



City of Lacey, Washington Lacey City Council Worksession Agenda

Refer to the bottom of the agenda for meeting information.

Tuesday, August 27, 2024

6:00 PM

Council Chambers and Online

1. Call to Order

2. Roll Call

3. Land Acknowledgment

We, the City of Lacey, are on the ancestral land of the Tribal People of the Treaty of Medicine Creek, including the Nisqually Indian Tribe and Squaxin Island Tribe. We acknowledge, and remember those Tribal People not recognized today who were absorbed or relocated into other tribes for survival. We recognize the ancestors and their descendants who are still here. We recognize and respect the Tribal People of the Treaty of Medicine Creek as the traditional stewards of this land since time immemorial and their role today in taking care of these lands in perpetuity. We recognize and have the responsibility to call attention to the histories of dispossession, forced removal, and abridged treaty rights that allowed our nation, state, and city to develop as they have today. We recommend that community members read the Medicine Creek Treaty of 1854.

4. Approval of the Agenda

5. Agenda Items

A. Lacey MakerSpace Update

Sean Moore, Director of the Center for Business & Innovation at the Thurston County Economic Development Council

Vanessa Dolbee, Community and Economic Development Director

B. Washington Center Free Day

Nicole Williams, Executive Assistant

C. Utility Billing and Meter Replacement Update

Troy Woo, Finance Director

Kristy Wolf, Financial Services Manager

Zak Haley, Utility Billing Supervisor

D. 2024 Budget Amendments

Troy Woo, Finance Director

6. Executive Session

A. Executive Session pursuant to RCW 42.30.110(1)(g)

7. Adjourn

Meeting Information:

Attendance (Remote or In-Person)

The public may attend the meeting in-person, or you may view or listen to the meeting using one of the following platforms:

In-Person: Council Chambers at Lacey City Hall
420 College Street SE, Lacey, WA 98503

Zoom: <https://us02web.zoom.us/j/88461544120>

Website: <https://cityoflacey.org/government/public-meetings/>

Facebook: <https://www.facebook.com/cityoflacey>

YouTube: <https://www.youtube.com/watch?v=8bWPPPOr53A>

Phone: (888) 788-0099 or (877) 853-5247 (Webinar ID 884 6154 4120)

Verbal Public Comment

Verbal public comment is not scheduled for Worksessions. Verbal public comment may be provided at Regular City Council Meetings. Regular Council Meetings are held the first and third Thursdays of the month.

Written Public Comment

Public comments may be submitted for Worksessions by email to PublicComment@cityoflacey.org. The commenting period will close two hours before meeting time. Written comments will be provided to the City Council electronically prior to the Worksession meeting. Comments will not be addressed during the Worksession meeting; however, comments received will be added to the official record.





LACEY CITY COUNCIL

August 27, 2024

SUBJECT: Selection of Non-Profit Applicant for Use of Free Day
at the Washington Center for Performing Arts

RECOMMENDATION: Review 2025 Non-Profit Applications and award one
applicant the use of the Washington Center for
Performing Arts Free Day

STAFF CONTACT: Rick Walk, City Manager *RW*
Nicole Williams, Executive Assistant *NW*

ORIGINATED BY: City Managers Department

ATTACHMENTS:

1. City Council Policies and Procedures- 10.01
Guidelines for Use of the Washington Center
2. Application – Olympia Waldorf School
3. Application – Olympia Chorus
4. Application – Boys & Girls Clubs of Thurston County
5. Application – 4 the Love Foundation
6. Application – Capital City Chorus of Olympia

FISCAL IMPACT: None

PRIOR REVIEW: None

BACKGROUND:

The City of Lacey (City) has access to two free days use of the Washington Center for Performing Arts (Washington Center) each calendar year. For 2025 the City of Lacey will use one of the free days, making one free day available for non-profit use.

The City accepts applications from non-profits each year and selects one applicant to receive use of the facility for free pursuant to City of Lacey Council Policies and Procedures Chapter 10.01- Guidelines for Use of Washington

Center. (See **Attachment 1**) In summary according to the policy the decision is based on,

- The City determines there is a general community interest in the proposed event.
- The City determines that the activity constitutes a public use that the City is authorized to sponsor.

Qualifying applicants must comply with all Washington Center rules, regulations, and policies. The Washington Center has confirmed they can work with the dates proposed.

At the Worksession staff will present the applications and facilitate a Council discussion to select an applicant to be awarded the free day available in 2025.

The City received five (5) applications for use of the Washington Center in 2025, and are summarized below. (See **Attachments 2 – 6**)

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1. **Olympia Waldorf School** proposed event would be their annual Middle School Play that will be performed by students for the rest of the school community.
 2. **Olympia Chorus** would like to invite the community to help celebrate their 60th anniversary with a concert that revives some of the music they have enjoyed over the past 60 years. They would engage additional performers from the community representing other genres, such as hip hop, choral, rock etc.
 3. **Boys and Girls Clubs of Thurston County** would like to host a movie screening (not finalized) with a short program before, perhaps a musical performance by Club kids.
 4. **4 the Love Foundation** would like to host a night of comedy event Comedy Clubhouse.
 5. **Capital City Chorus of Olympia** would like to host a Summer Sing-a-Long designed as an opportunity for the chorus to connect with the broader community of singers through the production of a larger piece of choral composition. Five rehearsals will be held at their typical rehearsal venue, leading up to a performance of an accessible, recognized choral classic. The audience would join in as a sing-a-long.

