Only	0.0%	0.0%		
Dollar Amount Addition (Reduction) City Administrator Use Only	-	-		
Adjusted Approved Total	\$ 2,750	\$ 2,750	Approved modified amount Date	8/5/2022

Account Number	Item Description	2023 Budget	2024 Budget	Justification	Executive	
					Funded	Not Funded

Affiliate Department Comments: Submittals must include review and comments from either IT or Fleet, if applicable

Dept. Approval

☐ Approved

☐ Not Approved

Executive Comments & Adjustments: Includes instructions to Budget Officer for data input. Expand as needed.

XA - No affiliate review.

Fund: 001 – General Fund

Dept.: 09 – Parks and Recreation Dept. - Facilities Maintenance Division

Schedule C: STAFFING ADJUSTMENTS

TYPE OF ADJUSTMENT:

Addition:	Elimination:	Change in Hours:	Change in Title/Description:	Change in Salary:
<input checked="" type="checkbox"/>	<input type="checkbox"/>	.25	Administrative Assistant	\$20,000

DESCRIPTION OF ADJUSTMENT:

Hiring of administrative assistant. Parks maintenance would supply other .25% of the .5 salary.

ALTERNATIVES:

None.

ADVANTAGES OF APPROVAL:

Allows Manager and Supervisor more time to properly care for facilities, projects, and City owned properties. Citywide CFP improvements and project management, with employee support, and supervision would be enhanced.

IMPLICATIONS OF DENIAL:

Parks and Facilities Manager would continue to perform clerical, invoice and filing work, which is not the best use of their time.

Administrative Services Comments (Submittal must be reviewed by Administrative Services Department):

ASD Review done with 0.25 in Parks Maintenance.

Reviewed Date: _____

Executive Comments:

Revisit after RFA resolution.

Approved Date: _____ Disapproved Date: 8/5/22

DISTRIBUTION LIST: ☐ Payroll / 2023 Salary Schedule ☐ Finance ☐ Administrative Services Dept.

Fund:	001 General Fund
Department:	09 Parks & Recreation
Division (e.g. Ops / Admin)	Facilities Maintenance (if applicable, denote "Operations", "Administration", or other division name)
Facility (if applicable)	(if applicable, denote facility name)
Schedule D: PROFESSIONAL SERVICES	

NOTES: For each Professional Services line item included in the department's budget, please provide the requested budget-related data, the provider name and amount of each professional services contract, and an explanation as to the need, any project the request is connected to, etc. Multiple subsections have been provided in order to address departments with multiple professional services lines in the same department. Please include those sub-fund identification numbers.

Provider Name	2023 Budget Amount	2024 Budget Amount	Supplement	One-time	Ongoing	Explanation	Executive	
							Funded	Not Funded
Bobbie and Amanda's Cleaning Service	\$ 161,131	\$ 171,115			X	Janitorial service for City owned facilities	X	
	\$ 10,000	\$ 11,000	X			Additional emergency janitorial services	X	
	\$ 21,827			X		Additional emergency services due to COVID	X1	
Account Total	\$ 192,958	\$ 182,115				001.09.518.200.41.01		
American Fence Rental	\$ 2,375	\$ 2,570			X	Historic Brewhouse temporary security fencing	X	
	\$ (2,375)	\$ (2,570)				Administrator edit		
Amerisafe	\$ 2,500	\$ 2,700			X	Fire suppression testing	X	
	\$ (2,500)	\$ (2,700)				Administrator edit		
Aramark	\$ 2,000	\$ 2,300			X	.5 clothing service. Shared w/parks maintenance	X	
	\$ (2,000)	\$ (2,300)				Administrator edit		
NC Machinery	\$ 4,100	\$ 4,300	X			Maintenance contract for City generators	X	
	\$ (4,100)	\$ (4,300)				Administrator edit		
Cintas	\$ 4,500	\$ 4,900			X	First aid supplies citywide	X	
	\$ (4,500)	\$ (4,900)				Administrator edit		
Western Pest Control	\$ 15,900	\$ 16,000			X	Exterior pest control citywide	X	
	\$ (15,900)	\$ (16,000)				Administrator edit		
Account Total	-	-				001.09.518.200.41.02		

Provider Name	2023 Budget Amount	2024 Budget Amount	Supplement	One-time	Ongoing	Explanation	Executive	
							Funded	Not Funded
CenturyLink	\$ 7,240	\$ 7,420			X	Communication services	X	
	\$ (5,740)	\$ (5,820)				Adjustment to historical		
Comcast	\$ 5,600	\$ 5,900			X	Communication services	X	
	\$ (4,000)	\$ (4,250)				Adjustment to historical		
Verizon	\$ 7,000	\$ 7,200			X	Cell, tablet and wireless services	X	
Moultrie mobile	\$ 650	\$ 650			X	Mobile security cams/cellular	X	
	\$ (50)	\$ (50)				Administrator edit - adjusted to match history		
Account Total	\$ 10,700	\$ 11,050				001.09.518.200.42.01		
Pioneer fire	\$ 4,300	\$ 4,500			X	Fire alarm monitoring, various sites	X	
	\$ (2,800)	\$ (3,000)				Administrator edit		
Stanley	\$ 5,700	\$ 6,000			X	Fire alarm monitoring, various sites	X	
	\$ (3,000)	\$ (3,300)				Administrator edit		
The Toro Company	\$ 1,900	\$ 2,100			X	Irrigation monitoring	X	
	\$ (1,900)	\$ (2,100)				Administrator edit		
Account Total	\$ 4,200	\$ 4,200				001.09.518.200.42.02		
United rentals	\$ 9,000	\$ 11,000	X			Various needs to maintain City owned buildings	X	
	\$ (5,000)	\$ (7,000)				Administrator edit - adjusted to match history		
Sun Rentals	\$ 4,000	\$ 4,000	X			Various needs to maintain City owned buildings	X	
American Fence rental	\$ 2,375	\$ 2,570			X	Old brew house temporary security fencing		
Account Total	\$ 10,375	\$ 10,570				001.09.518.200.45.01		
PSE	\$ 195,500	\$ 205,000			X	Electricity and gas for City owned facilities	X	
	\$ (50,500)	\$ (57,000)				Administrator edit		
Account Total	\$ 145,000	\$ 148,000				001.09.518.200.47.00		
LeMay	\$ 37,000	\$ 39,000			X	Garbage service for City owned facilities	X	
	\$ (14,000)	\$ (15,000)				Adjustment to Historical		
TC Solid Waste	\$ 1,700	\$ 1,900	X			Recycling/demo disposal	X	
Weiks	\$ 3,000	\$ 3,300	X			Vegetation disposal	X	
Account Total	\$ 27,700	\$ 29,200				001.09.518.200.47.04		

Provider Name	2023 Budget Amount	2024 Budget Amount	Supplement	One-time	Ongoing	Explanation	Executive	
							Funded	Not Funded
Asset Essentials	\$ 7,600	\$ 8,000			X	Half of Maintenance Management Program. Shared with Parks Maintenance.	X	
Account Total	\$ 7,600	\$ 8,000				001.09.518.200.49.03		
Western Pest Control	\$ 15,900	\$ 16,000			X	Exterior pest control citywide	X	
Fleet Non-Supported Vehicle Maintenance	\$ 8,000	\$ 8,200			X	Vehicle maintenance	X	
Various	\$ 76,100	\$ 75,800			X	Other maintenance and repairs to City facilities	X	
Account Total	\$ 100,000	\$ 100,000				001.09.518.200.48.00		

Professional Services Total **\$ 498,533 \$ 493,135**

Percentage Addition (Reduction) 0.0% 0.0% *City Administrator Use Only*

Dollar Amount Addition (Reduction) - - *City Administrator Use Only*

Adjusted Approved Total **\$ 498,533 \$ 493,135**

Approved in Total Date _____

Approved modified amount Date 8/12/2022

Executive Comments & Adjustments: Includes instructions to Budget Officer for data input. Expand as needed.

X1-Reduced in 1/2 by removing additional 2024 COVID cleaning. () are City Administrator edits

Fund:	001 General Fund		
Department:	09 Parks & Recreation		
Division (e.g. Ops / Admin)	Facilities Maintenance	(if applicable, denote "Operations", "Administration", or other division name)	
Facility (if applicable)		(if applicable, denote facility name)	
Schedule E: TRAINING & TRAVEL			

Employee(s) (list by position)	Course/Event Title	Location if out of town or out of state	2023		2024		Executive	
			Travel Costs (lodging, per diem, airfare, car) .43.00	Course/Event Cost (Conference/School/ Training)	Travel Costs (lodging, per diem, airfare, car) .43.00	Course/Event Cost (Conference/School/ Training)	Funded	Not Funded
Supervisor	COT certification (4)	Tacoma		\$500.00		\$500.00	X	
Supervisor	WRPA Conference	Spokane	\$1,300.00	\$350.00	\$1,300.00	\$380.00	X	
Supervisor	HVAC Training/Recertification	Seattle	\$650.00	\$3,500.00	\$700.00	\$3,700.00	X	
Manager	WRPA Conference	Spokane	\$1,300.00	\$350.00	\$1,300.00	\$380.00	X	
Worker II	COT Certification (3)	Tacoma		\$1,800.00		\$2,000.00	X	
Worker II	COT Certification (3)	Tacoma		\$1,800.00		\$2,000.00	X	
Total			\$ 3,250	\$ 8,300	\$ 3,300	\$ 8,960		

Training & Travel Total	\$ 3,250	\$ 8,300	\$ 3,300	\$ 8,960	<u>8/5/2022</u>
					Approved total date:
Percentage Addition (Reduction) City Administrator Use Only	0.0%	0.0%	0.0%	0.0%	
Dollar Amount Addition (Reduction) City Administrator Use Only	-	-	-	-	
Adjusted Approved Total	\$ 3,250	\$ 8,300	\$ 3,300	\$ 8,960	<u> </u>
					Approved modified amount date:

Executive Comments & Adjustments: Includes instructions to Budget Officer for data input. Expand as needed.

Fund:	001 General Fund		
Department:	09 Parks & Recreation		
Division (e.g. Ops / Admin)	Facilities Maintenance	(if applicable, denote "Operations", "Administration", or other division name)	
Facility (if applicable)	Brewmaster's House	(if applicable, denote facility name)	
Schedule F: CAPITAL FACILITY IMPROVEMENTS			

NOTES: This form is to request budgetary consideration for improvements to existing City facilities or to build/acquire new facilities with estimated costs of \$5,000 or more.

Improvement Description and Justification	Expenditure Acct.	2023 Budget Amount	2024 Budget Amount	Funding Source(s)	Executive	
					Funded	Not Funded
Replace furnace with ductless heating/cooling. This is the only building the City owns with an oil furnace. Tank should be safely removed.	001.09.518.200.48.51	\$ 17,000			X	
Roof replacement/turret repair. This roof is in decline and the design for drainage from the turret is seeping into the siding.	001.09.518.200.48.51		\$ 75,000		X	
Replace basement doors. These doors have had attempted break-ins and are not designed for security.	001.09.518.200.48.51	\$ 6,000			X	
Account Total		\$ 23,000	\$ 75,000			

Capital Facility Improvements Total	\$	23,000	\$	75,000
Percentage Addition (Reduction)		0.0%		0.0%
Dollar Amount Addition (Reduction)		-		-
Adjusted Approved Total	\$	23,000	\$	75,000

8/5/2022
Approved in Total Date

MM/DD/YYYY
Approved modified amount Date

Affiliate Department Comments: Department submittals must include review and comments from Facilities.

Facilities Review

☒ Reviewed

6/20/2022

Date

Executive Comments & Adjustments: Includes instructions to Budget Officer for data input. Expand as needed.

Ductless conversion is a sustainability measure.

Fund:	001 General Fund		
Department:	09 Parks & Recreation		
Division (e.g. Ops / Admin)	Facilities Maintenance	(if applicable, denote "Operations", "Administration", or other division name)	
Facility (if applicable)	City Hall	(if applicable, denote facility name)	
Schedule F: CAPITAL FACILITY IMPROVEMENTS			

NOTES: This form is to request budgetary consideration for improvements to existing City facilities or to build/acquire new facilities with estimated costs of \$5,000 or more.

Improvement Description and Justification	Expenditure Acct.	2023 Budget Amount	2024 Budget Amount	Funding Source(s)	Executive	
					Funded	Not Funded
Boiler replacement/yearly maintenance management plan. 1 of 2 boilers is needing replaced. Includes a yearly agreement with servicer.	001.09.518.200.48.52		\$ 20,000		X	
Detective office remodel to add usable space	001.09.518.200.48.52	-\$ 25,000				X1
LED lighting retrofit	001.09.518.200.48.52		\$ 20,000		X	
Entry sign and landscaping replacement. This sign is rotting and should be replaced with something more current.	001.09.518.200.48.52	\$ 16,000			X2	
Install safety ladders to both City Hall attic access points	001.09.518.200.48.52		\$ 11,500		X	
Parking lot is severely damaged causing heaving, potholes and cracking. Needs to be assessed and repaired.	001.09.518.200.48.52	-\$ 31,000				X
Paint exterior of building. Far past due to paint exterior of building. New upgraded colors have been chosen.	001.09.518.200.48.52		\$ 45,000		X	
Finance front counter design and replacement. Plans and contracted work.	001.09.518.200.48.52	-\$ 55,000				X
Carpet replacement on the first floor. Carpet is stained and worn out. This is not the first impression we want our customers to experience when entering City Hall.	001.09.518.200.48.52		-\$ 50,000			X
Account Total		\$ 16,000	\$ 96,500			

Improvement Description and Justification	Expenditure Acct.	2023 Budget Amount	2024 Budget Amount	Funding Source(s)	Executive	
					Funded	Not Funded
Capital Facility Improvements Total		\$ 16,000	\$ 96,500		MM/DD/YYYY	
Percentage Addition (Reduction)		0.0%	0.0%		Approved in Total Date	
Dollar Amount Addition (Reduction)		-	-			
Adjusted Approved Total		\$ 16,000	\$ 96,500		8/5/2022	

Approved modified amount Date

Affiliate Department Comments: Department submittals must include review and comments from Facilities.

Facilities Review

☒ Reviewed

6/22/2022

Date

Executive Comments & Adjustments: Includes instructions to Budget Officer for data input. Expand as needed.

X1 approved in Police budget from L3. X2 Needs new City logo. X3 funded in Finance Department.

Fund:	001 General Fund	
Department:	09 Parks & Recreation	
Division (e.g. Ops / Admin)	Facilities Maintenance	(if applicable, denote "Operations", "Administration", or other division name)
Facility (if applicable)	Crosby House	(if applicable, denote facility name)
Schedule F: CAPITAL FACILITY IMPROVEMENTS		

NOTES: This form is to request budgetary consideration for improvements to existing City facilities or to build/acquire new facilities with estimated costs of \$5,000 or more.

Improvement Description and Justification	Expenditure Acct.	2023 Budget Amount	2024 Budget Amount	Funding Source(s)	Executive	
					Funded	Not Funded
Repair/improve foundation to building. In order to preserve this Historical home from further settling/damage, we intend to solidify the foundation from further movement thus allowing us to make needed repairs without risk of failure.	001.09.518.200.48.00	\$ 130,000		Facilities Reserve/CFP	XA	
Replace roof. Existing roof is failing due to improper materials used when last roofed. We intend to replace leaking roof with historically appropriate 1/2 cedar shakes and install approved gutters to help prevent saturated grounds surrounding the building.	001.09.518.200.48.00		\$ 105,000	Facilities Reserve/CFP	XA	
Repair siding and paint. Once roof and foundation are complete, we can repair damage to siding and paint. The building is in need of maintenance.	001.09.518.200.48.00		\$ 35,000	Facilities Reserve/CFP	XA	
Contractor to assist working along side foundation repair co. including materials.	001.09.518.200.48.00	\$ 25,000		Facilities Reserve/CFP	XA	
A & E and contingency	001.09.518.200.48.00	\$ 25,000	\$ 25,000	Facilities Reserve/CFP	XA	
Account Total		\$ 180,000	\$ 165,000			

Capital Facility Improvements Total	\$ 180,000	\$ 165,000
Percentage Addition (Reduction)	0.0%	0.0%
Dollar Amount Addition (Reduction)	-	-
Adjusted Approved Total	\$ 180,000	\$ 165,000

MM/DD/YYYY
Approved in Total Date

8/5/2022
Approved modified amount Date

Affiliate Department Comments: Department submittals must include review and comments from Facilities.

Facilities Review

☒ Reviewed

6/17/2022

Date

Executive Comments & Adjustments: Includes instructions to Budget Officer for data input. Expand as needed.

XA - Pay for from the Facilities Reserve, with repayment from the General Government CFP.

Fund:	001 General Fund		
Department:	09 Parks & Recreation		
Division (e.g. Ops / Admin)	Facilities Maintenance	(if applicable, denote "Operations", "Administration", or other division name)	
Facility (if applicable)	Facilities Maint Bldg.	(if applicable, denote facility name)	
Schedule F: CAPITAL FACILITY IMPROVEMENTS			

NOTES: This form is to request budgetary consideration for improvements to existing City facilities or to build/acquire new facilities with estimated costs of \$5,000 or more.

Improvement Description and Justification	Expenditure Acct.	2023 Budget Amount	2024 Budget Amount	Funding Source(s)	Executive	
					Funded	Not Funded
Repair/replace roof. This is the original roof. Typically, they have 20 - 25 year life span. This roof leaks in places. Flashing and gutters are pulling away from building.	001.09.518.200.48.51	\$ 120,000				X
Roof and ceiling insulation. In an effort to improve energy use, this building needs much better insulating.	001.09.518.200.48.51		\$ 7,000			X
Security camera system. Install IT division supported camera/surveillance system.	001.09.518.200.48.51	\$ 9,000				XA
Window replacement. Original single pane 1/4" windows are not at all energy efficient and should be replaced.	001.09.518.200.48.51		\$ 19,000			X
Account Total		-	-			

Capital Facility Improvements Total	-	-
Percentage Addition (Reduction)	0.0%	0.0%
Dollar Amount Addition (Reduction)	-	-
Adjusted Approved Total	-	-

MM/DD/YYYY

Approved in Total Date

8/5/2022

Approved modified amount Date

Affiliate Department Comments: Department submittals must include review and comments from Facilities.

Facilities Review

☒ Reviewed

6/17/2022

Date

Executive Comments & Adjustments: Includes instructions to Budget Officer for data input. Expand as needed.

XA-Will be completed in 2022 with ARPA security funds. Other projects need to wait for project in CFP.

Fund:	001 General Fund	
Department:	09 Parks & Recreation	
Division (e.g. Ops / Admin)	Facilities Maintenance	(if applicable, denote "Operations", "Administration", or other division name)
Facility (if applicable)	PW Ops & Maint	(if applicable, denote facility name)
Schedule F: CAPITAL FACILITY IMPROVEMENTS		

NOTES: This form is to request budgetary consideration for improvements to existing City facilities or to build/acquire new facilities with estimated costs of \$5,000 or more.

Improvement Description and Justification	Expenditure Acct.	2023 Budget Amount	2024 Budget Amount	Funding Source(s)	Executive	
					Funded	Not Funded
PW#2						
Replace HVAC System - aged and energy inefficient	001.09.518.200.48.00	\$ 75,000				X
LED Lighting Upgrade	001.09.518.200.48.00		\$ 13,000			X
Office Entry Door Replacement - worn and in need of ADA compliance. Auto door mechanism is obsolete.	001.09.518.200.48.00	\$ 9,000				X
Replace Roof and Gutters. Worn, leaks and gutters sag, downspouts are located where we can't reach them to maintain.	001.09.518.200.48.00		\$ 180,000			X
Paint Exterior of Building	001.09.518.200.48.00	\$ 40,000				X
Change out Fire Suppression System to Nitrogen	001.09.518.200.48.00	\$ 25,000				X
PW#3						
Roof and Gutter Replacement	001.09.518.200.48.00	\$ 75,000				X
Replace Commercial Roll-up Doors - these are worn and in constant need of attention	001.09.518.200.48.00		\$ 75,000			X
Paint Exterior	001.09.518.200.48.00		\$ 25,000			X
LED Lighting Upgrade	001.09.518.200.48.00	\$ 7,000				X
Heater Replacement - 25 year old system that is out of energy compliance	001.09.518.200.48.00		\$ 25,000			X
Account Total		-	-			

Improvement Description and Justification	Expenditure Acct.	2023 Budget Amount	2024 Budget Amount	Funding Source(s)	Executive	
					Funded	Not Funded

Capital Facility Improvements Total

-

-

MM/DD/YYYY

Percentage Addition (Reduction)

0.0%

0.0%

Approved in Total Date

Dollar Amount Addition (Reduction)

-

-

Adjusted Approved Total

-

-

8/24/2022

Approved modified amount Date

Affiliate Department Comments: Department submittals must include review and comments from Facilities.

Facilities Review

☒ Reviewed

6/17/2022

Date

Executive Comments & Adjustments: Includes instructions to Budget Officer for data input. Expand as needed.

Holding for CFP Project to convert to use by Parks and Facilities.

Fund:	001 General Fund
Department:	09 Parks & Recreation
Division (e.g. Ops / Admin)	Facilities Maintenance (if applicable, denote "Operations", "Administration", or other division name)
Facility (if applicable)	Fire Station T1 (if applicable, denote facility name)
Schedule F: CAPITAL FACILITY IMPROVEMENTS	

NOTES: This form is to request budgetary consideration for improvements to existing City facilities or to build/acquire new facilities with estimated costs of \$5,000 or more.

Improvement Description and Justification	Expenditure Acct.	2023 Budget Amount	2024 Budget Amount	Funding Source(s)	Executive	
					Funded	Not Funded
Replace worn, threading upstairs carpet	001.09.518.200.48.97	\$ 70,000		Facilities Reserve	X	
Replace sign - the original sign is rotting and needs upgrade	001.09.518.200.48.97		\$ 11,000			X*
Reseal and paint parking lot	001.09.518.200.48.97		\$ 9,500	Facilities Reserve	X	
Account Total		\$ 70,000	\$ 9,500			

Capital Facility Improvements Total	\$ 70,000	\$ 9,500
Percentage Addition (Reduction)	0.0%	0.0%
Dollar Amount Addition (Reduction)	-	-
Adjusted Approved Total	\$ 70,000	\$ 9,500

MM/DD/YYYY

Approved in Total Date

8/5/2022

Approved modified amount Date

Affiliate Department Comments: Department submittals must include review and comments from Facilities.

Facilities Review

☒ Reviewed

6/17/2022

Date

Executive Comments & Adjustments: Includes instructions to Budget Officer for data input. Expand as needed.

X* Wait for resolution of RFA issue.

Fund:	001 General Fund		
Department:	09 Parks & Recreation		
Division (e.g. Ops / Admin)	Facilities Maintenance	(if applicable, denote "Operations", "Administration", or other division name)	
Facility (if applicable)	Fire Station T2	(if applicable, denote facility name)	
Schedule F: CAPITAL FACILITY IMPROVEMENTS			

NOTES: This form is to request budgetary consideration for improvements to existing City facilities or to build/acquire new facilities with estimated costs of \$5,000 or more.

Improvement Description and Justification	Expenditure Acct.	2023 Budget Amount	2024 Budget Amount	Funding Source(s)	Executive	
					Funded	Not Funded
Kitchen upgrades - worn cabinets and countertops, flooring and appliances	001.09.518.200.48.04	\$ 40,000		Facilities Reserve	X*	
Maintenance bay heater replacement	001.09.518.200.48.04		\$ 45,000			X
Window and sliding door replacement - poorly insulated windows are not energy efficient	001.09.518.200.48.04	\$ 24,000		Facilities Reserve	X	
Account Total		\$ 64,000	-			

Capital Facility Improvements Total	\$	64,000	-
Percentage Addition (Reduction)		0.0%	0.0%
Dollar Amount Addition (Reduction)		-	-
Adjusted Approved Total	\$	64,000	-

MM/DD/YYYY

Approved in Total Date

8/5/2022

Approved modified amount Date

Affiliate Department Comments: Department submittals must include review and comments from Facilities.

Facilities Review

☒ Reviewed

6/17/2022

Date

Executive Comments & Adjustments: Includes instructions to Budget Officer for data input. Expand as needed.

X* No gas appliances. Window and door replacement is a sustainability measure.

Fund:	001 General Fund
Department:	09 Parks & Recreation
Division (e.g. Ops / Admin)	Facilities Maintenance (if applicable, denote "Operations", "Administration", or other division name)
Facility (if applicable)	Old Town Center (if applicable, denote facility name)
Schedule F: CAPITAL FACILITY IMPROVEMENTS	

NOTES: This form is to request budgetary consideration for improvements to existing City facilities or to build/acquire new facilities with estimated costs of \$5,000 or more.

Improvement Description and Justification	Expenditure Acct.	2023 Budget Amount	2024 Budget Amount	Funding Source(s)	Executive	
					Funded	Not Funded
Elevator upgrades to satisfy L&I. Electronics and some mechanisms should be changed out.	001.09.518.200.48.02		\$ 20,000	Facilities Reserve	X	
Front security door replacement. To comply with ADA requirements, this door needs replaced.	001.09.518.200.48.02	\$ 10,000		Facilities Reserve	X	
First floor carpet replacement. Old, worn, stained and threading - this carpet has served its useful life.	001.09.518.200.48.02	\$ 10,000		Facilities Reserve	X	
Parking lot(s) repair and resurfacing. Potholes, cracking and trip hazards are needing to be addressed.	001.09.518.200.48.02		\$ 35,000			X*
First floor public restrooms are in need of refurbishment - poor design and worn.	001.09.518.200.48.02	\$ 20,000				X*
Account Total		\$ 20,000	\$ 20,000			

Capital Facility Improvements Total	\$ 20,000	\$ 20,000
Percentage Addition (Reduction)	0.0%	0.0%
Dollar Amount Addition (Reduction)	-	-
Adjusted Approved Total	\$ 20,000	\$ 20,000

MM/DD/YYYY
Approved in Total Date

8/5/2022
Approved modified amount Date

Affiliate Department Comments: Department submittals must include review and comments from Facilities.

Facilities Review

☒ Reviewed

6/17/2022

Date

Executive Comments & Adjustments: Includes instructions to Budget Officer for data input. Expand as needed.

X* Use cold patch and other temp measures in parking lot. Before doing major improvements, City needs to determine the long-term future of the OTC in light of Community Center being built.

Fund:	001 General Fund		
Department:	09 Parks & Recreation		
Division (e.g. Ops / Admin)	Facilities Maintenance	(if applicable, denote "Operations", "Administration", or other division name)	
Facility (if applicable)		(if applicable, denote facility name)	
Schedule G: EQUIPMENT / VEHICLE PURCHASE			

NOTES: This form is to request budgetary consideration for new (non-vehicle) equipment (Part I) or new vehicle purchases (Part II), with estimated costs of \$5,000 or more. (A new vehicle or "addition" is defined as expanding the fleet, not replacement. "Replacements" will be budgeted by Fleet Management in the Equipment Rental & Reserve Fund.) If an expansion of the fleet is approved, Finance will include the vehicle cost in the department's budget as a "Transfer Out to the Equipment Reserve Fund No. 501."

PART I - EQUIPMENT

Equipment Description	Justification	2023 Budget Amount	2024 Budget Amount	Addition	Replacement	Account No.	Affiliate Review	Executive	
								Funded	Not Funded
Forklift	The Facilities building is not equipped with a crane or heavy equipment to offload materials. Public works equipment will not be an option in the near future.	20,000		X		501.31.594.001.64.23 501.397.001.00 001.09.597.501.00.01		X	
Electric hoist for vehicle maintenance	Prevent staff from overexerting while lifting heavy objects.		5,500	X		501.31.594.001.64.23 502.397.001.00 001.09.597.501.00.01			X
Equipment Total		20,000	-						

Equipment Total	\$ 20,000	-
Percentage Addition (Reduction) City Administrator Use Only	0.0%	0.0%
Dollar Amount Addition (Reduction) City Administrator Use Only	-	-
Adjusted Approved Total	\$ 20,000	-

Approved in Total Date _____

Affiliate Department Comments: Department submittals must include review and comments from IT, if applicable.

IT Review

☐ Reviewed

Date: MM/DD/YYYY

Affiliate Department Comments: Department submittals must include review and comments from either Fleet, if applicable.

Fleet Review

☐ Reviewed

Date: MM/DD/YYYY

Executive Comments & Adjustments: Includes instructions to Budget Officer for data input. Expand as needed.

Fund:		001 General Fund	
Department:		09 Parks & Recreation	
Division (e.g. Ops / Admin)	Facilities Maintenance	(if applicable, denote "Operations", "Administration", or other division name)	
Facility (if applicable)	Facilities Maint Bldg.	(if applicable, denote facility name)	
Schedule G: EQUIPMENT / VEHICLE PURCHASE			

NOTES: This form is to request budgetary consideration for new (non-vehicle) equipment (Part I) or new vehicle purchases (Part II), with estimated costs of \$5,000 or more. (A new vehicle or "addition" is defined as expanding the fleet, not replacement. "Replacements" will be budgeted by Fleet Management in the Equipment Rental & Reserve Fund.) If an expansion of the fleet is approved, Finance will include the vehicle cost in the department's budget as a "Transfer Out to the Equipment Reserve Fund No. 501."

PART I - EQUIPMENT

Equipment Description	Justification	2023 Budget Amount	2024 Budget Amount	Addition Replacement	Account No.	Affiliate Review	Executive	
							Funded	Not Funded
On-site workstation	Two staff currently share a computer. They often need access at the same time. This also saves time during start and end of shifts when use is heavy.	4,250		y	502.31.548.100.35.99 502.397.001.00 001.09.597.502.00.02			X
Equipment Total		-	-					

Equipment Total	-	-
Percentage Addition (Reduction) City Administrator Use Only	0.0%	0.0%
Dollar Amount Addition (Reduction) City Administrator Use Only	-	-
Adjusted Approved Total	-	-

Approved in Total Date _____

Approved modified amount Date 8/5/2022

Affiliate Department Comments: Department submittals must include review and comments from IT, if applicable.

IT Review

☐ Reviewed

Date: MM/DD/YYYY

Affiliate Department Comments: Department submittals must include review and comments from either **Fleet**, if applicable.

Fleet Review

☐ Reviewed

Date: MM/DD/YYYY

Executive Comments & Adjustments: Includes instructions to Budget Officer for data input. Expand as needed.

Fund:	001 General Fund		
Department:	09 Parks & Recreation		
Division (e.g. Ops / Admin)	Facilities Maintenance	(if applicable, denote "Operations", "Administration", or other division name)	
Facility (if applicable)	(if applicable, denote facility name)		
Schedule H: MINOR EQUIPMENT			

NOTES: This form is to itemize minor (between \$250 and \$4,999) equipment purchases included in BARS Sub-object number 35. Please make sure that the total matches the preliminary budget line item. For those departments with multiple line items, please sub-total by applicable BARS No. REMINDER: 35.XX is only for individual items greater than \$500 and less than \$5,000. Items costing less should be included in the Other Operating Expenses line item in base budget. Items costing \$5,000 or greater are to be included in Schedule G.

Account Number	Item Description	2023 Budget	2024 Budget	Justification	Executive	
					Funded	Not Funded
001.09.518.200.35.00	Plasma cutter		\$ 4,500	Fabrication needs for security and facilities	X	
001.09.518.200.35.00	Commercial drop down stairs - Police	\$ 4,800		L&I safety regulations - these would match the stairs we installed at the library	X	
001.09.518.200.35.00	Commercial drop down stairs - City Hall	\$ 4,800		L&I safety regulations - these would match the stairs we installed at the library	X	
001.09.518.200.35.00	Acetylene torch	\$ 2,200		Portable torch for work on-site	X	
001.09.518.200.35.00	Misc. tools and equipment as needed	\$ 5,000	\$ 5,000	Need for specialty tools as we continue to raise maintenance standards	X*	
Account Total		\$ 16,800	\$ 9,500			

Professional Services Total	\$ 16,800	\$ 9,500
Percentage Addition (Reduction) City Administrator Use Only	0.0%	0.0%
Dollar Amount Addition (Reduction) City Administrator Use Only	-	-
Adjusted Approved Total	\$ 16,800	\$ 9,500

Approved in Total Date _____

Approved modified amount Date 8/5/2022

Affiliate Department Comments: Submittals must include review and comments from either IT or Fleet, if applicable.

Dept. Approval

☐ Approved
☐ Not Approved

Executive Comments & Adjustments: Includes instructions to Budget Officer for data input. Expand as needed.

X* Reduced from \$10,00/year to \$5,000/year.

Fund:	001 General Fund		
Department:	09 Parks & Recreation		
Division (e.g. Ops / Admin)	Facilities Maintenance	(if applicable, denote "Operations", "Administration", or other division name)	
Facility (if applicable)	Tumwater Library	(if applicable, denote facility name)	
Schedule F: CAPITAL FACILITY IMPROVEMENTS			

NOTES: This form is to request budgetary consideration for improvements to existing City facilities or to build/acquire new facilities with estimated costs of \$5,000 or more.

Improvement Description and Justification	Expenditure Acct.	2023 Budget Amount	2024 Budget Amount	Funding Source(s)	Executive	
					Funded	Not Funded
LED lighting upgrade. This is an effort to replace old ballast fixtures with new energy efficient LED replacements.	001.09.572.100.48.00	\$ 15,500		GF, Grant#	X	
Carpet replacement. The current carpet is worn and mismatched. For safety and aesthetics, we would recarpet the entire public area.	001.09.572.100.48.00		\$ 65,000	GF	X	
Remove 3-4 trees. On the corner of Israel and New Market Street. Fir trees block drivers view of pedestrians and on-coming traffic. This is a safety concern.	001.09.572.100.48.00	\$ 13,500				X
Replace dividing wall in meeting room. The existing divider is broken and very difficult to operate. This public area should be void of these kinds of issues.	001.09.572.100.48.00	\$ 10,000		GF	X	
Account Total		\$ 25,500	\$ 65,000			

Capital Facility Improvements Total	\$ 25,500	\$ 65,000
Percentage Addition (Reduction)	0.0%	0.0%
Dollar Amount Addition (Reduction)	-	-
Adjusted Approved Total	\$ 25,500	\$ 65,000

Approved in Total Date

7/8/2022

Approved modified amount Date

Affiliate Department Comments: Department submittals must include review and comments from Facilities.

Facilities Review

☒ Reviewed

6/17/2022

Date

Executive Comments & Adjustments: Includes instructions to Budget Officer for data input. Expand as needed.

#Pursue a grant for the LED replacement if possible.

Fund: 001 – General Fund**Dept.: 09 – Parks and Recreation Dept. Parks Maintenance Division****Schedule C: STAFFING ADJUSTMENTS****TYPE OF ADJUSTMENT:**

Addition:	Elimination:	Change in Hours:	Change in Title/Description:	Change in Salary:
<input checked="" type="checkbox"/>	<input type="checkbox"/>	.25	Department Assistant II	\$18,529 (25%)

DESCRIPTION OF ADJUSTMENT:

Hiring of Department Assistant II. Facility Maintenance division would supply the other .25% of the .5 salary.

ALTERNATIVES:

None.

ADVANTAGES OF APPROVAL:

Allows Manager and Supervisor much more time to properly care for parks, trails and City owned properties. MPD improvements and project management, with employee support, and supervision would be enhanced.

IMPLICATIONS OF DENIAL:

Parks and Facilities Manager would continue to perform clerical, invoice and filing work which is not the best use of their time.

Administrative Services Comments (Submittal must be reviewed by Administrative Services Department):

After discussion with manager, adjusted this request from an Administrative Assistant role at grade 50 to a Department Assistant II at grade 41. Department Assistant II .5 FTE at grade 41 would cost the city \$37,058 annually with salary and benefits. The estimate does not include COLA or medical cost increases for 2023.

Reviewed Date: 6/24/2022

Executive Comments:

Review after RFA resolution.

Approved Date: _____ Disapproved Date: 8/5/22

DISTRIBUTION LIST: ☐ Payroll / 2023 Salary Schedule ☐ Finance ☐ Administrative Services Dept.

Fund: 001 – General Fund

Dept.: 09 – Parks and Recreation Dept. Parks Maintenance Division

Schedule C: STAFFING ADJUSTMENTS

TYPE OF ADJUSTMENT:

Addition:	Elimination:	Change in Hours:	Change in Title/Description:	Change in Salary:
<input checked="" type="checkbox"/>	<input type="checkbox"/>	20 hrs./weekly	1 FTE Parks Maintenance Worker I	1 FTE

DESCRIPTION OF ADJUSTMENT:

Add .5 FTE's to current .5 Parks Maintenance Worker position creating 1 FTE.

ALTERNATIVES:

None.

ADVANTAGES OF APPROVAL:

By increasing our .5 FTE position to one full-time FTE, we will have a trained professional leading and operating the mowing and maintenance crew trailer. This will eliminate the need to have seasonal/hourly hires drive City trucks with towed trailered equipment all around town which is a damage and risk management issue each year. City parks and City property maintained by the Parks Division receives only the most basic maintenance to ensure safety and visual appearance. The increase in parks and properties Parks Maintenance is responsible for has not been met equally by maintenance staff additions and new MPD staff will not solve past inadequacies and planned park additions.

IMPLICATIONS OF DENIAL:

The City risks the loss of a valued trained employee. Tumwater has often been the training ground for part-time parks employees who are then contacted and hired on a full-time basis by our neighboring cities.

Administrative Services Comments (Submittal must be reviewed by Administrative Services Department):

Parks Maintenance Worker 1 is a grade 40. Full cost of a FTE in this position is \$79,999 per year at employee's current step 6 with salary and all benefits. Estimate does not include projected COLA increases and medical benefit increases projected for 2023.

Reviewed Date: 6/24/2022

Executive Comments:

Revisit in next biennium when new parks are operational.

Approved Date: _____ Disapproved Date: 8/5/22

DISTRIBUTION LIST: ☐ Payroll / 2023 Salary Schedule ☐ Finance ☐ Administrative Services Dept.

Fund:	001 General Fund	
Department:	09 Parks & Recreation	
Division (e.g. Ops / Admin)	Parks Maintenance	(if applicable, denote "Operations", "Administration", or other division name)
Facility (if applicable)		(if applicable, denote facility name)
Schedule D: PROFESSIONAL SERVICES		

NOTES: For each Professional Services line item included in the department's budget, please provide the requested budget-related data, the provider name and amount of each professional services contract, and an explanation as to the need, any project the request is connected to, etc. Multiple subsections have been provided in order to address departments with multiple professional services lines in the same department. Please include those sub-fund identification numbers.

Provider Name	2023 Budget Amount	2024 Budget Amount	Supplement	One-time	Ongoing	Explanation	Executive	
							Funded	Not Funded
Cedar Creek Corrections	\$ 4,000	\$ 4,400	X			Inmate labor assistance	X	
	\$ (3,000)	\$ (3,400)				Administrator edit		
Aramark	\$ 2,000	\$ 2,200			X	.5 Clothing service shared w/Facilities Maintenance	X	
Rainmaster Irrigation Monitoring	\$ 1,800	\$ 2,100			X	Irrigation netafin monitoring	X	
	\$ (1,800)	\$ (2,100)				Administrator edit		
Controlled Rain	\$ 2,000	\$ 2,300	X			Technical repair services	X	
	\$ (2,000)	\$ (2,300)				Administrator edit		
Western Pest Control	\$ 5,900	\$ 6,200			X	Pest control for parks	X	
	\$ (5,900)	\$ (6,200)				Administrator edit		
Express Services	\$ 133,000	\$ 140,000			X	Seasonal employment	X	
Advance Environmental Security	\$ 24,500	\$ 25,000			X	Building and Facility Security	X	
	\$ (10,000)	\$ (10,000)				Administrator edit		
Sound Apparel	\$ 4,000	\$ 4,200			X	City uniforms with logo and seasonal worker uniforms	X	
	\$ (2,000)	\$ (2,000)				Administrator edit		
Urban Forestry Tree Removal	\$ 30,000	\$ 33,000	X			Emergency and planned Safety tree removal (Urban forestry)	X	
	\$ (5,000)	\$ (5,000)				Adjustment to Historical		
Tree Assessments	\$ 1,500	\$ 1,500	X			Tree safety assessments (Urban forestry)	X	
Account Total	\$ 179,000	\$ 189,900				001.09.572.500.41.00		
Verizon	\$ 15,500	\$ 16,000			X	Cell service	X	
The Toro Company	\$ 1,500	\$ 1,500			X	Turf landscape maintenance	X	
Account Total	\$ 17,000	\$ 17,500				001.09.572.500.42.01		

Provider Name	2023 Budget Amount	2024 Budget Amount	Supplement	One-time	Ongoing	Explanation	Executive	
							Funded	Not Funded
Rentals	\$ 9,000	\$ 9,500			X	Holiday decorating lift needs, with year round equipment support	X	
	\$ (7,000)	\$ (7,000)				Administrator edit		
Turf Tank	\$ 15,000	\$ 15,000				Lease for field marking equipment and programming including paint	X	
Account Total	\$ 17,000	\$ 17,500				001.09.572.500.45.01		
PSE/City of Tumwater Utilities (Water & Sewer)	\$ 78,000	\$ 80,000			X	Gas and electric for parks	X	
Account Total	\$ 78,000	\$ 80,000				001.09.572.500.47.01		
Weiks	\$ 2,500	\$ 3,000	X			Vegetation disposal citywide	X	
Lemay	\$ 5,400	\$ 5,900			X	Garbage service	X	
Misc. Disposal/Recycling Needs	\$ 2,500	\$ 2,700	X			Demo etc.	X	
Account Total	\$ 9,200	\$ 9,900				001.09.572.500.47.04		
Misc. Repair Services	\$ 14,500	\$ 15,000	X			Various needs year round	X	
Pape	\$ 6,000	\$ 7,000	X			Non-supported equipment repair	X	
Orkin / Western Pest Control	\$ 5,000	\$ 5,200			X	Pest control services	X	
KBH	\$ 25,000	\$ 25,000				Park repairs, don't have equipment to complete	X	
Account Total	\$ 50,500	\$ 52,200				001.09.572.500.48.00		
Various Element Suppliers	\$ 35,000	\$ 25,000	X			Picnic table, bench and garbage can replacements and additions	X	
KBH	\$ 25,000	\$ 25,000				Park repairs, don't have equipment to complete	X	
Turf Tank	\$ 15,000	\$ 15,000				Field marking service including paint	X	
	\$ (15,000)	\$ (15,000)				Administrator edit		
Account Total	-	-				001.09.572.500.48.05		
Misc. Dues/Subscriptions	\$ 5,000	\$ 5,000			X	Office apps, WRPA, Arborist, BAT etc..	X	
Asset Essentials	\$ 7,000	\$ 7,500			X	.5 maintenance management program shared w/Facilities	X	
Account Total	\$ 12,000	\$ 12,500				001.09.572.500.49.03		

Provider Name	2023 Budget Amount	2024 Budget Amount	Supplement	One-time	Ongoing	Explanation	Executive	
							Funded	Not Funded

Professional Services Total	\$ 362,700	\$ 379,500					<i>Approved in Total Date</i> _____	
Percentage Addition (Reduction)	0.0%	0.0%				City Administrator Use Only		
Dollar Amount Addition (Reduction)	-	-				City Administrator Use Only		
Adjusted Approved Total	\$ 362,700	\$ 379,500					<i>Approved modified amount Date</i> 8/18/2022	

Executive Comments & Adjustments: Includes instructions to Budget Officer for data input. Expand as needed.

() are City Administrator edits

Fund:	001 General Fund		
Department:	09 Parks & Recreation		
Division (e.g. Ops / Admin)	Parks Maintenance	(if applicable, denote "Operations", "Administration", or other division name)	
Facility (if applicable)		(if applicable, denote facility name)	
Schedule E: TRAINING & TRAVEL			

Employee(s) (list by position)	Course/Event Title	Location if out of town or out of state	2023		2024		Executive	
			Travel Costs (lodging, per diem, airfare, car) .43.00	Course/Event Cost (Conference/School/ Training)	Travel Costs (lodging, per diem, airfare, car) .43.00	Course/Event Cost (Conference/School/ Training)	Funded	Not Funded
Manager	WRPA Conference				\$500.00	\$400.00	X	
Supervisor/Lead/Maintenance Worker (5)	Certified Playground Inspector	varies		\$1,500.00		\$1,700.00	X	
Supervisor	WRPA Conference	Spokane	\$1,100.00	\$400.00	\$500.00	\$400.00	X	
Supervisor/Lead/Maintenance Worker (3)	Pesticide Recertification	Tacoma	\$400.00	\$1,100.00	\$400.00	\$1,200.00	X	
Lead	B.A.T. (Backflow Prevention)	Yakima	\$300.00	\$300.00	\$350.00	\$300.00	X	
Maintenance Worker	B.A.T. (Backflow Prevention)	Yakima	\$300.00	\$300.00	\$350.00	\$300.00	X	
Total			\$ 2,100	\$ 3,600	\$ 2,100	\$ 4,300		

Training & Travel Total	\$ 2,100	\$ 3,600	\$ 2,100	\$ 4,300	8/5/2022
					Approved total date:
Percentage Addition (Reduction) City Administrator Use Only	0.0%	0.0%	0.0%	0.0%	
Dollar Amount Addition (Reduction) City Administrator Use Only	-	-	-	-	
Adjusted Approved Total	\$ 2,100	\$ 3,600	\$ 2,100	\$ 4,300	Approved modified amount date:

Executive Comments & Adjustments: Includes instructions to Budget Officer for data input. Expand as needed.

Fund:	001 General Fund
Department:	09 Parks & Recreation
Division (e.g. Ops / Admin)	Facilities Maintenance (if applicable, denote "Operations", "Administration", or other division name)
Facility (if applicable)	(if applicable, denote facility name)
Schedule F: CAPITAL FACILITY IMPROVEMENTS	

NOTES: This form is to request budgetary consideration for improvements to existing City facilities or to build/acquire new facilities with estimated costs of \$5,000 or more.

Improvement Description and Justification	Expenditure Acct.	2023 Budget Amount	2024 Budget Amount	Funding Source(s)	Executive	
					Funded	Not Funded
Additional electrical needs to the barn. For security, and safety code compliant electrical additions are needed in some areas. Isabella Bush	001.09.594.750.48.00		\$ 8,500		X	
Build second rental site located 100' south of Maintenance building. It is a favorite somewhat secluded area for park patrons. A small 12x12' covered area with power and a mounted picnic table would be ideal. Historical Park	001.09.594.750.64.98		\$ 19,500			X
Repair/rebuild covered area near water on south end of park. This area is heavily used and in poor condition. Historical Park	001.09.594.750.64.98		\$ 7,500			XA
Reside and paint maintenance building. This building is far behind scheduled painting and the siding has been damaged as a result. Pioneer	001.09.594.750.64.98	\$ 29,000				X
Restroom renovation. Renovate center restroom area into a family restroom. Complete with changing table, ADA compliant fixtures and improved access. Pioneer	001.09.594.750.64.98		\$ 31,500			X
Install dugout roofs to match field #1 (fields #2, 3 and 4). Pioneer	001.09.594.750.48.00	\$ 30,000		MPD	X	
LED parking lot light retro fit. Pioneer	001.09.594.750.48.00	\$ 11,000		MPD	X	
Equipment and material storage shed needed on site. This building will house ball machine, materials and tools for game and field prep. Approximately 8x12'	001.09.594.750.64.98	\$ 10,500				X

Improvement Description and Justification	Expenditure Acct.	2023 Budget Amount	2024 Budget Amount	Funding Source(s)	Executive	
					Funded	Not Funded
2023 MPD Deferred Maintenance Projects: Speed bump replacement in Pioneer and Historical Parks \$20,000; Gazebo repairs in Historical Park \$12,000; Trail repair and resurfacing at Tumwater Hill \$30,000; Extend water lines to shelter/baseball at Pioneer Park \$14,000. Replace maintenance: Roll up doors at Pioneer Park \$29,000.	001.09.572.500.48.00	\$ 105,000		MPD	X	
2024 MPD Deferred Maintenance Projects: Storm drainage repairs - Pioneer Park \$80,000; Storm drainage repairs at Historical Park \$40,000; Paint and siding restroom/shop at Pioneer Park \$29,000.	001.09.572.500.48.00	-	\$ 149,000	MPD	X	
Account Total		\$ 146,000	\$ 157,500			

Capital Facility Improvements Total	\$ 146,000	\$ 157,500
Percentage Addition (Reduction)	0.0%	0.0%
Dollar Amount Addition (Reduction)	-	-
Adjusted Approved Total	\$ 146,000	\$ 157,500

MM/DD/YYYY
Approved in Total Date

8/7/2022
Approved modified amount Date

Affiliate Department Comments: Department submittals must include review and comments from Facilities.

Facilities Review

☒ Reviewed

6/1/2022

Date

Executive Comments & Adjustments: Includes instructions to Budget Officer for data input. Expand as needed.

XA - volunteer project possibility.

Fund: 001 – General Fund

Dept.: 10 – Police

Schedule A: SHORT-TERM GOALS AND OBJECTIVES – 2023-2024

Function/Program Description:

The primary mission of the Police Department is to enforce the laws of the nation, state and City; provide for the orderly flow of traffic within the City limits; prevent criminality; and work in partnership with the community to help reduce crime. In addition to commonly traditional police duties, the Police Department is responsible for maintaining and distributing records, reporting crime statistics to federal and state agencies, processing concealed weapons permits, approving business licenses and organizing special events. The Police Department also serves and enforces orders from municipal, district and superior courts, processes and maintains criminal warrants and ensures the transportation of prisoners to and from court. In order to efficiently utilize resources and to have sufficiently trained and experienced officers, the Department actively participates in several regional programs: TCLERMS; Capitol Metro Independent Investigation Team; Domestic Violence Task Force; Thurston County S.W.A.T.; Thurston County Crisis Negotiations Team; Thurston County APPR Committee; Thurston County LEAD Program; and, Monarch Children's Justice & Advocacy. The Police Department works in collaboration with the school district, neighborhood/community groups, and businesses to address the concerns and needs of the community. The Police Department leads the Code Enforcement Program for the City. City codes are enforced on a complaint basis, such as a concerned resident calling, by neighborhood inspections, or staff who become aware of an issue while traveling through an area. The goal of the Code Enforcement Program is to work with property owners collaboratively to resolve issues, within a specified time frame, and without having to issue fines. The department operates with a staff of 33 commissioned officers, 2 limited-commission officers and 6 administrative staff.

Major Accomplishments in Prior Biennium:

1. Successfully navigated and communicated the impacts of police reform legislation to our community implementing changes to policies and procedures where mandated and warranted to reflect improved policing.
2. Remained nimble to the impacts of COVID.
3. Launched crime analysis to support data-informed policing direction.

Previous On-Going Short-Term Goals and Objectives:

1. Fulfill new training requirements related to LETCSA and police reform legislation.
2. Expand Investigative capabilities using 3D Laser Scanner to address collision and crime scene mapping needs.
3. Develop a transition plan for a new K9 handler and dog.
4. Research a co-responder program with social workers and mental health professionals to assist with calls involving mental health.

New Short-Term Goals and Objectives:

1. Develop long-term staffing and financial strategies for addressing increased staffing demands resulting from annexations, growth, and retirements.
2. Expand social media presence to be more interactive and communicative with the community.
3. Take advantage of opportunities to address diversity, equity and inclusion throughout the department and community.
4. Lead the process to replace the Records Management System to be used by all Thurston County law enforcement agencies.
5. Develop a community volunteer program that will address community needs that are unable to be met by police officers.
6. Be nimble and responsive to the on-going changing landscape related to LETCSA and police reform.
7. Collaborate with Tumwater Fire on a co-responder program to address calls involving mental health in our community.

Fund: 001 – General Fund

Dept.: 10 – Police

Schedule B: LONG-RANGE GOALS AND OBJECTIVES – 2025-2027

Long-Range Goals and Objectives:

1. Develop a Police Master Plan
2. Develop a Crime Victim Advocate Program
3. Achieve WASPC Accreditation
4. Police fleet vehicles consisting only of hybrid or electric vehicles.
5. Continue to build a resilient community through the pursuit of community engagement and creating partnerships.

Fund: 001– General Fund**Dept.: 10 – Police (Administration)****Schedule C: STAFFING ADJUSTMENTS****TYPE OF ADJUSTMENT:**

Addition:	Elimination:	Change in Hours:	Change in Title/Description:	Change in Salary:
<input checked="" type="checkbox"/>	<input type="checkbox"/>		Police Service Specialist I	\$80,000

DESCRIPTION OF ADJUSTMENT:

Reinstatement of the Police Service Specialist I position frozen in 2021. Staff priorities would be social media and telling the police story to the public (Policing in Tumwater recommendation), responding to Protective Order reform, and advance volunteer coordination – including greater assistance to victims.

ALTERNATIVES:**ADVANTAGES OF APPROVAL:**

This position is necessary in order to address the goal of expanding our social media presence and expanding responsibilities and demands around criminal justice records (public records requests, concealed pistol licensing, gun transfers, arrest warrants, protection orders, civil orders, sealing of records).

IMPLICATIONS OF DENIAL:

There will be no expansion of our social media presence and we will continue to struggle to stay afloat with our criminal justice records responsibilities.

Administrative Services Comments (Submittal must be reviewed by Administrative Services Department):

This PSSJ position (#140) is priced at grade 45, step 1 on the 2022 Salary Schedule. The cost estimates include base salary along with estimated medical, retirement and other fringe benefits at the 2022 level. The estimate does not assume COLA for 2023 or benefit cost increases.

