



CITY COUNCIL
ANDY RYDER
Mayor

CYNTHIA PRATT
Deputy Mayor

LENNY GREENSTEIN
MICHAEL STEADMAN
CAROLYN COX
ED KUNKEL
MALCOLM MILLER

CITY MANAGER
SCOTT SPENCE

LACEY CITY COUNCIL AGENDA*

APRIL 9, 2020

4:00 P.M.

REMOTE ATTENDANCE

To comply with Governor Inslee's Proclamation 20-28, the City Council meeting will be conducted remotely, not in-person. However, you may view the Council meeting by watching live through video streaming on [Live Meetings](#), [YouTube](#), [Facebook](#), or Thurston Community Media, Channel 3 with your local cable provider.

The public may also listen to the meeting via telephone by dialing toll-free:

(888) 788-0099 or (877) 853-5247 - when prompted enter Webinar ID **414 847 991**
press # (participant ID not required)

Public comments may be submitted by email to publiccomment@ci.lacey.wa.us. The commenting period will close at 12:00 p.m. on the day of the Council meeting. Comments will be provided to the City Council electronically prior to the meeting. Comments will not be addressed during the Council meeting; however, comments received will be added to the official record.

CALL TO ORDER:

- 1. PLEDGE OF ALLEGIANCE**
- 2. APPROVAL OF AGENDA & CONSENT AGENDA ITEMS:**
 - A. [Worksession meeting minutes of March 19, 2020.](#)
 - B. [Council meeting minutes of March 26, 2020.](#)
 - C. [A motion to approve payment of claims, wages, and transfers for March 20, 2020 through April 1, 2020.](#)

Items listed under the consent agenda are considered to be routine and will be enacted by one motion and one vote. There will be no separate discussion of these items. If discussion is desired, that item will be removed from the Consent Agenda and will be considered separately.

- 3. PUBLIC HEARING:**
- 4. REFERRAL FROM PLANNING COMMISSION:**
- 5. REFERRAL FROM HEARINGS EXAMINER:**
- 6. RESOLUTIONS:**
- 7. ORDINANCES:**
 - A. [Ordinance 1566 - 2020 Budget Amendment \(COVID-19, Public Health Emergency\)](#)
(Troy Woo)

8. MAYOR'S REPORT:

9. CITY MANAGER'S REPORT:

A. Lacey Small Business Stabilization Fund Briefing (*Rick Walk*)

10. STANDING GENERAL COMMITTEE:

11. OTHER BUSINESS:

12. ADJOURN

** Agenda format amended pursuant to [Resolution 1087](#)*

MINUTES OF THE LACEY CITY COUNCIL WORKSESSION

MARCH 19, 2020

7:00 P.M. – 8:35 P.M.

COUNCIL PRESENT: MAYOR RYDER, DEPUTY MAYOR PRATT, COUNCILMEMBERS GREENSTEIN, STEADMAN, COX, KUNKEL (*VIA PHONE*), MILLER

STAFF PRESENT: S. SPENCE, J. BURBIDGE, S. EGGER, D. SCHNEIDER, R. ARMADA, R. WALK, T. WOO, P. EDMONDS

ACTION: APPROVE THE WORKSESSION AGENDA

MOTION: MOTION MADE, SECONDED AND CARRIED BY COUNCILMEMBER GREENSTEIN AND DEPUTY MAYOR PRATT

RESOLUTION OF EMERGENCY DECLARATION RELATED TO COVID-19

STAFF: SCOTT SPENCE, CITY MANAGER

ACTION: MOTION MADE, SECONDED AND CARRIED BY COUNCILMEMBER STEADMAN AND DEPUTY MAYOR PRATT TO APPROVE RESOLUTION NO. 1085 DECLARING AN EMERGENCY IN THE CITY OF LACEY REGARDING THE OUTBREAK OF NOVEL CORONAVIRUS (COVID-19) IN THURSTON COUNTY.

All levels of government have taken recent emergency actions related to the outbreak of novel coronavirus (COVID-19). On March 13, 2020, Mayor Ryder signed a declaration of emergency finding the COVID-19 outbreak to constitute an emergency. To formalize the declaration, Council must affirm the existence of an emergency by approving Resolution No. 1085.