CHAPTER 10

Miscellaneous Council Policies

10.01 Guidelines for Use of Washington Center

The City periodically makes the Washington Center available free of charge for events in which the City has a major interest, with the following conditions:

The City has two free days available each year at the Washington Center. One free day is designated for City use, and one free day is designated for non-profit use. If the City decides not to sponsor an event, the second free day could be offered to a non-profit agency/organization.

1. The City accepts applications from January through July to request a free day in a subsequent year. For example, to reserve a date in 2004, an application should be submitted between January and July of 2003.
2. The requesting group must be non-profit in nature.
3. Use of the Center for the event does not occur more frequently than once each year.
4. No group will receive the use of the City's free day on an annual basis, unless no other eligible applications are received by the deadline.
5. The event may be used for fund-raising purposes if approved by the Lacey Council (funds raised in this way would be through admission charges, donation solicitation, or fee assessment).
6. The City determines there is general community interest in the proposed event.
7. The City determines that the activity constitutes a public use that the City is authorized to sponsor.
8. The City will receive formal recognition for its sponsorship, i.e., an announcement during the event, or recognition on a program or flier.
9. The group or individual, using the Center, agrees to hold the City harmless for any claims resulting from use of the Center.
10. Applicant must be willing to meet or comply with all Washington Center rules, regulations, and policies.
11. Applicant agrees to report attendance, participation rate, and other appropriate details in writing.

Procedure

1. Applicant must complete an *Application for Use of the Washington Center* form on the City's website: www.CityofLacey.org/washington-center-community-use/
2. City Manager's staff will contact the Washington Center to confirm availability of the date requested.
3. The request will be forwarded to the full Council for approval.
4. City Manager's staff will notify the Washington Center and applicant of the Council's decision.

10.02 Waiver of Building Permit and Construction Related Fees

The purpose of this policy is to set forth specific requirements, parameters, and processes wherein the City Manager, or designee, is authorized to waive specified building-related fees to assist low-income families with home ownership and to mitigate construction-related expenses for the Lacey Boys and Girls Club.

The Council finds that home ownership by low-income people benefits the general welfare of the City and its community members. The Council also finds that waiving the payment of certain building fees will assist low-income families in owning a home. Further, the Council determined it will be beneficial to the youth of the community and the residents of the City to waive certain construction fees for projects which are constructed to carry out the activities of the Lacey Boys and Girls Club.

On October 13, 2005, Council passed Ordinance 1248 creating a policy to waive building, plumbing, electrical, and mechanical permit fees, and, water meter, water construction, traffic mitigation, and plan check fees for low-income home construction projects when all of the following provisions apply:

1. The single-family residential structure is to be owned and occupied by a qualifying low-income family;
2. The single-family residential structure is located within the City limits;
3. The single-family residential structure meets all building code requirements;
4. A qualified and experienced non-profit 501(c)(3) organization sponsors, coordinates, and constructs the low-income single-family residential structure; and
5. The non-profit organization has a track-record, capacity, qualifying requirements, established policies and procedures, and a program of home construction for low-income families very similar or equivalent to that offered through the Habitat for Humanity organization.



CITY OF LACEY
Nicole Williams
360-438-2620
Nicole.Williams@cityoflacey.org

APPLICATION FOR THE FREE USE OF THE WASHINGTON CENTER FOR THE PERFORMING ARTS

The City of Lacey annually receives two free days of use of the Washington Center for the Performing Arts. The City designates one or both days for use by a non-profit organization. The City accepts applications from January through July of the year prior to the event. Please see the end of this application for eligibility and criteria per [City Council Policies and Procedures, Chapter 10.01](#)

ABOUT THE ORGANIZATION

Please tell us about your organization and membership.

Name of Organization

Olympia Waldorf School

Contact Name

Who is the best person to discuss this application with?

Sweekriti Apple

Contact Title

What is the contact's role at your organization?

Co-Lead Administrator

Organization Mailing Address

PO Box 130

City

East Olympia

State

WA

Zip

98540

Phone Number

360-493-0906 x1002

Email Address

sapple@olympiawaldorf.org

Is the organization a Non-Profit?

Requesting groups must be non-profit in nature.

Yes

When was the organization formed?

1985

Describe Membership

Please tell us briefly about your membership.

We are a non-profit school that serves South Puget Sound. Our school has around 150 students from PreK to grade 8.

ABOUT THE ORGANIZATION'S INSURANCE

If your organization does not have insurance and the City approves your application, you will need to work with the Washington Center to have them provide coverage for you.

Insurance Policy Name

Great American Insurance

Insurance Policy Number

PAC 1438438

Policy Expiration Date

09/01/24

Bodily Injury per Person

\$1,000,000.00

Property Damage per Occurrence

\$1,000,000.00

Combined Single Limit

\$3,000,000.00

ABOUT THE EVENT

Event Name

Middle School Play

Date Requested

03/28/25

Event Description

The students of our middle school (MS) will perform a play for the rest of our school community. This event occurs annually.

Event Purpose

MS Play

Event Frequency

How often does your organization .