Reviewed Date: 6/13/2022

Executive Comments:

This is re-opening a position that was previously justified in the department and frozen in 2021.

Approved Date: 8/2/2022 Disapproved Date: _____

DISTRIBUTION LIST: ☐ Payroll / 2023 Salary Schedule ☐ Finance ☐ Administrative Services Dept.

Fund: 001-General Fund
Dept.: 10 – Police (Administration)
Schedule C: STAFFING ADJUSTMENTS

TYPE OF ADJUSTMENT:

Addition:	Elimination:	Change in Hours:	Change in Title/Description:	Change in Salary:
<input type="checkbox"/>	<input type="checkbox"/>			Grade 80 to Grade 83

DESCRIPTION OF ADJUSTMENT:

The differential pay between the Commander position and the Chief position is maintained at 5% (two pay grades). The adjustment of the Commander pay grade to Grade 81 would result in the Chief position being adjusted to Grade 83.

ALTERNATIVES:**ADVANTAGES OF APPROVAL:**

The Chief position returns to a 5% differential in pay.

IMPLICATIONS OF DENIAL:

The Commander will bypass the Chief's pay.

Administrative Services Comments (Submittal must be reviewed by Administrative Services Department):

Reviewed Date: _____

Executive Comments:

Executive proposal for pay scale addresses this. See Executive Proposal for salary adjustments.

Approved Date: _____ Disapproved Date: 7/17/22

DISTRIBUTION LIST: ☐ Payroll / 2021 Salary Schedule ☐ Finance ☐ Administrative Services Dept.

Fund: 001-General Fund
Dept.: 10 – Police (Administration)
Schedule C: STAFFING ADJUSTMENTS

TYPE OF ADJUSTMENT:

Addition:	Elimination:	Change in Hours:	Change in Title/Description:	Change in Salary:
<input type="checkbox"/>	<input type="checkbox"/>			Grade 78 to Grade 81

DESCRIPTION OF ADJUSTMENT:

The signing of the recent Guild Contract has closed the base pay gap between a top-step Lieutenant and Commander to 3.3% in 2022. This compression occurs over time due to different methods of determining salaries between represented commissioned staff and their non-represented commissioned managers. This proposal would adjust the pay gap back to approximately 10%.

ALTERNATIVES:**ADVANTAGES OF APPROVAL:**

The Commander position returns to a 10% differential in pay.

IMPLICATIONS OF DENIAL:

The pay gap will continue to shrink.

Administrative Services Comments (Submittal must be reviewed by Administrative Services Department):

Reviewed Date: _____

Executive Comments:

Executive proposal for pay scale addresses this. See Executive Proposal for salary adjustments.

Approved Date: _____ Disapproved Date: 7/17/22

DISTRIBUTION LIST: ☐ Payroll / 2023 Salary Schedule ☐ Finance ☐ Administrative Services Dept.

Fund:	001 General Fund
Department:	10 Police
Division (e.g. Ops / Admin)	100 Admin
Facility (if applicable)	
Schedule D: PROFESSIONAL SERVICES	

NOTES: For each Professional Services line item included in the department's budget, please provide the requested budget-related data, the provider name and amount of each professional services contract, and an explanation as to the need, any project the request is connected to, etc. Multiple subsections have been provided in order to address departments with multiple professional services lines in the same department. Please include those sub-fund identification numbers.

Provider Name	2023 Budget Amount	2024 Budget Amount	Supplement	One-time	Ongoing	Explanation	Executive	
							Funded	Not Funded
Various	\$ 2,500				X	Background Investigation Medical Exams (attrition)	X	
Various	\$ 600				X	Background Investigation Polygraphs (attrition)	X	
Various	\$ 3,750	\$ 3,750			X	Background Investigation Medical Exams (new officers)	X	
Various	\$ 900	\$ 900			X	Background Investigation Polygraphs (new officers)	X	
Various	\$ 1,000	\$ 1,000			X	Hearing Tests	X	
Sanford, Olson & Scales LLC	\$ 4,100	\$ 4,100			X	Police Force Analysis System	X	
Ready Rebound, LLC	\$ 7,600	\$ 8,100			X	Officer Wellness Program: Streamlines Post-Injury Medical Care Process for Officers to Return to Work Faster	X	
Account Total	\$ 20,450	\$ 17,850				001.10.521.100.41.01		
Verizon	\$ 2,375	\$ 2,375			X	Cell Phones	X	
Various	\$ 300	\$ 300			X	Cell Phone Supplies	X	
Account Total	\$ 2,675	\$ 2,675				001.10.521.100.42.00		
Access Information Services	\$ 6,000	\$ 6,000			X	Police Records Archives	X	
Pacific Mobile Structures	\$ 1,000	\$ 1,100			X	Storage Container	X	
Account Total	\$ 7,000	\$ 7,100				001.10.521.100.45.00		
Various	\$ 500	\$ 500			X	Shredding Services	X	
Account Total	\$ 500	\$ 500				001.10.521.100.47.04		
Shi	\$ 1,100	\$ 1,100			X	Software Maintenance for Adobe Pro	X	
Crossmatch	\$ 1,200	\$ 1,200			X	Software Maintenance for Automated Fingerprinting System	X	

Provider Name	2023 Budget Amount	2024 Budget Amount	Supplement	One-time	Ongoing	Explanation	Executive	
							Funded	Not Funded
Central Square	\$ 78,200	\$ 82,100			X	Software Maintenance for current RMS (includes project management costs for implementing new replacement RMS - \$13,750)	X\$	
Various	\$ 500	\$ 500			X	Miscellaneous Software Maintenance	X	
Account Total	\$ 81,000	\$ 84,900				001.10.521.100.48.01		
Various	\$ 750	\$ 750			X	Literature	X	
Various	\$ 1,750	\$ 1,750			X	Business Cards	X	
Various	\$ 2,000	\$ 2,000			X	Department Forms	X	
Various	\$ 1,500	\$ 1,500			X	Miscellaneous Printing and Binding	X	
Account Total	\$ 6,000	\$ 6,000				001.10.521.100.49.02		
Active 911	\$ 100	\$ 100			X	Subscription Fee for Active 911 Services	X	
TBD		\$ 102,000			X	Subscription Fee for Replacement RMS		X*
GovQA	\$ 16,000	\$ 16,500			X	Software Subscription for Public Records Request System	X	
In-Time	\$ 3,200	\$ 3,200			X	Software Subscription for On-line Scheduling Program	X	
Lexipol	\$ 4,400	\$ 4,400			X	Software Subscription for Policy Manual System	X	
Basecamp	\$ 750	\$ 750			X	Software Subscription for Project Management/Team Communication System	X	
Leapfile	\$ 1,100	\$ 1,100			X	Software Subscription for FTP System	X	
Peleton	\$ 550	\$ 600			X	Wellness Program Subscription	X	
Various	\$ 2,900	\$ 2,900			X	Professional Dues & Subscriptions (WASPC, IACP, FBI, LEIRA, Labor Relations, etc.)	X	
Account Total	\$ 29,000	\$ 29,550				001.10.521.100.49.03		

Professional Services Total \$ 146,625 \$ 148,575

Percentage Addition (Reduction) 0.0% 0.0% City Administrator Use Only

Dollar Amount Addition (Reduction) - - City Administrator Use Only

Adjusted Approved Total \$ 146,625 \$ 148,575

Approved in Total Date _____

Approved modified amount Date 7/12/2022

Executive Comments & Adjustments: Includes instructions to Budget Officer for data input. Expand as needed.

X\$= The project management cost of \$13,750 comes from L3. The remainder is from General Fund.

X* = Start up cost for new RMS System. Do not expect it to be due until 2025. If it is needed earlier, a budget adjustment could pay it from L3.

Fund: Department: Division (e.g. Ops / Admin) Facility (if applicable)	001 General Fund 10 Police 100 Admin
Schedule F: CAPITAL FACILITY IMPROVEMENTS	

NOTES: This form is to request budgetary consideration for improvements to existing City facilities or to build/acquire new facilities with estimated costs of \$5,000 or more.

Improvement Description and Justification	Expenditure Acct.	2023 Budget Amount	2024 Budget Amount	Funding Source(s)	Executive	
					Funded	Not Funded
Detective Office/Interview Room reconfigured - take existing interview room and convert to Det. Sergeant Office. Create a new interview room in the lobby where fingerprint cabinet is located. Move fingerprint cabinet into s/w corner of front meeting room.	Submitted by Facilities Maintenance also 001.09.518.200.48.52	\$ 25,000			L3	
Account Total		\$ 25,000	-			

Capital Facility Improvements Total	\$	25,000	-	
Percentage Addition (Reduction)		0.0%	0.0%	
Dollar Amount Addition (Reduction)		-	-	
Adjusted Approved Total	\$	25,000	-	

7/17/2022
Approved in Total Date

Approved modified amount Date

Affiliate Department Comments: Department submittals must include review and comments from Facilities.

Facilities will perform much of this project. Low voltage, fire suppression, lighting and ceiling work will be outsourced.

Facilities Review

☒ Reviewed

6/17/2022

Date

Executive Comments & Adjustments: Includes instructions to Budget Officer for data input. Expand as needed.

L3

Fund:	001 General Fund
Department:	10 Police
Division (e.g. Ops / Admin)	100 Admin
Facility (if applicable)	
Schedule H: MINOR EQUIPMENT	

NOTES: This form is to itemize minor (between \$250 and \$4,999) equipment purchases included in BARS Sub-object number 35. Please make sure that the total matches the preliminary budget line item. For those departments with multiple line items, please sub-total by applicable BARS No. REMINDER: 35.XX is only for individual items greater than \$500 and less than \$5,000. Items costing less should be included in the Other Operating Expenses line item in base budget. Items costing \$5,000 or greater are to be included in Schedule G.

Account Number	Item Description	2023 Budget	2024 Budget	Justification	Executive	
					Funded	Not Funded
001.10.521.100.35.00	Miscellaneous IT Equipment	\$ 1,250	\$ 1,250	Replacement of Misc. Desktop Office Equipment	X	
Account Total		\$ 1,250	\$ 1,250			

Professional Services Total	\$ 1,250	\$ 1,250	Approved in Total Date <u>7/15/2022</u>
Percentage Addition (Reduction) City Administrator Use Only	0.0%	0.0%	
Dollar Amount Addition (Reduction) City Administrator Use Only	-	-	
Adjusted Approved Total	\$ 1,250	\$ 1,250	Approved modified amount Date _____

Affiliate Department Comments: Submittals must include review and comments from either IT or Fleet, if applicable.

Dept. Approval

☐ Approved

☐ Not Approved

Executive Comments & Adjustments: Includes instructions to Budget Officer for data input. Expand as needed.

Fund: 001– General Fund
Dept.: 10 – Police (Operations)
Schedule C: STAFFING ADJUSTMENTS

TYPE OF ADJUSTMENT:

Addition:	Elimination:	Change in Hours:	Change in Title/Description:	Change in Salary:
<input checked="" type="checkbox"/>	<input type="checkbox"/>		2023 Police Officers (2)	\$205,625

DESCRIPTION OF ADJUSTMENT:

The Police Department has not seen an increase in police officer staffing since 2016. Since then, Tumwater has continued to grow rapidly, due to both annexation and population expansion. Compounding this is the impact of recent police reform legislation: increase in the amount of time and resources required to handle calls for service; requirement for additional on-going training; increased need for supervision (risk management); and, emboldened criminals. Further compounding this is the exodus of officers leaving the profession statewide; an all-time low candidate pool; an infrastructure incapable of handling the demand; and, Tumwater Police Department having 13 members eligible to retire in the next five years (10 by 2025). It is currently taking 18-24 months for a new hire to have any impact on staffing. As such, and in line with the attached 2023-2028 Strategic Staffing Plan, we are requesting these positions to maintain our current level of service to our community and to offset the impact of growth and attrition.

ALTERNATIVES:**ADVANTAGES OF APPROVAL:**

We are able to maintain the high level of service our community expects.

IMPLICATIONS OF DENIAL:

It will result in reduced, delayed and/or cuts in service.

Administrative Services Comments (Submittal must be reviewed by Administrative Services Department):

These positions are priced at the entry level Police Officer level under the current TPG-City contract. The cost estimates include base salary only along with estimated medical, retirement and other fringe benefits at the 2022 level. The estimate does not assume COLA for 2023 or benefit increases.

Reviewed Date: 6/13/2022

Executive Comments:

Two replacement officers approved. One effective 7/1/23 and one 10/1/23 based on pending or planned vacancies within two years. When the vacancies occur, these positions are not refilled. It is funding only for two years in order to complete BLEA and FTO. This does not increase the officer count.

Approved Date: 8/4/22 Disapproved Date: _____

DISTRIBUTION LIST: ☐ Payroll / 2023 Salary Schedule ☐ Finance ☐ Administrative Services Dept.

Fund: 001– General Fund
Dept.: 10 – Police (Operations)
Schedule C: STAFFING ADJUSTMENTS

TYPE OF ADJUSTMENT:

Addition:	Elimination:	Change in Hours:	Change in Title/Description:	Change in Salary:
<input checked="" type="checkbox"/>	<input type="checkbox"/>		2024 Police Officers (3)	\$308,425

DESCRIPTION OF ADJUSTMENT:

The Police Department has not seen an increase in police officer staffing since 2016. Since then, Tumwater has continued to grow rapidly, due to both annexation and population expansion. Compounding this is the impact of recent police reform legislation: increase in the amount of time and resources required to handle calls for service; requirement for additional on-going training; increased need for supervision (risk management); and, emboldened criminals. Further compounding this is the exodus of officers leaving the profession statewide; an all-time low candidate pool; an infrastructure incapable of handling the demand; and, Tumwater Police Department having 13 members eligible to retire in the next five years (10 by 2025). It is currently taking 18-24 months for a new hire to have any impact on staffing. As such, and in line with the attached 2023-2028 Strategic Staffing Plan, we are requesting these positions to maintain our current level of service to our community and to offset the impact of growth and attrition.

ALTERNATIVES:**ADVANTAGES OF APPROVAL:**

We are able to maintain the high level of service our community expects.

IMPLICATIONS OF DENIAL:

It will result in reduced, delayed and/or cuts in service.

Administrative Services Comments (Submittal must be reviewed by Administrative Services Department):

These positions are priced at the entry level Police Officer level under the current TPG-City contract. The cost estimates include base salary only along with estimated medical, retirement and other fringe benefits at the 2022 level. The estimate does not assume COLA for 2023 and 2024 or benefit increases.

Reviewed Date: 6/13/2022

Executive Comments:

One position would be approved as part of the \$0.13 Plan, provided the RFA passes. A future budget amendment would be required. Not approved if RFA fails. Future staffing increases depend on staff and financing plan review by City Council.

Approved Date: 8/4/2022 Disapproved Date: _____

DISTRIBUTION LIST: ☐ Payroll / 2023 Salary Schedule ☐ Finance ☐ Administrative Services Dept.

Fund:	001 General Fund
Department:	10 Police
Division (e.g. Ops / Admin)	200 Operations
Facility (if applicable)	
Schedule D: PROFESSIONAL SERVICES	

NOTES: For each Professional Services line item included in the department's budget, please provide the requested budget-related data, the provider name and amount of each professional services contract, and an explanation as to the need, any project the request is connected to, etc. Multiple subsections have been provided in order to address departments with multiple professional services lines in the same department. Please include those sub-fund identification numbers.

Provider Name	2023 Budget Amount	2024 Budget Amount	Supplement	One-time	Ongoing	Explanation	Executive	
							Funded	Not Funded
Day Wireless	\$ 1,000	\$ 2,300			X	Radar/LIDAR Certifications	X	
Language Line	\$ 500	\$ 500			X	Interpreter services	X	
TBD	\$ 25,000				X	Installation of base station radio equipment for new TComm digital radio system	X	
Account Total	\$ 26,500	\$ 2,800				001.10.521.200.41.01		
Various	\$ 150	\$ 150			X	Blood draws	X	
Account Total	\$ 150	\$ 150				001.10.521.200.41.02		
Various	\$ 3,000	\$ 3,000			X	Towing services	X	
Account Total	\$ 3,000	\$ 3,000				001.10.521.200.41.03		
Verizon	\$ 13,400	\$ 13,400			X	MCT air cards	X	
Verizon	\$ 1,000	\$ 2,400			X	MCT air cards for (5) new positions	X	
Verizon	\$ 14,725	\$ 14,725			X	Cell Phones	X	
Verizon	\$ 1,000	\$ 2,400			X	Cell Phones for (5) new positions	X	
Various	\$ 1,650	\$ 1,650			X	Cell Phone Supplies	X	
Account Total	\$ 31,775	\$ 34,575				001.10.521.200.42.00		
VAR Technology Finance	\$ 54,500	\$ 54,500			X	Lease for in-car camera system/digital evidence management	X	
VAR Technology Finance	\$ 4,200	\$ 10,500			X	Additional lease for in-car camera systems for new positions (2 in 2023, total of 5 in 2024)	X	
Account Total	\$ 58,700	\$ 65,000				001.10.521.200.45.01		

Provider Name	2023 Budget Amount	2024 Budget Amount	Supplement	One-time	Ongoing	Explanation	Executive	
							Funded	Not Funded
Various	\$ 250,000	\$ 250,000			X	Jail Services (Nisqually Tribal Jail, Lewis Co Sheriff's Office Jail, TCSO Jail)	X^	
Account Total	\$ 250,000	\$ 250,000				001.10.521.200.46.38		
Various	\$ 25,000	\$ 25,000			X	Inmate Medical Services	X	
Account Total	\$ 25,000	\$ 25,000				001.10.521.200.46.39		
Various	\$ 10,000	\$ 10,000			X	Inmate Alternate Sentencing Programs	X	
Account Total	\$ 10,000	\$ 10,000				001.10.521.200.46.56		
Tumwater Auto Spa	\$ 3,500	\$ 3,500			X	Vehicle washing to maintain appearance of Police Fleet	X	
Various	\$ 9,000	\$ 9,000			X	Non-ER&R Vehicle Service (increased non-ER&R fleet by 5 vehicles due to consistent issues with new hybrid cars breaking down = \$1,500 each per year)	X	
Account Total	\$ 12,500	\$ 12,500				001.10.521.200.48.00		
Netmotion	\$ 4,000	\$ 4,000			X	Software Maintenance for MCT dual-authentication system	X	
Account Total	\$ 4,000	\$ 4,000				001.10.521.200.48.01		
Grammarly	\$ 1,250	\$ 1,500			X	Miscellaneous	X	
Account Total	\$ 1,250	\$ 1,500				001.10.521.200.49.00		
Grammarly	\$ 1,500	\$ 1,500			X	Subscription for automated grammar checking system	X	
Account Total	\$ 1,500	\$ 1,500				001.10.521.200.49.03		

Professional Services Total **\$ 424,375 \$ 410,025**

Percentage Addition (Reduction) 0.0% 0.0% *City Administrator Use Only*

Dollar Amount Addition (Reduction) - - *City Administrator Use Only*

Adjusted Approved Total **\$ 424,375 \$ 410,025**

Approved in Total Date _____

Approved modified amount Date 8/4/2022

Executive Comments & Adjustments: Includes instructions to Budget Officer for data input. Expand as needed.

X^ Reduced by Executive from \$300,000 per year to \$250,000.

Fund:	001 General Fund
Department:	10 Police
Division (e.g. Ops / Admin)	200 Operations
Facility (if applicable)	
Schedule G: EQUIPMENT / VEHICLE PURCHASE	

NOTES: This form is to request budgetary consideration for new (non-vehicle) equipment (Part I) or new vehicle purchases (Part II), with estimated costs of \$5,000 or more. (A new vehicle or “addition” is defined as expanding the fleet, not replacement. “Replacements” will be budgeted by Fleet Management in the Equipment Rental & Reserve Fund.) If an expansion of the fleet is approved, Finance will include the vehicle cost in the department’s budget as a “Transfer Out to the Equipment Reserve Fund No. 501.”

PART I - EQUIPMENT

Equipment Description	Justification	2023 Budget Amount	2024 Budget Amount	Addition	Replacement	Account No.	Affiliate Review	Executive	
								Funded	Not Funded
Motorola APX8000 Portable Radios	Received 40 portables in 2022 from TCOMM as part of new digital radio system. These have an anticipated shelf life of 7-8 years and are currently \$7,400 each to replace. Set rates for ER&R replacement in 2029-2030 budget.			X				X*	
Motorola APX 8500 Vehicle Radios	Received 40 vehicle radios in 2022 from TCOMM as part of the new digital radio system. These have an anticipated shelf life of 10-12 years and are currently \$10,255 each to replace. Set rates for ER&R replacement in 2033-2034 budget.			X			See comments	X*	
Motorola APX 8500 Dual Remote Mount Vehicle Radio - Patrol Lt.	Received 1 vehicle radio in 2022 from TCOMM as part of the new digital radio system. This has an anticipated shelf life of 10-12 years and is currently \$11,370 to replace. Set rates for ER&R replacement in 2033-2034 budget.			X			See comments	X*	

Equipment Description	Justification	2023 Budget Amount	2024 Budget Amount	Addition	Replacement	Account No.	Affiliate Review	Executive	
								Funded	Not Funded
Motorola APX8000 Portable Radios	Portable radios for new officers. 2 in 2023 and 3 in 2024. Set rates for ER&R replacement 2031-2032 budget.		14,800	X		001.10.521.200.35.00		X%L3	
Motorola APX 8500 Vehicle Radios	Vehicle radios for new patrol vehicles. Set rates for ER&R replacement in 2035-2036 budget.		20,500	X		001.10.521.200.35.00	See comments	X\$L3	
Equipment Total		-	35,300						

PART II - VEHICLES

2023 Ford Interceptor SUV	Patrol Vehicle for New Officer Position	71,000		X		501.31.594.001.64.03	See comments		X
2023 Ford Interceptor SUV	Patrol Vehicle for New Officer Position	71,000		X		501.31.594.001.64.03	See comments		X
2024 Ford Interceptor SUV	Patrol Vehicle for New Officer Position		75,500	X		501.31.594.001.64.03	See comments	L3#	X
2024 Ford Interceptor SUV	Patrol Vehicle for New Officer Position		75,500	X		501.31.594.001.64.03	See comments	L3#	
2024 Ford Interceptor SUV	Patrol Vehicle for New Officer Position		75,500	X		501.31.594.001.64.03	See comments	L3#	
Vehicle Total		-	151,000						

Equipment Total	- \$ 35,300	Approved in Total Date	
Percentage Addition (Reduction) <i>City Administrator Use Only</i>	0.0% 0.0%		
Dollar Amount Addition (Reduction) <i>City Administrator Use Only</i>	- -		
Adjusted Approved Total	- \$ 35,300	Approved modified amount Date	8/3/2022

Vehicle Total	- \$ 151,000	Approved in Total Date	
Percentage Addition (Reduction)	0.0% 0.0%		
Dollar Amount Addition (Reduction)	- -		
Adjusted Approved Total	- \$ 151,000	Approved modified amount Date	8/3/2022

Affiliate Department Comments: Department submittals must include review and comments from IT, if applicable.

IT Review

☐ Reviewed

Date: MM/DD/YYYY

Equipment Description	Justification	2023 Budget Amount	2024 Budget Amount	Addition Replacement	Account No.	Affiliate Review	Executive	
							Funded	Not Funded

Affiliate Department Comments: Department submittals must include review and comments from either **Fleet**, if applicable.

Each vehicle radio received from TCOMM and future purchases should be tracked as a separate asset, each assigned to a vehicle. Radio life cycles are double the vehicle life. Vehicles proposed are consistent with other vehicles in this department and Administration's direction to purchase hybrid or all electric whenever practical.

Fleet Review

☒ Reviewed

Date: 6/8/2022

Executive Comments & Adjustments: Includes instructions to Budget Officer for data input. Expand as needed.

X*= If RFA doesn't pass, funding for replacement radios not included. If RFA passes, radio replacement set-aside is included in \$0.13 Plan. Requires future budget amendment after passage. X%L3 = Change from director's submittal which was for 5 portable radios and 5 vehicle radios. As approved, two sets are for replacement officers. It leaves two radio sets in reserve when the replacements are made. If RFA passes, third radio set is included. Requires a budget amendment upon passage of RFA. Radios are funded from Levy Lid Lift. L3# = 2 patrol vehicles are for the replacement officers. Department may be able to utilize unsupported vehicles for these officers. One vehicle depends on RFA passage and hiring of officer. It would require a future budget amendment. The two purchased vehicles are paid by the Levy Lid Lift.

Fund:	001 General Fund
Department:	10 Police
Division (e.g. Ops / Admin)	200 Operations
Facility (if applicable)	
Schedule H: MINOR EQUIPMENT	

NOTES: This form is to itemize minor (between \$250 and \$4,999) equipment purchases included in BARS Sub-object number 35. Please make sure that the total matches the preliminary budget line item. For those departments with multiple line items, please sub-total by applicable BARS No. REMINDER: 35.XX is only for individual items greater than \$500 and less than \$5,000. Items costing less should be included in the Other Operating Expenses line item in base budget. Items costing \$5,000 or greater are to be included in Schedule G.

Account Number	Item Description	2023 Budget	2024 Budget	Justification	Executive	
					Funded	Not Funded
001.10.521.200.35.00	Body Armor	\$ 3,900	\$ 9,450	Replacement of body armor (3 in 2023, 7 in 2024)	L3	
001.10.521.200.35.00	Body Armor	\$ 2,600	-	Body armor for attrition officers (2 in 2023)	L3	
001.10.521.200.35.00	Body Armor	\$ 2,600	-	Body armor for new positions (2 in 2023, 3 in 2024)	L3	
001.10.521.200.35.00	Body Armor - SWAT	-	\$ 16,000	Replacement of tactical body armor for 4 SWAT members	X	
001.10.521.200.35.00	SWAT Equipment	\$ 2,500	\$ 2,500	Replacement cycle for uniforms and misc equipment	X	
001.10.521.200.35.00	Vehicle Equipment	\$ 3,500	\$ 3,500	Replacement cycle for SECTOR equipment and misc. vehicle equipment	L3	
001.10.521.200.35.00	Vehicle Equipment	\$ 4,000	-	SECTOR equipment and misc. equipment for new vehicles (2 in 2023, 3 in 2024)	L3	
001.10.521.200.35.00	Radars	\$ 5,000	\$ 5,000	Replacement cycle of 2 radar units per year	X	
001.10.521.200.35.00	Radars	\$ 5,000	-	Additional radars for new vehicles (2 in 2023 and 3 in 2024)	X	
001.10.521.200.35.00	Firearms	\$ 3,000	\$ 3,000	Replacement cycle of 5-6 handguns per year	X	

Account Number	Item Description	2023 Budget	2024 Budget	Justification	Executive	
					Funded	Not Funded
001.10.521.200.35.00	Firearms	\$ 6,600	-	Handguns and rifles for new officer positions (3 in 2023, 3 in 2024)	X	
001.10.521.200.35.00	PBT	\$ 2,000	\$ 2,000	Replacement cycle of 4 Portable Breath Test instruments per year	X	
001.10.521.200.35.00	PBT	\$ 1,000	-	Portable Breath Test instruments for new officer positions (2 in 2023, 3 in 2024)	X	
001.10.521.200.35.00	MCT	\$ 9,000	-	Mobile Computer Terminals for 2 new patrol officers in 2023 and 3 new patrol officers in 2024.	X	
001.10.521.200.35.00	Less-Lethal Equipment	\$ 1,600	-	Helmets, gas-masks for attrition officers (2)	X	
001.10.521.200.35.00	Less-Lethal Equipment	\$ 2,500	-	Helmets, gas-masks for new officers (3 in 2023, 3 in 2024)	X	
001.10.521.200.35.00	Portable Fingerprint Scanner	\$ 1,500	\$ 1,500	Replacement cycle of 1 portable fingerprint scanner per year	X	
001.10.521.200.35.02	Tasers	\$ 90,000	-	Current tasers are no longer supported and are failing. Able to use CJ Special Funds until the end of 2023 for this purpose.	XCJ	
001.10.521.200.35.02	40mm less-lethal single-shot launchers	\$ 35,000	-	Replacement of all less-lethal shotguns. Able to use CJ Special Funds until the end of 2023 for this purpose.	XCJ	
Account Total		\$ 181,300	\$ 42,950			

Professional Services Total	\$ 181,300	\$ 42,950	Approved in Total Date	
Percentage Addition (Reduction) <i>City Administrator Use Only</i>	0.0%	0.0%		
Dollar Amount Addition (Reduction) <i>City Administrator Use Only</i>	-	-		
Adjusted Approved Total	\$ 181,300	\$ 42,950	Approved modified amount Date	8/4/2022

Account Number	Item Description	2023 Budget	2024 Budget	Justification	Executive	
					Funded	Not Funded

Affiliate Department Comments: Submittals must include review and comments from either IT or Fleet, if applicable

Reviewed and approved by IT. - Lance Inman

Dept. Approval

- ☐ Approved
- ☐ Not Approved

Executive Comments & Adjustments: Includes instructions to Budget Officer for data input. Expand as needed.

L3-Levy Lid Lift/XCJ-use of special dedicated funds.

Fund: 001– General Fund
Dept.: 10 – Police (Investigations)
Schedule C: STAFFING ADJUSTMENTS

TYPE OF ADJUSTMENT:

Addition:	Elimination:	Change in Hours:	Change in Title/Description:	Change in Salary:
<input checked="" type="checkbox"/>	<input type="checkbox"/>		2023 Detective Sergeant	\$146,693

DESCRIPTION OF ADJUSTMENT:

The police reform discussions and legislative actions taken in 2021 resulted in the need to reassign the approved 2021-2022 Detective Sergeant position to our Operations division. This did not lessen the need for a Detective Sergeant. The Detective Sergeant position allows us to appropriately address span-of-control/supervision needs internally, as well as addressing emerging external supervision demands when we are assisting our regional partners.

ALTERNATIVES:**ADVANTAGES OF APPROVAL:**

More manageable supervisory (Command) responsibilities for the Detective Lieutenant. Ability to provide supervision during details with our other area law enforcement partners without impacting our day-to-day operations. Better ability to handle complex crime scenes without having to lean on our neighboring agencies. Ability to maintain the high level of service our community expects.

IMPLICATIONS OF DENIAL:

The Investigations Division will continue to operate with limited capacity and flexibility. The division will remain outside of the span-of-control model the rest of the department operates under.

Administrative Services Comments (Submittal must be reviewed by Administrative Services Department):

This position is priced at the step 1, Police Sgt. Level under the current TPG-City contract. The cost estimates include base salary only along with estimated medical, retirement and other fringe benefits at the 2022 level. The estimate does not assume special pay types such as longevity, COLA for 2023 or benefit increases.

Reviewed Date: 6/13/2022

Executive Comments:

Effective 4/1/22. Previously approved.

Approved Date: 7/15/22 Disapproved Date: _____

DISTRIBUTION LIST: ☐ Payroll / 2023 Salary Schedule ☐ Finance ☐ Administrative Services Dept.

Fund:	001 General Fund
Department:	10 Police
Division (e.g. Ops / Admin)	220 Investigations
Facility (if applicable)	
Schedule D: PROFESSIONAL SERVICES	

NOTES: For each Professional Services line item included in the department's budget, please provide the requested budget-related data, the provider name and amount of each professional services contract, and an explanation as to the need, any project the request is connected to, etc. Multiple subsections have been provided in order to address departments with multiple professional services lines in the same department. Please include those sub-fund identification numbers.

Provider Name	2023 Budget Amount	2024 Budget Amount	Supplement	One-time	Ongoing	Explanation	Executive	
							Funded	Not Funded
Professional Transcription	\$ 2,000	\$ 2,000			X	Transcriptions Services - Documents for Court	X	
Covana	\$ 1,000	\$ 1,000			X	Evidence Destruction Services	X	
Account Total	\$ 3,000	\$ 3,000				001.10.521.220.41.01		
Verizon	\$ 4,750	\$ 4,750			X	Cell Phones	X	
Various	\$ 450	\$ 450			X	Cell Phone Supplies	X	
Verizon	\$ 1,100	\$ 1,100			X	MCT Air Cards - SROs	X	
Account Total	\$ 6,300	\$ 6,300				001.10.521.220.42.00		
Various	\$ 1,500	\$ 1,500			X	Temporary Storage Facility Rental	X	
Account Total	\$ 1,500	\$ 1,500				001.10.521.220.45.01		
WCIA	\$ 550	\$ 550			X	Non-ER&R Vehicle Insurance	X	
Account Total	\$ 550	\$ 550				001.10.521.220.46.00		
Trimble	-	\$ 250			X	Software Maintenance for 3D Scene Mapping System	X	
Account Total	-	\$ 250				001.10.521.220.48.01		
Various	\$ 2,250	\$ 2,250			X	Subscription for Investigative Services	X	
Leads Online	\$ 3,000	\$ 3,000			X	Subscription for Tracking Pawn Shop Activity. Used by our Pawn Shops to Meet Mandated Reporting Requirements.	X	
Account Total	\$ 5,250	\$ 5,250				001.10.521.220.49.03		

Provider Name	2023 Budget Amount	2024 Budget Amount	Supplement	One-time	Ongoing	Explanation	Executive	
							Funded	Not Funded

Professional Services Total	\$ 16,600	\$ 16,850					<i>Approved in Total Date</i>	<u>7/15/2022</u>
Percentage Addition (Reduction)	0.0%	0.0%				City Administrator Use Only		
Dollar Amount Addition (Reduction)	-	-				City Administrator Use Only		
Adjusted Approved Total	\$ 16,600	\$ 16,850					<i>Approved modified amount Date</i>	<u></u>

Executive Comments & Adjustments: Includes instructions to Budget Officer for data input. Expand as needed.

Fund:	001 General Fund
Department:	10 Police
Division (e.g. Ops / Admin)	220 Investigations
Facility (if applicable)	
Schedule G: EQUIPMENT / VEHICLE PURCHASE	

NOTES: This form is to request budgetary consideration for new (non-vehicle) equipment (Part I) or new vehicle purchases (Part II), with estimated costs of \$5,000 or more. (A new vehicle or “addition” is defined as expanding the fleet, not replacement. “Replacements” will be budgeted by Fleet Management in the Equipment Rental & Reserve Fund.) If an expansion of the fleet is approved, Finance will include the vehicle cost in the department’s budget as a “Transfer Out to the Equipment Reserve Fund No. 501.”

PART II - VEHICLES

2023 Ford Explorer Hybrid or Toyota Highlander Hybrid	Detective Sergeant Vehicle	\$74,200				501.31.594.001.64.03		L3	
Vehicle Total		74,200	-						

Equipment Total	-	-	Approved in Total Date _____
Percentage Addition (Reduction) City Administrator Use Only	0.0%	0.0%	
Dollar Amount Addition (Reduction) City Administrator Use Only	-	-	
Adjusted Approved Total	-	-	Approved modified amount Date _____

Vehicle Total	\$ 74,200	-	Approved in Total Date <u>7/15/2022</u>
Percentage Addition (Reduction)	0.0%	0.0%	
Dollar Amount Addition (Reduction)	-	-	
Adjusted Approved Total	\$ 74,200	-	Approved modified amount Date _____

Affiliate Department Comments: Department submittals must include review and comments from IT, if applicable.

IT Review

☐ Reviewed

Date: MM/DD/YYYY

Affiliate Department Comments: Department submittals must include review and comments from either **Fleet**, if applicable.

Fleet has reviewed this request and the vehicles proposed are consistent with other vehicles in this department and Administration's direction to hybrid or all electric whenever practical.

Fleet Review

☒ Reviewed

Date: 5/11/2022

Executive Comments & Adjustments: Includes instructions to Budget Officer for data input. Expand as needed.

L3 - Levy Lid Lift

Fund:	001 General Fund
Department:	10 Police
Division (e.g. Ops / Admin)	220 Investigations
Facility (if applicable)	
Schedule H: MINOR EQUIPMENT	

NOTES: This form is to itemize minor (between \$250 and \$4,999) equipment purchases included in BARS Sub-object number 35. Please make sure that the total matches the preliminary budget line item. For those departments with multiple line items, please sub-total by applicable BARS No. REMINDER: 35.XX is only for individual items greater than \$500 and less than \$5,000. Items costing less should be included in the Other Operating Expenses line item in base budget. Items costing \$5,000 or greater are to be included in Schedule G.

Account Number	Item Description	2023 Budget	2024 Budget	Justification	Executive	
					Funded	Not Funded
001.10.521.220.33.00	Furniture	\$ 4,000		Det. Sgt. Office	L3	
Account Total		\$ 4,000	-			
001.10.521.220.35.00	IT Equipment	\$ 2,950		Det. Sgt. Office	L3	
001.10.521.220.35.00	Equipment	\$ 1,250	\$ 1,250	Misc. Replacement Equipment	X	
001.10.521.220.35.00	Body Armor	\$ 1,300		Det. Sgt.	X	
Account Total		\$ 5,500	\$ 1,250			

Professional Services Total	\$ 9,500	\$ 1,250	Approved in Total Date <u>7/15/2022</u>
Percentage Addition (Reduction) City Administrator Use Only	0.0%	0.0%	
Dollar Amount Addition (Reduction) City Administrator Use Only	-	-	
Adjusted Approved Total	\$ 9,500	\$ 1,250	Approved modified amount Date _____

Affiliate Department Comments: Submittals must include review and comments from either IT or Fleet, if applicable.

Reviewed and approved by IT. -Lance Inman

Dept. Approval

☐ Approved

☐ Not Approved

Executive Comments & Adjustments: Includes instructions to Budget Officer for data input. Expand as needed.

L3 - Levy Lid Lift

Fund:	001 General Fund
Department:	10 Police
Division (e.g. Ops / Admin)	300 Code Enforcement
Facility (if applicable)	
Schedule D: PROFESSIONAL SERVICES	

NOTES: For each Professional Services line item included in the department's budget, please provide the requested budget-related data, the provider name and amount of each professional services contract, and an explanation as to the need, any project the request is connected to, etc. Multiple subsections have been provided in order to address departments with multiple professional services lines in the same department. Please include those sub-fund identification numbers.

Provider Name	2023 Budget Amount	2024 Budget Amount	Supplement	One-time	Ongoing	Explanation	Executive	
							Funded	Not Funded
Verizon	\$ 950	\$ 950			X	Cell Phones	X	
Various	\$ 100	\$ 100			X	Cell Phone Supplies	X	
Verizon	\$ 1,100	\$ 1,100			X	MCT Air Cards	X	
Account Total	\$ 2,150	\$ 2,150				001.10.559.300.42.00		
CitizenServe	\$ 21,000	\$ 22,050			X	Software Maintenance for Code Enforcement Program	X	
All Traffic Solutions	\$ 5,250	\$ 5,500			X	Software Maintenance for Speed Monitoring Signs - Traffic Team	X	
Account Total	\$ 26,250	\$ 27,550				001.10.559.300.48.01		
WACE	\$ 100	\$ 100			X	Professional Dues for Washington Association of Code Enforcement	X	
Account Total	\$ 100	\$ 100				001.10.559.300.49.03		

Professional Services Total	\$ 28,500	\$ 29,800				Approved in Total Date	7/15/2022
Percentage Addition (Reduction)	0.0%	0.0%	City Administrator Use Only				
Dollar Amount Addition (Reduction)	-	-	City Administrator Use Only				
Adjusted Approved Total	\$ 28,500	\$ 29,800				Approved modified amount Date	

Executive Comments & Adjustments: Includes instructions to Budget Officer for data input. Expand as needed.

Fund:	001 General Fund
Department:	10 Police
Division (e.g. Ops / Admin)	300 Code Enforcement
Facility (if applicable)	
Schedule H: MINOR EQUIPMENT	

NOTES: This form is to itemize minor (between \$250 and \$4,999) equipment purchases included in BARS Sub-object number 35. Please make sure that the total matches the preliminary budget line item. For those departments with multiple line items, please sub-total by applicable BARS No. REMINDER: 35.XX is only for individual items greater than \$500 and less than \$5,000. Items costing less should be included in the Other Operating Expenses line item in base budget. Items costing \$5,000 or greater are to be included in Schedule G.

Account Number	Item Description	2023 Budget	2024 Budget	Justification	Executive	
					Funded	Not Funded
001.10.559.300.35.00	Body Armor	\$ 1,300		Replacement of STO/CE Body Armor	X	
001.10.559.300.35.00	Batteries	\$ 1,000	\$ 1,000	Replacement Batteries for Traffic Signs	X	
Account Total		\$ 2,300	\$ 1,000			

Professional Services Total	\$ 2,300	\$ 1,000	Approved in Total Date <u>7/15/2022</u>
Percentage Addition (Reduction) City Administrator Use Only	0.0%	0.0%	
Dollar Amount Addition (Reduction) City Administrator Use Only	-	-	
Adjusted Approved Total	\$ 2,300	\$ 1,000	Approved modified amount Date _____

Affiliate Department Comments: Submittals must include review and comments from either IT or Fleet, if applicable

Dept. Approval

☐ Approved

☐ Not Approved

Executive Comments & Adjustments: Includes instructions to Budget Officer for data input. Expand as needed.

Fund:	001 General Fund
Department:	10 Police
Division (e.g. Ops / Admin)	400 Training
Facility (if applicable)	
Schedule D: PROFESSIONAL SERVICES	

NOTES: For each Professional Services line item included in the department's budget, please provide the requested budget-related data, the provider name and amount of each professional services contract, and an explanation as to the need, any project the request is connected to, etc. Multiple subsections have been provided in order to address departments with multiple professional services lines in the same department. Please include those sub-fund identification numbers.

Provider Name	2023 Budget Amount	2024 Budget Amount	Supplement	One-time	Ongoing	Explanation	Executive	
							Funded	Not Funded
Verizon	\$ 475	\$ 475			X	Cell phone	X	
Various	\$ 50	\$ 50			X	Cell phone supplies	X	
Verizon	\$ 550	\$ 550			X	MCT air card	X	
Account Total	\$ 1,075	\$ 1,075				001.10.521.400.42.00		
Various	\$ 1,500	\$ 1,500			X	PIT vehicle repair & maintenance	X	
Account Total	\$ 1,500	\$ 1,500				001.10.521.400.48.00		
Lexipol	\$ 3,800	\$ 4,000			X	Subscription for PoliceOne Academy (virtual training courses)	X	
Account Total	\$ 3,800	\$ 4,000				001.10.521.400.49.03		
Evergreen Gun Club	\$ 2,500	\$ 2,500			X	Range fees	X	
Washington State Patrol	\$ 3,000	\$ 3,000			X	Range fees	X	
Account Total	\$ 5,500	\$ 5,500				001.10.521.400.49.10		

Professional Services Total	\$ 11,875	\$ 12,075				<i>Approved in Total Date</i>	8/3/2022
Percentage Addition (Reduction)	0.0%	0.0%	City Administrator Use Only				
Dollar Amount Addition (Reduction)	-	-	City Administrator Use Only				
Adjusted Approved Total	\$ 11,875	\$ 12,075				<i>Approved modified amount Date</i>	

Executive Comments & Adjustments: Includes instructions to Budget Officer for data input. Expand as needed.

Fund:	001 General Fund
Department:	10 Police
Division (e.g. Ops / Admin)	400 Training
Facility (if applicable)	
Schedule E: TRAINING & TRAVEL	

Employee(s) (list by position)	Course/Event Title	Location if out of town or out of state	2023		2024		Executive	
			Travel Costs (lodging, per diem, airfare, car) .43.00	Course/Event Cost (Conference/School/ Training)	Travel Costs (lodging, per diem, airfare, car) .43.00	Course/Event Cost (Conference/School/ Training)	Funded	Not Funded
ADMIN								
Commander & Admin Manager	IACP Conference	San Diego, CA	\$4,000.00	\$1,000.00			X*	
Chief	IACP Conference	Boston, MA			\$2,000.00	\$500.00	X*	
Chief or Commander	WASPC Conference (2)		\$2,500.00	\$1,200.00	\$2,500.00	\$1,200.00	X*^	
Command Staff member & Admin Staff member	NW Leadership Conference	Portland, OR	\$1,200.00	\$650.00	\$1,200.00	\$650.00	X*	
Admin Staff	Police records courses (LEIRA, PRA, ACCESS, etc.) & career development		\$2,000.00	\$2,000.00	\$2,000.00	\$2,000.00	X*	
Admin Staff	LERMS Conference	TBD	\$2,000.00	\$500.00	\$2,000.00	\$500.00	X*	
Management Analyst	IACP Technology Conference	TBD	\$1,800.00	\$600.00	\$1,800.00	\$600.00	X*	
Management Analyst	IACA Crime Analyst Conference	TBD	\$2,500.00	\$500.00	\$2,500.00	\$500.00	X*	
SUB-TOTAL			\$16,000.00	\$6,450.00	\$14,000.00	\$5,950.00	X*	
OPERATIONS								
New Patrol Officers (3 - 2023 & 3 in 2024)	BLEA			\$12,600.00		\$12,600.00		
Lieutenant	Career Development (budgeting, discipline, risk management, etc.)		\$1,000.00	\$1,000.00	\$1,000.00	\$1,000.00		
Sergeants	Career Development (middle- management, command college, etc.)		\$2,500.00	\$2,500.00	\$2,500.00	\$2,500.00		
Officers	Career Development (interviewing, pre-supervisor, crime scene, collision investigations, etc.)		\$3,000.00	\$5,000.00	\$3,000.00	\$5,000.00		
SUB-TOTAL			\$6,500.00	\$21,100.00	\$6,500.00	\$21,100.00		

Employee(s) (list by position)	Course/Event Title	Location if out of town or out of state	2023		2024		Executive	
			Travel Costs (lodging, per diem, airfare, car) .43.00	Course/Event Cost (Conference/School/ Training)	Travel Costs (lodging, per diem, airfare, car) .43.00	Course/Event Cost (Conference/School/ Training)	Funded	Not Funded
INVESTIGATIONS							X*	
Det. Lieutenant	NW Leadership Conference	Portland, OR			\$600.00	\$325.00		
Det. Lieutenant	Background Investigation Travel			\$1,500.00		\$1,500.00		
Det. Lieutenant & Evidence Technician	Property & Evidence Management	Portland, OR	\$900.00	\$800.00				
Det. Sergeant	1st Level Supervision		\$1,400.00	\$0.00				
Det. Sergeant	Crime Scene Management		\$1,500.00	\$0.00				
Detectives (2)	WHIA Homicide Conference		\$1,200.00	\$800.00	\$1,200.00	\$800.00		
New Detective	Required Courses (Child Abuse Interviewing & Basic Homicide)		\$1,400.00	\$0.00	\$1,500.00	\$400.00		
Detective	Crime Scene Photography				\$1,400.00	\$300.00		
Crisis Negotiator	Crisis Negotiations, Level 3				\$1,650.00	\$550.00		
School Resource Officers	NASRO National Conference	Indiana - 2023, Arizona - 2024	\$4,600.00	\$1,100.00	\$5,900.00	\$1,100.00		
SUB-TOTAL			\$11,000.00	\$4,200.00	\$12,250.00	\$4,975.00		
TRAINING								
Lieutenant	Career Development (budgeting, discipline, risk management, etc.)		\$1,000.00	\$1,000.00	\$1,000.00	\$1,000.00		
Instructors	Instructor Recertification (EVOC, DT, Firearms, L/L, etc.)		\$2,500.00	\$2,500.00	\$2,500.00	\$2,500.00		
All Staff	First Aid			\$2,000.00				
Commissioned Staff	EVOC					\$2,000.00		
SUB-TOTAL			\$3,500.00	\$5,500.00	\$3,500.00	\$5,500.00		
K9								
K9 Supervisor & Officer	California Narcotics K9 Conference	TBD			\$2,800.00	\$1,000.00		
K9 Officer	Annual conference & certifications		\$1,000.00	\$1,000.00	\$1,000.00	\$1,000.00		
SUB-TOTAL			\$1,000.00	\$1,000.00	\$3,800.00	\$2,000.00		

Employee(s) (list by position)	Course/Event Title	Location if out of town or out of state	2023		2024		Executive	
			Travel Costs (lodging, per diem, airfare, car) .43.00	Course/Event Cost (Conference/School/ Training)	Travel Costs (lodging, per diem, airfare, car) .43.00	Course/Event Cost (Conference/School/ Training)	Funded	Not Funded
			CODE ENFORCEMENT					
CE Officers	WACE Conference		\$1,000.00	\$500.00	\$1,000.00	\$500.00		
SUB-TOTAL			\$1,000.00	\$500.00	\$1,000.00	\$500.00		
Total			\$ 39,000	\$ 38,750	\$ 41,050	\$ 40,025		

Training & Travel Total	\$ 39,000	\$ 38,750	\$ 41,050	\$ 40,025	Approved total date:
Percentage Addition (Reduction) <i>City Administrator Use Only</i>	-15.0%	-15.0%	-15.0%	-15.0%	
Dollar Amount Addition (Reduction) <i>City Administrator Use Only</i>	-	-	-	-	
Adjusted Approved Total	\$ 33,150	\$ 32,938	\$ 34,893	\$ 34,021	8/4/2022 Approved modified amount date:

Executive Comments & Adjustments: Includes instructions to Budget Officer for data input. Expand as needed.

X*-Funded at 85%. Director's discretion to allocate. X*^ Original request was reduced to \$2,500 with Director's concurrence.

Fund:	001 General Fund
Department:	10 Police
Division (e.g. Ops / Admin)	400 Training
Facility (if applicable)	
Schedule H: MINOR EQUIPMENT	

NOTES: This form is to itemize minor (between \$250 and \$4,999) equipment purchases included in BARS Sub-object number 35. Please make sure that the total matches the preliminary budget line item. For those departments with multiple line items, please sub-total by applicable BARS No. REMINDER: 35.XX is only for individual items greater than \$500 and less than \$5,000. Items costing less should be included in the Other Operating Expenses line item in base budget. Items costing \$5,000 or greater are to be included in Schedule G.

Account Number	Item Description	2023 Budget	2024 Budget	Justification	Executive	
					Funded	Not Funded
001.10.521.400.35.00	Body Armor	\$ 1,300		Replacement of Training LT body armor	X	
001.10.521.400.35.00	P.I.T. bumper reinforcement	\$ 3,000		Outfitting a 2nd P.I.T. Training Car		X*
Account Total		\$ 1,300	-			

Professional Services Total	\$ 1,300	-	Approved in Total Date _____
Percentage Addition (Reduction) City Administrator Use Only	0.0%	0.0%	
Dollar Amount Addition (Reduction) City Administrator Use Only	-	-	
Adjusted Approved Total	\$ 1,300	-	Approved modified amount Date <u>8/3/2022</u>

Affiliate Department Comments: Submittals must include review and comments from either IT or Fleet, if applicable

Dept. Approval

☐ Approved

☐ Not Approved

Executive Comments & Adjustments: Includes instructions to Budget Officer for data input. Expand as needed.

X* - Paid from the Seizure Fund

Fund: 001 – General Fund

Dept.: 11 – Fire Department

Schedule A: SHORT-TERM GOALS AND OBJECTIVES – 2023-2024

Function/Program Description:

The Tumwater Fire Department is dedicated to serving and protecting community members, property, and the environment from natural and human caused emergencies within the City and neighboring communities. Such protection is delivered through emergency response, public education, code enforcement, inspection services, emergency management planning, and response and recovery. The Department also provides fire suppression services to the Port of Olympia Regional Airport. The Department is currently staffed by forty-eight career staff, five volunteer members, and one Administrative Assistant, who provide professional services for our Community.

The City is also contract provider within the Thurston County Medic One System. As a system partner since 1974, Advanced Life Support (ALS) certified paramedics respond to medical emergencies within the City and Thurston County. Additionally, Tumwater Paramedics are fully cross-trained as firefighters. Paramedic services are also provided under contract with Thurston County Medic One to the Rochester/Grand Mound areas.

Major Accomplishments in Prior Biennium:

1. Implementation of best practices relating to reducing carcinogen exposures and reduction of duty related cancers including replacement of expired turnout gear, a second set of gear for staff, creation of a turnout gear replacement schedule, and implementation of annual physical exams for early cancer detection.
2. Major firefighting equipment upgrades including replacement of nearly all fire hose and replacement of outdated hydraulic extrication tools with state-of-the-art battery powered tools.
3. Fire Prevention Officer position re-established as part of Community Risk Reduction program, implementation of web-based inspection/maintenance/testing monitoring program.
4. COVID response – staff adapted to numerous challenges through the pandemic and continued to serve the community 24/7.

Previous On-Going Short-Term Goals and Objectives:

1. Continue work of the IDEA Team to promote diversity and inclusion in hiring and on-boarding practices.
2. Continue Regional Fire Authority Planning Committee work with the City of Olympia looking toward potential election in April 2023, and full implementation of the RFA in 2024.