COMMUNITY CENTER ENERGY SAVINGS PERFORMANCE CONTRACTING (ESPC)

STAFF: ASHLEY SMITH, CIVIL ENGINEER & CAPITAL PROJECTS MANAGER

ACTION: MOTION MADE, SECONDED AND CARRIED BY COUNCILMEMBERS GREENSTEIN AND COX TO AUTHORIZE THE CITY MANAGER TO SIGN AMENDMENT NO. 1 TO INTERAGENCY AGREEMENT NO. K6450 TO PROCEED WITH THE DESIGN AND CONSTRUCTION OF THE LACEY COMMUNITY CENTER HVAC REPLACEMENT PROJECT

The City entered into an Interagency Agreement with the Department of General Administration (GA), now known as Department of Enterprise Services, to participate

in the performance contracting program through the State of Washington. An amended Interagency Agreement, approved by City Council on December 5, 2019, as part of the building rehabilitation to the Lacey Veterans Services Hub, will also serve as the agreement to complete the Lacey Community Center HVAC work.

In July 2019, the City of Lacey partnered with Department of Enterprise Services (DES) to complete an Investment Grade Audit (IGA) to identify Energy Conservation Measures (ECM) and Facility Improvement Measures (FIM) to update aging or underperforming infrastructure.

In January 2020, the Energy Savings Company (ESCO) selected by DES, Sunset Air, completed an Energy Savings Proposal detailing the upgrades and resulting energy savings.

The Lacey Community Center HVAC system project will include replacement of the building's aging HVAC systems and boilers, installation of energy efficient heat recovery type variable refrigerant heat pumps, and installation of efficient plumbing fixtures.

DES recommends the project begin as soon as possible take advantage of the current closure of the Community Center.

COVID-19 STATUS UPDATE

STAFF: SCOTT SPENCE, CITY MANAGER
 RICK WALK, COMMUNITY & ECONOMIC DEVELOPMENT DIRECTOR
ACTION: INFORMATION ONLY

Staff provided information on a regional partnership with Thurston Economic Development Council and Thurston EDC Center for Business & Innovation to provide stabilization and relief to small businesses impacted by COVID-19.

Harald Jones commented on the Governor's guidance to hold meetings with less than 10 people; encouraged Council to use the US Postal Service to provide messages to the public; and commented on the Community Center's HVAC system project Council approved.

Mayor Ryder noted that some local grocery stores are no longer allowing patrons to bring in their own grocery bags. This is in an effort to help stop the spread of germs.

MOTION MADE AND SECONDED BY COUNCILMEMBERS GREENSTEIN AND STEADMAN TO AUTHORIZE STAFF TO PREPARE AN ORDINANCE TO REMOVE THE FIVE-CENTS PER BAG CHARGE FROM THE CITY'S LACEY MUNICIPAL CODE. COUNCILMEMBERS GREENSTEIN, STEADMAN, AND KUNKEL VOTED YES. MAYOR RYDER, DEPUTY MAYOR PRATT, AND COUNCILMEMBERS COX AND MILLER VOTED NO. MOTION FAILED.

Council directed staff to prepare a resolution for consideration at the March 26, 2020, Council meeting to include temporary procedural changes, suspension of the five-cents per bag charge, and other additional measures needed to protect and assist the community.

MOTION MADE AND SECONDED BY MAYOR RYDER AND DEPUTY MAYOR PRATT TO SUSPEND THE IN-PERSON PUBLIC COMMENT FROM THE MARCH 26, 2020, COUNCIL MEETING. MAYOR RYDER, DEPUTY MAYOR PRATT, AND COUNCILMEMBER MILLER VOTED YES. COUNCILMEMBERS COX, GREENSTEIN, STEADMAN, AND KUNKEL VOTED NO. MOTION FAILED.

Councilmember Cox requested Council discuss the public health risk for the unsheltered community at the next Council meeting.

Scott Spence, City Manager, confirmed staff will prepare a letter to Congressman Heck for the Mayor's signature relating to unemployment insurance.

MINUTES OF A REGULAR COUNCIL MEETING
OF THE LACEY CITY COUNCIL HELD
THURSDAY, MARCH 26, 2020, IN LACEY
COUNCIL CHAMBERS AND REMOTE ACCESS

CALL TO ORDER: Mayor Ryder called the meeting to order at
4:00 p.m.

PLEDGE OF ALLEGIANCE: Mayor Ryder led the Pledge of Allegiance.

COUNCIL PRESENT: A. Ryder, L. Greenstein, M. Miller, E. Kunkel (in
person); C. Pratt, C. Cox, S. Steadman (remote
access)

STAFF PRESENT: S. Spence, D. Schneider, R. Walk, (in person)
P. Edmonds (remote access)

Mayor Ryder requested amending the agenda to
add a request by Thurston County United Way.