Once per year

Venue Request

Please note: the free day applies to one venue- the Mainstage or the Blackbox. The recipient is responsible for all labor and production expenses, in addition to box office fees.

Blackbox (Max. Capacity 175)

Will admission be charged at the event?

Box office and ticketing fees apply when using Washington Center for ticket sales.

No

Will donations be solicited at the event?

No



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ABOUT THE ORGANIZATION

Please tell us about your organization and membership.

Name of Organization

Olympia Chorus

Contact Name

Who is the best person to discuss this application with?

Sally J Ryerson

Contact Title

What is the contact's role at your organization?

Marketing Coordinator

Organization Mailing Address

5456 Park Place Loop SE

City

Lacey

State

WA

Zip

98503

Phone Number

3603498682

Email Address

sjgoetsch223@gmail.com

Is the organization a Non-Profit?

Requesting groups must be non-profit in nature.

Yes

When was the organization formed?

1965

Describe Membership

Please tell us briefly about your membership.

Olympia Chorus consists of 20+ volunteer singers who meet weekly to perfect and perform a cappella music in four-part harmony. We are a chartered member of Sweet Adelines International, a 501 (c)(3) organization that brings women of all ages, cultures, races, and beliefs together through music education, vocal skill development, performance enhancement, and connection with our communities through music and service. The Olympia Chorus will be celebrating our 60th anniversary in 2025, and we plan to provide a community concert that would include not only the chorus, but additional music performers from our community that represent other genres.

ABOUT THE ORGANIZATION'S INSURANCE

If your organization does not have insurance and the City approves your application, you will need to work with the Washington Center to have them provide coverage for you.

Insurance Policy Name

* We have coverage via Sweet Adeli

Insurance Policy Number

Policy Expiration Date

Bodily Injury per Person	Property Damage per Occurrence	Combined Single Limit
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ABOUT THE EVENT

Event Name

Date Requested

60 Years -- a Musical Celebration!

09/20/25

Event Description

We plan to invite the community to help us celebrate our 60th anniversary with a concert that revives some of the music we have enjoyed over the past 60 years. In addition to the Olympia Chorus, we plan to engage additional performers from the community that represent other genres, such as hip hop, choral, rock, etc. making this a performance that will appeal to all generations.

Event Purpose

To bring our community together to enjoy a live performance that highlights and celebrates our communal love for music and creates a greater awareness of those in our community who perform it.

Event Frequency

How often does your organization .

This will be the first time.

Venue Request

Please note: the free day applies to one venue- the Mainstage or the Blackbox. The recipient is responsible for all labor and production expenses, in addition to box office fees.

Mainstage (Max. Capacity 1007)

Will admission be charged at the event?

Box office and ticketing fees apply when using Washington Center for ticket sales.

No

Will donations be solicited at the event?

Yes



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360-438-2620

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ABOUT THE ORGANIZATION

Please tell us about your organization and membership.

Name of Organization

Boys & Girls Clubs of Thurston County

Contact Name

Who is the best person to discuss this application with?

Tami Collins

Contact Title

What is the contact's role at your organization?

Director of Resource Development

Organization Mailing Address

2102 Carriage Drive SW

City

Olympia

State

WA

Zip

98512

Phone Number

3609560755

Email Address

tcollins@bgctc.org

Is the organization a Non-Profit?

Requesting groups must be non-profit in nature.

Yes

When was the organization formed?

2001

Describe Membership

Please tell us briefly about your membership.

Serve youth grades K-12 in eight Clubs across Thurston County, many of whom are receiving some level of scholarship or at no cost if considered McKinney-Vento (homeless) by their local school district.

ABOUT THE ORGANIZATION'S INSURANCE

If your organization does not have insurance and the City approves your application, you will need to work with the Washington Center to have them provide coverage for you.

Insurance Policy Name

Clear Risk Solutions

Insurance Policy Number

NPIP242548668

Policy Expiration Date

06/01/25

Bodily Injury per Person

5,000,000.00

Property Damage per Occurrence

5,000,000.00

Combined Single Limit

5,000,000.00

ABOUT THE EVENT

Event Name

Movie Screening (not finalized)

Date Requested

02/28/25

Event Description

Screening of a movie with short program before, perhaps a musical performance by Club kids

Event Purpose

fundraising

Event Frequency

How often does your organization .

this would be the first time

Venue Request

Please note: the free day applies to one venue- the Mainstage or the Blackbox. The recipient is responsible for all labor and production expenses, in addition to box office fees.

Mainstage (Max. Capacity 1007)

Will admission be charged at the event?

Box office and ticketing fees apply when using Washington Center for ticket sales.

Yes

Will donations be solicited at the event?

Yes



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ABOUT THE ORGANIZATION

Please tell us about your organization and membership.

Name of Organization

4 the Love Foundation

Contact Name

Who is the best person to discuss this application with?

Courtney Prothero

Contact Title

What is the contact's role at your organization?

Board Co-President

Organization Mailing Address

PO Box 741

City

East Olympia

State

WA

Zip

98540

Phone Number

360-442-0133

Email Address

canuck2328@gmail.com

Is the organization a Non-Profit?

Requesting groups must be non-profit in nature.

Yes

When was the organization formed?

2021

Describe Membership

Please tell us briefly about your membership.