New Short-Term Goals and Objectives:

1. Staff Battalion T1 (Command Unit) 24/7. Currently, the Department does not have 24/7 dedicated supervision. Increasing operational complexity and call volume require a dedicated shift supervisor for safe and efficient operations.
2. Update the Fire Department five-year Strategic Plan
3. Improve Fire Prevention and Community Risk Reduction Programs
 - a. Implement company level fire inspections and pre-fire plans using state-of-the-art pre-fire planning software. Having dedicated BNT1 staffing will facilitate this effort.
 - b. To the extent resources allow, increase public education and communication.
 - c. Both increasing the number of inspections/preparing pre-fire plans and increasing education programs improves scores considered in the City's WSRB rating.
4. Complete study of potential staffing of BLS Aid Unit with transport capability to address increasing call volumes and ambulance delays. The study also addresses the potential creation of an FD CARES program staffed with a social worker and EMT to address non-emergent situations and frequent 911 user issues.
5. Prepare for 2023 Washington Survey and Rating Bureau (WSRB) re-evaluation of the City's rating.
6. Prepare to replace 2013 Pierce Engine T1 in 2025 (move to reserve status) through the Levy Lid Lift. Planning and preparation for this purchase will need to start in 2023.
7. Seek a partnership with local tribe(s) to fund equipment for wildland fire response.
8. Seek a partnership with the Port of Olympia to help fund Aircraft Rescue Firefighting training and equipment purchases.
9. In partnership with Thurston County Medic One, explore opportunities to support opioid response in Tumwater and Thurston County.
10. Work to improve Emergency Management planning efforts through a partnership with the City of Olympia. This may include a shared employee for Emergency Management. The City's Comprehensive Emergency Management Plan is due to be updated in 2024.

Fund: 001 – General Fund

Dept.: 11 – Fire Department

Schedule B: LONG-RANGE GOALS AND OBJECTIVES – 2025-2027

Long-Range Goals and Objectives:

1. Implement elements of the updated Fire Department Five Year Strategic Plan.
2. Expand Community Risk Reduction efforts including the new position of Assistant Chief/Fire Marshal and additional Fire Prevention Officer(s) to increase fire inspection capacity and expand risk reduction programs in partnership with other City Departments and partners. The plan to expand this program has been presented to the Public Health and Safety Committee.
3. If planning processes indicate the need for a 3rd Fire Station in Tumwater, identify potential site locations and funding options for land purchase.
4. Take delivery of new engine in 2025 (Levy Lid Lift).
5. Continue evaluation and implementation of programs such as FD CARES or other alternative response models that better address the needs of the community concerning non-emergent calls for service.
6. Station Alerting System upgrade at Station T1 and T2 - Alerting systems include specially designed audio/visual alerts and displays for ensuring a rapid turnout time for response personnel while not unduly stressing staff.

Fund: 001 – General Fund**Dept.: 11 – Fire Department (Operations)****Schedule C: STAFFING ADJUSTMENTS****TYPE OF ADJUSTMENT:**

Addition:	Elimination:	Change in Hours:	Change in Title/Description:	Change in Salary:
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Hours per CBA	Create four new Fire Lieutenant positions. Promote current FF's or FFPM's to the positions.	FF (100%) to Fire Lt. 112% for 6 mos. then 114%

DESCRIPTION OF ADJUSTMENT:

These Lieutenant positions/promotions are part of a 3-step process to establish full-time Battalion staffing. See Battalion Chief Reclassification Staffing Adjustment Schedule C for full description.

ALTERNATIVES:

See Battalion Chief Reclassification Staffing Adjustment Schedule C for full description.

ADVANTAGES OF APPROVAL:

See Battalion Chief Reclassification Staffing Adjustment Schedule C for full description.

IMPLICATIONS OF DENIAL:

See Battalion Chief Reclassification Staffing Adjustment Schedule C for full description.

Administrative Services Comments (Submittal must be reviewed by Administrative Services Department):

This change is tied to the Battalion Chief addition and will elevate four firefighters into the Lt. role creating additional recruitment activities.

Reviewed Date: 6/24/2022

Executive Comments:

Effective 4/1/23

Approved Date: 7/15/22 Disapproved Date: _____

DISTRIBUTION LIST: ☐ Payroll / 2023 Salary Schedule ☐ Finance ☐ Administrative Services Dept.

Fund: 001 – General Fund

Dept.: 11 – Fire Department (Operations)

Schedule C: STAFFING ADJUSTMENTS

TYPE OF ADJUSTMENT:

Addition:	Elimination:	Change in Hours:	Change in Title/Description:	Change in Salary:
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Hours per CBA	Reclassify current shift Captains to shift Battalion Chief (4 positions)	Proposed 3% (125% now to 128% - Olympia FD Battalion Chief scale)

DESCRIPTION OF ADJUSTMENT:

This staffing adjustment requires three steps:

1. Reclassify current shift Captains (4 positions) to shift Battalion Chiefs and staff Battalion T1 (BNT1) on a 24/7 basis which increases minimum shift staffing from 10 to 11 personnel.
2. Promote four current personnel to newly created Fire Lieutenant positions to staff Engine T1 (ET1).
3. Add three new positions (one Firefighter and two Firefighter/Paramedic positions).

Current minimum daily staffing is 10 personnel, which includes shift leadership of a Captain, Fire Lieutenant, and Paramedic Lieutenant. When at minimum staffing levels, the Captain is assigned to Engine T1 (ET1) and the Fire Lt. to ET2. When above minimum staffing levels, the Captain staffs BNT1 (command unit) and other qualified personnel (Firefighter, Firefighter/Paramedic, or Paramedic Lt.) act as the officer on ET1. For 2022, BNT1 is currently projected to be staffed 41% of the time. This percentage will drop under current minimum staffing levels due to sick leave or disability. With sick callouts, the shift officer is moved from the Battalion unit to the Engine. Implementation of the proposed staffing adjustments will keep BNT1 staffed 100% of the time.

With the new Battalion Chief positions, the position of shift Captain would be eliminated. Four current personnel would be promoted to Fire Lt. which would provide a Battalion Chief and two Fire Lt.'s on each shift. This would create the need for three new positions. Three positions are needed (instead of four) since we currently have one shift with 11 personnel and the other three have 10. This proposal includes one new Firefighter and two new Firefighter/Paramedic positions.

Under the current (2022) contract with Thurston County Medic One, the City is reimbursed for a percentage (roughly 85%) of salary and benefits for 18 Firefighter/Paramedic positions. This reimbursement is received independent of whether the positions are filled. Currently, the Department has 17 Firefighter/Paramedics. This proposal includes two of three new positions as Firefighter/Paramedics which would bring the total to 19 Firefighter/Paramedics. The City is currently in negotiations with Medic One for the successor agreement and reached a "temporary agreement" on June 21, 2022, that would increase the number of supported paramedic positions from 18 to 19.

ALTERNATIVES:

Do not reclassify positions and remain status quo.

ADVANTAGES OF APPROVAL:

Full-time staffing of BNT1 was included in the Fire Department 2023-2025 Long Range Goals and Objectives and identified as a goal in the 2016-2021 Fire Department Strategic Plan. The advantages of approval are in two specific areas: 1) increased personnel safety and accountability on emergency scenes and 2) increased efficiency and capacity with daily administrative tasks and program management.

The number and complexity of emergency incidents is increasing. WAC 296-305 requires that all emergency incidents have a designated "incident commander" and that "at all emergency incidents, the incident commander must be responsible for the overall safety of all members and all activities occurring at the scene". NFPA standards are industry best practices and NFPA 1710 also requires a dedicated incident commander. In the current response model at minimum staffing the shift Captain, as incident commander, is assigned to the engine and is not only responsible for the overall strategy and deployment of resources, but donning all safety equipment and breathing apparatus to be part of the initial fire attack crew. At best, it is challenging to be on the initial attack hoseline and coordinate all incoming resources as well as accountability tracking for all personnel on the scene. Many NIOSH reports on line of duty Firefighter deaths and injuries cite lack of proper incident command as a causal or contributing factor. When assigned to BNT1, the officer remains in that response vehicle (SUV or pickup) with a windshield view of the incident, a tracking board for all resources, a mobile data terminal to monitor units and dispatch information, and a more powerful radio for direct communication with dispatch and personnel inside structures. Most importantly, the officer is removed from distractions and can concentrate on the critical tasks that are required for safe operations.

The shift Captains are also direct supervisors for the other nine personnel on shift. This includes two engine companies and two medic units with one of those units stationed in Rochester. The Captains perform the same tasks as their Battalion Chief counterparts at Olympia and Lacey FD3 Fire Departments. They are responsible for daily shift scheduling, ensuring that units are properly deployed on emergency responses, scheduling and leading training activities, report writing, handling public inquiries, investigating complaints and potential disciplinary issues, and performing employee evaluations. As call volumes and administrative requirements have increased, it has become more difficult for the shift officers to complete all required tasks while at the same time running on all emergency calls in their response area. Having shift Battalion Chiefs will allow more efficient handling of administrative duties and create opportunities to expand programs in the risk reduction area. One example is coordination of company level business inspections and expanded development of incident pre-fire planning, which will not only lead to increased safety, but potentially improvement in scoring related to the City's WSRB rating.

Currently on evenings and weekends the Fire Department lacks a dedicated supervisor on duty in the City and this proposal will address that problem.

IMPLICATIONS OF DENIAL:

Without proper supervision, training, response coordination, record keeping, and incident command there is a risk that as response volumes and incident complexity increase that compliance with required administrative tasks could diminish and, in the worst case, the safety of community members and Fire Department staff could be at increased risk.

Administrative Services Comments (Submittal must be reviewed by Administrative Services Department):

A top step Battalion Chief for Tumwater, comparable cities for 2022, is averaged at \$11,440 per month in salary. This is comparable to City of Olympia Bat. Chief role. This change will unlock a cascade of structural changes that will increase staffing levels and costs across the department. It may be advisable to wait until after the RFA outcome is determined. This change may be difficult if not impossible to roll back should the City retain the department. This change will require elimination of the Captain role, the addition of four new Lt. positions and a request for three new Firefighters.

Reviewed Date: 6/24/2022

Executive Comments:

Effective 1/1/23

Approved Date: 7/8/22 Disapproved Date: _____

DISTRIBUTION LIST: ☐ Payroll / 2023 Salary Schedule ☐ Finance ☐ Administrative Services Dept.

Fund: 001 – General Fund

Dept.: 11 – Fire Department (Administration)

Schedule C: STAFFING ADJUSTMENTS

TYPE OF ADJUSTMENT:

Addition:	Elimination:	Change in Hours:	Change in Title/Description:	Change in Salary:
<input checked="" type="checkbox"/>	<input type="checkbox"/>		Department Assistant II	\$74,116

DESCRIPTION OF ADJUSTMENT:

In 2000, the Fire Department added a Secretary II position (0.95 FTE) that was later reclassified as a Department Assistant II (0.95 FTE). The position was eliminated in 2020, due to COVID related reductions. The Fire Department is requesting the position be reinstated as a full FTE.

ALTERNATIVES:

Do not reinstate the position

ADVANTAGES OF APPROVAL:

Currently, the Fire Department has a total of 48 career staff and 5 volunteer FF positions supported by one Administrative Assistant. As one of the largest departments in the City with a significant budget and a variety of programs, it is important for the Department to be effective and efficient in its operations. With the reinstatement of this position, we see several areas where impacts will be made.

- Front desk support – Currently, there is no one at the front desk to greet the public. Even as we have had the station closed through the pandemic, we frequently have public come to the front door for a variety of issues. As we reopen to the public, it will be important to have someone at the front desk.
- General administrative support – Currently, the Administrative Assistant is responsible for answering phones, completing payroll, paying invoices, ordering supplies and uniforms, managing Department budget and finance information, replying to public records requests, and a variety of other administrative tasks. Being able to delegate some of these tasks will allow the Administrative Assistant to focus on important tasks such as budget and finance monitoring. Also, there is no backup for critical tasks such as payroll.
- Fire Prevention Officer support – The work efficiency of the Fire Prevention Officer could be increased with some assistance. Currently the Fire Prevention Officer is somewhat limited on the number of billable inspections that can be completed due to the associated administrative tasks. This includes scheduling inspections, inspection follow-up compliance calls, entering data for billing, and inspection data entry

- Fire Prevention/Risk Reduction Education – The person in this position would be trained and certified as a Fire Life Safety Educator and help coordinate programs such as fire extinguisher training, school/community events, and social media support. The position would also support pre-fire planning efforts.
- WSRB rating – Increased efficiency in the inspection program, increased prevention education programs, and increased pre-fire planning all contribute toward maintaining or improving the fire protection class rating for the City.
- New program support – This position could help support a motor vehicle collision cost recovery program. Since we last looked at this program, the RCW has been changed to clarify the ability to collect these fees from insurance companies. Support will also be needed if agreements such as one with the Chehalis Tribe for service billing are put into place.

IMPLICATIONS OF DENIAL:

The Fire Department will continue to lack support for programs that would be more efficient with the reinstatement of this position and for critical tasks such as payroll. Without support from this position, it will be difficult to consider expanding or adding any new programs some of which may help the City maintain or improve its WSRB rating.

Administrative Services Comments (Submittal must be reviewed by Administrative Services Department):

This position is estimated to cost \$74,116 with salary and benefits. It does not include COLA and medical benefit increases for 2023. The position will be required to go through Civil Service.

Reviewed Date: 6/24/2022

Executive Comments:

Approved with assumption of no RFA. Effective 9/1/2023. Funded with increased fire permit fees.

If RFA passes, approved effective 6/1/2023. Same funding formula. Position shifts to RFA's Communications/Public Engagement staff person.

Approved Date: 7/22/22 Disapproved Date: _____

DISTRIBUTION LIST: ☐ Payroll / 2023 Salary Schedule ☐ Finance ☐ Administrative Services Dept.

Fund: 001 – General Fund
Dept.: 11 – Fire Department (Operations)
Schedule C: STAFFING ADJUSTMENTS

TYPE OF ADJUSTMENT:

Addition:	Elimination:	Change in Hours:	Change in Title/Description:	Change in Salary:
<input type="checkbox"/>	<input checked="" type="checkbox"/>		Captain (4)-Eliminate if BN Chief positions created	

DESCRIPTION OF ADJUSTMENT:

Reclassification of Captains to Battalion Chief would eliminate four Shift Captain positions. See Battalion Chief Reclassification Staffing Adjustment Schedule C for full description.

ALTERNATIVES:

See Battalion Chief Reclassification Staffing Adjustment Schedule C for full description.

ADVANTAGES OF APPROVAL:

See Battalion Chief Reclassification Staffing Adjustment Schedule C for full description.

IMPLICATIONS OF DENIAL:

See Battalion Chief Reclassification Staffing Adjustment Schedule C for full description.

Administrative Services Comments (Submittal must be reviewed by Administrative Services Department):

Should the Mayor and City Administrator approve this overall concept, it makes sense to eliminate the Captain role.

Reviewed Date: 6/24/2022

Executive Comments:

Effective 1/1/23

Approved Date: 7/15/22 Disapproved Date: _____

DISTRIBUTION LIST: ☐ Payroll / 2023 Salary Schedule ☐ Finance ☐ Administrative Services Dept.

Fund: 001 – General Fund

Dept.: 11 – Fire Department (Operations)

Schedule C: STAFFING ADJUSTMENTS

TYPE OF ADJUSTMENT:

Addition:	Elimination:	Change in Hours:	Change in Title/Description:	Change in Salary:
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Hours per CBA	Add three new positions. One Firefighter and two Firefighter/Paramedics.	Per CBA

DESCRIPTION OF ADJUSTMENT:

These positions are part of a 3-step process to establish full-time Battalion staffing. See Battalion Chief Reclassification Staffing Adjustment Schedule C for full description

ALTERNATIVES:

See Battalion Chief Reclassification Staffing Adjustment Schedule C for full description.

ADVANTAGES OF APPROVAL:

See Battalion Chief Reclassification Staffing Adjustment Schedule C for full description.

IMPLICATIONS OF DENIAL:

See Battalion Chief Reclassification Staffing Adjustment Schedule C for full description.

Administrative Services Comments (Submittal must be reviewed by Administrative Services Department):

This will obligate the city to the cost and benefits of three new firefighters. The long-term ongoing cost would be \$408,933 annually, as estimated at the 2022 salary and benefit cost levels.

Reviewed Date: 6/24/2022

Executive Comments:

Effective 1/1/2023

Approved Date: 7/15/2022 Disapproved Date: _____

DISTRIBUTION LIST: ☐ Payroll / 2023 Salary Schedule ☐ Finance ☐ Administrative Services Dept.

Fund:	001 General Fund	
Department:	11 Fire	
Division (e.g. Ops / Admin)	Ops/ Admin	(if applicable, denote "Operations", "Administration", or other division name)
Facility (if applicable)		(if applicable, denote facility name)
Schedule D: PROFESSIONAL SERVICES		

NOTES: For each Professional Services line item included in the department's budget, please provide the requested budget-related data, the provider name and amount of each professional services contract, and an explanation as to the need, any project the request is connected to, etc. Multiple subsections have been provided in order to address departments with multiple professional services lines in the same department. Please include those sub-fund identification numbers.

Provider Name	2023 Budget Amount	2024 Budget Amount	Supplement	One-time	Ongoing	Explanation	Executive	
							Funded	Not Funded
LifeScan Wellness Centers	\$ 1,100	\$ 1,100			X	Chief and Assistant Chief Physical Examinations. Physical exam cost for all other staff covered by NWFFT. Was \$18,000/year. Now covered by Trust.	X	
Account Total	\$ 1,100	\$ 1,100				001.11.522.100.41.01 Physical Examinations		
Public Safety Testing	\$ 13,000	\$ 13,000			X	Promotional testing for Lieutenants or Captains.	X	
National Hose Testing Specialties	\$ 5,000	\$ 5,400			X	Fire Department hose and ladders are to be tested on an annual basis per National Fire Protection Association (NFPA). National Hose Testing Specialties (NHTS) is certified to test both our hose (per NFPA 1962 Standard) and our ladders (per NFPA 1932 Standard). The Fire Department has utilized their services since 2020 and it is highly recommended we continue to do so.	X	
SeaWestern	\$ 2,000	\$ 2,000			X	Breathing air quality testing required under WAC 296-305 Safety Standards for Firefighters	X	
LN Curtis	\$ 5,000	\$ 6,000			X	Annual SCBA flow testing /maintenance and compressor maintenance required under WAC 296-305 Safety Standards for Firefighters.	X	
Center for Public Safety Excellence	\$ 20,000			X		Community-driven strategic plan facilitation for update of Fire Department 5-year Strategic Plan. Current plan went through 2021.	L3\$	
Account Total	\$ 45,000	\$ 26,400				001.11.522.100.41.08 Professional Services		

Provider Name	2023 Budget Amount	2024 Budget Amount	Supplement	One-time	Ongoing	Explanation	Executive	
							Funded	Not Funded
ESO Software-Fire CAD	\$ 4,500	\$ 4,600			X	ESO is the Department's "Fire Incident" reporting software. ESO also is utilized for " Electronic Health Records" on EMS calls and this portion is paid for and managed by Medic One. This includes a new "Fleet Management" module to track engine maintenance in coordination with the Olympia Vehicle Repair Facility.	X*	
ESO Software-Asset Management	\$ 3,045	\$ 2,095	X			This ESO software module includes a "Fleet Management" module that will allow tracking and coordination of engine maintenance with the Olympia Vehicle Repair Facility. The software module will also allow inventory and tracking of personal protective equipment. The City has made a considerable investment in new personal protective equipment. Inventory/tracking software will make tracking of inspections, repairs, and replacement cycles more efficient. Proper maintenance records keep the Department in compliance with WAC requirements as well as documentation for the WSRB rating process.	X*	
FireRescue1 Academy LMS	\$ 3,890	\$ 3,390			X	Learning Management System Software for assigning and tracking all Department training. Currently use Target Solutions - plan on switching to this vendor in 2023, similar cost. Medic One will be switching to this software for all EMS related training in the county. Switching to this vendor will allow integration of fire and EMS training delivery and tracking with one software package. Training record tracking is required under the WAC and necessary for WSRB rating evaluation. (Lexipol integrated with FireRescue1- one login for staff.)	X	
Lexipol	\$ 7,300	\$ 7,500			X	Policy management software. Lexipol provides sample policies specific to state law and provides updates as laws and industry best practices and standards are updated. Integrated with FireRescue1.	X	

Provider Name	2023 Budget Amount	2024 Budget Amount	Supplement	One-time	Ongoing	Explanation	Executive	
							Funded	Not Funded
Vector Pro Scheduling (Crewsense)	\$ 3,000	\$ 3,000			X	Department scheduling software.	X	
Vector Solutions-Crewsense Monthly	\$ 1,300	\$ 1,300			X	Monthly maintenance and support for scheduling software.	X	
Active 911	\$ 1,100	\$ 1,100			X	Mobile app for alerting staff to emergency incidents.	X	
"First Due" Pre-Fire Planning Software	\$ 10,000	\$ 9,000	X			Pre-Fire plans for structures and businesses are critical for firefighter and community safety. This software integrates with county assessor and city GIS data to help staff create custom plans that help identify hazards and provide critical occupancy data for responders to make informed decisions leading to a safer response. This software is being utilized by some of our area response partners and will allow for sharing pre-fire plans. Having this software will create a more efficient means of developing and sharing of these plans. One factor in the WSRB rating is the number of pre-fire plans completed and updated annually.	X	
Account Total	\$ 34,135	\$ 31,985				001.11.522.100.48.01 Software Maintenance		
Tumwater Family Practice and Dr. Steven Langer	\$ 5,000	\$ 2,500			X	Medical physicals and suitability assessment for new hires.	X	
Account Total	\$ 5,000	\$ 2,500				001.11.522.100.41.02 Medical Services		
Volunteer Board	\$ 1,500	\$ 1,500			X	Pension/ Disability for volunteers.	X	
Account Total	\$ 1,500	\$ 1,500				001.11.522.100.41.07 Volunteer Board		
Thurston Co Emergency Radio Network (TCERN)	\$ 25,000				X	The passage of Proposition 1 in 2019 provided for an upgrade of the County emergency radio network. All mobile and portable radios will be provided to TFD and installed at no cost to the City. A new base station and alerting system will need to be installed as part of this project and paid for by the City. There is no solid estimated timeframe due to delays caused by COVID-19. It is safe to say that installation and testing will most likely occur in 2023. This work was budgeted for in the 2021-22 biennium and may be underway prior to the end of 2022. If the work is not completed, the Department wants to carry over the unspent balance into the next biennium.	L3+	
Verizon	\$ 6,000	\$ 6,000			X	Department Cell Phones.	X	

Provider Name	2023 Budget Amount	2024 Budget Amount	Supplement	One-time	Ongoing	Explanation	Executive	
							Funded	Not Funded
QWEST	\$ 1,600	\$ 1,600			X	T2 landline for fire alarm system.	X	
Zoom	\$ 200	\$ 200			X	Department Zoom account.	X	
Other	\$ 3,000	\$ 3,000			X	Postage and Misc.	X	
Account Total	\$ 35,800	\$ 10,800				001.11.522.100.42.00 Communications		
City of Olympia	\$ 85,800	\$ 94,380			X	Apparatus repair. Based on 2021 and current 2022 numbers inflated by 10% in 2023 and 2024. Apparatus is aging and fleet maintenance fees are increasing.	X	
Northwest Safety Clean	\$ 1,500	\$ 1,500			X	Certified fire turnout gear repair and inspection vendor.	X	
Advance Pro Fitness	\$ 1,000	\$ 1,000			X	Station T1/T2 exercise equipment maintenance.	X	
Various	\$ 1,000	\$ 1,000			X	Misc.	X	
Account Total	\$ 89,300	\$ 97,880				001.11.522.100.48.00 Repair and Maintenance		
WA Association of Fire Chiefs	\$ 2,250	\$ 2,250			X	Department membership, annual dues.	X	
Thurston County Fire Chiefs Association	\$ 550	\$ 550			X	Department membership, annual dues.	X	
Int. Assoc. of Fire Chiefs	\$ 390	\$ 390			X	Chief and Assistant Chief membership.	X	
WA State Firefighters Association	\$ 200	\$ 200			X	Volunteer association membership.	X	
Emergency Management Council	\$ 250	\$ 300			X	Membership dues based on Tumwater % of county population.	X	
WA State Fire Marshals Association	\$ 743	\$ 743	X			Agency membership, annual dues. Access to CME for Fire Prevention Officer.	X	
East Olympia Fire District 6 - Thurston County "Air 6" Support	\$ 400	\$ 400			X	This fee is Tumwater's share to support East Olympia "Air 6" which will respond to incidents in Tumwater upon request to fill SCBA air bottles on the scene of an incident.	X	
McLane/Black Lake - SORT Dues	\$ 3,750	\$ 4,000			X	Thurston County "Special Operations Rescue Team". Tumwater currently has 3 members on this team who respond to technical rescue incidents. Tumwater can call on this team for special expertise on incidents in Tumwater.	X	
Adobe Pro License	\$ 400	\$ 400			X	Purchased through City IT, 2 licenses.	X	
Account Total	\$ 8,933	\$ 9,233				001.11.522.100.49.03 Dues/Subscriptions		

Provider Name	2023 Budget Amount	2024 Budget Amount	Supplement	One-time	Ongoing	Explanation	Executive	
							Funded	Not Funded
Various	\$ 1,500	\$ 1,500			X	Printed Public Education Materials/Business Cards.	X	
Account Total	\$ 1,500	\$ 1,500				001.11.522.100.49.02 Printing		

Professional Services Total	\$ 222,268	\$ 182,898				<i>Approved in Total Date</i> _____
Percentage Addition (Reduction)	0.0%	0.0%	City Administrator Use Only			
Dollar Amount Addition (Reduction)	-	-	City Administrator Use Only			
Adjusted Approved Total	\$ 222,268	\$ 182,898				<i>Approved modified amount Date</i> <u>7/14/2022</u>

Executive Comments & Adjustments: Includes instructions to Budget Officer for data input. Expand as needed.

L3\$ Not funded if RFA+/planning should be done by RFA. X* Not funded if RFA +/Will integrate into Olympia database. L3+ if cost occurs in this biennium/May carryover into 2025.

Fund:	001 General Fund		
Department:	11 Fire		
Division (e.g. Ops / Admin)	Ops/Admin	(if applicable, denote “Operations”, “Administration”, or other division name)	
Facility (if applicable)		(if applicable, denote facility name)	
Schedule E: TRAINING & TRAVEL			

Employee(s) (list by position)	Course/Event Title	Location if out of town or out of state	2023		2024		Executive	
			Travel Costs (lodging, per diem, airfare, car) .43.00	Course/Event Cost (Conference/School/ Training)	Travel Costs (lodging, per diem, airfare, car) .43.00	Course/Event Cost (Conference/School/ Training)	Funded	Not Funded
Firefighter (3 per year)	IFSAC Fire Instructor 1 training for staff career development.	In State		\$1,500.00		\$1,500.00	X1	
Firefighter (2-2023, 3-2024)	IFSAC Fire Officer 1 training for staff career development.	In State		\$1,000.00		\$1,500.00	X1	
Fire Officer (3 per year)	IFSAC Fire Officer 2 training for staff career development. This is a requirement once promoted and entering JATC Officer Program.	In State		\$1,500.00		\$1,500.00	X1	
Firefighter (10 classes per year)	College level classes required as part of JATC program.	In State		\$1,000.00		\$1,000.00	X1	
Firefighter and Fire Officer (10-2023, 5-2024)	Wildland firefighting Red-Card certification training.	In State		\$2,500.00		\$1,250.00	X1	
Captain (1)	Blue Card Incident Command "Train the Trainer" Course. Potential opportunity to host the course and have the tuition covered for the other 3 Captains. See Schedule I request submitted.	In State				\$4,500.00	X1	
Firefighter, Fire Officer (25 per year)	Renewal of Blue Card Incident Command training.	In State		\$3,125.00		\$3,125.00	X1	
Recruit Firefighter (4-2023, 2-2024)	Recruit fire academy for new hires. JATC program requirement.	In State		\$30,000.00		\$15,000.00	X1	
Firefighter (1 per year)	MSA G1 (SCBA) Initial CARE certification (SCBA maintenance technician).	Virtual		\$770.00		\$770.00	X1	

Employee(s) (list by position)	Course/Event Title	Location if out of town or out of state	2023		2024		Executive	
			Travel Costs (lodging, per diem, airfare, car) .43.00	Course/Event Cost (Conference/School/ Training)	Travel Costs (lodging, per diem, airfare, car) .43.00	Course/Event Cost (Conference/School/ Training)	Funded	Not Funded
All Staff (5 per year)	Vehicle extrication training through Puyallup Extrication Team (PXT). Nationally recognized expert training.	In State		\$4,000.00		\$4,000.00	X1	
Fire Prevention Officer	Washington Association of Fire Marshals or similar conference for required code continuing education.	In State	\$650.00	\$550.00	\$650.00	\$550.00	X1	
SORT/REMS Team Members (3 per year)	Special Operations Rescue Team and Rescue Emergency Module Support Team member specialized ongoing training classes.	In State		\$3,600.00		\$3,600.00	X1	
Administrative Assistant, Department Assistant	Car Seat Technician training and certification.	In State	\$600.00	\$650.00		\$500.00	X1	
Department Assistant	IFSAC Fire Life Safety Educator 1 certification.	In State			\$650.00	\$300.00	X1	
Administrative Assistant	WA State Fire Chief's Administrative Support Section Conference.	In State	\$475.00	\$400.00	\$500.00	\$400.00	X1	
Training Lieutenant	WA State Fire Training Officers Conference.	In State	\$650.00	\$550.00	\$650.00	\$550.00	X1	
Fire Chief, Assistant Chief	WA State Fire Chief's Conference.	In State	\$1,100.00	\$1,200.00	\$1,100.00	\$1,200.00	X1	
Fire Chief, Assistant Chief	International Association of Fire Chief's Fire Rescue International Conference.	Out of State, KC MO in 2023	\$2,950.00	\$1,400.00	\$3,000.00	\$1,400.00	X1	
All staff (4 per year)	National Fire Academy - various courses.	In State and Out of State (Emmitsburg, MD)	\$4,500.00		\$4,500.00		X1	
All staff (2 per year)	NW Leadership Conference (or similar leadership training). Annual conference focusing on leadership skills and career development.	Out of State - NW Leadership Seminar in OR	\$1,800.00	\$800.00	\$1,800.00	\$800.00	X1	
All staff (1 person)	Leadership Thurston County	in State				\$2,000.00	X1	

Employee(s) (list by position)	Course/Event Title	Location if out of town or out of state	2023		2024		Executive	
			Travel Costs (lodging, per diem, airfare, car) .43.00	Course/Event Cost (Conference/School/ Training)	Travel Costs (lodging, per diem, airfare, car) .43.00	Course/Event Cost (Conference/School/ Training)	Funded	Not Funded
All staff	Various local training that becomes available throughout the biennium.	In State		\$2,000.00		\$2,000.00	X1	
All staff	Interlocal agreement with Olympia for training services at the Mark Noble Regional Training Center. Tumwater PD will also have limited access to the facility for training.	In State		\$86,080.00		\$90,384.00	X1	
Total			\$ 12,725	\$ 142,625	\$ 12,850	\$ 137,829		

Training & Travel Total	\$ 12,725	\$ 142,625	\$ 12,850	\$ 137,829	Approved total date:
Percentage Addition (Reduction) <i>City Administrator Use Only</i>	-6.0%	-6.0%	-6.0%	-6.0%	
Dollar Amount Addition (Reduction) <i>City Administrator Use Only</i>	-	-	-	-	
Adjusted Approved Total	\$ 11,962	\$ 134,068	\$ 12,079	\$ 129,559	7/15/2022 Approved modified amount date:

Executive Comments & Adjustments: Includes instructions to Budget Officer for data input. Expand as needed.

Approved at 85% excluding the Olympia training contract. When adjusted, it is a 6% reduction overall.

Fund:	001 General Fund	
Department:	11 Fire	
Division (e.g. Ops / Admin)	Ops/Admin	(if applicable, denote "Operations", "Administration", or other division name)
Facility (if applicable)		(if applicable, denote facility name)
Schedule G: EQUIPMENT / VEHICLE PURCHASE		

NOTES: This form is to request budgetary consideration for new (non-vehicle) equipment (Part I) or new vehicle purchases (Part II), with estimated costs of \$5,000 or more. (A new vehicle or "addition" is defined as expanding the fleet, not replacement. "Replacements" will be budgeted by Fleet Management in the Equipment Rental & Reserve Fund.) If an expansion of the fleet is approved, Finance will include the vehicle cost in the department's budget as a "Transfer Out to the Equipment Reserve Fund No. 501."

PART I - EQUIPMENT

Equipment Description	Justification	2023 Budget Amount	2024 Budget Amount	Addition	Replacement	Account No.	Affiliate Review	Executive	
								Funded	Not Funded
Fire Station Security Cameras Program- Subfund - XXXX	Fire Station T1 had security cameras installed when the station was built. Those cameras and monitors are outdated technology that have not worked for many years. Station T2 has never had security cameras. Both stations are staffed 24/7 with members of the public coming to the stations at all hours of the day and night. Having a cloud based camera system would allow staff monitor staff and public entering and leaving the stations as well as the ability monitor public interaction in the station lobbies. Proposal is for 6 cameras at T1 and 5 at T2. Estimate \$1000 per cameras with \$3000 installation cost at each station.	-\$ 17,000				001.11.594.220.64.98	Discussed project with Lance from IT for estimates.		X
Equipment Total		-	-						

Equipment Description	Justification	2023 Budget Amount	2024 Budget Amount	Addition	Replacement	Account No.	Affiliate Review	Executive	
								Funded	Not Funded

PART II - VEHICLES

Staff Vehicle Replacement for Captain Medical Services Officer	The Captain MSO serves multiple roles in the department. A new truck is needed to pick up and deliver EMS supplies as well as respond to 911 Emergency Responses. Current Vehicle is a 2011 Ford Explorer and is in need of replacement. The current vehicle is not covered through ER&R. Emergency lighting is included but no new radios are needed.		62,500			501.31.594.000.64.06	Reviewed by Marc LaVack	L3	
Staff Vehicle Replacement for Fire Prevention Officer.	The current vehicle for the Fire Prevention Officer (FPO) is a 2000 Chevy Pickup (not under ER&R). The FPO needs a reliable replacement vehicle to perform all functions necessary for the job. No lights or radios will be needed. Ford Escape Hybrid.	35,000				501.31.594.000.64.06	Reviewed by Marc LaVack	L3	
<i>Insert Rows Here if necessary</i>									
Vehicle Total		35,000	62,500						

Equipment Total	-	-	Approved in Total Date _____
Percentage Addition (Reduction) <i>City Administrator Use Only</i>	0.0%	0.0%	
Dollar Amount Addition (Reduction) <i>City Administrator Use Only</i>	-	-	
Adjusted Approved Total	-	-	Approved modified amount Date _____

Equipment Description	Justification	2023 Budget Amount	2024 Budget Amount	Addition Replacement	Account No.	Affiliate Review	Executive	
							Funded	Not Funded

Vehicle Total \$ 35,000 \$ 62,500 *Approved in Total Date* 7/15/2022

Percentage Addition (Reduction) 0.0% 0.0%

Dollar Amount Addition (Reduction) - -

Adjusted Approved Total \$ 35,000 \$ 62,500 *Approved modified amount Date* _____

Affiliate Department Comments: Department submittals must include review and comments from IT, if applicable.

Reviewed by Lance per email of 6/22.

IT Review

☒ Reviewed

Date: 6/22/2022

Affiliate Department Comments: Department submittals must include review and comments from either **Fleet**, if applicable.

Both vehicles proposed are hybrid models, consistent with City Administrations direction to purchase hybrid or electric whenever practical.

Fleet Review

☒ Reviewed

Date: 6/22/2022

Executive Comments & Adjustments: Includes instructions to Budget Officer for data input. Expand as needed.

At time of purchase, assess the reliability of green technology. If not green, purchase of off-sets required. L3 funded. If RFA, purchase immediately, otherwise, purchase in after Nov. 2023.
X-funded in 2022 with ARPA security funds.

Fund:	001 General Fund
Department:	11 Fire
Division (e.g. Ops / Admin)	Ops/Admin
Facility (if applicable)	
Schedule H: MINOR EQUIPMENT	

NOTES: This form is to itemize minor (between \$250 and \$4,999) equipment purchases included in BARS Sub-object number 35. Please make sure that the total matches the preliminary budget line item. For those departments with multiple line items, please sub-total by applicable BARS No. REMINDER: 35.XX is only for individual items greater than \$500 and less than \$5,000. Items costing less should be included in the Other Operating Expenses line item in base budget. Items costing \$5,000 or greater are to be included in Schedule G.

Account Number	Item Description	2023 Budget	2024 Budget	Justification	Executive	
					Funded	Not Funded
001.11.522.100.35.00	Blowhard Smoke Extraction Fan		\$ 4,261	As part of fire suppression activities, smoke extraction and ventilation play a key role. We currently have 2 aging Blowhard Fans and need to have a spare when one goes out of service. The fans are battery powered and our plan is to replace one this biennium and another in the next biennium. The older fans will be retained as backups and placed on the reserve engines.	X	
001.11.522.100.35.00	Other small tools and equipment needed for stations such as chainsaw supplies, hose replacements, nozzle replacements.	\$ 18,724	\$ 15,303	The Department continues to replace worn, broken, and outdated items such as hose, nozzles, and specialized valves. Other items, such as chainsaw supplies, saw blades, etc. necessary for daily operations are included in this line item.	X	
Account Total		\$ 18,724	\$ 19,564			

Account Number	Item Description	2023 Budget	2024 Budget	Justification	Executive	
					Funded	Not Funded
001.11.522.100.35.00	Standard workstation setup - Department Assistant II	\$ 4,250		Standard workstation setup for Department Assistant II position. Estimate per IT.	X	
Account Total		\$ 4,250	-			
001.11.522.100.35.00	Microsoft Surface Tablet – Fire-Prevention Officer		\$ 4,250	The Fire Prevention Officer currently utilizes an outdated Department laptop in the field to record data during fire inspections. A MS Surface tablet will be a more efficient means of entering data in the field. Cost estimated by IT.		X&
Account Total		-	-			

Professional Services Total	\$ 22,974	\$ 19,564	Approved in Total Date	
Percentage Addition (Reduction) City Administrator Use Only	0.0%	0.0%		
Dollar Amount Addition (Reduction) City Administrator Use Only	-	-		
Adjusted Approved Total	\$ 22,974	\$ 19,564	Approved modified amount Date	8/12/2022

Affiliate Department Comments: Submittals must include review and comments from either IT or Fleet, if applicable

Workstation and computer costs per Lance. The previous computer was moved into the map room and is still on the ERR replacement schedule. This line would keep the computer in the map room and add an additional PC for the Department Assistant II.

Dept. Approval

☐ Approved

☐ Not Approved

Executive Comments & Adjustments: Includes instructions to Budget Officer for data input. Expand as needed.

X& Replacement covered by ERR

Fund: 001 – General Fund

Dept.: 12 – Engineering

Schedule A: SHORT-TERM GOALS AND OBJECTIVES – 2023-2024

Function/Program Description:

The Engineering Division of the Transportation and Engineering Department is responsible for the overall management and direction of public infrastructure within rights-of-way constructed as part of development or City capital projects. Engineering provides engineering services and project management to other departments within the City, the City Council, and the community. Primary functions include GIS/Mapping/Survey, development review coordination for public infrastructure, and project management, design, and construction administration for most capital projects.

Major Accomplishments in Prior Biennium:

1. Completion and adoption of the 2022-2027 Capital Facilities Plan.
2. Completed the GIS Needs Assessment and the Explore Tumwater! Map.

Previous On-Going Short-Term Goals and Objectives:

1. Continue the development of short, mid and long-term staffing plan and review of organizational structure to support growing City needs.
2. Increase progress in all areas of GIS mapping including street and utility assets, mapping of new and annexed parcels, and continue to explore opportunities to expand the applicability and availability of GIS tools to City employees and the public.
3. Develop staffing resources necessary to fully implement capital improvement programs and public works planning efforts.
4. Complete the planning and design effort for the Public Works Operations and Maintenance Facility.
5. Explore opportunities for staff development and succession planning within the Public Works Department to promote efficiency and performance.

New Short-Term Goals and Objectives:

1. Refine project management practices, primarily focusing on stakeholder engagement.
2. Expand capacity to address development review needs and maintain desired review times.

Fund: 001 – General Fund

Dept.: 12 – Engineering

Schedule B: LONG-RANGE GOALS AND OBJECTIVES – 2025-2027

Long-Range Goals and Objectives:

1. Develop new staff as subject matter experts to gain capacity for management staff.
2. Continue to align Capital Facilities Plan and staff capacity.
3. Secure funding needed to progress major capital projects including the E Street Connection, Tumwater Boulevard Interchange reconstruction, Capitol Boulevard Corridor, and Old Hwy 99 Corridor reconstruction.

Fund: 001 – General Fund
Dept.: 12 - Engineering
Schedule C: STAFFING ADJUSTMENTS

TYPE OF ADJUSTMENT:

Addition:	Elimination:	Change in Hours:	Change in Title/Description:	Change in Salary:
<input checked="" type="checkbox"/>	<input type="checkbox"/>	1.0 FTE	New Position / Engineer I (Plans Reviewer)	Grade 58, \$103,657

DESCRIPTION OF ADJUSTMENT:

This request is for a new position to support the Development Review Section, which is responsible for review and inspection of public infrastructure and private storm systems constructed with development projects. Development activity has increased substantially over the last ten years and FTE's in the section have decreased from five to four in the same timeframe. The staff reduction was initially temporary with a vacant position frozen with COVID budget reductions, but the position was later reallocated. The Development Review Section is the "bottleneck" in the permit process and average review time has more than doubled in recent years. Because development activity is economy based, the position would also backup inspection activities. Proposed initial funding is 10% each Water/Sewer/Storm and 70% General Fund with the General Fund source being permit revenue from development fees. Expenses would be redistributed in subsequent budgets based on actual utilization.

ALTERNATIVES:

Do not approve request for additional position.

ADVANTAGES OF APPROVAL:

Decreased review time, increased review quality, and increased capacity to inspect public infrastructure construction.

IMPLICATIONS OF DENIAL:

Continue to increase response times and inability to properly review plans or inspect infrastructure.

Administrative Services Comments (Submittal must be reviewed by Administrative Services Department):

Duties are in alignment with Engineer I position. Estimated cost at grade 58, Step 1 is \$103,657 with full benefits. COLA and medical cost increases projected for 2023 are not included.

Reviewed Date: 7/12/2022

Executive Comments:

Development fees to cover. Effective 4/1/2023

Approved Date: 7/24/22 Disapproved Date: _____

DISTRIBUTION LIST: ☐ Payroll / 2023 Salary Schedule ☐ Finance ☐ Administrative Services Dept.

Fund: 001 – General Fund
Dept.: 12 - Engineering
Schedule C: STAFFING ADJUSTMENTS

TYPE OF ADJUSTMENT:

Addition:	Elimination:	Change in Hours:	Change in Title/Description:	Change in Salary:
<input type="checkbox"/>	<input type="checkbox"/>		Capital Project Manager to Senior Capital Project Manager (Engineer III)	Grade 66 Step 7 to Grade 69 Step 4/6 (\$0 to \$441 monthly)

DESCRIPTION OF ADJUSTMENT:

The Capital Project Manager position was created to manage the scope, schedule, and budget of parks and major facility projects. The position was intended to manage projects that do not require significant in-house engineering work. It has been difficult to procure consultant engineering services for parks and facilities projects due to scale of some projects and capacity of consultants. The employee has filled the gap by performing design work in-house as a licensed professional engineer. The work the employee has been performing is consistent with the Engineer III job classification. It is evident there will not be consistency in quality or availability of consultants and we need to maintain the ability and capacity to complete design of many small General Fund capital projects in-house. The change would be approximately 70% project funded with overhead borne by General Fund and utilities.

ALTERNATIVES:

Keep the current position and reconsider in the future.

ADVANTAGES OF APPROVAL:

Continue to employ a professional engineer to serve as the principal project manager for significant General Fund capital investments.

IMPLICATIONS OF DENIAL:

Employee continues to perform work in line with the Engineer III job classification while being compensated at a lower level.

Administrative Services Comments (Submittal must be reviewed by Administrative Services Department):

The Engineering III position is at grade 69 and this promotion would require a pay increase of at least one step. Total cost for this position at step 5, grade 69 is \$142,337 per year including medical, retirement and other fringe benefits. The \$219 a month increase is the difference in salary between current position and new position.

Reviewed Date: 6/13/2022

Executive Comments:

Promotional opportunity only.

Approved Date: 7/22/22 Disapproved Date: _____

DISTRIBUTION LIST: ☐ Payroll / 2023 Salary Schedule ☐ Finance ☐ Administrative Services Dept.

Fund: 001 – General Fund
Dept.: 12 - Engineering
Schedule C: STAFFING ADJUSTMENTS

TYPE OF ADJUSTMENT:

Addition:	Elimination:	Change in Hours:	Change in Title/Description:	Change in Salary:
<input type="checkbox"/>	<input type="checkbox"/>		GIS Technician to GIS Analyst	Grade 46, Step 3 to Grade 54, Step 1 (\$770 per month)

DESCRIPTION OF ADJUSTMENT:

The GIS Technician position is an entry level position with basic duties assigned. There is currently no path for advancement or position between this entry level position and the GIS Coordinator position. The incumbent has grown tremendously in skill, has recently received a Master's Degree, and has been performing several higher level tasks due to City needs. This adjustment would change the GIS Technician position to a GIS Analyst position to reflect the work the incumbent is performing. The fund split would remain the same at 10% Engineering, 15% Street, 25% Water, 25% Sewer and 25% Storm.

ALTERNATIVES:

Keep the current position and reconsider in the future.

ADVANTAGES OF APPROVAL:

Internal promotions are of value because they motivate the person being promoted and they show other employees that the City offers advancement opportunities and awards excellence.

IMPLICATIONS OF DENIAL:

The City risks losing the incumbent.

Administrative Services Comments (Submittal must be reviewed by Administrative Services Department):

The GIS Analyst position is not currently on the salary schedule but has been in the past at grade 54. Total cost for this position at step 1 is \$95,538 per year including medical, retirement and other fringe benefits. The \$770 a month increase is the difference in salary between current position and new position.

Reviewed Date: 6/13/2022

Executive Comments:

Promotional opportunity only.

Approved Date: 7/22/22

Disapproved Date: _____

DISTRIBUTION LIST: ☐ Payroll / 2023 Salary Schedule ☐ Finance ☐ Administrative Services Dept.

Fund:	001 General Fund	
Department:	12 Engineering	
Division (Ops / Admin)		(if applicable, denote "Operations", "Administration", or other division name)
Facility (if applicable)		(if applicable, denote facility name)
Schedule D: PROFESSIONAL SERVICES		

NOTES: For each Professional Services line item included in the department's budget, please provide the requested budget-related data, the provider name and amount of each professional services contract, and an explanation as to the need, any project the request is connected to, etc. Multiple subsections have been provided in order to address departments with multiple professional services lines in the same department. Please include those sub-fund identification numbers.

Provider Name	2023 Budget Amount	2024 Budget Amount	Supplement	One-time	Ongoing	Engineering	Streets	TBD	Water	Sewer	Storm	Explanation	Executive	
													Funded	Not Funded
On-Call Survey (To Be Determined)	\$ 10,500	\$ 10,500			X	40%			20%	20%	20%	Survey for review for non-capital items	X	
On-Call Engineering (To Be Determined)	\$ 10,500	\$ 10,500			X	40%			20%	20%	20%	Engineering support services for non-capital items	X	
Nearmap Aerial Photos	\$ 5,250	\$ 5,250			X	25%			25%	25%	25%	Subscription for aerial photos	X	
GIS Professional Certification	\$ 240	\$ 240			X	25%			25%	25%	25%	GISP certification for GIS Coordinator	X	
TerraSync Professional	\$ 580	\$ 580			X	25%			25%	25%	25%	Software for Trimble GPS Unit (GIS)	X	
Trimble Pathfinder Office	\$ 840	\$ 840			X	25%			25%	25%	25%	Desktop software for processing data from GPS Unit (GIS)	X	
CivicLens	\$ 2,100			X		25%			25%	25%	25%	(2) perpetual licenses - backup for Portal and ArcGIS Online	X	
Unanticipated Increases (~5% total)	\$ 1,500	\$ 1,400			X	25%			25%	25%	25%			XA
<i>Insert Rows Here if necessary</i>														
Account Total	\$ 30,010	\$ 27,910										001.12.532.100.41.00		

Professional Services Total	\$ 30,010	\$ 27,910
Percentage Addition (Reduction)	0.0%	0.0%
Dollar Amount Addition (Reduction)	-	-
Adjusted Approved Total	\$ 30,010	\$ 27,910

Approved in Total Date _____

Approved modified amount Date 7/24/2022

Executive Comments & Adjustments: Includes instructions to Budget Officer for data input. Expand as needed.

XA - unanticipated increase line redistributed above.

Fund:	001 General Fund
Department:	12 Engineering
Division (e.g. Ops / Admin)	(if applicable, denote "Operations", "Administration", or other division name)
Facility (if applicable)	(if applicable, denote facility name)
Schedule E: TRAINING & TRAVEL	

Employee(s) (list by position)	Course/Event Title	Location if out of town or out of state	2023		2024		Engineering	Streets	TBD	Water	Sewer	Storm	Executive	
			Travel Costs (lodging, per diem, airfare, car) .43.00	Course/Event Cost (School/ Training/Conf.)	Travel Costs (lodging, per diem, airfare, car) .43.00	Course/Event Cost (School/ Training/Conf.)							Funded	Not Funded
Four staff (any TED) Spring, Two staff (any TED) Fall	APWA Semi-Annual Conferences (3 days)	varies (all in state)	\$ 3,500	\$ 3,350	\$ 3,500	\$ 3,350	25.0%			25.0%	25.0%	25.0%	X*	
Any (2) TED staff	APWA -PWX	San Diego (2023), Unknown (2024)	\$ 2,200	\$ 2,000	\$ 2,200	\$ 2,000	25.0%			25.0%	25.0%	25.0%	X*	
Two Engineering Services staff per year	Civil 3D (3 Days)	Seattle or Portland	\$ 700	\$ 2,000	\$ 700	\$ 2,000	25.0%			25.0%	25.0%	25.0%	X*	
Any TED staff	WSDOT Sponsored Classes			\$ 500		\$ 500	100.0%						X*	
Any TED staff	Certified Erosion & Sediment Control Recertification	varies		\$ 750		\$ 750						100.0%	X*	
Two TED staff per year	WA Asphalt Pavement Association Asphalt Pavement Training			\$ 500		\$ 500	100.0%						X*	
Two TED staff per year	Stormwater Modeling - WWHM or Other			\$ 900		\$ 900						100.0%	X*	
Transportation Mgr or Engineer II	Street Saver - Online Classes			\$ 750		\$ 750			100.0%				X*	
One TED staff per year	NWPMA Annual Conference			\$ 850		\$ 850			100.0%				X*	
Two GIS staff per year	State GIS Conference	varies (all in state)	\$ 50	\$ 1,000	\$ 50	\$ 1,000	25.0%			25.0%	25.0%	25.0%	X*	
GIS Coordinator	Local GIS Workshops	varies (all in state)		\$ 100		\$ 100	25.0%			25.0%	25.0%	25.0%	X*	
GIS Coordinator	Lucity User Group Meeting	varies, Wa/Or	\$ 50		\$ 50		25.0%			25.0%	25.0%	25.0%	X*	
One GIS Staff per year	NW GIS Conference	varies	\$ 700	\$ 500	\$ 700	\$ 500	25.0%			25.0%	25.0%	25.0%	X*	
GIS Staff - total 2 classes per year	Esri Training/Workshop			\$ 3,280		\$ 3,280	25.0%			25.0%	25.0%	25.0%	X*	
One/Two GIS Staff per year	Esri User Conference	San Diego, CA	\$ 2,200	\$ -	\$ 1,800	\$ -	25.0%			25.0%	25.0%	25.0%	X*	
Any TED Staff	unidentified training and conferences		\$ 2,000	\$ 3,000	\$ 2,000	\$ 3,000	40.0%			20.0%	20.0%	20.0%	X*	

Training & Travel Total	\$ 11,400	\$ 19,480	\$ 11,000	\$ 19,480	Approved total date:
Percentage Addition (Reduction)	-20.0%	-20.0%	-20.0%	-20.0%	
Dollar Amount Addition (Reduction)	-	-	-	-	
Adjusted Approved Total	\$ 9,120	\$ 15,584	\$ 8,800	\$ 15,584	7/24/2022
					Approved modified amount date:

<p><u>Executive Comments & Adjustments:</u> Includes instructions to Budget Officer for data input. Expand as needed.</p>	
<p>X* - funded at 80%. Directors discretion to decide allocation.</p>	

Fund:	001 General Fund
Department:	12 Engineering
Division (e.g. Ops / Admin)	(if applicable, denote "Operations", "Administration", or other division name)
Facility (if applicable)	(if applicable, denote facility name)
Schedule F: CAPITAL FACILITY IMPROVEMENTS	

NOTES: This form is to request budgetary consideration for improvements to existing City facilities or to build/acquire new facilities with estimated costs of \$5,000 or more.

Improvement Description and Justification	Expenditure Acct. (entered by Budget Officer)	2023 Budget Amount	2024 Budget Amount	Funding Source(s)	Executive	
					Funded	Not Funded
Modular Office Furniture. Replaces existing outdated furniture which is inadequate in two offices, replaces front counter for TED and WRS City Hall office, adds two to three workstations for new TED/WRS staff.	001.12.532.100.35.00	\$ 20,000		20% each Engineering, Streets, Water, Sewer, Storm	X	
Account Total		\$ 20,000	-			

Capital Facility Improvements Total	\$	20,000	-
Percentage Addition (Reduction) City Administrator Use Only		0.0%	0.0%
Dollar Amount Addition (Reduction) City Administrator Use Only		-	-
Adjusted Approved Total	\$	20,000	-

7/24/2022

Approved in Total Date

Approved modified amount Date

Affiliate Department Comments: Department submittals must include review and comments from Facilities.

