

FINANCE & ECONOMIC DEVELOPMENT COMMITTEE MINUTES
FEBRUARY 22, 2022
8:30 A.M. – 9:15 A.M.
REMOTE ONLY

To hear the full discussion of a specific topic, or the complete meeting, you may watch the video-stream available on the City of Lacey's YouTube Channel: <https://youtu.be/lADoi86s15g>

COUNCIL PRESENT: MAYOR RYDER (CHAIR), DEPUTY MAYOR MILLER, COUNCILMEMBER GREENSTEIN

STAFF PRESENT: SCOTT SPENCE, TROY WOO, PERI EDMONDS

ACTION: APPROVE FINANCE & ECONOMIC DEVELOPMENT COMMITTEE AGENDA
MOTION: MOTION MADE, SECONDED, AND CARRIED BY COUNCILMEMBER GREENSTEIN AND DEPUTY MAYOR MILLER

2022 BUDGET AMENDMENT UPDATE

STAFF: TROY WOO, FINANCE DIRECTOR
ACTION: INFORMATION ONLY

Staff provided an update on significant 2022 budget amendments identified since the adoption of the 2022 Budget:

Current Expense Fund (General Fund)

- Workforce:
 - Human Resources: Limited-term HR Specialist
 - Finance: Payroll/Accounting Services Specialist
 - Finance: Department Assistant
- Move the administration of the business licensing and B&O tax from the Utility Division to the Accounting Division
- TOGETHER! Host Homes Program
- Lacey Veteran Services Hub computers and computer lab furniture
- Electrical ARC Flash Study (shared with Wastewater Operations Fund and Water Operations Fund)
- Regional Climate Mitigation Plan – Phase 4

Regional Athletic Complex Fund (General Fund)

- Regional Athletic Complex Irrigation Meter – 2022 Budget adjustment and transfer of reserves from current expense fund

Capital Equipment Fund (General Fund)

- Technology and workspace investments relating to post-pandemic workplace

Arterial Street Fund

- Secured additional transportation grant funding:
 - Surface Transportation Block Grant funds - roundabout at Willamette Drive and Campus Glen Drive
 - Surface Transportation Block Grant funds - College Street Corridor Improvements Phase 4

Building Improvement Fund

- Lacey Museum and Cultural Center Project – demolition phase
- Community and Economic Development Department - minor office remodel due to department growth

Parks and Open Space Fund

- Greg Cuoio Park and Greenways Master Plan Phase 1A – design costs

Water Operations Fund

- Electrical ARC Flash Study (shared with General Fund and Wastewater Operations Fund)
- Limited-term employee staff for Utility Billing Division:
 - Three limited-term Automated Meter Infrastructure Technicians
 - One limited-term Department Assistant III.
- Meter supplies and system upgrade

Wastewater Operations Fund

- Electrical ARC Flash Study (shared with General Fund and Water Operations Fund)

Joint Animal Services

- Increase to Thurston County service levels resulting in budget increase

Due to the significant budget amendments, staff will present a budget amendment ordinance to the full City Council in March or April instead of waiting for the annual budget amendment ordinance scheduled for September.

2021 BUDGET CARRYOVERS

STAFF: TROY WOO, FINANCE DIRECTOR
ACTION: RECOMMEND TO THE FULL CITY COUNCIL ADOPTION OF THE 2021 BUDGET ENCUMBRANCE CARRYOVER ORDINANCE
MOTION: MOVED AND SECONDED BY COUNCILMEMBER GREENSTEIN AND DEPUTY MAYOR MILLER. MOTION CARRIED.

Staff provided details of the re-appropriation of funds from the 2021 fiscal year budget to the 2022 budget. The encumbrance and capital carryover requests are limited to purchase orders that were initiated in the previous year and capital projects that were authorized in the previous year's budget. Outstanding purchase order carryover requests are limited to significant (over \$2,500) unfilled material, equipment, and supply orders. Capital project carryover requests do not have a dollar threshold. The funds requesting the carryovers must have adequate fund balance before the requests can be granted.

The Committee suggested starting preliminary conversations with retail grocers to discuss effective ways to secure shopping carts to help minimize the number being left in the community.