The 4 the Love Foundation is passionately committed to fostering unity and advocating for those in need within Thurston County. Recognizing the numerous challenges that exist right in our own backyard, our mission is to fill essential gaps in resources and services, enabling our community members to rise above their circumstances.

ABOUT THE ORGANIZATION'S INSURANCE

If your organization does not have insurance and the City approves your application, you will need to work with the Washington Center to have them provide coverage for you.

Insurance Policy Name

Philadelphia Insurance Company

Insurance Policy Number

PHPK2551635

Policy Expiration Date

06/29/25

Bodily Injury per Person

1,000,000.00

Property Damage per Occurrence

1,000,000.00

Combined Single Limit

1,000,000.00

ABOUT THE EVENT

Event Name

4 the Love Presents Comedy Clubhouse

Date Requested

05/31/25

Event Description

A night of comedy

Event Purpose

Support our mission: In Unity, We Rise! Together, through acts of love and kindness, we strive to elevate and empower all members of our community, shaping a brighter, more equitable future for Thurston County.

Event Frequency

How often does your organization .

1

Venue Request

Please note: the free day applies to one venue- the Mainstage or the Blackbox. The recipient is responsible for all labor and production expenses, in addition to box office fees.

Blackbox (Max. Capacity 175)

Will admission be charged at the event?

Box office and ticketing fees apply when using Washington Center for ticket sales.

Yes

Will donations be solicited at the event?

Yes



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360-438-2620

Nicole.Williams@cityoflacey.org

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ABOUT THE ORGANIZATION

Please tell us about your organization and membership.

Name of Organization

Capital City Chorus of Olympia

Contact Name

Who is the best person to discuss this application with?

Dan Colgan

Contact Title

What is the contact's role at your organization?

Artistic Director

Organization Mailing Address

PO Box 6365

City

Olympia

State

WA

Zip

98502

Phone Number

6099155912

Email Address

director@cccolympia.org

Is the organization a Non-Profit?

Requesting groups must be non-profit in nature.

Yes

When was the organization formed?

2018

Describe Membership

Please tell us briefly about your membership.

The Capital City Chorus (CCC) is a community chorus dedicated to offering high-quality accessible choral music - created BY the community, presented TO the community, free of charge. Beginning in 2018, CCC is in the midst of our 5th season. Having weathered the COVID-19 pandemic only 1.5 seasons into our start, we are still a young organization and we're proud of our growth in members, audience reach and musicianship. With 130 singers in two choirs, our singers come to us with a wide range of choral singing and life backgrounds - from new singers to professionals in the music field, to members who work as teachers, state agency employees, nurses, doctors, and trades people. They are diverse in age from their 20s to 80s. Our audience is marketed to and drawn from the greater Olympia/Lacey area (with special attention to outreach to assisted living facilities.)

ABOUT THE ORGANIZATION'S INSURANCE

If your organization does not have insurance and the City approves your application, you will need to work with the Washington Center to have them provide coverage for you.

Insurance Policy Name

Acord - Acrisure Northwest Partner

Insurance Policy Number

#NPP2569978E

Policy Expiration Date

10/31/24

Bodily Injury per Person	Property Damage per Occurrence	Combined Single Limit
1,000,000.00	100,000.00	1,000,000.00

ABOUT THE EVENT

Event Name

Capital City Chorus Summer Sing

Date Requested

07/24/25

Event Description

Capital City Chorus Summer Sing-a-long is designed as an opportunity for our chorus to connect with the broader community of singers through the production of a larger piece of choral composition. Five rehearsals (to be held at our typical rehearsal venue) lead up to a performance of an accessible, recognized choral classic. The audience can join as a sing-along for this!

Event Purpose

We seek the opportunity to provide this experience to the community. Not everyone can devote one night/week to a choir rehearsal year-round. This is an easy, quick way to provide this experience to a broader audience. We did this once at Gloria Dei Church in July 2023, with great success. However, the event has outgrown that venue, with over 300 people in attendance then...we expect more in the summer of 2025. It is a uniquely participatory experience that has expanded our audience and brought new singers to audition for membership. Chorus and general community members alike delighted in singing together! Note: Our dates are VERY flexible. We'd just prefer an evening (any day) in the second half of July.

Event Frequency

How often does your organization .

Every other year. This will be our second

Venue Request

Please note: the free day applies to one venue- the Mainstage or the Blackbox. The recipient is responsible for all labor and production expenses, in addition to box office fees.

Mainstage (Max. Capacity 1007)

Will admission be charged at the event?

Box office and ticketing fees apply when using Washington Center for ticket sales.

No

Will donations be solicited at the event?

Yes



LACEY CITY COUNCIL WORKSESSION

August 27, 2024

SUBJECT: 2024 Budget Amendment Update

RECOMMENDATION: NA: Council will be briefed on the budget amendments to the 2024 adopted budget.

STAFF CONTACT: Rick Walk, City Manager *RW*
Troy Woo, Finance Director *TW*

ORIGINATED BY: Finance Department

ATTACHMENTS: 1. Draft Ordinance
2. Summary for Proposed Ordinance

FISCAL NOTE: As outlined in staff report.