Facilities Review

☐ Reviewed

Date

Executive Comments & Adjustments: Includes instructions to Budget Officer for data input. Expand as needed.

Fund: 001 – General Fund

Dept.: 13 – Community Development

Schedule A: SHORT-TERM GOALS AND OBJECTIVES – 2023-2024

Function/Program Description:

The Community Development Department provides timely permit and plan review, inspection, long-range comprehensive planning and economic development planning. Development review includes reviewing and processing permit applications, environmental and critical area analysis, land division, building, plumbing, mechanical, fire and life safety inspections, and building code enforcement support. Long-range planning supports the City Council and Planning Commission in policy development and addressing state and federal requirements for researching, processing, and staffing all comprehensive planning projects, zoning and development code updates, and annexations. Economic development focuses on business retention and recruitment. The department operates with a staff of 12 FTEs.

Major Accomplishments in Prior Biennium:

1. Completed and adopted the Urban Forestry Management Plan.
2. Participated in regional work to provide housing and services to houseless people.
3. Annexed the twelve remaining islands in Tumwater.
4. Issued 3,055 permits and \$184,604,521 in new construction valuation from January 2021 through May 2022.

Previous On-Going Short-Term Goals and Objectives:

1. Prepare an update to the City's street tree, tree protection, enforcement, and landscape regulations to reflect the goals and policies of the recently adopted Urban Forestry Management Plan.
2. Completion and adoption of the Habitat Conservation Plan and issuance of incidental take permit, including launch of mitigation sites.
3. Work on implementing policy and regulatory amendments to support the City Council's direction on addressing houselessness, housing affordability, and tenant protections.
4. Update the regulations for the Tumwater/Thurston County Joint Plan to implement the recently adopted Joint Plan. These regulations have not had a substantial update since their adoption in 1997.

New Short-Term Goals and Objectives:

1. Retain and work with a consultant to develop citywide diversity, equity, and inclusion goals into planning and organizational decision making to foster a more inclusive City.

2. Enhance the economic development program implementation with the new Economic Development Program Manager position. This is a Council strategic priority.
3. Transition permitting tracking software from Eden to Munis as part of the overall citywide computer software upgrade. This will increase permit review functionality and improve the customer interface.
4. Update the essential public facilities standards.
5. Review permit processes for housing and green business permits to explore opportunities for streamlined permit review.
6. Explore opportunities for alternative building materials to address housing costs.
7. Explore alternative building methods for viability to provide affordable housing opportunities.
8. Complete the current Affordable Housing and Houselessness Action Plan and update for the future, including provisions for intergenerational housing.
9. Implement the City's Economic Development Plan including building on the craft beverage legacy, finding a permanent home for the farmer's market, recruiting green employers and jobs, and enhancing City revenue base consistent with City objectives.
10. Explore raising the minimum wage.
11. Direct new fire permit fees to fire code compliance and safety.
12. Develop an exciting and visionary future for the WSDOT headquarters site to implement the Capitol Blvd. Corridor Plan.

Fund: 001 – General Fund

Dept.: 13 – Community Development

Schedule B: LONG-RANGE GOALS AND OBJECTIVES – 2025-2027

Long-Range Goals and Objectives:

1. Complete the Growth Management Act periodic update of the Comprehensive Plan, development regulations, and critical areas ordinances prior to June 30, 2025 deadline.
2. Develop autonomous and electric vehicle infrastructure standards.
3. Start pipeline safety and land use review process.
4. Update or remove zero effect drainage discharge chapter (TMC 13.22).
5. Develop and implement a departmental business plan that addresses the long term needs of the department to maximize efficiency and effectiveness.
6. Work to remove or modify outdated construction policies or regulations that hinder redevelopment in our business zones.
7. Monitor and assist with implementation of the Brewery District and Capital Boulevard Neighborhood plans.
8. Continue to streamline all phases of permit review beginning with permit intake and ending with construction closeout.

Fund: 001 - General

Dept.: 13 - Community Development – Building Division

Schedule C: STAFFING ADJUSTMENTS

TYPE OF ADJUSTMENT:

Addition:	Elimination:	Change in Hours:	Change in Title/Description:	Change in Salary:
<input checked="" type="checkbox"/>	<input type="checkbox"/>	None	Building and Fire Safety Inspector/Make Permanent	\$93,665

DESCRIPTION OF ADJUSTMENT:

Conversion of a Building Safety Inspector from a project position to a permanent FTE. Building inspections have been at a consistently high level for several years and look to continue at a high level given the amount of projects in the pipeline. Because the current position will expire in the spring of 2023, it is important to secure this position to ensure continuation of timely building inspections for residential and commercial/industrial projects. The pace of development has brought in significant revenue to cover these costs. The department is backstopped by the Permit Reserve Fund.

ALTERNATIVES:

Do not fund the position and attempt to secure contract building inspections to meet demand. If sufficient contract inspection services are not available, then the alternative is to delay building inspections until an inspector is available.

ADVANTAGES OF APPROVAL:

Approval will sufficiently staff the building inspection program. This will allow us to continue to provide next day inspections after an inspection request. It will also improve the quality of inspections, because inspectors now have little choice but to hurry inspections to meet service demands.

IMPLICATIONS OF DENIAL:

A piece of providing affordable housing, that is sometimes overlooked, is builders rely on prompt inspection services to prevent delays in construction; which allows them to provide a more affordable product. Any construction delay can significantly increase the cost of construction as material, labor and financing costs rise. Construction cost increases are passed along to the consumer. To date, it has not been possible to secure enough contract inspection services because the firms have too much demand themselves and cannot find and retain inspectors to meet the demand.

Administrative Services Comments (Submittal must be reviewed by Administrative Services Department):

This position is a grade 53 and is position number 405. The estimated salary includes all benefits at the 2022 level and does not assume COLA for 2023 or benefit increases.

Reviewed Date: 6/13/2022

Executive Comments:

Supported with permit revenue.

Approved Date: 7/1/22 Disapproved Date: _____DISTRIBUTION LIST: ☐ Payroll / 2023 Salary Schedule ☐ Finance ☐ Administrative Services Dept.

Fund:	001 General Fund
Department:	13 Community Development
Division (e.g. Ops / Admin)	(if applicable, denote "Operations", "Administration", or other division name)
Facility (if applicable)	(if applicable, denote facility name)
Schedule D: PROFESSIONAL SERVICES	

NOTES: For each Professional Services line item included in the department's budget, please provide the requested budget-related data, the provider name and amount of each professional services contract, and an explanation as to the need, any project the request is connected to, etc. Multiple subsections have been provided in order to address departments with multiple professional services lines in the same department. Please include those sub-fund identification numbers.

Provider Name	2023 Budget Amount	2024 Budget Amount	Supplement	One-time	Ongoing	Operating	Explanation	Executive	
								Funded	Not Funded
Sound Urban Forestry	\$ 30,000	\$ 30,000			X		Contract for urban forestry services related to permits	X	
Rise Inc.	\$ 10,000	\$ 10,000			X		Contract for structural review of major construction projects	X	
Towsen and Associates	\$ 10,000	\$ 10,000			X		Contract for backup building inspection/plan review services	X	
Lanary Design	\$ 3,000	\$ 3,000			X		Contract for fire sprinkler review	X	
Account Total	\$ 53,000	\$ 53,000					001.13.559.600.41.00		
ICF Jones and Stokes	\$ 160,000	-		X			Consultant support for Habitat Management Plan preparation		
TBD	\$ 120,000	-		X			Consultant support for 8 year comprehensive plan update		
General minor urban planning support	\$ 10,000	\$ 10,000			X		Consultant support for equity toolbox work		
Account Total	\$ 290,000	\$ 10,000					001.13.558.100.41.00		

Professional Services Total	\$ 343,000	\$ 63,000					<i>Approved in Total Date</i>	7/1/2022
Percentage Addition (Reduction)	0.0%	0.0%	City Administrator Use Only					
Dollar Amount Addition (Reduction)	-	-	City Administrator Use Only					
Adjusted Approved Total	\$ 343,000	\$ 63,000					<i>Approved modified amount Date</i>	

Executive Comments & Adjustments: Includes instructions to Budget Officer for data input. Expand as needed.

Fund:	001 General Fund
Department:	13 Community Development
Division (e.g. Ops / Admin)	Planning (if applicable, denote "Operations", "Administration", or other division name)
Facility (if applicable)	(if applicable, denote facility name)
Schedule E: TRAINING & TRAVEL	

Employee(s) (list by position)	Course/Event Title	Location if out of town or out of state	2023		2024		Executive	
			Travel Costs (lodging, per diem, airfare, car) .43.00	Course/Event Cost (Conference/School/ Training)	Travel Costs (lodging, per diem, airfare, car) .43.00	Course/Event Cost (Conference/School/ Training)	Funded	Not Funded
Director	National American Planning Conference	Philadelphia PA	\$2,000.00	\$1,200.00			x*	
Director	Washington State American Planning Association Conference	TBD	\$0.00	\$0.00	\$650.00	\$400.00	x*	
Director	AICP Training	Online and local	\$0.00	\$200.00	\$0.00	\$200.00	x*	
Planning Manager	National American Planning Conference	Minneapolis MN	\$0.00	\$0.00	\$2,000.00	\$1,200.00	x*	
Planning Manager	Washington State Planning Directors Conference	Chelan	\$0.00	\$0.00	\$700.00	\$400.00	x*	
Planning Manager	Washington State American Planning Association Conference	TBD	\$650.00	\$400.00	\$650.00	\$400.00	x*	
Planning Manager	AICP land use law training	Local	\$0.00	\$0.00	\$50.00	\$50.00	x*	
Planning Manager	AICP Training		\$0.00	\$200.00	\$0.00	\$200.00	x*	
Associate Planner	Washington State American Planning Association Conference	TBD	\$650.00	\$400.00	\$650.00	\$400.00	x*	
Associate Planner	Miscellaneous training	TBD	\$0.00	\$500.00	\$0.00	\$500.00	x*	
Economic Development Manager	ICMA	Austin TX	\$2,000.00	\$750.00	\$0.00	\$0.00	x*	
Economic Development Manager	ICMA	Pittsburgh PA	\$0.00	\$0.00	\$2,000.00	\$750.00	x*	

Training & Travel Total		\$ 7,160	\$ 6,900	\$ 10,200	\$ 7,100	Approved total date:
Percentage Addition (Reduction)	City Administrator Use Only	-20.0%	-20.0%	-20.0%	-20.0%	
Dollar Amount Addition (Reduction)	City Administrator Use Only	-	-	-	-	
Adjusted Approved Total		\$ 5,728	\$ 5,520	\$ 8,160	\$ 5,680	7/1/2022
						Approved modified amount date:

<u>Executive Comments & Adjustments:</u> Includes instructions to Budget Officer for data input. Expand as needed.	
*Reduce total to 80%.	

Fund:		001 General Fund						
Department:		13 Community Development						
Division (e.g. Ops / Admin)		Inspection		(if applicable, denote “Operations”, “Administration”, or other division name)				
Facility (if applicable)		(if applicable, denote facility name)						
Schedule E: TRAINING & TRAVEL								
Employee(s) (list by position)	Course/Event Title	Location if out of town or out of state	2023		2024		Executive	
			Travel Costs (lodging, per diem, airfare, car) .43.00	Course/Event Cost (Conference/School/ Training)	Travel Costs (lodging, per diem, airfare, car) .43.00	Course/Event Cost (Conference/School/ Training)	Funded	Not Funded
Permit Manager	Washington State APA Conference	TBD	\$700.00	\$400.00	\$700.00	\$400.00	X*	
Permit Manager	Miscellaneous Training		\$0.00	\$500.00	\$0.00	\$500.00	X*	
Associate Planner	Washington State APA Conference	TBD	\$700.00	\$400.00	\$700.00	\$400.00	X*	
Associate Planner	Miscellaneous Training		\$0.00	\$500.00	\$0.00	\$500.00	X*	
Building Official	ICC Annual Meeting	St. Louis MO	\$0.00	\$0.00	\$2,000.00	\$1,000.00	X*	
Building Official	WABO meetings x 4	TBD	\$1,500.00	\$1,300.00	\$1,500.00	\$1,300.00	X*	
Building Plans Examiner	WABO Training		\$700.00	\$550.00	\$700.00	\$750.00	X*	
Building Plans Examiner	Miscellaneous Training		\$300.00	\$500.00	\$300.00	\$500.00	X*	
Building Inspectorx2	WABO Training		\$1,350.00	\$1,500.00	\$1,350.00	\$1,000.00	X*	
Building Inspectorx2	Miscellaneous Training		\$600.00	\$1,000.00	\$600.00	\$1,000.00	X*	
Permit Technician	Washington State Assoc. of Permit Technicians	TBD	\$500.00	\$250.00	\$500.00	\$250.00	X*	
Permit Technician	Miscellaneous Training		\$0.00	\$400.00	\$0.00	\$400.00	X*	
Permit/Planning Technician	Miscellaneous Training		\$0.00	\$400.00	\$0.00	\$400.00	X*	
Permit/Planning Technician	Washington State Assoc. of Permit Technicians	TBD	\$500.00	\$250.00	\$500.00	\$250.00	X*	
Total			\$6,850.00	\$7,950.00	\$8,850.00	\$8,650.00		

Employee(s) (list by position)	Course/Event Title	Location if out of town or out of state	2023		2024		Executive	
			Travel Costs (lodging, per diem, airfare, car) .43.00	Course/Event Cost (Conference/School/ Training)	Travel Costs (lodging, per diem, airfare, car) .43.00	Course/Event Cost (Conference/School/ Training)	Funded	Not Funded
Training & Travel Total			\$ 6,850	\$ 7,950	\$ 8,850	\$ 8,650		
			Approved total date:					
Percentage Addition (Reduction) City Administrator Use Only			-10.0%	-10.0%	-10.0%	-10.0%		
Dollar Amount Addition (Reduction) City Administrator Use Only			-	-	-	-		
Adjusted Approved Total			\$ 6,165	\$ 7,155	\$ 7,965	\$ 7,785	7/1/2022	
			Approved modified amount date:					
Executive Comments & Adjustments: Includes instructions to Budget Officer for data input. Expand as needed.								
*Reduce the total by 10%								

Fund:	001 General Fund
Department:	13 Community Development
Division (e.g. Ops / Admin)	(if applicable, denote "Operations", "Administration", or other division name)
Facility (if applicable)	(if applicable, denote facility name)
Schedule H: MINOR EQUIPMENT	

NOTES: This form is to itemize minor (between \$250 and \$4,999) equipment purchases included in BARS Sub-object number 35. Please make sure that the total matches the preliminary budget line item. For those departments with multiple line items, please sub-total by applicable BARS No. REMINDER: 35.XX is only for individual items greater than \$500 and less than \$5,000. Items costing less should be included in the Other Operating Expenses line item in base budget. Items costing \$5,000 or greater are to be included in Schedule G.

Account Number	Item Description	2023 Budget	2024 Budget	Justification	Executive	
					Funded	Not Funded
001.13.559.600.35.00	Front office furniture replacement/reconfiguration.	\$ 25,000		With the addition of the Department Assistant II position, the front office needs reconfiguration and replacement of outdated furniture with new workstations.	X	
001.13.559.600.35.00	Misc. small tools and minor equipment	\$ 4,000	\$ 4,000		X	
Account Total		\$ 29,000	\$ 4,000			
001.13.558.100.35.00	Long range planning office furniture replacement/reconfiguration.	\$ 10,000		With the addition of the Economic Development Manager position, the office needs new furniture and workstations to accommodate another position in an existing office and to facilitate a shared workspace.	X	
001.13.558.100.35.00	Community Development Director sit/stand desk	\$ 1,500		Replace old, outdated furniture with new for better office ergonomics.	X	
Account Total		\$ 11,500	-			

Account Number	Item Description	2023 Budget	2024 Budget	Justification	Executive	
					Funded	Not Funded

Professional Services Total		\$ 40,500	\$ 4,000	Approved in Total Date	7/15/2022	
Percentage Addition (Reduction)	City Administrator Use Only	0.0%	0.0%			
Dollar Amount Addition (Reduction)	City Administrator Use Only	-	-			
Adjusted Approved Total		\$ 40,500	\$ 4,000	Approved modified amount Date		

Affiliate Department Comments: Submittals must include review and comments from either IT or Fleet, if applicable

Dept. Approval

- ☐ Approved
- ☐ Not Approved

Executive Comments & Adjustments: Includes instructions to Budget Officer for data input. Expand as needed.

Covered with permit revenue.

Fund:	001 General Fund
Department:	13 Community Development
Schedule K: RFA (Regional Fire Authority) Ramifications	

NOTES: Use this form to estimate the ramifications of the formation of a Regional Fire Authority to be effective January 1, 2024. These will be used to develop budget alternates in the event the RFA is approved. Ramifications could be savings (staff, insurance, services, equipment, etc.) or additional costs (consultants, services, debt) associated with the transition.

COSTS

Description	Effective Date*	Cost Amount		Administrator Comments

SAVINGS

Description	Effective Date*	Cost Savings	Ramifications of Cost Savings	Administrator Comments
If fire plan review/inspection shift to RFA there could be staff time savings for existing staff.	1/1/2024	Unknown	This change would have the potential to decrease the efficiency of existing permit review and inspection processes.	At time of RFA, fire plan review in Tumwater will remain in Community Development. After formation, the RFA and City can consider a change. Staff will propose implementing the Olympia fire permit charge.

*Assume 1/1/2024 unless otherwise

Fund: 001 – General Fund

Dept.: 15 – Street

Schedule A: SHORT-TERM GOALS AND OBJECTIVES – 2023-2024

Function/Program Description:

The Streets Division of the Transportation and Engineering Department is responsible for the administration, planning, maintenance, operation and preservation of the City's transportation infrastructure including public roadways and bridges, signalization and illumination systems, sidewalks, bicycle facilities, roadside landscaping, and rights-of-way. Routine, on-going activities include review, response and tracking of customer service requests, transportation planning, engineering and review for both City and private development projects, planning coordination with TRPC and other local jurisdictions, pavement maintenance, rights-of-way landscaping, mowing and maintenance programs, street sweeping, and snow and ice control. The Street Fund also dedicates funding to ensure adequate training and required certification needs of City staff continue to be met.

Major Accomplishments in Prior Biennium:

1. Completed reorganization of Operations.
2. Completed the ADA Transition Plan update.
3. Completed the first project in the reinstated Sidewalk Program.

Previous On-Going Short-Term Goals and Objectives:

1. Continue to evaluate opportunities and methods for achieving increased benefits to the TBD.
2. Improve street and sidewalk maintenance via resource development, training, and prioritization.
3. Improve street sign and pavement marking maintenance.

New Short-Term Goals and Objectives:

1. Adopt Complete Streets Ordinance.
2. Pursue new fund sources for Sidewalk Program projects.

Fund: 001 – General Fund

Dept.: 15 – Streets

Schedule B: LONG-RANGE GOALS AND OBJECTIVES – 2025-2027

Long-Range Goals and Objectives:

1. Seek renewal of the Transportation Benefit District (TBD) to support street system maintenance, preservation, and safety.
2. Use technology and regular assessments of pavement quality to make databased decisions regarding the maintenance and preservation program.
3. Develop and maintain a sustainable funding strategy to provide for the maintenance and preservation of transportation infrastructure to meet operational goals and level of service expectations.
4. Continue to integrate advances in technology, such as GIS, database developments and fiber optic communications, to promote asset management strategies, infrastructure mapping, identify maintenance needs and ensure compliance with regulatory standards.
5. Develop programs, including modifications to City codes, to address sidewalk damage caused by street trees.
6. In conjunction with the TBD, continue maintenance and improvements of the sidewalk system.
7. Program to provide connectivity of traffic control signals to the City network to provide for remote monitoring and coordination.
8. Develop staffing and funding strategies to address street landscaping maintenance.
9. Develop strategies with the Stormwater Utility to address ditch maintenance and water quality issues.

Fund: 001 – General Fund
Dept.: 15 – Street Ops
Schedule C: STAFFING ADJUSTMENTS

TYPE OF ADJUSTMENT:

Addition:	Elimination:	Change in Hours:	Change in Title/Description:	Change in Salary:
<input checked="" type="checkbox"/>	<input type="checkbox"/>	2.0 FTE	Addition of 2 Maintenance Technicians (MT) to maintain landscape	\$101,504 combined salaries

DESCRIPTION OF ADJUSTMENT:

Transportation and Engineering Department Operations staff are requesting two new FTE positions to work on rights-of-way landscaping. In the last few years, the City has added significant landscaping with capital projects including the Tyee Drive/Israel Road extension and roundabout (RAB), reconstruction of Old Hwy 99 in the vicinity of Tumwater Boulevard, and reconfiguration of the Capitol Boulevard and Cleveland Avenue intersection. We anticipate significant landscape maintenance needs associated with upcoming capital projects including the Capitol Boulevard/Trosper Road Reconfiguration project, X Street RAB, Old Hwy 99 and 79th Avenue RAB, and improvements on Trails End Drive and 79th Avenue. In 2021, one of the MT's previously maintaining landscaping in the ROW was promoted to Field Crew Lead in the Street Department, leaving only 1 MT to maintain 15 ROW landscape sites with 3.5 acres of planter beds, 5.9 acres of turf, 1,284 street trees and 25 irrigation systems with 210 zones and approximately 7,000 sprinkler heads.

ALTERNATIVES:

- 1) Redirect staff that are working on pavement preservation, sign maintenance, litter pick-up, graffiti removal or other public request projects to assist with landscape maintenance.
- 2) Prioritize and scale back what we are committing to maintain.

ADVANTAGES OF APPROVAL:

Tumwater's landscaping is a representation of our City. To our residents, our landscaping represents our City's quality of work, how much we care, and that we value their tax dollars. We frequently hear from people, City Council, and administrative staff that our landscaping presentation is a point of pride for the City. With approval of the additional MT's, we can continue to maintain and improve our investment in the environment. This request will also increase capacity to continue converting all ROW irrigation systems to use less water.

IMPLICATIONS OF DENIAL:

There will be a noticeable and visible decline in our level of service.

Administrative Services Comments (Submittal must be reviewed by Administrative Services Department):

Maintenance Tech I, at 2022 salary cost levels, would be \$50,752 at step I. This does not include the cost of any benefits or projected increases for 2023. Combined salary cost is \$101,504 for the two positions.

Reviewed Date: 7/12/22

Executive Comments:

Approved as three seasonal employees.

Approved Date: 8/5/2022 (Modified) Disapproved Date: _____

DISTRIBUTION LIST: ☐ Payroll / 2023 Salary Schedule ☐ Finance ☐ Administrative Services Dept.

Fund: 001 – General Fund**Dept.: 28 – Street – Operations & Maintenance Division****Schedule C: STAFFING ADJUSTMENTS****TYPE OF ADJUSTMENT:**

Addition:	Elimination:	Change in Hours:	Change in Title/Description:	Change in Salary:
<input checked="" type="checkbox"/>	<input type="checkbox"/>	1.0 FTE	New Position / Signal Tech II	\$64,188

DESCRIPTION OF ADJUSTMENT:

Addition of second Traffic Signal Tech for improved safety, service, redundancy in a critical position, and succession planning.

ALTERNATIVES:

Do not approve additional Signal Tech II or consider a new Signal Tech II in-training position. There is no in-training position in the Teamsters Agreement, so it would need to be negotiated.

ADVANTAGES OF APPROVAL:

Improved safety when working at heights in intersections and for spotting when working in high traffic areas. Transfer of technical and institutional knowledge for succession planning. Continued coverage during any absence of the current Signal Tech II. Historically, we have relied heavily on the Water Resources and Sustainability Electrician to provide coverage during any absence of the Signal Tech II.

IMPLICATIONS OF DENIAL:

In the absence of the current Signal Tech, slowed response to calls for service. Continue to disrupt other work groups when performing work that requires two people.

Administrative Services Comments (Submittal must be reviewed by Administrative Services Department):

There is no Signal Tech I position designed or agreed to with the Teamsters and this would need to be developed. A signal Tech II position would cost \$64,188 at Step 1, plus all benefit costs which are not included here. This estimate is at the 2022 level and not at the 2023 projected level for salaries.

Reviewed Date: 7/12/22

Executive Comments:

Insufficient funding. Consider in the reformat of the TBD.

Approved Date: _____ Disapproved Date: 7/24/2022

DISTRIBUTION LIST: ☐ Payroll / 2023 Salary Schedule ☐ Finance ☐ Administrative Services Dept.

Fund: 001 – General Fund

Dept.: 28 – Street - Operations & Maintenance Division

Schedule C: STAFFING ADJUSTMENTS

TYPE OF ADJUSTMENT:

Addition:	Elimination:	Change in Hours:	Change in Title/Description:	Change in Salary:
<input checked="" type="checkbox"/>	<input type="checkbox"/>	40	Department Assistant II	Grade 41

DESCRIPTION OF ADJUSTMENT:

New FTE to support Operations clerical and customer service needs. This position will support both Water Resources and Sustainability and Transportation and Engineering departments Operations divisions with routine data entry e.g. invoice processing, work requests/work order entry, provide coverage of customer service calls, and staff dispatching. Split 25% Water, 25% Sewer, 25% Storm, 15% Streets and 10% ER&R.

ALTERNATIVES:

Rely on existing Operation's Department Assistant without increased capacity to meet growing expectations.

ADVANTAGES OF APPROVAL:

This position builds capacity in existing Department Assistant's position to support increasing demands related to asset management, staff training/tracking, data acquisition/reporting and customer service.

IMPLICATIONS OF DENIAL:

The existing Department Assistant position duties are focused on data entry and customer service with little time to support the needs of Operations Management to assist with Asset Management, staff training/tracking and various reporting.

Administrative Services Comments (Submittal must be reviewed by Administrative Services Department):

Reviewed Date: _____

Executive Comments:

Approved as ½ time position effective 7/1/2023.

Approved Date: 8/5/2022 _____ Disapproved Date: _____

DISTRIBUTION LIST: ☐ Payroll / 2023 Salary Schedule ☐ Finance ☐ Administrative Services Dept.

Fund:	001	General Fund	
Department:	15	Streets	
Division (e.g. Ops / Admin)		Operations	(if applicable, denote "Operations", "Administration", or other division name)
Facility (if applicable)			(if applicable, denote facility name)
Schedule D: PROFESSIONAL SERVICES			

NOTES: For each Professional Services line item included in the department's budget, please provide the requested budget-related data, the provider name and amount of each professional services contract, and an explanation as to the need, any project the request is connected to, etc. Multiple subsections have been provided in order to address departments with multiple professional services lines in the same department. Please include those sub-fund identification numbers.

Provider Name	2023 Budget Amount	2024 Budget Amount	Supplement	One-time	Ongoing	Explanation	Executive	
							Funded	Not Funded
Sound Urban Forestry	\$ 1,500	\$ 1,500			X	5-8 Tree Evaluations	X	
Account Total	\$ 1,500	\$ 1,500				001.15.542.900.41.00		
Westcare Clinic	\$ 500	\$ 500			X	CDL and New Hire Physicals	X	
Robertson Hearing Clinic	\$ 100	\$ 100			X	Hearing Evaluations	X	
A Worksafe Service	\$ 550	\$ 575			X	Random Drug Testing	X	
Account Total	\$ 1,150	\$ 1,175				001.15.542.900.41.01		
Trugreen	\$ 40,000	\$ 43,000			X	Treatment to turf and ornamental beds in ROW at 11 different sites	X	
Orkin	\$ 6,000	\$ 6,500			X	Pest Control at 6 sites	X	
Account Total	\$ 46,000	\$ 49,500				001.15.542.900.41.19		
Ron's Stump removal and Tree Service / Luken's Tree Preservation	\$ 10,000	\$ 11,000			X	Removal of hazard trees in ROW	X	
Account Total	\$ 10,000	\$ 11,000				001.15.542.900.41.20		
United Rentals	\$ 1,000	\$ 1,000			X	Specialized Equipment Rentals	X	
Snell Crane	\$ 1,600	\$ 1,600			X	Crane Service to set light poles	X	
Account Total	\$ 2,600	\$ 2,600				001.15.542.900.45.01		
City of Olympia	\$ 1,500	\$ 1,500			X	Maintenance of Crosby/Mottman and Crosby/Irving signals	X	
Account Total	\$ 1,500	\$ 1,500				001.15.542.900.46.37		

Provider Name	2023 Budget Amount	2024 Budget Amount	Supplement	One-time	Ongoing	Explanation	Executive	
							Funded	Not Funded
Aramark Laundry	\$ 1,500	\$ 1,575			X	Laundry Service	X	
J&I Power Equipment	\$ 5,000	\$ 5,250			X	Small Equipment repair	X	
United Rentals	\$ 2,000	\$ 2,100			X	Equipment repair	X	
Athens Tech. Specialists	\$ 750	\$ 800			X	Conflict Monitor Calibration	X	
Southgate Fence	\$ 3,000	\$ 3,150			X	Fence repair and new installation	X	
Commodities Unlimited	\$ 22,000	\$ 23,000	X			Replace bark and mulch in ornamental beds	X	
Account Total	\$ 34,250	\$ 35,875				001.15.542.900.48.00		
Apply A Line / Stripe Rite	\$ 55,000	\$ 59,500			X	Labor to paint long line pavement markings	X	
Account Total	\$ 55,000	\$ 59,500				001.15.542.900.48.03		
International Municipal Signal Assoc.	\$ 850	\$ 850			X	Membership dues for 10 employees	X	
Account Total	\$ 850	\$ 850				001.15.542.900.49.03		
WA State Dept. of Agriculture	\$ 100	\$ 100			X	Pesticide License and renewals	X	
WA State Dept. of Licensing	\$ 250	\$ 250			X	CDL testing and license renewals	X	
WA State Labor & Industries	\$ 300	\$ 300			X	Electrical Permit and inspection fees	X	
Account Total	\$ 650	\$ 650				001.15.542.900.49.18		

Professional Services Total **\$ 153,500 \$ 164,150**

Percentage Addition (Reduction) 0.0% 0.0% City Administrator Use Only

Dollar Amount Addition (Reduction) - - City Administrator Use Only

Adjusted Approved Total **\$ 153,500 \$ 164,150**

Approved in Total Date 8/9/2022

Approved modified amount Date _____

Executive Comments & Adjustments: Includes instructions to Budget Officer for data input. Expand as needed.

Fund: Department: Division (e.g. Ops / Admin) Facility (if applicable) Schedule E: TRAINING & TRAVEL	001 General Fund 15 Streets (if applicable, denote "Operations", "Administration", or other division name) (if applicable, denote facility name)
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Employee(s) (list by position)	Course/Event Title	Location if out of town or out of state	2023		2024		Engineering	Streets	TBD	Water	Sewer	Storm	Executive	
			Travel Costs (lodging, per diem, airfare, car)	Course/Event Cost (School/ Training/Conf.)	Travel Costs (lodging, per diem, airfare, car)	Course/Event Cost (School/ Training/Conf.)							Funded	Not Funded
			.43.00		.43.00									
3 Maintenance Techs	IMSA Signs & Pavement markings Level 1		\$ -	\$ 1,200	\$ -	\$ 600							X*	
Street Lead & 1 Maintenance Tech	Street Lead & 1 Maintenance Tech		\$ -	\$ 600	\$ -	\$ 600							X*	
1 Maintenance Tech & Street Lead	IMSA Pavement Makings Level 2		\$ -	\$ 600	\$ -	\$ 600							X*	
2 Maintenance Techs & Street Lead	IMSA Signs Level 3		\$ -	\$ 600	\$ -	\$ 1,200							X*	
Street Lead & 1 Maintenance Tech	IMSA Pavement Makings Level 3		\$ -		\$ -	\$ 1,200							X*	
All Street Crew	APWA Vista Library			\$ 1,000		\$ 1,000							X*	
1 Maintenance Tech	APWA winter maintenance Operator		\$ -	\$ 250	\$ -	\$ -							X*	
4 Maintenance Techs	APWA winter maintenance Supervisor		\$ -	\$ 500	\$ -	\$ 500							X*	
Street Lead & 3 Maintenance Techs	APWA Street Maintenance Conference	Portland, Or.	\$ 1,800	\$ 2,000	\$ 1,800	\$ 2,000							X*	
Street Lead & 5 Maintenance Techs	USDA Pesticide Applicator		\$ -	\$ 750	\$ -	\$ 750							X*	
6 Maintenance Techs	Flagger Certification		\$ -	\$ 100	\$ -	\$ 500							X*	
All Street Crew	Site Response Chainsaw Safety		\$ -	\$ 2,000	\$ -	\$ -							X*	
Street Lead & 3 Maintenance Techs	WSU Road & Street Maintenance Conference	SeaTac, Wa	\$ -	\$ 2,000		\$ 2,000							X*	
1 Maintenance Tech	CDL Pre Test		\$ -	\$ 300	\$ -	\$ -							X*	
Total			\$ 1,800	\$ 11,900	\$ 1,800	\$ 10,950								

Training & Travel Total	\$ 1,800	\$ 11,900	\$ 1,800	\$ 10,950	7/29/2022
Percentage Addition (Reduction)	-10.0%	-10.0%	-10.0%	-10.0%	Approved total date:
Dollar Amount Addition (Reduction)	-	-	-	-	
Adjusted Approved Total	\$ 1,620	\$ 10,710	\$ 1,620	\$ 9,855	

<p>Executive Comments & Adjustments: Includes instructions to Budget Officer for data input. Expand as needed.</p> <p>Reduced by 10%. Director's discretion to re-allocate.</p>
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Fund:	001 General Fund		
Department:	15 Streets		
Division (e.g. Ops / Admin)	Operations	(if applicable, denote "Operations", "Administration", or other division name)	
Facility (if applicable)		(if applicable, denote facility name)	
Schedule G: EQUIPMENT / VEHICLE PURCHASE			

NOTES: This form is to request budgetary consideration for new (non-vehicle) equipment (Part I) or new vehicle purchases (Part II), with estimated costs of \$5,000 or more. (A new vehicle or "addition" is defined as expanding the fleet, not replacement. "Replacements" will be budgeted by Fleet Management in the Equipment Rental & Reserve Fund.) If an expansion of the fleet is approved, Finance will include the vehicle cost in the department's budget as a "Transfer Out to the Equipment Reserve Fund No. 501."

PART I - EQUIPMENT

Equipment Description	Justification	2023 Budget Amount	2024 Budget Amount	Addition	Replacement	Account No.	Affiliate Review	Executive	
								Funded	Not Funded
Ventrac Power Broom	Improved efficiency cleaning sidewalks and roadway shoulder after maintenance. Used in conjunction with Ventrac listed below.		5,800	X		001.15.594.420.64.01		X	
10" Crete-Planer	Replace existing 8" concrete planer used to grind sidewalk panels to help remove trip hazards.		9,000		X	001.15.594.420.64.01		X	
Traffic signal cabinet and related equipment	Spare signal cabinet needed in the event of an existing signal cabinet being struck and not repairable.	\$40,000		X		001.15.594.420.64.90		X	
Equipment Total		40,000	14,800						

Equipment Description	Justification	2023 Budget Amount	2024 Budget Amount	Addition	Replacement	Account No.	Affiliate Review	Executive	
								Funded	Not Funded

PART II - VEHICLES

Ventrac Tractor with Tough Cut mower	Mowing requirements have grown to the point that sharing equipment between departments is no longer efficient.		\$36,500	X		001.15.597.501.00.01 501.397.001.01 501.31.594.001.64.06		X	
Pickup Truck	Transportation to accommodate additional Street dept staff requested.	50,000		X		001.15.597.501.00.01 501.397.001.01 501.31.594.001.64.06			X
Van	Transportation to accommodate additional Traffic Signal Tech requested.	50,000		X		001.15.597.501.00.01 501.397.001.01 501.31.594.001.64.06			X*
Vehicle Total		-	36,500						

Equipment Total	\$ 40,000	\$ 14,800	<i>Approved in Total Date</i>	7/29/2022
Percentage Addition (Reduction) <i>City Administrator Use Only</i>	0.0%	0.0%		
Dollar Amount Addition (Reduction) <i>City Administrator Use Only</i>	-	-		
Adjusted Approved Total	\$ 40,000	\$ 14,800	<i>Approved modified amount Date</i>	

Vehicle Total	-	\$ 36,500	<i>Approved in Total Date</i>	
Percentage Addition (Reduction)	0.0%	0.0%		
Dollar Amount Addition (Reduction)	-	-		
Adjusted Approved Total	-	\$ 36,500	<i>Approved modified amount Date</i>	7/29/2022

Affiliate Department Comments: Department submittals must include review and comments from IT, if applicable.

IT Review

☐ Reviewed

Date: MM/DD/YYYY

Affiliate Department Comments: Department submittals must include review and comments from either Fleet, if applicable.

Fleet Review

☐ Reviewed

Date: MM/DD/YYYY

Executive Comments & Adjustments: Includes instructions to Budget Officer for data input. Expand as needed.

X* Additional Traffic Signal Tech not funded. Maybe in TBD in next round.

Fund:	001 General Fund		
Department:	15 Streets		
Division (e.g. Ops / Admin)	Operations	(if applicable, denote "Operations", "Administration", or other division name)	
Facility (if applicable)		(if applicable, denote facility name)	
Schedule H: MINOR EQUIPMENT			

NOTES: This form is to itemize minor (between \$250 and \$4,999) equipment purchases included in BARS Sub-object number 35. Please make sure that the total matches the preliminary budget line item. For those departments with multiple line items, please sub-total by applicable BARS No. REMINDER: 35.XX is only for individual items greater than \$500 and less than \$5,000. Items costing less should be included in the Other Operating Expenses line item in base budget. Items costing \$5,000 or greater are to be included in Schedule G.

Account Number	Item Description	2023 Budget	2024 Budget	Justification	Executive	
					Funded	Not Funded
001.15.542.900.35.00	Ventrac Core Tine Aerator		3,000		X	
001.15.542.900.35.00	Self-Propelled Dethatcher Turf Rake	\$ 3,700			X	
001.15.542.900.35.00	Battery Electric Chain Saws	\$ 1,650	1,650	Replace 4 aging, gas powered with battery electric, 2 each year	X	
001.15.542.900.35.00	Gas Powered Saw		1,650	Replace 1 aging gas powered saw	X	
001.15.542.900.35.00	Concrete Dust Vacuum	\$ 4,500		HEPA vacuum to collect concrete grinding dust	X	
001.15.542.900.35.00	7" Concrete Grinder	\$ 700		Hand grinder used to smooth small defects or sidewalk panels after planning	X*	
001.15.542.900.35.00	Battery Powered String Trimmers	\$ 550	550	Replace gas string trimmers with battery power, 2 each year	X	
001.15.542.900.35.00	Battrey Powered Blowers	\$ 750	750	Replace gas back pack blowers with Battery power, 2 each year	X	
001.15.542.900.35.00	Battery Powered Hedge Trimmer	\$ 350		Add 1 battery powered hedge trimmer	X	
001.15.542.900.35.00	Spare Batteries	\$ 550		Spare batteries to keep equipment working throughout the day	X	
001.15.542.900.35.00	Miscellaneous	\$ 2,000	2,000	Unidentified equipment and increases	X	
Account Total		\$ 14,750	\$ 9,600			

Account Number	Item Description	2023 Budget	2024 Budget	Justification	Executive	
					Funded	Not Funded
Professional Services Total		\$ 14,750	\$ 9,600	Approved in Total Date	7/29/2022	
Percentage Addition (Reduction) City Administrator Use Only		0.0%	0.0%			
Dollar Amount Addition (Reduction) City Administrator Use Only		-	-			
Adjusted Approved Total		\$ 14,750	\$ 9,600	Approved modified amount Date		

Affiliate Department Comments: Submittals must include review and comments from either IT or Fleet, if applicable

Dept. Approval

☐ Approved

☐ Not Approved

Executive Comments & Adjustments: Includes instructions to Budget Officer for data input. Expand as needed.

X* Move to using our own equipment for sidewalk grinding.

Fund: 001 – General Fund

Dept.: 016 – E-link and Fiber

Schedule A: SHORT-TERM GOALS AND OBJECTIVES – 2023-2024

Function/Program Description:

The purpose of the E-link and Fiber Program is to earmark money received from renting the use of the City's right-of-way by telecommunication providers for the purpose of building a telecommunications infrastructure for the City's use. An ancillary benefit of the infrastructure owned by the City is that it can be leased to other users which provides revenue to the City and can make street openings unnecessary.

Major Accomplishments in Prior Biennium:

1. Performed maintenance and repairs required to keep fiber connections to remote City facilities operational and reliable.

Previous On-Going Short-Term Goals and Objectives:

1. Identify and implement opportunities to purchase and install E-link and fiber facilities within the City's right-of-way and property to enhance City operations and to provide for the overall telecommunications infrastructure of the community.

New Short-Term Goals and Objectives:

1. Plan for fiber extensions to the new maintenance and operations facility.

Fund: 001 – General Fund

Dept.: 016 – E-link and Fiber

Schedule B: LONG-RANGE GOALS AND OBJECTIVES – 2025-2027

Long-Range Goals and Objectives:

1. Identify and implement opportunities to purchase and install E-link and fiber facilities within the City's rights-of-way and property to enhance City operations and to provide for the overall telecommunications infrastructure of the community.

Fund: Department: Division (e.g. Ops / Admin) Facility (if applicable) Schedule F: CAPITAL FACILITY IMPROVEMENTS	016 E-Link & Fiberoptics 01 E-link and Fiber (if applicable, denote "Operations", "Administration", or other division name) (if applicable, denote facility name)
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NOTES: This form is to request budgetary consideration for improvements to existing City facilities or to build/acquire new facilities with estimated costs of \$5,000 or more.

Improvement Description and Justification	Expenditure Acct.	2023 Budget Amount	2024 Budget Amount	Funding Source(s)	Executive	
					Funded	Not Funded
Conduit installations triggered by telecommunication providers acquiring Master Permits. City has the option to install at an incremental cost under the Master Permit Ordinance.	016.01.514.230.33.01	\$ 50,000	\$ 50,000	Fund 016	X	
Installation of fiber optic cable, continue to fulfill the City's long-term fiber optic plan. City continues to connect City facilities (traffic lights, lift stations, pump stations and external City structures) to the City's main computer network using fiber-optic cable.	016.01.514.230.33.01	\$ 35,000	\$ 35,000	Fund 016	X	
Install conduit and fiber in conjunction with the new operations and maintenance facility.	016.01.514.230.63.01	\$ 200,000	-	Fund 016	X	
Consultant Services to update fiber contracts and service agreements.	016.01.514.230.33.01	\$ 2,500	\$ 2,500	Fund 016	X	
Account Total		\$ 287,500	\$ 87,500			

Capital Facility Improvements Total	\$ 287,500	\$ 87,500
Percentage Addition (Reduction)	0.0%	0.0%
Dollar Amount Addition (Reduction)	-	-
Adjusted Approved Total	\$ 287,500	\$ 87,500

8/4/2022

Approved in Total Date

MM/DD/YYYY

Approved modified amount Date

Affiliate Department Comments: Department submittals must include review and comments from Facilities.

Facilities Review

☐ Reviewed

MM/DD/YYYY

Date

Executive Comments & Adjustments: Includes instructions to Budget Officer for data input. Expand as needed.

Fund: 012 – General Fund

Dept.: 13 – Parks & Recreation

Schedule A: SHORT-TERM GOALS AND OBJECTIVES – 2023-2024

Function/Program Description:

To provide fun, safe and enriching late-night programs for youth and teens throughout the Community. The Tumwater Youth Program (TYP) continues to be a volunteer-based program with minimal staffing.

Major Accomplishments in Prior Biennium:

1. Adapted TYP events to align with Health Department guidelines to provide recreation opportunities throughout COVID.
2. Increased TYP volunteer support and service hours.
3. TYP events started back in the schools in January 2022, with highest participation rates since 2016.

Previous On-Going Short-Term Goals and Objectives:

1. Collaborate, coordinate and continue to build partnership with the Tumwater School District.
2. Increase youth/teen participation and revenue.
3. Increase volunteer engagement and appreciation efforts.
4. Continue to engage and show appreciation for long-term sponsors and new community business partners.
5. Change and/or adjust programs/activities to attract more participants.
6. Promote programs and events through social media and other new marketing efforts that are available.
7. Provide NCSI background checks to TYP volunteers.
8. Increase Tumwater Police (School Resource Officers) & Fire presence at events.

New Short-Term Goals and Objectives:

1. Increase security at TYP events.
2. Improve emergency preparedness at TYP events.
3. Increase TYP volunteer participation.
4. Increase sponsorship opportunities.

Fund: 012 – General Fund

Dept.: 13 – Parks & Recreation – Tumwater Youth Program (TYP)

Schedule B: LONG-RANGE GOALS AND OBJECTIVES – 2025-2027

Long-Range Goals and Objectives:

1. Increase collaborative efforts with Tumwater School District (TSD) and FRESH program.
2. Increase Tumwater Youth Council involvement at TYP events.
3. Improve pre-registration process to get participants into events faster.
4. Always look for new and creative ideas to reach participants.
5. Continue to look at social media and alternative ways of sign-in/out procedures.
6. Increase yearly sponsorship opportunities for TYP.
7. Continue to operate TYP as a primarily volunteer run program.
8. Continue to value and show appreciation for our TYP volunteers (over 1,500 hours each year).
9. Engage parents and provide the highest level of customer service.
10. Continue to increase involvement with Tumwater Police and Fire at events.
11. Continue to adjust programming to meet current health and safety regulations.

Fund:	012 Recreation Special Programs
Department:	13 Division of Recreation
Division (e.g. Ops / Admin)	(if applicable, denote "Operations", "Administration", or other division name)
Facility (if applicable)	(if applicable, denote facility name)
Schedule D: PROFESSIONAL SERVICES	

NOTES: For each Professional Services line item included in the department's budget, please provide the requested budget-related data, the provider name and amount of each professional services contract, and an explanation as to the need, any project the request is connected to, etc. Multiple subsections have been provided in order to address departments with multiple professional services lines in the same department. Please include those sub-fund identification numbers.

Provider Name	2023 Budget Amount	2024 Budget Amount	Supplement	One-time	Ongoing	Explanation	Executive	
							Funded	Not Funded
Rivers Edge	\$ 1,200	\$ 1,200			X	TYP annual volunteer appreciation event	X	
K12 Entertainment	\$ 7,250	\$ 7,250			X	DJ Services	X	
Pierce County Security	\$ 4,800	\$ 4,800			X	Increase to two security guards at each TYP event	X	
Merry Makers	\$ 8,000	\$ 8,000			X	Inflatables & Interactive Games	X	
Misc. Vendors	\$ 2,000	\$ 2,000			X		X	
Tumwater Trippin'	\$ 5,000	\$ 5,000			X	Teen Camp	X	
LumaBooth	\$ 250	\$ 250			X	Photo booth app for iPad - \$20 per month	X	
Verizon	\$ 500	\$ 500			X	Data service for TYP iPad to be used for karaoke and photo booth at TYP events - \$40 per month	X	
Account Total	\$ 29,000	\$ 29,000				012.13.557.200.41.00		
Olympia Promotions	\$ 5,000	\$ 5,000			X	Yearly t-shirts for participants and volunteers - \$2,000 sponsorship budgeted (State Farm)	X	
Misc. Supplies	\$ 2,500	\$ 2,500			X	Misc. Operating Supplies	X	
Account Total	\$ 7,500	\$ 7,500				012.13.557.200.33.01		
Tumwater School District	\$ 6,000	\$ 6,000			X	TSD School Facility Rental & Janitorial Services	X	
Cascades Camp	\$ 6,000	\$ 6,000			X	Facility rental for Camp Cascadia - \$5,000 grant funding budgeted.	X	
Account Total	\$ 12,000	\$ 12,000				012.13.557.200.45.00		

Provider Name	2023 Budget Amount	2024 Budget Amount	Supplement	One-time	Ongoing	Explanation	Executive	
							Funded	Not Funded
Capital City Press	\$ 2,000	\$ 2,000			X	Program flyers and signage	X	
Account Total	\$ 2,000	\$ 2,000				012.13.557.200.49.02		

Professional Services Total **\$ 50,500** **\$ 50,500**

Percentage Addition (Reduction) 0.0% 0.0% *City Administrator Use Only*

Dollar Amount Addition (Reduction) - - *City Administrator Use Only*

Adjusted Approved Total **\$ 50,500** **\$ 50,500**

Approved in Total Date 8/5/2022

Approved modified amount Date _____

Executive Comments & Adjustments: Includes instructions to Budget Officer for data input. Expand as needed.

Fund:	012 Recreation Special Programs
Department:	13 Division of Recreation
Division (e.g. Ops / Admin)	(if applicable, denote "Operations", "Administration", or other division name)
Facility (if applicable)	(if applicable, denote facility name)
Schedule E: TRAINING & TRAVEL	

Employee(s) (list by position)	Course/Event Title	Location if out of town or out of state	2023		2024		Executive	
			Travel Costs (lodging, per diem, airfare, car) .43.00	Course/Event Cost (Conference/School/ Training)	Travel Costs (lodging, per diem, airfare, car) .43.00	Course/Event Cost (Conference/School/ Training)	Funded	Not Funded
Recreation Staff	WRPA Volunteer Training		\$50.00	\$250.00			X	
Recreation Staff	WRPA Risk Management				\$50.00	\$250.00	X	
Recreation Staff	CPR & First Aide Training			\$100.00		\$100.00	X	
Total			\$ 50	\$ 350	\$ 50	\$ 350		

Training & Travel Total	\$ 50	\$ 350	\$ 50	\$ 350	<u>8/1/2022</u>
Percentage Addition (Reduction) City Administrator Use Only	0.0%	0.0%	0.0%	0.0%	Approved total date:
Dollar Amount Addition (Reduction) City Administrator Use Only	-	-	-	-	
Adjusted Approved Total	\$ 50	\$ 350	\$ 50	\$ 350	

Approved modified amount date:

Executive Comments & Adjustments: Includes instructions to Budget Officer for data input. Expand as needed.

Fund:	012 Recreation Special Programs
Department:	13 Division of Recreation
Division (e.g. Ops / Admin)	(if applicable, denote "Operations", "Administration", or other division name)
Facility (if applicable)	(if applicable, denote facility name)
Schedule H: MINOR EQUIPMENT	

NOTES: This form is to itemize minor (between \$250 and \$4,999) equipment purchases included in BARS Sub-object number 35. Please make sure that the total matches the preliminary budget line item. For those departments with multiple line items, please sub-total by applicable BARS No. REMINDER: 35.XX is only for individual items greater than \$500 and less than \$5,000. Items costing less should be included in the Other Operating Expenses line item in base budget. Items costing \$5,000 or greater are to be included in Schedule G.

Account Number	Item Description	2023 Budget	2024 Budget	Justification	Executive	
					Funded	Not Funded
012.13.557.200.35.01	Sports Equipment		\$ 500	Annual replacement of sports equipment (balls, etc.)	X	
012.13.557.200.35.01	TYP Crowd Control Stanchions	\$ 500		Replacement of 15 year old Stanchions, many are broken and rusty	X	
012.13.557.200.35.01	TYP Logo Wrap for TYP Trailer		\$ 1,500	Wrap of TYP trailer roof	X	
012.13.557.200.35.01	iPad	\$ 500		iPad to be used for karaoke and photo booth at TYP events		X
012.13.557.200.35.01	iPad	\$ 1,500		iPad for on-site registration		X
Account Total		\$ 500	\$ 2,000			

Professional Services Total	\$ 500	\$ 2,000	Approved in Total Date _____
Percentage Addition (Reduction) City Administrator Use Only	0.0%	0.0%	
Dollar Amount Addition (Reduction) City Administrator Use Only	-	-	
Adjusted Approved Total	\$ 500	\$ 2,000	Approved modified amount Date <u>8/5/2022</u>

Affiliate Department Comments: Submittals must include review and comments from either IT or Fleet, if applicable

No affiliate review of computer purchases.

Dept. Approval

☐ Approved
☐ Not Approved

Executive Comments & Adjustments: Includes instructions to Budget Officer for data input. Expand as needed.

Fund: 018 – K9 Fund

Dept.: 10 - Police

Schedule A: SHORT-TERM GOALS AND OBJECTIVES – 2023-2024

Function/Program Description:

The acquisition and training of new dogs for the K9 Program are funded through contributions/donations from the public. On-going care, food, and supplies for the program come from the Police Department budget. This fund continues to receive community monies throughout the years, which accumulate in this dedicated fund. The fund was significantly depleted in 2022 with the purchase and training of a new K9 and assignment of a new K9 handler.

Major Accomplishments in Prior Biennium:

1. Achieved recertification in both General and Narcotics Detection.
2. Selection of new K9 and new K9 handler.

Previous On-Going Short-Term Goals and Objectives:

1. Training in the detection of large-quantity narcotics to support regional partners in interdiction efforts.

New Short-Term Goals and Objectives:

1. New K9 team will focus on General Detection training.
2. Narcotics Detection training is dependent on General Detection duty performance and any legislative changes.
3. Take advantage of opportunities to introduce the new K9 team to the community.