APPROVAL OF AGENDA
AND CONSENT AGENDA:

Consent Agenda Items:

- A. Council worksession minutes of March 5, 2020
- B. Council meeting minutes of March 12, 2020
- C. A motion to approve payment of claims, wages
and transfers for March 5, 2020, through
March 19, 2020

COUNCILMEMBER GREENSTEIN MOVED TO
APPROVE THE AMENDED AGENDA AND
CONSENT AGENDA. COUNCILMEMBER
KUNKEL SECONDED. MOTION CARRIED.

RESOLUTIONS:

Rick Walk, Community & Economic Development Director, presented Council Resolution 1086 establishing a business support program in response to the Novel Coronavirus (COVID-19).

The COVID-19 pandemic has immediately slowed down and/or closed business activities, and has made a sudden impact on the ability of businesses to retain employees, pay rent, loans, and obligations. The City's Strategic Investment Fund was created for economic investment. An allocation of \$1 million of the reserve would help address the economic impacts and recovery associated with COVID-19.

A partnership will be created with the Thurston Economic Development Council's Center for Business & Innovation in order to administer the small business stabilization program. Grants would be provided up to a maximum of \$10,000 for a Lacey business.

Council discussed amending Resolution 1086, Section 4, to remove "City Manager" and add "City Council," and amend Exhibit A, Criteria 2, to change 5 FTEs to 25 FTEs or fewer, with priority to be given to businesses with 10 FTEs or fewer.

MAYOR RYDER MOVED TO APPROVE RESOLUTION 1086 ESTABLISHING A BUSINESS SUPPORT PROGRAM IN RESPONSE TO THE NOVEL CORONAVIRUS (COVID-19) AS AMENDED BY THE CITY ATTORNEY. COUNCILMEMBER GREENSTEIN SECONDED. MOTION CARRIED.

Dave Schneider, City Attorney, presented Council with Resolution No. 1087 providing temporary procedures in response to the Novel Coronavirus (COVID-19).

The COVID-19 has become a critical public health safety concern. Governor Inslee's March 23, 2020, "Stay Home, Stay Healthy" order requires every Washingtonian to stay home unless they are engaged in an essential activity.

The restrictions require change to the process in which the City normally conducts business. Additionally, these restrictions are causing significant negative economic effects to the citizens and business community of Lacey. It was recommended to change certain City policies and code for the duration of the COVID-19 emergency.

DEPUTY MAYOR PRATT MOVED TO APPROVE RESOLUTION 1087 PROVIDING TEMPORARY PROCEDURES IN RESPONSE TO THE NOVEL CORONAVIRUS (COVID-19). COUNCILMEMBER COX SECONDED.

COUNCILMEMBER GREENSTEIN MOVED TO AMEND THE MOTION TO INCLUDE SUSPENSION OF LACEY MUNICIPAL CODE 8.06 UNTIL EXPIRATION OF THE EMERGENCY DECLARATION. COUNCILMEMBER MILLER SECONDED. MOTION CARRIED.

CITY MANAGER'S REPORT: Scott Spence, City Manager, presented Council with a request from United Way of Thurston County for \$50,000 for the Thurston County COVID-19 Response Fund.

MAYOR RYDER MOVED TO APPROVE \$50,000 TO UNITED WAY OF THURSON COUNTY IN RESPONSE TO COVID-19. COUNCILMEMBER STEADMAN SECONDED. MOTION CARRIED.

Scott Spence, City Manager, updated Council on COVID-19, and thanked City staff for their continued efforts to provide services to the public.

Scott Spence, City Manager, updated Council on the following intergovernmental agreements he recently signed:

- Joint Regulation of Transportation Network Companies with cities of Olympia, Tumwater, and Yelm
- Mutual Law Enforcement Aid and/or SWAT Deployment with cities of Olympia, Tumwater, and Yelm
- Advanced Technology Information Management System with Thurston County

Mayor Ryder adjourned the meeting at 5:22 p.m.

MAYOR: _____

ATTESTED BY CITY CLERK: _____

DATE APPROVED: _____



LACEY CITY COUNCIL MEETING

April 9, 2020

SUBJECT: Disbursement Approval

RECOMMENDATION: By motion, approve payment of claims, wages, and transfers.