**WORK PLAN GOAL
AND STRATEGY:** None

PRIOR REVIEW: May 28, 2024 Council Worksession

BACKGROUND:

Throughout the year, adjustments to the budget become necessary as a result of City Council actions, activity levels that were not anticipated during budget development, and grant awards (or other receipts of outside funding). Historically, the budget has been amended once per year immediately prior to the final development of the ensuing year's proposed budget document. It is staff's practice to communicate significant budget amendments leading up to the annual budget amendment process. The annual budget amendment ordinance adoption is scheduled for September 3, 2024.

The following are significant budget amendments that have been identified since the adoption of the 2024 Budget. The full details of the draft budget amendments are attached to the draft ordinance as exhibit "A".

Current Expense Fund (General Fund)

- The Social Services Department requests the following enhancement to the 2024 Budget:

- \$30,000 for support for the Lacey Genesis House
- \$20,000 for repairs and maintenance for the leased home provided to Homes First.
- A new Engineering Construction Manager position has been implemented to address significant growth to the City's capital facility and parks construction projects. The anticipated labor costs for the remainder of 2024 are \$40,000.
- The Community and Economic Development Department recently secured three grants. It is requested that budget be amended to accommodate both grant revenue and expenditures. The following grants were awarded:
 - \$175,000 Growth Management Act (GMA) Update Grant, which will include GMA review and update of the Comprehensive Plan and development regulations
 - \$350,000 Climate Grant, which includes the development of GMA climate change elements required by HB 1181.
 - \$75,000 Middle Housing Grant, which will develop policy and code adoption specific to implementing middle housing.
- The City was recently awarded a Home Electrification and Appliance Rebate (HEAR) Grant by the Washington State Department of Commerce. This grant will reimburse a portion (\$116,614) of the 2024 Puget Sound Energy (PSE) Rebate program.

Regional Athletic Complex Fund (General Fund)

- A review of utility expenses indicates that the electricity and City of Lacey utilities budgets are not sufficient for the entire year. \$25,000 is requested for electricity and \$43,000 is requested for City of Lacey utilities expenses.

City Street Fund (General Fund)

- The City has been experiencing significant cost increases to crosswalk and traffic signal replacement supplies. Also, 2024 projects include a significant Intercity Transit priority signal replacement. An additional \$68,428 is requested for electrical supplies due to cost increases and to complete the Intercity Transit project.

Arterial Street Fund

- Budget amendments are needed for the completion of the following Arterial Street capital projects:
 - Electric Vehicle Chargers - \$31,000 (Type II chargers)
 - 14th & Sleater-Kinney Road Intersection Improvements - \$15,000 (preliminary engineering)

- Willamette Drive & Campus Glen Roundabout - \$40,000 (preliminary engineering)
- Hawks Prairie Road & Marvin Road Roundabout - \$71,619 (road way)
- After reconciling the funding plan cashflow for the new Police Station and Training Facility, the timing of the use of real estate excise tax (REET) reserves has changed. Less REET reserves are needed in 2024 and will shift to the 2025 Budget, so a \$782,343 reduction to transfers out is recommended.

Building Improvement Fund

- \$1,600,000 of transfers-in from the Criminal Justice Fund (Fund 003) was inadvertently included in the 2023 Carryover Budget Amendment.
- The City Building Access Controls project requires an amendment of \$107,137. Change orders for expanding the duress button system, additional licensing, and cabling were approved to complete the project.
- Due to the favorable bid, the alternate bid for the construction of the Police Training Center was able to be awarded with the construction of the new Police Station. The 2024 Adopted Budget did not include appropriations for the training center, so an additional \$164,299 is requested. This amendment also includes the aforementioned reconciliation of funding sources.

Regional Athletic Complex Capital Fund

- Following the April 23 City Council Worksession when the Regional Athletic Complex (RAC) Phase 3 design concept and financing was discussed, the predesign, design, permitting, debt issuance, and construction timeline for the Regional Athletic Complex (RAC) Phase 3 was refined. To ensure there is adequate time to address mitigation, wetland, and environmental requirements, staff recommends beginning the predesign of the project in 2024. \$250,000 is requested to begin the selection and contract process with a consultant during the second half of 2024.

Wastewater Operations Fund

- \$196,786 is requested for the replacement of three liftstation pumps, each over 20 years old. They have reached the end of their operational life, and the projected maintenance and repair expenses suggest that replacing them is the most cost-effective solution. Although rehabilitation for these lift stations is planned, it is not scheduled for another five years or more. These pumps can be utilized for the rehabilitation will mitigate inflationary increases associated with pump replacement.

Water Capital Fund

- Budget amendments are needed for the completion of the following Water capital projects:
 - 2022 Overlay Utilities - \$19,460
 - 2024 Annual Valves program - \$349,868
 - Water Rights Grays Land Purchase - \$400,319
 - Lake View Meadows Watermain - \$52,737
 - Source 4 Well Site demolition - \$75,023
 - Grays Production Well Pump Discharge - \$200,000
 - Phase 3 Well Program - \$200,383

Wastewater Capital Fund

- Budget amendments are needed for the completion of the following Wastewater capital projects:
 - Liftstation 19 (Willamette Dr. and Commerce Place Dr.) - \$534,642

Equipment Rental Fund

- An unscheduled police vehicle replacement is needed due to an accident. The replacement will be funded from an insurance recovery. The cost of the police vehicle replacement is \$95,626.

Joint Animal Services Fund

- The Joint Animal Service Commission approved a \$30,000 amendment for the space needs analysis contract. The additional provisions include Public Works Engineering project time, an appraisal, and critical area evaluation.