Fund: 018 – K9 Fund

Dept.: 10 – Police

Schedule B: LONG-RANGE GOALS AND OBJECTIVES – 2025-2027

Long-Range Goals and Objectives:

1. Seek opportunities to maintain a strong community partnership to support the K9 Program.
2. Expand the K9 Program to include a 2nd team. This would provide on-duty K9 service 7 days a week.

Fund:	001 General Fund
Department:	10 Police
Division (e.g. Ops / Admin)	230 K9
Facility (if applicable)	
Schedule D: PROFESSIONAL SERVICES	

NOTES: For each Professional Services line item included in the department's budget, please provide the requested budget-related data, the provider name and amount of each professional services contract, and an explanation as to the need, any project the request is connected to, etc. Multiple subsections have been provided in order to address departments with multiple professional services lines in the same department. Please include those sub-fund identification numbers.

Provider Name	2023 Budget Amount	2024 Budget Amount	Supplement	One-time	Ongoing	Explanation	Executive	
							Funded	Not Funded
Various	\$ 500	\$ 500			X	boarding during handler vacation	X	
Various	\$ 1,250	\$ 1,250			X	veterinary services	X	
Account Total	\$ 1,750	\$ 1,750				001.10.521.230.41.01		
Verizon	\$ 475	\$ 475			X	Cell Phone	X	
Various	\$ 50	\$ 50			X	Cell Phone Supplies	X	
Verizon	\$ 550	\$ 550			X	MCT Air Card	X	
Account Total	\$ 1,075	\$ 1,075				001.10.521.230.42.00		

Provider Name	2023 Budget Amount	2024 Budget Amount	Supplement	One-time	Ongoing	Explanation	Executive	
							Funded	Not Funded
Nationwide	\$ 3,800	\$ 1,900			X	Pet Insurance	X	
Account Total	\$ 3,800	\$ 1,900				001.10.521.230.46.00		

Professional Services Total	\$ 6,625	\$ 4,725					Approved in Total Date	7/15/2022
Percentage Addition (Reduction)	0.0%	0.0%				City Administrator Use Only		
Dollar Amount Addition (Reduction)	-	-				City Administrator Use Only		
Adjusted Approved Total	\$ 6,625	\$ 4,725					Approved modified amount Date	

Executive Comments & Adjustments: Includes instructions to Budget Officer for data input. Expand as needed.

Fund:	018 K-9
Department:	10 Police K-9
Division (e.g. Ops / Admin)	
Facility (if applicable)	
Schedule E: TRAINING & TRAVEL	

Employee(s) (list by position)	Course/Event Title	Location if out of town or out of state	2023		2024		Executive	
			Travel Costs (lodging, per diem, airfare, car) .43.00	Course/Event Cost (Conference/School/ Training)	Travel Costs (lodging, per diem, airfare, car) .43.00	Course/Event Cost (Conference/School/ Training)	Funded	Not Funded
K9 handler	K9 Narcotic Detection Certification					\$6,000	X*	
Total			\$ -	\$ -	\$ -	\$ 6,000		

Training & Travel Total	-	-	-	\$ 6,000	<u>7/15/2022</u>
					Approved total date:
Percentage Addition (Reduction) City Administrator Use Only	0.0%	0.0%	0.0%	0.0%	
Dollar Amount Addition (Reduction) City Administrator Use Only	-	-	-	-	
Adjusted Approved Total	-	-	-	\$ 6,000	<u> </u>
					Approved modified amount date:

Executive Comments & Adjustments: Includes instructions to Budget Officer for data input. Expand as needed.

X*Changed to \$6,000 at department request.

Fund: 019 – US Flag Recognition Program

Dept.:

Schedule A: SHORT-TERM GOALS AND OBJECTIVES – 2023-2024

Function/Program Description:

This fund was created in 2019 (Resolution No. R2019-001) using a donation from a local donor to support the long-term provision of recognition for the Police Officer of the Year and the Firefighter of the Year, to be selected by procedures established by the respective chiefs. The budget for each year is approximately \$250. The fund is expected to last for 50 years.

Major Accomplishments in Prior Biennium:

1. The fund was created and the first year of award was 2020.

Previous On-Going Short-Term Goals and Objectives:

1. Make the annual awards consistent with the purpose of the Fund.
2. Manage the interest earnings to help ensure the fund has maximum sustainability.

New Short-Term Goals and Objectives:

1. Continue with previous on-going short term goals and objectives.

Fund: 019 – US Flag Recognition Program

Dept.:

Schedule A: LONG-RANGE GOALS AND OBJECTIVES – 2025-2027

Long-Range Goals and Objectives:

1. Support recognition for the City's Police Officer of the Year and Firefighter of the Year awards.

Fund: 001 – General Fund

Dept.: 002 – Public Safety Reserve

Schedule A: SHORT-TERM GOALS AND OBJECTIVES – 2023-2024

Function/Program Description:

In August 2011, Tumwater voters approved a property tax lid lift to raise money to replace fire engines, expand the police facility, hire three firefighters, replace SCBA gear, hire three police officers, and provide police vehicles and related equipment. This fund segregates the income and transfers it to the respective General Fund departments, capital funds, and debt service funds.

Major Accomplishments in Prior Biennium:

1. Funded the replacement of the second lid lift fire engine and related equipment. It was funded with bonds through the State Local Program. The final payment is in 2027. The next engine purchase is scheduled for 2025.
2. Funded the acquisition of a second set of bunker gear for firefighters.

Previous On-Going Short-Term Goals and Objectives:

1. Support the City's Levy Lid Lift obligations in the Police and Fire Departments.

New Short-Term Goals and Objectives:

1. Continue making payments on the second fire engine.
2. Facility improvements to fire station facilities.
3. Plan for the acquisition of the third Lid Lift fire engine.

Fund: 001 – General Fund

Dept.: 002 – Public Safety Reserve

Schedule B: LONG-RANGE GOALS AND OBJECTIVES – 2025-2027

Long-Range Goals and Objectives:

1. Collect and distribute property tax revenues from the 2011 Levy Lid Lift for public safety purposes. It has funded one fire engine replacement, payments on a second engine, the police expansion, self-contained breathing apparatus (SCBA) replacements, three firefighters, three police officers, police vehicles, and misc. public safety related equipment.

Fund: 007 – Permit Reserve

Dept.:

Schedule A: SHORT-TERM GOALS AND OBJECTIVES – 2023-2024

Function/Program Description:

The Permit Reserve stabilizes the building and land use permit review and inspection functions in the City across changes in permit activity, lags between permitting and construction, and workload.

Major Accomplishments in Prior Biennium:

1. Provided potential support to permit inspection staffing, annexation studies and urban forestry implementation. Ultimately, permit volume increased negating the need for Reserve fund.

Previous On-Going Short-Term Goals and Objectives:

1. Be available to support permit related functions.

New Short-Term Goals and Objectives:

1. Increase fund balance based on extraordinary permit volume and revenues during the past biennium.
2. Support permit review and inspection activities.

Fund: 007 – Permit Reserve

Dept.:

Schedule B: LONG-RANGE GOALS AND OBJECTIVES – 2025-2027

Long-Range Goals and Objectives:

1. Collect revenues from permit revenue to stabilize permit review and inspection functions.
2. Invest balance to make interest.

Fund: 001 – General Fund

Dept.: 008 – Emergency Reserve

Schedule A: SHORT-TERM GOALS AND OBJECTIVES – 2023-2024

Function/Program Description:

The fund was created by Ordinance No. O2011-016 to accumulate a portion of construction sales tax on an annual basis to support a balance of \$0.375 per \$1,000 in assessed valuation, pursuant to State law.

Major Accomplishments in Prior Biennium:

1. The fund achieved its goal in 2018 and has continued to grow consistent with the policy to deposit a portion of the City's construction sales tax up to \$175,000 per year.

Previous On-Going Short-Term Goals and Objectives:

1. The fund was first funded in 2012. Continue to make contributions consistent with the Fund policy and accrue interest income.

New Short-Term Goals and Objectives:

1. Continue to make contributions consistent with the Fund policy and accrue interest income. The estimated fund balance at the end of 2024 is \$2,052,000.

Fund: 001 – General Fund

Dept.: 008 – Emergency Reserve

Schedule B: LONG-RANGE GOALS AND OBJECTIVES – 2025-2027

Long-Range Goals and Objectives:

1. Collect and maintain funds according to the adopted fund purpose of supporting emergency response pursuant to Ordinance No. O2011-016.

Fund: 001 – General Fund

Dept.: 009 – Facilities Reserve

Schedule A: SHORT-TERM GOALS AND OBJECTIVES – 2023-2024

Function/Program Description:

This reserve within the General Fund collects money to be used for major maintenance and replacement of General Fund facilities including buildings, grounds, and parks. Revenue is generated from facility leases (Old Town Center) and from the General Fund revenues consistent with the Financial Policies.

Major Accomplishments in Prior Biennium:

1. Reached the target goal of \$2M.

Previous On-Going Short-Term Goals and Objectives:

1. Collect funds for facility projects as they are available.

New Short-Term Goals and Objectives:

1. Maintain desired fund balance while supporting major facility projects.

Fund: 001 – General Fund

Dept.: 009-Facilities Reserves

Schedule B: LONG-RANGE GOALS AND OBJECTIVES – 2025-2027

Long-Range Goals and Objectives:

1. Accumulate revenues for the major maintenance and replacement of facilities consistent with Financial policies.
2. Establish a long-term revenue source tied to construction or major durables sales.

Fund: 015 – Parks and Recreation Commission

Dept.

Schedule A: SHORT-TERM GOALS AND OBJECTIVES – 2023-2024

Function/Program Description:

The Board of Parks & Recreation Commissioners advises the City Council on parks related policy and funding issues. This includes expansion and operation of Tumwater's City parks, recreational facilities and programs, and provides oversight for planning, management and acquisition, concessions and use.

Major Accomplishments in Prior Biennium:

1. Improvements to Pioneer Park – fencing, roofing, bollards.
2. Trail improvements – Tumwater Hill trail and trail heads.

Previous On-Going Short-Term Goals and Objectives:

1. Invest in park improvement measures and recreation program equipment and supplies to augment park and recreation experiences.

New Short-Term Goals and Objectives:

1. Continue to explore with the Tumwater School District greater partnerships and collaborations to improve the community.
2. Continue to evaluate and provide input on MPD funding and deferred maintenance for the department.
3. Complete the Community Center site selection and land acquisition.
4. Support grant funding and partnerships to complete sections of the Deschutes Valley Trail.
5. Utilize funds to support small improvements in parks and recreation programs.

Fund: 015 – Parks and Recreation Commission

Dept.:

Schedule B: LONG-RANGE GOALS AND OBJECTIVES – 2025-2027

Long-Range Goals and Objectives:

1. Oversight and completion of Deschutes Valley Trail segments.
2. Construction of Deschutes Valley Trail through the golf course.
3. Oversight and direction on MPD implementation.
4. Construction and completion of the Tumwater Community Center.
5. Work with the Historic Preservation Commission and future Arts Commission on joint projects.

Fund: 017 – Historic Preservation Commission

Dept.:

Schedule A: SHORT-TERM GOALS AND OBJECTIVES – 2023-2024

Function/Program Description:

The Historic Preservation Commission advises the City Council on matters of Tumwater history and historic preservation. The major responsibility of the Commission is to identify and actively encourage preservation of the City's historic resources by initiating and maintaining a register of historic places of reviewing proposed changes to register properties; to raise community awareness of the City's history and historic resources; and to serve as the City's primary resource in matters of history, historic planning and preservation.

The Commission is responsible for submittal of nominations to the State and National Registers of Historic Places and serves as the local review board, making determination concerning the eligibility of historic properties for special valuation and verifying that the improvements are consistent with the Washington State Advisory Council's Standards for Rehabilitation and Maintenance.

Major Accomplishments in Prior Biennium:

1. Completed Certificate of Appropriateness for the Schmidt House and Brighton Grange.
2. Evaluation of Brewery Park improvements with suggested changes.
3. Formation of the Brewmaster's House planning committee and schedule.
4. Financial support to the Historic Brewhouse project.

Previous On-Going Short-Term Goals and Objectives:

1. Continue developing the future use of the Brewmaster's House and its role in the larger Historic District.
2. Work with staff and City Council to guide the future development of the former brewery properties in the historical district.
3. Support the restoration and preservation of the Historic Brewhouse.
4. Refine programs and increase partnerships with the Olympia Tumwater Foundation.

New Short-Term Goals and Objectives:

1. Continue to explore partnership with the Parks Commission and Arts Commission for joint projects.
2. Provide public access and programs to the historic houses beginning in 2023.
3. Continue to evaluate and provide input on the Historic Brewhouse rehabilitation.
4. Evaluate the creation of Historic District sponsorships in coordination with the Recreation Division's established program.

Fund: 017 – Historic Preservation Commission

Dept.:

Schedule B: LONG-RANGE GOALS AND OBJECTIVES – 2025-2027

Long-Range Goals and Objectives:

1. Continue to invest in historic home preservation and maintenance (Crosby and Brewmaster's houses).
2. Work with the team to transform the Historic Brewhouse into a useable public facility.
3. Provide additional visitor services, interpretation and useable spaces throughout the Historic District.
4. In partnership with the Olympia Tumwater Foundation, expand opportunities for events and public participation within the Historic District.

Fund: 105 – Affordable Housing Fund

Dept.:

Schedule A: SHORT RANGE GOALS AND OBJECTIVES – 2023-2024

Function/Program Description:

The Fund accumulates funds from the diversion of State of Washington sales tax for the purpose of providing affordable housing pursuant to SB1406 (2019/2020 Session). The funding is a function of State sales tax receipts, not City sales tax revenue. Pursuant to a five-year Interlocal Agreement effective April 30, 2021, the funds are intended to be spent regionally and are transferred to Thurston County to be held and expended pursuant to the agreement.

Major Accomplishments in Prior Biennium:

1. In 2021, \$43,000 was collected by this fund, and \$60,000 is estimated to be collected in 2022.
2. In 2021/22, the City partnered with TOGETHER! to provide \$50,000 in rental assistance.
3. City entered into an Agreement to provide these funds to the County to be distributed for a yet to be defined regional project.

Previous On-Going Short-Term Goals and Objectives:

1. Provide support to increase affordable housing and reduce the occurrence of houselessness.

New Short-Term Goals and Objectives:

1. Provide funds, approximately \$60,000/year, to support regional housing projects.

Fund: 105 – Affordable Housing Fund

Dept.:

Schedule B: LONG-RANGE GOALS AND OBJECTIVES – 2025-2027

Long-Range Goals and Objectives:

1. Continue to work with the Regional Housing Council (RHC) on regionally significant and collaborative projects that address houselessness and affordable housing.
2. Continue to implement the specific local actions identified in the Housing Action Plan adopted by the City Council in 2021.

Fund: 107 – Domestic Violence Fund

Dept.: 07 – City Attorney

Schedule A: SHORT-TERM GOALS AND OBJECTIVES – 2023-2024

Function/Program Description:

The fund collects revenue from fines imposed on convictions of domestic violence charges.

Major Accomplishments in Prior Biennium:

1. Major funding (\$13,884) was made available to service providers, reducing the balance significantly. Some funding extends into 2023.

Previous On-Going Short-Term Goals and Objectives:

1. Continue to seek imposition of the DV assessment by the court and increase the fund balance.
2. Consider projects to fulfill the goals of the fund.

New Short-Term Goals and Objectives:

1. Continue holding funds and seek appropriate expenditures.

Fund: 107 – Domestic Violence Fund

Dept.: 07 – City Attorney

Schedule B: LONG-RANGE GOALS AND OBJECTIVES – 2025-2027

Long-Range Goals and Objectives:

1. Continue to accumulate funds to support domestic violence advocacy work.
2. Explore availability of programs and other funding opportunities.

Fund: 108 – Forfeitures & Seizures

Dept.: 21 – Drugs & Other Felonies

Schedule A: SHORT-TERM GOALS AND OBJECTIVES – 2023-2024

Function/Program Description:

Washington State law allows for the forfeiture and seizure of funds and property from individuals if those proceeds were the result of felonious criminal activity. Monies gained from narcotic seizures/forfeitures must be used for the enhancement of narcotics enforcement or education. Historically, these funds have been used to purchase equipment for surveillance and specialized enforcement units. Funds may also be used to purchase equipment or to attend training, if there is link to the enforcement of narcotics laws. Because of change to seizure laws and the changing patterns of drug use, the revenue to the fund has virtually stopped and funds are expended from remaining fund balance. It appears the fund will be depleted in a few years beyond 2024.

Major Accomplishments in Prior Biennium:

1. Funded equipment and training related to the fund's purpose.

Previous On-Going Short-Term Goals and Objectives:

1. Provide for training and equipment related to narcotics enforcement.

New Short-Term Goals and Objectives:

1. Support training and equipment purchases related to narcotics enforcement, investigation and education.

Fund: 108 – Forfeitures & Seizures

Dept.: 21 – Drugs & Other Felonies

Schedule B: LONG-RANGE GOALS AND OBJECTIVES – 2025-2027

Long-Range Goals and Objectives:

1. Fund training and equipment related to drug and narcotic enforcement and/or education.

Fund:	108 Drug & Other Seizure Fund
Department:	21 Drug & Other Felony
Division (e.g. Ops / Admin)	
Facility (if applicable)	
Schedule E: TRAINING & TRAVEL	

Employee(s) (list by position)	Course/Event Title	Location if out of town or out of state	2023		2024		Executive	
			Travel Costs (lodging, per diem, airfare, car) .43.00	Course/Event Cost (Conference/School/ Training)	Travel Costs (lodging, per diem, airfare, car) .43.00	Course/Event Cost (Conference/School/ Training)	Funded	Not Funded
Detectives & Patrol Officers	Various Narcotic & Gang Training Courses	TBD	\$1,000.00	\$1,500.00	\$1,000.00	\$1,500.00	X	
K9 Officer	Monthly Training			\$2,500.00		\$2,500.00	X	
Evidence Officer	Crime Scene Processing	TBD	\$750.00	\$500.00	\$750.00	\$500.00	X	
Total			\$ 1,750	\$ 4,500	\$ 1,750	\$ 4,500		

Training & Travel Total	\$ 1,750	\$ 4,500	\$ 1,750	\$ 4,500	<u>7/15/2022</u> Approved total date:
Percentage Addition (Reduction) <i>City Administrator Use Only</i>	0.0%	0.0%	0.0%	0.0%	
Dollar Amount Addition (Reduction) <i>City Administrator Use Only</i>	-	-	-	-	
Adjusted Approved Total	\$ 1,750	\$ 4,500	\$ 1,750	\$ 4,500	<u> </u> Approved modified amount date:

Executive Comments & Adjustments: Includes instructions to Budget Officer for data input. Expand as needed.

Fund:	108 Drug & Other Seizure Fund
Department:	21 Drup & Other Felony
Division (e.g. Ops / Admin)	
Facility (if applicable)	
Schedule H: MINOR EQUIPMENT	

NOTES: This form is to itemize minor (between \$250 and \$4,999) equipment purchases included in BARS Sub-object number 35. Please make sure that the total matches the preliminary budget line item. For those departments with multiple line items, please sub-total by applicable BARS No. REMINDER: 35.XX is only for individual items greater than \$500 and less than \$5,000. Items costing less should be included in the Other Operating Expenses line item in base budget. Items costing \$5,000 or greater are to be included in Schedule G.

Account Number	Item Description	2023 Budget	2024 Budget	Justification	Executive	
					Funded	Not Funded
108.21.521.230.35.00	P.I.T. Bumper Reinforcement	\$ 3,000		Outfitting a 2nd P.I.T. Training Car	X*	
Account Total		\$ 3,000	-			

Professional Services Total	\$ 3,000	-	Approved in Total Date _____
Percentage Addition (Reduction) City Administrator Use Only	0.0%	0.0%	
Dollar Amount Addition (Reduction) City Administrator Use Only	-	-	
Adjusted Approved Total	\$ 3,000	-	Approved modified amount Date <u>8/3/2022</u>

Affiliate Department Comments: Submittals must include review and comments from either IT or Fleet, if applicable

Dept. Approval

☐ Approved

☐ Not Approved

Executive Comments & Adjustments: Includes instructions to Budget Officer for data input. Expand as needed.

X* - Moved from Police Training

Fund: 109 – Lodging Tax**Schedule A: SHORT-TERM GOALS AND OBJECTIVES 2023-2024****Function/Program Description:**

The Lodging Tax fund exists from an additional charge assessed to each hotel or motel room stay in the City of Tumwater. Half of the funds (2%) are used for historic and cultural programs that enhance tourism and the other half of the funds (2%) are used to fund tourism-related activities to promote tourism in the City of Tumwater, as allocated by the Lodging Tax Advisory Committee, consistent with State law. The first 2% is guided by City Council policy established in Resolution No. R2016-006 to be spent on historic and cultural activities.

The Lodging Tax Advisory Committee (LTAC) reviews applications annually and makes a funding recommendation to the City Council. The Council reviews the recommendation and agencies that receive funding enter into an agreement with the City. Funded agencies are required to report each year on the impact of tourism in Tumwater as a result of their special event or festival or tourism-related facility.

Major Accomplishments in Prior Biennium:

1. Allocated funding to maintain historic facilities and provide historic programming in partnership with the Olympia Tumwater Foundation resulting in history talks, riverfront walks, presentations at City events, and social-media.
2. Provided marketing support for the craft brewing and distilling initiative, in particular, branding and marketing.
3. Provided funds in support of events and marketing to promote tourism and tourism related businesses.
4. Supported any events, programs, or activities that were able to continue during the COVID pandemic.

Previous On-Going Short-Term Goals and Objectives:

1. Staff the Lodging Tax Advisory Committee, monitor the budget and expenditures, manage the application process and subsequent service contracts, and provide overall policy support to implement the City Council and LTAC direction.
2. Support the ongoing maintenance and repairs of the City's historic buildings.
3. Make funds available to the LTAC for distribution to events and facilities to expand tourism in Tumwater.
4. Partner with the Olympia Tumwater Foundation to provide historic programming.

New Short-Term Goals and Objectives:

1. Monitor State law and procedures regarding expenditure and reporting of Lodging Tax.
2. Work with the LTAC to promote the creation of additional events that promote Tumwater, with emphasis on COVID-19 recovery.
3. Continue funding support for the Tumwater Craft brand in conjunction with the Brewery redevelopment, Warehouse District and Craft District.

Fund: 109 – Lodging Tax**Schedule B: LONG-RANGE GOALS AND OBJECTIVES – 2025-2027****Long-Range Goals and Objectives:**

1. Cultivate new tourism opportunities to enhance the community and tourism-related business.
2. Maintain an applicant-friendly program to encourage growth of festivals and special events in Tumwater and to encourage new applicants to participate in the program.
3. Collaborate with tourism-related facilities and organizations to spotlight Tumwater.
4. Maintain financial stability and responsible use of funds to preserve historical artifacts, buildings, and to promote Tumwater's history through educational programs.
5. Remain in compliance with State law and Joint Legislative Audit and Review Committee (JLARC) regarding Lodging Tax.
6. Manage the banner program with a focus on Lodging Tax funded agencies to promote tourism in Tumwater.
7. Partner with the Olympia Tumwater Foundation to provide quality, reliable and informative history programs that support tourism and the Tumwater brand.

Fund: 120 – Barnes Lake Management District

Dept.: 30 – B.L.M. Dist. No. 2004.01

Schedule A: SHORT-TERM GOALS AND OBJECTIVES – 2023-2024

Function/Program Description:

The Barnes Lake Management District (LMD) is organized to provide funding for the community-driven Barnes Lake Management District to complete routine lake management activities, including vegetation treatment (chemical, physical, mechanical), vegetative debris reduction and removal, water quality monitoring, community outreach and program management. The LMD is funded through annual assessments charged to the residents and businesses adjacent to the lake to support vegetation management activities. There are 110 properties within the District. The primary goal of the LMD is to reduce the quantity of noxious and non-native nuisance vegetation to help improve water quality and the aesthetic and recreational values of the lake. The Water Resources & Sustainability Department provides subject matter expertise, administrative support, project management and LMD Steering Committee oversight. The Finance Department provides support for billing, assessment collection and lien management.

Major Accomplishments in Prior Biennium:

1. Approved and implemented a long-term funding increase recommended by the LMD Committee to support lake management activities for years 2022-2035, and ensure the demonstrated benefits to water quality, wildlife and habitat continue.
2. Continued to improve access to the water for lake residents through the treatment of vegetation, increasing the open water area by approximately 50% since 2010.
3. Renewed implementation of an annual volunteer water quality monitoring program to document effectiveness of management efforts on lake water quality.

Previous On-Going Short-Term Goals and Objectives:

1. Quantify open water and biomass areas present, and standardize metrics to evaluate LMD impacts.
2. Implement a “New to the Neighborhood” packet that provides new homeowners or renters’ information about the LMD, best management practices for lakeside living, and encourages them to attend LMD meetings to learn more.

New Short-Term Goals and Objectives:

1. Complete new bathymetric survey to evaluate changes of sediment layers due to lake management actions (2023).
2. Execute recommended treatment strategy to use fluridone to maintain appropriate aquatic vegetation and improve open water access and aesthetic value for property owners (2024).

Fund: 120 – BARNES LAKE MANAGEMENT DISTRICT

Dept.: 30 – B.L.M. Dist. No. 2004.01

Schedule B: LONG-RANGE GOALS AND OBJECTIVES – 2025-2027

Long-Range Goals and Objectives:

1. Continue routine vegetation treatment activities to complement the community's goal for lake water quality, wildlife, and habitat enhancements and other ecosystem services, and improvements toward the aesthetic and recreational values of the lake community.
2. Continue to investigate cost effective methods of aquatic vegetation control and removal to improve habitat, water quality and lake access for the LMD membership.
3. Continue monitoring and reporting of lake health to facilitate prompt response to emerging issues and needs.
4. Conduct review of lake management efforts and update management plan accordingly (2025).
5. Reconsider the delineation of identified conservancy areas to meet treatment goals in compliance with City shoreline and wetland regulations and state aquatic plant permit (2025).
6. Complete biannual survey of LMD stakeholders to evaluate satisfaction of control efforts, support of LMD defined goals and most importantly, how the stakeholder(s) might like to see the lake managed.

Fund:	120	Barnes Lake Management District Fund
Department:	30	B.L.M. DIST. NO. 2004.01
Division (Ops / Admin)		(if applicable, denote "Operations", "Administration", or other division name)
Facility (if applicable)		(if applicable, denote facility name)
Schedule D: PROFESSIONAL SERVICES		

INSTRUCTIONS: For each Professional Services line item included in the department's budget, please provide the requested budget-related data, the provider name and amount of each professional services contract, and an explanation as to the need, any project the request is connected to, etc. Multiple subsections have been provided in order to address departments with multiple professional services lines in the same department. Please include those sub-fund identification numbers.

Provider Name	2023 Budget Amount	2024 Budget Amount	Supplement	One-time	Ongoing	Operating	Explanation	Executive	
								Funded	Not Funded
Northwest Aquatic Eco-Systems (or similar)	\$ 16,500	\$ 30,000			X		Vegetation removal & other associated lake management applications. Annual expenditures based on adopted Lake Management Plan and LMD member goals.	X	
Account Total	\$ 16,500	\$ 30,000					120.30.538.300.41.08 - PROFESSIONAL SERVICES		

Professional Services Total	\$ 16,500	\$ 30,000
Percentage Addition (Reduction)	0.0%	0.0%
Dollar Amount Addition (Reduction)	-	-
Adjusted Approved Total	\$ 16,500	\$ 30,000

Approved in Total Date 7/22/2022

Approved modified amount Date _____

Executive Comments & Adjustments: Includes instructions to Budget Officer for data input. Expand as needed.

Fund: 130 – Transportation Benefit District (TBD)
Dept.: 35 – Transportation & Engineering
Schedule A: SHORT-TERM GOALS AND OBJECTIVES – 2023-2024

Function/Program Description:

The Transportation Benefit District (TBD) was formed for the purpose of maintaining and preserving the City's transportation infrastructure. The TBD provides for funding of the program through a voter-approved 0.2% sales tax and is operated through an interlocal agreement with the City. The TBD tax expires in 2025. The fund transfers monies into the Transportation CFP for projects and staff expenditures.

Major Accomplishments in Prior Biennium

1. Completed a large paving project with nearly 11,000 tons of asphalt.
2. Leveraged TBD funding to obtain a grant for the Linwood Avenue Sidewalk, Susitna Lane to 2nd Avenue project.

Previous On-Going Short-Term Goals and Objectives:

1. Refine pavement management practices to improve planning and design efficiency.
2. Address ADA accessibility, safety, and pedestrian utilization issues in conjunction with the pavement maintenance.
3. Leverage grants utilizing TBD funding as a local match to help cover pavement maintenance budget deficit.
4. Increase City in-house patching program as an effective use of funds to extend pavement life.

New Short-Term Goals and Objectives:

1. Demonstrate the program value to the community in order to maintain support for continued funding in 2025.

Fund: 130 – Transportation Benefit District Fund (TBD)

Dept.: 35 – Transportation & Engineering

Schedule B: LONG-RANGE GOALS AND OBJECTIVES – 2025-2027

Long-Range Goals and Objectives:

1. Optimize the preservation and maintenance of the City's street pavement infrastructure to decrease life cycle costs.
2. Where possible, leverage TBD funds to support projects that benefit all users of the right-of-way and all modes of travel.

Fund: 140 – Metropolitan Parks District

Dept.:

Schedule A: SHORT-TERM GOALS AND OBJECTIVES – 2023-2024

Function/Program Description:

The Tumwater Metropolitan Park District was established to support capital projects, programs, staffing and maintenance within the Parks and Recreation Department.

Major Accomplishments in Prior Biennium:

1. Shifted resources during COVID to protect qualified maintenance staff resources.
2. Completed deferred park maintenance projects at both Pioneer and Historical Parks.
3. Completed restroom installation projects at Barclift and Tumwater Hill Neighborhood Parks.
4. Finalized plans and initial construction of the park at The Preserve.
5. Launched arts program with the hiring of a half-time arts coordinator and adopted Arts Strategy.

Previous On-Going Short-Term Goals and Objectives:

1. Implement the commitments made in the Metropolitan Park District.
2. Improve the quality of maintenance in parks.
3. Increase the number and access to neighborhood parks and trails.
4. Provide funding to support open space land acquisition, Historic District improvements, and community garden projects.

New Short-Term Goals and Objectives:

1. Complete the neighborhood park at The Preserve.
2. Complete the Community Center Design Study and acquire land for the Center.
3. Implement the Arts Plan and expand recreation programming/special events.
4. Support community garden projects.
5. Continue to make deferred maintenance improvements.
 - a. 2023 Projects:
 - Speed bump replacement at Pioneer and Historical parks
 - Repair gazebo at Historical Park
 - LED lighting conversion at Pioneer Park

- Trail Repair and surfacing at Tumwater Hill
 - Roof repair in Pioneer Park dugouts
 - Replace maintenance roll-up doors at Pioneer Park
 - Extend water lines to shelter and baseball areas at Pioneer Park
- b. 2024 Projects:
- Storm drainage repairs at Pioneer and Historical parks
 - Paint and siding repair of Pioneer Park restroom

Fund: 140 – Metropolitan Parks District

Dept.:

Schedule B: LONG-RANGE GOALS AND OBJECTIVES – 2025-2027

Long-Range Goals and Objectives:

1. Fulfill the commitments made in the MPD when approved by the voters:
 - a. Construct the Tumwater Community Center;
 - b. Construct the neighborhood park at the SW neighborhood park property; and
 - c. Construct the neighborhood park at the Trails End property.
2. Support on-going programs funded by the MPD including arts, community gardens, recreation, and open space acquisition for as long as funds are available.

Fund: 200 – General Obligation Debt Service

Dept.:

Schedule A: SHORT-TERM GOALS AND OBJECTIVES – 2023-2024

Function/Program Description:

The General Obligation (G.O.) Debt Service Fund makes payments on voted and non-voted G.O. debt. Outstanding debt relates to Levy Lid Lift Fire Engine #2 and energy upgrades. The Fund could eventually make payments on Levy Lid Lift Fire Engine #3, Metropolitan Park District Community Center, and the General Fund portion of the Operations and Maintenance Facility.

G.O. Bond Debt Summary

Description	23/24 Total Payments	Final Payment	Source	Finance Tool
Fire Engine #2	\$204,000	2027	Levy Lid Lift	LOCAL Program
Energy Upgrades	\$192,000	2027	General Fund*	LOCAL Program

*The payment amounts are based on estimated energy savings across General Fund facilities.

Major Accomplishments in Prior Biennium:

1. Made final payments on Fire Engine #1 and Police Expansion.

Previous On-Going Short-Term Goals and Objectives:

1. Make payments on debt incurred by General Fund activities.

New Short-Term Goals and Objectives:

1. Make payments for new G.O. debt projects, including Levy Lid Lift Fire Engine #3, Metropolitan Park District Community Center, and the General Fund portion of the Operations and Maintenance Facility.

Fund: 200 – Obligation Debt Service

Dept.:

Schedule B: LONG-RANGE GOALS AND OBJECTIVES – 2025-2027

Long-Range Goals and Objectives:

1. Continue to make payments on the outstanding General Obligation (G.O.) debt.
2. Be available to support other G.O. debt obligations that may arise.

Fund: 303 – General Government

Dept.: 35 – Capital Projects

Schedule A: SHORT-TERM GOALS AND OBJECTIVES – 2023-2024

Function/Program Description:

The General Government Capital Projects Fund provides the capital resources and prioritization of funds in support of the planning and development of public buildings, programs, equipment and facilities, including law enforcement, fire protection, golf course, parks, historic preservation, trails and open space as envisioned and supported by the various elements of the Comprehensive Plan (Land Use Plan, Parks Recreation and Open Space Plan, Fire Master Plan, Police Master Plan, Public Facilities Plan, etc.). Projects and programs within the fund have costs of \$25,000 or greater.

Major Accomplishments in Prior Biennium:

1. Completed construction of the Preserve Park, restrooms at Tumwater Hill and Barclift parks, and a switchback trail connecting the existing Tumwater Hill Park trail system to sidewalks on Crosby Boulevard.
2. Selected MUNIS as the new Enterprise Resource Planning Business System and began working on development and implementation.

Previous On-Going Short-Term Goals and Objectives:

1. Secure additional funding for the completion of the Deschutes Valley Trail.
2. Continue partnerships with public and private entities to create opportunities for development of the Brewery District.
3. Complete design and permitting for construction of the City Operations and Maintenance facility.
4. Integration of the new Enterprise Resource Planning Business System, MUNIS, to replace the existing EDEN system.
5. To maintain staffing levels and response times, proactively address staffing needs resulting from retirements and annexation.
6. Funding for the completion of the restoration of the Historic Brewery Tower.

New Short-Term Goals and Objectives:

1. Begin construction of the new Operations and Maintenance Facility to replace the existing 34-year-old facility that the Transportation and Engineering and Water Resources and Sustainability Departments have outgrown.
2. Complete a needs assessment and space planning and land acquisition for the City Community Center.
3. Implement Arts and Culture Program.
4. Plan for the future of the former WSDOT Regional HQ in order to implement the Capitol Corridor Plan.

Project Summary**On-Going/Started:**

Enterprise Resource Planning Business System
Operations and Maintenance
Parks Commission Funding
Historic Commission Funding
Arts Projects
Washington Center
WSDOT HQ Planning – Carry-over from 2022
Golf Parking Lot Resurfacing – Carry-over from 2022

New in 23/24:

Market Building Renovations – Design
Parks & Facilities Building – Design/Construction
Deschutes Valley Trails – Design/Construction
Trails End Park – Design/Construction
South Tumwater Neighborhood Park – Design/Construction
Open Space Acquisition
Community Center – Design/Land Acquisition
Community Gardens
SW Neighborhood Park – Design/Construction
Golf Range Building Replacement – Design/Construction
Old Brewhouse Rehabilitation – Construction
Deschutes River Flood Study
Craft Beverage Start Up Facility – Design/Construction
Solar Panel Installation
Way Finding Signage
Regional Housing Project (CDBG Funds)
Brewery Open Space Acquisition
Isabella Bush Park (Requires CFP Update)

Fund: 303 – General Government

Dept.: 35 – Capital Projects

Schedule B: LONG-RANGE GOALS AND OBJECTIVES – 2025-2027

Long-Range Goals and Objectives:

1. Find a permanent location for the Farmer's Market.
2. Advance energy conservation and sustainability measures across City facilities, and require new City buildings to be all electric.
3. Construct the remaining phases of the Deschutes Valley Trail.
4. Relocate City Operations and Maintenance activities to a new facility.
5. Preserve the continued use of LOTT's Deschutes Valley Property for event parking through agreement or acquisition.

Fund: 304 – CFP Transportation

Dept.: 35 – Capital Improvement Fund

Schedule A: SHORT-TERM GOALS AND OBJECTIVES – 2023-2024

Function/Program Description:

The Transportation Capital Facilities Plan (CFP) prioritizes the City's mobility needs through the allocation of capital resources for the planning, design, construction and preservation of the transportation infrastructure necessary to maintain level of service standards, in order to ensure dependable and adequate transportation systems to support the existing and future needs of the community. The Transportation CFP supports in-house administrative and technical staff and the management and coordination of consultant services to plan, permit, design, administer and inspect the construction and implementation of projects and programs included in the CFP. Each CFP is updated with a public process in the odd-numbered years, opposite the City budget.

Major Accomplishments in Prior Biennium:

1. Completed design and right-of-way phases for the I-5/Capitol Boulevard/Trosper Road project and started construction.
2. Completed the Old Highway 99 Corridor Study.
3. Completed the first capital project associated with the City's re-established Sidewalk Program.

Previous On-Going Short-Term Goals and Objectives:

1. Provide needed capital improvements to repair or replace obsolete or worn out infrastructure, eliminate existing deficiencies, and meet the needs of future development through the implementation of projects identified in the six-year CFP.
2. Increase available funding by identifying additional grant and partnership opportunities in order to implement the Transportation CFP.
3. Continue to advance and identify future projects to the planning, preliminary design and right-of-way acquisition phases to position them for funding opportunities.

New Short-Term Goals and Objectives:

1. Increase capacity and seek new funding sources for the Sidewalk Program to advance correction of sidewalk deficiencies identified in the City's ADA Transition Plan.
2. Update Transportation Impact Fee Program to more accurately reflect the impacts of continued development on capacity of the transportation system.

Project Summary (per adopted CFP)**On-Going/Started:**

Pavement Maintenance Project
Traffic Calming
Bridge Maintenance
I-5/Trosper/Capitol
Capitol Boulevard Corridor Design
Highway 99/79th Design
Capitol Boulevard/X Street roundabout
Israel/Linderson Pedestrian and Bike Improvements
Tumwater Valley Drive Realignment

New in 23/24:

E Street Connection
Mottman Improvements
Highway 99/79th Construction
Tumwater Boulevard Interchange
93rd & Case Roundabout
Traffic Signal Controller Upgrade
Capitol Boulevard/Linwood Ave Roundabout
Capitol Boulevard Corridor Improvements
Capitol Boulevard Median Replacement (Requires CFP Update)

Fund: 304 – CFP Transportation

Dept.: 35 – Capital Improvement Fund

Schedule B: LONG-RANGE GOALS AND OBJECTIVES – 2025-2027

Long-Range Goals and Objectives:

1. Enhance and expand transportation choices through the continued expansion of multi-modal opportunities and connections in order to provide an integrated multi-modal transportation system that supports adopted land use plans, including the Comprehensive Plan update and Transportation Master Plan.
2. Ensure that the design and function of transportation facilities are consistent with and support a healthy community through cohesion with the community vision developed through the land use and various subarea plans and guidelines, as well as the Citywide Development Standards.
3. Secure funding and implement the (phased) projects developed through previous planning and pre-design work for Capitol Boulevard, Old Highway 99, E Street Connection, the Tumwater Boulevard Interchange, and the Brewery District.

Fund: 400 – WATER FUND

Dept.: 28 - Water

Schedule A: SHORT-TERM GOALS AND OBJECTIVES – 2023-2024

Function/Program Description:

The Water Fund is an enterprise fund that provides for all aspects of operating the City's water utility, including operation, maintenance, administration, resource protection, and capital construction. The fund is independent in that all revenues generated by the utility are used to cover expenses incurred by the utility, and conversely, all expenses incurred by the utility must be supported by utility revenues.

The water utility's primary function is to provide a safe, reliable drinking water supply in sufficient quantity to meet the peak demands of its customers. Supporting programs include wellhead protection and water quality (monitoring, treatment, main flushing and cross connection), water conservation, water rights acquisition and mitigation, and response to customer service requests. The water utility provides regular support to the Finance Department for meter reads, shut-offs and reconnections. The water utility also provides for routine and on-going training and certification needs of all utility employees to ensure a high quality of operations, maintenance and management required to effectively run a Class A water system.

Major Accomplishments in Prior Biennium:

1. Completed major reorganization of the City's Operations units to better align subject matter expertise, improve operational efficiency, succession planning, span and control, and enhance training and professional development.
2. Install data loggers at monitoring well sites and made network repairs/improvements.
3. Evaluated energy efficiency of water pumps at City wells and pressure stations, and completed designs for the installation of solar panels at appropriate utility facilities.
4. Completed America's Water Infrastructure Act's risk and resiliency assessment, developed an Emergency Response Plan in cooperation with US Department of Homeland Security, and evaluated seismic resiliency with the US Environmental Protection Agency.

Previous On-Going Short-Term Goals and Objectives:

1. Continue efforts to secure future partnerships, develop the Brewery Wellfield, and abandon defunct wells.
2. Initiate funding, design and construction of the Southeast Reservoir.
3. Develop a plan to fully utilize Lathrop Well and water rights.
4. Transition meter reading to networked/remote operations to reduce fuel use associated, improve customer awareness of water use, and evaluate program(s) to engage utility customers to promote water conservation.

5. Foster relationships with community partners to enhance collaboration, promote learning, and encourage volunteer opportunities for resource needs and watershed protection, including efforts related to Water Resource Inventory Area 13.
6. Implement volunteer-based program(s) to engage students and community members on groundwater protection issues, such as water quality and water level monitoring.
7. Implement and maintain a water quality database (GData or ArcGIS geodatabase).
8. Continue mapping water system, develop routes for Uni-Directional Flushing (UDF) program, and implement routine program.

New Short-Term Goals and Objectives:

1. Develop plan to support the next increment of potable source(s) to fully utilize City's water right portfolio and ensure the utility is able to meet the demands of Tumwater's growing residential and business community.
2. Standardize program for main replacements, integrating service line inventories to address corrosion control issues.
3. Complete Corrosion Control Study.
4. Evaluate and research the possibility of generating electricity and revenue in our water pipes.
5. Install solar panels at suitable water infrastructure locations and explore other measures to "green" the City's water utility operations.
6. Research and evaluate incentive programs for Tumwater residents to abandon permit exempt wells and hook up to City water, including water right credits, landscape revisions and septic-to-sewer conversion opportunities.
7. Develop a dormant lawns public awareness campaign, including an incentive for removing/replacing lawns with drought tolerant, native plants.
8. Foster relationships with community partners to enhance collaboration, promote learning, and encourage volunteer opportunities for resource needs and watershed protection, including the Deschutes Watershed Education Center.
9. Develop education and training program in support of Tumwater University/Employee On-boarding to increase awareness around water resource issues and emergency response; coordinate with local partners such as LOTT.
10. Educate all drinking water customers, including City staff, about the energy-water nexus.
11. Develop a Water System story map that easily guides residents through the water system's treatment processes.

Fund: 400 – WATER FUND

Dept.: 28 – WATER

Schedule B: LONG-RANGE GOALS AND OBJECTIVES – 2025-2027

Long-Range Goals and Objectives:

1. Take action to improve sustainable utility operations by developing an adequate supply that continues to meet or exceed state and federal water quality standards.
2. Continue planning and implementation of aquifer protection programs and mitigation efforts to reduce or eliminate the risk of environmental degradation.
3. Implement seismic upgrades.
4. Water System Plan update.
5. Implement residential-based water customer conservation program utilizing AMI technology.
6. Complete new Operations and Maintenance Facility.
7. Develop and/or update Standard Operating Procedures to ensure all processes are identified and documented.
8. Design and construct infrastructure upgrades to preserve distribution network integrity and improve delivery capacity.

Fund: 400 – WATER FUND**Dept.: 28 – Water - Operations & Maintenance Division****Schedule C: STAFFING ADJUSTMENTS****TYPE OF ADJUSTMENT:**

Addition:	Elimination:	Change in Hours:	Change in Title/Description:	Change in Salary:
<input type="checkbox"/>	<input type="checkbox"/>	40	Reclassify one (1) Department Assistant III to Administrative Assistant	Grade 45 to Grade 50

DESCRIPTION OF ADJUSTMENT:

Reclassify Operations Department Assistant III to Administrative Assistant. This enhancement would directly supervise the requested Department Assistant II position and be responsible for technical and administrative tasks for Water Resources and Sustainability and Transportation and Engineering Operations Divisions. Split 25% Water, 25% Sewer, 25% Storm, 15% Streets and 10% ER&R.

ALTERNATIVES:

Rely on existing Operation's Assistant without increased capacity to meet growing expectations.

ADVANTAGES OF APPROVAL:

This enhancement, in conjunction with support of the requested Department Assistant II FTE, will build capacity in staff's time to support Operation's management in the areas of Asset Management, data acquisition/reporting, budget preparation, staff training/tracking, record keeping, public data requests and office management with the ability to manage assigned projects directly.

IMPLICATIONS OF DENIAL:

The existing Department Assistant position duties are focused on data entry and customer service with little time to support the needs of Operations Management, i.e. Asset Management, staff training/tracking and various reporting.

Administrative Services Comments (Submittal must be reviewed by Administrative Services Department):

Reviewed Date: _____

Executive Comments:Approved Date: 7/23/2022 Disapproved Date: _____DISTRIBUTION LIST: ☐ Payroll / 2023 Salary Schedule ☐ Finance ☐ Administrative Services Dept.

Fund: 400 – WATER FUND**Dept.: 28 – Water – City Hall Division****Schedule C: STAFFING ADJUSTMENTS****TYPE OF ADJUSTMENT:**

Addition:	Elimination:	Change in Hours:	Change in Title/Description:	Change in Salary:
<input checked="" type="checkbox"/>	<input type="checkbox"/>	40	Program Manager	Grade 66

DESCRIPTION OF ADJUSTMENT:

Position will replace/backfill the old program and project manager position vacated during the Public Works reorganization. Position funding split between three utilities, Water (50%) / Storm (35%) / Sanitary Sewer (15%).

ALTERNATIVES:

None.

ADVANTAGES OF APPROVAL:

Existing work load for Director is unsustainable to meet routine and growing administrative demands of the department as it expands in both scope and size. Implementation of major projects, such as source development, effective oversight of measured programs in support of utility needs, and coordination assistance with regional stakeholders and agencies will dramatically improve.

IMPLICATIONS OF DENIAL:

Continued failure to meet growing demands of community across three utilities as noted above.

Administrative Services Comments (Submittal must be reviewed by Administrative Services Department):

Reviewed Date: _____

Executive Comments:

Position may have some project funding.

Approved Date: 7/22/22 _____ Disapproved Date: _____

DISTRIBUTION LIST: ☐ Payroll / 2023 Salary Schedule ☐ Finance ☐ Administrative Services Dept.

Fund:	400	Water Utility Fund	
Department:	28	Water	
Division (e.g. Ops / Admin)		Administration	(if applicable, denote "Operations", "Administration", or other division name)
Facility (if applicable)			(if applicable, denote facility name)
Schedule D: PROFESSIONAL SERVICES			

NOTES: For each Professional Services line item included in the department's budget, please provide the requested budget-related data, the provider name and amount of each professional services contract, and an explanation as to the need, any project the request is connected to, etc. Multiple subsections have been provided in order to address departments with multiple professional services lines in the same department. Please include those sub-fund identification numbers.

Provider Name	2023 Budget Amount	2024 Budget Amount	Supplement	One-time	Ongoing	Explanation	Executive	
							Funded	Not Funded
Unidentified Vendor(s)	-	\$ 50,000		X		Feasibility assessment for turbines in WRS infrastructure to produce energy.	XA	
Unidentified Vendor(s)		\$ 6,000		X		Water Fund portion of a demonstration garden at City Hall. WRS will apply for grant funding to support this project as well. Inclusive of interpretive signage.	XA	
Unidentified Vendor(s)	\$ 75,000	\$ 75,000			X	Service provider support for emergent issues, including legal, water rights acquisition services, water quality investigations, and general operational issues.	X	
Unidentified Vendor(s)	\$ 75,000	\$ 75,000	X			Supplemental planning support to evaluate utility rates, cost of services provided, and level of service for sufficiency, appropriateness and equity.	X	
Account Total	\$ 150,000	\$ 206,000				400.28.534.100.41.22 - PROF SVCS/SMALL PROJECTS		
Unidentified Vendor(s)	\$ 75,000	\$ 75,000			X	Support for program, including contaminant monitoring, outreach, program promotion, monitoring well maintenance & repair, technical evaluation, and emergent issues. Increased due to PFAS regulatory requirements.	X	
Account Total	\$ 75,000	\$ 75,000				400.28.435.100.41.01 - WELLHEAD PROTECTION		
Unidentified Vendor(s)	\$ 25,000	\$ 25,000			X	Vendor support for water quality outreach, including the annual water quality report. Anticipated increases in regulatory obligations for lead & copper monitoring and routine reporting are included.	X	
Account Total	\$ 25,000	\$ 25,000				400.28.534.100.41.05 - PROF SVC - CONFIDENCE REPORT		

Provider Name	2023 Budget Amount	2024 Budget Amount	Supplement	One-time	Ongoing	Explanation	Executive	
							Funded	Not Funded
Unidentified Vendor(s)	\$ 25,000	\$ 25,000			X	Vendor support for program, including outreach, promotion, technical evaluation and program incentives.	X	
Account Total	\$ 25,000	\$ 25,000				400.28.534.100.41.29 - WATER CONSERVATION PROGRAM		
Verizon Wireless (or other)	\$ 1,800	\$ 1,800			X	Cell phone/Wireless service.	X	
Account Total	\$ 1,800	\$ 1,800				400.28.534.42.00 - COMMUNICATION		
Unidentified Vendor(s)	\$ 1,000	\$ 1,000			X	Survey monumentation restoration funds.	X	
Account Total	\$ 1,000	\$ 1,000				400.28.534.100.41.04 - MONUMENTATION PROGRAM		
Unidentified Vendor(s)	\$ 4,250			X		New IT setup for WRS Program Manager.	X	
Unidentified Vendor(s)	\$ 2,500			X		New furniture setup for WRS Program Manager.	X	
Unidentified Vendor(s)	\$ 2,500	\$ 2,500			X	Routine budget / Utility support.	X	
Account Total	\$ 9,250	\$ 2,500				400.28.534.100.33.00 - OTHER OPERATING EXPENSES		

Professional Services Total \$ 287,050 \$ 336,300

Percentage Addition (Reduction) 0.0% 0.0% *City Administrator Use Only*

Dollar Amount Addition (Reduction) - - *City Administrator Use Only*

Adjusted Approved Total \$ 287,050 \$ 336,300

Approved in Total Date 7/22/2022

Approved modified amount Date _____

Executive Comments & Adjustments: Includes instructions to Budget Officer for data input. Expand as needed.

XA - funded with .3% rate increase for sustainability measures.

Fund:	400	Water Utility Fund	
Department:	28	Water	
Division (e.g. Ops / Admin)		Operations	(if applicable, denote "Operations", "Administration", or other division name)
Facility (if applicable)			(if applicable, denote facility name)
Schedule D: PROFESSIONAL SERVICES			

NOTES: For each Professional Services line item included in the department's budget, please provide the requested budget-related data, the provider name and amount of each professional services contract, and an explanation as to the need, any project the request is connected to, etc. Multiple subsections have been provided in order to address departments with multiple professional services lines in the same department. Please include those sub-fund identification numbers.