STAFF CONTACT: Troy Woo, Finance Director 

ORIGINATED BY: Troy Woo, Finance Department

BACKGROUND:

The action requested of the City Council is by motion to approve payment of claims, wages and transfers for 3/20/2020 through 4/1/2020. The disbursements consist of the following:

Checks:	<u>Week of</u>	<u>Beg. Check No.</u>	<u>End. Check No.</u>	<u>Amount</u>
	3/20/2020	250619	250729	566,758.98
	3/27/2020	250730	250857	656,526.08
	*3/31/2020	250858	250860	963.06

Electronic Transfers:	<u>Week of</u>	<u>Amount</u>
	3/9/2020	4,673.80
	3/13/2020	19,735.59
	3/20/2020	411,756.45
	3/25/2020	87,515.84
	3/25/2020	538.00
	3/27/2020	255,874.51
	3/31/2020	43,186.55
	*3/31/2020	1,402,311.80
	*3/31/2020	34,150.18
	4/1/2020	705.00

Payroll:	<u>Month Ended:</u>	<u>Wages</u>
	*3/31/2020	1,458,196.33

* Disbursements for employee out-of-pocket deductions and employee benefits.

Significant Disbursements:

<u>Vendor</u>	<u>Amount</u>	<u>Description</u>
Aspect Consulting, LLC	\$ 126,201.17	Source 1 Well Replacement
Kuker Ranken, Inc.	\$ 107,150.88	Surveying Supplies
Nisqually Indian Tribe	\$ 62,332.32	Jail Services
Northwest Land & Water	\$ 55,093.06	Hydrogeology Services
Puget Sound Energy	\$ 121,694.54	Utilities
Thurston Co. Pub. Health	\$ 63,197.00	Health and Human Services
Waunch Construction	\$ 96,060.30	Rumac Street Wastewater Imp.
Active Construction	\$ 258,412.26	College and 22 nd Roundabout
Aspect Consulting, LLC	\$ 62,722.58	Source 1 Well Replacement
Jam Construction, Inc.	\$ 108,768.03	Depot Trail Amenity
Murraysmith, Inc.	\$ 74,261.76	337 Zone Reservoir



LACEY CITY COUNCIL MEETING

April 9, 2020

SUBJECT: 2020 Budget Amendment (COVID-19 Public Health Emergency)

RECOMMENDATION: Upon review and concurrence, adopt proposed ordinance amending the 2020 Budget.

STAFF CONTACT: Scott Spence, City Manager 
Troy Woo, Finance Director 

ORIGINATED BY: Troy Woo, Finance Department

ATTACHMENTS: 1. [Ordinance No. 1566](#)
2. [Summary for Ordinance](#)

FISCAL NOTE: See attached Ordinance Exhibit "A"

PRIOR REVIEW: None

BACKGROUND:

On March 26, 2020, the City Council adopted Resolution No. 1086 establishing the Lacey Small Business Stabilization Fund. To help alleviate the severe and immediate economic impacts of the COVID-19 public health emergency, the City Council authorized \$1.0 million to provide financial support of local businesses. The source of funds is the City Council committed reserve for Strategic Investment.

At its March 19, 2020, Worksession, the City Council authorized an interlocal agreement relating to the design and construction of the Lacey Community Center HVAC Replacement Project. The City Council suggested the construction be completed during the facility closure due to the COVID-19 public health emergency. This would mitigate the need to close the facility again at a later date and will help ensure this important community asset will be available as an emergency resource, if needed. The source of the funds for this project are in an assigned fund balance designated by the City Manager.

The proposed amendment is limited to the aforementioned COVID-19 public health emergency related items.

It is requested that City Council review and adopt the ordinance amending the 2020 Budget.

ADVANTAGES:

1. The proposed adjustment ensures the proper level of budget appropriations have been authorized to fund the COVID-19 Small Business Stabilization Fund and Community Center HVAC Replacement.

DISADVANTAGES:

1. There are no significant disadvantages since there must be adequate fund balance to match the proposed carryover expenditure.

ORDINANCE NO. 1566

CITY OF LACEY

AN ORDINANCE AMENDING THE 2020 FISCAL YEAR BUDGET AND ORDINANCE NO. 1558 BY REVISING THE BUDGETED AMOUNTS FOR THE COMMUNITY BUILDINGS AND CAPITAL EQUIPMENT FUNDS AND APPROVING A SUMMARY FOR PUBLICATION.