The following table contains the total budget amendment request amounts by fund type:

<u>Fund Type</u>	Total Proposed Amendment
General Fund	\$ 1,231,589
Special Funds	(696,343)
Debt Funds	-
Capital Funds	521,436
Utility Funds	2,059,220
Internal Service Funds	95,626
Fiduciary Funds	30,000
	<u>\$ 3,241,528</u>

Staff requests that the City Council review the proposed budget amendments prior to consideration of the final ordinance at the September 3 City Council meeting.

ORDINANCE NO. 16XX

CITY OF LACEY

AN ORDINANCE AMENDING THE 2024 FISCAL YEAR BUDGET ADOPTED BY ORDINANCE NO. 1653 BY REVISING THE BUDGETED AMOUNTS FOR THE CURRENT EXPENSE, REGIONAL ATHLETIC COMPLEX (M&O), CITY STREET, ARTERIAL STREETS, BUILDING IMPROVEMENT, CAPITAL EQUIPMENT, REGIONAL ATHLETIC COMPLEX CAPITAL, WASTEWATER M&O, WATER CAPITAL, WASTEWATER CAPITAL, EQUIPMENT RENTAL, AND JOINT ANIMAL SERVICES FUNDS AND APPROVING A SUMMARY FOR PUBLICATION.

WHEREAS, there is a need for additional expenditures to be budgeted within the Current Expense, Regional Athletic Complex (M&O), City Street, Arterial Streets, Building Improvement, Capital Equipment, Regional Athletic Complex Capital, Wastewater M&O, Water Capital, Wastewater Capital, Equipment Rental, and Joint Animal Services Funds for expenditures which could not be contemplated at the time of adopting the 2024 fiscal year budget; and

WHEREAS, revenues, as shown on Exhibit "A" attached hereto, are available from the sources 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 2024 fiscal year budget and Ordinance No. 1653 adopting said budget are hereby amended by making those certain changes to the 2024 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 3rd day of September, 2024.

Approved as to form:

Mayor

City Attorney

ATTEST:

City Clerk

DRAFT

SUMMARY FOR PUBLICATION

ORDINANCE NO. 16XX

CITY OF LACEY

The City Council of the City of Lacey, Washington, passed on September 3, 2024, Ordinance No. 16XX entitled **“AN ORDINANCE AMENDING THE 2024 FISCAL YEAR BUDGET ADOPTED BY ORDINANCE NO. 1653 BY REVISING THE BUDGETED AMOUNTS FOR THE CURRENT EXPENSE, REGIONAL ATHLETIC COMPLEX (M&O), CITY STREET, ARTERIAL STREETS, BUILDING IMPROVEMENT, CAPITAL EQUIPMENT, REGIONAL ATHLETIC COMPLEX CAPITAL, WASTEWATER M&O, WATER CAPITAL, WASTEWATER CAPITAL, EQUIPMENT RENTAL, AND JOINT ANIMAL SERVICES 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 funds listed above by the 2024 fiscal year budget, which had been adopted by Ordinance No. 1653. The reason for revising the budgeted amounts is the fact that there exists a need for additional expenditures within those funds, which could not be contemplated at the time of adopting the 2024 fiscal year budget.