Provider Name	2023 Budget Amount	2024 Budget Amount	Supplement	One-time	Ongoing	Explanation	Executive	
							Funded	Not Funded
TBD	\$ 5,000	\$ 5,000			X	Large Meter Testing	X	
Account Total	\$ 5,000	\$ 5,000				400.28.534.500.41.01 - Large Meter Testing		
Utility Services Associates	\$ 20,000	\$ 20,000			X	Leak Detection Services	X	
Account Total	\$ 20,000	\$ 20,000				400.28.534.500.41.02 - Leak Detection		
NW One-Call Subsurface Wrng Sys	\$ 1,000	\$ 1,000			X	Utility Locate Notification	X	
Account Total	\$ 1,000	\$ 1,000				400.28.534.500.41.11 - One Call		
Thurston County Health	\$ 30,000	\$ 30,000			X	Water Quality Testing Lab Services	X	
Edge Analytical	\$ 15,000	\$ 15,000			X	Water Quality Testing Lab Services	X	
Water Management	\$ 2,000	\$ 2,000			X	Water Quality Testing Lab Services	X	
Vista Analytical	\$ 8,000	\$ 8,000			X	PFAS Water Quality Analysis	X	
Account Total	\$ 55,000	\$ 55,000				400.28.534.500.41.20 - Lab/Testing Services		
Astra Industrial Services	\$ 300	\$ 300			X	Backflow Testing Equipment Calibration	X	
Bavco Apparatus & Valve Co	\$ 200	\$ 200			X	Backflow Testing Equipment Calibration	X	
Account Total	\$ 500	\$ 500				400.28.534.500.41.52 - Cross Connection Program		
Verizon	\$ 6,000	\$ 6,000			X	Wireless Cellular and Data Service	X	
TCOMM	\$ 500	\$ 500			X	TCOMM Dispatch Service	X	
Verizon M2M Private Network Access	\$ 500	\$ 500			X	Airport Water Fill Station Network Connection	X	
Verizon Network Access	\$ 3,500	\$ 3,500			X	Cellular Network Connection for remote security monitoring	X	
Verizon	\$ 6,500	\$ 6,500			X	Cellular Network Connection for Meter Data Collectors	X	
Account Total	\$ 17,000	\$ 17,000				400.28.534.500.42.00 - Communications		

Provider Name	2023 Budget Amount	2024 Budget Amount	Supplement	One-time	Ongoing	Explanation	Executive	
							Funded	Not Funded
Air Gas Inc.	\$ 100	\$ 100			X	CO2 Cylinder Rental	X	
TBD	\$ 5,000	\$ 5,000			X	Various Equipment Rental - Lift for Water Treatment Tower Maint	X	
Account Total	\$ 5,100	\$ 5,100				400.28.534.500.45.01 - Other - Rental/Leases		
Aramark	\$ 1,500	\$ 1,500			X	Laundry Service	X	
Forever Powder Coating	\$ 18,000	\$ 18,000			X	Hydrant Powder Coating	X	
Westcare Clinic	\$ 500	\$ 500			X	CDL Physicals/Drug Screening	X	
GC Systems	\$ 20,000	\$ 20,000			X	Control Valve Maintenance	X	
L2	\$ 2,000	\$ 2,000			X	SCADA System Maint	X	
EC Company	\$ 3,500	\$ 3,500			X	Emergency Generator Annual Service	X	
Northwest Cascade	\$ 300	\$ 300			X	Porta-Potti Service	X	
Account Total	\$ 45,800	\$ 45,800				400.28.534.500.48.00 - Repair and Maintenance Services		
Flowpoint Environmental	\$ 1,000	\$ 1,000			X	Water Fill Station Software Maint	X	
Account Total	\$ 1,000	\$ 1,000				400.28.534.500.48.01 - Software Maintenance		
Norton Corrosion	\$ 1,000	\$ 1,000			X	Reservoir Corrosion Control System Inspection and Service	X	
Various	\$ 10,000	\$ 10,000			X	Reservoir Cleaning	X	
Account Total	\$ 11,000	\$ 11,000				400.28.534.500.48.02 - Reservoir Maintenance		
Well Video Inspection	\$ 4,500	\$ 4,500			X	Well Repair Service	X	
Various	\$ 20,000	\$ 20,000			X	Well Repair Service	X	
Snell Crane	\$ 7,000	\$ 7,000			X	Crane Service - Well Pump Removal	X	
Account Total	\$ 31,500	\$ 31,500				400.28.534.500.48.03 - Well Repairs		

Professional Services Total **\$ 192,900 \$ 192,900**

Percentage Addition (Reduction) 0.0% 0.0% *City Administrator Use Only*

Dollar Amount Addition (Reduction) - - *City Administrator Use Only*

Adjusted Approved Total **\$ 192,900 \$ 192,900**

Approved in Total Date 7/22/2022

Approved modified amount Date _____

Executive Comments & Adjustments: Includes instructions to Budget Officer for data input. Expand as needed.

Fund:	400 Water Utility Fund		
Department:	28 Water		
Division (e.g. Ops / Admin)	Administration	(if applicable, denote "Operations", "Administration", or other division name)	
Facility (if applicable)		(if applicable, denote facility name)	
Schedule E: TRAINING & TRAVEL			

Employee(s) (list by position)	Course/Event Title	Location if out of town or out of state	2023		2024		Engineering	Streets	TBD	Water	Sewer	Storm	Executive	
			Travel Costs (lodging, per diem, airfare, car) .43.00	Course/Event Cost (School/ Training/Conf.)	Travel Costs (lodging, per diem, airfare, car) .43.00	Course/Event Cost (School/ Training/Conf.)							Funded	Not Funded
WRS Director WRS Specialist (3) WRS Inspector	APWA Semi-Annual Conferences (3 days)	2023-San Diego 2024-TBD	\$ 4,000	\$ 3,000	\$ 4,000	\$ 3,000				40.0%	20.0%	40.0%	X*	
WRS Director WRS Specialist (3) WRS Inspector	APWA Classes (3 days)	In-State / Local / Online	\$ 2,500	\$ 1,500	\$ 2,500	\$ 1,500				40.0%	20.0%	40.0%	X*	
WRS Director WRS Specialist (3) WRS Inspector	Unidentified State Conference(s)	In-State	\$ 2,500	\$ 1,500	\$ 2,500	\$ 1,500				40.0%	20.0%	40.0%	X*	
WRS Director WRS Specialist (3) WRS Inspector	Local Workshop(s)	In-State / Local / Online		\$ 1,500		\$ 1,500				40.0%	20.0%	40.0%	X*	
WRS Director WRS Specialist (3) WRS Inspector	Unidentified Training including AWC/WCIA/WSDOT (2 days)	In-State / Local / Online		\$ 1,500		\$ 1,500				40.0%	20.0%	40.0%	X*	
WRS Specialist (2) WRS Inspector (1)	Certified Sediment & Erosion Control Recertification	In-State / Local / Online		\$ 850		\$ 850						100.0%	X*	
WRS Director WRS Sustainability Coordinator	Climate / Sustainability Conference	2023-Hawaii 2024-TBD	\$ 2,500	\$ 1,500	\$ 2,500	\$ 1,500				45.0%	10.0%	45.0%	X*	
WRS Specialist	Stormwater Modeling - WWHM or Other	In-State / Local / Online		\$ 750		\$ 750						100.0%	X*	
WRS Sustainability Coordinator	Climate / Sustainability Workshops	Washington DC N. California	\$ 2,500	\$ 1,500	\$ 2,500	\$ 1,500				50.0%		50.0%	X*	
WRS Specialist (2)	ESRI GIS Training	In-State / Local / Online		\$ 750		\$ 750				40.0%	20.0%	40.0%	X*	
WRS Admin	Customer Service or Other Training	In-State / Local / Online		\$ 500		\$ 500				40.0%	20.0%	40.0%	X*	
WRS Director WRS Specialist	Cascade Management School or Equivalent Travel (WA, or Other Executive Training	In-State / Local / Online	\$ 2,500	\$ 3,500	\$ 2,500	\$ 3,500				40.0%	20.0%	40.0%	X*	

Training & Travel Total	\$ 27,200	\$ 29,950	\$ 27,200	\$ 29,950	Approved total date:
Percentage Addition (Reduction)	-10.0%	-10.0%	-10.0%	-10.0%	
Dollar Amount Addition (Reduction)	-	-	-	-	
Adjusted Approved Total	\$ 24,480	\$ 26,955	\$ 24,480	\$ 26,955	8/15/2022 Approved modified amount date:

2023-2024 Preliminary Budget – Schedule E, Page 2 286

Fund:	400 Water Utility Fund		
Department:	28 Water		
Division (e.g. Ops / Admin)	Operations	(if applicable, denote "Operations", "Administration", or other division name)	
Facility (if applicable)		(if applicable, denote facility name)	
Schedule E: TRAINING & TRAVEL			

Employee(s) (list by position)	Course/Event Title	Location if out of town or out of state	2023		2024		Executive	
			Travel Costs (lodging, per diem, airfare, car) .43.00	Course/Event Cost (Conference/School/ Training)	Travel Costs (lodging, per diem, airfare, car) .43.00	Course/Event Cost (Conference/School/ Training)	Funded	Not Funded
Maintenance Tech (7)	Water Distribution Manager	Auburn, WA	\$1,000.00	\$3,000.00	\$1,000.00	\$3,000.00	X	
Maintenance Tech (5)	Water Treatment Plant Operator	Auburn, WA	\$800.00	\$2,000.00	\$800.00	\$2,000.00	X	
Maintenance Tech (1)	CESCL	Tacoma, WA	\$100.00	\$400.00	\$100.00	\$400.00	X	
Maintenance Tech (7)	Asbestos Cement Pipe Handling	On-site		\$1,500.00		\$1,500.00	X	
Field Crew Lead (1)	Backflow Assembly Tester	Auburn, WA	\$200.00	\$700.00	\$200.00	\$700.00	X	
Maintenance Tech (6)	Flagger Certification	On-site		\$500.00		\$500.00	X	
Maintenance Tech (12)	Confined Space Entry	On-site		\$1,200.00		\$1,200.00	X	
Maintenance Tech (12)	Respirator Use	On-site		\$1,000.00		\$1,000.00	X	
Maint Tech/Operators (13)	WOW Conference	Virtual		\$3,000.00		\$3,000.00	X	
Maint Tech/Operators (13)	WETRC water system training	TBD	\$900.00	\$3,700.00	\$900.00	\$3,700.00	X	
Total			\$ 3,000	\$ 17,000	\$ 3,000	\$ 17,000		

Training & Travel Total	\$ 3,000	\$ 17,000	\$ 3,000	\$ 17,000	<u>7/22/2022</u> Approved total date:
Percentage Addition (Reduction) City Administrator Use Only	0.0%	0.0%	0.0%	0.0%	
Dollar Amount Addition (Reduction) City Administrator Use Only	-	-	-	-	
Adjusted Approved Total	\$ 3,000	\$ 17,000	\$ 3,000	\$ 17,000	Approved modified amount date:

Executive Comments & Adjustments: Includes instructions to Budget Officer for data input. Expand as needed.

Fund:	400 Water Utility Fund		
Department:	28 Water		
Division (e.g. Ops / Admin)	Administration	(if applicable, denote "Operations", "Administration", or other division name)	
Facility (if applicable)		(if applicable, denote facility name)	
Schedule F: CAPITAL FACILITY IMPROVEMENTS			

NOTES: This form is to request budgetary consideration for improvements to existing City facilities or to build/acquire new facilities with estimated costs of \$5,000 or more.

Improvement Description and Justification	Expenditure Acct.	2023 Budget Amount	2024 Budget Amount	Funding Source(s)	Executive	
					Funded	Not Funded
Energy efficiency improvements to various WRS facilities as indicated by the Energy & Water Audit results	400.28.594.340.63.02	\$ 100,000	\$ 100,000	Water Utility Rate Increase	X	
Account Total		\$ 100,000	\$ 100,000			

Capital Facility Improvements Total	\$ 100,000	\$ 100,000
Percentage Addition (Reduction)	0.0%	0.0%
Dollar Amount Addition (Reduction)	-	-
Adjusted Approved Total	\$ 100,000	\$ 100,000

7/22/2022

Approved in Total Date

MM/DD/YYYY

Approved modified amount Date

Affiliate Department Comments: Department submittals must include review and comments from Facilities.

No comments from Facilities.

Facilities Review

☒ Reviewed

6/21/2022

Date

Executive Comments & Adjustments: Includes instructions to Budget Officer for data input. Expand as needed.

Covered with 0.3% Rate Increase each year.

Fund:	400 Water Utility Fund		
Department:	28 Water		
Division (e.g. Ops / Admin)	Operations	(if applicable, denote "Operations", "Administration", or other division name)	
Facility (if applicable)		(if applicable, denote facility name)	
Schedule F: CAPITAL FACILITY IMPROVEMENTS			

NOTES: This form is to request budgetary consideration for improvements to existing City facilities or to build/acquire new facilities with estimated costs of \$5,000 or more.

Improvement Description and Justification	Expenditure Acct.	2023 Budget Amount	2024 Budget Amount	Funding Source(s)	Executive	
					Funded	Not Funded
Water Facility security - (video surveillance, perimeter security, and related improvements)	400.28.594.340.63.02	\$ 210,000	\$ 210,000	Rate Increase	XA	
Bush Treatment Pack Tower Aeration Media Replacement	400.28.534.500.33.01	\$ 70,000		Water Utility	X	
Fire Hydrant locks/Hydrant upgrades (Hydrant replacement program suspended during COVID)	400.28.594.340.63.01	\$ 210,000	\$ 210,000	Water Utility	X	
Utility adjustments	400.28.594.340.63.05	\$ 50,000	\$ 50,000	Water Utility	X	
Work station improvements related to requested Department Assistant II FTE	400.28.534.500.33.00	\$ 5,500		Water Utility	X	
Account Total		\$ 545,500	\$ 470,000			

Capital Facility Improvements Total	\$	545,500	\$	470,000
Percentage Addition (Reduction)		0.0%		0.0%
Dollar Amount Addition (Reduction)		-		-
Adjusted Approved Total	\$	545,500	\$	470,000

7/22/2022

Approved in Total Date

MM/DD/YYYY

Approved modified amount Date

Affiliate Department Comments: Department submittals must include review and comments from Facilities.

Facilities Review

☐ Reviewed

MM/DD/YYYY

Executive Comments & Adjustments: Includes instructions to Budget Officer for data input. Expand as needed.

XA - Requires a 2 year 0.5% Rate increase to fund security improvements.

Fund:	400 Water Utility Fund		
Department:	28 Water		
Division (e.g. Ops / Admin)	Administration	(if applicable, denote "Operations", "Administration", or other division name)	
Facility (if applicable)	N/A	(if applicable, denote facility name)	
Schedule G: EQUIPMENT / VEHICLE PURCHASE			

NOTES: This form is to request budgetary consideration for new (non-vehicle) equipment (Part I) or new vehicle purchases (Part II), with estimated costs of \$5,000 or more. (A new vehicle or "addition" is defined as expanding the fleet, not replacement. "Replacements" will be budgeted by Fleet Management in the Equipment Rental & Reserve Fund.) If an expansion of the fleet is approved, Finance will include the vehicle cost in the department's budget as a "Transfer Out to the Equipment Reserve Fund No. 501."

PART I - EQUIPMENT

Equipment Description	Justification	2023 Budget Amount	2024 Budget Amount	Addition Replacement	Account No.	Affiliate Review	Executive	
							Funded	Not Funded

PART II - VEHICLES

Two (2) vehicles for support of Water Resources & Sustainability Programs	Department growth and decreased availability of shared former Public Works vehicles. Vehicles will be electric/hybrid depending on availability. (Split 50% Water / 35% Storm / 15% Sewer)	\$40,000		X	400.28.597.501.00.01 501.397.400.01 501.31.594.001.64.06		X	
Vehicle Total		40,000	-					

Vehicle Total	\$ 40,000	-	Approved in Total Date	7/22/2022
Percentage Addition (Reduction)	0.0%	0.0%		
Dollar Amount Addition (Reduction)	-	-		
Adjusted Approved Total	\$ 40,000	-	Approved modified amount Date	

Affiliate Department Comments: Department submittals must include review and comments from IT, if applicable.

IT Review☐ Reviewed

Date: MM/DD/YYYY

Affiliate Department Comments: Department submittals must include review and comments from either **Fleet**, if applicable.

Fleet has reviewed this request and the vehicles proposed are Ford Escapes, consistent with other vehicles in this department and Administration's direction to purchase electric or hybrid whenever practical.

Fleet Review☒ Reviewed

Date: 6/15/2022

Executive Comments & Adjustments: Includes instructions to Budget Officer for data input. Expand as needed.

Fund:	400 Water Utility Fund		
Department:	28 Water		
Division (e.g. Ops / Admin)	Operations	(if applicable, denote "Operations", "Administration", or other division name)	
Facility (if applicable)	(if applicable, denote facility name)		
Schedule G: EQUIPMENT / VEHICLE PURCHASE			

NOTES: This form is to request budgetary consideration for new (non-vehicle) equipment (Part I) or new vehicle purchases (Part II), with estimated costs of \$5,000 or more. (A new vehicle or "addition" is defined as expanding the fleet, not replacement. "Replacements" will be budgeted by Fleet Management in the Equipment Rental & Reserve Fund.) If an expansion of the fleet is approved, Finance will include the vehicle cost in the department's budget as a "Transfer Out to the Equipment Reserve Fund No. 501."

PART I - EQUIPMENT

Equipment Description	Justification	2023 Budget Amount	2024 Budget Amount	Addition	Replacement	Account No.	Affiliate Review	Executive	
								Funded	Not Funded
1-Ton Crane for Flatbed Dump	Vehicle purchase was delayed and is currently unavailable until 2023. Approved in previous biennium budget.	20,000		X		400.28.597.501.00.01 501.397.400.01 501.31.594.001.64.06		X	
Equipment Total		20,000	-						

PART II - VEHICLES

Enhancement for #69539 Meter Pickup	EV upgrade for Water Quality Pickup scheduled for replacement in 2023	33,000			X	400.28.597.501.00.01 501.397.400.01 501.31.594.001.64.06		XA	
1-Ton Flatbed Dump	Vehicle purchase was delayed and is currently unavailable until 2023. Approved in previous biennium budget.	75,000		X		400.28.597.501.00.01 501.397.400.01 501.31.594.001.64.06		X	
Electric Vehicle	New electric vehicle for WRS Operations Management (Split Water, Sewer & Storm)		18,600	X		400.28.597.501.00.01 401.28.597.501.00.01 411.28.597.501.00.01 501.397.400.01 501.397.401.01 501.397.411.01 501.31.594.001.64.06	\$18,600 Water \$18,500 Sewer \$18,500 Storm	X	
Vehicle Total		108,000	18,600						

Equipment Description	Justification	2023 Budget Amount	2024 Budget Amount	Addition Replacement	Account No.	Affiliate Review	Executive	
							Funded	Not Funded

Equipment Total		\$ 20,000	-			Approved in Total Date	7/22/2022	
Percentage Addition (Reduction)	City Administrator Use Only	0.0%	0.0%					
Dollar Amount Addition (Reduction)	City Administrator Use Only	-	-					
Adjusted Approved Total		\$ 20,000	-			Approved modified amount Date		

Vehicle Total		\$ 108,000	\$ 18,600			Approved in Total Date	7/22/2022	
Percentage Addition (Reduction)		0.0%	0.0%					
Dollar Amount Addition (Reduction)		-	-					
Adjusted Approved Total		\$ 108,000	\$ 18,600			Approved modified amount Date		

Affiliate Department Comments: Department submittals must include review and comments from IT, if applicable.

IT Review

☐ Reviewed

Date: MM/DD/YYYY

Affiliate Department Comments: Department submittals must include review and comments from either Fleet, if applicable.

Fleet Review

☒ Reviewed

The vehicles listed are consistent with other vehicles in this department and Administration's direction to purchase alternative fueled vehicles whenever practical. At this time we are not aware of a practical alternative for the service truck, but we will continue to evaluate before purchasing. 69539 is also included in ER&R's Schedule G. Enhancement will cover upgrade to full sized and EV.

Date: 7/1/2022

Executive Comments & Adjustments: Includes instructions to Budget Officer for data input. Expand as needed.

XA - sustainability costs associated with making new pick-up green.

Fund:	400 Water Utility Fund		
Department:	28 Water		
Division (e.g. Ops / Admin)	Operations	(if applicable, denote "Operations", "Administration", or other division name)	
Facility (if applicable)		(if applicable, denote facility name)	
Schedule H: MINOR EQUIPMENT			

NOTES: This form is to itemize minor (between \$250 and \$4,999) equipment purchases included in BARS Sub-object number 35. Please make sure that the total matches the preliminary budget line item. For those departments with multiple line items, please sub-total by applicable BARS No. REMINDER: 35.XX is only for individual items greater than \$500 and less than \$5,000. Items costing less should be included in the Other Operating Expenses line item in base budget. Items costing \$5,000 or greater are to be included in Schedule G.

Account Number	Item Description	2023 Budget	2024 Budget	Justification	Executive	
					Funded	Not Funded
400.28.534.500.35.00	Magnetic Drill Press	\$ 1,500	-	AMI antennae Installations in the field	X	
400.28.534.500.35.00	String Trimmers*		\$ 1,000	Replacement for existing equipment	X	
400.28.534.500.35.00	Lawn Mower*	\$ 1,500	\$ 1,500		X	
400.28.534.500.35.00	Bulk Chlorine Transfer Tank	\$ 3,500		Replacement for existing transfer tank	X	
400.28.534.500.35.00	(2) Ferrous Metal Detectors	\$ 1,300	\$ 1,300	Replacement for existing equipment	X	
400.28.534.500.35.00	CL2 field tester		\$ 700	Replacement for existing testing equipment	X	
400.28.534.500.35.00	Backflow Assembly Test Bench	\$ 4,500	-	Backflow Assembly Tester practice tool for exam preparation	X	
400.28.534.500.35.00	Cordless Impact Wrench		\$ 350	Replacement for existing equipment	X	
400.28.534.500.35.00	Spray Painter		\$ 850	Replacement for existing equipment	X	

Account Number	Item Description	2023 Budget	2024 Budget	Justification	Executive	
					Funded	Not Funded
<i>Insert Rows Here if necessary</i>	* equipment purchases will prioritize electric over gas-powered.					
Account Total		\$ 12,300	\$ 5,700			

Professional Services Total	\$ 12,300	\$ 5,700	Approved in Total Date	7/22/2022
Percentage Addition (Reduction) <i>City Administrator Use Only</i>	0.0%	0.0%		
Dollar Amount Addition (Reduction) <i>City Administrator Use Only</i>	-	-		
Adjusted Approved Total	\$ 12,300	\$ 5,700	Approved modified amount Date	

Affiliate Department Comments: Submittals must include review and comments from either IT or Fleet, if applicable

Dept. Approval

☐ Approved
☐ Not Approved

Executive Comments & Adjustments: Includes instructions to Budget Officer for data input. Expand as needed.

Fund: 401 SEWER FUND

Dept.: 29 – SEWER

Schedule A: SHORT-TERM GOALS AND OBJECTIVES – 2023-2024

Function/Program Description:

The Sewer Fund is an enterprise fund that provides for all aspects of operating the City's sanitary sewer utility, including operation, maintenance, administration, and capital construction. Wastewater is collected by the City's sewer collection system where it is then conveyed to the LOTT Clean Water Alliance (LOTT) joint facilities and ultimately to the LOTT treatment plant located on Budd Inlet in downtown Olympia.

The Water Resources & Sustainability Department provides preventive and routine maintenance and repair of the collection system within jurisdictional boundaries; timely performance of emergency repairs; system planning, development and expansion to meet the needs of existing and new customers; regulation of large-volume sewer customers discharging to the LOTT wastewater treatment facility; wastewater flow reduction programs; ongoing staff training and certifications; and response to customer issues. Staff participates in regional coordination for wastewater flow reduction, environmental impacts and related regional planning.

Major Accomplishments in Prior Biennium:

1. Adopted a septic-to-sewer connection fee incentive for conversions.
2. Secured funding to support conversion of high priority, high density septic system.
3. Reorganized WRS Operations to provide dedicated team for Sanitary Sewer needs and improved succession planning for the Operations Division.
4. Implemented training plan for the Emergency Overflow Response Plan

Previous On-Going Short-Term Goals and Objectives:

1. Protect Public Health and the Environment by adopting regional recommendations for a program to convert high-priority urban density septic systems to enhance public and environmental health protections, which includes education, rate structures, incentives, policies, and an implementation plan for main extensions to protect the environment and human health and to preserve valuable groundwater resources.
2. Improve incident response to ensure the utility provides safe, reliable and adequate service by conducting a vulnerability analysis of sanitary sewer facilities using AWWA and/or APWA standards.

New Short-Term Goals and Objectives:

1. Work with owners of high density, high priority septic systems to evaluate and overcome conversion obstacles; convert one large system to public sanitary sewer and develop cost and process model for future conversions.
2. Evaluate energy efficiency updates and install solar panels at appropriate facilities.
3. Implement process to regularly report on performance measures identified in the Comprehensive Sewer Plan.
4. Update the City's Sewer Plan, including documentation of the Sewer Maintenance Operation Plan, span and control policies, and standard operating procedures.
5. Work on system improvements and public education to reduce the occurrence of overflows.

Fund: 401 – SEWER FUND

Dept.: 29 – SEWER

Schedule B: LONG-RANGE GOALS AND OBJECTIVES – 2025-2027

Long-Range Goals and Objectives:

1. To reduce potential for groundwater pollution, prepare recommendations for “lateral service line” inspection and replacement program, such as upon resale for correction of wastewater leaks.
2. Maintain sewer system capacity, evaluate and plan for future growth needs.
3. Evaluate potential programs, incentives, and code updates to promote onsite greywater reuse.
4. Complete feasibility study to evaluate expanding options for use of reclaimed water in Tumwater.
5. Phase in flow meters on each lift station to better gauge operational performance by tracking pump condition over time and provide early warning of downstream issues which can negatively impact operations.
6. Develop and implement sustainability and energy conservation measures to reduce the carbon footprint of the utility’s operation.

Fund: 401 – SEWER FUND**Dept.: 29 – Sewer – Administrative Division****Schedule C: STAFFING ADJUSTMENTS****TYPE OF ADJUSTMENT:**

Addition:	Elimination:	Change in Hours:	Change in Title/Description:	Change in Salary:
<input type="checkbox"/>	<input type="checkbox"/>	40	Reclassify one (1) Department Assistant II to Administrative Assistant	Grade 41 to Grade 50

DESCRIPTION OF ADJUSTMENT:

Reclassify Operations Department Assistant II to Administrative Assistant. This enhancement would replace the existing Department Assistant II position and be responsible for technical and administrative tasks for WRS Administration Divisions. Split 45% Water, 15% Sewer, 45% Storm. The WRS department does not currently have an Administrative Assistant to support higher level functions.

ALTERNATIVES:

Rely on existing Department Assistant II without increased capacity to meet growing expectations, and support executive level staff and activities without the appropriate classification.

ADVANTAGES OF APPROVAL:

This enhancement will ensure staff hired with expectations of supporting executive staff and functions has the classification to grow for professional development and as expectations increase over time.

IMPLICATIONS OF DENIAL:

Limited capacity in the WRS department to support technical and executive staff.

Administrative Services Comments (Submittal must be reviewed by Administrative Services Department):

Reviewed Date: _____

Executive Comments:

Promotional Opportunity 2/1/2024

Approved Date: 7/23/22 _____ Disapproved Date: _____

DISTRIBUTION LIST: ☐ Payroll / 2023 Salary Schedule ☐ Finance ☐ Administrative Services Dept.

Fund: 401 – SEWER FUND

Dept.: 29 – Sewer - Operations & Maintenance Division

Schedule C: STAFFING ADJUSTMENTS

TYPE OF ADJUSTMENT:

Addition:	Elimination:	Change in Hours:	Change in Title/Description:	Change in Salary:
<input type="checkbox"/>	<input type="checkbox"/>	40	Reclassify one (1) Department Assistant III to Administrative Assistant	Grade 45 to Grade 50

DESCRIPTION OF ADJUSTMENT:

Reclassify Operations Department Assistant III to Administrative Assistant. This enhancement would directly supervise the requested Department Assistant II position and be responsible for technical and administrative tasks for WRS and TED Operations Divisions. Split 25% Water, 25% Sewer, 25% Storm, 15% Streets and 10% ER&R.

ALTERNATIVES:

Rely on existing Operation's Assistant without increased capacity to meet growing expectations.

ADVANTAGES OF APPROVAL:

This enhancement, in conjunction with support of the requested Department Assistant II FTE, will build capacity in staff's time to support Operation's management in the areas of asset management, data acquisition/reporting, budget preparation, staff training/tracking, record keeping, public data requests and office management with the ability to manage assigned projects directly.

IMPLICATIONS OF DENIAL:

The existing Department Assistant position duties are focused on data entry and customer service with little time to support the needs of Operations management, i.e. asset management, staff training/tracking and various reporting.

Administrative Services Comments (Submittal must be reviewed by Administrative Services Department):

Reviewed Date: _____

Executive Comments:

Effective 3/1/23

Approved Date: 7/22/22 Disapproved Date: _____

DISTRIBUTION LIST: ☐ Payroll / 2023 Salary Schedule ☐ Finance ☐ Administrative Services Dept.

Fund: 401 – SEWER FUND**Dept.: 29 – Sewer – Operations & Maintenance Division****Schedule C: STAFFING ADJUSTMENTS****TYPE OF ADJUSTMENT:**

Addition:	Elimination:	Change in Hours:	Change in Title/Description:	Change in Salary:
<input checked="" type="checkbox"/>	<input type="checkbox"/>	40	Department Assistant II	Grade 45 to Grade 50

DESCRIPTION OF ADJUSTMENT:

New FTE to support Operations clerical and customer service needs. This position will support both WRS and TED Operations divisions with routine data entry, i.e. invoice processing, work request/work order entry in addition to provide coverage of customer service calls and staff dispatching. Split 25% Water, 25% Sewer, 25% Storm, 15% Streets and 10% ER&R.

ALTERNATIVES:

Rely on existing Operation's Assistant without increased capacity to meet growing expectations.

ADVANTAGES OF APPROVAL:

This position builds capacity in existing Department Assistant's position to support increasing demands related to asset management, staff training/tracking, data acquisition/reporting and customer service.

IMPLICATIONS OF DENIAL:

The existing Department Assistant position duties are focused on data entry and customer service with little time to support the needs of Operations management, i.e. asset management, staff training/tracking and various reporting.

Administrative Services Comments (Submittal must be reviewed by Administrative Services Department):

Reviewed Date: _____

Executive Comments:

Approved half-time effective 7/1/23

Approved Date: 7/22/22 Disapproved Date: _____

DISTRIBUTION LIST: ☐ Payroll / 2023 Salary Schedule ☐ Finance ☐ Administrative Services Dept.

Fund: 401 – SEWER FUND**Dept.: 29 – Sewer – Operations & Maintenance Division****Schedule C: STAFFING ADJUSTMENTS****TYPE OF ADJUSTMENT:**

Addition:	Elimination:	Change in Hours:	Change in Title/Description:	Change in Salary:
<input checked="" type="checkbox"/>	<input type="checkbox"/>		Maintenance Tech cost distribution change to reflect Operations reorganization changes. Reallocate 25% FTE from General Fund - Streets to Sewer Fund and 25% Stormwater to Sewer Fund.	

DESCRIPTION OF ADJUSTMENT:

This request adjusts Operations staff split fixed costs distributions between Streets, Sewer and Storm funds. During the Operations division reorganization, staff fixed cost distributions did not completely align with new crew assignments and request reallocation of 25% Maintenance Tech FTE General Fund – Streets to Sewer Fund and 25% Maintenance Tech FTE Stormwater to Sewer Fund.

ALTERNATIVES:

No change, continue funding 50% Sewer Collections FTE from 25% General Fund – Streets and 25% Stormwater.

ADVANTAGES OF APPROVAL:

Aligns staff fixed cost allocations to reflect crew assignments and work in appropriate sewer fund.

IMPLICATIONS OF DENIAL:

Streets and Storm funds are currently funding 50% Maintenance Tech FTE in Sewer Collections.

Administrative Services Comments (Submittal must be reviewed by Administrative Services Department):

Reviewed Date: _____

Executive Comments:

Change accounts for current condition.

Approved Date: 7/22/22 Disapproved Date: _____

DISTRIBUTION LIST: ☐ Payroll / 2023 Salary Schedule ☐ Finance ☐ Administrative Services Dept.

Fund: 401 – SEWER FUND
Dept.: 29 – Sewer – City Hall Division
Schedule C: STAFFING ADJUSTMENTS

TYPE OF ADJUSTMENT:

Addition:	Elimination:	Change in Hours:	Change in Title/Description:	Change in Salary:
<input checked="" type="checkbox"/>	<input type="checkbox"/>	40	Program Manager	Grade 66

DESCRIPTION OF ADJUSTMENT:

Position will replace/backfill the old Water Resources program and project manager position vacated during the Public Works reorganization. Position funding split between three utilities, Water (50%) / Storm (35%) / Sanitary Sewer (15%).

ALTERNATIVES:

None.

ADVANTAGES OF APPROVAL:

Existing work load for Director is unsustainable to meet routine and growing administrative demands of the department as it expands in both scope and size. Implementation of major projects, such as source development, effective oversight of measured programs in support of utility needs, and coordination assistance with regional stakeholders and agencies will dramatically improve. Project management services for utility-specific projects currently outsourced to private contractors will revert to City staff.

IMPLICATIONS OF DENIAL:

Continued failure to meet growing administrative and project management demands of community across three utilities as noted above. Multiple projects would be deferred due to lack of in-house capacity for consultant contracts.

Administrative Services Comments (Submittal must be reviewed by Administrative Services Department):

Reviewed Date: _____

Executive Comments:

Approved Date: 7/22/22 Disapproved Date: _____

DISTRIBUTION LIST: ☐ Payroll / 2023 Salary Schedule ☐ Finance ☐ Administrative Services Dept.

Fund:	401 Sewer Utility Fund		
Department:	29 Sewer		
Division (e.g. Ops / Admin)	Administration	(if applicable, denote "Operations", "Administration", or other division name)	
Facility (if applicable)		(if applicable, denote facility name)	
Schedule D: PROFESSIONAL SERVICES			

NOTES: For each Professional Services line item included in the department's budget, please provide the requested budget-related data, the provider name and amount of each professional services contract, and an explanation as to the need, any project the request is connected to, etc. Multiple subsections have been provided in order to address departments with multiple professional services lines in the same department. Please include those sub-fund identification numbers.

Provider Name	2023 Budget Amount	2024 Budget Amount	Supplement	One-time	Ongoing	Explanation	Executive	
							Funded	Not Funded
Unidentified Vendor(s)	\$ 35,000	\$ 35,000			X	Funding for outreach specific to regional education efforts surrounding water quality protection, septic system maintenance and sewer conversion program.	X	
Unidentified Vendor(s)	\$ 50,000	\$ 50,000			X	Reserve funding for external support to respond to non-CFP projects, emergencies, environmental cleanup and other small works and emergent issues.	X	
Account Total	\$ 85,000	\$ 85,000				401.29.535.100.41.22 PROFESSIONAL SVC./ SMALL PROJECTS		
Unidentified Provider(s)	\$ 20,000	\$ 20,000			X	Reserve funding for outreach and program implementation to support non-residential pre-treatment and waste reduction.	X	
Account Total	\$ 20,000	\$ 20,000				401.29.535.100.41.01 BUSINESS WASTE REDUCTION		
Unknown	\$ 1,500	\$ 1,500			X	Survey monumentation restoration funds (25% each: Street, Water, Sewer & Storm).	X	
Account Total	\$ 1,500	\$ 1,500				401.29.535.100.41.04 MOMUMENTATION PROGRAM		
Verizon Wireless (or other)	\$ 2,400	\$ 2,400			X	Cell phone/Wireless services for personnel and utility technologies.	X	
Account Total	\$ 2,400	\$ 2,400				401.29.535.100.42.00 COMMUNICATIONS		

Provider Name	2023 Budget Amount	2024 Budget Amount	Supplement	One-time	Ongoing	Explanation	Executive	
							Funded	Not Funded
Banking and Merchant Services Fees – First Citizens Bank, OpenEdge, BluePay, Authorize.net	\$ 40,000	\$ 40,000			X	Transaction volume increase with additional customers. We have also added new services for electronic payments (B&O tax, records requests). As more services are added, the credit card processing fees will increase. Staff has done a great job in renegotiating processing fees, but we continue to encourage electronic payments to reduce the manual processing of checks.	X	
Account Total	\$ 40,000	\$ 40,000				401.29.535.100.49.05 BANKING FEES - UTILITY BILLING		

Professional Services Total	\$ 148,900	\$ 148,900				<i>Approved in Total Date</i>	7/24/2022
Percentage Addition (Reduction)	0.0%	0.0%	City Administrator Use Only				
Dollar Amount Addition (Reduction)	-	-	City Administrator Use Only				
Adjusted Approved Total	\$ 148,900	\$ 148,900				<i>Approved modified amount Date</i>	

Executive Comments & Adjustments: Includes instructions to Budget Officer for data input. Expand as needed.

Fund:	401 Sewer Utility Fund	
Department:	29 Sewer	
Division (e.g. Ops / Admin)	Operations	(if applicable, denote "Operations", "Administration", or other division name)
Facility (if applicable)		(if applicable, denote facility name)
Schedule D: PROFESSIONAL SERVICES		

NOTES: For each Professional Services line item included in the department's budget, please provide the requested budget-related data, the provider name and amount of each professional services contract, and an explanation as to the need, any project the request is connected to, etc. Multiple subsections have been provided in order to address departments with multiple professional services lines in the same department. Please include those sub-fund identification numbers.

Provider Name	2023 Budget Amount	2024 Budget Amount	Supplement	One-time	Ongoing	Explanation	Executive	
							Funded	Not Funded
Various	\$ 15,000	\$ 15,000			X	Sewer Main Video Inspection	X	
Account Total	\$ 15,000	\$ 15,000				401.29.535.500.41.01 - System Inv & TV Assessment		
Westcare Clinic	\$ 500	\$ 500			X	CDL Physicals	X	
Video Contractor	\$ 7,000			X		Video Production to Reduce Overflows	X	
Account Total	\$ 7,500	\$ 500				401.29.535.500.41.03 - Professional Services		
NW One Call Subsurface Wrng Sys	\$ 1,000	\$ 1,000			X	Utility Locate Notification	X	
Account Total	\$ 1,000	\$ 1,000				401.29.535.500.41.11 - One-Call		
Verizon	\$ 4,000	\$ 4,000			X	Wireless Cellular and Data Service	X	
TCOMM	\$ 500	\$ 500			X	TCOMM Dispatch Service	X	
Verizon M2M Private Network Access	\$ 7,000	\$ 7,000			X	Sewer Lift Stations - SCADA Network Connection	X	
SmartCover Systems	\$ 2,000	\$ 2,000			X	Remote Sewer Manhole Level Monitoring	X	
Account Total	\$ 13,500	\$ 13,500				401.29.535.500.42.00 - Communications		
Various	\$ 2,500	\$ 2,500			X	Equipment Rental	X	
Account Total	\$ 2,500	\$ 2,500				401.29.535.500.45.01 - Other - Rental/Leases		
Aramark	\$ 1,500	\$ 1,500			X	Laundry Service	X	
EC Company	\$ 12,000	\$ 12,000			X	Generator Service	X	
Trenchless Pipe repair	\$ 20,000	\$ 20,000			X	Sewer Pipe Repair	X	
Northwest Cascade	\$ 300	\$ 300			X	Porta-Potti Service	X	
Ritz Safety Supply	\$ 1,200	\$ 1,200			X	Confined Space Entry Equipment Maintenance/Repair	X	
Account Total	\$ 35,000	\$ 35,000				401.29.535.500.48.00 - Repairs & Maintenance		

Provider Name	2023 Budget Amount	2024 Budget Amount	Supplement	One-time	Ongoing	Explanation	Executive	
							Funded	Not Funded
Center Electric	\$ 6,000	\$ 6,000			X	Pump Repair/Rebuild	X	
L2	\$ 4,000	\$ 4,000			X	Telemetry Repair	X	
Account Total	\$ 10,000	\$ 10,000				401.29.535.500.48.03 - Lift Station Repairs		
CDL Licensing	\$ 500	\$ 500			X	Commercial Driver's License	X	
Account Total	\$ 500	\$ 500				401.29.535.500.49.18 - License, Permits & Fees		

Professional Services Total **\$ 85,000 \$ 78,000**

Percentage Addition (Reduction) 0.0% 0.0% *City Administrator Use Only*

Dollar Amount Addition (Reduction) - - *City Administrator Use Only*

Adjusted Approved Total **\$ 85,000 \$ 78,000**

Approved in Total Date 7/22/2022

Approved modified amount Date _____

Executive Comments & Adjustments: Includes instructions to Budget Officer for data input. Expand as needed.

Fund:	401 Sewer Utility Fund		
Department:	29 Sewer		
Division (e.g. Ops / Admin)	Administration	(if applicable, denote "Operations", "Administration", or other division name)	
Facility (if applicable)		(if applicable, denote facility name)	
Schedule E: TRAINING & TRAVEL			

Employee(s) (list by position)	Course/Event Title	Location if out of town or out of state	2023		2024		Engineering	Streets	TBD	Water	Sewer	Storm	Executive	
			Travel Costs (lodging, per diem, airfare, car) .43.00	Course/Event Cost (School/ Training/Conf.)	Travel Costs (lodging, per diem, airfare, car) .43.00	Course/Event Cost (School/ Training/Conf.)							Funded	Not Funded
WRS Director WRS Specialist (3) WRS Inspector	APWA Semi-Annual Conferences (3 days)	2023-San Diego 2024-UNK	\$ 4,000	\$ 3,000	\$ 4,000	\$ 3,000				40.0%	20.0%	40.0%	X*	
WRS Director WRS Specialist (3) WRS Inspector	APWA Classes (3 days)		\$ 2,500	\$ 1,500	\$ 2,500	\$ 1,500				40.0%	20.0%	40.0%	X*	
WRS Director WRS Specialist (3) WRS Inspector	Unidentified State Conference(s)		\$ 2,500	\$ 1,500	\$ 2,500	\$ 1,500				40.0%	20.0%	40.0%	X*	
WRS Director WRS Specialist (3) WRS Inspector	Local Workshop(s)			\$ 1,500		\$ 1,500				40.0%	20.0%	40.0%	X*	
WRS Director WRS Specialist (3) WRS Inspector	Unidentified Training including AWC/WCIA/WSDOT (2 days)			\$ 1,500		\$ 1,500				40.0%	20.0%	40.0%	X*	
WRS Specialist (2) WRS Inspector (1)	Certified Sediment & Erosion Control Recertification			\$ 850		\$ 850						100.0%	X*	
WRS Director WRS Sustainability Coordinator	Climate / Sustainability Conference	TBD	\$ 2,500	\$ 1,500	\$ 2,500	\$ 1,500				45.0%	10.0%	45.0%	X*	
WRS Specialist	Stormwater Modeling - WWHM or Other			\$ 750		\$ 750						100.0%	X*	
WRS Sustainability Coordinator	Climate / Sustainability Workshops		\$ 2,500	\$ 1,500	\$ 2,500	\$ 1,500				50.0%		50.0%	X*	
WRS Specialist (2)	ESRI GIS Training			\$ 750		\$ 750				40.0%	20.0%	40.0%	X*	
WRS Admin	Customer Service or Other Training			\$ 500		\$ 500				40.0%	20.0%	40.0%	X*	
WRS Director WRS Specialist	Cascade Management School or Equivalent Travel (WA, or Other Executive Training)		\$ 2,500	\$ 3,500	\$ 2,500	\$ 3,500				40.0%	20.0%	40.0%	X*	
WRS Director WRS Specialist	Lean Six Sigma (UW Lacey)		\$ 1,500	\$ 1,000	\$ 1,500	\$ 1,000				50.0%		50.0%	X*	

Training & Travel Total	\$ 27,200	\$ 29,950	\$ 27,200	\$ 29,950	Approved total date:
Percentage Addition (Reduction)	-10.0%	-10.0%	-10.0%	-10.0%	
Dollar Amount Addition (Reduction)	-	-	-	-	
Adjusted Approved Total	\$ 24,480	\$ 26,955	\$ 24,480	\$ 26,955	8/16/2022 Approved modified amount date:

Executive Comments & Adjustments: Includes instructions to Budget Officer for data input. Expand as needed.

Fund:	401 Sewer Utility Fund		
Department:	29 Sewer		
Division (e.g. Ops / Admin)	Operations	(if applicable, denote "Operations", "Administration", or other division name)	
Facility (if applicable)		(if applicable, denote facility name)	
Schedule E: TRAINING & TRAVEL			

Employee(s) (list by position)	Course/Event Title	Location if out of town or out of state	2023		2024		Executive	
			Travel Costs (lodging, per diem, airfare, car) .43.00	Course/Event Cost (Conference/School/ Training)	Travel Costs (lodging, per diem, airfare, car) .43.00	Course/Event Cost (Conference/School/ Training)	Funded	Not Funded
Lead & Maintenance Tech (5)	WWCPA	Washington	\$4,000.00	\$2,500.00	\$4,000.00	\$2,500.00	X*	
Lead & Maintenance Tech (5)	WWCPA Sewer Maint School	Vancouver, Wa	\$4,000.00	\$1,200.00	\$4,000.00	\$1,200.00	X*	
Maintenance Tech (6)	Confined Entry	On-site		\$600.00		\$600.00	X*	
Maintenance Tech (6)	Flagger	On-site		\$600.00		\$600.00	X*	
Maintenance Tech (7)	Various APWA/WETRC Training/Conferences	TBD	\$2,800.00	\$10,100.00	\$2,800.00	\$10,100.00	X*	
Maintenance Tech (2)	CESCL	Tacoma, Wa	\$200.00	\$1,000.00	\$200.00	\$1,000.00	X*	
Total			\$ 11,000	\$ 16,000	\$ 11,000	\$ 16,000		

Training & Travel Total	\$ 11,000	\$ 16,000	\$ 11,000	\$ 16,000	Approved total date:
Percentage Addition (Reduction) City Administrator Use Only	-20.0%	-20.0%	-20.0%	-20.0%	
Dollar Amount Addition (Reduction) City Administrator Use Only	-	-	-	-	
Adjusted Approved Total	\$ 8,800	\$ 12,800	\$ 8,800	\$ 12,800	7/22/2022 Approved modified amount date:

Executive Comments & Adjustments: Includes instructions to Budget Officer for data input. Expand as needed.

X* - Overall budget reduced by 20%. Director's discretion to allocate.

Fund:	401 Sewer Utility Fund		
Department:	29 Sewer		
Division (e.g. Ops / Admin)	Administration	(if applicable, denote "Operations", "Administration", or other division name)	
Facility (if applicable)		(if applicable, denote facility name)	
Schedule F: CAPITAL FACILITY IMPROVEMENTS			

NOTES: This form is to request budgetary consideration for improvements to existing City facilities or to build/acquire new facilities with estimated costs of \$5,000 or more.

Improvement Description and Justification	Expenditure Acct.	2023 Budget Amount	2024 Budget Amount	Funding Source(s)	Executive	
					Funded	Not Funded
Energy Efficiency improvements to WRS facilities as determined by the Energy & Water Audit results	401.29.594.350.63.01	\$ 50,000	\$ 50,000	Utility Rate Increase	X	
Account Total		\$ 50,000	\$ 50,000			

Capital Facility Improvements Total	\$ 50,000	\$ 50,000
Percentage Addition (Reduction)	0.0%	0.0%
Dollar Amount Addition (Reduction)	-	-
Adjusted Approved Total	\$ 50,000	\$ 50,000

7/22/2022
Approved in Total Date

MM/DD/YYYY
Approved modified amount Date

<u>Affiliate Department Comments:</u> Department submittals must include review and comments from Facilities.
No comments from Facilities.

<u>Facilities Review</u>
<input checked="checked" type="checkbox"/> Reviewed
6/21/2022
Date

<u>Executive Comments & Adjustments:</u> Includes instructions to Budget Officer for data input. Expand as needed.
Requires 1% rate increase per year to fund sustainability improvements.

Fund:	401 Sewer Utility Fund		
Department:	29 Sewer		
Division (e.g. Ops / Admin)	Operations	(if applicable, denote "Operations", "Administration", or other division name)	
Facility (if applicable)		(if applicable, denote facility name)	
Schedule F: CAPITAL FACILITY IMPROVEMENTS			

NOTES: This form is to request budgetary consideration for improvements to existing City facilities or to build/acquire new facilities with estimated costs of \$5,000 or more.

Improvement Description and Justification	Expenditure Acct.	2023 Budget Amount	2024 Budget Amount	Funding Source(s)	Executive	
					Funded	Not Funded
Sewer Station Telemetry System improvements. Replacement and upgrade original MOSCAD telemetry system at (18) sewer system lift stations. The existing system is not supported and requires upgrade to current standards.	401.29.594.350.63.01	\$ 180,000	\$ 180,000		X*	
Work station improvements related to requested Department Assistant II FTE	401.29.535.100.33.00	\$ 5,500			X	
Account Total		\$ 185,500	\$ 180,000			

Capital Facility Improvements Total	\$ 185,500	\$ 180,000
Percentage Addition (Reduction)	0.0%	0.0%
Dollar Amount Addition (Reduction)	-	-
Adjusted Approved Total	\$ 185,500	\$ 180,000

MM/DD/YYYY
Approved in Total Date

MM/DD/YYYY
Approved modified amount Date

Affiliate Department Comments: Department submittals must include review and comments from Facilities.

Facilities Review

☐ Reviewed

MM/DD/YYYY

Date

Executive Comments & Adjustments: Includes instructions to Budget Officer for data input. Expand as needed.

X* - funded in existing rates.

Fund:	401 Sewer Utility Fund		
Department:	29 Sewer		
Division (e.g. Ops / Admin)	Administration	(if applicable, denote "Operations", "Administration", or other division name)	
Facility (if applicable)		(if applicable, denote facility name)	
Schedule G: EQUIPMENT / VEHICLE PURCHASE			

NOTES: This form is to request budgetary consideration for new (non-vehicle) equipment (Part I) or new vehicle purchases (Part II), with estimated costs of \$5,000 or more. (A new vehicle or "addition" is defined as expanding the fleet, not replacement. "Replacements" will be budgeted by Fleet Management in the Equipment Rental & Reserve Fund.) If an expansion of the fleet is approved, Finance will include the vehicle cost in the department's budget as a "Transfer Out to the Equipment Reserve Fund No. 501."

PART I - EQUIPMENT

Equipment Description	Justification	2023 Budget Amount	2024 Budget Amount	Addition Replacement	Account No.	Affiliate Review	Executive	
							Funded	Not Funded

PART II - VEHICLES

Two (2) vehicles for support of Water Resources & Sustainability Programs	Department growth and decreased availability of shared former Public Works vehicles. Vehicles will be electric/hybrid depending on availability. (Split 50% Water / 35% Storm / 15% Sewer)	\$12,000		X	411.30.597.501.00.01 501.397.411.01 501.31.594.001.64.06		X	
Vehicle Total		12,000	-					

Vehicle Total	\$ 12,000	-	Approved in Total Date	<u>7/22/2022</u>
Percentage Addition (Reduction)	0.0%	0.0%		
Dollar Amount Addition (Reduction)	-	-		
Adjusted Approved Total	\$ 12,000	-	Approved modified amount Date	

Affiliate Department Comments: Department submittals must include review and comments from IT, if applicable.

IT Review

☐ Reviewed

Date: MM/DD/YYYY

Affiliate Department Comments: Department submittals must include review and comments from either Fleet, if applicable.

Fleet Review

☒ Reviewed

Date: 6/15/2022

Executive Comments & Adjustments: Includes instructions to Budget Officer for data input. Expand as needed.

Fund:	401 Sewer Utility Fund		
Department:	29 Sewer		
Division (e.g. Ops / Admin)	Operations	(if applicable, denote "Operations", "Administration", or other division name)	
Facility (if applicable)		(if applicable, denote facility name)	
Schedule G: EQUIPMENT / VEHICLE PURCHASE			

NOTES: This form is to request budgetary consideration for new (non-vehicle) equipment (Part I) or new vehicle purchases (Part II), with estimated costs of \$5,000 or more. (A new vehicle or "addition" is defined as expanding the fleet, not replacement. "Replacements" will be budgeted by Fleet Management in the Equipment Rental & Reserve Fund.) If an expansion of the fleet is approved, Finance will include the vehicle cost in the department's budget as a "Transfer Out to the Equipment Reserve Fund No. 501."

PART I - EQUIPMENT

Equipment Description	Justification	2023 Budget Amount	2024 Budget Amount	Addition	Replacement	Account No.	Affiliate Review	Executive	
								Funded	Not Funded
Sewer Main Video Inspection Equipment	This request supports sewer main O&M program enhancements to inspect and identify sewer main cleaning needs in conjunction with post SSO investigation.	140,000	140,000	X		401.29.594.350.64.98		X!	
SmartCover Sewer Level Monitoring (4)	Monitor sewer main levels w/high level notification.	22,000	-	X		401.29.594.350.64.98		X	
Equipment Total		22,000	140,000						

PART II - VEHICLES

Electric Vehicle	New electric vehicle for WRS Operations Management (Split Water, Sewer & Storm)		18,500	X		401.29.597.501.00.01 501.397.401.01 501.31.594.001.64.06		X	
Vehicle Total		-	18,500						

Equipment Total	\$ 22,000	\$ 140,000	Approved in Total Date 7/22/2022
Percentage Addition (Reduction) City Administrator Use Only	0.0%	0.0%	
Dollar Amount Addition (Reduction) City Administrator Use Only	-	-	
Adjusted Approved Total	\$ 22,000	\$ 140,000	Approved modified amount Date _____

Equipment Description	Justification	2023 Budget Amount	2024 Budget Amount	Addition Replacement	Account No.	Affiliate Review	Executive	
							Funded	Not Funded

Vehicle Total - \$ 18,500 *Approved in Total Date* 7/22/2022

Percentage Addition (Reduction) 0.0% 0.0%

Dollar Amount Addition (Reduction) - -

Adjusted Approved Total - \$ 18,500 *Approved modified amount Date*

Affiliate Department Comments: Department submittals must include review and comments from IT, if applicable.

IT Review

☐ Reviewed

Date: MM/DD/YYYY

Affiliate Department Comments: Department submittals must include review and comments from either **Fleet**, if applicable.

Fleet Review

☒ Reviewed

Date: 7/1/2022

The vehicle listed is consistent with other vehicles in this department and Administration's direction to purchase alternative fuel whenever practical.