WHEREAS, on March 19, 2020, the Lacey City Council passed Resolution No. 1085 finding the COVID-19 outbreak to constitute an emergency; and

WHEREAS, on March 23, 2020, Governor Jay Inslee imposed a “Stay Home, Stay Healthy” order requiring every Washingtonian to stay home unless they are engaged in an essential activity and banning all gatherings for social, spiritual and recreational purposes and ordering all businesses to close unless they are designated as an essential business; and

WHEREAS, while the practice of social distancing is critical in mitigating the rate of spread of the COVID-19 virus, it is having significant negative economic effects on small businesses and workers; and

WHEREAS, on March 26, 2020, the Lacey City Council passed Resolution No. 1086 allocating One Million Dollars (\$1,000,000) from the Strategic Investment fund to be utilized for economic recovery response to the impacts resulting from the COVID-19 pandemic; and

WHEREAS, there is a need for additional expenditures to be budgeted within the Community Buildings and Capital Equipment Funds for expenditures which could not be contemplated at the time of adopting the 2020 fiscal year budget; and

WHEREAS, fund balance, as shown on Exhibit "A" attached hereto, is available from the source indicated on said Exhibit for the making of said expenditures; NOW, THEREFORE,

BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF LACEY, WASHINGTON, AS FOLLOWS:

Section 1. The 2020 fiscal year budget and Ordinance No. 1558 adopting said budget are hereby amended by making those certain changes to the 2020 fiscal year budget set forth on Exhibit "A", attached hereto and made a part hereof as though fully set forth herein and for all purposes considered to be a portion of this ordinance.

Section 2. The City Clerk and the codifiers of this ordinance are authorized to make necessary corrections to this ordinance including, but not limited to, the

correction of scrivener's/clerical errors, references, ordinance numbering, section/subsection numbers and any references thereto.

Section 3. The Summary attached hereto is hereby approved for publication.

PASSED BY THE CITY COUNCIL OF THE CITY OF LACEY, WASHINGTON,
on this 9th day of April, 2020.

CITY COUNCIL

By: _____
Mayor

Approved as to form:

City Attorney

Attest:

City Clerk

SUMMARY FOR PUBLICATION

ORDINANCE NO. 1566

CITY OF LACEY

The City Council of the City of Lacey, Washington, passed on April 9, 2020, Ordinance No. 1566 entitled “**AN ORDINANCE AMENDING THE 2020 FISCAL YEAR BUDGET AND ORDINANCE NO. 1558 BY REVISING THE BUDGETED AMOUNTS FOR THE COMMUNITY BUILDINGS AND CAPITAL EQUIPMENT FUNDS AND APPROVING A SUMMARY FOR PUBLICATION.**”

A section by section summary of this ordinance is as follows:

Section 1 revises the amounts, which were budgeted for revenues and expenditures within the fund listed above by the 2020 fiscal year budget, which had been adopted by Ordinance No. 1558.

Section 2 provides provisions for corrections.

Section 3 approves this summary.

A copy of the full text of this ordinance will be mailed without charge to any person requesting the same from the City of Lacey.

City Clerk

Published: April 13, 2020

2020 Budget Amendments - Ordinance No. 1566 Exhibit "A"

Account Numbers	Account Description	2020 Budget	Budget Amendment	2020 Budget as Amended	Comments
Current Expense Fund					
Revenues					
001-0000-308-0000	Beginning Cash	1,369,099	750,000	2,119,099	Cash Reserves - Assigned Reserves
001-0000-308-0000	Beginning Cash	2,119,099	1,000,000	3,119,099	Cash Reserves - Committed Reserves - Strategic Investment
Total Current Expense Fund Revenues		45,811,442	1,750,000	47,561,442	
Expenditures					
001-7501-597-0205	Transfer Out 005 Fund	-	750,000	750,000	Community Center HVAC system replacement
001-7501-597-1102	Transfer Out 302 Fund	125,108	1,000,000	1,125,108	Lacey Small Business Stabilization Fund
Total Current Expense Fund Expenditures		45,811,442	1,750,000	47,561,442	
Community Buildings					
Revenues					
005-0000-397-0000	Other Financing Sources/Transfer In	-	750,000	750,000	Transfer In for the HVAC System Replacement
Total Community Buildings Fund Revenues		617,211	750,000	1,367,211	
Expenditures					
005-7611-575-4803	Repair & Maintenance - Facilities	18,750	750,000	768,750	Community Center HVAC repair/replacement
Total Community Buildings Fund Expenditures		617,211	750,000	1,367,211	
Capital Equipment Fund					
Revenues					
302-0000-397-1101	Transfers In/Transfer In 001, 003, 005	219,865	1,000,000	1,219,865	Transfer In for the Lacey Small Business Stabilization Fund
Total Capital Equipment Fund Revenues		3,149,828	1,000,000	4,149,828	
Expenditures					
302-0104-559-6001	Capital Outlays / Economic Development	776,534	1,000,000	1,776,534	Lacey Small Business Stabilization Fund
Total Capital Equipment Fund Expenditures		3,149,828	1,000,000	4,149,828	