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: September 5, 2024

2024 Budget Amendments - Ordinance No. XXXX Exhibit "A"

Account Numbers	Account Description	2024 Budget	Budget Amendment	2024 Budget as Amended	Comments
Current Expense Fund					
Revenues					
001-0000-308-0000	Beginning Cash	30,026,648	279,579	30,306,227	Cash reserves
001-0000-334-0420	State Grant / Dept of Commerce	-	175,000	175,000	Growth Management Act (GMA) Update Grant
001-0000-334-0420	State Grant / Dept of Commerce	175,000	350,000	525,000	Climate Grant
001-0000-334-0420	State Grant / Dept of Commerce	525,000	75,000	600,000	Middle Housing Grant
001-0000-334-0420	State Grant / Dept of Commerce	600,000	116,614	716,614	Home Electrification and Appliance Rebate (HEAR) Grant
Total Current Expense Fund Revenues		82,015,296	996,193	83,011,489	
Expenditures					
001-0802-565-4001	Homeless Services / Homeless Services	100,000	30,000	130,000	Genesis House
001-0802-565-4803	Repairs & Maintenance / Rep & Maint-Facilities	-	20,000	20,000	Homesfirst property repairs
001-1401-514-4101	Professional Services / Prof. Svc-Other	131,460	14,250	145,710	Indirect Cost Allocation Plan update
001-1501-515-4109	Professional Services / Prof. Svc-Prosecution	465,248	2,312	467,560	Match City of Lacey cost of living adjustments
001-1501-515-4115	Professional Services / Governmental Services	307,028	1,592	308,620	Match City of Lacey cost of living adjustments
001-3201-532-1001	Salaries & Wages / Salaries-Regular	1,130,332	25,000	1,155,332	New Engineering Construction Manager
001-3201-532-2001	Personnel Benefits / Employer Paid Benefits	426,162	10,000	436,162	New Engineering Construction Manager
001-3201-532-4101	Professional Services / Prof. Svc-Other	2,800	6,000	8,800	Additional consulting professional services required
001-3201-532-4903	Miscellaneous / Recording Fees	35,000	15,000	50,000	SSHB 1474 - \$100 increase to recording fees
001-3304-576-1006	Salaries & Wages / Salaries-Part-Time	67,351	25,000	92,351	Park Maintenance seasonal wages for Rainier Vista Park
001-3305-576-1006	Salaries & Wages / Salaries-Part-Time	21,840	(21,840)	-	Park Maintenance seasonal wages moved to RAC operations
001-3701-558-4101	Professional Services / Prof. Svc-Other	32,000	175,000	207,000	GMA Update Grant - GMA review and update of comp plan and development regulations
001-3701-558-4101	Professional Services / Prof. Svc-Other	207,000	350,000	557,000	Climate Grant - development of GMA climate change elements (HB 1181)
001-3701-558-4101	Professional Services / Prof. Svc-Other	557,000	75,000	632,000	Middle Housing Grant - Policy and code adoption specific to implementing middle housing
001-3701-558-4920	Miscellaneous / Special Projects	601,179	116,614	717,793	Climate Action - PSE Rebate Program
001-3801-532-4101	Professional Services / Prof. Svc-Other	1,500	6,000	7,500	Additional consulting professional services required
001-7501-597-0201	Transfer Out 301 Fund	17,494,126	107,137	17,601,263	City Building Access Controls project
001-7501-597-1102	Transfer Out 302 Fund	681,295	39,128	720,423	Workspace/Remote Work/Virtual Technological Upgrades - assigned reserve
Total Current Expense Fund Expenditures		82,015,296	996,193	83,011,489	
Regional Athletic Complex (M&O) Fund					
Revenues					
007-0000-308-0000	Beginning Cash	-	89,840	89,840	Cash reserves
Total Regional Athletic Complex (M&O) Fund Revenues		1,281,355	89,840	1,371,195	
Expenditures					
007-3305-576-1006	Salaries & Wages / Salaries-Part-Time	123,575	21,840	145,415	Park Maintenance seasonal wages increase
007-3305-576-4701	Utility Services / Utility-Electric	80,000	25,000	105,000	Adjust for actual electricity usage
007-3305-576-4702	Utility Services / Utility-City of Lacey	92,000	43,000	135,000	Adjust for actual water usage
Total Regional Athletic Complex (M&O) Fund Expenditures		1,281,355	89,840	1,371,195	
City Street Fund					
Revenues					
101-0000-308-0000	Beginning Cash	111,957	70,428	182,385	Cash reserves
Total City Street Fund Revenues		4,758,499	70,428	4,828,927	

Account Numbers	Account Description	2024 Budget	Budget Amendment	2024 Budget as Amended	Comments
Expenditures					
101-4208-542-3111	Supplies / Roadway and Litter	-	2,000	2,000	Adopt-A-Highway program tool and supplies
101-4211-542-3201	Electrical Supplies / Electrical Supplies	45,572	68,428	114,000	Cost increases to crosswalk and traffic signal replacement and Intercity Transit priority signals
Total City Street Fund Expenditures		4,758,499	70,428	4,828,927	

Arterial Streets Fund					
Revenues					
102-0000-308-0000	Beginning Cash	16,202,500	(624,724)	15,577,776	Cash reserves
Total Arterial Streets Fund Revenues		26,304,704	(624,724)	25,679,980	
Expenditures					
102-4101-595-9001	Capital Projects / Preliminary Engineering	2,278,040	15,000	2,293,040	14th Avenue & Sleater-Kinney Intersection Improvements
102-4101-595-9001	Capital Projects / Preliminary Engineering	2,293,040	40,000	2,333,040	Willamette Drive & Campus Glen Roundabout
102-4101-595-9003	Capital Projects / Road Way	7,467,291	102,619	7,569,910	Electric vehicle Type II chargers removed from Federal contract, Hawks Prairie&Marvin RAB
102-4101-597-0105	Transfers Out / Transfer Out 301 Fund	11,657,735	(782,343)	10,875,392	REET Reserves - adjusted construction cashflow based on Training Center addition
Total Arterial Streets Fund Expenditures		26,304,704	(624,724)	25,679,980	

Building Improvement Fund					
Revenues					
301-0000-308-0000	Beginning Cash	661,881	(653,358)	8,523	Cash reserves
301-0000-397-1008	Transfers In / Transfer In 102 Fund	11,657,735	(782,343)	10,875,392	REET Reserves - adjusted const. cashflow based on Police Station/Training Center contract award
301-0000-397-1101	Transfers In / Transfer In 001,003,005	17,494,126	107,137	17,601,263	From Fund 001 for City Building Access Controls change orders
301-0000-397-1101	Transfers In / Transfer In 001,003,005	17,601,263	1,600,000	19,201,263	From Fund 003 for Police Station and Training Facility
Total Building Improvement Fund Revenues		29,919,717	271,436	30,191,153	
Expenditures					
301-0101-514-6003	Capital Outlay - Improvements	-	107,137	107,137	City Building Access Controls change orders
301-0101-514-6004	Capital Outlay - Buildings	29,813,742	164,299	29,978,041	Adjusted construction cashflow based on Training Center addition
Total Building Improvement Fund Expenditures		29,919,717	271,436	30,191,153	