Executive Comments & Adjustments: Includes instructions to Budget Officer for data input. Expand as needed.

X! - Priority to address sewer overflows and have equipment to reduce risk. Moved to 2024 for cash flow.

Fund:	401 Sewer Utility Fund
Department:	29 Sewer
Division (e.g. Ops / Admin)	Operations (if applicable, denote "Operations", "Administration", or other division name)
Facility (if applicable)	(if applicable, denote facility name)
Schedule H: MINOR EQUIPMENT	

NOTES: This form is to itemize minor (between \$250 and \$4,999) equipment purchases included in BARS Sub-object number 35. Please make sure that the total matches the preliminary budget line item. For those departments with multiple line items, please sub-total by applicable BARS No. REMINDER: 35.XX is only for individual items greater than \$500 and less than \$5,000. Items costing less should be included in the Other Operating Expenses line item in base budget. Items costing \$5,000 or greater are to be included in Schedule G.

Account Number	Item Description	2023 Budget	2024 Budget	Justification	Executive	
					Funded	Not Funded
401.29.535.500.35.00	Lawn Mower*	\$ 1,500	\$ 1,500	Replacement of existing equipment	X	
401.29.535.500.35.00	Cutoff Saw*		\$ 2,000	Replacement of existing equipment	X	
401.29.535.500.35.00	String Trimmers*	\$ 1,000	\$ 1,000	Replacement of existing equipment	X	
401.29.535.500.35.00	(2) Ferrous Metal Detectors	\$ 1,300	\$ 1,300	Replacement of existing equipment	X	
	*equipment will be electric, as feasible.					
Account Total		\$ 3,800	\$ 5,800			

Professional Services Total	\$ 3,800	\$ 5,800	Approved in Total Date	7/22/2022
Percentage Addition (Reduction) City Administrator Use Only	0.0%	0.0%		
Dollar Amount Addition (Reduction) City Administrator Use Only	-	-		
Adjusted Approved Total	\$ 3,800	\$ 5,800	Approved modified amount Date	

Affiliate Department Comments: Submittals must include review and comments from either IT or Fleet, if applicable.

Dept. Approval

☐ Approved

☐ Not Approved

Executive Comments & Adjustments: Includes instructions to Budget Officer for data input. Expand as needed.

Fund: 411 – STORM DRAIN UTILITY FUND

Dept.: 30 – Storm Drain Utility

Schedule A: SHORT-TERM GOALS AND OBJECTIVES – 2023-2024

Function/Program Description:

The Storm Drainage Fund is an enterprise fund that provides for all aspects of operating the City's stormwater utility, including operations, maintenance, administration, and capital construction. The utility is responsible for managing urban stormwater drainage and resulting flows to control flooding, erosion, and property damage, and reducing risks of environmental damage associated with stormwater runoff in our local surface waters, restoring critical habitat in our watershed and providing environmental education.

Tumwater is a National Pollutant Discharge Elimination System (NPDES) Phase II permittee and is responsible for maintaining compliance with local, state and federal regulations. Through the City's NPDES program, the utility provides for educational outreach to the public, technical assistance for stormwater facility owners, public and private infrastructure mapping, illicit discharge detection and elimination, construction oversight, and ordinance enforcement. The utility also provides for routine training and certification of all appropriate City staff responsible for the oversight and management of stormwater.

Major Accomplishments in Prior Biennium:

1. Dedicated Stormwater Operations Crew to focus on maintenance, facility rehabilitation, and emergency response needs. Reorganization allowed the City to address 100% of compliance deficiencies related to deferred inspections and maintenance.
2. Implemented a NPDES-compliant Business Inspection Program inspecting 20% of Tumwater businesses annually.
3. Completed NPDES-compliant Community-Based Social Marketing campaign focused on business pollution prevention.
4. Implemented recommendations for Salmon-Safe Certification at Tumwater Valley Municipal Golf Course.

Previous On-Going Short-Term Goals and Objectives:

1. Improve surface water quality and habitat function by replacing salmon-obstructing culverts, reducing pollutants in stormwater runoff and enhancing riparian areas along Kirsop Road.
2. Complete ditch inventory, condition rating, and implement a stormwater ditch maintenance and rehab program.
3. Complete wetland mitigation and permitting for the Tumwater Valley Regional Stormwater Facility project.
4. Continue to support collaborative watershed stakeholder programmatic and project efforts, such as the Deschutes Watershed Council, to support management and oversight of regionally-beneficial projects.
5. Improve staff training program to include audience-specific general stormwater education, spill response, asset maintenance, and pollution prevention for all City personnel, field staff and inspectors.
6. Document Operations and Maintenance division policies related to succession planning, span and control, and process review.

New Short-Term Goals and Objectives:

1. Complete a follow-up survey of residents who participated in the 2015 Go Green Lawn Care campaign, use data to refine the City's Natural Lawn Care Program.
2. Pilot a Stormwater Financial Assistance Program for property owners and neighborhoods in need of support for required stormwater maintenance needs.
3. Review commercial assessments and develop a routine process for commercial properties, incorporating equity strategies.
4. Complete an Outfall Reconnaissance Inventory and Stream Assessment to evaluate potential illicit connections and identify recommendations for culvert replacements, habitat enhancements, and fish passage improvements.
5. Develop a Water Quality Monitoring Program that evaluates water quality impacts for salmonids, monitors compliance with TMDL requirements, and helps evaluate stormwater program outreach and BMP effectiveness.
6. Maintain street sweeping program by replacing equipment to improve water quality discharges, maintain regulatory compliance, enhance maintenance of bike lanes, and improve community use of commuter bike lanes.
7. Enhance Operation staff capacity citywide for maintaining Low Impact Development best management practices through promotion of LID Maintenance Certification program.
8. Initiate collection of revenues to pay a share of the long-term maintenance obligations of the Capitol Lake and Deschutes Estuary solution pursuant to a pending inter-agency agreement.
9. In partnership with other departments, promote planting of trees to sequester carbon, create shade, reduce temperatures, address stormwater, provide habitat, reduce surface water temperatures, create buffers, and other benefits.

Fund: 411 – STORM DRAIN UTILITY FUND

Dept.: 30 – Storm Drain Utility

Schedule B: LONG-RANGE GOALS AND OBJECTIVES – 2025-2027

Long-Range Goals and Objectives:

1. Improve surface water quality and habitat function by reducing pollutants in stormwater runoff, enhancing riparian areas and replacing salmon-obstructing culverts.
2. Continue to operate a utility known for quality service and commitment to the preservation of the Tumwater environment.
3. Implement and maintain a watershed-based runoff management system to reduce effects of urbanization on surface waters and fragmentation of habitat.
4. Create wildlife corridors and implement in-stream projects to improve fish passage and provide spawning habitat.
5. Educate stakeholders on emerging pollutants, such as 6PPD and PCBs.
6. Implement a National Pollutant Discharge Elimination System permit-required Structural Source Control Program.
7. Explore and pilot carbon sequestration measures in stormwater structures.
8. Contribute to the long-term management of the Capitol Lake and Deschutes Estuary solution pursuant to the pending interagency agreement.

Fund: 411 – STORM FUND**Dept.: 30 – Storm Drain Utility – Operations & Maintenance Division****Schedule C: STAFFING ADJUSTMENTS****TYPE OF ADJUSTMENT:**

Addition:	Elimination:	Change in Hours:	Change in Title/Description:	Change in Salary:
<input checked="" type="checkbox"/>	<input type="checkbox"/>		Maintenance Tech cost distribution change to reflect Operations reorganization changes. Reallocate 25% FTE from General Fund - Streets to Sewer Fund and 25% Stormwater to Sewer Fund.	

DESCRIPTION OF ADJUSTMENT:

This request adjusts operations staff split fixed costs distributions between Streets, Sewer and Storm funds. During the Operations division reorganization, staff fixed cost distributions did not completely align with new crew assignments and request reallocation of 25% Maintenance Tech FTE General Fund – Streets to Sewer Fund and 25% Maintenance Tech FTE Stormwater to Sewer Fund.

ALTERNATIVES:

No change, continue funding 50% Sewer Collections FTE from 25% General Fund – Streets and 25% Stormwater.

ADVANTAGES OF APPROVAL:

Aligns staff fixed cost allocations to reflect crew assignments and work in appropriate sewer fund.

IMPLICATIONS OF DENIAL:

Streets and Storm funds are currently funding 50% Maintenance Tech FTE in Sewer Collections.

Administrative Services Comments (Submittal must be reviewed by Administrative Services Department):

Reviewed Date: _____

Executive Comments:

Effective 1/1/2023

Approved Date: 7/22/2022 Disapproved Date: _____

DISTRIBUTION LIST: ☐ Payroll / 2023 Salary Schedule ☐ Finance ☐ Administrative Services Dept.

Fund: 411 – STORM DRAIN UTILITY FUND

Dept.: 30 – Storm Drain Utility – Operations & Maintenance Division

Schedule C: STAFFING ADJUSTMENTS

TYPE OF ADJUSTMENT:

Addition:	Elimination:	Change in Hours:	Change in Title/Description:	Change in Salary:
<input checked="" type="checkbox"/>	<input type="checkbox"/>	+40	Maintenance Technician I	Per contract

DESCRIPTION OF ADJUSTMENT:

New Maintenance Technician I (1) FTE for Stormwater crew to conduct storm structure inspections to meet NPDES permit requirements and support storm facility maintenance needs.

ALTERNATIVES:

Utilize existing staff to conduct both storm structure inspections and follow up with identified cleaning and maintenance needs. This dedicates 2 FTE's to inspection and cleaning full-time, limiting staff's capacity to address storm pond and drainage ditch maintenance needs.

ADVANTAGES OF APPROVAL:

This addition will improve efficiency by providing necessary staff to complete both inspections and maintenance simultaneously. The improved efficiency will allow existing staff to focus additional attention to address maintenance needs of storm ponds and drainage ditches throughout the city.

IMPLICATIONS OF DENIAL:

Staff's attention will continue to focus on maintenance requirements per the NPDES permit with limited capacity to address other stormwater facility maintenance needs.

Administrative Services Comments (Submittal must be reviewed by Administrative Services Department):

Reviewed Date: _____

Executive Comments:

Effective 7/1/2023

Approved Date: 7/22/2022 Disapproved Date: _____

DISTRIBUTION LIST: ☐ Payroll / 2023 Salary Schedule ☐ Finance ☐ Administrative Services Dept.

Fund: 411 – STORM DRAINAGE UTILITY

Dept.: 30 – Storm Drainage - Operations

Schedule C: STAFFING ADJUSTMENTS

TYPE OF ADJUSTMENT:

Addition:	Elimination:	Change in Hours:	Change in Title/Description:	Change in Salary:
<input checked="" type="checkbox"/>	<input type="checkbox"/>	650 hrs. max	(1) Temporary Seasonal Maintenance Worker	\$12,000

DESCRIPTION OF ADJUSTMENT:

Request to fund one additional temporary Seasonal Maintenance Worker for 650 working hours during the summer months to clean and maintain stormwater facilities including storm ponds and drainage ditches.

ALTERNATIVES:

Maintain current funding as is with no additional temporary staffing.

ADVANTAGES OF APPROVAL:

The additional temporary maintenance position will provide support to the recently dedicated stormwater crew maintaining stormwater facilities throughout the City to enhance programmatic maintenance.

IMPLICATIONS OF DENIAL:

Stormwater maintenance needs would be prioritized and distributed among existing resources to maintain current standards without improvement.

Administrative Services Comments (Submittal must be reviewed by Administrative Services Department):

Reviewed Date: _____

Executive Comments:

Approved Date: 7/22/2022 Disapproved Date: _____

DISTRIBUTION LIST: ☐ Payroll / 2023 Salary Schedule ☐ Finance ☐ Administrative Services Dept.

Fund: 411 – STORM DRAIN FUND
Dept.: 30 – Storm – Administrative Division
Schedule C: STAFFING ADJUSTMENTS

TYPE OF ADJUSTMENT:

Addition:	Elimination:	Change in Hours:	Change in Title/Description:	Change in Salary:
<input type="checkbox"/>	<input type="checkbox"/>	40	Reclassify one (1) Department Assistant II to Administrative Assistant	Grade 41 to Grade 50

DESCRIPTION OF ADJUSTMENT:

Reclassify Operations Department Assistant II to Administrative Assistant. This enhancement would replace the existing Department Assistant II position and be responsible for technical and administrative tasks for WRS Administration Divisions. Split 45% Water, 15% Sewer, 45% Storm. The WRS department does not currently have an Administrative Assistant to support higher level functions.

ALTERNATIVES:

Rely on existing Department Assistant II without increased capacity to meet growing expectations, and support executive level staff and activities without the appropriate classification.

ADVANTAGES OF APPROVAL:

This enhancement will ensure staff hired with expectations of supporting executive staff and functions has the classification to grow for professional development and as expectations increase over time.

IMPLICATIONS OF DENIAL:

Limited capacity in the WRS department to support technical and executive staff.

Administrative Services Comments (Submittal must be reviewed by Administrative Services Department):

Reviewed Date: _____

Executive Comments:

Approved effective Feb. 1, 2024.

Approved Date: 7/22/22 Disapproved Date: _____

DISTRIBUTION LIST: ☐ Payroll / 2023 Salary Schedule ☐ Finance ☐ Administrative Services Dept.

Fund: 411 – STORM DRAIN UTILITY FUND

Dept.: 30 – Storm Drain Utility - Operations & Maintenance Division

Schedule C: STAFFING ADJUSTMENTS

TYPE OF ADJUSTMENT:

Addition:	Elimination:	Change in Hours:	Change in Title/Description:	Change in Salary:
<input type="checkbox"/>	<input type="checkbox"/>	40	Reclassify one (1) Department Assistant III to Administrative Assistant	Grade 45 to Grade 50

DESCRIPTION OF ADJUSTMENT:

Reclassify Operations Department Assistant III to Administrative Assistant. This enhancement would directly supervise the requested Department Assistant II position and be responsible for technical and administrative tasks for WRS and TED Operations divisions. Split 25% Water, 25% Sewer, 25% Storm, 15% Streets and 10% ER&R.

ALTERNATIVES:

Rely on existing Operation's Assistant without increased capacity to meet growing expectations.

ADVANTAGES OF APPROVAL:

This enhancement, in conjunction with support of the requested Department Assistant II FTE, will build capacity in staff's time to support Operation's management in the areas of asset management, data acquisition/reporting, budget preparation, staff training/tracking, record keeping, public data requests and office management with the ability to manage assigned projects directly.

IMPLICATIONS OF DENIAL:

The existing Department Assistant position duties are focused on data entry and customer service with little time to support the needs of Operation's management, i.e. asset management, staff training/tracking and various reporting.

Administrative Services Comments (Submittal must be reviewed by Administrative Services Department):

Reviewed Date: _____

Executive Comments:

Effective 3/1/2023

Approved Date: 7/22/22 _____ Disapproved Date: _____

DISTRIBUTION LIST: ☐ Payroll / 2023 Salary Schedule ☐ Finance ☐ Administrative Services Dept.

Fund: 411 – STORM DRAIN UTILITY FUND

Dept.: 30 – Storm Drain Utility – Operations & Maintenance Division

Schedule C: STAFFING ADJUSTMENTS

TYPE OF ADJUSTMENT:

Addition:	Elimination:	Change in Hours:	Change in Title/Description:	Change in Salary:
<input checked="" type="checkbox"/>	<input type="checkbox"/>	40	Department Assistant II	Grade 41

DESCRIPTION OF ADJUSTMENT:

New FTE to support Operations clerical and customer service needs. This position will support both WRS and TED Operations divisions with routine data entry, i.e. invoice processing, work request/work order entry, in addition to provide coverage of customer service calls and staff dispatching. Split 25% Water, 25% Sewer, 25% Storm, 15% Streets and 10% ER&R.

ALTERNATIVES:

Rely on existing Operation's Assistant without increased capacity to meet growing expectations.

ADVANTAGES OF APPROVAL:

This position builds capacity in existing Department Assistant's position to support increasing demands related to asset management, staff training/tracking, data acquisition/reporting and customer service.

IMPLICATIONS OF DENIAL:

The existing Department Assistant position duties are focused on data entry and customer service with little time to support the needs of Operation's management i.e. asset management, staff training/tracking and various reporting.

Administrative Services Comments (Submittal must be reviewed by Administrative Services Department):

Reviewed Date: _____

Executive Comments:

Approved 7/1/2023 as a half-time position with the same distribution.

Approved Date: 7/22/22 Disapproved Date: _____

DISTRIBUTION LIST: ☐ Payroll / 2023 Salary Schedule ☐ Finance ☐ Administrative Services Dept.

Fund: 411 – STORM DRAIN FUND
Dept.: 30 – Stormwater – City Hall Division
Schedule C: STAFFING ADJUSTMENTS

TYPE OF ADJUSTMENT:

Addition:	Elimination:	Change in Hours:	Change in Title/Description:	Change in Salary:
<input checked="" type="checkbox"/>	<input type="checkbox"/>	40	Program Manager	Grade 66

DESCRIPTION OF ADJUSTMENT:

Position will replace/backfill the old Water Resources program and project manager position vacated during the Public Works reorganization. Position funding split between three utilities, Water (50%) / Storm (35%) / Sanitary Sewer (15%).

ALTERNATIVES:

None.

ADVANTAGES OF APPROVAL:

Existing work load for Director is unsustainable to meet routine and growing administrative demands of the department as it expands in both scope and size. Implementation of major projects, such as source development, effective oversight of measured programs in support of utility needs, and coordination assistance with regional stakeholders and agencies will dramatically improve. Project management services for utility-specific projects currently outsourced to private contractors will revert to City staff.

IMPLICATIONS OF DENIAL:

Continued failure to meet growing administrative and project management demands of community across three utilities as noted above. Multiple projects would be deferred due to lack of in-house capacity for consultant contracts.

Administrative Services Comments (Submittal must be reviewed by Administrative Services Department):

Reviewed Date: _____

Executive Comments:

Position may have some project billing.

Approved Date: 7/22/22 _____ Disapproved Date: _____

DISTRIBUTION LIST: ☐ Payroll / 2023 Salary Schedule ☐ Finance ☐ Administrative Services Dept.

Fund:	411 Storm Utility Fund	
Department:	30 Storm Drain Utility	
Division (e.g. Ops / Admin)	Administration	(if applicable, denote "Operations", "Administration", or other division name)
Facility (if applicable)		(if applicable, denote facility name)
Schedule D: PROFESSIONAL SERVICES		

NOTES: For each Professional Services line item included in the department's budget, please provide the requested budget-related data, the provider name and amount of each professional services contract, and an explanation as to the need, any project the request is connected to, etc. Multiple subsections have been provided in order to address departments with multiple professional services lines in the same department. Please include those sub-fund identification numbers.

Provider Name	2023 Budget Amount	2024 Budget Amount	Supplement	One-time	Ongoing	Explanation	Executive	
							Funded	Not Funded
Unidentified Vendor(s)	\$ 3,750	\$ 3,750			X	Support for implementation of Thurston Climate Mitigation Plan.	XA	
Unidentified Vendor(s)	-	\$ 5,000		X		Support for City Hall demonstration garden interpretive signage. WRS will seek grant funding in addition to support.	XA	
Unidentified Vendor(s)	\$ 35,000	\$ 35,000			X	Non-project specific legal support. Increased federal and state requirements have increased legal support needs.	XA	
Unidentified Vendor(s)	\$ 20,000	\$ 20,000			X	Supports improvements necessary for maintenance of Salmon-Safe Certification at Golf Course aimed at protecting environmental and public health through programmatic planning and capital efforts for pollution prevention and habitat enhancement. Funds to be used for professional services and grant match.	XA	
Unidentified Vendor(s)	\$ 175,000	\$ 175,000			X	Non-project specific engineering support to address stormwater-related efforts; increase reflects emergent needs to address erosion, water quality, and habitat.		X
Unidentified Vendor(s)	\$ 75,000	\$ 75,000		X			XB	

Provider Name	2023 Budget Amount	2024 Budget Amount	Supplement	One-time	Ongoing	Explanation	Executive	
							Funded	Not Funded
Thurston County (or others)	\$ 25,000	\$ 25,000			X	Regional support for implementation of watershed initiatives through partnership to improve water quality, such as a Deschutes Watershed Council. Partners may include Thurston County, City of Olympia, City of Lacey, LOTT Clean Water Alliance, Port of Olympia, the Squaxin Island Tribe and others.	X	
WA Department of Enterprise (or others)	\$ 15,000	\$ 30,000		X		Estimated contribution to long-term maintenance of Capitol Lake/Deschutes Estuary per pending interagency agreement.	X	
Unidentified Vendor(s)	\$ 10,000	\$ 10,000			X	Support for habitat restoration initiatives. (Currently included in "Other Operating Expenses for 23-24 budget entry.)	XA	
Account Total	\$ 183,750	\$ 203,750				411.30.538.300.41.00 - PROFESSIONAL SERVICES		
Banking and Merchant Services Fees – First Citizens Bank, OpenEdge, BluePay, Authorize.net	\$ 16,750	\$ 17,000			X	Transaction volume increases with additional customers. We have also added new services for electronic payments (B&O tax, records requests). As more services are added, the credit card processing fees will increase.	X	
Account Total	\$ 16,750	\$ 17,000				411.30.538.300.49.05 - BANKING FEES - UTILITY BILLING		
Thurston Conservation District	\$ 8,000	\$ 8,000			X	Support for South Sound GREEN stormwater educational program for students administered by TCD, per interlocal agreement.	X	
Account Total	\$ 8,000	\$ 8,000				411.30.538.300.46.41 - SOUTH SOUND GREEN		
Verizon Wireless (or other)	\$ 2,750	\$ 2,750			X	Cellular and wireless services for staff phones and field technologies.	X	
Account Total	\$ 2,750	\$ 2,750				411.30.538.300.42.00 - COMMUNICATION		

Provider Name	2023 Budget Amount	2024 Budget Amount	Supplement	One-time	Ongoing	Explanation	Executive	
							Funded	Not Funded
Unidentified Vendor(s)	\$ 14,500	\$ 14,500			X	Operating costs for City's NPDES program.	X	
Unidentified Vendor(s)	\$ 15,000	\$ 15,000		X		Pilot program to provide financial assistance for property owners with NPDES-based maintenance requirements to complete improvements within regulatory timelines.	X	
Account Total	\$ 29,500	\$ 29,500				411.30.538.300.33.01 - OPERATING EXPENSES		
American Public Works Association	\$ 310	\$ 310			X	membership split - Water/Sewer/Storm/General Fund (Streets/Eng)	X	
MRSC Rosters	\$ 110	\$ 130			X	membership split - Water/Sewer/Storm/General Fund (Streets/Eng)	X	
LyndaPro.com	\$ 100	\$ 100			X	membership split - Water/Sewer/Storm/General Fund (Streets/Eng)	X	
Center for Watershed Protection	\$ 1,500	\$ 1,500			X	Includes annual National Watershed Research Council fees	X	
Notary	\$ 25	\$ 25			X	Admin support for WRS Notary	X	
Unidentified Vendor(s)	\$ 455	\$ 435			X	Miscellaneous	X	
Account Total	\$ 2,500	\$ 2,500				411.30.538.300.49.03 - DUES & SUBSCRIPTIONS		
WA Department of Enterprise (or others)	\$ 175,000	\$ 175,000			X	Support for ongoing sediment management and operation of Capitol Lake. (Currently included in "Other Operating Expenses for 23-24 budget entry.)		XC
Account Total	-	-				411.30.538.300.46.XX - CAPITOL LAKE MANAGEMENT		
Unidentified Vendor(s)	\$ 10,800	\$ 10,800			X	Ongoing support for regional environmental educational partnership with Cities of Lacey and Olympia and Thurston County.	X	
Account Total	\$ 10,800	\$ 10,800				411.30.538.300.33.02 - EDUCATION MATERIALS - WQ		

Provider Name	2023 Budget Amount	2024 Budget Amount	Supplement	One-time	Ongoing	Explanation	Executive	
							Funded	Not Funded
Unidentified Vendor(s)	\$ 1,000	\$ 1,000			X	Survey monumentation restoration funds.	X	
Account Total	\$ 1,000	\$ 1,000				411.30.538.300.41.04 - MONUMENTATION PROGRAM		

Professional Services Total	\$ 265,050	\$ 285,300				<i>Approved in Total Date</i> _____
Percentage Addition (Reduction)	0.0%	0.0%	City Administrator Use Only			
Dollar Amount Addition (Reduction)	-	-	City Administrator Use Only			
Adjusted Approved Total	\$ 265,050	\$ 285,300				<i>Approved modified amount Date</i> 8/16/2022

Executive Comments & Adjustments: Includes instructions to Budget Officer for data input. Expand as needed.

XA- sustainability initiatives require 1% rate increase in '23 and '24. XB - reflects reduced funding from \$175,000/year above to \$75,000 per year in new line. XC - budget includes utility rate increase to begin to collect money for City's Capitol Lake contribution, a payment is not due for approx. 5 years.

Fund:	411 Storm Utility Fund	
Department:	30 Storm Drain Utility	
Division (e.g. Ops / Admin)	Operations	(if applicable, denote "Operations", "Administration", or other division name)
Facility (if applicable)		(if applicable, denote facility name)
Schedule D: PROFESSIONAL SERVICES		

NOTES: For each Professional Services line item included in the department's budget, please provide the requested budget-related data, the provider name and amount of each professional services contract, and an explanation as to the need, any project the request is connected to, etc. Multiple subsections have been provided in order to address departments with multiple professional services lines in the same department. Please include those sub-fund identification numbers.

Provider Name	2023 Budget Amount	2024 Budget Amount	Supplement	One-time	Ongoing	Explanation	Executive	
							Funded	Not Funded
Libby Environmental	\$ 5,000	\$ 5,000			X	Sweeper Pile Testing	X	
Account Total	\$ 5,000	\$ 5,000				411.30.538.350.41.00 - Professional Services		
Various	\$ 2,000	\$ 2,000			X	Storm Facility Video Inspections	X	
Account Total	\$ 2,000	\$ 2,000				411.30.538.350.41.01 - System Inventory/TV Assmt		
NW Once-Call Subsurface Wrng Sys	\$ 1,000	\$ 1,000			X	Utility Locate Notification	X	
Account Total	\$ 1,000	\$ 1,000				411.30.538.350.41.11 - One-Call		
Verizon	\$ 4,000	\$ 4,000			X	Cellular and Wireless Data Service	X	
Marshall GIS	\$ 1,000	\$ 1,000			X	GPS Communication Service	X	
TCOMM	\$ 500	\$ 500			X	TCOMM Dispatch Service	X	
Account Total	\$ 5,500	\$ 5,500				411.30.538.350.42.00 - Communication		
WASCO	\$ 50,000	\$ 50,000			X	Dump fees for contaminated debris	X	
Deitrich Trucking	\$ 100,000	\$ 100,000			X	Fees for hauling debris	X	
Account Total	\$ 150,000	\$ 150,000				411.30.538.350.47.04 - Disposal Fees		
Aramark	\$ 1,500	\$ 1,500			X	Laundry Service	X	
Ritz Safety Supply	\$ 1,200	\$ 1,200			X	Confined Space Entry Equipment Maintenance/Repair	X	
CountryGreen/Van Lierop Farms	\$ 2,000	\$ 2,000			X	Hydroseeding	X	
Southgate Fence/Summit Fence	\$ 5,000	\$ 5,000			X	Fence Repair/Replacement	X	
Northwest Cascade	\$ 300	\$ 300			X	Porta-Potti Service	X	
Zeiglers Welding	\$ 2,000	\$ 2,000			X	Custom Welding	X	
Account Total	\$ 12,000	\$ 12,000				411.30.538.350.48.00 - Repair & Maintenance		

Provider Name	2023 Budget Amount	2024 Budget Amount	Supplement	One-time	Ongoing	Explanation	Executive	
							Funded	Not Funded
Adobe Acrobat Pro (2)	\$ 200	\$ 200			X	Annual Subscription for Admin Support Staff	X	
Account Total	\$ 200	\$ 200				411.30.538.350.49.03 - Dues & Subscriptions		
Department of Licensing	\$ 600	\$ 600			X	CDL License Fees	X	
Account Total	\$ 600	\$ 600				411.30.538.350.49.18 - Licenses, Permits & Fees		

Professional Services Total **\$ 176,300** **\$ 176,300**

Percentage Addition (Reduction) 0.0% 0.0% *City Administrator Use Only*

Dollar Amount Addition (Reduction) - - *City Administrator Use Only*

Adjusted Approved Total **\$ 176,300** **\$ 176,300**

Approved in Total Date 7/22/2022

Approved modified amount Date _____

Executive Comments & Adjustments: Includes instructions to Budget Officer for data input. Expand as needed.

Fund:	411 Storm Utility Fund
Department:	30 Storm Drain Utility
Division (e.g. Ops / Admin)	(if applicable, denote "Operations", "Administration", or other division name)
Facility (if applicable)	(if applicable, denote facility name)
Schedule E: TRAINING & TRAVEL	

Employee(s) (list by position)	Course/Event Title	Location if out of town or out of state	2023		2024		Engineering	Streets	TBD	Water	Sewer	Storm	Executive	
			Travel Costs (lodging, per diem, airfare, car) .43.00	Course/Event Cost (School/ Training/Conf.)	Travel Costs (lodging, per diem, airfare, car) .43.00	Course/Event Cost (School/ Training/Conf.)							Funded	Not Funded
WRS Director WRS Specialist (3) WRS Inspector	APWA Semi-Annual Conferences (3 days)	2023-San Diego 2024-UNK	\$ 4,000	\$ 3,000	\$ 4,000	\$ 3,000				40.0%	20.0%	40.0%	X*	
WRS Director WRS Specialist (3) WRS Inspector	APWA Classes (3 days)		\$ 2,500	\$ 1,500	\$ 2,500	\$ 1,500				40.0%	20.0%	40.0%	X*	
WRS Director WRS Specialist (3) WRS Inspector	Unidentified State Conference(s)		\$ 2,500	\$ 1,500	\$ 2,500	\$ 1,500				40.0%	20.0%	40.0%	X*	
WRS Director WRS Specialist (3) WRS Inspector	Local Workshop(s)			\$ 1,500		\$ 1,500				40.0%	20.0%	40.0%	X*	
WRS Director WRS Specialist (3) WRS Inspector	Unidentified Training including AWC/WCIA/WSDOT (2 days)			\$ 1,500		\$ 1,500				40.0%	20.0%	40.0%	X*	
WRS Specialist (2) WRS Inspector (1)	Certified Sediment & Erosion Control Recertification			\$ 850		\$ 850						100.0%	X*	
WRS Director WRS Sustainability Coordinator	Climate / Sustainability Conference	TBD	\$ 2,500	\$ 1,500	\$ 2,500	\$ 1,500				45.0%	10.0%	45.0%	X*	
WRS Specialist	Stormwater Modeling - WWHM or Other			\$ 750		\$ 750						100.0%	X*	
WRS Sustainability Coordinator	Climate / Sustainability Workshops		\$ 2,500	\$ 1,500	\$ 2,500	\$ 1,500				50.0%		50.0%	X*	
WRS Specialist (2)	ESRI GIS Training			\$ 750		\$ 750				40.0%	20.0%	40.0%	X*	
WRS Admin	Customer Service or Other Training			\$ 500		\$ 500				40.0%	20.0%	40.0%	X*	
WRS Director WRS Specialist	Cascade Management School or Equivalent Travel (WA, or Other Executive Training		\$ 2,500	\$ 3,500	\$ 2,500	\$ 3,500				40.0%	20.0%	40.0%	X*	
WRS Director WRS Specialist	Lean Six Sigma (UW Lacey)		\$ 1,500	\$ 1,000	\$ 1,500	\$ 1,000				50.0%		50.0%	X*	
WRS Specialist	Project Manager Certification		\$ 1,500	\$ 2,500	\$ 1,500	\$ 2,500				100.0%			X*	

Training & Travel Total	\$ 27,200	\$ 29,950	\$ 27,200	\$ 29,950	Approved total date:
Percentage Addition (Reduction)	-10.0%	-10.0%	-10.0%	-10.0%	
Dollar Amount Addition (Reduction)	-	-	-	-	
Adjusted Approved Total	\$ 24,480	\$ 26,955	\$ 24,480	\$ 26,955	8/16/2022 Approved modified amount date:

<p><u>Executive Comments & Adjustments:</u> Includes instructions to Budget Officer for data input. Expand as needed.</p>	
<p>Total funded at 90%. Director's discretion to allocate.</p>	

Fund:	411 Storm Utility Fund		
Department:	30 Storm Drain Utility		
Division (e.g. Ops / Admin)	Operations	(if applicable, denote "Operations", "Administration", or other division name)	
Facility (if applicable)		(if applicable, denote facility name)	
Schedule E: TRAINING & TRAVEL			

Employee(s) (list by position)	Course/Event Title	Location if out of town or out of state	2023		2024		Executive	
			Travel Costs (lodging, per diem, airfare, car) .43.00	Course/Event Cost (Conference/School/ Training)	Travel Costs (lodging, per diem, airfare, car) .43.00	Course/Event Cost (Conference/School/ Training)	Funded	Not Funded
Maintenance Tech (2)	CESCL	Tacoma, Wa	\$600.00	\$1,000.00	\$600.00	\$1,000.00	X	
Maintenance Tech (7)	Flagger	On-site		\$700.00		\$700.00	X	
Maintenance Tech (7)	Confined Entry	On-site		\$700.00		\$700.00	X	
Maintenance Tech (7)	Pesticide Applicator	TBD	\$400.00	\$2,100.00	\$400.00	\$2,100.00	X	
Field Crew Lead	APWA PW Professional Sup	Virtual		\$500.00		\$500.00	X	
Maintenance Tech (7)	Various APWA Training/Conferences	TBD	\$3,000.00	\$7,000.00	\$3,000.00	\$7,000.00	X	
Total			\$ 4,000	\$ 12,000	\$ 4,000	\$ 12,000		

Training & Travel Total	\$ 4,000	\$ 12,000	\$ 4,000	\$ 12,000	<u>7/22/2022</u> Approved total date:
Percentage Addition (Reduction) City Administrator Use Only	0.0%	0.0%	0.0%	0.0%	
Dollar Amount Addition (Reduction) City Administrator Use Only	-	-	-	-	
Adjusted Approved Total	\$ 4,000	\$ 12,000	\$ 4,000	\$ 12,000	Approved modified amount date:

Executive Comments & Adjustments: Includes instructions to Budget Officer for data input. Expand as needed.

Fund:	411 Storm Utility Fund		
Department:	30 Storm Drain Utility		
Division (e.g. Ops / Admin)	Operations	(if applicable, denote "Operations", "Administration", or other division name)	
Facility (if applicable)		(if applicable, denote facility name)	
Schedule F: CAPITAL FACILITY IMPROVEMENTS			

NOTES: This form is to request budgetary consideration for improvements to existing City facilities or to build/acquire new facilities with estimated costs of \$5,000 or more.

Improvement Description and Justification	Expenditure Acct.	2023 Budget Amount	2024 Budget Amount	Funding Source(s)	Executive	
					Funded	Not Funded
Work Station improvements related to requested Department Assistant II FTE	411.30.594.380.33.00	\$ 5,500			X	
Account Total		\$ 5,500	-			

Capital Facility Improvements Total	\$ 5,500	-
Percentage Addition (Reduction)	0.0%	0.0%
Dollar Amount Addition (Reduction)	-	-
Adjusted Approved Total	\$ 5,500	-

7/22/2022
Approved in Total Date

MM/DD/YYYY
Approved modified amount Date

Affiliate Department Comments: Department submittals must include review and comments from Facilities.

Facilities Review

☐ Reviewed

MM/DD/YYYY

Date

Executive Comments & Adjustments: Includes instructions to Budget Officer for data input. Expand as needed.

Fund:	411 Storm Utility Fund		
Department:	30 Storm Drain Utility		
Division (e.g. Ops / Admin)	Administration	(if applicable, denote "Operations", "Administration", or other division name)	
Facility (if applicable)		(if applicable, denote facility name)	
Schedule G: EQUIPMENT / VEHICLE PURCHASE			

NOTES: This form is to request budgetary consideration for new (non-vehicle) equipment (Part I) or new vehicle purchases (Part II), with estimated costs of \$5,000 or more. (A new vehicle or "addition" is defined as expanding the fleet, not replacement. "Replacements" will be budgeted by Fleet Management in the Equipment Rental & Reserve Fund.) If an expansion of the fleet is approved, Finance will include the vehicle cost in the department's budget as a "Transfer Out to the Equipment Reserve Fund No. 501."

PART I - EQUIPMENT

Equipment Description	Justification	2023 Budget Amount	2024 Budget Amount	Addition	Replacement	Account No.	Affiliate Review	Executive	
								Funded	Not Funded

PART II - VEHICLES

Two (2) vehicles for support of Water Resources & Sustainability Programs	Department growth and decreased availability of shared former Public Works vehicles. Vehicles will be electric/hybrid depending on availability. (Split 50% Water / 35% Storm / 15% Sewer)	\$28,000		X		401.29.597.501.00.01 501.397.401.01 501.31.594.001.64.06		X	
Vehicle Total		28,000	-						

Vehicle Total	\$ 28,000	-	Approved in Total Date	<u>7/22/2022</u>
Percentage Addition (Reduction)	0.0%	0.0%		
Dollar Amount Addition (Reduction)	-	-		
Adjusted Approved Total	\$ 28,000	-	Approved modified amount Date	<u></u>

Equipment Description	Justification	2023 Budget Amount	2024 Budget Amount	Addition Replacement	Account No.	Affiliate Review	Executive	
							Funded	Not Funded
<u>Affiliate Department Comments:</u> Department submittals must include review and comments from IT, if applicable.						<u>IT Review</u>		
						<input type="checkbox"/> Reviewed		
						Date: MM/DD/YYYY		
<u>Affiliate Department Comments:</u> Department submittals must include review and comments from either Fleet , if applicable.						<u>Fleet Review</u>		
Fleet has reviewed this request and the vehicles proposed are Ford Escapes, consistent with other vehicles in this department and Administrations direction to purchase electric or hybrid whenever practical.						<input checked="" type="checkbox"/> Reviewed		
						Date: 6/15/2022		
<u>Executive Comments & Adjustments:</u> Includes instructions to Budget Officer for data input. Expand as needed.								

Fund:	411 Storm Utility Fund		
Department:	30 Storm Drain Utility		
Division (e.g. Ops / Admin)	Operations	(if applicable, denote "Operations", "Administration", or other division name)	
Facility (if applicable)		(if applicable, denote facility name)	
Schedule G: EQUIPMENT / VEHICLE PURCHASE			

NOTES: This form is to request budgetary consideration for new (non-vehicle) equipment (Part I) or new vehicle purchases (Part II), with estimated costs of \$5,000 or more. (A new vehicle or "addition" is defined as expanding the fleet, not replacement. "Replacements" will be budgeted by Fleet Management in the Equipment Rental & Reserve Fund.) If an expansion of the fleet is approved, Finance will include the vehicle cost in the department's budget as a "Transfer Out to the Equipment Reserve Fund No. 501."

PART II - VEHICLES

Electric Vehicle	New electric vehicle for WRS Operations Management (Split Water, Sewer & Storm)		18,500	X	400.28.597.501.00.01 401.28.597.501.00.01 411.28.597.501.00.01 501.397.400.01 501.397.401.01 501.397.411.01 501.31.594.001.64.06	\$18,600 Water \$18,500 Sewer \$18,500 Storm	X		
Enhancement for #6069935	Vector is included in ER&R's Schedule G. Total estimated replacement cost is \$550,000, but is under funded by about \$200,000.	200,000			X	411.28.597.501.00.01 501.397.411.01		XB	
Street Sweeper	Replaces Non-supported Elgin Sweeper	400,000		X		411.28.597.501.00.01 501.397.411.01		XA	
Vehicle Total		600,000	18,500						

Vehicle Total	\$	600,000	\$	18,500	Approved in Total Date	
Percentage Addition (Reduction)		0.0%		0.0%		
Dollar Amount Addition (Reduction)		-		-		
Adjusted Approved Total	\$	600,000	\$	18,500	Approved modified amount Date	7/22/2022

Affiliate Department Comments: Department submittals must include review and comments from IT, if applicable.

Affiliate Department Comments: Department submittals must include review and comments from either Fleet, if applicable.

The vehicles listed are consistent with other vehicles in this department and Administration's direction to purchase alternative fuel whenever practical. At this time, we are not aware of a practical alternative for the sweeper or educator truck, but we will continue to evaluate before a purchasing.

Executive Comments & Adjustments: Includes instructions to Budget Officer for data input. Expand as needed.

XA - requires a 2.5% rate increase to pay for new vehicle and add to replacement cycle. XB - approved.

IT Review	
<input type="checkbox"/> Reviewed	
Date:	MM/DD/YYYY
Fleet Review	
<input checked="" type="checkbox"/> Reviewed	
Date:	7/1/2022

Fund:	411 Storm Utility Fund		
Department:	30 Storm Drain Utility		
Division (e.g. Ops / Admin)	Operations	(if applicable, denote "Operations", "Administration", or other division name)	
Facility (if applicable)		(if applicable, denote facility name)	
Schedule H: MINOR EQUIPMENT			

NOTES: This form is to itemize minor (between \$250 and \$4,999) equipment purchases included in BARS Sub-object number 35. Please make sure that the total matches the preliminary budget line item. For those departments with multiple line items, please sub-total by applicable BARS No. REMINDER: 35.XX is only for individual items greater than \$500 and less than \$5,000. Items costing less should be included in the Other Operating Expenses line item in base budget. Items costing \$5,000 or greater are to be included in Schedule G.

Account Number	Item Description	2023 Budget	2024 Budget	Justification	Executive	
					Funded	Not Funded
411.30.538.350.35.00	Lawn Mower	\$ 1,500	\$ 1,500	Replacement for existing equipment	X	
411.30.538.350.35.00	Cutoff Saw	\$ 2,000		New addition for Storm Crew	X	
411.30.538.350.35.00	String Trimmers	\$ 1,000	\$ 1,000	Replacement for existing equipment	X	
	*Electric whenever possible					
411.30.538.350.33.00	Tree Planting	\$ 10,000	\$ 10,000	Tree planting supported with Storm Utility funds	X	
411.30.538.350.33.00	Tree Planting	\$ 25,000	\$ 25,000	Tree planting projects outside of capital projects - funding from Impact Fees / Tree Fund	X	
Account Total		\$ 39,500	\$ 37,500			

Professional Services Total	\$ 39,500	\$ 37,500
Percentage Addition (Reduction) City Administrator Use Only	0.0%	0.0%
Dollar Amount Addition (Reduction) City Administrator Use Only	-	-
Adjusted Approved Total	\$ 39,500	\$ 37,500

Approved in Total Date _____

Approved modified amount Date 7/22/2022

Affiliate Department Comments: Submittals must include review and comments from either IT or Fleet, if applicable.

Dept. Approval

☐ Approved
☐ Not Approved

Executive Comments & Adjustments: Includes instructions to Budget Officer for data input. Expand as needed.

Tree planting project added after consultation with director.

Fund: 480 - Golf

Dept.: 01

Schedule A: SHORT-TERM GOALS AND OBJECTIVES – 2023-2024

Function/Program Description:

Tumwater Valley Golf Course (TVGC) provides community golf, events, and recreational opportunities for all.

Major Accomplishments in Prior Biennium:

1. TVGC is the #1 public daily fee revenue producer in Titleist sales north of San Francisco.
2. Offering First Tee Junior Golf for the 7th consecutive year, in addition to hosting numerous tournaments and community events.
3. In spite of COVID impacts to many recreational facilities, excellent weather and the ability to relatively safely play golf made 2021 an outstanding year, with total revenue of \$1,357,331 and 50,145 rounds of golf.
4. Paid off one of the remaining loans through the sale of water rights, retiring the externally issued debt and refinancing with an internal loan resulting in savings to the golf course. At the new refinanced amount, final debt payment is in 2025.
5. Improved pay for seasonal and range workers to help meet a minimum of \$15/hour.
6. Acquired a new and larger fleet of golf carts.

Previous On-Going Short-Term Goals and Objectives:

1. Maximize efficiency and effectiveness of the golf recreational facility.
2. Continue to provide a welcoming, high quality environment for all.
3. Provide a safe, quality, inclusive, learning environment for all staff and volunteers.
4. Diversify the utilization of the golf course for other events such as Screen on the Green, Brewfest, and 4th of July festival.
5. Pay off long-term debt associated with acquisition and initial construction.

New Short-Term Goals and Objectives:

1. Continue to improve staff and the operational structure to meet long-term needs.
2. Develop a long-term vision and financing plan for the golf course following retirement of outstanding debt, including renovation of the club house and maintenance facilities, improvements to the driving range, repaving cart paths, guest restrooms, reconfiguration of the parking lot, and implementation of further Salmon Safe requirements.
3. Assess Point of Sale System for upgrades to address customer service, accounting, and security needs.

Fund: 480 – Golf

Dept.: 001 – Operations and Maintenance

Schedule B: LONG-RANGE GOALS AND OBJECTIVES – 2025-2027

Long-Range Goals and Objectives:

1. Based upon increased demand for golf instruction and the continued performance of the junior golf programs, investment is needed in the golf facility to expand offerings and practice facilities that won't impact our daily play on the golf course.
2. Complete overhaul of the current driving range building to meet growing demand and address safety issues.
3. Retire existing debt that paid for original acquisition and improvements in 2025.

Fund: 480 - Golf**Dept.: 01 - Golf Operations****Schedule C: STAFFING ADJUSTMENTS****TYPE OF ADJUSTMENT:**

Addition:	Elimination:	Change in Hours:	Change in Title/Description:	Change in Salary:
<input checked="" type="checkbox"/>	<input type="checkbox"/>	40	Operations Supervisor FTE w/ benefits	Grade 50: \$88,201

DESCRIPTION OF ADJUSTMENT:

This is beyond an adjustment request. The proposal is to eliminate the current PT Seasonal Operations Supervisor position to establish a consistent staffing model similar to that across the golf industry and in-line with all other City departments. The General Manager model the City transitioned to 10 years ago, has resulted with the second in command being a part-time seasonal employee. This staffing model continues to create challenges for the most very basic items such as covering Operations Manager for vacation requests or sick leave. It has also created confusion amongst staff by having a seasonal employee over a .75 FTE. Having to terminate the second in command every year leaves the operation vulnerable and reinforces the confusion. Our current structure does not support the addition to the new mandatory WCIA Safety Trainings, as well as, this position of leadership is not included in the trainings.

ALTERNATIVES:

At a minimum, the Operations Supervisor needs to be .75 FTE. Our current structure is utilizing a part-time, seasonal-staff position to directly oversee other seasonal staff and above our .75 FTE Operations Coordinator. Additionally, this position is facilitating a \$500,000 inventory of merchandise.

ADVANTAGES OF APPROVAL:

Approval will allow a true chain of command and bring structure to our operation. It creates an organizational chart consistent with all other City departments. Gives the ability to improve upon the very basics, such as having an FTE covering vacation/sick leave for Manager and Coordinator.

IMPLICATIONS OF DENIAL:

Implications of denial will result in continuing to operate with positions out of class and a structure that is inconsistent within the City's organizational structure. The current structure is not sustainable and impossible to recruit future potential candidates for the duties and experience necessary to perform this position to standards.

Administrative Services Comments (Submittal must be reviewed by Administrative Services Department):

This would be a new position for the City. Initial estimate would be a grade 50, step 1 to align with external positions and within the City for internal equity. With benefits, the cost of the position would be \$88,201 annually. This does not include projected COLA or other cost increases for 2023.

Reviewed Date: 7-12-22

Executive Comments:

Approve 0.75 FTE position effective 3/1/2023.

Approved Date: 8/1/22 Disapproved Date: _____

DISTRIBUTION LIST: ☐ Payroll / 2023 Salary Schedule ☐ Finance ☐ Administrative Services Dept.

Fund:	480 Golf Course Fund
Department:	01 Golf Operations & Maintenance
Division (e.g. Ops / Admin)	(if applicable, denote "Operations", "Administration", or other division name)
Facility (if applicable)	(if applicable, denote facility name)
Schedule E: TRAINING & TRAVEL	

Employee(s) (list by position)	Course/Event Title	Location if out of town or out of state	2023		2024		Executive	
			Travel Costs (lodging, per diem, airfare, car) 43.00	Course/Event Cost (Conference/School/ Training) 49.01	Travel Costs (lodging, per diem, airfare, car) 43.00	Course/Event Cost (Conference/School/ Training) 49.01	Funded	Not Funded
Golf Pro shop operations (2)	PGA National Merchandise Show	Florida			\$2,000.00	\$0.00	X	
Golf Operations Manager	TBD	No		\$300.00			X	
Total			\$ -	\$ 300	\$ 2,000	\$ -		

Training & Travel Total	-	\$ 300	\$ 2,000	-	8/12/2022
					Approved total date:
Percentage Addition (Reduction) City Administrator Use Only	0.0%	0.0%	0.0%	0.0%	
Dollar Amount Addition (Reduction) City Administrator Use Only	-	-	-	-	
Adjusted Approved Total	-	\$ 300	\$ 2,000	-	
					Approved modified amount date:

Executive Comments & Adjustments: Includes instructions to Budget Officer for data input. Expand as needed.

Fund:	001 General Fund
Department:	09 Parks & Recreation
Division (e.g. Ops / Admin)	Facilities Maintenance (if applicable, denote "Operations", "Administration", or other division name)
Facility (if applicable)	Golf Course (if applicable, denote facility name)
Schedule F: CAPITAL FACILITY IMPROVEMENTS	

NOTES: This form is to request budgetary consideration for improvements to existing City facilities or to build/acquire new facilities with estimated costs of \$5,000 or more.

Improvement Description and Justification	Expenditure Acct.	2023 Budget Amount	2024 Budget Amount	Funding Source(s)	Executive	
					Funded	Not Funded
Operations:						
Reroof pro shop/restaurant building. This a 50 year old building with major leakage problems surrounding HVAC and penetrations. Roof design above portico entrance needs additional cricket. Unfortunately, when leaks occur, it affects and shows in areas of high occupancy.	480.01.576.610.48.0 0	\$ 80,000				X
Exterior painting/sealing. The exterior of this building is years past scheduled paint and beam cleaning/reseal target date. We should be as proud of this building as are of the course. However, it doesn't show.	480.01.576.610.48.0 0		\$ 22,000			X
Restaurant:						
Install patio wall/fencing to separate dining public from golf patrons. Existing PVC wall is in disrepair and not acceptable both aesthetically and code compliant. We intend to repair hard surface to prevent trip hazards, replace existing fencing with metal and river rock suitable for supporting shading, lighting and misting.	480.01.594.760.65.0 1	\$ 21,000				X
Addition of Nitrogen fire suppression to sprinkler system. The metal pipes installed over 50 years ago are starting to leak in places. Due to moisture in the compressed air, corrosion occurs in low spots and is difficult to repair.	480.01.594.760.65.0 1	\$ 25,000			X	
Repair/re-grout flooring in the kitchen. This heavily used and abused floor is cracked and the grouted/sealed areas allow moisture of any kind to penetrate.	480.01.576.610.48.0 0		\$ 8,500		X	

Improvement Description and Justification	Expenditure Acct.	2023 Budget Amount	2024 Budget Amount	Funding Source(s)	Executive	
					Funded	Not Funded
Golf Maint.						
Pump house rebuild. The pump house adjacent to Maintenance building houses 2 pumps, fire suppression mechanics and all electrical and communications support. The siding and roof leak and the door is not at all secure.	480.01.576.610.48.0 0		\$ 17,000			X
Bathroom redesign/build. Single 50 year old bathroom does not meet equity compliance. Need to separate into two rooms for all employees.	480.01.576.610.48.0 0		\$ 12,000		X	
Add metal covered carports to west side of Maintenance building. Valuable maintenance equipment is parked out in the weather year round which deteriorates the equipment quickly.	480.01.576.610.48.0 0	\$ 26,000			X^	
Retrofit lights in cart storage building.	480.01.576.610.48.0 0	\$ 8,000				X
Account Total		\$ 51,000	\$ 20,500			

Capital Facility Improvements Total	\$ 51,000	\$ 20,500
Percentage Addition (Reduction)	0.0%	0.0%
Dollar Amount Addition (Reduction)	-	-
Adjusted Approved Total	\$ 51,000	\$ 20,500

MM/DD/YYYY

Approved in Total Date

8/1/2022

Approved modified amount Date

Affiliate Department Comments: Department submittals must include review and comments from Facilities.

Facilities Review

☒ Reviewed

6/17/2022

Date

Executive Comments & Adjustments: Includes instructions to Budget Officer for data input. Expand as needed.

No expenditure w/o City Administrator prior approval to ensure cash flow/economy dependent. X% moved from other schedule submitted by department. Deleted driving range building from retrofit.

Fund:	480 Golf Course Fund
Department:	01 Golf Operations & Maintenance
Division (e.g. Ops / Admin)	Operations (if applicable, denote "Operations", "Administration", or other division name)
Facility (if applicable)	(if applicable, denote facility name)
Schedule H: MINOR EQUIPMENT	

NOTES: This form is to itemize minor (between \$250 and \$4,999) equipment purchases included in BARS Sub-object number 35. Please make sure that the total matches the preliminary budget line item. For those departments with multiple line items, please sub-total by applicable BARS No. REMINDER: 35.XX is only for individual items greater than \$500 and less than \$5,000. Items costing less should be included in the Other Operating Expenses line item in base budget. Items costing \$5,000 or greater are to be included in Schedule G.

Account Number	Item Description	2023 Budget	2024 Budget	Justification	Executive	
					Funded	Not Funded
480.01.576.610.35.00	Rental Pull Carts		\$ 3,500	Aging inventory	X	
480.01.576.610.35.00	Air compressor public use		\$ 2,500	Unit wears out every 3 years due to use	X	
480.01.576.610.35.00	Pressure washer for outside services	\$ 1,000		Flood and general clean up		X^
Account Total		-	\$ 6,000			

Professional Services Total	-	\$ 6,000
Percentage Addition (Reduction) City Administrator Use Only	0.0%	0.0%
Dollar Amount Addition (Reduction) City Administrator Use Only	-	-
Adjusted Approved Total	-	\$ 6,000

Approved in Total Date _____

Approved modified amount Date 8/1/2022

Affiliate Department Comments: Submittals must include review and comments from either IT or Fleet, if applicable

X^ Not an equipment purchase. New pressure washer purchase in golf maintenance.

Dept. Approval

☐ Approved
☐ Not Approved

Executive Comments & Adjustments: Includes instructions to Budget Officer for data input. Expand as needed.

Fund: 480 - Golf

Dept.: Golf Maintenance

Schedule A: SHORT-TERM GOALS AND OBJECTIVES – 2023-2024

Function/Program Description:

The Golf Course Maintenance Department is responsible for maintaining the grounds at Tumwater Valley Golf Course in cooperation with the Golf Operations department.

Major Accomplishments in Prior Biennium:

1. Implemented changes in cultural practices to improve the overall health and playability of the course.
2. Upgrades to course hardware and amenities for an improved golfer experience.
3. Upgrades to shop facility and organization for improved efficiency and safety.

Previous On-Going Short-Term Goals and Objectives:

1. Continued repair and irrigation system update.
2. Continue to improve playing conditions through cultural and physical changes in maintenance programs and projects.
3. Developing new standards and training tactics to improve overall efficiencies in the field.

New Short-Term Goals and Objectives:

1. Create and outline a wage budget to allow for better employee hiring and retention relevant to other similar facilities.
2. Develop a master plan for course improvements over the next 10 to 15 years (irrigation, building, wash area, chemical storage, bunker remodel, etc.).
3. Improve the practice facilities to accommodate the increased volume of use on an annual basis.

Fund: 480 – General Fund

Dept.: Golf Maintenance

Schedule B: LONG-RANGE GOALS AND OBJECTIVES – 2025-2027

Long-Range Goals and Objectives:

1. Develop a long-range master plan for both course improvements and infrastructure, including upgrades to the irrigation system, drainage systems, driving range, club house, parking, maintenance shop area and practice facilities.
2. Expand on cultural practices to continue improving the playing conditions of the golf course, including increased aerification, topdressing, introduction of more native plant species and increased/improved natural habitat areas.

Fund: 480 – Golf**Dept.: Golf Maintenance****Schedule C: STAFFING ADJUSTMENTS****TYPE OF ADJUSTMENT:**

Addition:	Elimination:	Change in Hours:	Change in Title/Description:	Change in Salary:
<input checked="" type="checkbox"/>	<input type="checkbox"/>		Golf Course Maintenance Lead	Up one class

DESCRIPTION OF ADJUSTMENT:

Change designation from Golf Course Maintenance Worker II to Golf Course Lead. This will help identify a more direct chain of command in regards to decision making on all golf operations. The addition of this position would not change the number of full time employees at this time.

ALTERNATIVES:

Continue with no changes to staff designation.

ADVANTAGES OF APPROVAL:

This position would help define the chain of command for seasonal and temporary employees to follow in the absence of the superintendent. The individual would be directly involved with daily discussions and decision making on the course and would be able to direct routine maintenance and training.

IMPLICATIONS OF DENIAL:

No change to current situation.

Administrative Services Comments (Submittal must be reviewed by Administrative Services Department):

Reviewed Date: _____

Executive Comments:

Not reviewed by ASD.

Approved Date: _____ Disapproved Date: 8/5/2022

DISTRIBUTION LIST: ☐ Payroll / 2023 Salary Schedule ☐ Finance ☐ Administrative Services Dept.

Fund:	480 Golf Course Fund
Department:	001 Golf Operations & Maintenance
Division (e.g. Ops / Admin)	Parks Maintenance (if applicable, denote "Operations", "Administration", or other division name)
Facility (if applicable)	Tumwater Valley Municipal G (if applicable, denote facility name)
Schedule D: PROFESSIONAL SERVICES	

NOTES: For each Professional Services line item included in the department's budget, please provide the requested budget-related data, the provider name and amount of each professional services contract, and an explanation as to the need, any project the request is connected to, etc. Multiple subsections have been provided in order to address departments with multiple professional services lines in the same department. Please include those sub-fund identification numbers.

Provider Name	2023 Budget Amount	2024 Budget Amount	Supplement	One-time	Ongoing	Explanation	Executive	
							Funded	Not Funded
Golf Course Agronomic Consulting	\$ 2,000	\$ 2,000			X	Soil testing, turf pathogen identification	X	
Golf Course Architecture Consulting	\$ 1,000	\$ 1,000			X	Golf design changes and updates	X	
Arborist Consulting	\$ 1,000	\$ 1,000			X	Tree health assessments	X	
Pressure Washer	\$ 1,000			X		Pressure washing	X*	
Account Total	\$ 5,000	\$ 4,000				480.01.576.650.41.01		

Professional Services Total	\$ 5,000	\$ 4,000	Approved in Total Date _____	
Percentage Addition (Reduction)	0.0%	0.0%	City Administrator Use Only	
Dollar Amount Addition (Reduction)	-	-	City Administrator Use Only	
Adjusted Approved Total	\$ 5,000	\$ 4,000	Approved modified amount Date 8/5/2022	

Executive Comments & Adjustments: Includes instructions to Budget Officer for data input. Expand as needed.

Pressure washing added by Administrator. Need to adjust in EDEN.

Fund:	480 Golf Course Fund
Department:	Maintenance
Division (e.g. Ops / Admin)	(if applicable, denote "Operations", "Administration", or other division name)
Facility (if applicable)	(if applicable, denote facility name)
Schedule E: TRAINING & TRAVEL	

Employee(s) (list by position)	Course/Event Title	Location if out of town or out of state	2023		2024		Executive	
			Travel Costs (lodging, per diem, airfare, car) .43.00	Course/Event Cost (Conference/School/ Training)	Travel Costs (lodging, per diem, airfare, car) .43.00	Course/Event Cost (Conference/School/ Training)	Funded	Not Funded
Superintendent	Northwest Turfgrass Association Conference	Brewster, WA	\$500.00	\$850.00			X	
Staff	Northwest Turfgrass Association Conference	Brewster, WA		\$850.00			X	
Superintendent	Northwest Turfgrass Association Conference	TBD			\$500.00	\$950.00	X	
Staff	Northwest Turfgrass Association Conference	TBD				\$950.00	X	
Total			\$ 500	\$ 1,700	\$ 500	\$ 1,900		

Training & Travel Total	\$ 500	\$ 1,700	\$ 500	\$ 1,900	Approved total date:
Percentage Addition (Reduction) City Administrator Use Only	0.0%	0.0%	0.0%	0.0%	
Dollar Amount Addition (Reduction) City Administrator Use Only	-	-	-	-	
Adjusted Approved Total	\$ 500	\$ 1,700	\$ 500	\$ 1,900	8/5/2022 Approved modified amount date:

Executive Comments & Adjustments: Includes instructions to Budget Officer for data input. Expand as needed.
Adjust EDEN to match the Schedules.

Fund:	480 Golf Course Fund	
Department:	01 Golf Operations & Maintenance	
Division (e.g. Ops / Admin)	Maintenance	(if applicable, denote "Operations", "Administration", or other division name)
Facility (if applicable)	T V Golf Course	(if applicable, denote facility name)
Schedule F: CAPITAL FACILITY IMPROVEMENTS		

NOTES: This form is to request budgetary consideration for improvements to existing City facilities or to build/acquire new facilities with estimated costs of \$5,000 or more.

Improvement Description and Justification	Expenditure Acct.	2023 Budget Amount	2024 Budget Amount	Funding Source(s)	Executive	
					Funded	Not Funded
Chemical Storage Container. Dedicated storage facility for all chemicals and fertilizers that is outside the shop facility.	480.01.594.760.64.02		\$ 25,000		X	
Bunker remodel/restoration holes 5&12. Remove existing bunker liners and update the architecture for a better player experience. The existing liners are a safety issue that need to be addressed.		\$ 20,000				X
Bunker remodel/restoration holes 3&8. Remove existing bunker liners and update the architecture for a better player experience. The existing liners are a safety issue that need to be addressed.			\$ 20,000			X
Irrigation pump upgrade. Add a variable speed drive to existing pumps to reduce water hammer and increase the efficiency of the system.		\$ 40,000				X
Push cart clean up area. Update and improve the area in front of the clubhouse where players clean off their shoes and carts after playing.		\$ 10,000				X
Account Total		-	\$ 25,000			

Capital Facility Improvements Total	-	\$ 25,000
Percentage Addition (Reduction)	0.0%	0.0%
Dollar Amount Addition (Reduction)	-	-
Adjusted Approved Total	-	\$ 25,000

MM/DD/YYYY

Approved in Total Date

8/17/2022

Approved modified amount Date

Improvement Description and Justification	Expenditure Acct.	2023 Budget Amount	2024 Budget Amount	Funding Source(s)	Executive	
					Funded	Not Funded
<u>Affiliate Department Comments:</u> Department submittals must include review and comments from Facilities.					<u>Facilities Review</u>	
					<input type="checkbox"/> Reviewed	
					MM/DD/YYYY	
					Date	
<u>Executive Comments & Adjustments:</u> Includes instructions to Budget Officer for data input. Expand as needed.						

Fund:	480 Golf Course Fund
Department:	01 Golf Operations & Maintenance
Division (e.g. Ops / Admin)	(if applicable, denote "Operations", "Administration", or other division name)
Facility (if applicable)	(if applicable, denote facility name)
Schedule G: EQUIPMENT / VEHICLE PURCHASE	

NOTES: This form is to request budgetary consideration for new (non-vehicle) equipment (Part I) or new vehicle purchases (Part II), with estimated costs of \$5,000 or more. (A new vehicle or "addition" is defined as expanding the fleet, not replacement. "Replacements" will be budgeted by Fleet Management in the Equipment Rental & Reserve Fund.) If an expansion of the fleet is approved, Finance will include the vehicle cost in the department's budget as a "Transfer Out to the Equipment Reserve Fund No. 501."

PART I - EQUIPMENT

Equipment Description	Justification	2023 Budget Amount	2024 Budget Amount	Addition	Replacement	Account No.	Affiliate Review	Executive	
								Funded	Not Funded
Toro Deep Tine Aerator	Deep tine aeration is needed to fracture the soil providing better drainage and nutrient penetration. Financially, it is wise to share the use and half the cost with Golf Maintenance.	37,424		X					X
Turfco CR-15 Topdresser	In order to maximize usage, we plan to share half the cost and use of this piece of equipment.	23,840			X				X
MDX Utility Vehicle (2 each)	This would provide two additional utility vehicles to add to the fleet replacing older vehicles that are no longer in service.		20,000		X	480.01.597.501.00.01 501.397.000.01 501.31.594.001.64.25		X*	
Equipment Total		-	20,000						

Equipment Total	- \$	20,000	Approved in Total Date	
Percentage Addition (Reduction) <i>City Administrator Use Only</i>	0.0%	0.0%		
Dollar Amount Addition (Reduction) <i>City Administrator Use Only</i>	-	-		
Adjusted Approved Total	- \$	20,000	Approved modified amount Date	8/5/2022

Equipment Description	Justification	2023 Budget Amount	2024 Budget Amount	Addition Replacement	Account No.	Affiliate Review	Executive	
							Funded	Not Funded

Affiliate Department Comments: Department submittals must include review and comments from IT, if applicable.

IT Review

☐ Reviewed

Date: MM/DD/YYYY

Affiliate Department Comments: Department submittals must include review and comments from either **Fleet**, if applicable.

Fleet Review

☐ Reviewed

Date: MM/DD/YYYY

Executive Comments & Adjustments: Includes instructions to Budget Officer for data input. Expand as needed.

X* One utility vehicle replacement. Vehicles should be supported. Changed department's request from \$40,000 to \$20,000.

Fund:	001 General Fund		
Department:	09 Parks & Recreation		
Division (e.g. Ops / Admin)	Parks Maintenance	(if applicable, denote "Operations", "Administration", or other division name)	
Facility (if applicable)	T V Golf Course	(if applicable, denote facility name)	
Schedule H: MINOR EQUIPMENT			

NOTES: This form is to itemize minor (between \$250 and \$4,999) equipment purchases included in BARS Sub-object number 35. Please make sure that the total matches the preliminary budget line item. For those departments with multiple line items, please sub-total by applicable BARS No. REMINDER: 35.XX is only for individual items greater than \$500 and less than \$5,000. Items costing less should be included in the Other Operating Expenses line item in base budget. Items costing \$5,000 or greater are to be included in Schedule G.

Account Number	Item Description	2023 Budget	2024 Budget	Justification	Executive	
					Funded	Not Funded
480.01.576.650.35.00	Battery Powered Hacksaw Kit	\$ 300		Used in irrigation repair, replacement of old equipment	X	
Account Total		\$ 300	-			
480.01.576.650.35.00	Stihl Lithium Battery - AP300 (quantity 6)	\$ 1,530		Battery used in combination with cordless power tools	X	
480.01.576.650.35.00	Stihl Lithium Battery - AP3003 (x2)		\$ 2,200	Battery used in combination with cordless power tools	X	
Account Total		\$ 1,530	\$ 2,200			
480.01.576.650.35.00	Stihl FSA 90R Cordless Trimmer	\$ 370	\$ 390	String trimmer used for golf maintenance	X	
480.01.576.650.35.00	Stihl BGA 200 blower		\$ 450	Leaf blower for golf maintenance	X	
Account Total		\$ 370	\$ 840			
480.01.576.650.35.00			\$ 750	Combo unit used with different attachments for golf course maintenance	X	
Account Total		-	\$ 750			
480.01.576.650.35.00	Jacto PJB 20 Backpack sprayer		\$ 500	Power backpack sprayer used for weed control	X	
Account Total		-	\$ 500			

Account Number	Item Description	2023 Budget	2024 Budget	Justification	Executive	
					Funded	Not Funded
480.01.576.650.35.00	Earthway Spreader F80S (quantity 2)		\$ 1,000	Small area spreader used for seed and fertilizer applications	X	
Account Total		-	\$ 1,000			
480.01.5760650.35.00	Pressure Washer	\$ 1,500		For use at maintenance facility, replacement of old equipment	X	
Account Total		\$ 1,500	-			
480.01.576.650.35.00	Mini-tiller/De-thatcher	\$ 900		Used in bunker maintenance and for heavy thatch areas on the course	X	
Account Total		\$ 900	-			
480.01.5760650.35.00	Landscape Edger		\$ 600	Used for flower bed maintenance and cart path edging	X	
Account Total		-	\$ 600			

Professional Services Total	\$ 4,600	\$ 5,890	Approved in Total Date	8/5/2022
Percentage Addition (Reduction) <i>City Administrator Use Only</i>	0.0%	0.0%		
Dollar Amount Addition (Reduction) <i>City Administrator Use Only</i>	-	-		
Adjusted Approved Total	\$ 4,600	\$ 5,890	Approved modified amount Date	

Affiliate Department Comments: Submittals must include review and comments from either IT or Fleet, if applicable

Dept. Approval

☐ Approved

☐ Not Approved

Executive Comments & Adjustments: Includes instructions to Budget Officer for data input. Expand as needed.

Fund: 501 – Asset Management

Dept.: 31 – Equipment Rental and Reserve - Fleet

Schedule A: SHORT-TERM GOALS AND OBJECTIVES – 2023-2024

Function/Program Description:

The function of the Equipment Rental and Reserve Program (ER&R) is to fund the replacement of high cost equipment used by the City to perform work and deliver services to the residents of Tumwater across all departments and funds. It includes all rolling stock (cars, trucks, police vehicles, trailers, sweepers, etc.) except for fire engines. Through this program, a replacement schedule is set for each individual piece of high cost equipment. A rate is then calculated based on the anticipated cost of replacement and charged to the department responsible for the equipment. When the replacement funds are accumulated, the equipment can be replaced as scheduled. The rate includes charges that support the fleet maintenance operations and staff to keep the equipment operating.

Major Accomplishments in Prior Biennium:

1. Expanded plug-in electric charging capability with the installation of five new charging stations.
2. Integrated four new electric vehicles and 11 hybrid vehicles into the fleet.
3. Developed and implemented online vehicle repair request process.

Previous On-Going Short-Term Goals and Objectives:

1. Increase and improve communication and fleet management efficacy.
2. Regularly review fleet and equipment assets and corresponding replacement schedules to ensure effective utilization of resources.
3. Continue to evaluate new and developing alternative fuel options for City fleet, including renewable diesel alternatives, effects on equipment maintenance, operational needs, cost, and availability.
4. Identify training opportunities for fleet operations and maintenance specifically focused on new and developing fleet technologies.

New Short-Term Goals and Objectives:

1. Acquire and implement data driven tracking system software to improve fleet asset management.
2. Develop and implement online vehicle repair request process.
3. Monitor Climate Action Plan and City policies and procedures for direction on “greening” the fleet.
4. Work with other departments to support appropriate and viable siting and installation of EV charging infrastructure at City facilities.
5. Explore a carbon credit/offset system for fleet acquisitions that do not have viable green technology options.

Fund: 501 – Asset Management

Dept.: 31 – Equipment Rental and Reserve - Fleet

Schedule B: LONG-RANGE GOALS AND OBJECTIVES – 2025-2027

Long-Range Goals and Objectives:

1. Evaluate alternative fuel technologies and work toward “greening” the City fleet.
2. Maintain equipment, tools, and staff competencies to maintain alternative fuel technology vehicles.
3. Develop and implement procedures to improve communication and coordination with fleet users for maintenance, repair, and replacement planning.
4. Evaluate alternative models of fleet purchasing and management (outsourcing, fleet rentals, or hybrid) within the Equipment Rental and Reserve (ER&R) Fund.

Fund: 501 – FLEET & EQUIPMENT MANAGEMENT

Dept.: 31 – Fleet Equipment Reserve

Schedule C: STAFFING ADJUSTMENTS

TYPE OF ADJUSTMENT:

Addition:	Elimination:	Change in Hours:	Change in Title/Description:	Change in Salary:
<input type="checkbox"/>	<input type="checkbox"/>	40	Reclassify one (1) Department Assistant III to Administrative Assistant	Grade 45 to Grade 50

DESCRIPTION OF ADJUSTMENT:

Reclassify Operations Department Assistant III to Administrative Assistant. This enhancement would directly supervise the requested Department Assistant II position and be responsible for technical and administrative tasks for WRS and TED Operations divisions. Split 25% Water, 25% Sewer, 25% Storm, 15% Streets and 10% ER&R.

ALTERNATIVES:

Rely on existing Operation's Assistant without increased capacity to meet growing expectations.

ADVANTAGES OF APPROVAL:

This enhancement, in conjunction with support of the requested Department Assistant II FTE, will build capacity in existing staff's time to support Operation's management in the areas of Asset Management, data acquisition/reporting, budget preparation, staff training/tracking, record keeping, public data requests and office management with the ability to manage assigned projects directly.

IMPLICATIONS OF DENIAL:

The existing Department Assistant position duties are focused on data entry and customer service with little time to support the needs of Operations Management (e.g., Asset Management, staff training/tracking and various reporting).

Administrative Services Comments (Submittal must be reviewed by Administrative Services Department):

ASD estimates the new cost of this position will be \$88,201 per year with both salary and benefits at grade 50, step 1. ASD has verified that minimum qualifications are met. It does not include COLA and medical benefit increases for 2023.

Reviewed Date: 6/16/2022

Executive Comments:

Approved Date: 8/5/22

Disapproved Date: _____

DISTRIBUTION LIST: ☐ Payroll / 2023 Salary Schedule ☐ Finance ☐ Administrative Services Dept.

Fund: 501 – Fleet & Equipment Management

Dept.: 31 – Fleet & Equipment Reserve

Schedule C: STAFFING ADJUSTMENTS

TYPE OF ADJUSTMENT:

Addition:	Elimination:	Change in Hours:	Change in Title/Description:	Change in Salary:
<input checked="" type="checkbox"/>	<input type="checkbox"/>	40	Department Assistant II	Grade 41

DESCRIPTION OF ADJUSTMENT:

New FTE to support Operations clerical and customer service needs. This position will support both WRS and TED Operations divisions with routine data entry i.e. invoice processing, work request/work order entry in addition to provide coverage of customer service calls and staff dispatching. Split 25% Water, 25% Sewer, 25% Storm, 15% Streets and 10% ER&R.

ALTERNATIVES:

Rely on existing Operation's Assistant without increased capacity to meet growing expectations.

ADVANTAGES OF APPROVAL:

This position builds capacity in the existing Department Assistant's position to support increasing demands related to asset management, staff training/tracking, data acquisition/reporting and customer service.

IMPLICATIONS OF DENIAL:

The existing Department Assistant position duties are focused on data entry and customer service with little time to support the needs of Operations Management i.e. Asset Management, staff training/tracking and various reporting.

Administrative Services Comments (Submittal must be reviewed by Administrative Services Department):

This position is estimated to cost \$74,116 with salary and benefits. It does not include COLA and medical benefit increases for 2023.

Reviewed Date: 6/16/2022

Executive Comments:

Approved half-time position effective 7/1/23

Approved Date: 8/5/22 Disapproved Date: _____

DISTRIBUTION LIST: ☐ Payroll / 2023 Salary Schedule ☐ Finance ☐ Administrative Services Dept.

Fund:	501 Equipment Rental & Reserve Fund		
Department:	31 Fleet & Equipment Reserve		
Division (e.g. Ops / Admin)	ER&R	(if applicable, denote "Operations", "Administration", or other division name)	
Facility (if applicable)		(if applicable, denote facility name)	
Schedule D: PROFESSIONAL SERVICES			

NOTES: For each Professional Services line item included in the department's budget, please provide the requested budget-related data, the provider name and amount of each professional services contract, and an explanation as to the need, any project the request is connected to, etc. Multiple subsections have been provided in order to address departments with multiple professional services lines in the same department. Please include those sub-fund identification numbers.

Provider Name	2023 Budget Amount	2024 Budget Amount	Supplement	One-time	Ongoing	Operating	Explanation	Executive	
								Funded	Not Funded
Mullinax	\$ 20,000	\$ 21,000			X		Vehicle repairs	X	
RWC International LTD	\$ 10,000	\$ 10,500			X		Truck repairs	X	
Local body shops	\$ 15,000	\$ 15,750			X		Body repairs	X	
Les Schwab	\$ 2,000	\$ 2,100			X		Steering alignment	X	
Terex	\$ 4,000	\$ 4,200			X		Crane and Lift inspections	X	
Summit Towing	\$ 1,000	\$ 1,050			X		Towing services	X	
Industrial Inspection	\$ 1,500	\$ 1,575			X		Building crane inspection and repair	X	
Airport Glass	\$ 1,500	\$ 1,575			X		Windshield and glass repairs	X	
Capitol Industrial	\$ 5,000	\$ 5,250			X		Specialized fabrication	X	
GCR Tire	\$ 4,000	\$ 4,200			X		Tire service for large trucks	X	
Industrial Hydraulics	\$ 4,000	\$ 4,200			X		Hydraulic repairs	X	
Norton Corrosion	\$ 1,000	\$ 1,050			X		Fuel and waste oil tank testing	X	
Amerisafe	\$ 1,500	\$ 1,575			X		Fire extinguisher service	X	
Fusion Graphics	\$ 2,000	\$ 2,100			X		Vehicle decals and graphics	X	
Dobbs Peterbilt	\$ 5,000	\$ 5,250			X		Sweeper chassis repairs	X	
SME Solutions	\$ 2,500	\$ 2,625			X		Fuel system pump and monitoring repairs	X	
Similar type business	\$ 8,000	\$ 9,500			X		Vehicle and equipment repairs	X	
Account Total	\$ 88,000	\$ 93,500					501.31.548.600.48.00		

Provider Name	2023 Budget Amount	2024 Budget Amount	Supplement	One-time	Ongoing	Operating	Explanation	Executive	
								Funded	Not Funded
SEMA Charging stations	\$ 2,160	\$ 2,160			X		Online access to charging stations	X	
Alldata	\$ 1,650	\$ 1,650			X		Online subscription to vehicle service and technical information	X	
Public Fleet Managers Association	\$ 125	\$ 125			X		Annual membership	X	
Ford Integrated Diagnostic Subscription	\$ 900	\$ 900			X		Access to Ford data and updates	X	
Account Total	\$ 4,835	\$ 4,835					501.31.548.600.49.03		
State of Washington	\$ 600	\$ 600			X		Business license for fuel tanks	X	
ORCAA	\$ 300	\$ 300			X		Fuel pump registration fee	X	
State of Washington	\$ 1,495	\$ 325			X		Vehicle licensing; 23 in 2023 - 5 in 2024	X	
Account Total	\$ 2,395	\$ 1,225					501.31.548.600.49.05		

Professional Services Total	\$ 95,230	\$ 99,560
Percentage Addition (Reduction)	0.0%	0.0%
Dollar Amount Addition (Reduction)	-	-
Adjusted Approved Total	\$ 95,230	\$ 99,560

Approved in Total Date 8/5/2022

City Administrator Use Only

City Administrator Use Only

Approved modified amount Date _____

Executive Comments & Adjustments: Includes instructions to Budget Officer for data input. Expand as needed.

Fund:	501 Equipment Rental & Reserve Fund
Department:	31 Fleet & Equipment Reserve
Division (e.g. Ops / Admin)	ER&R (if applicable, denote "Operations", "Administration", or other division name)
Facility (if applicable)	(if applicable, denote facility name)
Schedule E: TRAINING & TRAVEL	

Employee(s) (list by position)	Course/Event Title	Location if out of town or out of state	2023		2024		Executive	
			Travel Costs (lodging, per diem, airfare, car) .43.00	Course/Event Cost (Conference/School/ Training)	Travel Costs (lodging, per diem, airfare, car) .43.00	Course/Event Cost (Conference/School/ Training)	Funded	Not Funded
(2) Fleet Technician I	Various Ford Online Courses		n/a	\$250.00	n/a	\$250.00	X	
(2) Fleet Technician I	Various PFMA Courses		n/a	\$1,250.00	n/a	\$1,250.00	X	
Total			\$ -	\$ 1,500	\$ -	\$ 1,500		

Training & Travel Total	-	\$ 1,500	-	\$ 1,500	8/5/2022
					Approved total date:
Percentage Addition (Reduction) City Administrator Use Only	0.0%	0.0%	0.0%	0.0%	
Dollar Amount Addition (Reduction) City Administrator Use Only	-	-	-	-	
Adjusted Approved Total	-	\$ 1,500	-	\$ 1,500	
					Approved modified amount date:

Executive Comments & Adjustments: Includes instructions to Budget Officer for data input. Expand as needed.

Fund:	501 Equipment Rental & Reserve Fund		
Department:	31 Fleet & Equipment Reserve		
Division (e.g. Ops / Admin)	ER&R	(if applicable, denote "Operations", "Administration", or other division name)	
Facility (if applicable)		(if applicable, denote facility name)	
Schedule G: EQUIPMENT / VEHICLE PURCHASE			

NOTES: This form is to request budgetary consideration for new (non-vehicle) equipment (Part I) or new vehicle purchases (Part II), with estimated costs of \$5,000 or more. (A new vehicle or "addition" is defined as expanding the fleet, not replacement. "Replacements" will be budgeted by Fleet Management in the Equipment Rental & Reserve Fund.) If an expansion of the fleet is approved, Finance will include the vehicle cost in the department's budget as a "Transfer Out to the Equipment Reserve Fund No. 501."

PART I - EQUIPMENT

Equipment Description	Justification	2023 Budget Amount	2024 Budget Amount	Addition Replacement	Account No.	Affiliate Review	Executive	
							Funded	Not Funded
69046 - 1996 Wacker Roller	Due for replacement in 2013		21,500	X	64.11		X	
69047 - 1996 Roller Trailer	Due for replacement in 2013		5,000	X	64.11		X	
69598 - 2005 John Deere Backhoe	Scheduled for replacement in 2024		145,000	X	64.11		X	
6069785 2009 John Deere w/mower	Due for replacement in 2019	155,000		X	64.11		X	
6070081 - 2013 Vermeer Chipper	Scheduled for replacement in 2024	70,000		X	64.11		X	
6070105 - 2013 Varitech Sprayer	Scheduled for replacement in 2023	23,500		X	64.11		X	
6070355 - 2018 John Deere Mower	Scheduled for replacement in 2024		10,750	X	64.11		X	
6069756 - 2007 John Deere Gator	Due for replacement in 2014		9,250	X	64.12		X	
Equipment Total		248,500	191,500					

PART II - VEHICLES

69466 - 2006 Ford F-150	Due for replacement in 2017, enhance to EV	55,000		X	64.18	Upgrade to EV	X*	
69468 - 2003 Ford E-350	Due for replacement in 2015, down size Escape	32,000		X	64.18	Down size hybrid Escape	X*	
69477 - 2007 Freightliner	Scheduled for replacement in 2024		375,000	X	64.08		X**	
69539 - 2004 Chevrolet Colorado	Due for replacement in 2015, enhance to EV	55,000		X	64.08	Upgrade to EV	X*	
6069856 - 2008 Ford Escape	Due for replacement in 2019, enhance to EV	55,000		X	64.18	Enhance to full size EV pick-up	X*	
6069919 - 2012 Ford F-250	Scheduled for replacement in 2023	50,000		X	64.08		X*	
6069935 - 2010 International Vac-Con	Due for replacement in 2020	550,000		X	64.08	\$200,000 under funded	X*	

Equipment Description	Justification	2023 Budget Amount	2024 Budget Amount	Addition	Replacement	Account No.	Affiliate Review	Executive	
								Funded	Not Funded
6069962 - 2011 Ford F-550 Service Truck	Due for replacement in 2022	90,000			X	64.08		X*	
6070083 - 2013 Ford F-550 w/Versalift	Scheduled for replacement in 2024		174,000		X	64.08		X*	
6070105 - 2013 Ford F-350 w/dump	Scheduled for replacement in 2023	56,500			X	64.08		X*	
6070304 - 2017 Ford Interceptor SUV	Scheduled for replacement in 2023	72,000			X	64.05	Enhance to Hybrid	X*	
6070305 - 2017 Ford Interceptor SUV	Scheduled for replacement in 2023	72,000			X	64.05	Enhance to Hybrid	X*	
6070309 - 2017 Ford Interceptor SUV	Scheduled for replacement in 2023	72,000			X	64.05	Enhance to Hybrid	X*	
6070310 - 2017 Ford Interceptor SUV	Scheduled for replacement in 2023	72,000			X	64.05	Enhance to Hybrid - \$24,300 Under funded	X*	
6070311 - 2017 Ford Interceptor SUV	Scheduled for replacement in 2023	72,000			X	64.05	Enhance to Hybrid - \$19,000 Under funded	X*	
6070312 - 2017 Ford Interceptor SUV	Scheduled for replacement in 2023	72,000			X	64.05	Enhance to Hybrid - \$23,000 Under funded	X*	
6070313 - 2017 Ford Interceptor SUV	Scheduled for replacement in 2023	72,000			X	64.05	Enhance to Hybrid - \$23,000 Under funded	X*	
6070314 - 2017 Ford Interceptor SUV	Scheduled for replacement in 2023	72,000			X	64.05	Enhance to Hybrid - \$23,000 Under funded	X*	
6070317 - 2017 Chevrolet Tahoe	Scheduled for replacement in 2023	72,000			X	64.05		X*	
6070318 - 2017 Chevrolet Tahoe	Scheduled for replacement in 2023	72,000			X	64.05		X*	
6070341 - 2018 Ford Interceptor SUV	Scheduled for replacement in 2024		74,200		X	64.05	Enhance to Hybrid	X*	
6070350 - 2018 Ford Interceptor SUV	Scheduled for replacement in 2024		74,200		X	64.05	Enhance to Hybrid	X*	
69415 - 2002 Chevrolet 7 Passenger Van	Due for replacement in 2013, enhance to SUV	55,000			X	64.21	Enhance to SUV	X*	
6070075 - 2012 Ford F-250	Scheduled for replacement in 2023	46,000			X	64.21		X*	
69416 - 2002 Dodge Pick-up	Due for replacement in 2013, enhance to EV	46,000			X	64.21		X*	
69322 - 2001 GMC Pick-up	Due for replacement in 2013, enhance Hybrid	30,000			X	64.13	Enhance to Hybrid	X*	
69644 - 2006 Toyota Prius	Due for replacement in 2015	30,000			X	64.13		X*	

Equipment Description	Justification	2023 Budget Amount	2024 Budget Amount	Addition	Replacement	Account No.	Affiliate Review	Executive	
								Funded	Not Funded
6069917 - 2009 Chevrolet Tahoe	Due for replacement in 2020, order canceled by Ford, need to reorder to receive in 2023	52,000			X	64.08	Enhance to EV	X*	
6069920 - 2011 Chevrolet Silverado	Due for replacement in 2022, order canceled by Ford, need to reorder to receive in 2023	52,000			X	64.08	Enhance to EV	X*	
New request approved in 2021 budget	Vehicle ordered in 2022 but Ford canceled the order and we need to reorder to receive in 2023	52,000		X		Sewer Dept.	EV	X*	
New request approved in 2021 budget	Vehicle ordered in 2022 but Ford canceled the order and we need to reorder to receive in 2023	52,000		X		Storm Dept.	EV	X*	
Vehicle Total		2,078,500	697,400						

Equipment Total	\$	248,500	\$	191,500	<i>Approved in Total Date</i>	8/5/2022
Percentage Addition (Reduction) City Administrator Use Only		0.0%		0.0%		
Dollar Amount Addition (Reduction) City Administrator Use Only		-		-		
Adjusted Approved Total	\$	248,500	\$	191,500	<i>Approved modified amount Date</i>	

Vehicle Total	\$	2,078,500	\$	697,400	<i>Approved in Total Date</i>	8/23/2022
Percentage Addition (Reduction)		0.0%		0.0%		
Dollar Amount Addition (Reduction)		-		-		
Adjusted Approved Total	\$	2,078,500	\$	697,400	<i>Approved modified amount Date</i>	

Affiliate Department Comments: Department submittals must include review and comments from IT, if applicable.

IT Review

☐ Reviewed

Date: MM/DD/YYYY

Affiliate Department Comments: Department submittals must include review and comments from either Fleet, if applicable.

Fleet Review

☐ Reviewed

Date: MM/DD/YYYY

Executive Comments & Adjustments: Includes instructions to Budget Officer for data input. Expand as needed.

X*-All vehicles are assessed at time of scheduled replacement to verify they need to be replaced. Where hybrid or EV are viable, they are required. If not viable, may pursue credits. X**-Fully funded in ERR. Replacement to be large dump truck.

Fund:	501 Equipment Rental & Reserve
Department:	31 Fleet & Equipment Reserve
Division (e.g. Ops / Admin)	(if applicable, denote "Operations", "Administration", or other division name)
Facility (if applicable)	(if applicable, denote facility name)
Schedule H: MINOR EQUIPMENT	

NOTES: This form is to itemize minor (between \$250 and \$4,999) equipment purchases included in BARS Sub-object number 35. Please make sure that the total matches the preliminary budget line item. For those departments with multiple line items, please sub-total by applicable BARS No. REMINDER: 35.XX is only for individual items greater than \$500 and less than \$5,000. Items costing less should be included in the Other Operating Expenses line item in base budget. Items costing \$5,000 or greater are to be included in Schedule G.

Account Number	Item Description	2023 Budget	2024 Budget	Justification	Executive	
					Funded	Not Funded
501.31.548.600.35.00	Ford Integrated Diagnostic System	\$ 4,500		Improve our ability to diagnose and repair Ford vehicles	X	
501.31.548.600.35.00	Misc. Small Tools as needed	\$ 1,200	\$ 4,500		X	
Account Total		\$ 5,700	\$ 4,500			

Professional Services Total	\$ 5,700	\$ 4,500	Approved in Total Date	8/5/2022
Percentage Addition (Reduction) City Administrator Use Only	0.0%	0.0%		
Dollar Amount Addition (Reduction) City Administrator Use Only	-	-		
Adjusted Approved Total	\$ 5,700	\$ 4,500	Approved modified amount Date	

Affiliate Department Comments: Submittals must include review and comments from either IT or Fleet, if applicable

Dept. Approval

☐ Approved

☐ Not Approved

Executive Comments & Adjustments: Includes instructions to Budget Officer for data input. Expand as needed.

Fund: 501 - Fleet & Equipment Management

Dept.: 31 - Fleet & Equipment Reserve (Information Technology)

Schedule A: SHORT-TERM GOALS AND OBJECTIVES – 2023-2024

Function/Program Description:

The function of the Equipment Rental and Reserve Program is to fund the replacement of high-cost equipment used by the City to perform work and deliver services to the residents of Tumwater. Through this program, a replacement schedule is set for each individual piece of high-cost equipment. A rate is then calculated based on the anticipated cost of replacement and charged to the department responsible for the equipment. When the replacement funds are accumulated, the equipment can be replaced as scheduled.

Major Accomplishments in Prior Biennium:

1. Driven by COVID, implemented flexible technology solutions to accommodate working from multiple locations.
2. Implemented communication tools to support a mobile workforce.
3. Core network infrastructure replaced and optimized.
4. Council Chambers and other meeting spaces improved to support a mixture of onsite and remote participants.

Previous On-Going Short-Term Goals and Objectives:

1. All previous goals and objectives were completed, but we will continue to improve on those solutions.

New Short-Term Goals and Objectives:

1. Improve on remote access and communication tools to provide a more streamlined and simplified remote work experience.
2. Implement additional information security training, policies and controls to reduce the City's risk.
3. Simplify and standardize the new user on-boarding and off-boarding processes.
4. Establish a single authoritative data store to track City of Tumwater's Information Technology assets. This will allow a simplified workflow and management of the entire asset lifecycle from acquisition to recycle.

Fund: 501 - Fleet & Equipment Management

Dept.: 31 - Fleet & Equipment Reserve (Information Technology)

Schedule B: LONG-RANGE GOALS AND OBJECTIVES – 2025-2027

Long-Range Goals and Objectives:

1. Develop an IT system that supports City activities and improves service, productivity, efficiency, and effectiveness.
2. Strategically analyze information security risks and implement controls where reasonable in all information technology services and projects.
3. Implement the IT Strategic Plan and update actions as conditions and technologies change.

Fund: 501 – Fleet & Equipment Management

Dept.: 31 – Fleet & Equipment Reserve (Information Technology)

Schedule C: STAFFING ADJUSTMENTS

TYPE OF ADJUSTMENT:

Addition:	Elimination:	Change in Hours:	Change in Title/Description:	Change in Salary:
<input checked="" type="checkbox"/>	<input type="checkbox"/>		Department Assistant I (.5FTE) (Grade 34)	Grade 34 or Grade 41

DESCRIPTION OF ADJUSTMENT:

This position will cover many day-to-day non-technical functions and free up specialist capacity. Typically duties would include inventory, asset management, invoices, purchase orders, initial customer contact and information collection for the ticketing system.

ALTERNATIVES:

Hire a full time Department Assistant that would be .5 Human Resources and .5 Information Technology.
Continue to use specialist positions to cover non-technical functions and tasks.

ADVANTAGES OF APPROVAL:

This is an affordable solution to deal with growing demands for Information Technology support and maintain expected service levels. Allows for more efficient use of highly skilled staff resources.

IMPLICATIONS OF DENIAL:

The number of users and services supported by Information Technology continue to increase. Resources will need to adjust accordingly to maintain acceptable service levels. Technical staff will continue to process purchase orders, correspondence, work orders, and reports.

Administrative Services Comments (Submittal must be reviewed by Administrative Services Department):

In an alternate scenario, this may be a DAII as opposed to a DAI position. Recommend an estimate of grade 41, step 1 at a part-time rate of \$37,085 with salary and benefits. Estimate does not include 2023 COLA or medical benefit cost increases.

Reviewed Date: 6/16/2022

Executive Comments:

Half-time DA1 approved for IT only, with limited back-up to HR. Could be a promotable position in the future.

Approved Date: 7/8/22 Disapproved Date: _____

DISTRIBUTION LIST: ☐ Payroll / 2023 Salary Schedule ☐ Finance ☐ Administrative Services Dept.

Fund:	501 Equipment Rental & Reserve Fund		
Department:	31 Fleet & IT Reserve		
Division (e.g. Ops / Admin)	IT	(if applicable, denote "Operations", "Administration", or other division name)	
Facility (if applicable)		(if applicable, denote facility name)	
Schedule D: PROFESSIONAL SERVICES			

NOTES: For each Professional Services line item included in the department's budget, please provide the requested budget-related data, the provider name and amount of each professional services contract, and an explanation as to the need, any project the request is connected to, etc. Multiple subsections have been provided in order to address departments with multiple professional services lines in the same department. Please include those sub-fund identification numbers.

Provider Name	2023 Budget Amount	2024 Budget Amount	Supplement	One-time	Ongoing	Explanation	Executive	
							Funded	Not Funded
Network Consultant/Contractor	\$ 60,000	-	X	X		Temporary contractor to cover and train the Network Administrator	X	
On-call IT Staff	\$ 8,500	\$ 8,500	X		X	Funding to cover on-call and on-call related overtime for IT staff <i>This should be reflected in the OT budget.</i>		X1
Account Total	\$ 60,000	-				502.31.548.100.41.02		
Allstream	\$ 32,010	\$ 32,010			X	VOIP Phone Service	X	
WaTech	\$ 1,760	\$ 1,760			X	Backup Internet Service	X	
Flowroute	\$ 2,500	\$ 2,500			X	VOIP and 911 location services	X	
Verizon	\$ 3,000	\$ 3,000			X	Department phones	X	
Zoom	\$ 2,500	\$ 2,500			X	Web conferencing software subscription	X	
Others	\$ 5,500	\$ 5,500			X	Other charges for data services, domain names, Constant Contact	X	
Account Total	\$ 47,270	\$ 47,270				502.31.548.100.42.00		
Capital Business Machines/Sharp	\$ 15,000	\$ 15,000			X	Photocopier leases	X	
Account Total	\$ 15,000	\$ 15,000				502.31.548.100.45.01		
3R Technologies	\$ 500	\$ 500	X		X	Recycling Pickup	X	
Various	\$ 5,000	\$ 5,000	X		X	Charges for repairs on Network and Telecommunications Systems, replacement parts for computers, printers, switches, etc. that are less than \$500	X	
Account Total	\$ 5,000	\$ 5,000				502.31.548.100.48.00		

Provider Name	2023 Budget Amount	2024 Budget Amount	Supplement	One-time	Ongoing	Explanation	Executive	
							Funded	Not Funded
3CX	\$ 2,000	\$ 2,000			X	3CX phone system software subscription	X	
Amazon Web Services	\$ 15,000	\$ 15,000			X	Cloud backup	X	
Centralsquare	\$ 40,000	\$ 40,000			X	Lucity software maintenance	X	
Cities Digital	\$ 17,500	\$ 17,500			X	Laserfiche imaging software support	X	
Darktrace	\$ 50,000	\$ 50,000	X		X	Anomaly Detection System - Network and email security system	X	
ESRI	\$ 31,000	\$ 31,000			X	GIS server and related software	X	
IBM Maas 360	\$ 1,000	\$ 1,000			X	Mobile Device Management software for Council tablets	X	
NinjaOne and Bitdefender	\$ 20,000	\$ 20,000			X	System Remote Management software and Endpoint Security	X	
Nutanix	\$ 25,000	\$ 25,000			X	Core server platform maintenance	X	
Right! Systems Inc.	\$ 25,000	\$ 25,000			X	Cohesity backup system	X	
SHI	\$ 5,000	\$ 55,000			X	Microsoft, Adobe and other various software	X	
SHI (Microsoft Office365)	\$ 70,000	\$ 70,000	X		X	Office365 subscription - Email, Word, Excel, Teams, SharePoint, etc.	X	
Smarsh	\$ 10,000	\$ 10,000			X	Verizon SMS archiving service	X	
Tenable Network Security	\$ 2,500	\$ 2,500			X	Network Vulnerability Scanner for security audits	X	
Trebron Company Inc.	\$ 20,000	-			X	Sophos XG Firewall hardware and support subscription	X	
Tyler Technologies	\$ 155,715	\$ 163,500			X	Tyler Munis support and maintenance	X	
Verkada	\$ 145,000	-	X		X	Replacement door access system	X	
Various	\$ 5,000	\$ 5,000	X		X	Smaller software solutions unique to network operations or other specialized purposes	X	
Account Total	\$ 639,715	\$ 532,500				502.31.548.100.48.01		
ACCIS & Others	\$ 575	\$ 575			X	Annual membership fees	X	
Account Total	\$ 575	\$ 575				502.31.548.100.49.03		

Professional Services Total **\$ 767,560 \$ 600,345**

Percentage Addition (Reduction) 0.0% 0.0% *City Administrator Use Only*

Dollar Amount Addition (Reduction) - - *City Administrator Use Only*

Adjusted Approved Total **\$ 767,560 \$ 600,345**

Approved in Total Date _____

Approved modified amount Date 7/8/2022

Executive Comments & Adjustments: Includes instructions to Budget Officer for data input. Expand as needed.

X1 - should be in overtime line.

Fund:	501 Equipment Rental & Reserve Fund
Department:	31 Fleet & Equipment Reserve
Division (e.g. Ops / Admin) IT	(if applicable, denote "Operations", "Administration", or other division name)
Facility (if applicable)	(if applicable, denote facility name)
Schedule E: TRAINING & TRAVEL	

Employee(s) (list by position)	Course/Event Title	Location if out of town or out of state	2023		2024		Executive	
			Travel Costs (lodging, per diem, airfare, car) .43.00	Course/Event Cost (Conference/School/ Training)	Travel Costs (lodging, per diem, airfare, car) .43.00	Course/Event Cost (Conference/School/ Training)	Funded	Not Funded
Various staff as deemed appropriate	Various local training opportunities, certifications, software/hardware/customer service		\$500.00	\$2,500.00	\$500.00	\$2,500.00	X	
IT Manager	Washington State Assoc. of County and City Information Systems (ACCIS) Spring Conference	In State, City TBD	\$1,000.00	\$250.00	\$1,000.00	\$250.00	X	
IT Manager	Washington State Assoc. of County and City Information Systems (ACCIS) Fall Conference	In State, City TBD	\$1,000.00	\$250.00	\$1,000.00	\$250.00	X	
IT Manager	Black Hat Security Conference for security researchers	Las Vegas, NV	\$2,500.00	\$2,700.00	\$2,500.00	\$2,700.00	X	
IT Business Analyst	Tyler Technologies Annual User's Conference	Out of State, TBD	\$2,000.00	\$1,000.00	\$2,000.00	\$1,000.00	X	
Applications Analyst	Tyler Technologies Annual User's Conference	Out of State, TBD	\$2,000.00	\$1,000.00	\$2,000.00	\$1,000.00	X	
IT Business Analyst	Laserfiche Imaging Annual Conference	Out of State, TBD	\$2,000.00	\$600.00	\$2,000.00	\$600.00	X	
Applications Analyst	Laserfiche Imaging Annual Conference	Out of State, TBD	\$2,000.00	\$600.00	\$2,000.00	\$600.00	X	
Digital Forensics Training for Senior Information Technology Specialist	SANS FOR500: Windows Forensic Analysis	Virtual		\$8,000.00			X	

Employee(s) (list by position)	Course/Event Title	Location if out of town or out of state	2023		2024		Executive	
			Travel Costs (lodging, per diem, airfare, car) .43.00	Course/Event Cost (Conference/School/ Training)	Travel Costs (lodging, per diem, airfare, car) .43.00	Course/Event Cost (Conference/School/ Training)	Funded	Not Funded
Digital Forensics Certification Test for Senior Information Technology Specialist	GIAC Certified Forensic Examiner Test			\$1,000.00			X	
Total			\$ 13,000	\$ 17,900	\$ 13,000	\$ 8,900		

Training & Travel Total	\$ 13,000	\$ 17,900	\$ 13,000	\$ 8,900	7/8/2022
					Approved total date:
Percentage Addition (Reduction) <i>City Administrator Use Only</i>	0.0%	0.0%	0.0%	0.0%	
Dollar Amount Addition (Reduction) <i>City Administrator Use Only</i>	-	-	-	-	
Adjusted Approved Total	\$ 13,000	\$ 17,900	\$ 13,000	\$ 8,900	
					Approved modified amount date:

Executive Comments & Adjustments: Includes instructions to Budget Officer for data input. Expand as needed.

Fund:	501 Equipmnt Rental & Rsv Fund
Department:	31 Fleet & Equipment Reserve
Division (e.g. Ops / Admin)	IT (if applicable, denote "Operations", "Administration", or other division name)
Facility (if applicable)	(if applicable, denote facility name)
Schedule G: EQUIPMENT / VEHICLE PURCHASE	

NOTES: This form is to request budgetary consideration for new (non-vehicle) equipment (Part I) or new vehicle purchases (Part II), with estimated costs of \$5,000 or more. (A new vehicle or "addition" is defined as expanding the fleet, not replacement. "Replacements" will be budgeted by Fleet Management in the Equipment Rental & Reserve Fund.) If an expansion of the fleet is approved, Finance will include the vehicle cost in the department's budget as a "Transfer Out to the Equipment Reserve Fund No. 501."

PART I - EQUIPMENT

Equipment Description	Justification	2023 Budget Amount	2024 Budget Amount	Addition	Replacement	Account No.	Affiliate Review	Executive	
								Funded	Not Funded
Various	ER&R Replacements (IT assets over \$5,000)	93,000	93,000		X	502.31.594.000.64.01		X	
Equipment Total		93,000	93,000						

Equipment Total	\$ 93,000	\$ 93,000	Approved in Total Date	7/8/2022
Percentage Addition (Reduction) City Administrator Use Only	0.0%	0.0%		
Dollar Amount Addition (Reduction) City Administrator Use Only	-	-		
Adjusted Approved Total	\$ 93,000	\$ 93,000	Approved modified amount Date	

Affiliate Department Comments: Department submittals must include review and comments from IT, if applicable.

IT Review

☐ Reviewed

Date: MM/DD/YYYY

Affiliate Department Comments: Department submittals must include review and comments from either Fleet, if applicable.

Fleet Review

☐ Reviewed

Date: MM/DD/YYYY

Executive Comments & Adjustments: Includes instructions to Budget Officer for data input. Expand as needed.

Fund:	501 Equipment Rental & Rsv Fund
Department:	31 Fleet & Equipment Reserve
Division (e.g. Ops / Admin)	IT (if applicable, denote "Operations", "Administration", or other division name)
Facility (if applicable)	(if applicable, denote facility name)
Schedule H: MINOR EQUIPMENT	

NOTES: This form is to itemize minor (between \$250 and \$4,999) equipment purchases included in BARS Sub-object number 35. Please make sure that the total matches the preliminary budget line item. For those departments with multiple line items, please sub-total by applicable BARS No. REMINDER: 35.XX is only for individual items greater than \$500 and less than \$5,000. Items costing less should be included in the Other Operating Expenses line item in base budget. Items costing \$5,000 or greater are to be included in Schedule G.

Account Number	Item Description	2023 Budget	2024 Budget	Justification	Executive	
					Funded	Not Funded
501.31.548.100.35.98	Small tools replacement (printers, scanners, monitors, PC, etc.)	\$ 75,000	\$ 75,000	Small assets (less than \$5,000) in replacement cycle	X	
501.31.548.100.35.98	Small tools (printers, scanners, monitors, PC, etc.)	\$ 10,000	\$ 10,000	Small assets for use by IT Team for new services and testing new technology solutions	X	
501.31.548.100.35.00	Monitoring and testing equipment	\$ 2,200	\$ 2,200	Reserve budget for new test equipment as it becomes available	X	
Account Total		\$ 87,200	\$ 87,200			

Account Number	Item Description	2023 Budget	2024 Budget	Justification	Executive	
					Funded	Not Funded
501.31.548.100.35.99	Minor computers, citywide use	\$ 7,500	\$ 7,500	IT Small Attractive Asset additions (under \$5,000) as needed by Information Technology Team to support various new services or test new technology solutions	X	
Account Total		\$ 7,500	\$ 7,500			

Account Number	Item Description	2023 Budget	2024 Budget	Justification	Executive	
					Funded	Not Funded

Professional Services Total		\$ 94,700	\$ 94,700	Approved in Total Date	7/8/2022
Percentage Addition (Reduction)	City Administrator Use Only	0.0%	0.0%		
Dollar Amount Addition (Reduction)	City Administrator Use Only	-	-		
Adjusted Approved Total		\$ 94,700	\$ 94,700	Approved modified amount Date	

Affiliate Department Comments: Submittals must include review and comments from either IT or Fleet, if applicable

Dept. Approval

☐ Approved

☐ Not Approved

Executive Comments & Adjustments: Includes instructions to Budget Officer for data input. Expand as needed.