Capital Equipment Fund					
Revenues					
302-0000-308-0000	Beginning Cash	1,379,387	36,000	1,415,387	Cash Reserves
302-0000-397-1101	Transfer In 001, 003, 005	780,252	39,128	819,380	Workspace/Remote Work/Virtual Technological Upgrades, body worn and fleet cameras
Total Capital Equipment Fund Revenues		2,288,157	75,128	2,363,285	
Expenditures					
302-0102-519-6406	Capital Outlays / Capital-Common Facilities	88,018	25,000	113,018	Workspace/Remote Work/Virtual Technological Upgrades
302-0102-519-6410	Capital Outlays / Police	860,687	14,128	874,815	Additional equip. was added to the purchase agreement for body worn & taser camera contract
302-0102-519-6410	Capital Outlays / Police	874,815	36,000	910,815	Radios for four new Public Safety positions
Total Capital Equipment Fund Expenditures		2,288,157	75,128	2,363,285	

Regional Athletic Complex-Capital					
Revenues					
307-0000-308-0000	Beginning Cash	2,619,865	250,000	2,869,865	Cash reserves

Account Numbers	Account Description	2024 Budget	Budget Amendment	2024 Budget as Amended	Comments
Total Regional Athletic Complex-Capital Revenue		4,416,219	250,000	4,666,219	
Expenditures 307-0106-576-6219	Capital Outlays / Sport Com-Prel Design	5,000	250,000	255,000	RAC Phase 3 predesign services
Total Regional Athletic Complex-Capital Expenditures		4,416,219	250,000	4,666,219	

Wastewater Fund					
Revenues 402-0000-308-0000	Beginning Cash	159,213	226,786	385,999	Cash reserves
Total Wastewater Fund Revenues		24,282,717	226,786	24,509,503	
Expenditures 402-3503-535-3148 402-3503-535-4116 402-3503-535-4602 402-3503-535-4702 402-3503-535-4708 402-3504-535-4505	Supplies / Repairs & Maintenance Professional Services / Prof. Svc-Parks Insurance / Insurance-Fire/Property Utility Services / Utility-City of Lacey Utility Services / Utility-Private Water Rentals / Rentals-Other	315,990 - 126,834 40,000 13,000 200	196,786 3,000 3,000 (8,500) 2,500 30,000	512,776 3,000 129,834 31,500 15,500 30,200	Replace three 20+ year old liftstation pumps Minor adjustments between line items to reflect historical expenditure levels Minor adjustments between line items to reflect historical expenditure levels Minor adjustments between line items to reflect historical expenditure levels Minor adjustments between line items to reflect historical expenditure levels Vactor rental during repair period
Total Wastewater Fund Expenditures		24,282,717	226,786	24,509,503	

Water Capital Fund					
Revenues 410-0000-308-0100	Estimated Beginning Cash / Construction Cash	25,996,093	1,297,792	27,293,885	Cash reserves
Total Water Capital Fund Revenues		46,475,835	1,297,792	47,773,627	
Expenditures 410-3418-534-9001 410-3418-534-9005 410-3418-534-9013	Preliminary Engineering Construction Engineering Construction of Utilities	1,803,396 3,299,281 39,409,762	65,468 97,334 1,134,990	1,868,864 3,396,615 40,544,752	2024 Water Valves, Lake View Meadows Watermain, Grays Prod. Well 2022 Overlay, 2024 Water Valves, Lake View Meadows Watermain, Well Source 4 House Demo, Grays Prod. Well 2022 Overlay, 2024 Water Valves, Lake View Meadows Watermain, Well Source 4 House Demo, Grays Prod. Well
Total Water Capital Fund Expenditures		46,475,835	1,297,792	47,773,627	

Wastewater Capital Fund					
Revenues 411-0000-308-0100	Estimated Beginning Cash / Construction Cash	8,940,278	534,642	9,474,920	Cash reserves
Total Wastewater Capital Fund Revenues		18,480,320	534,642	19,014,962	
Expenditures 411-3518-535-9005 411-3518-535-9013	Construction Engineering Construction of Utilities	1,311,174 15,785,744	40,098 494,544	1,351,272 16,280,288	Liftstation 19 Replacement Liftstation 19 Replacement
Total Wastewater Capital Fund Expenditures		18,480,320	534,642	19,014,962	

Equipment Rental Fund					
Revenue 501-0000-369-4000	Other Misc Revenue / Court Fees /Judgments	-	95,626	95,626	Vehicle insurance reimbursement
Total Equipment Rental Fund Revenues		4,922,482	95,626	5,018,108	

Account Numbers	Account Description	2024 Budget	Budget Amendment	2024 Budget as Amended	Comments
Expenditures					
501-4801-548-6001	Capital Outlays - Replacements	1,916,247	95,626	-	Replacement police vehicle - insurance recovery
501-4801-548-6002				2,011,873	
Total Equipment Rental Fund Expenditures		4,922,482	95,626	5,018,108	

Animal Services					
Revenue					
503-0000-308-0000	Beginning Cash	1,330,179	30,000	1,360,179	Cash reserves
Total Animal Services Revenue		3,829,540	30,000	3,859,540	
Expenditures					
503-3901-539-4101	Professional Services / Prof. Svc-Other	255,000	30,000	285,000	Space need assessment project
Total Animal Services Expenditures		3,829,540	30,000	3,859,540	